



## GLOSSARY

This glossary is designed to support companies in meeting the requirements of expected standards for environmental, social and governance good practice. They are a guide only and companies are expected to validate specific definitions to suit their organisational or statutory requirements and concerns.

## GLOSSARY

### A

**Allocation:** Division method of the input and/or output flows of a process or a product system between the product system under study and one or more other product systems (e.g., leather could have environmental footprint calculated by the weight of the hide or the economic value of the hide)

**Ammonia:** A mucus lining irritating gas (NH<sub>3</sub>) that when air borne can create chronic problems through long-term exposure or that can react with other fine particles to create ammonium salts that also create respiratory difficulties.

**Ammoniacal nitrogen (NH<sub>3</sub>-N):** Ammonia or ammonium ions are a subset of the total nitrogen measured in water outputs to detect levels of the ammoniacal content. Ammoniacal nitrogen is toxic to fish so the levels in (mg/L or ppm) is essential. A low total nitrogen content can still pose problems for fish if the ammoniacal content forms most of the nitrogen content.

**Anti-Competition:** The act of collusion, monopoly, or price-fixing to unfairly prevent normal market competition.

**Aspect Screening:** A process in which an organisation's activities, products, or services are reviewed and monitored to determine the status and outline actual or potential impacts (with reference to environmental for this Standard and Benchmark).

**AQG:** Air quality guideline.

### B

**Best Available Technique:** The most effective and advanced stage in the development of activities and their methods of operation which indicate the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where that is not practicable, generally to reduce emissions and the impact on the environment as a whole.

**Best Practical Environmental Option:** The best method for a procedure that is least environmentally damaging and cost-effective in both the short and long-term.

**Boundary:** Facility property lines

**Breakdown of Inputs / Inventory:** A comprehensive list of items (supplies and materials on hand) meant for the manufacturing of products. Materials to include are: incoming raw/processed materials (e.g., raw hide, wet blue, dyed crust, finished hides), chemicals used for product (e.g., delineated by leather/product processing and/or MSDS category), chemicals used for processing (e.g., equipment/machinery, cleaning, effluent treatment, etc), other final-product materials (e.g., foam, thread, etc).

**Bribery:** The offering, giving, soliciting, or receiving of any item of value as a means of influencing the actions of an individual holding a public or legal duty, or in return for advantageous decisions or actions.

**Btu:** British Thermal Unit 3.2 Calorie (Cal) - the energy needed to raise the temperature of 1 gram of water through 1 °C (now usually defined as 4.1868 joules) 3.3



**By-product:** An output that contains some value (a user would pay for obtaining it, as opposed to a waste being where a producer pays someone to take it), but not enough value to supersede the value of the main product being manufactured.

## C

**Child:** In accordance with the ILO Convention 138 a child is any person under the age of 15. An exception may be made if the minimum age for work or if mandatory schooling is higher than 15 by local law, in which case the higher age will apply.

**Child Labour:** Any work that is carried out by a child younger than the ages specified in the above definitions, except as provided for under the ILO recommendation 146 which allows for tightly structured exceptions.

**Child Labour Remediation Plan:** The development and implementation of policies and plans to ensure that where child labour does exist, steps are put in place to ensure that within a certain defined timeframe, child labour will end, and the company will ensure adequate schooling is provided to the children concerned and that their families are remunerated to ensure there is no loss of income as a result of the child no longer working.

**Chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs):** Are chlorine- and fluorine-containing organic compounds that are generally regarded as substances that deplete the ozone. These compounds are not the same as simple fluorocarbons.

**CLP:** The EU's Classification, Labelling, and Packaging (EU Regulation 1272/2008) that aligns with the GHS.

**CO<sub>2</sub>/CO:** Carbon dioxide (CO<sub>2</sub>) and carbon monoxide (CO) are oxides of carbon. CO<sub>2</sub> has a greenhouse gas warming potential and is thus implicated in the greenhouse gas effect. CO<sub>2</sub>/CO are created through the aerobic combustion of carbon-containing materials. CO is considered toxic, especially in confined spaces.

