



ResponsibleSteel Glossary

Version 2.2

21 November 2023

Glossary of Key Terms

Term	Definition
Adverse impact	<p>Negative effect that goes against desired conditions. When deciding whether adverse impacts need to be addressed to achieve the ResponsibleSteel Standard, steelmaking sites should consider how material their adverse impacts are. Materiality has two dimensions: The significance that the site's stakeholders attribute to the issue and the significance of the consequences of the steelmaker's impacts, for example on the environment or on human rights.</p>
Appeal	<p>Request by the provider of the object of conformity assessment (i.e. the certification client) to the conformity assessment body or accreditation body for reconsideration by that body of a decision it has made relating to that object.</p> <p>(Adapted from ISO/IEC 17000:2005(en) Conformity assessment - Vocabulary and general principles)</p>
Approval procedure	<p>A procedure that describes the conditions for new suppliers to be added to the supplier pool, how fulfilment of the conditions is checked and who signs off on new suppliers. The conditions must reflect the issues covered by the code of conduct.</p>
Area of influence	<p>A site's area of influence shall be understood as the area impacted by:</p> <ul style="list-style-type: none"> a) The site's facilities and associated activities, as described in the certification scope b) Other facilities and associated activities on-site or near the site that are directly related to steel making and processing, whether they are under the certification client's control or not c) Unplanned but predictable developments caused by the site that may occur later or at a different location d) Indirect site impacts on biodiversity or on ecosystem services upon which community livelihoods are dependent e) Associated facilities, which are facilities that would not have been constructed or expanded if the site did not exist. <p>(Adapted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 1)</p>
Audit scope	<p>The impacts of a steel site extend beyond the gates of its property and beyond the facilities and associated activities under its control. The audit scope captures this extended responsibility and describes the area of influence that will be considered during</p>

	the audit.
Baseline	A reference for measurable quantity, which can be used to measure an alternative result (Adapted from the IPCC (Intergovernmental Panel on Climate Change) Climate Change 2007 Synthesis Report).
Biodiversity	Biodiversity - short for biological diversity - means the diversity of life in all its forms - the diversity of species, of genetic variations within one species, and of ecosystems. (Adopted from Biodiversity A-Z)
(Biodiversity) offset	Measurable conservation outcomes of actions designed to compensate for significant residual adverse biodiversity impacts arising from commercial activities after prevention and mitigation measures have been taken. (Adapted from Business and Biodiversity Offset Programme)
By-product	To be considered a by-product, a production residue must meet the following four conditions: <ul style="list-style-type: none"> • Further use of the substance or object is certain; • The substance or object can be used directly without any further processing other than normal industrial practice; • The substance or object is produced as an integral part of a production process; and • Further use is lawful, i.e. the substance or object fulfils all relevant product, environmental and health-protection requirements for the specific use and will not lead to overall adverse environmental or human health impacts. (Adopted from EU Guidance on the interpretation of key provisions of Directive 2008/98/EC on waste)
Carbon dioxide equivalent, CO₂e	Unit for comparing the radiative forcing of a GHG to carbon dioxide. (Adopted from ISO/CD 19694-1:2016 Stationary source emissions. Determination of greenhouse gas (GHG) emissions in energy-intensive industries - Part 1: General aspects)
Carbon intensity of electricity	The CO ₂ emissions produced per kilowatt hour of electricity consumed.
Catchment	The geographical zone in which water is captured, flows through and eventually discharges at one or more points. The concept includes both surface water catchment and groundwater catchment. A surface water catchment is defined by the area of land from which all precipitation received flows through a sequence of streams and rivers towards a single river mouth, as a tributary to a larger river, or to the sea. A groundwater

	<p>catchment is defined by geological structure of an aquifer and groundwater flow paths. It is replenished by water that infiltrates from the surface. It has vertical thickness (from a few metres to 100s of metres) as well as area. Depending on local conditions, surface and groundwater catchments may be physically separate or interconnected.</p> <p>(Adapted from AWS (Alliance for Water Stewardship) International Water Stewardship Standard, Version 2.0)</p>
Certification client	<p>Legal entity applying for certification of one or more of their sites. The certification client and the site(s) might be the same legal entity.</p>
Certification scope	<p>Describes the site's facilities and associated activities that the certificate will cover in case the audit is successful.</p>
Chain of custody	<p>Process by which inputs and outputs and associated information are transferred, monitored and controlled as they move through each step in the supply chain. See Annex 8 of Standard version 2.0 for more information about the Chain of Custody model we have defined for upstream supply chains that participate in recognised input material programmes.</p>
'CoC Input Material'	<p>Input material from different suppliers can be blended and mixed throughout the upstream supply chain, but the share of input material from sites of origin and upstream processing that participate in a recognised input material programme is recorded at each supply chain stage and related information and documentation is transferred to the next stage in the chain. 'Participate' means that sites of origin and upstream processing <u>have achieved at least the minimum ESG performance under that programme</u>. Suppliers may sell this share as 'CoC Input Material'.</p> <p>See the mandatory Annex 3 of Standard version 2.0 for a list of input materials that are covered and not covered by the responsible sourcing requirements, or that are excluded for 'Certified Steel' certification.</p>
Competence	<p>Ability to apply knowledge and skills to achieve intended results.</p> <p>(Adopted from ISO 14001:2015(en) Environmental management systems - Requirements with guidance for use)</p>
Competent party	<p>This may be an internal individual that has not been involved in the design and implementation of the subject matter (e.g. a system, procedure or plan) and that is competent to verify effectiveness of the subject matter. Where no such internal individual is available, the site should commission a competent third party to verify the subject matter.</p>

