

PROGRAMME REGULATION



ESG Rating Scheme for "GIF Responsible Organization"

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1 Scope

This document specifies the Regulation of the “*Get It Fair*”, voluntary third-party **ESG Rating Scheme** promoted by ICMQ Certification India (here in after “the **Programme Owner**”).

The overall purpose of the **GIF ESG Rating Scheme** (hereinafter “the **Programme**”) is to provide Stakeholders with reasonable confidence of reliable and credible information on the exposure level to ESG (Environment, Social, Governance) risks of an organization and its supply chain by the mean of the “**GIF Responsible Organization**” Claim Validation (Hereinafter “the **Validated Claim**”) according to ISO 17033.

1.1 Type of Claim

The object of the Programme is a validation of “**GIF Responsible Organization**” claim along with the disclosure of verified Non-financial information on the ESG risks and the issuance of the GIF Ethical Label.

The Programme refers to the **GIF Framework** and is based on a Due Diligence process leading to a score which represents the degree of exposure level to risks of actual and future adverse impacts related to the following aspects:

Governance & Management System

Social (human rights and working conditions)

Safety (health & safety and welfare)

Environment (pollution and emissions, sustainable resources, GHG emissions, protection of environment)

Business Ethics (fair operating practice and consumer issues)

and on the analysis of the context of the organization as well as its sphere of influence on other organizations and individuals.

The score supporting the “**GIF Responsible Organization**” Validated Claim stands for an “acceptable and reasonable” overall risk exposure level.

The GIF ESG Rating Scheme and the “**GIF Responsible Organization**” Claim are:

1. **Specific:** as they clearly refer to an organization defined as “a legal entity with identifiable objectives and structure”
2. **Reliable:** as they are based on a Due Diligence
3. **Transparent:** because refer to procedures, methodologies and criteria made public and easily accessible on the web site www.getit-fair.com
4. **Relevant:** because based on the organization's Materiality Analysis
5. **Stakeholder oriented:** because Materiality Assessment requires organizations to engage with Stakeholders
6. **Fair:** because the GIF Framework considers in a balanced way all impacts and aspects to ensure that while enhancing one or more aspects of good performance the potential for negative or unintended consequences is addressed
7. **Risk Based:** because based on the analysis of the risks associated with the context of the organization.

1.2 Reference document: “GIF Framework”

The requirements against which the exposure level to adverse impacts of an Organization is assessed and the Claim is validated, are specified in the document “**Get It Fair Framework**”, constituted by following three interdependent components:

- GIF Principles
- GIF Criteria
- GIF Metric

1.3 Programme levels and scope

The Programme offers two different service levels depending on the need and requirements of the Applicant:

- ESG Risk Assessment
- Validated Claim and Publication

The Programme allows organization achieving the “Validated Claim” to:

- a) make publicly available the details of the organization obtaining the “Validated Claim” on the WEB site www.getit-fair.com

- b) receive, upon request, a Non-Financial Report (According to the provisions of the Directive 2014/95) issued by the Programme operator
- c) receive the right to use license of the "GIF Responsible Organization" Validated Claim (according to ISO 17033) issued by the Validation Body.

	ESG RISK ASSESSMENT	VALIDATED CLAIM
Approved Validation Body	1) Final Assessment Report	1) The "GIF Responsible Organization" Validated Claim 2) Final Assessment Report 3) Validation Certificate 4) Validation Statement
Programme Owner		5) Publication of the Assessed Unit in the GIF WEB Site 6) Right to use license of the "GIF Responsible Organization" Mark
		ON DEMAND
		7) Right to use license of the "GIF Ethical Label" on all products realized by the assessed Organization 8) GIF Non-Financial Report 9) Pavillon

The GIF ESG Rating Scheme is strictly focused on the **ethical characteristics of an organization** and clearly exclude any evaluation or judgement on the sustainability characteristics of products/services provided by the organization.

The term "Organization" means "a legal entity with identifiable objectives and structure".

An organization can apply for a Due Diligence for:

- a single operational unit (manufacturer, service provider, wholesale/retail unit) corresponding to the organization itself
- one or more operational units belonging to the organization with common governance body and management system.

The Programme applies to all kind of Organizations, regardless of their size, sector, and location.

