

ASI Performance Standard

Version 2

December 2017

Aluminium Stewardship Initiative (ASI)

ASI is a not-for-profit standards setting and certification organisation for the aluminium value chain.

Our **vision** is to maximise the contribution of aluminium to a sustainable society.

Our **mission** is to recognise and collaboratively foster responsible production, sourcing and stewardship of aluminium.

Our **values** include:

- Being inclusive in our work and decision making processes by promoting and enabling the participation of representatives in all relevant stakeholder groups.
- Encouraging uptake throughout the bauxite, alumina and aluminium value chain, from mine to downstream users.
- Advancing material stewardship as a shared responsibility in the lifecycle of aluminium from extraction, production, use and recycling.

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Disclaimer

This document does not intend to, nor does it, replace, contravene or otherwise alter the requirements of the ASI Constitution or any applicable national, state or local government laws, regulations or other requirements regarding the matters included herein. This document gives general guidance only and should not be regarded as a complete and authoritative statement on the subject matter contained herein. ASI documents are updated from time to time, and the version posted on the ASI website supersedes all other earlier versions.

The official language of ASI is English. ASI aims to make translations available in a range of languages and these will be posted on the ASI website. In the case of inconsistency between versions, reference shall default to the official language version.

ASI Performance Standard

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Introduction

A. Background

The Aluminium Stewardship Initiative (ASI) is a non-profit, multi-stakeholder organisation which exists to administer an independent third-party certification program for the aluminium value chain. The ASI Certification program is centred on providing assurance against two voluntary standards: the ASI Performance Standard and the ASI Chain of Custody Standard.

The **ASI Performance Standard** (this Standard) defines environmental, social and governance principles and criteria, with the aim to address sustainability issues in the aluminium value chain. ASI Members in 'Production and Transformation' and 'Industrial Users' membership classes are required to have at least one Facility certified against the ASI Performance Standard within two years of the launch of the ASI Certification program, or 2 years of joining ASI, whichever is later.

The ASI Chain of Custody (CoC) Standard complements the ASI Performance Standard, and is voluntary for ASI Members. The CoC Standard sets out requirements for the creation of a Chain of Custody for CoC Material, including ASI Aluminium, which is produced and processed through the value chain into diverse downstream sectors. For more information, please visit aluminium-stewardship.org

B. Purpose

The ASI Certification program aims to incentivise and support the uptake of the ASI Performance Standard, so as to provide independent assurance of responsible production, sourcing and stewardship of aluminium.

The Performance Standard aims to support responsible supply chains by:

- Providing a common standard for the aluminium value chain on environmental, social and governance performance;
- Establishing requirements that can be independently audited to provide objective evidence for the granting of ASI Certification;
- Reinforcing and promoting consumer and stakeholder confidence in aluminium; and
- Serving as a broader reference for the establishment and improvement of responsible production, sourcing and material stewardship initiatives in metals supply chains.

C. Scope

The ASI Performance Standard defines requirements to address environmental, social and governance sustainability for Entities and Facilities engaged in the aluminium value chain. The following aspects are all covered by the Standard:

Governance

1. Business integrity
2. Policy and management
3. Transparency
4. Material stewardship

Environment

5. Greenhouse gas emissions
6. Emissions, effluents and wastes
7. Water Stewardship
8. Biodiversity

Social

9. Human rights
10. Labour rights
11. Occupational health and safety

In particular, Version 1 (2014) of the ASI Performance Standard identified the following five critical sustainability impacts in the aluminium value chain:

- Greenhouse gas emissions for alumina refining and aluminium smelting;
- Bauxite residues, spent pot lining (SPL) and dross for alumina refining, smelting, aluminium re-melting/refining and casting;
- Biodiversity management for bauxite mining;
- Indigenous rights for bauxite mining, alumina refining and aluminium smelting; and
- Material stewardship for entities engaged in semi-fabrication, material conversion, aluminium re-melting/refining and/or the manufacture or sale of consumer/commercial goods containing aluminium.

Gender was also identified as a cross-cutting issue.

D. Status and Effective Date

This is Version 2.0 of the ASI Chain-of-Custody Standard which was approved by the ASI Standards Committee and adopted as an ASI Standard by the ASI Board on 12 December 2017. Version 2.0 is effective from the date of publication and is the version to be used for ASI Certification.

E. Standards Development

Development of this Standard has been underpinned by formal and transparent multi-stakeholder processes. ASI is sincerely grateful for the time, expertise and valuable input of the many individuals and organisations who contributed to this Standard.

Version 1 of the Performance Standard was developed by the ASI Standards Setting Group (SSG) under the co-ordination of IUCN, supported by 2 public comment periods in 2014, and published in December 2014.

Version 2 of the Performance Standard was developed as a minor revision under the ASI Standards Committee, supported by input from one public comment period and a pilot program with ASI

members in 2017. The objectives of this minor revision were to integrate the Performance Standard into the broader ASI program, developed during 2015-2017, and to address clarification issues raised during Guidance development and piloting. The main changes to the Standard from V1 to V2 are:

- Layout to meet ASI Style Guide
- Updated introduction
- Expanded glossary and consistent use of defined terms
- Re-structuring of some criteria into sub-sections to enhance auditability
- Minor clarification of language and intent in some criteria
- References to the supporting documents and processes that had been developed since V1 of the Standard was published at the end of 2014, including Guidance for this Standard.

ASI aims to conduct standards development in conformance with the ISEAL Code of Good Practice for Setting Social and Environmental Standards (2014). More information on ASI's Standards

Development processes can be found at:

<http://aluminium-stewardship.org/standard-setting-process/activities-and-plans/>

F. Application

ASI Members in the Production and Transformation and Industrial Users membership classes are required to achieve ASI Performance Standard Certification against applicable requirements, for at least part of their operations within two years of the launch of the ASI certification program, or two years of joining ASI, whichever is later. These Members are also encouraged to seek Chain of Custody Certification to add value to their Performance Standard Certification.

The ASI Performance Standard applies to Entities engaged in different supply chain activities as follows:

Supply chain activity	Applicability of Performance Standard Criteria										
	1	2	3	4	5	6	7	8	9	10	11
Bauxite Mining											
Alumina Refining											
Aluminium Smelting											
Aluminium Re-melting/Refining											
Casthouses											
Semi-Fabrication											
Material Conversion (Production and Transformation)											
Material Conversion (Industrial Users)											
Other manufacturing or sale of products containing Aluminium											

Code:

Criteria shaded **green** are generally applicable to those supply chain activities, where they are within the Certification Scope of the Entity.

A more specific breakdown of applicability at the individual criteria level is contained in the Performance Standard Guidance chapters. For more information on defining an Entity's Certification Scope, see the ASI Assurance Manual.

Use of the Standard is open to all interested users, however ASI Certification can only be granted to ASI Members or Entities under the Control of ASI Members, on the basis of verification of conformance by ASI Accredited Auditors.

G. Certification

The ASI Performance Standard is designed for use by ASI Accredited Auditors to verify an Entity's conformance for the purposes of granting ASI Certification.

The Entity's Certification Scope is defined by the Entity seeking Certification. The steps for ASI Certification are laid out in the ASI Assurance Manual and are summarised as follows:

- The Entity prepares for and requests a Certification Audit from an ASI Accredited Auditor.
- During the Certification Audit, the Auditor verifies the Entity has systems in place that conform to the Performance Standard. Non-conformances will be noted and the Entity will be directed to address them.
- Based on the audit report, ASI can issue Certification for up to 3 years. ASI reviews all audit reports for completeness and clarity, and follows up with Auditors where required before issuing Certification.
- Within 12-18 months, the Auditor conducts a Surveillance Audit of the Certified Entity to verify that systems are still working effectively. Any minor non-conformances found during the Certification Audit must be addressed prior to the Surveillance Audit.
- After the Certification Period of 3 years, a Certification Audit would be required to renew the Certification, followed by a Surveillance Audit within 12-18 months.