Competent third party	<p>A person or body that is independent of the organisation that provides the object of review or verification.</p> <p>(Adapted from ISO/IEC DIS 17000(en) Conformity assessment - Vocabulary and general principles)</p> <p>Examples of this include an auditing firm with a relevant accreditation scope or a regulatory body whose scope comprises the subject matter.</p>
Conflict of interest	<p>Situation where an individual or the entity for which they work is confronted with choosing between the duties and demands of their position and their own private interests.</p>
Contributes to	<p>To help to cause or bring about an event or situation. For example, a site's relationship with a contractor can mean that the site contributes to a breach of human rights, even when the specific action that results in the breach is by the contractor and not by the site directly. The site has a responsibility for its contractors' actions under the UN Guiding Principles.</p>
Control (within control of the site)	<p>Direct or indirect ownership, direct or indirect power to remove, nominate or appoint at least 50% of the members of the board or management, day-to-day executive management, or any legally recognised concept analogous to these.</p>
Corporate owner	<p>The legal entity or entities that have ultimate control over the activities of a site that applies for certification of conformity with the ResponsibleSteel Standard.</p> <p>Note: The corporate owner will typically be the parent company under whose name a site operates. In the case of joint ventures, the requirements of the corporate owner may apply to more than one legal entity. The identification of the corporate owner shall be determined as part of the application process for site certification.</p>
Correction	<p>An action to eliminate a detected non-conformity. (Adopted from ISO 9000:2015 (en) Quality management systems - Fundamentals and vocabulary)</p>
Corrective action	<p>An action to eliminate the cause of a non-conformity and to prevent recurrence. There can be more than one cause for a non-conformity. (Adopted from ISO 9000:2015 (en) Quality management systems - Fundamentals and vocabulary)</p>
Country of scrap origin	<p>Country where the steel or the steel-containing item becomes scrap and is aggregated and processed before export, or before domestic use in the steel making and recycling process. In cases where the scrap contained in a container or in a bulk shipment might come from several locations, the 'country of origin' is likely to represent the country of</p>

	<p>loading of the container or bulk shipment.</p> <p>Where suppliers make the country of origin known to the auditors through the auditable mechanism, the tonnes of scrap that are supplied to the steel site by the respective supplier count towards the percentages in 3.7.3.</p>
Critical habitat	<p>Areas with high biodiversity value, including (i) habitat of significant importance to Critically Endangered and/or Endangered species; (ii) habitat of significant importance to endemic and/or restricted-range species; (iii) habitat supporting globally significant concentrations of migratory species and/or congregatory species; (iv) highly threatened and/or unique ecosystems; and/or (v) areas associated with key evolutionary processes.</p> <p>(Adopted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 6)</p>
Crude steel	<p>Steel in the first solid state after melting, suitable for further processing or for sale. Synonymous with raw steel (Adopted from worldsteel).</p> <p>Note: For the purpose of determining the ResponsibleSteel GHG emissions intensity for crude steel, the end point for measurement of the GHG emissions associated with crude steel production is measured at the point at which continuous casting or ingot casting has been completed, and prior to any further processing such as roughing or hot rolling.</p> <p>The crude steel tonnage figure used to calculate the site’s crude steel GHG emissions intensity shall be the saleable tonnage, after quality control. Saleable tonnage may also be referred to as ‘financial tonnage’, or ‘net tonnage’. This is aligned with the definition of ‘crude steel’ as defined by worldsteel as being ‘suitable for further processing or for sale’. There may be some variation between sites, depending on their configuration, as to the exact point at which saleable tonnage is measured. In all cases the earliest point of measurement is preferred.</p>
Decommissioning	<p>A formal process to remove facilities and infrastructure from their active status.</p>
Degazettement	<p>A loss of legal protection for an entire protected area (Adopted from Biodiversity A-Z).</p>
Dependent	<p>Anyone who is wholly and partly dependent on the worker, such as spouses, children, parents, other family members.</p>
Diffuse emissions	<p>Pollution infiltrating the atmosphere from a large non-point source, for example, dust from a slag heap. (Adopted from United Nations Statistics Division, Environment Glossary)</p>

<p>Direct (Scope 1) GHG emissions</p>	<p>GHG emissions that result from sources within the site boundary.</p> <p>Note 1: A GHG source is any physical unit or process that releases GHG into the atmosphere</p> <p>Note 2: Direct (Scope 1) GHG emissions can include the CO₂ emissions from fuel consumption within the site boundary.</p> <p>(Adapted from Scope 1 definition for an organisation, applied to the site. From GRI Standards, GRI 305: Emissions. Global Sustainability Standards Board, 2016).</p>
<p>Direct and indirect suppliers</p>	<p>Direct suppliers are often referred to as tier 1 suppliers. Indirect suppliers mean tier 2 suppliers, tier 3, tier 4, etc.</p>
<p>Direct GHG or CO₂ emissions</p>	<p>GHG emissions (CO₂ equivalent) or CO₂ emissions from production facilities within the site boundary. Direct emissions correspond to 'scope 1' emissions as referred to in the GHG Protocol.</p>
<p>Disciplinary practices (that undermine workers' dignity)</p>	<p>Called 'undignified disciplinary practices': These include corporal punishment, harsh or degrading treatment, sexual or physical harassment, mental, physical or verbal abuse, coercion, or intimidation.</p>
<p>Discrimination</p>	<p>This includes:</p> <p>(a) any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation;</p> <p>(b) such other distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation as may be determined by the Member concerned after consultation with representative employers' and workers' organisations, where such exist, and with other appropriate bodies.</p> <p>(Adopted from ILO Convention C111 - Discrimination (Employment and Occupation))</p> <p>ResponsibleSteel adopts this definition and stresses that (b) above includes any distinction, exclusion or preference based on age, disability, ethnicity, HIV status, marital status, pregnancy, sexual orientation, gender identity, union membership, or any other factor unrelated to a worker's ability to perform their job.</p> <p>Discrimination also includes requiring pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety or worker health.</p>
<p>Displacement</p>	<p>A process by which development projects cause people to lose land or other assets, or</p>