The Programme outputs' information is obtained by mean of a unique Due Diligence process in accordance with ISO 17029 and ISO 17033 standards, and periodically reviewed by subsequent verifications.

The Due Diligence process aims to support the validation decision by verifying and confirming the plausibility of the "Validated Claim" with regards to the intended future use.

If the applying Organization has two or more units, the Programme requires the assessment to be extended to the Corporate Office, in addition to the ones of the units. In fact, the Programme does not consider issuing the Validated Claim without a Due Diligence conducted in each and every unit of the Applicant (no sampling method is allowed).

The Programme Regulation and its modifications are subject to:

- a) public consultation (1 month)
- b) periodical review at intervals of 3 years or according to emerging needs and
- c) available publication on the official web site (www.getit-fair.com).

In case of non-substantial amendments (e.g.: editorial or minor regulatory updates, etc.), the public consultation period is 10 (ten) days. In case of substantial changes or periodical review, the public consultation is extended to 2 (two) months.

The Programme Regulation must be approved and published by the Programme Owner.

1.4 Programme validity

The Programme shall include an Initial Assessment, a certain number of Periodical Verifications and a Re-assessment on the third year according to the following structure.

	Planned Assessment	Short Notice Assessments
Initial Assessment	X	
Verification Assessment	X	X
Re-Assessment	X	

Planned Assessment: The Customer is informed on the date of the Assessment.

Short Notice Assessment: The Customer is informed on the “timeframe” of the Assessment with a short notice of max 3 (three) working days.

The **Validated Claim validity** is limited to **3 (three) years** after which a Re-Assessment is required.

1.5 Stakeholders

The Parties that have an interest in the Programme and the “Validated Claim” are, but are not limited to the following:

- a) Programme Owner
- b) Customers of the Validation Bodies
- c) Customers and Final Consumers using the “GIF Responsible Organization” Validated Claim and Ethical Label
- d) Financial Institutions (banks, private equity funds, etc) receiving the Non-Financial Report
- e) Buyers receiving information on the ESG risks of their supply chain
- f) Regulatory Authorities and Public Bodies
- g) NGOs promoting sustainability and CSR (Corporate Social Responsibility)
- h) Trade Unions
- i) Employees Associations

1.6 Definitions

The present Regulation refers to definitions given in the following documents and standards:

- ISO 26000 “Guidance on Social Responsibility”
- ISO 31000 “Risk Management – Principles and Guidelines”
- ISO 17033 “Ethical claims and supporting information – Principles and requirements”.
- ISO 17029 “Conformity Assessment – General principles and requirements for validation and verification bodies
- UNI/Pdr 102/2021 “Ethical claim of responsibility for sustainable development – Application Guidelines for UNI ISO/TS 17033”

In addition, the following definitions, shall be applied:

Business relationship	It includes relationships with business partners, entities in its supply chain and any other non-State or State entity directly linked to its business operations, products, or services.
Due Diligence	The process enabling to identify and evaluate how organizations address their actual and potential adverse impacts.
ESG risks	Risks related to Environmental, Social and Governance aspects.
Publication	Action whereby Get It Fair makes publicly available the name and profile of an organization positively completing the Due Diligence.
Programme Owner	Person or organization responsible for developing and maintaining a specific validation programme.
Rating	Quantitative score of the exposure level to risks of adverse impacts of an Organization
Risk based approach	Approach implemented to conduct the Due Diligence and determine the score proportionally to the likelihood and consequence of an event to occur.
Registration	Action whereby Get It Fair identifies the Organisation which has completed the engagement phase and is admitted to the Assessment.
Validation	Action whereby an independent third party verifies the accuracy of final Assessment Report and the fulfilment of the threshold required to grant the “GIF Responsible Organization” Validated Claim.
Validation Body	Body that performs Validation.
Validation Programme	Rules, procedures, and management for carrying out validation activities in a sector.
Validation Statement	Declaration by the Validation Body of the outcome of the validation process.