**COD:** Chemical oxygen demand is the mass of oxygen consumed in a chemical reaction that is usually expressed to signify how much oxygen would be demanded from a solution by a pollutant. COD is expressed in mg O<sub>2</sub>/L and a higher number signifies a pollutant will demand a lot of oxygen from a water body.

**Coercion:** The practice of persuading someone to do something by using force or threats.

**Collective Bargaining Agreement:** A contract that specifies the terms and conditions for work, negotiated between a facility (the employer) and a worker organisation

**Colour:** The term "colour" is used here to mean true colour, that is, the colour of water from which turbidity has been removed. The term "apparent colour" includes not only colour due to substances in solution, but also that due to suspended matter. Apparent colour is determined on the original sample without filtration or centrifugation. The American Dye Manufacturers' Institute (ADMI) colour determination is a recognised method to measure effluent colour using Adams Nickerson (ANLab) colour difference of the samples compared to a platinum-cobalt colour standard.

**Consumables:** Items (specifically within the Housekeeping Scope) that are used to meet the aims of good housekeeping practices.



**Continuous Improvement:** Recurring action to enhance performance (in this case, environmental), typically involving a feedback mechanism that outlines progress and provides solutions.

**Corporate Social Responsibility (CSR):** A business system that takes into account the impacts of the business on its personnel, its wider stakeholders, its extended community and the general public, with the intention to create positive outcomes and reduce negative impacts.

**Corrective Action:** Action to eliminate the cause(s) and root cause(s) of a detected non-conformance (corrective = prevents a reoccurrence)

## D

**Deforestation:** The process in which humans remove or thin forests for lumber or to use the land (for crops, grazing, extraction, or development) where the trees stood previously.

**Discrimination:** Any exclusion or preference made on the basis of age, gender, race, religion, disability marital status, sexual orientation, caste, politics, union membership or any other element that could give rise to unfair or negative employment decisions, terms or situations.

## E

**Electronic Warehouse:** A virtual central filing system for documents and information created within a company. Also known as a database.

**Environmental Aspects and Impacts Register:** A documented list of an organisation's activities, products or services that interacts or can interact with the environment and their actual or potential effect on the environment.

**Environmental Footprint / Life Cycle Analyses / Life Cycle Assessment (LCA):** Compilation and evaluation of the inputs, outputs, and the potential environmental impacts of a product system throughout its life cycle. Common environmental impacts evaluated are climate change (CO<sub>2</sub>-eq), acidification, eutrophication, smog formation, ozone depletion, etc.)

**Environmental Health and Safety (EHS):** A particular set of procedures, mechanisms or activities that apply to the well-being and security of the employees, environment, and surrounding communities.

**EHS Aspects and Impacts Register:** A documented list of an organisation's activities, products or services that interacts or can interact with the environment's health and safety and their actual or potential effect on the environment (e.g., noise and odour levels).

**Environmental Management System:** A specific system within the greater management system used to manage the environmental aspects, fulfil compliance obligations, and address risks and opportunities.

**Environmental Pollution:** The introduction of harmful materials to the environment. Environmental pollution that pertains to EHS would be those aspects that do or could affect the health and safety of the people in the facility and surrounding communities and the internal and external environment of the facility.

**Ethical and Statutory Commitments:** Requirements and/or guidance set by governing or international bodies that are the foundation of good public relations and communications practices.



**Ethics:** Moral principles that govern the behaviour of a person or company.

**ETP:** Effluent treatment plant (ETP), a wastewater processing facility that can lower the polluting ability of the outgoing effluent to the benchmark limits, listed in Table 1. The ETP will convert the pollutants into solid sludge/powder (covered by the SLF Standard XX), to atmospheric gas (released to the environment), or biomass.