H. Supporting Documents

The following documents provide supporting information to assist with implementing the Performance Standard:

- ASI Performance Standard – Standards Guidance
- ASI Assurance Manual
- ASI Claims Guide

The ASI Assurance Platform is designed to provide a portal for Members and Auditors to access documentation and streamline the certification process.

I. Review

ASI undertakes to formally review this Standard by 2022, five years after first publication, or earlier as required. Proposals for revisions or clarifications can be submitted by interested parties at any time, and ASI will document these for consideration in the next review process. ASI will continue to work with stakeholders and Members to ensure that these standards are relevant and achievable.

J. Measuring Impacts

The ASI Monitoring and Evaluation (M&E) program is designed to assess the impact of ASI Certification. Impacts are long-term changes in the sustainability areas that the Standard aims to address and are critical for standards programs to be able to understand and demonstrate. ASI's M&E program will seek to measure short and medium-term change in order to understand how this can contribute to long-term impacts, and also identify how ASI's Certification program can be improved.

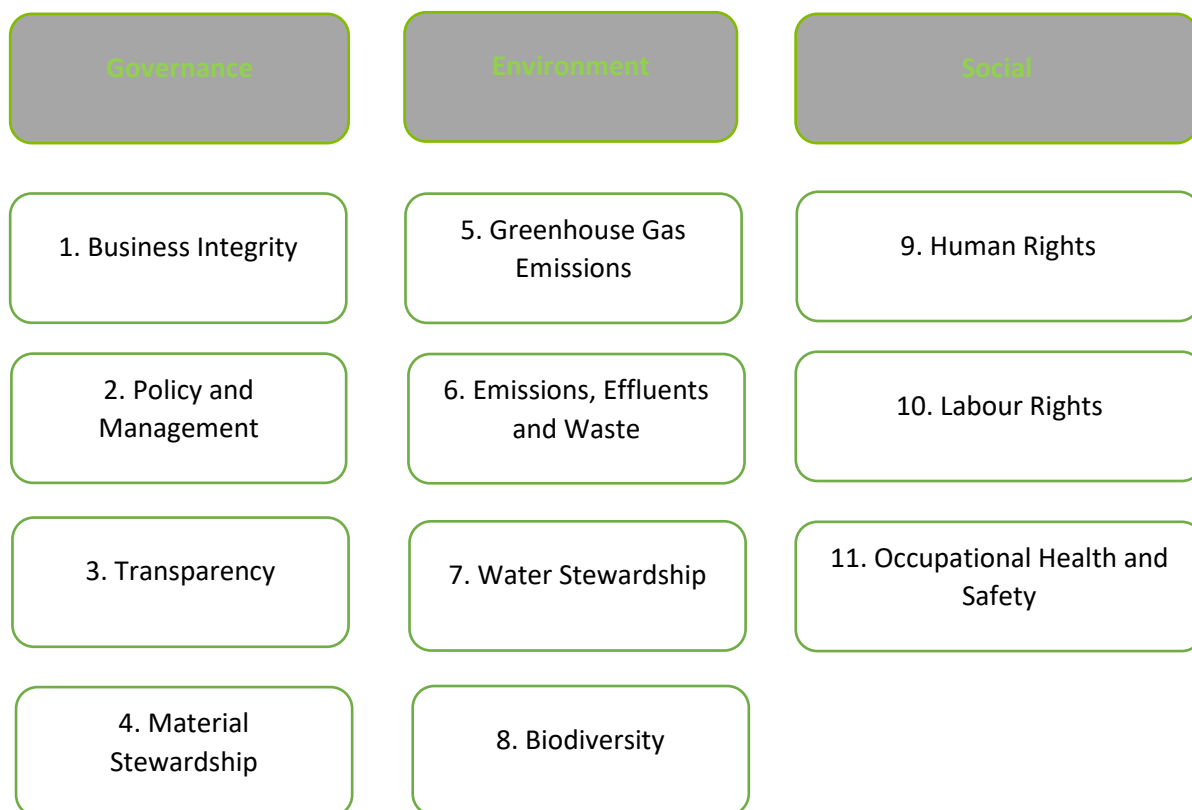
In developing and implementing this program, ASI intends to comply with the ISEAL Code of Good Practice for Assessing the Impacts of Social and Environmental Standards (2014). ASI is bound by its Anti-Trust Compliance Policy and Confidentiality Policy in dealing with commercially sensitive information. These policies are available on the ASI website at <https://aluminium-stewardship.org/about-asi/legal-finance-policies/>

K. How to Read the Standard

Please note the following:

- The ASI Performance Standard contains 11 **sections** organised into 3 **parts** (Governance, Environment and Social).
- *Italicised text provides the **principle** for each section but is not normative.*
- Auditable **criteria** are numbered in each section (for example '1.1').
- All capitalised common terms and acronyms (for example 'Entity') are defined in the **Glossary** at the end of this document.

The 3 parts and 11 sections are grouped as follows:



ASI Performance Standard

A. Governance (Sections 1-4)

1. Business Integrity

Principle: The Entity shall conduct its business according to a high level of integrity and compliance.

- 1.1 **Legal Compliance.** The Entity shall have systems in place to maintain awareness of and ensure compliance with Applicable Law.
- 1.2 **Anti-Corruption.** The Entity shall work against Corruption in all its forms, including Extortion and Bribery, consistent with Applicable Law and prevailing international standards.
- 1.3 **Code of Conduct.** The Entity shall implement a Code of Conduct or similar instrument including principles relevant to environmental, social and governance performance.

2. Policy and Management

Principle: The Entity is committed to sound management of its environmental, social and governance processes.

- 2.1 **Environmental, Social, and Governance Policy.** The Entity shall:
 - a. Implement and maintain integrated or stand-alone Policies consistent with the environmental, social, and governance practices included in this Standard.
 - b. Have senior management endorse, support through provision of resources and regularly review the Policies.
 - c. Communicate the Policies internally, and externally as appropriate.
- 2.2 **Leadership.** The Entity shall nominate at least one senior Management Representative as having overall responsibility and authority for ensuring conformance with the requirements of this Standard.
- 2.3 **Environmental and Social Management Systems.** The Entity shall document and implement integrated or stand-alone:
 - a. Environmental Management Systems.
 - b. Social Management Systems.
- 2.4 **Responsible Sourcing.** The Entity shall implement a responsible sourcing Policy covering environmental, social and governance issues.
- 2.5 **Impact Assessments.** The Entity shall conduct environmental, social, cultural and Human Rights Impact Assessments, including a gender analysis, for new projects or major changes to existing facilities.
- 2.6 **Emergency Response Plan.** The Entity shall have site specific emergency response plans developed in collaboration with potentially affected stakeholders groups such as Communities, Workers and their representatives, and relevant agencies.
- 2.7 **Mergers and Acquisitions.** The Entity shall review environmental, social and governance issues in the Due Diligence process for mergers and acquisitions.
- 2.8 **Closure, Decommissioning and Divestment.** The Entity shall review environmental, social and governance issues in the planning process for closure, decommissioning and divestment.

3. Transparency

Principle: The Entity shall be transparent in alignment with internationally recognized reporting standards.

- 3.1 **Sustainability Reporting.** The Entity shall publicly disclose its governance approach and its material environmental, social and economic impacts.
- 3.2 **Non-compliance and liabilities.** The Entity shall publicly disclose information on significant fines, judgments, penalties and non-monetary sanctions for failure to comply with Applicable Law.
- 3.3 **Payments to governments.**
 - a. The Entity shall only make, or have made on its behalf, payments to governments on a legal and/or contractual basis.
 - b. Entities engaged in Bauxite Mining shall publicly disclose payments to governments, building on existing audit and assurance systems.
- 3.4 **Stakeholder complaints, grievances and requests for information.** The Entity shall implement accessible, transparent, understandable and culturally and gender sensitive, Complaints Resolution Mechanisms, adequate to address stakeholder complaints, grievances and requests for information relating to its operations.

4. Material Stewardship

Principle: The Entity is committed to take a life cycle perspective and to promote resource efficiency, collection and recycling of Aluminium within its operations as well as within the value chain.