1.7 Acronyms

Acronym	Term
AVB	Approved Validation Body
CAB	Conformity Assessment Body
ESG	Environment, Social, Governance
GIF	Get It Fair
GIF AP	GIF Accredited Professional
ICT Platform	Information Communication Technology Platform
ISO	International Standardization Organization
LA	Lead Assessor
NGO	Non-governmental Organization
OECD	Organization for Economic Co-operation and Development

2 Structure

2.1 Programme Owner

ICMQ Certification India Pvt Ltd residing at B wing, Kanakia Wall Street, Chakala Andheri East Mumbai 400093, is the Programme Owner of the GIF ESG Rating Scheme.

Owner may assign the management of the Programme to a no profit organization.

2.2 Programme Operator

The Programme Operator is the organization appointed by the Programme Owner to manage the Programme. The Programme Owner may temporarily play the role of Programme Operator.

The Programme Operator has number of obligations fulfilled by a Governance System constituted by:

- Programme Committee (a member of the Programme Committee is a GIF Framework Moderator)
- Stakeholders' Committee
- Validation Teams
- Technical Secretariat
- Decision Person or Committee
- Approved Validation Bodies (hereinafter AVB)

2.2.1 Programme Committee

The Programme Committee is appointed by the Programme Operator, and is composed of at least 2 (two) members in addition to the President, and has the following duties:

1. To ensure the application of this Regulation by:

- Approving any change and new releases of the GIF Framework.
- Assuring the conformity of the Programme Regulations to ISO 17029 and ISO 17033 for Ethical Label.
- Approving credible procedures for open consultation of the Regulation during its development/review.
- Providing, where appropriate, guidance on the methods of validation to be applied.
- Providing the ICT platform and Apps required to support the Assessment conduction and standardize the reporting preparation.
- Approving procedures to ensure the traceability and consistency of the database of the "GIF Responsible Organizations".
- Assuring transparency and impartiality of the Programme.
- Setting competence criteria for Assessors in charge of conducting the Due Diligences.
- Approving the rules for qualifying "Approved Validation Bodies" authorized to conduct Due Diligence according to the Programme regulation.

2. To approve the publication of the GIF Framework by:

- Appointing a GIF Framework Moderator.
- Guiding the development of the GIF Framework.

- Approving and implementing credible procedures for the open consultation of the GIF Framework during its development/review.
 - Approving the GIF Framework.
 - Assuring that the application of the GIF Framework review procedure is carried out in a transparent and reliable manner.
- 3. To approve the publication of a “Validated Claim” by:**
- Assuring that the application for the Due Diligence and validation procedure is carried out by Validation Bodies in a transparent and reliable manner and in compliance with this Regulation.
 - Taking the final decision on the “Validated Claim” publication based on reports produced by the Validation Bodies verifiers.
 - Assuring that the Assessors' activities are carried out in accordance with this Regulation.
- 4. To facilitate the Due Diligence process standardization by:**
- Providing the AVBs with a technological platform supporting the exchange of information and documents.
 - Providing the AVBs with an app to support the Due Diligence planning, conduction, and reporting.
- 5. To protect the property rights and use of the “Get It Fair Mark and the “GIF Framework” by:**
- Approving the Rules for the use of the Get It Fair Mark.
 - Approving the Rules for the use of the “Validated Claim” claim and mark.
 - Monitoring the AVBs.
 - Taking any action, as may be appropriate, to protect the “Validated Claim” Mark and “GIF Framework” from any misuse, abuse, and breaches of the Rules for the use of the Get It Fair Mark and to be duly indemnified.

2.2.2 Stakeholder Committee

The Programme Operator engages Stakeholders and invites interested parties to join the GIF Multi-Stakeholder Committee.

The Stakeholder Committee consists of persons who, at national and international level, have competence to cover, by reason of their skills, knowledge, and roles the various aspects of the GIF Framework and represent different interested parties.

The main purpose of the Stakeholder Committee is to provide with input to develop and review the GIF Framework.

2.2.3 Validation Team (Advisory Committee)

A Validation Team is established by the Programme Operator, prior verification of their competence, integrity and, independence with the liability of:

- verifying and validating the Programme and the GIF Framework (Criteria and Metric)
- providing the Programme Owner and the Programme Operator with input for improvement.

The Advisory Committee is elected by the Programme Operator and the members of the Validation Team are member by right of such Advisory Committee.

