


The logo for PECB, featuring the letters 'PECB' in a bold, white, sans-serif font. The letters are slightly spaced out, and the 'E' and 'C' have a unique, modern design with cutouts.

PECB

BEYOND RECOGNITION

A background image showing a modern office environment with large glass windows. In the foreground, a woman in a dark suit and a man in a light suit are walking and looking at a tablet together. The scene is dimly lit, suggesting an evening or indoor lighting.

ISO 26000 Lead Manager

Candidate Handbook

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SECTION I: INTRODUCTION

About PECB

PECB is a certification body that provides education¹, certification, and certificate programs for individuals on a wide range of disciplines.

Through our presence in more than 150 countries, we help professionals demonstrate their competence in various areas of expertise by providing valuable evaluation, certification, and certificate programs against internationally recognized standards.

Our key objectives are:

1. Establishing the minimum requirements necessary to certify professionals and to grant designations
2. Reviewing and verifying the qualifications of individuals to ensure they are eligible for certification
3. Maintaining and continually improving the evaluation process for certifying individuals
4. Certifying qualified individuals, granting designations and maintaining respective directories
5. Establishing requirements for the periodic renewal of certifications and ensuring that the certified individuals are complying with those requirements
6. Ascertaining that PECB professionals meet ethical standards in their professional practice
7. Representing our stakeholders in matters of common interest
8. Promoting the benefits of certification and certificate programs to professionals, businesses, governments, and the public

Our mission

Provide our clients with comprehensive examination, certification, and certificate program services that inspire trust and benefit the society as a whole.

Our vision

Become the global benchmark for the provision of professional certification services and certificate programs.

Our values

Integrity, Professionalism, Fairness

¹ Education refers to training courses developed by PECB and offered globally through our partners.

The Value of PECB Certification

Global recognition

PECB credentials are internationally recognized and endorsed by many accreditation bodies, so professionals who pursue them will benefit from our recognition in domestic and international markets.

The value of PECB certifications is validated by the accreditation from the International Accreditation Service (IAS-PCB-111), the United Kingdom Accreditation Service (UKAS-No. 21923) and the Korean Accreditation Board (KAB-PC-08) under ISO/IEC 17024 – General requirements for bodies operating certification of persons. The value of PECB certificate programs is validated by the accreditation from the ANSI National Accreditation Board (ANAB-Accreditation ID 1003) under ANSI/ASTM E2659-18, Standard Practice for Certificate Programs.

PECB is an associate member of The Independent Association of Accredited Registrars (IAAR), a full member of the International Personnel Certification Association (IPC), a signatory member of IPC MLA, and a member of Club EBIOS, CPD Certification Service, CLUSIF, Credential Engine, and ITCC. In addition, PECB is an approved Licensed Partner Publisher (LPP) from the Cybersecurity Maturity Model Certification Accreditation Body (CMMC-AB) for the Cybersecurity Maturity Model Certification standard (CMMC), is approved by Club EBIOS to offer the EBIOS Risk Manager Skills certification, and is approved by CNIL (Commission Nationale de l'Informatique et des Libertés) to offer DPO certification. For more detailed information, click [here](#).

High-quality products and services

We are proud to provide our clients with high-quality products and services that match their needs and demands. All of our products are carefully prepared by a team of experts and professionals based on the best practices and methodologies.

Compliance with standards

Our certifications and certificate programs are a demonstration of compliance with ISO/IEC 17024 and ASTM E2659. They ensure that the standard requirements have been fulfilled and validated with adequate consistency, professionalism, and impartiality.

Customer-oriented service

We are a customer-oriented company and treat all our clients with value, importance, professionalism, and honesty. PECB has a team of experts who are responsible for addressing requests, questions, and needs. We do our best to maintain a 24-hour maximum response time without compromising the quality of the services.

Flexibility and convenience

Online learning opportunities make your professional journey more convenient as you can schedule your learning sessions according to your lifestyle. Such flexibility gives you more free time, offers more career advancement opportunities, and reduces costs.

PECB Code of Ethics

The Code of Ethics represents the highest values and ethics that PECB is fully committed to follow, as it recognizes the importance of them when providing services and attracting clients.

The Compliance Division makes sure that PECB employees, trainers, examiners, invigilators, partners, distributors, members of different advisory boards and committees, certified individuals, and certificate holders (hereinafter “PECB professionals”) adhere to this Code of Ethics. In addition, the Compliance Division consistently emphasizes the need to behave professionally and with full responsibility, competence, and fairness in service provision with internal and external stakeholders, such as applicants, candidates, certified individuals, certificate holders, accreditation authorities, and government authorities.