- 4.1 **Environmental Life Cycle Assessment.**
 - a. The Entity shall evaluate life cycle impacts of its major product lines for which Aluminium is considered or used.
 - b. Upon customer request, the Entity shall provide adequate cradle-to-gate Life Cycle Assessment (LCA) information on its Aluminium (containing) product(s).
 - c. Any public communication on LCA shall include public access to the LCA information and its underlying assumptions including system boundaries.
- 4.2 **Product design.** The Entity, where engaged in Semi-Fabrication, Material Conversion and/or manufacture or sale of consumer/commercial goods containing Aluminium, shall integrate clear objectives in the design and development process for products or components to enhance sustainability, including the environmental life cycle impacts of the end product.
- 4.3 **Aluminium Process Scrap.**
 - a. The Entity shall minimize the generation of Aluminium Process Scrap within its own operations and, where generated, target 100% of scrap for collection, recycling and/or re-use.
 - b. The Entity shall seek to separate Aluminium alloys and grades for recycling.
These criteria do not apply to Bauxite Mining and Alumina Refining.
- 4.4 **Collection and recycling of products at end-of-life.**
 - a. The Entity shall implement a recycling strategy, including specific timelines, activities and targets.

- b. The Entity shall engage with local, regional or national collection and recycling systems to support accurate measurement and efforts to increase recycling rates in their respective markets for their products containing Aluminium.

These criteria exclude products containing Aluminium where comparative Life Cycle Assessment demonstrates that material recycling is not the best option for the environment.

B. Environment (sections 5-8)

5. Greenhouse Gas Emissions

Principle: Recognizing the ultimate objective established under the UN Framework Convention on Climate Change, the Entity is committed to reducing its Greenhouse Gas (GHG) emissions from a lifecycle perspective to mitigate its impact on the global climate.

- 5.1 **Disclosure of GHG emissions and energy use.** The Entity shall account for and publicly disclose material GHG emissions and energy use by source on an annual basis.
- 5.2 **GHG emissions reductions.** The Entity shall publish time-bound GHG emissions reduction targets and implement a plan to achieve these targets. The targets shall cover the material sources of Direct and Indirect GHG Emissions.
- 5.3 **Aluminium Smelting.** An Entity engaged in Aluminium Smelting shall:
 - a. Demonstrate that they have put in place the necessary Management System, evaluation procedures, and operating controls to limit the Direct GHG emissions.
 - b. For Aluminium smelters in production up to and including 2020, demonstrate that the Scope 1 and Scope 2 GHG emissions from the production of Aluminium is at a level below 8 tonnes CO₂-eq per metric tonne Aluminium by 2030.
 - c. For Aluminium smelters starting production after 2020, demonstrate that the Scope 1 and Scope 2 GHG emissions from the production of Aluminium is at a level below 8 tonnes CO₂-eq per metric tonne Aluminium.

6. Emissions, Effluents and Waste

Principle: The Entity shall minimize emissions and effluents that have the potential to adversely impact human health and safety or that of the environment, and manage waste according to the waste mitigation hierarchy.

- 6.1 **Emissions to Air.** The Entity shall quantify and report Emissions to Air that have adverse effects on humans or the environment and implement plans to minimise these adverse impacts.
- 6.2 **Discharges to Water.** The Entity shall quantify and report Discharges to Water that have adverse effects on humans or the environment, and implement plans to minimise these adverse impacts.
- 6.3 **Assessment and Management of Spills and Leakage.**
 - a. The Entity shall conduct an assessment of major risk areas of operations where Spills and Leakage may contaminate air, water and/or soil.

- b. Following completion of this assessment, the Entity shall have a management and external communication plans, compliance controls and a monitoring programme in place to prevent and detect these Spills and Leakage.
- 6.4 **Reporting of Spills.**
 - a. The Entity shall disclose to affected parties the volume, type and potential impact of significant Spills immediately after an incident.
 - b. The Entity shall publicly disclose Impact Assessments of the Spills and remediation actions taken, and report publicly on an annual basis.
- 6.5 **Waste management and reporting.**
 - a. The Entity shall implement a waste management strategy that is designed in accordance with the Waste Mitigation Hierarchy.
 - b. The Entity shall publicly disclose, on an annual basis, the quantity of Hazardous and Non-Hazardous Waste generated by the Entity, and associated Waste disposal methods.
- 6.6 **Bauxite Residue.** An Entity engaged in Alumina Refining shall:
 - a. Have constructed storage areas in a manner that effectively prevents the release of Bauxite Residue and leachate to the environment.
 - b. Perform regular checks and controls, including those conducted by third parties, to ensure the integrity of the Bauxite Residue storage.
 - c. Control and neutralise water discharge from Bauxite Residue storage, to minimise impacts to the environment.
 - d. Not discharge Bauxite Residue to marine and aquatic environments.
 - e. Establish a timeline and a roadmap for the elimination of Bauxite Residue lagooning in favour of state of the art technologies for Bauxite Residue storage or re-use of the Bauxite Residue. Any Alumina Refining facility starting production after 2020 shall only use state of the art technologies for Bauxite Residue storage or re-use of the Bauxite Residue.
 - f. Remediate the Bauxite Residue area after closure of the Alumina Refining facility to a state that can adequately mitigate the risk of future environmental contamination.
- 6.7 **Spent Pot Lining (SPL):** An Entity engaged in Aluminium Smelting shall:
 - a. Store and manage SPL to prevent the release of SPL or leachate to the environment.
 - b. Optimise processes for the recovery and recycling of carbon and refractory materials from SPL.
 - c. Not landfill Untreated SPL where there is the potential for adverse environmental effects.
 - d. Review at least annually alternative options to landfilling of treated SPL and/or stockpiling of SPL.
 - e. Not discharge SPL to marine or aquatic environments.
- 6.8 **Dross.** An Entity engaged in Aluminium Re-melting/Refining and/or operating a Casthouse shall:
 - a. Maximise the recovery of Aluminium by treatment of Dross and Dross residues.
 - b. Maximise the recycling of treated Dross residues.
 - c. Demonstrate that they regularly review alternative options to landfilling of Dross residues.

7. Water Stewardship

Principle: The Entity shall withdraw, use and manage water responsibly to support the stewardship of water resources.

- 7.1 **Water assessment.** The Entity shall:
 - a. Identify and map its water withdrawal and use by source and type.
 - b. Assess water-related risks in Watersheds in the Entity's Area of Influence.
- 7.2 **Water management.** The Entity shall:
 - a. Implement water management plans, with time-bound targets that address material risks identified in criterion 7.1.
 - b. Monitor the effectiveness of the plans.
- 7.3 **Disclosure of water usage and risks.** The Entity shall report water withdrawal and use and disclose material water-related risks.

8. Biodiversity

Principle: The Entity shall manage its biodiversity impacts in accordance with the mitigation hierarchy to protect ecosystems, habitats and species.

- 8.1 **Biodiversity assessment.** The Entity shall assess the risk and materiality of the impacts on biodiversity from the land use and activities in the Entity's Area of Influence.
- 8.2 **Biodiversity management.**
 - a. The Entity shall implement a Biodiversity Action Plan with time-bound targets to address material impacts identified through criterion 8.1 and monitor its effectiveness.
 - b. The Biodiversity Action Plan shall be consultative and designed in accordance with the Biodiversity Mitigation Hierarchy.
 - c. The achieved biodiversity outcomes shall be shared with stakeholders, made publicly available, and periodically updated.
- 8.3 **Alien Species.** The Entity shall proactively prevent accidental or deliberate introduction of Alien Species that could have significant adverse impacts on biodiversity.
- 8.4 **Commitment to "No Go" in World Heritage properties.** An Entity engaged in Bauxite Mining shall:
 - a. Not explore or develop new mines in World Heritage properties.
 - b. Take all possible steps to ensure that existing operations in World Heritage properties as well as existing and future operations adjacent to World Heritage properties are not incompatible with the outstanding universal value for which these properties are listed and do not put the integrity of these properties at risk.
- 8.5 **Mine rehabilitation.** An Entity engaged in Bauxite Mining shall:
 - a. Rehabilitate environments disturbed or occupied by mining activities, using best available techniques to achieve outcomes agreed through participatory processes with key stakeholders in the mine closure planning process.
 - b. Put in place financial provisions to ensure availability of adequate resources to meet rehabilitation and mine closure requirements.