A chair will be elected by the Programme Operator.

2.2.4 Technical Secretariat

The Technical Secretariat is appointed by the Programme Operator to:

- Publish the GIF Framework on the website of the PO and the programme (www.getit-fair.com),
- Monitor the maintenance of the Programme Regulation and documents,
- Publish the “Gif Responsible Organization” Validated Claim on the website of Stay Woke and Get It Fair,
- Manage on the website all the applicable documents,
- Manage the qualification process of Validation Bodies,
- Plan and deploy activities and initiatives to promote the GIF Programme,
- Plan and deploy activities and initiatives to promote the “GIF Responsible Organizations”,
- Provide the Programme Operator with input to improve the Regulation,
- Provide the Programme Operator with input on potential evolutions and development of the Programme.

2.3 Approved Validation Bodies

Approved Validation Bodies (AVB) are organisations (CABs) qualified by the Programme Operator to conduct the Due Diligence associated with the “GIF Responsible Organization” Claim.

All AVBs need to be Member of the No Profit Organization playing the role of Programme Operator.

The AVB is qualified in compliance with the criteria and the procedures specified in the Regulation for AVB qualification, issued by the scheme Owner. Among other criteria the AVB must be accredited as Validation Body according to ISO 17029 standard by an internationally recognized Accreditation Body.

The AVB has the responsibility of taking the decision whether the “GIF Responsible Organization” can be validated and issued.

The AVB shall:

- Commit to appoint Assessors from the GIF AP (Accredited Professionals) list, publicly available in the Programme Operator WEB site.
- Commit to use the technological platform made available by the Programme Operator to ensure the standardization of the Due Diligence planning, conduction and, reporting.
- Assure that the Due Diligence process is the source of the information used to validate the “GIF Responsible Organization” Claim, according to the GIF Framework and the applicable requirements of this Regulation.
- Ensure that the Final Assessment Report and score are based and substantiated by clear evidence.
- Verify that the score is calculated in accordance with the provisions of the GIF Metric and this Regulation.
- Assure that the Final Assessment Report is duly reviewed.
- Take the final decision for the Validation.
- Deliver the Validation Certificate to the Organization and its assessed unit/s.
- Monitor and review the use of the “Get It Fair” and the “Validated Claim” Logo and Mark.
- Protect from any misuse, abuse and breach of the Rules of the use of the “Validated Claim” and its Mark.

The AVB shall assign the task of reviewing the Reports to one or more GIF APs having the following combined competences:

- general background knowledge of the assessed organization sector regarding social responsibility aspects
- expertise in risk assessment
- awareness of relevant standards in the fields of social responsibility (Governance, Health & Safety, Environment and Social) and ethical claim/labelling
- knowledge of the regulatory framework within the scope of the ESG rating
- knowledge of the *Get It Fair* Regulation
- experience in report preparation
- specific knowledge of the UNI/PdR 102/2021
- adequate presence of specific skills, including legal ones, where relevant (e.g. legislation on commercial fraud, misleading advertising, unfair competition, labour law, environmental legislation, food labelling, environmental labelling, food safety, etc.)
- specific competence relating to ethical claims of responsibility for sustainable development (as stated in the programme).

The AVB must ensure impartiality, independence and ethics towards all Applicants and Customers. Impartiality can be assured in different ways among which: a specific function, a Committee, or any other documented arrangement.

For more details on the operational methods of an AVB, see the documents “GIF DOC 200 VB Approval Criteria” and “GIF DOC 201 VB Approval Process”.

2.3.1 Decision person/Committee

The Decision Person or Committee has specific knowledge regarding on ISO 17033, ISO17029, UNI/PdR 102 and GIF Programme.

It is appointed by the AVB to:

- decide on the granting or not of the Validated Claim,
- give final approval to the score and outputs,
- assure the assessment and revision process have been conducted in accordance with this regulation.

3 GIF Framework

3.1 Introduction

The Programme is based on the document “Get It Fair Framework” developed and made publicly available by the Programme Operator on the official website.

The rules that applying to the “Validated Claim” are specified in the following documents:

- this Regulation
- the Get It Fair Framework (GIF Framework).