	<p>access to resources. This may result in physical dislocation, loss of income, or other adverse impacts. Resettlement (or rehabilitation): A process by which those adversely affected are assisted in their efforts to improve, or at least to restore, their incomes and living standards. (Adapted from the Worldbank)</p> <p>See also Economic displacement and Physical displacement</p>
Documented procedure	<p>A documented procedure must be based on a written document. However, the document may be supported by other elements for effective implementation. For example, it would be acceptable for the documented procedure to reference a video or online resource that contains the detail or instruction on the procedure's implementation. A catalogue or formal listing such resources, with instructions for their use could also be sufficient.</p> <p>See also Procedure</p>
Downstream indirect (Scope 3) GHG emissions	<p>GHG emissions associated with the activities of the site that occur outside of the site boundary and downstream of its activities.</p>
Due diligence	<p>An on-going, proactive and reactive process through which companies can identify, prevent, mitigate and account for how they address their actual and potential adverse impacts as an integral part of business decision-making and risk management systems.</p> <p>(Adopted from the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas).</p>
Ecological processes	<p>The four fundamental ecological processes of ecosystems are the water cycle, biogeochemical (or nutrient) cycling, energy flow and community dynamics, i.e. how the composition and structure of an ecosystem changes following a disturbance (succession).</p> <p>(Adopted from Biodiversidad)</p>
Economic displacement	<p>Loss of assets, or access to assets, that lead to loss of income sources or other means of livelihood, as a result of land acquisition and/or restrictions on land use in connection with the site.</p> <p>(Adapted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 5)</p> <p>See also Displacement and Physical displacement</p>
Education	<p>Education is about learning the theory behind something, whereas training gives people the skills needed to do something rather than know about something.</p>

Effective (worker-management) mechanism	Workers are the primary stakeholders in occupational health and safety, and sites should design and implement all OH&S policies, programmes, procedures, inspections, investigations, and risk assessments in full partnership with workers. The establishment of an effective worker-management mechanism such as a Joint Health and Safety Committee is of fundamental importance to this partnership. The mechanism should comprise employer representatives and works council members or employee representatives, and should have equal or greater representation of workers, selected by their unions, where unions exist, or freely chosen or elected by the workers themselves where unions do not exist. The mechanism is a critical part of the site's internal responsibility system and plays a vital role in preventing work-related injuries and diseases.
Effective / effectiveness	Capable of consistently achieving the desired and intended result. A system or procedure that does not achieve the desired and intended result on a consistent basis is demonstrably ineffective. For example, a procedure for ensuring site compliance with legal obligations is effective if the site is in compliance with legislation, but it is ineffective if violations are found.
Efficiency of water use	The concept of using less net water for an equivalent purpose or volume of production. For example, using less water to produce the same weight of final product (measured in l/kg or m3/kg produced). It may not result in using less total water if the volume of product is increasing. Methods to improve water efficiency include: Technology (e.g. drip irrigation), leakage reduction, re-use and recycling of wastewater. (Adapted from AWS (Alliance for Water Stewardship) International Water Stewardship Standard, Version 2.0)
Embodied carbon (cf embodied GHG emissions)	GHG emissions associated with a product's life cycle, including at least the emissions associated with raw material extraction, transportation, raw material processing, and product manufacturing, reported per functional unit.
Embodied GHG emissions	The GHG emissions associated with a product's life cycle, including the emissions associated with raw material extraction, transportation, raw material processing, and product manufacturing, reported per functional unit. The term is synonymous with the term embodied carbon (cf), but preferred in this Standard in relation to the determination of the embodied GHG emissions for input materials used for steelmaking: 1) to emphasise that the determination is not limited to the consideration of CO ₂ and includes GHGs such as methane, and 2) to avoid confusion in relation to the carbon contained in a product such as charcoal, bio-coke, metallurgical coal or anthracite that

	may be emitted when the material is used in steelmaking.
Embodied GHG value	<p>The value of the embodied GHG emissions of an input material in terms of the CO₂e per unit.</p> <p>Note 1: the embodied GHG values referenced by ResponsibleSteel differ from the 'upstream emission factors (Scope 1, Scope 3)' referenced in the worldsteel CO₂ Data Collection methodology in that the ResponsibleSteel embodied GHG values include consideration of GHGs other than CO₂, and also include consideration of the GHG emissions associated with the extraction and transportation of the input materials.</p> <p>Note 2: the embodied GHG value is not the same as the 'direct emission factors' referred to in ISO 14404. Direct emission factors are an estimate of the CO₂ or CO₂e emitted to the atmosphere when an input material containing carbon is used for the production of steel. In contrast, the embodied GHG value is an estimate of the 'cradle to gate' GHG emissions associated with the production of the input material prior to its use in iron and steelmaking.</p>
Employee	<p>Person employed by the site or its corporate owner to perform work or work-related activities that are under the control of the site.</p> <p>Note that this definition is more narrow than the definition for 'Worker' in this glossary.</p>
End of life scrap	<p>Scrap from after the end of life of final products</p> <p>(Source: ISO 20915: 2019(E) Life cycle inventory calculation methodology for steel products.)</p>
Energy indirect (Scope 2) GHG emissions	<p>GHG emissions that occur outside of the site boundary and that result from the generation of purchased or acquired electricity, heating, cooling and steam consumed by the site.</p> <p>(Adapted from Scope 2 definition for an organisation, applied to the site. Source GRI Standards, GRI 305: Emissions. Global Sustainability Standards Board, 2016).</p>
Equivalent	<p>In the context of this Criterion, this means a systematic, defined and documented management system is in place that contains the main elements of internationally accepted standards.</p>
Evidence / Supporting evidence	<p>Verifiable information, records, observations or statements of fact to determine conformity with the requirements of the ResponsibleSteel standard.</p>
Facilitation payments	<p>A small bribe, also called a 'facilitating', 'speed' or 'grease' payment; made to secure or</p>