C. Social (sections 9-11)

9. Human Rights

Principle: The Entity shall respect and support individual and collective human rights affected by its operations. The Entity shall take appropriate action to assess, prevent and remedy potential adverse impacts on human rights in a manner that is consistent with international instruments on human rights.

- 9.1 **Human Rights Due Diligence.** The Entity shall respect Human Rights and observe the UN Guiding Principles on Business and Human Rights in ways appropriate to their size and circumstances, including as a minimum:
- A Policy commitment to respect Human Rights.
 - A Human Rights Due Diligence process that seeks to identify, prevent, mitigate and account for how it addresses its actual and potential impacts on Human Rights.
 - Where the Entity identifies as having caused or contributed to adverse Human Rights impacts, it shall provide for or cooperate in their remediation through legitimate processes.
- Where Indigenous Peoples are involved, FPIC (criterion 9.4) may apply.
- 9.2 **Women's Rights.** The Entity shall implement Policies and processes to ensure respect for the rights and interests of women, consistent with international standards, including the UN Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW).
- 9.3 **Indigenous Peoples.** The Entity shall implement Policies and processes to ensure respect for the rights and interests of Indigenous Peoples, consistent with international standards, including ILO Convention 169 and UN Declaration on the Rights of Indigenous Peoples.
- This criterion applies where the presence of Indigenous Peoples or their lands, territories and resources is identified.
- 9.4 **Free, Prior, and Informed Consent (FPIC).** Where new projects or major changes to existing projects may have significant impacts on the Indigenous Peoples associated culturally with and living on the relevant lands, the Entity shall consult and cooperate in good faith with the Indigenous Peoples concerned through their own representative institutions in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.
- This criterion applies where the presence of Indigenous Peoples or their lands, territories and resources is identified.
- 9.5 **Cultural and sacred heritage.** The Entity, in consultation with affected Communities, shall cooperatively identify sacred or cultural heritage sites and values within the Entity's Area of Influence and take appropriate action to avoid or remedy impacts, as well as to ensure continued rights of access to such sites or values.
- Where Indigenous Peoples' sacred or cultural heritage sites and values may be impacted, criterion 9.4 on FPIC will apply.
- 9.6 **Resettlements.**
- The Entity, in project designs, shall consider feasible alternatives to avoid or minimise physical and/or economic displacement, while balancing environmental, social, and financial costs and benefits, paying particular attention to impacts on the poor and vulnerable, including women.

- b. When physical displacement is unavoidable, the Entity in consultation and in cooperation with the affected parties shall develop a Resettlement Action Plan that covers, at a minimum, the applicable requirements of IFC Performance Standard 5 (Land Acquisition and Involuntary Resettlement) and complies with Applicable Law regardless of the number of people affected.

These criteria apply to resettlements being considered or taking place during the period since joining ASI, or through changes since the last Audit or expected to occur during the Certification Period. When Indigenous Peoples are involved, criterion 9.4 on FPIC will also apply.

9.7 **Local Communities.**

- a. The Entity shall respect the legal and customary rights and interests of local Communities in their lands and livelihoods and their use of natural resources.
- b. The Entity shall take appropriate steps to prevent and address any adverse impacts on local Community livelihoods resulting from its activities.
- c. The Entity shall explore with local Communities opportunities to respect and support their livelihoods.

These criteria apply where the outcome of the Human Rights Due Diligence conducted as part of criterion 9.1 has identified the presence of issues affecting local Communities.

9.8 **Conflict-Affected and High-Risk Areas.** The Entity shall not contribute to armed conflict or Human Rights abuses in Conflict-Affected and High-Risk Areas.

9.9 **Security practice.** The Entity shall, in its involvement with public and private security providers, respect Human Rights in line with recognised standards and good practices.

10. **Labour Rights**

Principle: The Entity shall uphold decent work and the human rights of workers and treat them with dignity and respect, in line with the ILO core Conventions and other relevant ILO Conventions.

10.1 **Freedom of Association and Right to Collective Bargaining.**

- a. The Entity shall respect the rights of Workers to associate freely in Labour Unions, seek representation and join Workers' councils without interference, in line with the ILO Conventions C87 and C98.
- b. The Entity shall respect the rights of Workers to collective bargaining, participate in any collective bargaining process in good faith, and adhere to collective bargaining agreements where such agreements exist.
- c. Entities that operate in countries where Applicable Law restricts the right to freedom of association and collective bargaining, shall support alternative means of association for Workers that are permitted under Applicable Law.

10.2 **Child Labour.** The Entity shall neither use nor support the use of Child Labour as defined in ILO Conventions C138 and C182, and shall comply with related national and international law:

- a. A basic minimum working age of 15 years.
- b. Not engaging in or supporting Hazardous Child Labour.
- c. Not engaging in or supporting Worst Forms of Child Labour.

10.3 **Forced Labour.** The Entity shall neither engage in nor support the use of Forced Labour as defined in ILO Conventions C29, along with Protocol P29 (2014) to this Convention, and C105. The Entity shall not:

- a. Engage in or support Human Trafficking either directly or through any employment or recruitment agencies.
 - b. Require any form of deposit, recruitment fee or equipment advance from Workers either directly or through employment or recruitment agencies.
 - c. Require Migrant Workers to lodge deposits or security payments at any time.
 - d. Hold Workers in Debt Bondage or force them to work in order to pay off a debt.
 - e. Unreasonably restrict the freedom of movement of Workers in the workplace or in on-site housing.
 - f. Retain original copies of Workers' identity papers, work permits, travel documents or training certificates.
 - g. Deny Workers the freedom to terminate their employment at any time without penalty, given notice of reasonable length.
- 10.4 **Non-Discrimination.** The Entity shall ensure equal opportunities and shall not engage in or support Discrimination in hiring, salary, promotion, training, advancement opportunities or termination of any Worker on the basis of gender, race, national or social origin, religion, disability, political affiliation, sexual orientation, marital status, family responsibilities, age, or any other condition that could give rise to Discrimination, in line with ILO Conventions C100 and C111.
- 10.5 **Communication and engagement.** The Entity shall ensure open communication and direct engagement with Workers and their representatives regarding working conditions and resolution of workplace and compensation issues, without threat of reprisal, intimidation or harassment.
- 10.6 **Disciplinary practices.** The Entity shall neither engage in nor tolerate the use of corporal punishment, mental or physical coercion, harassment, and gender-based violence including sexual harassment, or verbal abuse of Workers.
- 10.7 **Remuneration.** The Entity shall:
- a. Respect the rights of Workers to a living wage and ensure that wages paid for a normal working week shall always meet at least a legal or industry minimum standard and shall be sufficient to meet the basic needs of Workers and to provide some discretionary income.
 - b. Make wage payments that are timely, in legal tender and fully documented.
- 10.8 **Working Time.** The Entity shall comply with Applicable Law and industry standards on Working Time (including Overtime working hours), public holidays and paid annual leave.

11. Occupational Health and Safety

Principle: The Entity shall provide safe and healthy working conditions for all employees and contractors.

- 11.1 **Occupational Health and Safety (OH&S) Policy.** The Entity shall
- a. Implement, communicate and regularly review an Occupational Health and Safety Policy that senior management has endorsed and supports through provision of resources.
 - b. Apply the Policy to all Workers and Visitors present in any area or activities under the Entity's control.

