

RESPONSIBLE CARE®

Fundamental Features Implementation Milestones

Feature	Initiating	Developing	Implementing
<u>Summary</u>	The association is considering a plan or program to implement the feature, but has not yet begun to implement it.	The association is in the midst of developing a plan or program that establishes the feature.	The association has completed the development of the plan or program to establish the feature and has in place the persons and/or processes necessary to maintain the feature and proceed with its continuous improvement.
1. Guiding Principles	<ul style="list-style-type: none"> • Responsible Care Board/Leadership Group Formed • Member interest/support surveyed • Commitment mechanism decided • Intentions communicated internally to ICCA • International models reviewed by leadership group. 	<ul style="list-style-type: none"> • Working Party formed and meeting • International models reviewed • Draft Guiding Principles published • Feedback from members being received • Viable level of CEO support confirmed 	<ul style="list-style-type: none"> • Agreed Guiding Principles confirmed by association board • Document distributed to all CEOs. • Signed commitments (or alternative) being returned by CEOs. • Follow up on outstanding members commenced. • Member company contacts/coordinators appointed.
2. Name, Logo Adoption of a title and logo which clearly identify national initiatives as being consistent with and part of the concept of Responsible Care®.	<ul style="list-style-type: none"> • International standard reviewed by the leadership group. • Name and logo adopted as appropriate. • Intentions communicated internationally to ICCA and feedback obtained. • Rules for use of name and logos developed by working group. 	<ul style="list-style-type: none"> • Rules adopted by the leadership group. • Rules communicated to member companies. 	<ul style="list-style-type: none"> • Name and logo in routine use. • Member companies observing established rules. • Observance monitored. • Only members of association are using Responsible Care name and logo.

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<p>3. Codes, Guides</p> <p>A series of Codes, Guidance notes or Checklists to assist companies to implement the commitment of Responsible Care to achieve continuous health, safety and environmental improvements.</p>	<ul style="list-style-type: none"> • International models reviewed by leadership group or working party. • Mechanisms to be used formulated. • Working Party to establish overall structure formed and meeting. • Member companies surveyed on draft proposals. • Process for input from interested parties defined. • Draft timetable published. 	<ul style="list-style-type: none"> • Code Structure (or equivalent) confirmed by CEOs. • Individual code working groups established and meeting as appropriate. • Draft codes or guidance developing and published in accordance with timetable. • Member company feedback obtained. • Interested party inputs incorporated as per agreed process. 	<ul style="list-style-type: none"> • Codes/Guide published to timetable • Training sessions for member company coordinators held. • Code or guidance implementation by members in progress. • Mechanisms in place for intercompany sharing of experience.
<p>4. Indicators</p> <p>The progressive development of indicators against which improvements and performance can be measured.</p>	<ul style="list-style-type: none"> • International models reviewed by leadership group or working party. • Mechanisms to be used formulated. • Interested party issues/input included. • Member companies surveyed on draft proposals. • Draft timetable published. 	<ul style="list-style-type: none"> • Appropriate working parties formed. • Draft indicators agreed by member CEOs and interested parties. • Timetable for implementation agreed. • Member companies informed. • Indicator reporting mechanisms agreed. • Training for member companies conducted. • Indicator measurements commenced by members to the timetable. 	<ul style="list-style-type: none"> • Indicator reporting commenced. • Continued interested parties comments obtained. • Indicators part of company sharing discussions. • Indicators made public.

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<p>5. Communications</p> <p>An on-going association and member company process of communication on Health, Safety and Environmental matters with interested parties inside and outside the membership.</p>	<ul style="list-style-type: none"> • International models reviewed by leadership group or working party. • Mechanisms to be used formulated. • Process for formal input from external interested parties including government established. • Special consideration given to local community input/concerns. • Member companies surveyed/informed. • Media relationships considered. 	<ul style="list-style-type: none"> • External interested party input process functioning. • Proposals for local communication formulated. • Member company CEO agreement obtained. • Training for member companies conducted. • Pilot trials of local communications commenced. • Target timetables/milestones set. • Government kept informed. • Media appropriately involved. 	<ul style="list-style-type: none"> • Interested party input process reviewed and updated as appropriate. • Implementation of local processes proceeding to targets. • Regular feedback from interested parties obtained. Issues addressed. • Government reaction monitored and addressed. • Media contact maintained. • Responsible Care communications are part of company communications strategy. • Internal and external feedback or surveys of Responsible Care awareness being obtained by most companies or by association.
<p>6. Sharing</p> <p>Provision of Forums in which company CEO and Responsible Care coordinators can share views and exchange experiences on implementation of the commitment.</p>	<ul style="list-style-type: none"> • Leadership group meeting regularly • International models reviewed by the leadership group. • Mechanisms to be used formulated. • Member company input obtained. 	<ul style="list-style-type: none"> • Appropriate working parties and peer review groups established. • Sharing mechanisms agreed. • Timetable for meetings established. • Company Responsible Care® coordinators fully trained and functioning. 	<ul style="list-style-type: none"> • Regular CEO and Responsible Care coordinator sharing meetings held. • Newsletter/communications commenced. Feedback obtained. • Regional steering groups considered. • Mutual Aid/Mentor partnerships considered • Specific issue working groups established. • Participation in international industry sharing arrangements undertaken.

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<p>7. Encouragement</p> <p>Consideration of how best to encourage all association member companies to commit and participate in Responsible Care®.</p>	<ul style="list-style-type: none"> • International models reviewed by the leadership group. • Mechanism to be used drafted with emphasis on positive incentives and benefits. • Possible encouragement and sanction considered. • Member company input obtained. 	<ul style="list-style-type: none"> • Working group established to recommend incentives/sanctions. • Criteria for implementation of incentives/sanctions established. • Positive incentives/benefits emphasized. • Performance indicators and criteria for dealing with poor performance communicated to CEOs. 	<ul style="list-style-type: none"> • Performance indicators monitored for both high and low performers. • Mechanisms are in place to recognize high performers and assist less advanced companies. • Processes for dealing with persistent poor-performers in place.
<p>8. Verification</p> <p>Systematic procedures to verify the implementation of the measurable (or practical) elements of Responsible Care® by the member companies</p>	<ul style="list-style-type: none"> • International certification models and ICCA guidelines reviewed by leadership group. • Mechanisms to be used formulated. • Member company input obtained. • Interested party inputs obtained. 	<ul style="list-style-type: none"> • Verification procedures meeting ICCA guidelines are drafted. • Member companies surveyed on draft proposals and trials underway. • Timetable for implementation of verification procedures decided. 	<ul style="list-style-type: none"> • Verification (internal or external) procedures in use. • Verification results used to continually improve Responsible Care® implementation efforts. • Verification results communicated by companies or association to interested parties.