	expedite the performance of a routine or necessary action to which the payer has legal or other entitlement (Adopted from Transparency International)
Fatality	Accidental death at workplace or arising out of work, including deaths due to occupational diseases.
First-party assessment	Means an assessment carried out by the supplier itself to judge its own performance. This is also called a self-assessment.
Fly-in, fly-out	A method of employment used in remote areas. Employers will fly staff to the work site for a specific period of time, then fly them back to their home for a period of rest.
Force majeure	Extraordinary event or circumstance beyond the control of the certification body, site or cluster, such as a war, riot or epidemic
Forced or compulsory labour	All work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily. (Adopted from ILO Convention C029 - Forced Labour)
Formal agreement	An agreement entered in to by the site's management or by its corporate owner such as the United Nations Global Compact.
Fugitive Emissions	Emissions not caught by a capture system. (Adopted from United Nations Statistics Division, Environment Glossary).
Full visibility of supply chains	This means that all upstream supply chain links are known, up to the site(s) of origin. Visibility refers to internal visibility, there is no requirement to make supply chain links public knowledge.
Gender equality	The concept that all human beings, including men and women, are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles and prejudices. It means that the different behaviour, aspirations and needs of women and men are considered, valued and favoured equally. It does not mean that women and men have to become the same, but that their rights, responsibilities, and opportunities will not depend on whether they are born male or female.
GHG offset	Offsets are discrete GHG reductions used to compensate for (i.e., offset) GHG emissions elsewhere, for example to meet a voluntary or mandatory GHG target or cap. Offsets are calculated relative to a baseline that represents a hypothetical scenario for what emissions would have been in the absence of the mitigation project that generates the offsets. To avoid double counting, the reduction giving rise to the offset must occur at

	sources or sinks not included in the target or cap for which it is used. (Adopted from The Greenhouse Gas Protocol)
Greenhouse gas, GHG	<p>Gaseous constituent of the atmosphere, both natural and anthropogenic, that absorbs and emits radiation at specific wavelengths within the spectrum of infrared radiation emitted by the Earth's surface, the atmosphere and clouds</p> <p>Note: GHGs include carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulfur hexafluoride (SF₆).</p> <p>(Adopted from ISO/CD 19694-1:2016 Stationary source emissions. Determination of greenhouse gas (GHG) emissions in energy-intensive industries - Part 1: General aspects)</p>
Hazard	Source with a potential to cause injury or ill health. Hazards can include sources with the potential to cause harm or hazardous situations, or circumstances with the potential for exposure leading to injury and ill health. A toxic substance, for example, is a hazard even if no one is exposed to it.
Health and safety incidents	Near-miss incident as well as incident resulting in any injury or ill health.
Health and safety risk	Refers to the chance that exposure to a hazard will occur and result in an undesirable outcome. For example, hydrogen sulphide is a hazard because it has the property of being a poisonous gas. However, the risk of hydrogen sulphide poisoning arises when there is a chance that workers may be exposed to it. If more workers could potentially be exposed to higher concentration of hydrogen sulphide, the risk is greater even though the properties of hydrogen sulphide are unchanging.
Home scrap	<p>Scrap from a downstream steel production process within the steelworks (e.g. rolling, coating) that is returned to steel making processes (e.g. BOF or EAF)</p> <p>(Source: ISO 20915: 2019(E) Life cycle inventory calculation methodology for steel products.)</p>
Human rights abuses	These occur when actions violate, ignore or deny human rights, including civil, political, cultural, social, economic and collective rights.
Implementation Instructions	A template document provided by ResponsibleSteel that is used predominantly by certification clients, certification bodies and auditors to prepare, conduct and follow-up on audits.

<p>In the last calendar or financial year</p>	<p>For the initial certification against the responsible sourcing requirements as part of ‘Certified Steel’, the evidence demonstrating that the required percentages have been achieved may cover a period that is shorter than 12 months, but cannot cover less than 6 months. At the next regular audit (which can be a surveillance audit or a re-certification audit, this depends on when in its certification cycle the site achieved ‘Certified Steel’ certification), the site must present evidence for the full previous calendar or financial year to uphold certification.</p>
<p>Incident</p>	<p>In relation to occupational health and safety: Occurrence arising out of, or during, work that could or does result in injury and ill health. An incident where injury and ill health occurs is sometimes referred to as an “accident”.</p>
<p>Indigenous and community-conserved areas (ICCAs)</p>	<p>Territories and areas conserved by indigenous peoples and local communities. ICCAs achieve conservation of species and the natural environment, together with other social and cultural objectives. ICCAs share the following three characteristics:</p> <p>A people or community is closely connected to a well-defined territory, area or species (e.g. because of survival and dependence for livelihood, because of historical and cultural reasons);</p> <p>The community is the major player in decision-making (governance) and implementation regarding the management of the territory, area or species, implying that a community institution has the capacity to develop and enforce regulations (in many situations other stakeholders are involved, but primary decision-making rests de facto with the community);</p> <p>The community management decisions and efforts lead to the conservation of the territory, area or species and associated cultural values (the conscious objective of management may be different than conservation per se, and be, for instance, related to material livelihood, water security, safeguarding of cultural and spiritual places, etc.)</p> <p>(Adopted from the ICCA Registry)</p>
<p>Indigenous peoples</p>	<p>(a) tribal peoples in independent countries whose social, cultural and economic conditions distinguish them from other sections of the national community, and whose status is regulated wholly or partially by their own customs or traditions or by special laws or regulations;</p> <p>(b) peoples in independent countries who are regarded as indigenous on account of their descent from the populations which inhabited the country, or a geographical region to which the country belongs, at the time of conquest or colonisation or the establishment of present state boundaries and who, irrespective of their legal status, retain some or all</p>