It is PECB’s belief that to achieve organizational success, it has to fully understand the clients and stakeholders’ needs and expectations. To do this, PECB fosters a culture based on the highest levels of integrity, professionalism, and fairness, which are also its values. These values are integral to the organization, and have characterized the global presence and growth over the years and established the reputation that PECB enjoys today.

PECB believes that strong ethical values are essential in having healthy and strong relationships. Therefore, it is PECB’s primary responsibility to ensure that PECB professionals are displaying behavior that is in full compliance with PECB principles and values.

PECB professionals are responsible for:

1. Displaying professional behavior in service provision with honesty, accuracy, fairness, and independence
2. Acting at all times in their service provision solely in the best interest of their employer, clients, the public, and the profession in accordance with this Code of Ethics and other professional standards
3. Demonstrating and developing competence in their respective fields and striving to continually improve their skills and knowledge
4. Providing services only for those that they are qualified and competent and adequately informing clients and customers about the nature of proposed services, including any relevant concerns or risks
5. Informing their employer or client of any business interests or affiliations which might influence or impair their judgment
6. Preserving the confidentiality of information of any present or former employer or client during service provision
7. Complying with all the applicable laws and regulations of the jurisdictions in the country where the service provisions were conducted
8. Respecting the intellectual property and contributions of others
9. Not communicating intentionally false or falsified information that may compromise the integrity of the evaluation process of a candidate for a PECB certification or a PECB certificate program
10. Not falsely or wrongly presenting themselves as PECB representatives without a proper license or misusing PECB logo, certifications or certificates
11. Not acting in ways that could damage PECB’s reputation, certifications or certificate programs
12. Cooperating in a full manner on the inquiry following a claimed infringement of this Code of Ethics

To read the complete version of PECB’s Code of Ethics, go to [Code of Ethics | PECB](#).

Introduction to ISO 26000 Lead Manager

ISO 26000 provides guidance on integrating social responsibility into the organizational culture and decision-making processes. It encourages organizations to proactively identify, prioritize, and address social responsibility issues relevant to their context. The standard also emphasizes the importance of stakeholder engagement, prompting organizations to understand and respond to the needs and expectations of diverse stakeholders.

The ISO 26000 Lead Manager training course is designed to equip participants with the essential competencies to help organizations integrate and enhance social responsibility practices based on the principles outlined in ISO 26000 and other best practices. Participants will gain the necessary knowledge and skills to establish and improve organizational processes in alignment with the ethical dimensions of social responsibility.

The “ISO 26000 Lead Manager” credential is a professional certification for individuals aiming to demonstrate that they possess the competencies to guide organizations in integrating ethical practices, engage stakeholders, contribute to sustainable development, and improve social responsibility.

PECB certifications are not a license or simply a membership. They attest the candidates’ knowledge and skills gained through our training courses and are issued to candidates that have the required experience and have passed the exam.

This document specifies the PECB ISO 26000 Lead Manager certification scheme in compliance with ISO/IEC 17024:2012. It also outlines the steps that candidates should take to obtain and maintain their credentials. As such, it is very important to carefully read all the information included in this document before completing and submitting your application. If you have questions or need further information after reading it, please contact the PECB international office at certification.team@pecb.com.

SECTION II: EXAMINATION PREPARATION, RULES, AND POLICIES

Preparing for and scheduling the exam

All candidates are responsible for their own study and preparation for certification exams. Although candidates are not required to attend the training course to be eligible for taking the exam, attending it can significantly increase their chances of successfully passing the exam.

To schedule the exam, candidates have two options:

1. Contact one of our authorized partners. To find an authorized partner in your region, please go to [Active Partners](#). The training course schedule is also available online and can be accessed on [Training Events](#).
2. Take a PECB exam remotely through the [PECB Exams application](#). To schedule a remote exam, please go to the following link: [Exam Events](#).

To learn more about exams, competency domains, and knowledge statements, please refer to *Section III* of this document.

Rescheduling the exam

For any changes with regard to the exam date, time, location, or other details, please contact online.exams@pecb.com.

Application fees for examination and certification

Candidates may take the exam without attending the training course. The applicable prices are as follows:

- Lead Exam: \$1000²
- Manager Exam: \$700
- Foundation Exam: \$500
- Transition Exam: \$500

The application fee for certification is \$500.

For the candidates that have attended the training course via one of PECB's partners, the application fee covers the costs of the exam (first attempt and first retake), the application for certification, and the first year of Annual Maintenance Fee (AMF).

² All prices listed in this document are in US dollars.

