INTERNATIONAL WORKSHOP AGREEMENT

IWA

26

Using ISO 26000:2010 in management systems

Utilisation de la norme ISO 26000:2010 dans les systèmes de management

Contents

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

International Workshop Agreement IWA 26 was approved at two workshops hosted by the Swedish Standards Institute (SIS), in association with the Tanzania Bureau of Standards (TBS), held in Stockholm, Sweden, in March 2017, and in London, UK, in May 2017.

In the development of this document, ISO Guide 82 has been taken into account in addressing sustainability issues.

Introduction

This document is intended to help organizations apply ISO 26000:2010 in management systems based on ISO management system standards (MSS)[1], which are drafted in accordance with the High Level Structure (HLS)[2] for MSS. It is also intended to help users of ISO 26000 to better understand the MSS approach in their work on social responsibility.

The intended benefits to an organization of using this document are:

a)   to improve the performance of a management system by incorporating social responsibility guidance;

b)   to improve social responsibility performance by using a structured management system approach.

The value of using this document is that it enhances an organization's contribution to sustainable development through the synergies of applying social responsibility guidance with a management system approach.

Many organizations around the world have chosen an MSS to manage areas such as anti-bribery, energy, environment, food safety, information security and quality. MSS have many common core elements, e.g. understanding the organization and its context, stakeholder engagement and continual improvement. There are believed to be more than 1,5 million management systems in place that are certified to an MSS.

An organization's management system can be supported by standards that specify requirements (e.g. ISO 9001 on quality management; ISO 22000 on food safety management) and by standards providing guidance (e.g. ISO 26000 on social responsibility; ISO 19011 on auditing).

In contrast to MSS, ISO 26000:2010 does not specify any requirements, but provides practical guidance on integrating social responsibility into an organization, thereby contributing to sustainable development. It offers guidance on how to build an organizational culture of social responsibility and this benefits the use of management systems. The guidance given in ISO 26000:2010, Clause 7, on integrating social responsibility throughout the organization is structured around the fundamentals of an MSS and continual improvement.

In this document, the following guidance is given:

—   Clause 4 is aimed primarily at users who are more familiar with ISO 26000: it focuses on the HLS for MSS and how this relates to ISO 26000;

—   Clause 5 is aimed primarily at users who are more familiar with the MSS: it focuses on the guidance given in ISO 26000 and how this relates to the HLS for MSS;

—   Clause 6 describes how integrated management systems and ISO 26000 can be used together;

—   Annex A shows the main linkages between the clauses of ISO 26000:2010 and the HLS for MSS, and is intended to help users of ISO 26000:2010 to use the HLS;

—   Annex B shows the main linkages between the HLS for MSS and the clauses of ISO 26000:2010, and is intended to help users of MSS to use the guidance in ISO 26000:2010.

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1)   A list of ISO MSS is available at: https://www.iso.org/management-system-standards-list.html

2)   The ISO/IEC Directives, Part 1, Consolidated ISO Supplement, 2017, Annex SL, Appendix 2, (see www.iso.org/directives) specifies the high level structure (HLS), identical core text, common terms and core definitions for all ISO MSS. The purpose of the HLS is to help users of MSS in a particular discipline to use additional MSS in other disciplines, and to support the integration between the MSS.

Using ISO 26000:2010 in management systems

1   Scope

This document provides guidance on using ISO 26000:2010 to organizations that have implemented one or more ISO management system standards (MSS).

It also provides guidance on how to apply a management system approach when using ISO 26000:2010.

It can be used in full or in part by an organization that has implemented a management system and/or that is using ISO 26000:2010.

2   Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 26000:2010, *Guidance on social responsibility*

3   Terms and definitions

For the purpose of this document, the terms and definitions given in ISO 26000:2010 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at http://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org/

3.1
organization
person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.7)

Note 1 to entry: The concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Note 2 to entry: In ISO 26000:2010, 2.12, "organization" is defined as an "entity or group of people and facilities with an arrangement of responsibilities, authorities and relationships and identifiable objectives" which "does not include government acting in its sovereign role to create and enforce law, exercise judicial authority, carry out its duty to establish policy in the public interest or honour the international obligations of the state". ISO 26000:2010, 3.3, describes how ISO 26000:2010 covers the activities of small and medium-sized organizations (SMOs).

3.2
interested party
stakeholder
person or *organization* (3.1) that can affect, be affected by, or perceive itself to be affected by a decision or activity

Note 1 to entry: In ISO 26000:2010, 2.20, "stakeholder" is defined as an "individual or group that has an interest in any decision or activity of an organization".