



RULES FOR ASSESSMENT OF THE IMPLEMENTATION LEVEL OF ISO 26000 AND OF ISO 20400 GUIDELINES

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CHAPTER 1 – OVERVIEW

1.1 Scope

These Rules define the procedures applied by RINA to verify the level of implementation of the International Standard ISO 26000:2010 “Guidance on social responsibility” and ISO 20400:2017 “Sustainable procurement – Guidance”.

The above-mentioned international standards contain:

- the principles of social responsibility: and of sustainable procurement (respectively);
- the social responsibility core subjects: organizational governance, human rights, labour practices, the environment, fair operational practices, consumer issues, community involvement and development;
- guidance on integrating social responsibility throughout an organization and throughout the procurement process (respectively).

The level of implementation of social responsibility is evaluated by using an independent and documented rating system which does not provide assurance on compliance of the system applied by an organization, but on the use of standards as a reference documents to integrate social responsibility throughout its activities, policies, strategies, procedures and objectives.

RINA can publish specific rules/guidelines integrating the requirements of these Rules.

RINA applies its current fees and guarantees fairness and uniformity of application.

RINA may legitimately refuse verification requests related to organizations and/or their products/activities that are subject to restriction, suspension or proscription by a public authority.

1.2 Terminology

The terminology used in these Rules is the same as that used in the International Standard ISO 26000:2010 “Guidance on social responsibility”.

1.3 Principles for verification

RINA recognises key guiding principles of the verification process and will conduct all the activities to ensure accuracy, conservatism, relevance, credibility, reliability, completeness, consistency, transparency, impartiality, independence, safeguarding against conflicts of

interest and confidentiality.

CHAPTER 2 – CONTRACT REVIEW

2.1 Request

Organizations wishing to obtain a declaration on their integration/application of ISO 26000 and of ISO 20400 must provide RINA with a basic set of data by filling in a specific questionnaire.

Organizations can select one of two standards or both.

These data will be used by RINA to make its offer.

RINA can proceed to draw up the offer if at least the following data/documents are available:

- name and address of the organization;
- location and characteristics of all sites involved in the verification process;
- a list of the main interested parties for each site;
- further information required in the informative questionnaire.

2.2 Contract

Organizations must formalise their order by sending RINA the request form or a contract duly signed by the Chief Executive Officer or authorised representative, by way of a power of attorney.

On receipt of the request form or the signed contract and the related documentation/annexes, and after a preliminary review to check their completeness, RINA will inform the organization of its acceptance of the order.

Only after RINA notifies acceptance of the order to the organization, is the contract between RINA and the organization considered stipulated.

The contract stipulated between RINA and the organization covers:

- documental review;
- follow-up actions (telephone or e-mail interviews);
- on-site visit/evaluation;
- issue of a verification report and declaration, both consigned to the organization;
- any additional services stated in the offer.

CHAPTER 3 – SELECTION OF THE TEAM

3.1 Team assignment

RINA selects the team who will perform the activity and the personnel who will perform the independent technical review on the basis of the knowledge, skills and competency required.

3.2 Team communication

In advance of the verification, RINA will notify the organization in writing of the names of the team members; the organization may object to these appointments, within 5 working days of the notification, giving their reasons.

RINA will reconstitute the team in response to any valid objection.

CHAPTER 4 – ASSESSMENT OF THE IMPLEMENTATION LEVEL OF ISO 26000

4.1 Overview

RINA will evaluate implementation of the International Standard ISO 26000 and/or ISO 20400 by comparing the organization's performance with a series of criteria, which include the following:

- objectives and purpose of the verification;
- implementation of the International Standard ISO 26000:2010 in relation to the core subjects and issue of social responsibility;
- evidence provided by complete, coherent, accurate information collected during the on-site visit/evaluation.

The final result of this process will be:

- a report describing the verification process;
- a declaration on the use of ISO 26000:2010 standard and of ISO 20400 standard as a reference document to integrate social responsibility throughout its activities, policies, strategies, procedures and objectives..

4.2 Documental review

The organization is to make available to RINA the documents related to the

integration/application of the selected standard throughout its structure.

The team will review the documents to verify the level of documental application to guidance on social responsibility ISO 26000.

4.3 Follow-up actions

Following the document review, the team will identify additional questions and issues that need to be addressed with the organization.

4.4 On-site visit/evaluation

The process also demands an on-site visit, to interview the representatives of the organization and main interested parties, and to collect evidence of implementation of the documental system.

The date of the on-site visit will be agreed with the organization sufficiently in advance and officially confirmed at least one week before.

The process can also concern interested local or international key figures who may make important observations.

4.5 Draft verification report

After the follow-up actions, the team will provide a draft verification report to the organization that summarises the results of the verification and may contain clarification requests of aspects that need to be further elaborated, addressed or integrated by the organization.

The organization can provide additional information to improve the outcome of the verification.

Depending on the nature of the improvements/corrections and/or the provided documentation, an additional on-site visit could be needed.

4.6 Final report

Once the draft verification report has been confirmed by the organization (with or without integrations), the verification team will draw up the final verification report, highlighting the strengths, weaknesses and potential improvement areas of the organization's current management.

4.7 Independent technical review

The final verification report prepared by the team will be subjected to an independent technical

review to ensure that it meets all the RINA requirements.

4.8 Dispatch of the report and final declaration

Once the verification process has been completed, the organization will receive the final verification report and a declaration containing the following information:

- name, address and other relevant information related to the organization;
- the written declaration that the organization uses the guidance provided by the ISO 26000:2010 standard and/or the guidance provided by the ISO 20400:2018 standard as reference document to integrate social responsibility in its activities, policies, strategies, procedures and objectives;
- a note that the declaration of assessment is neither intended nor appropriate for certification purposes;
- the verification date;
- the date of approval;
- any reservations or limitations;
- an authorised signature.

Technical Rules
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