

# VinylPlus® Supplier Certificate

Criteria for PVC additives suppliers



**Criteria Scheme**

**Issue 1.1 (Dec 2024)**

The VinylPlus® Supplier Certificate (VSC) for PVC additives (stabilisers, plasticisers, fillers and pigments) provides supply chain information supporting converters in attaining the VinylPlus® Product Label. The VSC criteria address organisational management, supply chain management and sustainability aspects of additives to PVC used in building and construction products, using consistent criteria reflecting the commitments of the VinylPlus® voluntary sustainability programme and the responsible sourcing principles defined in BES 6001 (the Framework Standard for Responsible Sourcing owned by BRE). Owned by VinylPlus®, the VSC scheme has been developed in collaboration with

## **Foreword**

The requirements of the VSC scheme consist of actions to be taken to demonstrate adoption of the 5 challenges of VinylPlus®, the voluntary sustainability programme of the European vinyl supply chain, and of responsible sourcing as defined in BES 6001, the Framework Standard for Responsible Sourcing owned by BRE.

The requirements and associated actions have been structured into eight components:

- VinylPlus partnership – A commitment to sustainable development
- Organisational Management Requirements
- Supply Chain Management Requirements
- VinylPlus Challenge 1 – Controlled Loop Management
- VinylPlus Challenge 2 – Organo-chlorine Emissions
- VinylPlus Challenge 3 – Sustainable Use of Additives
- VinylPlus Challenge 4 – Sustainability Energy and Climate Stability
- VinylPlus Challenge 5 – Sustainability Awareness

Requirements can be demonstrated to be met either by providing **manufacturing location**-related evidences or **product**-related evidences. In the below requirement lists, the manufacturing location-related requirements are shown in **green**, the product-related requirements are shown in **blue**. The manufacturing location-related types of evidence may be common to a number of different products, and so **need not be repeated** when seeking certification of additional closely-related products.

This VSC scheme can be applied to a **single additive product**, an additive **product system** (parent additive and a set of ‘mirroring’ additive products that represent slightly different variations of this parent additive product) or an additive **product range** (group of additives having at least one attribute in common or that complement each other in significant ways). Certification of a whole additive system or additive range only applies when all the requirements of the scheme are equally met by all the additive products of the system or range. It may be that all additives in a product system or in a product range will **only require a single evaluation** against a common management system and aspects related to the manufacturing location.

The term **constituent materials** in the scheme indicates all materials used within the formulation of the additive product. It does not include packaging materials or consumable office products associated with manufacture (e.g. paper, print materials, etc.).

Auditing shall be done by an accredited certification body. The list of accredited bodies for the scheme will be updated and communicated to the applicants by VinylPlus®. It will be up to the applicant to select the approved certification body that will do the assessment.

## **Scoring Methodology**

An additive supplier that meets the requirements of the VSC scheme receives a Certificate of Approval and a corresponding performance rating for each of the requirements.

The organisation must satisfy all compulsory requirements (C) and may achieve additional levels of

compliance within the non-compulsory requirements of the scheme to achieve a higher performance rating (see below Performance Scoring Table).

Supplementary points are available for some criteria and can be awarded in addition to compulsory points regardless of any/all 'higher performance rating' achieved. For example, in 4.2 Waste management, a supplementary point can be awarded in addition to the compulsory level a) score. Or, a supplementary point can be awarded in addition to the score from b) or the score from c). This approach makes the maximum points available 4.

The organisation should obtain a total of minimum 43% of maximum number of points (28 points) for certification of the product(s) or product system(s).

	Requirements	a)	b)	c)	d)	e)	f)	g)	Maximum number of points
1.1	Integration of the VinylPlus programme into company life	C	1, 2 or 3	1					4
2.1	Responsible sourcing policy	C							0
2.2	Legal compliance	C							0
2.3	Quality management system	C	2						2
2.4	Supplier management system	C	1						1
3.1	Material traceability through the supply chain	C	1	Or 2	1	Or 2			4
3.2	Environmental management systems in the supply chain	C	1	Or 2	Or 3				3
3.3	Health and safety management systems in the supply chain	C	1	Or 2	Or 3				3
4.1	Use of recycled PVC	NA	NA	NA	NA				0
4.2	Waste management	C	2	Or 3	1				4
4.3	Product Design for Controlled Loop Material Management	2, 3 or 4							4
5.1	PVC resin used in manufacturing the product	NA	NA						0
6.1	Use of additives in the assessed product	C	1	4	8	1	2	3	19
7.1	Greenhouse gas emission reduction	C	3	Or 5					5
7.2	Energy use	1							1
7.3	Use of renewable energy resources	1	Or 2	Or 3	Or 4				4
7.4	Transport impacts	C	2	1					3
7.5	Lifecycle assessment	C	2	Or 3					3

	(LCA)								
8.1	Demonstrating commitment and communication	C	2	Or 3					3
8.2	Local Communities	C	1	Or 2					2
									65