- c. Include in the Policy a commitment to comply with Applicable Law on Workers' health and safety, international standards, and ILO Conventions on Occupational Health and Safety including where relevant ILO Conventions 155 and 176.
 - d. Include in the Policy that Workers have the right to understand the hazards and safe practices for their work, and the authority to refuse or stop unsafe work.
- 11.2 **OH&S Management System.** The Entity shall have a documented Occupational Health and Safety Management System that is conformant with applicable national and international standards.
- 11.3 **Employee engagement on health and safety.** The Entity shall provide Workers with a mechanism, such as a joint health and safety committee, by which they can raise, discuss and participate in the resolution of Occupational Health and Safety issues with management.
- 11.4 **OH&S performance.** The Entity shall evaluate its Occupational Health and Safety performance using lagging and leading indicators, compare this with peers and best practices where available, and strive to continuously improve.

Glossary

Accreditation	Recognition of an Auditor's competence to carry out audits and evaluate conformance against an ASI Standard.
Alien Species	A species, subspecies or lower taxon, introduced outside its natural past or present distribution; includes any part, gametes, seeds, eggs, or propagules of such species that might survive and subsequently reproduce. (Secretariat of the Convention on Biological Diversity, 2002)
Alumina	Aluminium oxide, which is refined from bauxite ores as an input to Aluminium Smelting.
Alumina Refining	The process of extracting Alumina from bauxite ore, generally by the Bayer process.
Aluminium	Aluminium is a chemical element with symbol Al and atomic number 13. It is a silvery-white, soft, nonmagnetic, ductile metal. Aluminium is the third most abundant element, and the most abundant metal in the Earth's crust. It can be pure or alloyed with other metals (Mg, Si, Mn, Cu, Zn, Fe, Cr and others). In ASI documents, the raw materials used to produce the metal (bauxite ore and alumina) as well as Aluminium alloys may be referred to as Aluminium in its generic meaning. ASI covers metallic Aluminium and not other forms of chemical compounds that may contain aluminium.
Aluminium Process Scrap	Material containing Aluminium that is diverted from the waste stream from a manufacturing process or similar. (Adapted from ISO14021:2016) Note that the material may not necessarily be regulatory waste in any location that it is produced. Note that Aluminium Process Scrap can be considered Pre-Consumer Scrap under the ASI Chain of Custody Standard if the material has not been intentionally produced, is unfit for end-use and is not capable of being re-used in the same process that generated it.
Aluminium Re-Melting/Refining	Processes for recycling aluminium process scrap and used aluminium products, which may include processes to improve the quality of secondary aluminium by removing unwanted elements or impurities.
Aluminium Smelting	The process of extracting aluminium from its oxide, alumina, generally by the Hall-Héroult process.
Applicable Law	The relevant international and/or national and/or state and/or local laws of the country or countries where the Entity operates. This may include, but is not restricted to, acts, regulations and statutory policies. Where a conflict arises between Applicable Law and the requirements of the ASI Performance Standard, the Entity should comply with the higher standard except where this would result in a violation of Applicable Law. (Adapted from Responsible Jewellery Council – Code of Practices 2013)
Area of Influence	Encompasses, as appropriate, areas likely to be affected by: (a) an Entity's activities and facilities, and/or impacts from unplanned but predictable developments that may occur later or at a different location, and/or indirect project impacts on biodiversity or on ecosystem services upon which affected communities' livelihoods are dependent; (b) associated facilities, which are facilities not controlled by the Entity but that would not have otherwise been constructed or expanded and without which the Entity's activities would not be viable; and

	<p>(c) cumulative impacts that result from the incremental impact, on areas or resources used or directly impacted by the Entity's activities, from other existing, planned or reasonably defined developments at the time the risks and impacts identification process is conducted.</p> <p>Examples for (a) include the project's sites, the immediate airshed and watershed, or transport corridors, and indirect impacts include power transmission corridors, pipelines, canals, tunnels, relocation and access roads, borrow and disposal areas, construction camps, and contaminated land (e.g., soil, groundwater, surface water, and sediments).</p> <p>For (b), examples of associated facilities may include ports, dams, railways, roads, captive power plants or transmission lines, pipelines, utilities, warehouses, and logistics terminals.</p> <p>For (c), cumulative impacts are limited to those impacts generally recognized as important on the basis of scientific concerns and/or concerns from affected communities. Examples of cumulative impacts include: incremental contribution of gaseous emissions to an airshed; reduction of water flows in a watershed due to multiple withdrawals; increases in sediment loads to a watershed; interference with migratory routes or wildlife movement; or more traffic congestion and accidents due to increases in vehicular traffic on community roadways. (Adapted from International Finance Corporation (IFC) Performance Standard 1 – Guidance Notes)</p> <p>Notes:</p> <ul style="list-style-type: none"> • 'Area of Influence' is referenced in 7.1 (Water Stewardship), 8.1 (Biodiversity) and 9.5 (Cultural and Sacred Heritage), in relation to the Entity assessing impacts and managing risks in these areas for a given Certification Scope. • Some activities and related impacts/risks in an Area of Influence may not be under the Control of the Entity. However where required by these criteria, these impacts and risks shall still be assessed by the Entity and, wherever practicable, mitigation measures and/or controls should be put in place. • Associated facilities which are part of an Entity's Area of Influence but not under the Entity's Control are not part of the Certification Scope. In other words, the <i>activities and related impacts/risks</i> of associated facilities which are not under the Entity's Control are not factored into determining the Entity's conformance.
Areas of high biodiversity value	<p>Areas that are recognized as being important for biodiversity features by a number of governmental and non-governmental organizations. They are typically sites that contribute significantly to the global persistence of biodiversity, in lands, in water or on the seas, and include habitats that are a priority for conservation (often defined in National Biodiversity Strategies and Action Plans prepared under the UN 'Convention on Biological Diversity'). The following are examples of internationally recognised approaches and standards that identify areas of high biodiversity value: Key Biodiversity Areas and High Conservation Value Areas.</p>
ASI	Aluminium Stewardship Initiative Ltd
ASI Accredited Auditor	An independent third party person or organisation meeting ASI's objective selection criteria and accredited to carry out ASI Audits.

ASI Complaints Mechanism	Aims to ensure the fair, timely and objective resolution of complaints relating to ASI's standards setting processes, certification program, auditor conduct and ASI policies and procedures. Available at: http://aluminium-stewardship.org/asi-complaints-mechanism/
ASI Member	An entity or group of entities that is a current member of one of ASI's six membership classes: <ul style="list-style-type: none"> • Production and Transformation (eligible for ASI Certification) • Industrial Users (eligible for ASI Certification) • Civil Society • Downstream Supporters • Associations • General Supporters The use of the term 'Member' in the Performance Standard means an ASI Member in the 'Production and Transformation' or 'Industrial Users' classes.
ASI Standards	Includes the ASI Performance Standard and the ASI Chain of Custody (CoC) Standard.
Audit	Assessment carried out by an independent third party ASI Accredited Auditor for the purposes of confirming conformance of an ASI Member with the ASI Standard/s. Audit types include Certification Audits, Surveillance Audits and Re-Certification Audits.
Auditor	An independent, third party person or organisation meeting the ASI's objective selection criteria and accredited to carry out ASI Audits.
Bauxite Mining	Extraction of Bauxite from the earth for commercial purposes.
Bauxite Residue	A residual waste generated in the Bayer process for Alumina Refining from bauxite ore. It is mainly composed of iron oxides, titanium oxide, silicon oxide and undissolved alumina, together with a wide range of other oxides which will vary according to the country of origin of the bauxite. (Adapted from Bauxite Residue Management: Best Practice , IAI/EA, 2015)
Biodiversity Action Plan	A plan to conserve or enhance biodiversity. (Earthwatch, 2000)
Biodiversity Mitigation Hierarchy	A tool which aims to help manage biodiversity risk, and is commonly applied in Environmental Impact Assessments (EIAs). It includes a hierarchy of steps: Avoidance, Minimisation, Rehabilitation, Restoration and Offset. (Adapted from Business Biodiversity and Offsets Programme (BBOP) & United Nations Environment Programme (UNEP) Finance Initiative, 2010)
Bribery	The offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal, unethical or a breach of trust. Inducements can take the form of gifts, loans, fees, rewards or other advantages (taxes, services, donations, favours etc.). (Adapted from Transparency International Anti-Corruption Glossary)
Casthouse	Where molten aluminium in furnaces, usually sourced as Liquid Metal, Cold Metal and/or other alloying metals, is cast into specific Casthouse Products to meet customer specifications or supplied to a customer as Liquid Metal. Casthouse Products are defined in the ASI Chain of Custody Standard as Aluminium or its alloys in forms that include ingots, slabs, bars, billets, wire rod or other speciality products and which have a physical stamp or marking on or with the product that identifies the producing Casthouse and a unique identification number.
Certification	An attestation issued by ASI, based on the results of a Certification Audit by an ASI Accredited Auditor, that the required level of Conformance has been

