

DIN ISO 30414



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**Human resource management –
Guidelines for internal and external human capital reporting
(ISO 30414:2018),
English translation of DIN ISO 30414:2019-06**

Personalmanagement –
Leitlinien für das interne und externe Human Capital Reporting (ISO 30414:2018),
Englische Übersetzung von DIN ISO 30414:2019-06

Management des ressources humaines –
Lignes directrices sur le bilan du capital humain interne et externe (ISO 30414:2018),
Traduction anglaise de DIN ISO 30414:2019-06

Document comprises 42 pages

Translation by DIN-Sprachendienst.

In case of doubt, the German-language original shall be considered authoritative.

A comma is used as the decimal marker.

Contents

	Page
National foreword	3
National Annex NA (informative) Bibliography	5
Foreword	6
Introduction.....	7
1 Scope	8
2 Normative references	8
3 Terms and definitions.....	8
4 Human capital reporting process	9
4.1 General	9
4.2 Guiding principles	10
4.3 Target groups and stakeholder relevance	10
4.4 Tools and procedures for data collection	11
4.5 Reporting structure	12
4.5.1 Internal and external reporting	12
4.5.2 Comparability of reporting	13
4.6 Risk management	13
4.7 Reporting areas	15
4.7.1 General	15
4.7.2 Compliance and ethics	18
4.7.3 Costs	19
4.7.4 Diversity	21
4.7.5 Leadership	23
4.7.6 Organizational culture	23
4.7.7 Organizational health, safety and well-being	24
4.7.8 Productivity	27
4.7.9 Recruitment, mobility and turnover	29
4.7.10 Skills and capabilities	31
4.7.11 Succession planning	33
4.7.12 Workforce availability	34
4.8 Reporting documents	36
4.9 Reporting frequency	36
Annex A (informative) Recommendations specially for small and medium-sized enterprises	37
Annex B (informative) Examples of human capital reports with a combination of metrics	38
Bibliography	41

National foreword

This standard (ISO 30414:2018) has been prepared by Technical Committee ISO/TC 260 “Human resource management” (Secretariat: ANSI, USA).

The responsible German body involved in its preparation was *DIN-Normenausschuss Dienstleistungen* (DIN Standards Committee Services), Working Committee NA 159-01-19 AA “Human resource management”.

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Processes and functions in human resource management are strongly influenced by the Anglo-American area. Thus, many Anglicisms have already been established as technical terms in the German language. This circumstance is reflected by the following translator’s notes:

- “Human Capital Reporting” (HCR) has been adopted as a generic term because the German translation “*Personalberichterstattung*” is rather uncommon.
- The English term “organization’s people” has been translated as a generic term as “*Mitarbeiter einer Organisation*”. In addition, the general term “people” has been translated primarily as “*Mitarbeiter*” because “people” refers to “*Mitarbeiter*” within the context of the work environment used in this document. Thus, the term “*Mitarbeiter*” is used synonymously as the German translation for “person” and “employee”.
- The abbreviation HR (human resources) is synonymous for the function of the human resources department as well as for human resources staff in general and is therefore translated as “*Personaler*”, where appropriate, or in connection with “*Bericht*” as “*Personalbericht*”.
- Due to the different meanings according to the context, the English verb “to implement” is translated as “*umsetzen*” (with regard to changes or processes), “*verwirklichen*” (with regard to management systems) or “*durchführen*” (with regard to desired effects) into German.
- “Commitment” is translated as a generic term as “*Leistungsbereitschaft*”.
- “Disciplinary file” has been translated as “*Disziplinarverfahren*” because the English term not only includes the pure file, but also the process as a whole.
- Deviating from the common translation, the English term “field worker” has been translated as “*freiwilliger Mitarbeiter*” since otherwise the intended involvement of volunteers may not be reflected correctly.
- “Human capital master data” has been translated as “*Mitarbeiter-Stammdaten*” which is the German technical term.
- “Job family” has been translated as “*Jobfamilie*”.
- The English use of “non-binary” is translated into German as “*Drittes Geschlecht*”.
- “Organizational health, safety and well-being” has been translated as “*Wohlbefinden, Arbeits- und Gesundheitsschutz*” because the English term also includes occupational health and safety.

- The English terms “promotion” and “progression” are translated as “*Beförderung*” and “*Karriere*” within the HR environment.
- “Recruitment costs” has been translated as “*Personalbeschaffungskosten*”; the common term “*Rekrutierungskosten*” may be used as an alternative translation.
- “Segmented workforce” and “workforce groups” have been used synonymously and translated into German as “*Belegschaftsgruppe*”.
- In German, the generic term “*Aus- und Weiterbildung*” is used for “Training and development”.
- The following terms have not been translated as this terminology is established in the German language or an equivalent German term does not exist:
 - Benchmark;
 - Bench strength;
 - Best practice;
 - Change management;
 - Coaching;
 - Compliance;
 - Employee-Life-Cycle, rarely translated as *Mitarbeiterlaufbahn*;
 - Engagement;
 - FTE/Full Time Equivalent; de: *VZÄ – Vollzeitäquivalent*;
 - KPI (key performance indicator);
 - Leadership trust;
 - Mentoring;
 - Return on investment (RoI); de: *Rendite*.

The DIN documents corresponding to the international documents referred to in this document are as follows:

ISO 10075-3:2004	DIN EN ISO 10075-3:2004-12
ISO 14004:2016	DIN EN ISO 14004:2016-08
ISO 26000:2010	DIN ISO 26000:2011-01
ISO 45001:2018	DIN ISO 45001:2018-06
ISO Guide 64:2008	DIN SPEC 59:2010-05
ISO/TR 12296:2012	DIN CEN ISO/TR 12296:2013-12

National Annex NA (informative)

Bibliography

DIN CEN ISO/TR 12296 (DIN SPEC 33420):2013-12, *Ergonomics — Manual handling of people in the healthcare sector (ISO/TR 12296:2012)*

DIN EN ISO 10075-3:2004-12, *Ergonomic principles related to mental workload — Part 3: Principles and requirements concerning methods for measuring and assessing mental workload (ISO 10075-3:2004)*

DIN EN ISO 14004:2016-08, *Environmental management systems — General guidelines on implementation (ISO 14004:2016)*

DIN ISO 26000:2011-01, *Guidance on social responsibility (ISO 26000:2010)*

DIN ISO 45001:2018-06, *Occupational health and safety management systems — Requirements with guidance for use (ISO 45001:2018)*

DIN SPEC 59 (DIN ISO Guide 64):2010-05, *Guide for addressing environmental issues in product standards (ISO Guide 64:2008)*

Foreword

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This document was prepared by Technical Committee ISO/TC 260, *Human resource management*.

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