**Equal Pay:** The concept of paying an equal amount of pay for the same work irrespective of gender, age, disability, race, religion, sexual orientation, or any other discriminatory factor.

## F

**Facility:** The facility being audited against this Standard. If the facility pipes their water outputs to a third parties for treatment, then the benchmarks found in this Standard will be used to judge the final effluent quality of those third parties that is being released to the environment

**Forced of 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 now offered him/herself voluntarily.

**Forecasting Plan:** A strategic outline that identifies possible future events, processes, and associated risks (environmental, social and governance) based upon historical data and trends.

**Functional Unit:** Quantified performance of a product system for use as a reference unit (e.g., 1 m<sup>2</sup> of leather, 1 pair of shoes, etc.)

## G

**Green Area:** Land that is partly or completely covered with grass, trees, shrubs, or other vegetation (e.g., a school playground would be considered a partly covered area)

**GHS:** The globalised harmonised system of classification, labelling, and packaging (see <https://unece.org/about-ghs>).

## H

**Hazardous Waste:** Waste that is harmful to humans or the environment (due to the inherent material or substances it contains).

**H<sub>2</sub>S:** Hydrogen sulfide, a highly toxic gas that is heavier than air, is difficult to detect without a gas detector, or test badge/strip.

**Hard Area:** Any land where the surface of the ground is covered in bitumised material, concrete, concrete slabs, grasscrete, bricks, etc. (e.g., roads, footpaths, parking lots, building foundations, etc.)

**Homeworker:** Any employee that is employed by the organisation but works from a home office.

**Housekeeping:** The management of duties, chores, planning, and systems that work to ensure an orderly facility that aspires to productivity and proactivity. Other terms utilised globally for this type of activity would be: Janitorial Services, Maintenance of General Facilities, and Custodial Services.



## I

**Impact Category:** Area representing environmental issues of concern to which life cycle inventory analysis results may be assigned

**Induction / Onboarding:** The process of bringing in a new employee into an organisation.

**Inputs:** Chemicals, animated and inanimate ingredients (including animals, carcasses, hides, skins, pelts, leather), process tools, and water.

**Input Material:** Any incoming material to the facility that is used for any direct or indirect processes involved in making of the semi-finished or final product(s).

**Input Material Minimisation:** Process in which strategy and plan is built and implemented to reduce the number of incoming materials, reducing outgoing waste and scrap throughout the manufacturing process.

**Insulation:** The action of insulating something against loss or gain, for the purposes of this standard, the definition focusses on the loss or gain of heat. Thermal insulation prevents unwanted movement of heat.

**Inventory / Breakdown of Inputs:** A comprehensive list of items (supplies and materials on hand) meant for the manufacturing of products. Materials to include are: incoming raw/processed materials (e.g., raw hide, wet blue, dyed crust, finished hides), chemicals used for product (e.g., delineated by leather/product processing and/or MSDS category), chemicals used for processing (e.g., equipment/machinery, cleaning, effluent treatment, etc), other final-product materials (e.g., foam, thread, etc).

## J

**Joule:** The SI unit of work or energy, equal to the work done by a force of one newton when its point of application moves one metre in the direction of action of the force, equivalent to one 3600th of a watt-hour.

## K

## L

**Land Use Change:** The arrangements, activities, and inputs that people undertake in a specific land cover type to produce, change, or maintain it. This establishes a direct link between land cover and the actions of people in their environment.

**Life Cycle Analyses / Life Cycle Assessment (LCA) / Environmental Footprint:** Compilation and evaluation of the inputs, outputs, and the potential environmental impacts of a product system throughout its life cycle. Common environmental impacts evaluated are climate change (CO<sub>2</sub>-eq), acidification, eutrophication, smog formation, ozone depletion, etc.)

**Life Cycle Inventory (LCI):** Phase of environmental footprint/LCA involving the compilation and quantification of inputs and outputs for a product throughout its life cycle.