	achieved against the applicable ASI Standard and for the documented Certification Scope.
Certification Scope	<p>The Certification Scope is defined by the Member and sets out what parts of a business, Facilities and/or Business Activities are covered by an ASI Certification. There are three types of approaches to Certification Scope:</p> <ul style="list-style-type: none"> ▪ Business Level: covers a whole Member company, a subsidiary of a Member or a business unit of a Member. ▪ Facility Level: covers a single Facility or group of Facilities which are a subset of a Member's total operations. ▪ Product/Program Level: covers a single identifiable Product/Program or group of Products/Programs.
Child Labour	<p>Work that deprives children of their childhood, their potential and their dignity, and that is harmful to their social, physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children, and interferes with their school by depriving them of the opportunity to attend school, obliging them to leave school prematurely, or requiring them to attempt to combine school attendance with excessively long and heavy work. (Adapted from International Labour Organisation – What is Child Labour)</p> <p>Hazardous Child Labour is work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children (ILO Convention 182). ILO Recommendation 190 notes the following should be considered when determining whether work is Hazardous Child Labour:</p> <ul style="list-style-type: none"> (a) Work which exposes children to physical, psychological or sexual abuse; (b) Work underground, under water, at dangerous heights or in confined spaces; (c) Work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads; (d) Work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health; (e) Work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer. <p>Worst Forms of Child Labour is defined under ILO Convention 182 as:</p> <ul style="list-style-type: none"> (a) All forms of slavery – including the trafficking of children, debt bondage, forced and compulsory labour, and the use of children in armed conflict. (b) The use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic purposes. (c) The use, procuring or offering of a child for illicit activities, in particular the production and trafficking of drugs. (d) Work which is likely to harm the health, safety or morals of the child as a consequence of its nature or the circumstances under which it is carried out.
Code of Conduct	Statement of principles and values that establishes a set of expectations and standards for how an organisation will behave, including minimal levels of compliance and disciplinary actions for the organisation, its staff and other

	personnel. (Adapted from Transparency International Anti-Corruption Glossary)
Collective Bargaining	A process through which employers (or their organisations) and workers' associations (or in their absence, freely designated workers' representatives) negotiate terms and conditions of work. (Adapted from ILO/IFC Better Work – Guidance Sheet – Freedom of Association)
Community	A term generally applied to any people or communities located in an operation's or project's near geographical proximity, particularly those subject to actual or potential direct project-related risks and/or adverse impacts on their physical environment, health or livelihoods. It often refers to a group of people or families who live in a particular locality, sometimes share a common interest (water users associations, fishers, herders, grazers, and the like), often have common cultural and historical heritage and have different degrees of cohesiveness. (Adapted from IFC Performance Standard 1 – Assessment and Management of Environmental and Social Risks and Impacts – Guidance Note)
Complaints Resolution Mechanism	A formal process that can be used by individuals, Workers, Communities and/or civil society organisations to raise concerns about business activities and operations as a means of access to remedy. (Adapted from Human Rights and Grievance Mechanisms)
Compliance (with Applicable Law)	Refers to the procedures, systems or departments within organisations that ensure all legal, operational and financial activities are in conformity with current laws, rules, norms, regulations, standards and public expectations. (Adapted from Transparency International Anti-Corruption Glossary)
Conflict-Affected and High-Risk Areas	Areas identified by the presence of armed conflict, widespread violence, including violence generated by criminal networks, or other risks of serious and widespread harm to people. Armed conflict may take a variety of forms, such as a conflict of international or non-international character, which may involve two or more states, or may consist of wars of liberation, or insurgencies, or civil wars. <i>High-risk areas</i> are those where there is a high risk of conflict or of widespread or serious abuses as defined in paragraph 1 of Annex II of the OECD Due Diligence Guidance. These are: any forms of torture, cruel, inhuman and degrading treatment; any forms of forced or compulsory labour; the worst forms of Child Labour; other gross Human Rights violations and abuses such as widespread sexual violence; or war crimes or other serious violations of international humanitarian law, crimes against humanity or genocide. Such areas are often characterised by political instability or repression, institutional weakness, insecurity, collapse of civil infrastructure, widespread violence and violations of national or international law. (Adapted from OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas , 3 rd ed 2016).
Control	Control by an Entity consists of: <ol style="list-style-type: none"> 1. Direct or indirect majority ownership or Control (alone or pursuant to an agreement with other entities) of 50% or more of the voting rights (or equivalent) of the Controlled business or Facility; and/or 2. Direct or indirect (including pursuant to an agreement with other entities) power to remove, nominate or appoint at least half of the members of the Board of the directors or management (or equivalent of the Controlled business or Facility); and/or 3. Day-to-day executive management of the Controlled business or Facility such as by setting workplace standards and enforcing their application; or

	<p>4. Any legally recognised concept of ‘Control’ analogous to those described in (1) to (2) above in a relevant jurisdiction.</p> <p>Although the above defines ‘Control’ in a corporate context, the same principles will apply by analogy to other organisational arrangements, including franchisees, licensees and Control by an individual or a family, where applicable.</p>
Corruption	<p>The abuse of entrusted power for private gain. Corruption can be classified as grand, petty and political, depending on the amounts of money lost and the sector where it occurs. (Adapted from Transparency International Anti-Corruption Glossary)</p>
CO₂ equivalent (CO₂-eq)	<p>GHG emissions can be expressed either in physical units (such as tonnes) or in terms of CO₂ equivalent (tonnes CO₂ equivalent). The conversion factor from physical units to CO₂ equivalent is the global warming potential (from the latest published IPCC report) of the corresponding GHG. (Adapted from UNFCCC)</p>
Direct GHG Emissions	<p>Emissions from sources that are owned or controlled by the Entity. (Adapted from The Greenhouse Gas Protocol)</p> <p>See also Indirect GHG Emissions.</p>
Discharges to Water	<p>Water effluents discharged to subsurface waters, surface waters, sewers that lead to rivers, oceans, lakes, wetlands, treatment facilities, and ground water either through:</p> <ul style="list-style-type: none"> • A defined discharge point (point source discharge) • Over land in a dispersed or undefined manner (non-point source discharge) • Wastewater removed from the organization via truck. <p>Discharge of collected rainwater and domestic sewage is not regarded as water discharge. (Adapted from Global Reporting Initiative – GFI G4 Implementation Manual, 2013, p253)</p>
Discrimination	<p>Where people are treated differently because of certain characteristics – such as race, ethnicity, caste, national origin, disability, gender, sexual orientation, union membership, political affiliation, marital status, pregnancy status, physical appearance, HIV status or age or any other applicable prohibited basis – which results in the impairment of equality of opportunity and treatment. (Adapted from ILO/IFC Better Work – Guidance Sheet – Discrimination)</p>
Dross	<p>A layer of intimately mixed Aluminium, Aluminium oxides and gases on the surface of molten aluminium which is generated in furnaces for Aluminium Re-melting/Refining and Casthouses. Also known as skimmings, it must be removed from the surface before the metal is cast. It is also recovered from the bottom and walls of liquid metal containers, e.g. furnaces or transport ladles or transfer channels. (Adapted from Aluminium Recycling in Europe, European Aluminium)</p>
Due Diligence	<p>An ongoing, proactive and reactive process through which companies can identify and assess risks, and design and implement a strategy to respond to identified risks. (Adapted from OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas)</p> <p>See also Human Rights Due Diligence.</p>
Emissions to Air	<p>Air emissions that are regulated under international conventions and/or national laws or regulations, including those listed on environmental permits for the Entity’s operations. (Adapted from Global Reporting Initiative – GFI G4 Implementation Manual, 2013, p252)</p>