Competency domains

The “PECB ISO 26000 Lead Manager” exam aims to ensure that the candidate has mastered the social responsibility principles and guidelines as defined in ISO 26000, as well as their ability to implement them within the organization.

The ISO 26000 Lead Manager certification is intended for:

- Managers or consultants involved in and concerned with social responsibility efforts
- Project managers, consultants, and expert advisers seeking to learn more about social responsibility and sustainable development
- Individuals responsible for ensuring that the organization adheres to relevant laws and regulations related to social responsibility
- Individuals responsible for integrating and promoting social responsibility behavior within an organization

The content of the exam is divided as follows:

- **Domain 1:** Fundamental concepts of social responsibility
- **Domain 2:** Fundamental practices and principles of social responsibility
- **Domain 3:** Social responsibility core subjects
- **Domain 4:** Integration of social responsibility
- **Domain 5:** Improvement of social responsibility

Domain 1: Fundamental concepts of social responsibility

Main objective: Ensure that the candidate is able to interpret ISO 26000 and social responsibility main concepts.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to understand and explain the purpose of ISO 26000 2. Ability to understand and explain the benefits of ISO 26000 3. Ability to interpret relevant standards and frameworks related to social responsibility 4. Ability to define and explain the main concepts and terms related to social responsibility 5. Ability to describe the origin and history of social responsibility 6. Ability to explain the main models of social responsibility 7. Ability to grasp and interpret the relationship between social responsibility and sustainable development 8. Ability to understand and explain the recent trends in social responsibility 9. Ability to grasp and interpret the role of the government in social responsibility 	<ol style="list-style-type: none"> 1. Knowledge of ISO 26000 guidelines 2. Knowledge of the advantages gained from applying the ISO 26000 guidelines 3. Knowledge of other ISO standards related to social responsibility 4. Knowledge of international frameworks related to social responsibility 5. Knowledge of the main concepts and terminology related to social responsibility 6. Knowledge of the origin and history of social responsibility 7. Knowledge of the main social responsibility models such as The Pyramid of Corporate Social Responsibility 8. Knowledge of the relationship between social responsibility and sustainable development 9. Knowledge of the characteristics and recent trends in social responsibility 10. Knowledge of the role of the government in social responsibility

Domain 2: Fundamental practices and principles of social responsibility

Main objective: Ensure that the candidate is able to understand and integrate the fundamental practices and principles of social responsibility as given in ISO 26000.

Competencies	Knowledge statements
1. Ability to define the fundamental practices of social responsibility according to ISO 26000	1. Knowledge of fundamental principles of social responsibility as outlined in ISO 26000
2. Ability to determine the social responsibility of an organization	2. Knowledge of ways to determine the social responsibility of an organization
3. Ability to identify key relationships when addressing social responsibility	3. Knowledge of key relationships of an organization when addressing social responsibility
4. Ability to define the core subjects and relevant issues of social responsibility	4. Knowledge of methods to identify the core subjects and relevant issues of social responsibility in an organization
5. Ability to determine the impact of an organization's decisions and activities regarding social responsibility	5. Knowledge of the ways to determine the impacts of decisions and activities regarding social responsibility
6. Ability to define and assess an organization's area of influence	6. Knowledge of the necessary activities for defining and assessing an organization's area of influence
7. Ability to establish an organizational structure that facilitate the improvement of social responsibility	7. Knowledge of different types of organizational structures that facilitate the improvement of social responsibility
8. Ability to establish an organizational culture that promotes social responsibility efforts	8. Knowledge of the necessary elements for establishing an organizational culture that encourages social responsibility efforts
9. Ability to integrate social responsibility in small and medium-sized organizations	9. Knowledge on how to integrate social responsibility in small and medium-sized organizations
10. Ability to conduct due diligence	10. Knowledge of activities to perform a due diligence process
11. Ability to determine the relevance and significance of core subject and specific issues in an organization	11. Knowledge of methods to determine the relevance and significance of social responsibility core subjects and main issues in an organization
12. Ability to explain the role of stakeholders in social responsibility	12. Knowledge of the role of stakeholders regarding social responsibility
13. Ability to determine the interests of an organization's stakeholders	13. Knowledge of ways to determine the interests of an organization's stakeholders
14. Ability to identify the stakeholders of an organization	14. Knowledge of methods to identify the stakeholders of an organization
15. Ability to engage the stakeholders of an organization	
16. Ability to determine and apply the principles of social responsibility as provided in ISO 26000	

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15. Knowledge of ways to engage the stakeholders of an organization
 16. Knowledge of the principles of social responsibility as given in ISO 26000