**Life Cycle Impact Assessment (LCIA):** Phase of environmental footprint/LCA aimed at understanding and evaluating the magnitude and significance of the potential environmental impacts for a product system throughout the life cycle of the product.

**Living Wage:** The remuneration received for a standard work week by a worker in a specified facility, that is sufficient to afford a decent standard of living for the worker and his/her family. A living wage shall provide a decent standard of living to include food, water, housing, education, health care, transport, clothing, and other essential needs, including discretionary income for unexpected events.

## M

**Marketing Communication:** External verbal or written communication published by the organisation for the purposes of selling to, promoting, or communicating with their customers, the public, and/or their supply chain.

**Mass-Balance:** A total of the inputs and outputs for a particular resource accounting for all resources in and out of a particular system or process.

**Master Environmental Programme Document:** A document outlining the intentions and direction of an organisation related to its environmental performance, as formally expressed by its top management. (May also be referred to in ISO14001:2015 as Environmental Policy).

**Master Operational Programme Document:** A document outlining the intentions and direction of an organisation related to its operational performance, as formally expressed by its top management. (May also be referred to in ISO9001:2015 as Quality Management System (QMS)).

**Minimum Wage:** The lowest remuneration that an employer can legally pay their personnel. The minimum wage may vary from the Living Wage but represents the legal minimum that a company must pay their workforce by law. Some countries may not have a legal minimum wage limit.

## N

**Non-conformance:** Inability to meet the requirements of the standard.

**NOx:** The oxides of nitrogen, e.g., nitrous oxide (N<sub>2</sub>O), nitric oxide (NO), and nitrogen dioxide (NO<sub>2</sub>) often referred to as smog which emanate from the burning of hydrocarbons.

## O

**Odour:** Any unpleasant smell that easily causes offence. Odour nuisance is a negative association that the wider community has for one, or many, suspected facilities. Odour mitigations and audits can go part of the way to exonerate a facility, but Standards related to odour assessment look at ongoing management strategies.

**OHS:** Occupational health and safety, the practices that ensure that workers in a facility are kept in good health and are supported in ensuring their personal safety is maintained. The corporate responsibility for safety supports the primary responsibility that the individual has for their own safety.

**Onboarding / Induction:** The process of bringing in a new employee into an organisation.



**Operational Aspects and Impacts Register:** A documented list of an organisation's activities, products or services that interacts or can interact with operations and their actual or potential effect on efficiency and productivity.

**Outputs:** Final products, by-products, and wastes that have been produced by the facility.

**Overtime:** Hours that are worked in addition to the standard contracted hours in any given time period.

## P

**Personal Protective Equipment (PPE):** Equipment worn by the employee to minimize exposure to hazards that can lead to workplace injury and illness.

**Personnel:** All individuals employed or contracted by the facility to perform specified tasks (e.g. directors, managers, warehouse operatives, cleaners, technicians, etc). 3.8 Worker: All non-management personnel.

**PM1, PM2.5, and PM10:** Particulate matter (PM) that can be solid or liquid particles. The subscript refers to the size of the particle namely 1, 2.5, 10 microns ( $\mu\text{m}$ ). The range of particulate matter given have globally acknowledged health effects.

**Preventative Action:** Action to eliminate the cause(s) and root cause(s) of a potential nonconformance.

**Product Type:** The category of product made within the facility. This can be general, such as finished hide, or can be more specific, such as a leather construction name: Nappa.

**Process Activity Diagram / Workflow / Process Flow:** A visual depiction of all the inflows, outflows and intermediate steps associated with a particular operation or business process (also commonly referred to as a process flow).

**Process Control and Quality Assurance (QA):** A system that documents processes, procedures, and responsibilities for achieving quality, consistent products, and services, while maintaining a feedback loop for continuous improvement leading to increased productivity and efficiency.

## Q

## R

**RD&I (Research, Development & Innovation):** Activities within a business that involve the investigation, testing and implementation of new product, process, or organisational ideas. An example would be the Product Development team focused on activities creating new products.