## **Requirements**

The following criteria from the VinylPlus® Product Label are adapted according to their relevance to PVC additive substances:

1. VinylPlus partnership – A commitment to sustainable development
  - 1.1 Integration of the VinylPlus programme into company life
2. Organisational Management Requirements
  - 2.1 Responsible sourcing policy
  - 2.2 Legal compliance
  - 2.3 Quality management system
  - 2.4 Supplier management system
3. Supply Chain Management Requirements
  - 3.1 Material traceability through the supply chain
  - 3.2 Environmental management systems in the supply chain
  - 3.3 Health and safety management systems in the supply chain
4. VinylPlus Challenge 1 – Controlled Loop Management
  - 4.1 Use of recycled PVC
  - 4.2 Waste management
  - 4.3 Product Design for Controlled Loop Material Management
5. VinylPlus Challenge 2 – Organo-chlorine Emissions
  - 5.1 PVC resin used in manufacturing the product
6. VinylPlus Challenge 3 – Sustainable use of Additives
  - 6.1 Use of additives in the assessed product
7. VinylPlus Challenge 4 – Sustainable Energy and Climate Stability
  - 7.1 Greenhouse gas emission reduction
  - 7.2 Energy use
  - 7.3 Use of renewable energy resources
  - 7.4 Transport impacts
  - 7.5 Lifecycle assessment (LCA)
8. VinylPlus Challenge 5 – Sustainability Awareness
  - 8.1 Demonstrating commitment and communication
  - 8.2 Local communities

### **APPENDICES**

- Rules and Obligations
- Criteria 3.1 a) - Material Traceability
- Criteria 6.1 b) - Classifications of VOC
- Criteria 7.1 - Verifying Carbon Emission Reduction
- Criteria 7.3 – Renewable Energy Sources
- Criteria 8.1 a) - Verifying Human Resources Performance

## 1. VinylPlus partnership – A commitment to sustainable development

### 1.1 Integration of the VinylPlus programme into company life

	Description	Performance Rating
a)	<p>The organisation is a <b>full partner of the VinylPlus</b> programme and has fully paid all membership fees at the time of certification. The product label is only awarded to products manufactured and sold in Europe (EU27+UK+Norway+Switzerland).</p> <p>OR</p> <p>The organisation is neither a European member nor a partner of VinylPlus and has paid the yearly <b>Scheme Management Fee</b> at the time of the certification</p> <p>The certification remains valid over 3 years only if all yearly fees are paid during this period. The product label is only awarded to products manufactured and sold in Europe (EU27+UK+Norway+Switzerland).</p>	Compulsory
b)	To achieve a higher performance rating, the organisation is an <b>active supporter of the VinylPlus®</b> programme and its associated voluntary commitments and working principles. The organisation has set a range of quantifiable objectives for the implementation of the VinylPlus® targets in its day-to-day business activities and there is a process for regularly monitoring progress against these objectives.	Up to 5 principles – 1 6 to 15 Principles –2 > 15 Principles - 3
c)	A supplementary point may be awarded if the organisation has been a partner of the VinylPlus® programme for a minimum of <b>3 years continuously</b> .	1

## 2. Organisational Management Requirements

### 2.1 Responsible sourcing policy

	Description	Performance Rating
a)	The organisation shall have a <b>written Responsible Sourcing Policy</b> , appropriate to the organisation, addressing the responsible sourcing principles. The policy shall be approved and signed by the organisation's senior management and promoted within the organisation.	Compulsory

### 2.2 Legal compliance

	Description	Performance Rating
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a)	<p>The organisation shall establish, implement and maintain a procedure(s) to:</p> <ul style="list-style-type: none"> <li>• identify and have access to all specific, relevant, applicable and most recent local, national and ratified international laws and regulations by which the organisation is bound,</li> <li>• be in accordance with most recently revised laws and regulations as appropriate,</li> <li>• determine how these laws and regulations apply to the implementation of its policy established in clause 2.1(a).</li> </ul> <p>The organisation shall ensure that these laws and regulations are adhered to when establishing, implementing and maintaining its management systems/processes.</p>	Compulsory
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## 2.3 Quality management system

	Description	Performance Rating
a)	The organisation shall have in place a documented quality management system, following the fundamentals of ISO 9001:2015 to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.	Compulsory
b)	To achieve a higher performance rating, the organisation shall have a quality management system that conforms to ISO 9001:2015 or equivalent, certificated by an accredited organisation in accordance with regulation (EC) no. 765/2008 of the European Parliament and of the Council for the international EA / IAF MLA mutual recognition agreements, to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.	2