Entity	A business or similar which is under the ownership or Control of an ASI Member. An Entity can constitute part or whole of an ASI Member. In relation to the application of the Performance Standard, the Entity seeks or holds ASI Certification and is responsible for implementation of the Performance Standard in the defined Certification Scope.
Extortion	Act of utilising, either directly or indirectly, one's access to a position of power or knowledge to demand unmerited cooperation or compensation as a result of coercive threats. (Adapted from Transparency International Anti-Corruption Glossary)
Facility	A Facility is a site or premises that is: <ul style="list-style-type: none"> ▪ Under the Control of a Member; For the purposes of ASI Certification, within the documented Certification Scope.
Facilitation Payments	A small bribe, also called a 'facilitating', 'speed' or 'grease' payment; made to secure or expedite the performance of a routine or necessary action to which the payer has legal or other entitlement. (Adapted from Transparency International Anti-Corruption Glossary)
Forced labour	All work or service which is exacted from any person under the menace of any penalty and for which the said person had not offered himself voluntarily. This includes any work or service that is demanded as a means of repayment of debt. (Adapted from ILO/IFC Better Work – Guidance Sheet – Forced Labour)
Free Prior and Informed Consent (FPIC)	<p>Given the diversity of indigenous peoples' histories and contemporary realities, as well as their broad range of institutions and decision-making practices, a one-size-fits-all formulation of FPIC is not possible. As has been elaborated on by UN bodies addressing Indigenous peoples' rights, there are a number of overarching principles which are embodied in the four component parts of the requirement for FPIC.</p> <ul style="list-style-type: none"> • "Free" implies consent is sought in the absence of any actual or perceived coercion, intimidation or manipulation and indigenous peoples can determine the format of the consultations. Free also reflects the fact that participating in consultations aimed at obtaining their FPIC is a self-determination right of indigenous peoples, rather than an obligation which they must meet. • "Prior" implies consent is sought sufficiently in advance of any decisions or actions which may impact on indigenous peoples' enjoyment of their rights and that indigenous peoples have the time they need to make their decisions in accordance with their own processes and through their own freely chosen representatives and institutions; • "Informed" implies that there is full disclosure of all the information indigenous peoples need in order to meaningfully assess the potential risks and benefits of the project (including its location, duration, scope, impacts, benefits and/or partnership models). This information has to be provided in a format understandable to, and through a process agreed by, the concerned indigenous peoples. This may involve participation in, or indigenous conduct of, impact assessments, access to funding for independent technical and legal advice, and negotiations in relation to benefits. • "Consent" implies respect by all parties, irrespective of the outcome, for the freely taken informed autonomous decision of indigenous peoples. This decision should be the outcome of good faith rights-based

	<p>consultations and cooperation with the concerned indigenous peoples. It should be taken by them in accordance with procedures and timeframes of their own choosing and be premised on indigenous rights based principles of self-determination, inclusivity, consensus, harmony and intergenerational well-being.</p> <p>(Adapted from Mining, the Aluminium Industry and Indigenous Peoples, 2015 – developed through the ASI Indigenous Peoples Advisory Forum).</p>
Freedom of Association	<p>The right of all workers, without distinction whatsoever, to establish and, subject only to the rules of the organisation concerned, to join organisations of their own choosing without previous authorisation. (Adapted from ILO Better Work – Guidance Sheet – Freedom of Association)</p>
Greenhouse Gases (GHG)	<p>Gaseous compounds in the atmosphere that are capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere. By increasing the heat in the atmosphere, greenhouse gases are responsible for the greenhouse effect, which ultimately leads to global warming. Six GHG covered by the UNFCCC are: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulphur hexafluoride (SF₆). (Adapted from UNFCCC)</p>
Hazardous Waste	<p>Waste defined as such by national legislation at the point of generation, and treated waste deemed hazardous under the terms of the Basel Convention. (Adapted from Global Reporting Initiative – GFI G4 Implementation Manual, 2013, p123)</p> <p>See also Non-Hazardous Waste.</p>
Human Rights	<p>Universal rights and freedoms regarding as belonging to all people without Discrimination based on internationally recognised standards. At a minimum, these include rights articulated in the International Bill of Human Rights, the ILO Declaration of Fundamental Principles and Rights at Work and Applicable Law. (Adapted from UN Office of the High Commissioner on Human Rights)</p>
Human Rights Due Diligence	<p>An ongoing management process that a reasonable and prudent enterprise needs to undertake, in the lights of its circumstances (including sector, operating context, size and similar factors) to meet its responsibility to respect Human Rights. (Adapted from The Corporate Responsibility to Respect Human Rights: An Interpretive Guide (UN, 2012))</p> <p>See also Due Diligence.</p>
Human trafficking	<p>The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Human trafficking can lead to Forced Labour. Human trafficking is also known as ‘modern slavery’. (Adapted from UN Protocol to Prevent, Suppress and Punish Trafficking in Persons, 2000)</p>
IFC	<p>International Finance Corporation. The IFC is a member of the World Bank Group and the largest global development institution focused on the private sector in developing countries. (Adapted from International Finance Corporation)</p>
ILO Conventions	<p>ILO Convention C29 – on Forced Labour (1930)</p> <p>ILO Convention C87 – on Freedom of Association and Protection of the Right to Organise (1948)</p> <p>ILO Convention C95 – on Protection of Wages Convention (1949)</p>

	<p>ILO Convention C98 – on the Right to Organisation and Collective Bargaining (1949)</p> <p>ILO Convention C100 – on Equal Remuneration (1951)</p> <p>ILO Convention C105 – on Abolition of Forced Labour (1957)</p> <p>ILO Convention C111 – on Discrimination (Employment and Occupation) (1958)</p> <p>ILO Convention C138 – on Minimum Age (1973)</p> <p>ILO Convention C182 – on Worst Forms of Child Labour (1999)</p> <p>Together these 8 conventions are known as ILO ‘core conventions’, and these issues (Forced Labour, Child Labour, Freedom of Association and Non-Discrimination) are also addressed in the ILO 1998 Declaration of Fundamental Principles and Rights at Work.</p> <p>ILO Convention 155 (1981) and Convention 187 (2006) – Lay out standards and recommendations regarding identification of hazards, education and training, and provision of clothing and personal protective equipment.</p> <p>ILO Convention 176 (1995) – Deals with health and safety in mines. Part III provides general recommendations on issues such as handling of chemicals, emergency preparedness, and the right of employees to report accidents to local authorities. Article 88 requires the preparation of an emergency response plan specific to each mine (ILO Recommendation 183 provides more detail on what these plans should contain).</p> <p>See also International Labour Organisation (ILO).</p>
Impact Assessment	<p>The process of identifying, predicting, evaluating and mitigating the biophysical, social and other relevant effects of development proposals prior to major decisions being taken and commitments made. (Adapted from International Association of Impact Assessment) They are also used to assess the risks of major incidents, such as Spills and Leakages.</p>
Indigenous Peoples	<p>Considering the diversity of indigenous peoples, an official definition of “indigenous” has not been adopted by any UN-system body. Instead the UN system has developed a modern understanding of this term based on the following:</p> <ul style="list-style-type: none"> • Self- identification as indigenous peoples at the individual level and accepted by the community as their member. • Historical continuity with pre-colonial and/or pre-settler societies • Strong link to territories and surrounding natural resources • Distinct social, economic or political systems • Distinct language, culture and beliefs • From non-dominant groups of society • Resolve to maintain and reproduce their ancestral environments and systems as distinctive peoples and communities. <p>(Adapted from the UN Permanent Forum on Indigenous Issues)</p>
Indirect GHG Emissions	<p>Emissions that are a consequence of the activities of the Entity, but occur at sources owned or controlled by another entity. (Adapted from The Greenhouse Gas Protocol)</p> <p>See also Direct GHG Emissions.</p>
International Labour Organisation (ILO)	<p>A tripartite UN agency, established in 1919, that brings together governments, employers and workers representatives of 187 member States, to set labour standards, develop policies and devise programmes promoting decent work for all women and men. (Adapted from the International Labour Organisation)</p> <p>See also ILO Conventions.</p>

