

How to use this Tool

The CSR Standards Navigation Tool provides guidance on performance targets and on implementing a sound CSR strategy that reflects a company's unique circumstances.

The Navigation Tool is based on established CSR themes and on the typical management cycle of Plan, Do, Check and Act. The CSR themes designate the broad set of issues that every oil, gas and mining company should consider. While all themes are not relevant to every company, each company is expected to consider all themes in light of its particular circumstances and context. There are four categories of themes: Corporate Governance, Social, Environmental and Labour. For each theme, the Tool provides guidance on: assessment and due diligence (Plan); practices, policies and procedures (Do); monitoring and evaluation (Check and Act); and disclosure and transparency. The tool organizes management actions into four broad areas:

- **Identification:** an ongoing proactive and reactive process whereby companies take reasonable steps and make good-faith efforts to identify and respond to risks.
- **Practices, Policies, Procedures:** development of goals and metrics designed to address the risks, opportunities and impacts identified through assessment activities. Companies establish core processes and resources, and build capacity to implement needed actions.
- **Monitoring and Evaluation:** the company uses established performance metrics to monitor progress toward goals and makes whatever adjustments are needed to improve performance.
- **Disclosure and Transparency:** the company shares relevant data with shareholders and stakeholders so that these groups can make well-informed decisions about investments in, or relationships with, the company.

Aligning the Navigation Tool with the management-systems cycle makes it easier for a company to identify and address its unique CSR-performance responsibilities, regardless of theme. Like the management-systems cycle, a sound CSR strategy involves an ongoing, iterative process of continuous improvement.

Many of the activities listed in the Navigation Tool can be planned and executed concurrently; similarly, a single management system or program can effectively manage numerous themes. For instance, a comprehensive environmental-management system might address everything from water usage and quality to biodiversity, air quality and waste management. To determine the feasibility of combining multiple CSR activities, review the similarities and differences of the relevant actions and outcomes listed in the Navigation Tool.

The self-assessment questions are to be used as "thought starters" to give users an idea of what they should be thinking about in regard to a specific theme. To learn more about expectations, follow the links to relevant sections of the guidelines and check the "Additional Resources" section for other useful tools. For additional guidance, please contact the Extractive Sector CSR Counsellor's Office at http://www.international.gc.ca/csr_counsellor-conseiller_rse/index.aspx?lang=eng

Other notes about the CSR Standards Navigation Tool:

- Actual performance requirements for a given project vary depending on geographic, socio-economic and environmental factors. Complying with jurisdictional regulatory requirements is a prerequisite. The Navigation Tool sets out minimum performance expectations as defined by the Government of Canada. Ensure that company activities meet the highest applicable standard (host-country regulatory requirements or the Government of Canada's endorsed CSR standards).
- **Economic development** does not appear in the Navigation Tool because the CSR Strategy's six reference standards do not address it as a separate item. The CSR Strategy's reference standards largely focus on risk management; as a result, the Navigation Tool addresses economic development only in the context of [resettlement and Indigenous peoples](#).
- **Closure planning** is included in the Corporate Governance section because it touches on each of the overarching categories in the Tool (social, environmental and labour).
- **GRI reporting** indicators are referenced only when they correspond with the management guidance contained in the other five CSR strategy reference standards. Please note that the hyperlink to the GRI Standards leads to a downloadable Zip file, rather than an online PDF.