

# Maturity Matrix Worksheet

Data Collection/Reporting Period (e.g. Year 2016)		2017			
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 products' in BS8902:2009					
<b>Sustainability Principles</b>	<b>Practices</b> (Please add any additional practices that are relevant to your approach to sustainability management)	<b>Characteristics of the approach to sustainability in developing organizations</b>			<b>Objectives &amp; Plan(s) / Programme(s)</b>
		<b>Maturity</b>			
		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.	
		<b>Immature</b>	<b>Engaged</b>	<b>Proactive and Learning</b>	
<b>Inclusivity</b>	Stakeholder identification and mapping	Stakeholder map part of EMS			This process is still in its infancy, the goal being to move to being proactive in stakeholder engagement.
	Open engagement in various formats for various stakeholders		Issues that create a competitive advantage are addressed and used for publicity		Design of new website along with company information literature.
	Stakeholder issue identification	Stakeholder matrix			Stakeholder response forms will be complete and summary's will be analysed for 2017 and analysis done to compare 2016 & 2017
	Communication of organization response to issues raised		Stakeholder summaries publically available by request.		Stakeholder response forms will be complete and summary's will be completed at the end of the year.
	..... / Additional practice				
	..... / Additional practice				
	..... / Additional practice				
<b>Integrity</b>	Leadership shown - clear Accountabilities documented		Stay appraised of changes in practice, standards and legislation		Environmental & H&S legal compliance to be carried out.
	Code of Conduct adopted		The company has a code of conduct in place, and understands the difference between right and wrong.		Code of conduct will be published live on our new website.
	Integrity risks identified and managed		Main risks identified and managed but possibly not integrated with sustainable development management system.		All risks will be integrated with the SCS
	..... / Additional practice				
	..... / Additional practice				

	..... / Additional practice				
<b>Stewardship</b>	Sustainable development culture		Develop an internal/external education programme		To increase staff awareness by further training.
	Responsible/Sustainable Supply chain approach adopted	Supplier rating forms on compliance			All supplier forms to be complete and supplier review to be carried out.
	Systematic Environmental Management	Apply enviromental standards and policies.			Continue to enhance the EMS.
	Systematic Social Management		New social responsibility policy.		This policy will be published on our new website and available by request.
	Systematic Economic Management		Good economic management practice.		
	Skills and training	Comitted to employee retention and further training.			Proformance reviews on all the staff across the business.
	Career development		Comitted to employee retention and further training.		Proformance reviews on all the staff across the business.
	..... / Additional practice				
	..... / Additional practice				
<b>Transparency</b>	Identify appropriate metrics/KPIs		KPI's as part of workbook		Keep monitoring all KPI's in this workbook
	Monitor performance		KPI's reviewed as part of workbook		Keep monitoring all KPI's in this workbook
	Publicly report management practices and performance	QMS, EMS, H&S, SCS policies and management reviews			Evidenced by policies published on FBR website
	Review performance		Management review and set objectives.		Management reviews will now take place annually.
	..... / Additional practice				
	..... / Additional practice				
	..... / Additional practice				