## 2.4 Supplier management system

	Description	Performance Rating
a)	<p>The organisation shall have in place, appropriate to the purpose and activities of the organisation and its products, a documented management system for its purchasing process and for approval of its suppliers. The management system shall reference the policy established in clause 2.1 of this Standard.</p> <p>AND</p> <p>The organisation shall maintain a list of approved suppliers of constituent materials in the assessed product.</p> <p>AND</p> <p>Where the organisation under assessment acquires constituent materials from any supplier based outside the EU, or from states that have not declared adherence to the OECD Guidelines for Multinational Enterprises, the organisation shall undertake an appropriate risk assessment and demonstrate due diligence in its monitoring of the supplier's compliance with the ILO Declaration on Fundamental Principles and Rights at Work.</p> <p>Where the assessed organisation is responsible for the extraction of a raw material at source, the organisation shall demonstrate traceability from the source of the raw material to the assessed product through any subsequent processes of product realisation.</p>	Compulsory
b)	<p>The organisation can demonstrate that the product being evaluated does not contain conflict minerals, either by:</p> <ul style="list-style-type: none"> <li>• Declaring an absence of minerals of concern (3TG - Tin, Tantalum, Tungsten and Gold, as identified in the <a href="#">Conflict minerals reporting template (CMRT)</a> provided by the Responsible Minerals Initiative); or that</li> <li>• Any 3TG mineral of potential concern is declared but meets certification criteria in the Conflict Minerals Reporting Template (CMRT) tool.</li> </ul>	1

## 3. Supply Chain Management Requirements

For each of the following sub-sections, constituent materials shall be traceable to the supplier(s) responsible for:

- The extraction of raw materials; OR
- The production of by-products; OR
- The processing of commodity-traded materials.

The % performance rating for each sub-section should be based on any ONE of a number of criteria (e.g. volume OR mass), whichever is most appropriate for the product being assessed. This choice must be clearly defined and justified at assessment. Whichever metric is used, it must be the same basis for all the 5 clauses in Criterion 3.1.

### 3.1 Material traceability through the supply chain

	Description	Performance Rating
a)	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s). The following mechanisms shall be considered appropriate for demonstrating traceability:</p> <ul style="list-style-type: none"> <li>The organisation responsible for the constituent material(s) at each stage of the supply chain shall be certificated by an accredited organisation to ISO 9001:2015;</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Equivalent documented evidence of traceability as documented in guidance notes.</li> </ul> <p>Where there is already an established industry benchmark this shall be taken as the 'compulsory' level.</p> <p>An independently audited full chain of custody scheme to the raw materials source of the constituent material(s) satisfies the requirement for traceability (<a href="#">see Appendix</a>).</p>	Compulsory
b)	To achieve a higher performance rating, 75% of the constituent material(s) obtained from Tier 1 suppliers in the assessed product shall be traceable to supplier(s) with a certificated quality management system.	1
c)	To achieve a higher performance rating than Criterion 3.1. b), 90% of the constituent material(s) obtained from Tier 1 suppliers in the assessed product shall be traceable to supplier(s) with a certificated quality management system.	2
d)	A Supplementary Point may be awarded if 60% of constituent material(s) obtained from Tier 1 suppliers and their supply chains shall be traceable to the maximum traceability boundary, supported by freely and publicly available justification.	1
e)	To achieve a higher performance rating than Criterion 3.1. d), at least 90% of constituent material(s) obtained from Tier 1 and their supply chains shall be traceable to the maximum traceability boundary, supported by freely and publicly available justification.	2



### 3.2 Environmental management systems in the supply chain

	Description	Performance Rating (all sectors)
a)	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s) with an environmental management system (EMS).</p> <p>The EMS shall follow the fundamentals of ISO 14001:2015 and shall include within its scope key processes of raw material extraction and primary material production, where appropriate to the scope of its operations.</p> <p>The organisation under assessment will also have an EMS.</p> <p>Constituent materials which are recycled materials or by-products shall be deemed to satisfy this requirement without further verification.</p>	Compulsory
b)	<p>To achieve a higher performance rating, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) (including the organisation under assessment) with an EMS certificated by an accredited organisation to:</p> <ul style="list-style-type: none"> <li>• ISO 14001:2015; OR</li> <li>• EU Eco-Management and Audit Scheme (EMAS).</li> </ul>	1
c)	<p>To achieve an even higher performance rating, 75% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS.</p>	2
d)	<p>To achieve the highest performance rating, 90% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS.</p>	3

### 3.3 Health and safety management systems in the supply chain

	Description	Performance Rating (all sectors)
a)	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s) with a health and safety management system.</p> <p>The organisation under assessment will also have a health and safety management system.</p> <p>The health and safety management system shall be compliant with local legislation and shall incorporate the recording of:</p> <ul style="list-style-type: none"> <li>• Near miss incidents;</li> <li>• Time loss accidents; and</li> <li>• Fatal accidents.</li> </ul>	Compulsory
b)	To achieve a higher performance rating, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) (including the organisation under assessment) with a health and safety management system certificated by an accredited organisation to OHSAS 18001:2007 OR ISO45001:2018, OR an equivalent documented H&S MS which is independently assessed. The equivalent H&S MS shall follow the relevant principles of OHSAS 18001: 2007 or ISO 45001: 2018.	1
c)	To achieve an even higher performance rating, at least 75% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system.	2
d)	To achieve the highest performance rating, at least 90% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system.	3