	<p>of their own social, economic, cultural and political institutions.</p> <p>2. Self-identification as indigenous or tribal shall be regarded as a fundamental criterion for determining the groups to which the provisions of this Convention apply.</p> <p>3. The use of the term peoples in this Convention shall not be construed as having any implications as regards the rights which may attach to the term under international law.</p> <p>(Adopted from ILO Convention C169 - Indigenous and Tribal Peoples)</p>
Information hierarchy	<p>Where input material suppliers operate more than one site, ESG performance can differ from site to site, especially when they are located in different countries. Steel companies should seek to get site-level information on direct and indirect input material suppliers. Where this is not obtainable, company-level information is the next best choice. Where steel companies cannot get company-level information, they should at least seek to understand potential ESG risks in supply chains by reviewing how strongly specific input materials are associated with ESG issues, and whether countries of origin and upstream processing are associated with ESG issues.</p> <p>See the mandatory Annex 3 of Standard version 2.0 for a list of input materials that are covered and not covered by the responsible sourcing requirements, or that are excluded for 'Certified Steel' certification.</p>
Internal scrap	<p>Scrap from a crude steel making unit process that is then recycled within the same unit process [e.g. basic oxygen furnace (BOF) or electric arc furnace (EAF)]</p> <p>(Source: ISO 20915: 2019(E) Life cycle inventory calculation methodology for steel products.</p>
IUCN Protected Area Categories	<p>These classify protected areas according to their management objectives. The categories are recognised by international bodies such as the United Nations and by many national governments as the global standard for defining and recording protected areas and as such are increasingly being incorporated into government legislation. (Adopted from IUCN)</p>
Juvenile	<p>Person of less than 18 years of age.</p>
Key Biodiversity Areas (KBAs)	<p>Sites contributing significantly to the global persistence of biodiversity.</p> <p>(Adopted from the World Database of Key Biodiversity Areas)</p>
Leachate	<p>Any liquid produced by the action of 'leaching'. Leachate is the water that has percolated through any permeable material. (Adopted from Sustainability Matters)</p>

Leakage	Process in which material is lost through holes or defects.
Life Cycling Thinking (LCT)	<p>The fundamental objective of life-cycling thinking (LCT) is to be aware of the overall environmental impact of a product or service. It aims to ensure that no environmental impact is omitted when evaluating alternatives and to avoid simply shifting an environmental impact from one environmental medium to another. Under the conceptual framework of LCT, a number of quantitative decision-support methods exist, such as Life Cycle Assessment (LCA), which is the most widely used method of assessing and quantifying environmental aspects. ISO 14040 and ISO 140444 (Environmental management - Life cycle assessment - Principles and framework and Requirements and guidelines) have been developed to implement LCT and LCA.</p> <p>When LCT/LCA are applied to waste management, the assessment typically focuses on a comparison of various waste management options, rather than covering the entire life-cycle of the products which have become waste. LCT/LCA applied to waste management therefore differs from product LCT/LCA, which accounts for the entire life-cycle of a product, in which waste management may play only a minor role.</p> <p>(Adapted from the European Commission's Guidance on the interpretation of key provisions of Directive 2008/98/EC on waste)</p>
Living wage	<p>The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events. (Adopted from the Global Living Wage Coalition).</p>
Lost time injury	An injury that prevents a person from returning to his or her next scheduled shift or work period (including fatalities).
Manufacturing scrap	<p>Scrap from the manufacturing processes of final products, such as automobiles and buildings</p> <p>(Source: ISO 20915: 2019(E) Life cycle inventory calculation methodology for steel products.)</p>
Medical treatment case	A workplace injury requiring treatment by a medical professional.
Metallics input	The total amount of metallics input to the steelmaking process, including the metallics input from secondary materials (i.e.. scrap metal) as well as from primary materials (ores, pellets, ferro-alloys, etc). The amount of metallics input is the mass of the metal atoms

	<p>in the input materials.</p> <p>Note 1: the metallics input includes non-ferrous metallics input from non-ferrous metals and ferro-alloys.</p> <p>Note 2: the metallics input will be greater than the total saleable quantity of metal produced, as some metal is incorporated into slag and so lost as waste.</p>
Metric tonne (T)	Equivalent to 1,000 kilograms or 2,204.6 pounds or 1.1023 short ton. (Adapted from worldsteel)
Minimum ESG performance	See the ResponsibleSteel website for the required minimum ESG performance to be achieved under recognised programmes.
Mitigation hierarchy	<p>Prioritises the avoidance of biodiversity and ecosystem services impacts over the minimisation and restoration of impacts. Biodiversity offsets to address residual impacts are defined only after avoidance, minimisation and restoration measures have been applied.</p> <p>(Adopted from the CSBI's 'A cross-sector guide for implementing the Mitigation Hierarchy')</p>
Modified habitat	<p>Areas that may contain a large proportion of plant and/or animal species of non-native origin, and/or where human activity has substantially modified an area's primary ecological functions and species composition.</p> <p>(Adopted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 6)</p>
Monitoring	<p>The systematic and routine collection of information.</p> <p>(Adopted from sportanddev.org)</p>
Natural habitat	<p>Areas composed of viable assemblages of plant and/or animal species of largely native origin, and/or where human activity has not essentially modified an area's primary ecological functions and species composition.</p> <p>(Adopted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 6)</p>
Near-miss incident	An incident where no injury and ill health occurs, but has the potential to do so, may be referred to as a 'near-miss', 'near-hit' or 'close call'.

Net gain	<p>Additional conservation outcomes that can be achieved for the biodiversity values for which the critical habitat was designated.</p> <p>(Adopted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 6)</p>
Net GHG emissions	<p>The total GHG emissions (CO₂ equivalent) assigned to a product, process or activity minus the total GHG emission reductions claimed by the site as carbon offsets or through other mechanisms.</p>
Net reduction	<p>Singular or cumulative loss of individuals that impacts on the species' ability to persist at the global and/or regional/national scales for many generations or over a long period of time. The scale (i.e., global and/or regional/national) of the potential net reduction is determined based on the species' listing on either the (global) IUCN Red List and/or on regional/national lists. For species listed on both the (global) IUCN Red List and the national/ regional lists, the net reduction will be based on the national/regional population.</p> <p>(Adopted from IFC Performance Standards on Environmental and Social Sustainability, Performance Standard 6)</p>
Net-zero GHG emissions	<p>Refers to achieving an overall balance between emissions produced and emissions taken out of the atmosphere. ResponsibleSteel will work with its membership to agree a technical definition for net-zero GHG emissions as applicable to the scope of this Standard, based on ongoing work being undertaken under the auspices of the UN Global Compact.</p>
No net loss	<p>The point at which project-related impacts are balanced by measures taken through application of the mitigation hierarchy, so that no loss remains.</p> <p>(Adopted from CSBI's 'A cross-sector guide for implementing the Mitigation Hierarchy')</p>
Origin	<p>Refers to the mining or quarrying site, the harvesting site or, for waste materials, the first point of waste consolidation (not collection) after the plastic item became waste and was reclaimed, whether from industrial, residential or municipal sources, thereby constituting the starting point within the supply chain for waste material. The same upstream supply chain boundaries apply to the scrap requirements.</p>
Other types of suppliers	<p>Traders or brokers.</p>
Permanent storage	<p>Permanent storage is defined as the expectation that the storage site is very likely to retain over 99% of the stored GHGs for over 100 years and likely to retain over 99% of</p>