Domain 3: Social responsibility core subjects

Main objective: Ensure that the candidate is able to identify and manage social responsibility core subjects and their relevant specific issues.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to identify social responsibility core subjects and define relevant issues 2. Ability to integrate core subjects into the organizational strategy 3. Ability to incorporate social responsibility in organizational governance 4. Ability to apply the enabling principles of organizational governance 5. Ability to promote social responsibility and human rights 6. Ability to integrate the principles of human rights 7. Ability to recognize the main issues related to human rights within an organization 8. Ability to foster labor practices and decent work 9. Ability to apply principles for best labor practices 10. Ability to determine the main issues related to labor practices within an organization 11. Ability to address environmental challenges and environmental responsibility 12. Ability to promote and apply environmental principles 13. Ability to define the main environmental issues within an organization 14. Ability to establish fair operating practices 15. Ability to define the main issues of fair operating practices within an organization 16. Ability to support consumer issues 17. Ability to contribute to community development 18. Ability to identify the main issues related to community development within an organization 	<ol style="list-style-type: none"> 1. Knowledge of social responsibility core subjects and common issues 2. Knowledge of organizational governance principles and relevant issues 3. Knowledge of the benefits of good governance 4. Knowledge of human rights core subject and principles of human rights 5. Knowledge of human right issues 6. Knowledge of typically vulnerable groups 7. Knowledge of best labor practices 8. Knowledge of fundamental labor principles given by ILO 9. Knowledge of the issues related to labor practices 10. Knowledge of the environmental responsibilities of an organization 11. Knowledge of the environmental principles 12. Knowledge of environmental management approaches and strategies 13. Knowledge of the environmental issues 14. Knowledge of the fair operating practices 15. Knowledge of the principles and considerations for fair operating practices 16. Knowledge of the issues related to fair operating practices 17. Knowledge of consumer issues 18. Knowledge of the principles for consumer protection 19. Knowledge of ways to involve an organization in community development 20. Knowledge of the issues related to community involvement and development

Domain 4: Integration of social responsibility

Main objective: Ensure that the candidate is able to integrate social responsibility within an organization.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to take actions for social responsibility core subjects 2. Ability to take actions related to governance, human rights, labor practices, environmental, fair operating practices, consumer, community involvement, and development issues 3. Ability to integrate social responsibility throughout an organization 4. Ability to demonstrate leadership during the social responsibility integration 5. Ability to determine and estimate the resources necessary for social responsibility integration 6. Ability to raise awareness throughout an organization regarding social responsibility 7. Ability to integrate social responsibility in organizational governance 8. Ability to recognize and interpret global practices on social responsibility 	<ol style="list-style-type: none"> 1. Knowledge of actions and activities regarding social responsibility core subjects 2. Knowledge of the expectations related to social responsibility core subject and issues 3. Knowledge of techniques to integrate social responsibility throughout an organization 4. Knowledge of leadership actions that should be taken to integrate social responsibility 5. Knowledge of the resources needed to integrate social responsibility in an organization 6. Knowledge of techniques to raise awareness regarding social responsibility 7. Knowledge of ways to integrate social responsibility in organizational governance 8. Knowledge of global practices of social responsibility

Domain 5: Improvement of social responsibility

Main objective: Ensure that the candidate is able to review and improve the performance of social responsibility within an organization.

Competencies	Knowledge statements
<ol style="list-style-type: none"> 1. Ability to explain the importance of communication in social responsibility 2. Ability to apply effective communication principles related to social responsibility 3. Ability to plan and conduct communication activities 4. Ability to engage stakeholders in dialogues about social responsibility 5. Ability to report on social responsibility 6. Ability to enhance credibility regarding social responsibility 7. Ability to address organizational and stakeholder conflicts 8. Ability to evaluate organizational social responsibility practices 9. Ability to monitor activities related to social responsibility 10. Ability to review an organization's social responsibility performance 11. Ability to improve data reliability and management 12. Ability to improve social responsibility performance 13. Ability to develop and select social responsibility voluntary initiatives 	<ol style="list-style-type: none"> 1. Knowledge of the importance of communication in social responsibility 2. Knowledge of the principles related to social responsibility communication 3. Knowledge of communication activities 4. Knowledge of methods to engage stakeholders in dialogues regarding social responsibility 5. Knowledge of ways to report on social responsibility 6. Knowledge of methods for organizations to enhance credibility regarding social responsibility 7. Knowledge of solving organizational and stakeholder conflict 8. Knowledge of the activities undertaken to evaluate the social responsibility of an organization 9. Knowledge of the monitoring activities and methods related to social responsibility 10. Knowledge of the review process of social responsibility performance 11. Knowledge of practices to improve data reliability and management 12. Knowledge of strategies for improving social responsibility performance 13. Knowledge of the steps for choosing social responsibility initiatives 14. Knowledge of the process of developing social responsibility voluntary initiatives