## 4. VinylPlus Challenge 1 – Controlled Loop Management

### 4.1 Use of recycled PVC

Not applicable

### 4.2 Waste management

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, for the diversion of waste from landfill or incineration without energy recovery in accordance with the waste hierarchy.</p> <p>AND</p> <p>The organisation shall provide evidence that all controlled waste arising from its operations is stored, transported and treated such that risks to human health and the environment are minimised and that all local regulatory requirements are fulfilled.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders its performance in terms of waste prevention and waste management. This shall include:</p> <ul style="list-style-type: none"> <li>• levels of waste production relative to output set against targets for reduction over time, and thereafter reported on an annual basis, as a minimum; and</li> <li>• comparison to industry benchmarks, where available, or comparison to company benchmarks if industry benchmarks aren't available.</li> </ul>	2
c)	<p>To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.</p>	3
d)	<p>A Supplementary Point may be awarded if, the organisation specifically reports to its stakeholders on at least two of the five below topics:</p> <ul style="list-style-type: none"> <li>• Overview highlighting typical waste production rates for the relevant sector, as well as the typical waste reuse-, recycling, energy recovery- and landfilling- rates.</li> <li>• Actions taken to foster post-consumer reuse, recycling and energy recovery of the assessed product.</li> <li>• Levels of reuse and recycling of the waste produced by the organisation.</li> <li>• Annual updates of targeted vs actual waste reduction rates for the assessed product.</li> <li>• Staff and supply chain engagement activities promoting behavioural change and the share of best practices.</li> </ul>	1

### 4.3 Product Design for Reuse and/or Recycling

	Description	Performance Rating
a)	The organisation has taken positive steps towards saving their resources, designing for reuse and/or facilitating recycling of the PVC part of the product	Up to 3 steps - 2 4 to 5 steps - 3 More than 5 steps - 4

## 5. VinylPlus Challenge 2 – Organo-chlorine Emissions

### 5.1 PVC resin used in manufacturing the product

Not applicable

## 6. VinylPlus Challenge 3 – Sustainable use of Additives

### 6.1 Use of additives in the assessed product

	Description	Performance Rating
a)	<p>The manufacture of the product which is being evaluated has included only REACH compliant additives (substances) and has not used the following additives:</p> <ul style="list-style-type: none"> <li>Substances containing cadmium or lead, a low molecular ortho-phthalate (C8 ortho-phthalate and below), except as included and permitted in any recyclate.</li> </ul>	Compulsory
b)	The producer demonstrates that contamination with lead and cadmium (if any) in a given product in the scope of the certification does not exceed 0.1% by weight.	1
c)	<p>Supplementary points may be awarded if the organisation demonstrates that the product which is being evaluated:</p> <ul style="list-style-type: none"> <li>has been manufactured without using additives (substances) which are on <a href="#">the REACH candidate list</a> or listed on <a href="#">Annex XIV</a>, even if authorised.</li> </ul>	4
d)	<p>Supplementary points may be awarded if the key additives have been generically assessed by the industry associations represented in VinylPlus® using the ASF (Additive Sustainability Footprint) methodology, based on the TNS System Conditions and as developed by VinylPlus® to support the sustainable use of additives.</p> <p>See the <a href="#">webpage</a> dedicated to ASF for more details</p>	8
e)	Supplementary points may be awarded if the organisation runs or is involved in research and development project(a) aimed at limiting hazardous VOCs associated with the additive and SVHC(s).	1
f)	Supplementary points may be awarded if the organisation can demonstrate that no hazardous VOCs are released in the production of stabilisers.	2

g)	Supplementary points may be awarded if the organisation can demonstrate that it is actively promoting VinylPlus® principles to other regions (beyond Europe).	3
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## 7. VinylPlus Challenge 4 – Sustainable Energy and Climate Stability

### 7.1 Greenhouse gas emission reduction

	Description	Performance Rating
a)	<p>According to the principles of ISO 14064-1:2018, the organisation shall quantify the:</p> <ul style="list-style-type: none"> <li>emissions and removals of greenhouse gases (GHG) related to its direct operations; and</li> <li>indirect emissions and removals of GHG related to energy use in its direct operations.</li> </ul> <p>AND</p> <p>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the GHG intensity of its operations. This aspect may be managed within the scope of an existing management system.</p> <p>NOTE: refer to ISO 14064-1:2018 for definitions.</p> <p>Emissions calculations using other internationally recognised standards are accepted as defined in the guidance notes.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders on the emissions and removals of greenhouse gases, according to the principles of ISO 14064-1:2018.</p> <p>If legal requirements related to competition mean that reporting cannot be legally conducted at company level then the information shall be reported at sector level. This may be via a trade association.</p> <p>Where sector-specific standards for GHG reporting exist, these are acceptable methods for reporting.</p>	3
c)	To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.	5