	<p>the stored GHGs for over 1000 years. ‘Very likely’ is a probability of 90 to 99%. ‘Likely’ is a probability between 60 and 99%.</p> <p>Derived from: IPCC, 2005: IPCC Special Report on Carbon Dioxide Capture and Storage. Prepared by Working Group III of the Intergovernmental Panel on Climate Change [Metz, B., O. Davidson, H. C. de Coninck, M. Loos, and L. A. Meyer (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, 442 pp.</p>
Physical displacement	<p>Relocation or loss of shelter.</p> <p>See also Displacement and Economic Displacement</p>
Point source	<p>A single, identifiable source of pollution, such as a pipe or a drain. (Adopted from Environmental Protection Authority Victoria)</p>
Policy	<p>Formal statement of intentions and direction of an organisation as formally expressed by its top management. A policy may be an integrated policy or consist of various stand-alone policies.</p> <p>(Adopted from ISO 20400:2017(en) Sustainable procurement - guidance)</p> <p>Note: where corporate-level policies exist that apply to a site and are known and understood by the site, these will satisfy the ResponsibleSteel Requirement of a site-level policy.</p>
Politically exposed person (PEP)	<p>A natural person who is or who has been entrusted with prominent political functions and immediate family members or persons known to be close associates of such persons.</p> <p>(Adapted from Directive (EU) 2015/849 of the European Parliament and of the Council)</p>
Post-consumer scrap	<p>Arises when steel products reach the end of their useful life.</p> <p>Pre- and Post-consumer scrap sources typically have different ESG risk profiles. To build information on the relative ESG risks of different sources, ResponsibleSteel is requesting the pre- / post-consumer breakdown for scrap.</p>
Pre-consumer scrap	<p>Arises during the manufacture of products containing steel.</p>
Principles for the Responsible Management of Scrap	<p>A set of good practices to be communicated throughout the whole scrap value chain. The Principles can supplement and help inform existing guidance, codes of conduct, training, procurement due diligence and appraisals that are carried out with the scrap supply chain. The principles are contained in Annex 5 of Standard version 2.0.</p>
Procedure	<p>A formal, approved method for implementing a process or part of a process effectively</p>

	<p>and consistently. States how the process needs to be done. Defines who, what, where, when, and why.</p> <p>A procedure (or elements of the procedure) may be formalised as documents, videos, on-line resources, etc., but must be auditable both in terms of its existence and in terms of its implementation.</p> <p>See also 'Documented procedure'.</p>
Process	<p>High level, strategic method of control. States what needs to be done and why. (Adapted from The 9000 Store)</p>
Product carbon footprint	<p>Sum of GHG emissions and GHG removals in a product system, expressed as CO₂ equivalents and based on a life cycle assessment using the single impact category of climate change</p> <p>Note 1: A product carbon footprint can be disaggregated into a set of figures identifying specific GHG emissions and GHG removals. A product carbon footprint can also be disaggregated into the stages of the life cycle.</p> <p>Note 2: The results of the quantification of the product carbon footprint are documented in the product carbon footprint study report, expressed in mass of CO₂e per functional unit.</p> <p>(Source: adapted from ISO 14064:3 2019, 3.14 definition of 'carbon footprint of product')</p>
Production residue	<p>A material that is not deliberately produced in a production process but may or may not be a waste.</p> <p>(Adopted from EU Guidance on the interpretation of key provisions of Directive 2008/98/EC on waste).</p>
Protected Area	<p>A protected area is a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values. (Adopted from IUCN)</p>
Public / publication	<p>This means that information is either accessible by the public (e.g. through information published on the site's website or through information published on a regulatory website) or that information could be accessed through legal public means (e.g. through information requests to regulators).</p>
Ramsar sites	<p>Wetland sites designated to be of international importance under the Ramsar Convention. (Adopted from Ramsar Sites Information Service)</p>

<p>Recognised input material programme</p>	<p>Note that ResponsibleSteel considers its own programme to be a ‘recognised programme’ where a supplier to a steel site is a producer of pre-processed input materials, such as DRI, HBI or pig iron, or where a steel plant supplies another steel plant. Where a site is a steel processing site that receives, for example, slabs, billets or blooms as input materials, the crude steel production sites that it sources from must be ‘Certified Steel’ certified for the steel processing site to demonstrate achievement of the responsible sourcing requirements. See the ResponsibleSteel website for information on recognition of other programmes and for an up to date list of programmes that are currently recognised.</p> <p>Note that ResponsibleSteel considers its own programme to be a ‘recognised programme’ where a supplier to a steel site is a producer of pre-processed input materials, such as DRI, HBI or pig iron, or where a steel plant supplies another steel plant.</p>
<p>Regular</p>	<p>Scheduled at planned, appropriate intervals. The determination of appropriate intervals depends on the matter at hand. The intervals must be frequent enough to detect change and must take account of risk. Annual might be a suitable frequency for some matters. Where changes can happen quickly or where risk is high, the intervals must be shorter. For example, the US Environmental Protection Agency says about stationary source emissions monitoring frequencies: At least four points equally spaced for each hour for CEMS or CPMS, at least every 10 seconds for COMS, or at least once per operating day (or week, month, etc.) for CPMS, work practice, or design inspections. Where changes tend to happen slowly or where there is a requirement about regular review of a plan or strategy, intervals are typically less frequent, for example every 3 or 5 years.</p> <p>CEMS: Continuous emission monitoring systems COMS: Continuous opacity monitoring systems CPMS: Continuous parametric monitoring systems</p> <p>Note 1: When it comes to public reporting on responsible sourcing efforts, annual seems an appropriate frequency that is in line with other corporate reporting cycles and with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.</p> <p>Note 2: The information listed in 3.5.1. must be reported by the certification body in the ResponsibleSteel audit reports, meaning at least 3 times in a 3-year certification cycle.</p> <p>Audit reports must be submitted to ResponsibleSteel before a certification or re-certification decision is taken, i.e. every 3 years. In case of a positive certification decision, ResponsibleSteel will extract the information from the audit report and will publish it on the ResponsibleSteel website together with the name of the site that has</p>