**Remediation:** Support and actions implemented to correct the failure of meeting the standard within an agreed time period.

**Renewable Energy:** Sources of energy (wind power, solar power, hydroelectric power, ocean energy, geothermal energy, biomass, and biofuels) are alternatives to fossil fuels that contribute to reducing greenhouse gas emissions, diversifying energy supply, and reducing dependence on unreliable and volatile fossil fuel markets, in particular oil and gas.





**Renewable Water Sources:** Sources of water that come from the collection of water from precipitation or from air moisture (including drying machinery), and from the treatment of the facility process water. Ground sources are not classified as renewable.

**Representation:** the act of having someone speaking or acting on behalf of another person being “represented”.

**Reprisal:** An act of retaliation.

**Restricted Substances:** Materials, chemicals, and substances that are restricted or banned in finished leather products because of regulation or law.

**Restricted Substances Aspects and Impacts Register:** A documented list of an organisation’s activities, products or services that interacts or can interact with a restricted substance and their actual or potential effect on safety, quality, and the environment.

**Reworking:** The process of corrective defective, failed, or nonconforming items after inspection.

**Risk Assessment:** A systematic process in which risks (potential exposure to danger, harm, or loss) are evaluated based upon a series of activities, outputs, and operations.

**RSI Value:** The resistance to thermal flow per unit area (International Standard Unit, SI), for the purposes of this standard the unit area is the square metre, and the heat flow is given in Kelvin/Watt (K/W) – the overall unit is given as kelvin time square metre per watt (K.m<sup>2</sup> /W).

## S

**Sanction:** A threatened or real penalty for not doing something or disobeying a rule.

**Scope of Environmental Footprint/LCA:** The scope includes the following: a product system to be studied, the outlined processes/supply chain of selected system, a functional unit, system boundary, allocation procedures, impact categories, methodology of impact assessment, data requirements, assumptions, limitations, data requirements, review, and reporting process.

**Semi-processed Materials:** Materials that have been transformed once or many times but are not completely transformed into the final product.

**Social Responsibility:** An overview of principles and practices, 2004

[https://www.ilo.org/wcmsp5/groups/public/---dgreports/---integration/documents/publication/wcms\\_079107.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---integration/documents/publication/wcms_079107.pdf)

**SO<sub>x</sub>:** The oxides of sulfur, e.g., sulfur monoxide (SO), sulfur dioxide (SO<sub>2</sub>), sulfur trioxide (SO<sub>3</sub>), disulfur monoxide (S<sub>2</sub>O), sulfite (SO<sub>3</sub>), sulfate (SO<sub>4</sub>), disulfur dioxide (S<sub>2</sub>O<sub>2</sub>), cyclic oxides (SXO), and cyclic dioxides (SXO<sub>2</sub>). SO<sub>x</sub> are often associated with the burning of sulfur containing fuels.

**Staff Development:** The function of ensuring that policies, procedures, and practices are put in place to develop the skills, knowledge, and competencies of all personnel to improve the work efficiency of both for the individual and for the business, looking also to facilitate and enable future growth.

**STEL:** Short term exposure limit.

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**Sulfide:** S<sup>2-</sup>, a sulfur anion that when combined with two hydrogen ions will produce hydrogen sulfide, a toxic and highly odorous (at certain concentrations) compound that is implicated in the nuisance of poorly managed facilities.

**Sunset Date:** The date from which no deforestation shall have taken place. SLF aligns with the European Union's Due Diligence legislation (EU) 995/2010 sunset date of 31 December 2020.

**Supply Chain:** The sequences of processes involved in the production and distribution of a leather product. Those processes that occur prior to (as incoming materials) to the facility would be considered "upstream" and those processes that occur after (as outgoing shipments) would be considered "downstream".

**System Boundary:** Set of criteria specifying which unit processes are part of a product system (e.g., start at raw hide through to finished hide or start at wet blue through final product).