[See Appendix](#) for more details

### 7.2 Energy use

	Description	Performance Rating
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a)	<p>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the energy intensity of those operations over which the organisation has financial and/or operational control. Energy intensity is the amount of energy required for each unit of output.</p> <p>Certification to ISO 50001:2018 or any equivalent energy assessment scheme, meets this requirement.</p>	1
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### 7.3 Use of renewable energy resources

	Description – See Q1 below	Performance Rating
a)	The organisation's <b>use of renewable energy</b> is 10% higher than the nationally calculated average renewable energy proportion.	1
b)	To achieve a higher performance rating, the organisation's <b>use of renewable energy</b> is 20% higher than the nationally calculated average renewable energy proportion.	2
c)	To achieve a higher performance rating, the organisation's <b>use of renewable energy</b> is 30% higher than the nationally calculated average renewable energy proportion.	3
d)	To achieve a higher performance rating, the organisation's <b>use of renewable energy</b> is 40% higher than the nationally calculated average renewable energy proportion.	4

[See Appendix](#) for more details.

## 7.4 Transport impacts

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, for continually reducing environmental impacts associated with the transport of materials, goods and people involved in its operations.</p> <p>The policy shall identify appropriate, significant, direct environmental impacts associated with the modes of transport used by the organisation and shall include mitigation strategies for significant environmental impacts.</p> <p>The methodology used to identify significant environmental impacts shall be documented.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall extend the scope of its transport policy and metrics to cover the supply of traceable constituent material(s) in the assessed product.</p> <p>Where the assessed organisation is responsible for the constituent material(s) at the source, the scope and boundaries of the policy shall cover all transport modes used, from the source of the constituent material(s) to the assessed product(s).</p>	2
c)	<p>A supplementary point may be awarded if the organisation reports performance against its transport policy and objectives to its stakeholders, on at least two of the following aspects:</p> <ul style="list-style-type: none"> <li>• Methodology for identifying significant environmental impacts;</li> <li>• Significant environmental impacts identified by the organisation;</li> <li>• Mitigation strategies; and</li> <li>• Performance against targets.</li> </ul>	1

## 7.5 Lifecycle assessment (LCA)

	Description	Performance Rating
a)	The organisation shall use life cycle thinking and/or life cycle assessment (LCA) methods to identify significant environmental aspects and impacts throughout the product lifecycle, and shall have in place a documented approach for continual improvement of life cycle environmental performance.	Compulsory
b)	To achieve a higher performance rating, the organisation shall provide evidence that it has participated in a freely and publicly available LCA study that complies with the requirements of ISO 14040:2006 and ISO 14044:2006	2
c)	<p>To achieve the highest performance rating, the organisation shall have conducted an Additive Sustainability Footprint (ASF) and made a current ASF report publicly available</p> <p>And promote it also outside Europe (see also the note under 6.1)</p>	3



## 8. VinylPlus Challenge 5 – Sustainability Awareness

### 8.1 Demonstrating commitment and communication

	Description	Performance Rating
a)	<p>The organisation has established a Sustainability policy, supported by a documented management system, for the learning and development of its employees and carry out regular reviews of its performance (<a href="#">see Appendix</a>).</p> <p>Sustainability awareness/training shall be evidenced in all relevant professional and functional training.</p> <p>This aspect may be managed within the scope of an existing management system.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders on its performance relating to the learning and development of its employees.</p> <p>OR</p> <p>The organisation shall establish a policy, supported by a documented management system, for enhancing the diversity and inclusiveness of its workforce and carry out regular reviews of its performance. This aspect may be managed within the scope of an existing management system.</p>	2
c)	<p>To achieve the highest performance rating, the organisation shall have external verification of the information above.</p>	3

### 8.2 Local communities

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, to identify and consult with local community stakeholders directly affected by the activities and operations of the organisation;</p> <p>AND</p> <p>The organisation shall have written procedures to record all complaints from local community stakeholders and any subsequent and associated actions (including any prosecutions).</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall carry out regular reviews of its performance in terms of local community relationships, stakeholder engagement and complaints incidents.</p> <p>AND one of the following:</p> <ul style="list-style-type: none"> <li>The organisation shall report to its stakeholders on its performance in terms of local community relationships, stakeholder engagement and complaint incidents.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>The organisation shall have a written policy to use local sourcing and local business where appropriate and</li> </ul>	1

	practical.	
c)	To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.	2



**VinylPlus®** is the Voluntary Commitment to sustainable development by the European PVC industry. It aims at creating a long-term sustainability framework for the entire PVC value chain across Europe and beyond.



**Building Research Establishment (BRE)** is an independent and impartial, research-based consultancy, testing and training organisation, offering expertise in every aspect of the built environment and associated industries.



**The Natural Step (TNS)** is a global NGO organisation with three decades of experience helping organisations and individuals understand and make meaningful progress toward sustainability.

## APPENDICES

	<b>VinylPlus® Supplier Certificate</b> <b>Rules and Obligations</b>
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### 1. The fundamentals

The VinylPlus® Supplier Certificate (VSC) may only be used by organisations holding a valid Certificate of Approval issued by VinylPlus®. It may only be strictly used for the additive/additive family for which the VSC is granted.