	<p>achieved ‘Certified Steel’ certification.</p> <p>At the time of the site’s surveillance audits, the certification body must request updated information on 3.5.1. In case of changes, updated information has to be submitted to ResponsibleSteel so that its website can be revised.</p>
Relevant, recognised international standards	<p>These include but are not limited to:</p> <ul style="list-style-type: none"> • Environmental management system certification to ISO 14001 or equivalent; • Health and Safety management system certification to ISO 45001 or equivalent; • Labour and Human Rights management system certification to SA8000 or equivalent.
Reported for the same portfolio	<p>The names and locations of the individual sites of the portfolio must be provided in the audit report and will be disclosed on the ResponsibleSteel website.</p>
Scrap	<p>Iron, steel and other metal material in metallic form that is recovered in multiple life cycle stages, including steel production processes, the manufacturing processes of final products and the end of life of final products, and is recycled as a raw material for steel production.</p> <p>(Source: ISO 20915: 2019(E) Life cycle inventory calculation methodology for steel products.)</p> <p>Includes pre-consumer scrap (also known as manufactured or new scrap) as well as post-consumer scrap (also known as end-of-life or old scrap). Excludes internal and home scrap.</p> <p>Note: the definition of scrap has been extended in this standard to include other metals in addition to iron and steel scrap.</p>
Scrap supply chain	<p>Can be described using different terms, including tiers, levels and networks. In the context of the ResponsibleSteel responsible sourcing requirements, supply chain refers to upstream supplier activities, i.e. activities that take place prior to steel making, processing and finishing, up to the sites of origin.</p> <p>For scrap, ‘origin’ refers to the first point of consolidation (not collection) after the scrap was diverted from the waste stream from industrial, residential or municipal sources and reclaimed, thereby constituting the starting point within the scrap supply chain.</p>
Second-party assessment	<p>Means an assessment carried out by a person or an organisation that has an interest in the scrap supplier. For example, a scrap industry association or a customer of the scrap supplier.</p>

Site of upstream processing	These include smelting, roasting and refining sites, as well as sites where plantation wood is turned into charcoal and where agricultural crops are processed.
Sites of direct suppliers	Where the direct supplier is a trader or broker, they should supply information on the sites the scrap comes from prior to arriving at the steel producer. Where they are not willing to share this information, the steel company should refer to the auditable mechanism (see the guidance below).
Small scrap suppliers	A small scrap supplier is one that produces less than 10,000 gross tonnes of ferrous scrap per month (being 11,200 metric tonnes and 11,200,000 kilogrammes). This means 10,000 gross tonnes for the supplier as a whole, not for an individual site of the supplier.
Small suppliers	See definition of small scrap suppliers.
Sourcing policy	At a minimum, the responsible sourcing policy must cover the input materials listed in Annex 3 of Standard version 2.0 which is mandatory for sites that aim to achieve 'Certified Steel' certification.
Specified member of senior management	A named senior executive role that is in charge of procurement, for example a chief procurement officer or a head of sourcing.
Spill	Accidental release of a hazardous substance that can affect human health, land, vegetation, water bodies, and ground water (adopted from Global Reporting Initiative (GRI) Standards Glossary, 2016)
Stakeholder	<p>A person or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity of a site.</p> <p>(Adopted from ISO 14001:2015(en) Environmental management systems - Requirements with guidance for use)</p> <p>In the context of steel sites, the following parties shall be considered key stakeholders where they are present or operating in the site's area of influence:</p> <ul style="list-style-type: none"> • Local communities and their formal and informal representatives, including indigenous peoples • National or local government authorities • Politicians • Labour unions • Marginalised groups

	<ul style="list-style-type: none"> • Religious leaders • Civil society organisations (operating at local, regional and global level) • Academics <p>Stakeholders also include suppliers, contractors, distributors and customers, as well as workers and contractors. However, the ResponsibleSteel Standard focuses on stakeholders that do not hold a business or contractual relationship with sites. Workers and contractors are covered extensively in the Labour Rights Principle of the Standard.</p>
Strategic Business Unit (SBU)	<p>A strategic business unit is a profit center which focuses on product offering and market segment. SBUs typically have a discrete marketing plan, analysis of competition, and marketing campaign, even though they may be part of a larger business entity. An SBU may be a business unit within a larger corporation, or it may be a business into itself or a branch. Corporations may be composed of multiple SBUs, each of which is responsible for its own profitability. SBUs are able to affect most factors which influence their performance. Managed as separate businesses, they are responsible to a parent corporation.</p>
Subject of controversy	<p>Controversy is a state of prolonged public dispute or debate, usually concerning a matter of conflicting opinion or point of view.</p>
Supply chain with an unbroken Chain of Custody	<p>Where sites of origin or processing do not participate in a recognised input material programme or do not meet the required minimum ESG performance under that programme, the Chain of Custody is broken and suppliers cannot sell the respective input material as 'CoC Input Material'. The Chain of Custody is also broken if suppliers do not record 'CoC Input Material' or do not transfer related information to their customers.</p>
Supply chains	<p>Can be described using different terms, including tiers, levels and networks. In the context of the ResponsibleSteel responsible sourcing requirements, supply chain refers to upstream supplier activities, i.e. activities that take place prior to iron and steel making, processing and finishing, up to the sites of origin.</p>
Surface water intake	<p>An installation for drawing water from a surface water body. A basic intake may be just a pipe and pump placed in the water with little consideration of water quality (for example, for a small farmer abstracting water for irrigation). More sophisticated designs, especially for public water supply, have filters to remove debris and sediment (before entering more advanced treatment). Some extract low down in the water body, where water is cleaner and clearer. Because surface water is vulnerable to rapidly moving pollution, many have monitoring and alarm systems for protection.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water</p>