Based on the above-mentioned domains and their relevance, the exam contains 80 multiple-choice questions, as summarized in the table below:

		Level of understanding (Cognitive/Taxonomy) required			
		Number of questions/points per competency domain	% of the exam devoted/points to/for each competency domain	Questions that measure comprehension, application, and analysis	Questions that measure evaluation
Competency domains	Fundamental concepts of social responsibility	9	11.25	X	
	Fundamental practices and principles of social responsibility	20	25	X	
	Social responsibility core subjects	28	35		X
	Integration of social responsibility	9	11.25		X
	Improvement of social responsibility	14	17.5		X
Total		80	100%		
Number of questions per level of understanding				29	51
% of the exam devoted to each level of understanding (cognitive/taxonomy)				36.25	63.75

The passing score of the exam is **70%**.

After successfully passing the exam, candidates will be able to apply for obtaining the “PECB Certified ISO 26000 Lead Manager” credential.

Taking the exam

General information about the exam

Candidates are required to arrive/be present at least 30 minutes before the exam starts.

Candidates who arrive late will not be given additional time to compensate for the late arrival and may not be allowed to sit for the exam.

Candidates are required to bring a valid identity card (a national ID card, driver's license, or passport) and show it to the invigilator.

If requested on the day of the exam (paper-based exams), additional time can be provided to candidates taking the exam in a non-native language, as follows:

- 10 additional minutes for Foundation exams
- 20 additional minutes for Manager exams
- 30 additional minutes for Lead exams

PECB exam format and type

1. **Paper-based:** Exams are provided on paper, where candidates are not allowed to use anything but the exam paper and a pen. The use of electronic devices, such as laptops, tablets, or phones, is not allowed. The exam session is supervised by a PECB approved Invigilator at the location where the Partner has organized the training course.
2. **Online:** Exams are provided electronically via the PECB Exams application. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PECB Invigilator via the PECB Exams application and an external/integrated camera.

For more information about online exams, go to the [PECB Online Exam Guide](#).

PECB exams are available in two types:

1. Essay-type question exam
2. Multiple-choice question exam

This exam comprises multiple-choice questions: The multiple-choice exam can be used to evaluate candidates' understanding on both simple and complex concepts. It comprises both stand-alone and scenario-based questions. Stand-alone questions stand independently within the exam and are not context-dependent, whereas scenario-based questions are context-dependent, i.e., they are developed based on a scenario which a candidate is asked to read and is expected to provide answers to five questions related to that scenario. When answering stand-alone and scenario-based questions, candidates will have to apply various concepts and principles explained during the training course, analyze problems, identify and evaluate alternatives, combine several concepts or ideas, etc.

Each multiple-choice question has three options, of which one is the correct response option (keyed response) and two incorrect response options (distractors).

This is an open-book exam. The candidate is allowed to use the following reference materials:

- A hard copy of the ISO 26000 standard
- Training course materials (accessed through the PECB Exams app and/or printed)
- Any personal notes taken during the training course (accessed through the PECB Exams app and/or printed)
- A hard copy dictionary

A sample of exam questions will be provided below.

Note: PECB will progressively transition to multiple-choice exams. They will also be open book and comprise scenario-based questions that will allow PECB to evaluate candidates' knowledge, abilities, and skills to use information in new situations (apply), draw connections among ideas (analyze), and justify a stand or decision (evaluate).

For specific information about exam types, languages available, and other details, please contact examination.team@pecb.com or go to the [List of PECB Exams](#).

Sample exam questions

1. **What does sustainable development aim to achieve in terms of needs and abilities?**
 - A. Prioritizing current abilities over present needs
 - B. **Balancing present and future needs with present abilities**
 - C. Compromising the ability of future generations for present needs

2. **What is a key aspect of the principle of environmental responsibility, among others?**
 - A. Avoiding the legal fines
 - B. Preventing all possible negative environmental impacts
 - C. **Recognizing and addressing the environmental impacts of organizational activities**

3. **Which of the following is a core subject of social responsibility?**
 - A. **Consumer issues**
 - B. Supplier negotiation tactics
 - C. Employee training and development

4. **What is a potential barrier to the reception of messages during social responsibility communication activities?**
 - A. The use of inappropriate channels
 - B. Inappropriate language with excessive jargon
 - C. **Both A and B**

5. **According to ISO 26000, during reviews of social responsibility, which of the following questions should be asked?**
 - A. The number of external consultants hired
 - B. **The appropriateness of the objectives**
 - C. The current market share of the organization

Exam Security Policy

PECB is committed to protect the integrity of its exams and the overall examination process, and relies upon the ethical behavior of applicants, potential applicants, candidates and partners to maintain the confidentiality of PECB exams. This Policy aims to address unacceptable behavior and ensure fair treatment of all candidates.