## T

**Tce:** Tonne of coal equivalent

**Third-Party Auditor/Assessor:** An independent contractor or service entity conducting a certified audit outside of SLF and the organisation involved.

**Toe:** Tonne of oil equivalent

**Total Dissolved Solid:** Total dissolved solids are the solids determined by gravimetry (drying a known volume of sample out and then weighing) which indicates soluble organic and inorganic chemistry. The salinity of the sample is included in the inorganic soluble fraction.

**Total Nitrogen (TN):** Includes all forms of nitrogen (N) that are present in the water output (including organic and inorganic sources of nitrogen). The test involves hot digesting the sample in concentrated acid and a catalyst to drive off any carbon and sulfur - leaving ammonium salts. The ammonium salts are converted to ammonia then condensed into an acid trap which is then titrated to determine N quantity.

**Traceability:** The ability to identify and trace the history, distribution, location and application of products, parts, and materials, to ensure the reliability of sustainability claims, in the areas of human rights, labour (including health and safety), the environmental and anti-corruption.

**Traffic Management:** The planned management of the movement and handling of goods, people, work-in progress, and outputs that facilitate safety, efficiency, quality, effectiveness, and productivity for successful facility production. Traffic management also includes aisles, stairways, and walkways, especially emergency escape routes.

**Transparency:** Relevant information being made available for all elements of the value chain in a harmonised and auditable way, which allows for common understanding, accessibility, clarity, and comparison.

## U

**UN Global Compact:** Social Sustainability <https://www.unglobalcompact.org/what-is-gc/our-work/social>



## V

**Value Chain:** the full chain of businesses that are involved in the creation of a product or service – from initial raw material to final article for sale, and increasingly including post-consumption businesses.

**VOC:** Volatile organic compounds, particularly human-created VOCs are of health concern to communities and individuals who breathe them in. VOCs are largely emitted from fuels, solvents, and through combustion of biomass.

## W

**Waste:** An output that has no value that generally results in a producer paying someone to take the material away for treatment or disposal. A waste that is valorised, after the waste handling transaction, undergoes an end-of-waste scenario.

**Water Retention / Drainage:** The amount of water that stays or leaves the land within the facility's boundaries.

**Watt hour (Wh):** The SLF will use the Wh hours unit of measurement as the standard unit of measurement (as is also used by the International Energy Agency, IEA), with the kilowatt hour, with the megawatt hour and gigawatt hour when necessary.

**Water Treatment:** A facility collects water that is adulterated by the facility process and removes impurities to a level accepted by local, national, or international water quality indicators.

**Water Quality Indicators:** The levels of pollutants in the water before and after processing. The levels of pollutants are compared against international benchmarks. If an international benchmark that is currently used by the global industry is deemed to be non-independent by the SLF governing body, then the SLF will endeavour to set these benchmarks.

**Worker:** All non-management personnel.

**Workflow / Process Activity Diagram / Process Flow:** A visual depiction of all the inflows, outflows and intermediate steps associated with a particular operation or business process (also commonly referred to as a process flow).

**Work-in-progress:** Inputs, or semi-processed materials that are waiting to start the next process operation that will transform them. WIP can also mean outputs that are waiting to be sorted/transformed, or cleaned before reuse, recycling, disposal, or storage. The work-in-progress (WIP) holding areas must be used for the temporary storage (less than 24 hours) of these materials.

## X

## Y

**Young Person:** A child aged 15-17 (i.e. under the age of 18 but over the age of 15). ILO Convention 182 protects young people from heavy duty and hazardous work or working conditions, such as working with heavy machine, working with chemicals or other hazardous materials, working long hours or during the night.

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## Z

**Zero Liquid Discharge:** A facility takes water in and uses it, but the wastewater is treated and re-used within the facility for further processing – that is no water is discharged (through run-off, pipe release, or transportation). Loss of water through evaporation does not count as water discharge, but water associated with material wastes is.