	Stewardship Standard, Version 2.0)
The IUCN Red List of Threatened Species	The world's most comprehensive inventory of the global conservation status of biological species. (Adopted from the IUCN)
Third-party certification	Means that a fully independent and approved or accredited certification body has provided assurance that specific criteria defined in a standard have been met.
Tier 1 supplier	Supplier providing goods or services directly to the procuring entity. (Adopted from ISO 20400:2017(en) Sustainable procurement - guidance)
Tonne	Means metric tonne, with 1 metric tonne being 1 000 kilogrammes or 2 204.6 pounds or 1.1023 gross tonnes.
Ultimate water body	The surface water or groundwater body that ultimately receives a site's discharge of water or wastewater. Sites may discharge directly to receiving water bodies or indirectly by using service providers as intermediaries. (Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)
Ultimate water source	Sites may draw directly from water sources or indirectly by using service providers as intermediaries. The water source that the service provider draws from is the ultimate source. (Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)
Upstream Chain of Custody	Starts with the site of origin and ends with the respective steel site. In contrast to upstream Chain of Custody, 'downstream Chain of Custody' starts with the respective steel site and ends with the final user of the steel product, such as the site of a car maker or construction company. The details of downstream Chain of Custody will be worked out in 2022/2023.
Upstream indirect (Scope 3) GHG emissions	GHG emissions associated with the activities of the site that occur outside of the site boundary and upstream of its activities.
Wage	Monetary remuneration computed on hourly, daily, weekly, or piece work basis (Adopted from Business Dictionary)
Waste	Any substance or object which the holder discards or intends or is required to discard.

	<p>(Adopted from EU Guidance on the interpretation of key provisions of Directive 2008/98/EC on waste)</p>
Waste management hierarchy	<p>Sets the following priorities for the use of waste: i) avoidance including action to reduce the amount of waste generated, ii) resource recovery including re-using, recycling, reprocessing and energy recovery, consistent with the most efficient use of the recovered resources, iii) disposal including management of all disposal options in the most environmentally responsible manner.</p> <p>(Adopted from NSW Environment Protection Authority)</p>
Water balance	<p>An assessment of all water flows and storage volumes of an entity. In the Standard, it is required to be applied to the site, and separately for the catchment. The assessment should measure all water inflows, through-flows, outflows, water storage volume and changes in storage. The first step is to identify and map each component, and then to quantify it. These are combined into the water balance equation, which should balance (at least approximately): {water outflow} = {water inflow} + {change in storage}.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)</p>
Water body	<p>A large physical entity of water, from which many water sources may abstract water. For surface water, this includes rivers, lakes, canals and reservoirs. For groundwater, it is the aquifer.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)</p>
Water governance fora	<p>Water governance encompasses all aspects of how water is managed by governments, regulators, suppliers and users. Good water governance ensures responsible sharing of water resources in the interests of users and the natural environment in line with the principles of water stewardship (Adapted from AWS Standard, Version 2.0). Essentially, water governance is about who gets what water, when and how, and who has the right to water and related services, and their benefits. These questions are discussed in water governance fora. A global example for such a forum is the World Water Forum.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)</p>
Water source	<p>The physical structure from which a water supply is abstracted from a water body. For groundwater, it may be a natural spring, a borehole or water well. For surface</p>

	<p>water, it is a 'water intake'. It can also include the immediate surrounding zone of the main water body, in effect, the zone that feeds the point of abstraction. It may apply to multiple abstraction points where they are associated, for example, a wellfield.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)</p>
Water stewardship	<p>The use of water that is socially and culturally equitable, environmentally sustainable and economically beneficial, achieved through a stakeholder-inclusive process that involves site- and catchment-based actions.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)</p>
Water-related infrastructure	<p>Includes all manmade equipment and infrastructure for the abstraction, delivery, storage, treatment and provision of water supply, and for the collection, treatment and discharge of wastewater. It includes boreholes, surface water intakes (see below), pipes, canals, control systems, water tanks and water treatment systems. It may include wetland treatment systems for wastewater. For municipal supply, it includes the distribution system.</p> <p>(Adapted from Alliance for Water Stewardship: The AWS International Water Stewardship Standard, Version 2.0)</p>
Work of equal value	<p>Work which is not similar and has not been rated as equivalent, but is of equal value in terms of demands such as effort, skill and decision-making. For example, a clerical assistant and a warehouse operative. In some cases, the jobs being compared may appear broadly similar, such as a female head of personnel and a male head of finance. More commonly, entirely different types of jobs, such as manual and administrative, can turn out to be of equal value when analysed in terms of the demands made on the employee.</p> <p>(Adapted from Equality and Human Rights Commission)</p>
Worker	<p>Person performing work or work-related activities that are under the control of the site. Persons perform work or work-related activities under various paid or unpaid arrangements, such as regularly or temporarily, intermittently or seasonally, casually or on a part-time basis. The work or work-related activities under the control of the site may be performed by workers employed by the site or its corporate owner, workers of external providers, contractors, individuals, agencies, and by other persons. Workers include top management, managerial and non-managerial persons. (Adapted from ISO)</p>

	45001:2018(en) Occupational health and safety management systems - Requirements with guidance for use
Workforce diversity	Diversity can be defined as acknowledging, understanding, accepting and valuing differences among people with respect to age, class, race, ethnicity, gender, abilities, etc.
Workers' representatives	Person(s) elected or chosen by workers to be their representatives in engagement in negotiations. The person(s) can be either a representative from a formal worker's union or representative from organisations they formed based on their right to associate freely with others, form or join organisations of their choice.
World Heritage sites	Landmarks or areas which are selected by the United Nations Educational, Scientific and Cultural Organization (UNESCO) as having cultural, historical, scientific or other form of significance, and are legally protected by international treaties. The sites are judged important to the collective interests of humanity. (Adopted from UNESCO)