The use of the VinylPlus® Supplier Certificate relates only to the certification scheme operated by VinylPlus®. The VSC is the property of VinylPlus®, and its use is subject to the conditions of use set out below.

The rules for the VinylPlus® branding and VSC logo need to be strictly respected. The replication or reproduction of the VSC can only be made with the authorisation of VinylPlus®.

The VinylPlus® Supplier Certificate can be mentioned on product specifications, product sales literature, product brochures, on the product itself, and in any publicity material that is directly related to the relevant product.

The company holding the VinylPlus® Supplier Certificate is solely responsible for the correct use of the VSC label by its design and marketing service partners.

The VinylPlus® Supplier Certificate must not be used to imply approval of products or services not approved or covered in the criteria scheme by VinylPlus®.

Electronic versions of the VinylPlus® Supplier Certificate shall only be obtained from VinylPlus®.

### 2. Standard amendment or withdrawal

The VinylPlus® Supplier Certificate is valid from the date of the VinylPlus® certification for 3 years with annual desktop verifications in the intervening years. The audit is repeated every 3 years and a new certificate based on the audit results is issued by VinylPlus®.

In case an onsite audit cannot be organised before the end of the validity period of the certificate due to circumstances of force majeure, the validity period can be extended by VinylPlus® for a maximum of 6 months.

If the VinylPlus® Supplier Certificate Scheme document is amended after the applicant has accepted an audit, the previous Criteria Scheme should be used. The VinylPlus® Supplier Certificate based on the previous scheme remains valid for 3 years.

If the VinylPlus® Supplier Certificate is withdrawn or becomes obsolete, the use of the VSC shall cease within twelve months of the date of withdrawal or obsolescence.

Audit results have a general validity for a maximum of 1 year. Should the applicant not be able to deliver the requested remaining evidence to conclude the audit process within this time frame, audit results will no longer be valid.

### 3. Intellectual Property Rights

This document does not confer any right, title or interest in the VinylPlus® Supplier Certificate, which shall remain the property of VinylPlus®. VinylPlus® reserves all licensing and enforcement rights, and may update this rules and guidance document from time to time.

For the latest version of this document, please consult the [Rules and Obligations page](#) of the VSC website.

#### **4. Misuse**

Unauthorised use and/or misuse of the VinylPlus® Supplier Certificate is not permitted, especially not for other products in the company's product range that have not received the VSC. VinylPlus® will launch an investigation if we find, or are notified of, a potential misuse, whether through negligence or fraud. If proven, such misuse may lead to a suspension and withdrawal of the VSC, a publication of the transgression, a legal action, or a fine.

#### **5. Your responsibility**

It is the responsibility of the VinylPlus® Supplier Certificate holder to:

(i) Ensure that the additive product supplied under a valid current VinylPlus® Supplier Certificate Approval, and using the appropriate VSC logo, conforms at all times with the requirements of the VinylPlus® Supplier Certificate Scheme and with all other relevant terms and conditions.

(ii) In the event of termination of the Agreement howsoever arising, cease using, remove or obliterate the VSC logo.

(iii) Indicate to VinylPlus® any fraud or misuse that comes to your notice including the relevant information needed for VinylPlus® to take action.


#### **6. Some Dos and Don'ts**

##### **Dos**

- Include the VinylPlus® Supplier Certificate in your marketing and promotional literature only strictly for the additive product.
- Contact VinylPlus® if you wish to include the VSC logo in any press release or press orientated material. Permission to use the logo in this way will not be unreasonably withheld.
- Ensure that the rules contained in this guidance are adhered to.
- Ensure that the entire VSC logo is clearly visible against the background on which it is being reproduced. Use the black and white version if helpful.
- Contact VinylPlus® if you are unsure of any aspect of using the label imagery.

##### **Don'ts**

- Make the VSC logo too small to identify; it should be legible to the naked eye.
- Partially cover the image with other brands or copy.
- Overprint the image with text.
- Stretch or squash the marks to fit a given size.
- Use the marks in circumstances that would bring the VinylPlus® Supplier Certificate into disrepute.
- Use the marks in connection with additive products or services that are not associated with the VinylPlus® Supplier Certificate.
- Attempt in any way to redraw or re-create the VSC artwork for the marks.
- Pass on copies of the VSC artwork of the marks to any other parties other than your own design companies.

	<p style="text-align: center;"><b>VinylPlus® Supplier Certificate</b>  <b>Criteria 3.1 a) - Material Traceability</b></p>
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### **Purpose**

The purpose of this document is to provide guidance regarding the use in the VinylPlus® Supplier Certificate of 'Material Traceability' as a key indicator in the evaluation.