Industrial Users	An ASI membership class that is open to organisations that manufacture consumer or commercial goods containing aluminium in the: aerospace, automotive, construction, consumer durables, engineering, IT, and similar sectors; and organisations in the beverage, food, pharmaceutical and similar sectors that use aluminium in packaging for their products.
ISEAL	ISEAL represents the global movement of sustainability standards. (ISEAL Alliance)
Labour Union	A voluntary association of Workers organised for occupational purposes with the aim of furthering and defending the interests of Workers. May also be called a trade union, or workers organisation. (Adapted from SA8000:2014)
Life Cycle Assessment (LCA)	LCA is a systematic set of procedures for compiling and examining the inputs and outputs of materials and energy and the associated environmental impacts directly attributable to the functioning of a product or service system throughout its life cycle (ISO 14040: 2006).
Life Cycle Inventory (LCI)	An inventory of data that quantifies the energy and raw material inputs and environmental releases to air, land and water associated with each stage of production (ISO 14040: 2006).
Liquid Metal	Aluminium in a molten form.
Management Representative	A member of senior management personnel nominated by the company to ensure that the requirements of the standard are met. (Adapted from Social Accountability International, SA8000: 2008 , pg 5)
Management System	Management processes and documentation that collectively prove a systematic framework for ensuring that tasks are performed correctly, consistently and effectively to achieve the desired outcomes, and to drive continual improvement in performance. (Adapted from Responsible Jewellery Council Code of Practices 2013)
Material Conversion	Further processing (for example cutting, stamping, bending, joining, forging, product casting, packaging production etc) of Casthouse Products or semi-fabricated aluminium products, into products or components that are used in or sold for final assembly or filling and sale to end consumers.
Migrant Worker	A person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national. (Adapted from the UN Convention on the Rights of Migrants)
Mine Rehabilitation	The return of disturbed land to a stable and production condition. (International Council on Mining and Metals)
Non-Hazardous Waste	All other forms of solid or liquid waste, excluding wastewater, that are not considered Hazardous Waste. (Adapted from Global Reporting Initiative – GFI G4 Implementation Manual , 2013, p123) See also Hazardous Waste .
Occupational Health and Safety (OH&S)	Concerned with protecting the safety, health and welfare of people engaged in work or employment. (Safe at Work)
Overtime	The hours worked in addition to those in the normal work week and which should be voluntary. (Adapted from Responsible Jewellery Council Code of Practices 2013)
Policy	A statement of principles and intentions. (Adapted from Responsible Jewellery Council Code of Practices 2013)
Production and Transformation	An ASI membership class that is open to organisations with activities in one or more of: Bauxite Mining, Alumina Refining, Aluminium Smelting, Aluminium Re-melting/Refining, Semi-Fabrication and/or Material Conversion.

Remuneration	Amounts paid by employers to Workers. It includes wages or salaries and any other benefits in cash or in kind. (Adapted from ILO/IFC Better Work – Guidance Sheet – Compensation)
Resettlement Action Plan	A plan that is developed to cover, at minimum, the applicable requirements of IFC Performance Standard 5, regardless of the number of people affected and including compensation at full replacement cost for land and other assets lost. The Plan is designed to mitigate the negative impacts of displacement; identify development opportunities; develop a resettlement budget and schedule; and establish the entitlements of all categories of affected persons. Particular attention is paid to the needs of the poor and the vulnerable. (Adapted from IFC Performance Standard 5 – Land Acquisition and Involuntary Resettlement (2012))
Salt slag	Residue generated after remelting of Aluminium scrap with fluxing salt, consisting of salt in which metallic and non-metallic particles are entrapped in amounts that exhaust their fluxing properties. Also known as ‘salt cake’. (Adapted from Aluminium Recycling in Europe , European Aluminium)
Scope 1	All direct GHG emissions. (The Greenhouse Gas Protocol)
Scope 2	Indirect GHG emissions from consumption of purchased electricity, heat or steam. (The Greenhouse Gas Protocol)
Scope 3	Other indirect emissions, such as the extraction and production of purchased materials and fuels, transport-related activities in vehicles not owned or controlled by the Entity, electricity-related activities (e.g. transmission and distribution losses) not covered in Scope 2, outsourced activities, waste disposal, etc. (The Greenhouse Gas Protocol)
Semi-Fabrication	Rolling or extrusion of Casthouse Products, as an intermediate processing stage for subsequent Material Conversion and/or further downstream processing and manufacturing of finished products. Examples of semi-fabricated products include sheet, foil, and can stock; extruded rod, bar, shapes, pipe and tube; and other mill products such as drawing stock, wire, powder and paste.
Spent Pot Lining (SPL)	A by-product of the Aluminium Smelting process generated from the relining of pots. SPL is considered a Hazardous Waste because of its fluoride, cyanide and reactive metal content. Also known as Spent Pot Liner or Spent Cell Liner. (Adapted from Aluminium Stewardship Initiative) See also Untreated SPL .
Spills and Leakage	Accidental release of a hazardous substance that can affect human health, land, vegetation, water bodies, and ground water. (Adapted from Global Reporting Initiative – GRI G4 Implementation Manual , 2013, p252).
Standard	In this document, it refers to the ASI Performance Standard.
Sustainability Reporting	Reports published by a company or organisation about the economic, environmental and social impacts caused by its everyday activities. (Adapted from the Global Reporting Initiative)
Untreated Spent Pot Lining (Untreated SPL)	SPL that has not been treated, either fully or partially, to alter its reactive properties and to eliminate its hazardous properties. (Aluminium Stewardship Initiative)
Visitor	A person visiting an Entity’s Facility or operation or location under the Entity’s Control who is not a Worker at the Facility or operation or location. (Aluminium Stewardship Initiative)
Waste	Hazardous Waste and Non-Hazardous Waste
Waste Mitigation Hierarchy	The Waste Mitigation Hierarchy can be summarised as a set of process options from most favourable to least favourable to protect human health and the

	<p>environment from impacts associated with the generation, storage, handling, treatment, transportation and disposal of Wastes. The hierarchy aims to maximise the benefits from raw materials and process operations, so as to minimise the generation of Waste. It incorporates the concepts of reuse, recycling and recovery as follows (in order of preferred to least preferred options):</p> <ol style="list-style-type: none"> 1. <i>Avoidance</i>, including action to prevent or reduce the amount of waste generated by households, industry and all levels of government 2. <i>Resource recovery</i>, including re-use, recycling, reprocessing and energy recovery, consistent with the most efficient use of the recovered resources 3. <i>Disposal</i>, including management of all disposal options in the most environmentally responsible manner. <p>(Adapted from Environmental Protection Authority NSW and the European Union Waste Framework Directive)</p>
Watershed	<p>An area of land that drains all the streams and rainfall to a common outlet such as the outflow of a reservoir, mouth of a bay, or any point along a stream channel. The word watershed is sometimes used interchangeably with drainage basin or catchment. (Adapted from United States Geological Survey (USGS))</p>
Working Time	<p>The time in which the persons employed are at the disposal of the employer. (Adapted from ILO/IFC Better Work – Guidance Sheet – Working Time) See also Overtime.</p>
World Heritage properties	<p>Sites established under the UNESCO World Heritage Convention of 1972. ASI's criteria aligns with the International Council on Mining and Metals (ICMM) 2003 Position Statement on Mining and Protected Areas. (International Council on Mining and Metals, 2003)</p>
Workers	<p>Includes employees (individuals who have entered into or works under a contract of employment or a contract of service or apprenticeship, whether express or implied and whether oral or in writing, or as defined by Applicable Law); and contractors (an individual, company or other legal entity that carries out work or performs services pursuant to a contract for services). For the avoidance of doubt, Workers include Migrant Workers. (Adapted from Responsible Jewellery Council Code of Practices 2013)</p>



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