Any disclosure of information about the content of PECB exams is a direct violation of this Policy and PECB's Code of Ethics. Consequently, candidates taking a PECB exam are required to sign an Exam Confidentiality and Non-Disclosure Agreement and must comply with the following:

1. The questions and answers of the exam materials are the exclusive and confidential property of PECB. Once candidates complete the submission of the exam to PECB, they will no longer have any access to the original exam or a copy of it.
2. Candidates are prohibited from revealing any information regarding the questions and answers of the exam or discuss such details with any other candidate or person.
3. Candidates are not allowed to take with themselves any materials related to the exam, out of the exam room.
4. Candidates are not allowed to copy or attempt to make copies (whether written, photocopied, or otherwise) of any exam materials, including, without limitation, any questions, answers, or screen images.
5. Candidates must not participate nor promote fraudulent exam-taking activities, such as:
 - Looking at another candidate's exam material or answer sheet
 - Giving or receiving any assistance from the invigilator, candidate, or anyone else
 - Using unauthorized reference guides, manuals, tools, etc., including using "brain dump" sites as they are not authorized by PECB

Once a candidate becomes aware or is already aware of the irregularities or violations of the points mentioned above, they are responsible for complying with those, otherwise if such irregularities were to happen, candidates will be reported directly to PECB or if they see such irregularities, they should immediately report to PECB.

Candidates are solely responsible for understanding and complying with PECB Exam Rules and Policies, Confidentiality and Non-Disclosure Agreement and Code of Ethics. Therefore, should a breach of one or more rules be identified, candidates will not receive any refunds. In addition, PECB has the right to deny the right to enter a PECB exam or to invite candidates for an exam retake if irregularities are identified during and after the grading process, depending on the severity of the case.

Any violation of the points mentioned above will cause PECB irreparable damage for which no monetary remedy can make up. Therefore, PECB can take the appropriate actions to remedy or prevent any unauthorized disclosure or misuse of exam materials, including obtaining an immediate injunction. PECB will take action against individuals that violate the rules and policies, including permanently banning them from pursuing PECB credentials and revoking any previous ones. PECB will also pursue legal action against individuals or organizations who infringe upon its copyrights, proprietary rights, and intellectual property.

Exam results

Exam results will be communicated via email.

- The time span for the communication starts from the exam date and lasts three to eight weeks for essay type exams and two to four weeks for multiple-choice paper-based exams.
- For online multiple-choice exams, candidates receive their results instantly.

Candidates who successfully complete the exam will be able to apply for one of the credentials of the respective certification scheme.

For candidates who fail the exam, a list of the domains where they have performed poorly will be added to the email to help them prepare better for a retake.

Candidates that disagree with the results may request a re-evaluation by writing to examination.team@pecb.com within 30 days of receiving the results. Re-evaluation requests received after 30 days will not be processed. If candidates do not agree with the results of the reevaluation, they have 30 days from the date they received the reevaluated exam results to file a complaint through the [PECB Ticketing System](#). Any complaint received after 30 days will not be processed.

Exam Retake Policy

There is no limit to the number of times a candidate can retake an exam. However, there are certain limitations in terms of the time span between exam retakes.

If a candidate does not pass the exam on the 1st attempt, they must wait 15 days after the initial date of the exam for the next attempt (1st retake).

Note: Candidates who have completed the training course with one of our partners, and failed the first exam attempt, are eligible to retake for free the exam within a 12-month period from the date the coupon code is received (the fee paid for the training course, includes a first exam attempt and one retake). Otherwise, retake fees apply.

For candidates that fail the exam retake, PECB recommends they attend a training course in order to be better prepared for the exam.

To arrange exam retakes, based on exam format, candidates that have completed a training course, must follow the steps below:

1. Online Exam: when scheduling the exam retake, use initial coupon code to waive the fee
2. Paper-Based Exam: candidates need to contact the PECB Partner/Distributor who has initially organized the session for exam retake arrangement (date, time, place, costs).

Candidates that have not completed a training course with a partner, but sat for the online exam directly with PECB, do not fall under this Policy. The process to schedule the exam retake is the same as for the initial exam.