### **Material Traceability**

The following mechanisms shall be considered appropriate for demonstrating material traceability to the source of the constituent material(s):

- The identification and traceability of constituent material(s) is managed at each stage of the supply chain to the source through Sub-clause 8.5.2 of ISO 9001:2015, and implemented at each exchange of responsibility through Sub-clause 8.4 of ISO 9001:2015. The organisation responsible for the constituent material(s) at each stage of the supply chain shall be certificated by an accredited organisation to ISO 9001:2015.
- An independently audited Chain of Custody (CoC) scheme to the source (defined below).
- Equivalent documented evidence of material traceability. This can include documented evidence of ordering and delivery of materials at each exchange of responsibility within the supply chain to the source.

The term 'to the source' refers to the three sources of materials within the scheme, i.e. manufacturers responsible for:

- the production and supply of mass-produced materials;
- the recovery and supply of recycled materials; and
- the production and supply of by-products or production residues from other industrial processes.



## VinylPlus® Supplier Certificate

### Criteria 7.1 - Verifying Carbon Emission Reduction

#### Purpose

This document provides background information methods of securing third party verification for carbon emission reduction activities within organisations seeking VinylPlus® Supplier Certificate approval.

Note that VSC auditors will be able to consider the equivalence of other schemes on a case by case basis and this document will be updated as equivalent schemes are identified.

#### Verifying carbon emission reduction

Verification of performance concerning carbon emission reduction activities can be demonstrated through programmes such as the Carbon Trust Standard.

**Carbon Trust Standard** is a UK-based scheme which publicly recognises a company's efforts to reduce carbon emissions, and provides tangible proof to all stakeholders (including employees, shareholders, customers and suppliers) that a business is committed to making future reductions. Having certified the carbon reduction of hundreds of organisations, Carbon Trust Certification is widely considered as the world's leading certifier of organisational carbon footprint reduction. Companies carrying the Carbon Trust Standard range from large multinational organisations to small companies.

To achieve the Carbon Trust Standard a company must meet three criteria:

- Provide an accurate footprint measurement including all required emission sources;
- Demonstrate an absolute reduction of carbon footprint or equivalent relative efficiency improvement; and
- Demonstrate good carbon management to the Carbon Trust's standard including carbon governance, accounting, reduction methods and targets.

To secure certification, a company must submit an application for review by an independent assessor. The following tools are used:

- The **Carbon Trust Standard Carbon Footprint Spreadsheet** (an Excel file available [here](#)) can be used to record a company's carbon footprint and the reduction in this footprint over time. The methodology has been developed for the Carbon Trust Standard and follows the principles outlined in the GHG protocol, with all carbon emissions calculated using government-produced emissions factors. (In the UK, factors published by Defra are used.)
- Then use the **Carbon Trust Standard Assessment Form** (a Word file available [here](#)) to document whether the company meets the required carbon management standards. In order to achieve the Carbon Trust Standard an overall score of at least 60% is required in this section

More information on this Standard can be found at [www.carbontrust.com/client-services/footprinting/footprint-certification](http://www.carbontrust.com/client-services/footprinting/footprint-certification).

**Equivalent schemes in other countries.** VinylPlus auditors will be able to consider the equivalence of other schemes on a case by case basis. This document will be updated as equivalent schemes are identified.

### Renewable Energy Sources

The categories of energies that can be considered as renewable within the VSC Scheme Criteria are those as defined in Chapter 5 of Annex B of the EU Regulation 1099/2008 on Energy Statistics (accessed [here](#) with relevant definitions reproduced below). Hydropower is thus considered as a renewable energy in the framework of the scheme.

Energy product	Definition
1. Hydro power	Potential and kinetic energy of water converted into electricity in hydroelectric plants. Pumped storage must be included. Production must be reported for plant sizes of < 1 MW, 1 to < 10 MW, ≥ 10 MW and from pumped storage.
2. Geothermal	Energy available as heat emitted from within the earth's crust, usually in the form of hot water or steam. This energy production is the difference between the enthalpy of the fluid produced in the production borehole and that of the fluid eventually disposed of. It is exploited at suitable sites: <ul style="list-style-type: none"> <li>— for electricity generation using dry steam or high enthalpy brine after flashing,</li> <li>— directly as heat for district heating, agriculture etc.</li> </ul>
3. Solar energy	Solar radiation exploited for hot water production and electricity generation. This energy production is the heat available to the heat transfer medium, i.e. the incident solar energy less the optical and collectors' losses. Passive solar energy for the direct heating, cooling and lighting of dwellings or other buildings is not included.
3.1. Of which: solar photovoltaic	Sunlight converted into electricity by the use of solar cells usually made of semi-conducting material which exposed to light will generate electricity.
3.2. Of which: solar thermal	Heat from solar radiation; can consist of: <ul style="list-style-type: none"> <li>(a) solar thermal-electric plants; or</li> <li>(b) equipment for the production of domestic hot water or for the seasonal heating of swimming pools (e.g. flat plate collectors, mainly of the thermosyphon type).</li> </ul>
4. Tide, wave, ocean	Mechanical energy derived from tidal movement, wave motion or ocean current and exploited for electricity generation.
5. Wind	Kinetic energy of wind exploited for electricity generation in wind turbines.
6. Industrial waste (non-renewable)	Report wastes of industrial non-renewable origin (solids or liquids) combusted directly for the production of electricity and/or heat. The quantity of fuel used should be reported on a net calorific value basis. Renewable industrial waste should be reported in the solid biomass, biogas and/or liquid biofuels categories.
7. Municipal waste	Wastes produced by households, hospitals and the tertiary sector incinerated at specific installations, on a net calorific value basis.
7.1. Of which: renewable	The portion of municipal waste which is of biological origin.
7.2. Of which: non-renewable	The portion of municipal waste which is of non-biological origin.



