

P-02
USE OF THE LOGO –
GHG PROCESSES





The purpose of this procedure is to communicate to organizations the rules for using the VERIFIT brand for GHG processes and to report misuse or abuse of the brands, as well as the forms of penalty if these actions are observed.

Reference Documents

- ISO/IEC 17029:2019
- ISO 14065:2020
- ISO 14064-3:2019
- RAC-3.0-03 v.08

1 How to use the logo, reports and opinions

The VERIFIT logos, as defined in the [Section 3](#), may be used to advertise VERIFIT's GHG validation or verification on marketing materials, invoices, photos or other media, whether electronic or printed.

The conditions for this use are as follows:

- a. The logo cannot be placed on a product, which can be assumed to be verified, unless it directly refers to its GHG Footprint Verification;
- b. In the case of verification of units of an organization, only the units included in the scope of verification may be referred to the verification;
- c. the use of the logo will not be permitted before the review is posted or when it is out of date or when the review is suspended for any reason;
- d. The logo may only appear on material in which reference is made to the validated/verified activity and must not contain any deformation in shape;
- e. It is prohibited to use the VERIFIT logo or references to validation/verification that are abusive, false or refer to other areas or fields that are not included in the report or opinion;
- f. Other uses not provided for in this procedure must be previously and formally authorized by VERIFIT;
- g. Copying, digitizing or including the report and opinion in documents, advertising and/or the Internet is permitted.
- h. The ONAC accreditation logo is only for the use of the verification body (OVV) in its reports and statements, and may not be used by the certified body anywhere other than in the report or opinion issued by VERIFIT, in accordance with RAC-3.0-03.

2 Statements

The verified GHG statement may include a statement of emissions per unit of product manufactured (generated or reduced) or similar. If the client wishes to use statements taken from the GHG opinion for communication purposes, these statements must clearly define where the opinion comes from, including the date, whether it is based on historical data, and any limitations associated with the statement being based on the data and information presented in the GHG opinion. Any statement must comply with Annex B of ISO 14065:2020;

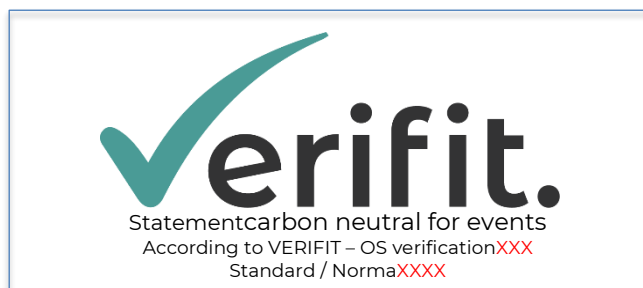
The client must ensure that any opinions or reports of factual findings that are published are fully communicated.

3 Certification logos¹

3.1. GHG inventory

¹The declaration standard will be inserted in the logo. X-NNNNN: The corresponding declaration number will be inserted in the logo.

GHG inventory of the OrganizationCarbon Footprint of the EventProduct Carbon Footprint**3.2. Carbon Neutralization**Neutralization of the OrganizationNeutralization of the Event

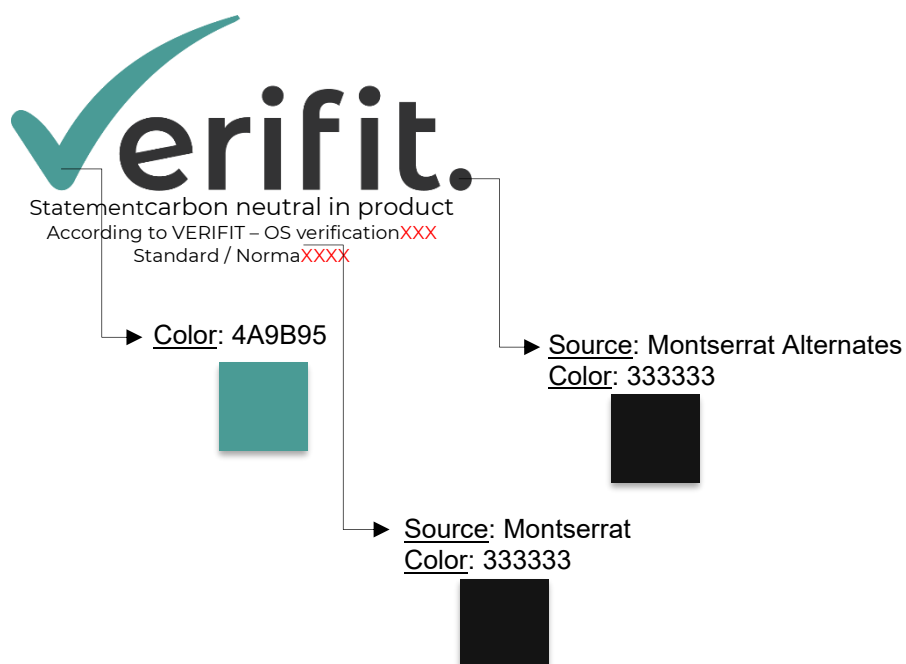


Product Neutralization



4 VERIFIT Logo Design Definition

For the reproduction of the VERIFIT logo, as shown below, the following applies:



5 Communication with the accreditation entity.

Suspensions and cancellations will be immediately communicated to the accreditation entity (ONAC).

6 Responsibilities



It is the responsibility of the validated/verified company to disclose the declaration marks, in accordance with the rules prescribed in this Procedure.

Failure to comply with these conditions may subject the company to the penalties provided for in section 6 below.

It is VERIFIT's responsibility to guide companies on the correct use of claims and claim marks.

7 Sanctions

The penalties provided for in the event of non-compliance with the obligations assumed by the company are as follows:

7.1. Warning:

VERIFIT will formalize the company if the actions are found to be in disagreement with this Procedure. The company must eliminate the violations found within a period agreed with VERIFIT.

7.2. Suspension:

It may occur in case of serious violations of the commitments related to the use of the logo or certificate. It will occur when:

- the conditions set out in the warning are not met,
- on the recommendation of the audit team,
- by default in accordance with the Certification Agreement.

The suspension may be partial or total, without termination of the contract.

The Director of Certification will be responsible for reviewing and deciding on the application of the suspension, in addition to formalizing it to the client and communicating it to the accreditation body.

The suspension will be for a maximum period of 03 (three) months. During this period, the company must comply with the commitments made under the terms of the suspension and may not make any use and/or dissemination of the declaration logo. Otherwise, its use may be classified as misleading advertising.

The suspension will remain in effect until corrective action is taken on the causes that led to the suspension. To gather evidence, an extraordinary audit may be conducted at VERIFIT's discretion.

The suspension can be of the following types:

- Deferred: Sanction procedures will not be imposed until the period of 28 (twenty-eight) days after the penalty has expired, to allow for the eventual resolution of the non-compliance that led to the suspension. After this period, without a resolution, the applied penalty will become an immediate full suspension;
- Immediate:
 - *Partial*: part of the scope considered will be suspended;
 - *Complete*: the certificate is completely withdrawn for a period of time.

7.3. Cancellation

The cancellation of the declaration can be carried out at the request of the client, which does not constitute a penalty. In this case, the cancellation is carried out by the Director of Certification, taking into account the contractual conditions and the applicable technical and administrative issues.

Cancellation of the declaration as a penalty must be applied in cases of maximum severity of the infringement when:

- the conditions set out in the suspended sentence are not met;
- when there are serious violations, which are considered subject to cancellation by the Director of Certification; or



- When there is a review of the requirements for the statement and the validated/verified company decides not to guarantee compliance with these requirements.

The declaration should also be cancelled when serious flaws are identified in the process of issuing the declaration, which result in the invalidity of the assessment carried out, for example, in audits.

The Director of Certification and the Executive Director shall be responsible for making a judgment on a case-by-case basis and for authorising the application of the cancellation. The Impartiality Committee may also be invited to issue an opinion.

VERIFIT will formalize the company and will contact the accreditation body in case of cancellation of the declaration. The reasons for taking the decision will also be reported.

Upon cancellation of the declaration, the contract will be terminated..

8 Appeal of sanctions

The client may appeal the sanctions imposed by VERIFIT resulting from the provisions of this document, within 15 (fifteen) business days from the date of receipt of the notification of sanctions or otherwise it will not be considered.

The methodology adopted in the appeal is established in procedure **P-03_ Complaints and Appeals**.

Revision history of this document:

<u>Revision</u>	<u>Date</u>	<u>Description and reason for review</u>
Rev. 04	10/25/2023	<ul style="list-style-type: none"> - Sentence removed from section 1 regarding branding on the product - Review of regulatory references
Rev. 03	01/06/2023	<ul style="list-style-type: none"> - Update of requirements in accordance with ISO/IEC 17029:2019 and ISO 14065:2020
Rev. 02	09/11/2022	<ul style="list-style-type: none"> - Front page inclusion - Editorial changes
Rev. 01	03/24/2021	<ul style="list-style-type: none"> - Editorial corrections for the use of incorrect terminology
Rev. 00	01/05/2020	<ul style="list-style-type: none"> - Initial adoption