SECTION III: CERTIFICATION PROCESS AND REQUIREMENTS

PECB ISO 26000 credentials

All PECB certifications have specific requirements regarding education and professional experience. To determine which credential is right for you, take into account your professional needs and analyze the criteria for the certifications.

The credentials in the PECB ISO 26000 scheme have the following requirements:

Credential	Education	Exam	Professional experience	Social responsibility management experience	Other requirements
PECB Certified ISO 26000 Provisional Manager	At least secondary education	PECB Certified ISO 26000 Lead Manager exam or equivalent	None	None	Signing the PECB Code of Ethics
PECB Certified ISO 26000 Manager			Two years: One year of work experience in social responsibility management	Management activities: a total of 200 hours	
PECB Certified ISO 26000 Lead Manager			Five years: Two years of work experience in social responsibility management	Management activities: a total of 300 hours	
PECB Certified ISO 26000 Senior Lead Manager			Ten years: Seven years of work experience in social responsibility management	Management activities: a total of 1,000 hours	

To be considered valid, the social responsibility management experience should follow best practices and include, among others, the following:

1. Conducting an organizational context analysis
2. Developing an ethical decision making framework
3. Conducting human rights impact assessment
4. Performing an environmental impact assessment
5. Developing a comprehensive code of conduct
6. Developing a social responsibility report
7. Establishing a continual improvement program

Applying for certification

All candidates who successfully pass the exam (or an equivalent accepted by PECB) are entitled to apply for the PECB credential they were assessed for. Specific educational and professional requirements need to be fulfilled in order to obtain a PECB certification. Candidates are required to fill out the online certification application form (that can be accessed via their PECB account), including contact details of individuals who

will be contacted to validate the candidates' professional experience. Candidates can submit their application in English, French, German, Spanish or Korean languages. They can choose to either pay online or be billed. For additional information, please contact certification.team@pecb.com.

The online certification application process is very simple and takes only a few minutes:

- [Register](#) your account
- Check your email for the confirmation link
- [Log in](#) to apply for certification

For more information on how to apply for certification, click [here](#).

The Certification Department validates that the candidate fulfills all the certification requirements regarding the respective credential. The candidate will receive an email about the application status, including the certification decision.

Following the approval of the application by the Certification Department, the candidate will be able to download the certificate and claim the corresponding Digital Badge. For more information about downloading the certificate, click [here](#), and for more information about claiming the Digital Badge, click [here](#).

PECB provides support both in English and French.

Professional experience

Candidates must provide complete and correct information regarding their professional experience, including job title(s), start and end date(s), job description(s), and more. Candidates are advised to summarize their previous or current assignments, providing sufficient details to describe the nature of the responsibilities for each job. More detailed information can be included in the résumé.

Professional references

For each application, two professional references are required. They must be from individuals who have worked with the candidate in a professional environment and can validate their social responsibility management experience, as well as their current and previous work history. Professional references of persons who fall under the candidate's supervision or are their relatives are not valid.

Social responsibility management project experience

The candidate's social responsibility management project log will be checked to ensure that the candidate has the required number of implementation hours.

Evaluation of certification applications

The Certification Department will evaluate each application to validate the candidates' eligibility for certification or certificate program. A candidate whose application is being reviewed will be notified in writing and, if necessary, given a reasonable time frame to provide any additional documentation. If a candidate does not respond by the deadline or does not provide the required documentation within the given time frame, the Certification Department will validate the application based on the initial information provided, which may lead to the candidates' credential downgrade.

SECTION IV: CERTIFICATION POLICIES

Denial of certification

PECB can deny certification/certificate program if candidates:

- Falsify the application
- Violate the exam procedures
- Violate the PECB Code of Ethics

Candidates whose certification/certificate program has been denied can file a complaint through the complaints and appeals procedure. For more detailed information, refer to [Complaint and Appeal Policy](#) section.

The application payment for the certification/certificate program is nonrefundable.

Certification status options

Active

Means that your certification is in good standing and valid, and it is being maintained by fulfilling the PECB requirements regarding the CPD and AMF.

Suspended

PECB can temporarily suspend candidates' certification if they fail to meet the requirements. Other reasons for suspending certification include:

- PECB receives excessive or serious complaints by interested parties (suspension will be applied until the investigation has been completed.)
- The logos of PECB or accreditation bodies are willfully misused.
- The candidate fails to correct the misuse of a certification mark within the determined time by PECB.
- The certified individual has voluntarily requested a suspension.
- PECB deems appropriate other conditions for suspension of certification.