Energy product	Definition
8. Solid biomass	Covers organic, non-fossil material of biological origin which may be used as fuel for heat production or electricity generation. It comprises:
8.1. Of which: charcoal	The solid residue of the destructive distillation and pyrolysis of wood and other vegetal material.
8.2. Of which: wood, wood wastes, other solid wastes	Purpose-grown energy crops (poplar, willow etc.), a multitude of woody materials generated by an industrial process (wood/paper industry in particular) or provided directly by forestry and agriculture (firewood, wood chips, wood pellets, bark, sawdust, shavings, chips, black liquor etc.) as well as wastes such as straw, rice husks, nut shells, poultry litter, crushed grape dregs etc. Combustion is the preferred technology for these solid wastes. The quantity of fuel used should be reported on a net calorific value basis.
9. Biogas	A gas composed principally of methane and carbon dioxide produced by anaerobic digestion of biomass.
9.1. Of which: landfill gas	A biogas formed by the digestion of landfilled wastes.
9.2. Of which: sewage sludge gas	A biogas produced from the anaerobic fermentation of sewage sludge.
9.3. Of which: other biogas	Biogas produced from the anaerobic fermentation of animal slurries and of wastes in abattoirs, breweries and other agro-food industries.
10.1. Of which: biogasoline	This category includes bioethanol (ethanol produced from biomass and/or the biodegradable fraction of waste), biomethanol (methanol produced from biomass and/or the biodegradable fraction of waste), bioETBE (ethyl-tertio-butyl-ether produced on the basis of bioethanol; the percentage by volume of bioETBE that is calculated as biofuel is 47 %) and bioMTBE (methyl-tertio-butyl-ether produced on the basis of biomethanol; the percentage by volume of bioMTBE that is calculated as biofuel is 36 %).
10.2. Of which: bio-diesels	This category includes bio-diesel (a methyl-ester produced from vegetable or animal oil, of diesel quality), biodimethylether (dimethylether produced from biomass), Fischer-Tropsch (Fischer-Tropsch produced from biomass), cold extracted bio-oil (oil produced from oil seed through mechanical processing only) and all other liquid biofuels which are added to, blended with or used straight as transport diesel.
10.3. Of which: other liquid biofuels	Liquid biofuels, used directly as fuel, not included in biogasoline or bio-diesels.



### **Purpose**

This document provides background information methods of securing third party verification on Human Resources activities within organisations seeking the VinylPlus® Supplier Certificate.

Note that the VSC auditors will be able to consider the equivalence of other schemes on a case by case basis. This document will be updated as equivalent schemes are identified.

### **Verifying human resources performance**

Verification of performance concerning the development of its workforce can be demonstrated through programmes such as:

- **Investors in People (IiP)** – This is a UK-based organisation (see [www.investorsinpeople.co.uk](http://www.investorsinpeople.co.uk)) with its own widely recognised methodology, which seeks to transform business performance through the development of companies’ workforces.

IiP’s mission is to help companies achieve workforce-related improvements by focusing its activities on the company’s business objectives.

IiP acts as a ‘critical friend’ to ensure continuous improvement in this process.

IiP offers a range of online tools to help businesses start this process. These tools can be accessed at: [www.investorsinpeople.co.uk/MediaResearch/Tools/Pages/default.aspx](http://www.investorsinpeople.co.uk/MediaResearch/Tools/Pages/default.aspx). Successful participants secure certification as the end of the process.

- **Equivalent schemes in other countries.** VinylPlus® auditors will be able to consider the equivalence of other schemes on a case by case basis. This document will be updated as equivalent schemes are identified.

### **Verifying knowledge of VinylPlus® objectives and learning needs**

The company can demonstrate that its employees are knowledgeable about VinylPlus® and its sustainability targets in the following ways:

- Evidence that key personnel from the company are engaged in VinylPlus® task forces.
- Published research by company personnel that contributes to knowledge around the application of TNS Framework and its application to the assessment of PVC additives.
- Evidence that the company is applying the TNS Framework, including its implementation in ASF.
- Evidence that employees have reviewed core resources about VinylPlus®.
- Evidence that employee competence on VinylPlus® topics has been tested through internal learning programmes.
- Evidence that the company sustainability objectives are connected to the industry roadmap.

## Version Control

Version	Date	Description of change	Person responsible
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None