

Maturity Matrix Worksheet

Data Collection/Reporting Period (e.g. Year 2017)		2021			Objectives & Plan(s) / Programme(s)
You may want to refer to the characteristics for each practice in Table A1 'Sustainable Development maturity matrix for continual improvement of organisations seeking certification of their					
Sustainability Principles	Practices (Please add any additional practices that are relevant to your approach to sustainability management)	Characteristics of the approach to sustainability in developing organizations			
		Maturity			
		Ad-hoc engagement, an informal approach to stakeholders in relation to these Practices. Limited understanding of the implications of the Practices on business priorities and decision making.	Policies and approach documented and well understood. Accountable party identified and responsible implementing roles/tasks resourced, trained and operational. Certified or uncertified management systems in place to manage the Practices.	Engaged' plus: Proactively using sustainability to drive innovation into the organisation at every level to deliver improved performance. Company success is viewed in broader terms than foundation financials only. Positive and negative impacts on our natural capital, wellbeing, local communities and economic contribution should be considered and built into all decision making.	
		Immature	Engaged	Proactive and Learning	
Inclusivity	Stakeholder identification and mapping		Comprehensive list of stakeholders created.		Stakeholder Map (CMS-SMS-MR-SM)
	Open engagement in various formats for various stakeholders		All stakeholders give the opportunity to feedback in a structured and fair way. Key issues addressed.		Physical records
	Stakeholder issue identification		Stakeholder issues are identified using this learning as part of your marketing with the goal of creating a competitive advantage.		Stakeholder Map (CMS-SMS-MR-SM)
	Communication of organization response to issues raised		Issues has been resolved by using communication methods of email, phone, fax and meetings.		Complaint log
 / Additional practice				
Integrity	Leadership shown - clear Accountabilities documented			Clearly written and communicated sustainable development policy. Staff, suppliers, stakeholders are all aware of, understand and behave according to the sustainable development policy.	Physical records
	Code of Conduct adopted			Management system policy, objectives integrated with organizational purpose, vision and values.	
	Integrity risks identified and managed		Considering how sustainable development may affect your reputation or may be a risk to you.		Physical records
 / Additional practice				
 / Additional practice				

Stewardship	Sustainable development culture			All staff are encouraged to change their ways of working and implement increased sustainability with reward/incentive scheme	Physical records
	Responsible/Sustainable Supply chain approach adopted		Supplier payment is within timeframe stated by supplier. Some sustainability factors are considered including: location of supplier, types of materials used		Physical records
	Systematic Environmental Management			Potential environmental impacts and risks considered and business decisions made based on these considerations	Physical records
	Systematic Social Management		Employment and social rights principle states avoiding of child labor, involuntary prison labor, inhumane treatment.		Human Resources Policy and procedure
	Systematic Economic Management		Top management provides supporting of employee and local commitment and improving of ethical supply chain practices.		Code for responsible sourcing
	Skills and training		New employees given education on sustainability.		Training Plan 2017, Training records with evaluation.
	Career development		Methods has been created on performing and assessing of increasing conscious level, implementing management system efficiently to provide continual improvement		
 / Additional practice				
Transparency	Identify appropriate metrics/KPIs		Performance indicators of all departments have been identified and followed-up Record of sustainability management, environmental, social and economic aspects.		SCS Workbook
	Monitor performance			All levels of the company are exposed to, pay attention to and implement learnings from the feedback	Performance Appraisal
	Publicly report management practices and performance		Company website www.conares.com EPD report		website
	Review performance		Performance indicators are reviewed semiannually in Management review		Performance Appraisal, Management review agenda
 / Additional practice				
 / Additional practice				