Revoked

PECB can revoke (that is, to withdraw) the certification if the candidate fails to satisfy its requirements. In such cases, candidates are no longer allowed to represent themselves as PECB Certified Professionals.

Additional reasons for revoking certification can be if the candidates:

- Violate the PECB Code of Ethics
- Misrepresent and provide false information of the scope of certification
- Break any other PECB rules
- Any other reasons that PECB deems appropriate

Candidates whose certification has been revoked can file a complaint through the complaints and appeals procedure. For more detailed information, refer to [Complaint and Appeal Policy](#) section.

Other statuses

Besides being active, suspended, or revoked, a certification can be voluntarily withdrawn or designated as Emeritus. To learn more about these statuses and the permanent cessation status, go to [Certification Status Options](#).

Upgrade and downgrade of credentials

Upgrade of credentials

Professionals can upgrade their credentials as soon as they can demonstrate that they fulfill the requirements.

To apply for an upgrade, candidates need to log into their PECB account, visit the “My Certifications” tab, and click on “Upgrade.” The upgrade application fee is \$100.

Downgrade of credentials

A PECB Certification can be downgraded to a lower credential due to the following reasons:

- The AMF has not been paid.
- The CPD hours have not been submitted.
- Insufficient CPD hours have been submitted.
- Evidence on CPD hours has not been submitted upon request.

Note: *PECB certified professionals who hold Lead certifications and fail to provide evidence of certification maintenance requirements will have their credentials downgraded. The holders of Master Certifications who fail to submit CPDs and pay AMFs will have their certifications revoked.*

Renewing the certification

PECB certifications are valid for three years. To maintain them, PECB certified professionals must meet the requirements related to the designated credential, e.g., they must fulfill the required number of continual professional development (CPD) hours. In addition, they need to pay the annual maintenance fee (\$120). For more information, go to the [Certification Maintenance](#) page on the PECB website.

Closing a case

If candidates do not apply for certification within one year, their case will be closed. Even though the certification period expires, candidates have the right to reopen their case. However, PECB will no longer be responsible for any changes regarding the conditions, standards, policies, and candidate handbook that were applicable before the case was closed. A candidate requesting their case to reopen must do so in writing to certification.team@pecb.com and pay the required fee.

Complaint and Appeal Policy

Any complaints must be made no later than 30 days after receiving the certification decision. PECB will provide a written response to the candidate within 30 working days after receiving the complaint. If candidates do not find the response satisfactory, they have the right to file an appeal.

For more information about the Complaint and Appeal Policy, click [here](#).

SECTION V: GENERAL POLICIES

Exams and certifications from other accredited certification bodies

PECB accepts certifications and exams from other recognized accredited certification bodies. PECB will evaluate the requests through its equivalence process to decide whether the respective certification(s) or exam(s) can be accepted as equivalent to the respective PECB certification (e.g., ISO 26000 Lead Manager certification).

Non-discrimination and special accommodations

All candidate applications will be evaluated objectively, regardless of the candidates' age, gender, race, religion, nationality, or marital status.

To ensure equal opportunities for all qualified persons, PECB will make reasonable accommodations³ for candidates, when appropriate. If candidates need special accommodations because of a disability or a specific physical condition, they should inform the partner/distributor in order for them to make proper arrangements⁴. Any information that candidates provide regarding their disability/special needs will be treated with confidentiality. To download the Candidates with Disabilities Form, click [here](#).

Behavior Policy

PECB aims to provide top-quality, consistent, and accessible services for the benefit of its external stakeholders: distributors, partners, trainers, invigilators, examiners, members of different committees and advisory boards, and clients (trainees, examinees, certified individuals, and certificate holders), as well as creating and maintaining a positive work environment which ensures safety and well-being of its staff, and holds the dignity, respect and human rights of its staff in high regard.

The purpose of this Policy is to ensure that PECB is managing unacceptable behavior of external stakeholders towards PECB staff in an impartial, confidential, fair, and timely manner. To read the Behavior Policy, click [here](#).

Refund Policy

PECB will refund your payment, if the requirements of the Refund Policy are met. To read the Refund Policy, click [here](#).

³ According to ADA, the term "reasonable accommodation" may include: (A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

⁴ ADA Amendments Act of 2008 (P.L. 110–325) Sec. 12189. Examinations and courses. [Section 309]: Any person that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.



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Emails:

Examination:

examination.team@pecb.com

Certification:

certification.team@pecb.com

Customer Service:

support@pecb.com



PECB Help Center

Visit our Help Center to browse Frequently Asked Questions (FAQ), view manuals for using PECB website and applications, read documents related to PECB processes, or to contact us via Support Center's online tracking system.

www.pecb.com