The GIF Framework is a non-prescriptive set of criteria and it is applicable to all types of organizations in the private, public and non-profit sectors regardless of size, sector, activity or maturity.

3.2 The GIF Framework Structure

The GIF Framework structure consists of three integrated and interdependent elements:

- Principles
- GIF Criteria
- GIF Metric

and is outlined referring to internationally recognized documents including, but not limited to:

- OECD Guidance for Responsible Business Conduct
- OECD Guidance for Due Diligence on responsible supply chains
- ISO 26000 Guidance for Social Responsibility
- “Corporate Governance Code” issued by Italian Stock Exchange - Corporate Governance committee.

3.2.1 The Principles

The GIF Framework refer to the Universal Declaration of Human Rights, the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work and the Rio Declaration on Environment and Development, among others.

The OECD Guidelines provide voluntary principles and standards for responsible business conduct consistent with applicable laws and internationally recognized standards.

ISO 26000, for its part, describes the seven principles of social responsibility, which every organization should respect and apply:

- 1) Accountability
- 2) Transparency
- 3) Ethical Behaviour
- 4) Respect for Stakeholder interests
- 5) Respect for rule of law
- 6) Respect for international norms of behaviour
- 7) Respect for human rights

The GIF Framework refers to the ISO 26000 principles.

3.2.2 The GIF Criteria



The GIF Framework covers all relevant social responsibility aspects and consists of **5 (five) criteria**:

- 1 criterion covers the Governance (according to the Code of Conduct of Italian Stock Exchange) and the Management System for social responsibility (according to ISO 26000)
- 4 criteria cover the specific risks of adverse impacts related to each aspect of the social responsibility.

A definition is given for each criterion to better clarifying the meaning of the same.

Every criterion is organized in **Topics** which specify what an organization is supposed to do to be considered socially responsible and to reduce the exposure level to risks of adverse impacts on Stakeholders (for example: Criterion "Social" is organized in two Topics: "Human Rights" and "Labour Practices").

Every Topic is organized in "**Areas**" that consider a homogenous set of non-mandatory and exhaustive list of elements to support the evaluation (for example the topic "Human Rights includes, among others, "Child labour" and "Forced Labour" areas).

There are two types of Areas:

- "**Core**": evaluation elements aligned with the OECD Guidance for Due Diligence
- "**Non-Core**": evaluation elements addressed by ISO 26000, but non specifically addressed by the OECD Guidance.

While not all parts of the GIF Framework are applicable to all types of organizations, all Core elements are undoubtedly relevant for every organization.

The organization has the responsibility to identify what is relevant and significant for them and what needs to be addressed. The organization makes its own considerations and engage in a continuous dialogue with Stakeholders, leading to the "Materiality Assessment".

3.2.3 The GIF Metric

The GIF Metric is designed to determine, in a quantitative manner (Score), the exposure level to ESG risks.

The overall score reflects and combines two different aspects:

- how the organization has established, implemented, and reviewed a Governance and Management System in which social responsibility is fully integrated with the overall management
- which is the exposure level to risks that may result into adverse impacts in each ESG aspect in operations and its supply chain.

The assessment score is aligned with the elements addressed by the Framework and accordingly with the principles of ISO 26000, the OECD Guidance for Responsible Business Conduct requirements and the OECD Due Diligence Guidance for Responsible Supply Chains sector-wise requirements.

3.3 GIF Framework Development

The Programme Owner is the single authority with the liability of developing, approving, and modifying the GIF Framework according to a process based on continuous Stakeholder engagement.

The purpose of this process is to minimize the risk that the GIF Framework, and its components, do not fulfil the value proposition and do not meet the Stakeholders' expectations.

3.3.1 Programme Committee

The GIF Framework is developed and reviewed by the Programme Owner.

The Programme Operator may assign to a Programme Committee the task of collecting input to improve the GIF Framework.

In developing the GIF Framework, the following conditions are met:

- a) the list of the involved stakeholders by the Programme Committee is made publicly available on the Programme Web site
- b) any stakeholders' exclusion in the Committee is justified
- c) the Programme Operator records the stakeholders invited and the ones refusing the invitation to participate.

All decisions of the Technical Committee concerning the comments received shall be made public on request.

3.3.2 Stakeholder engagement

The Programme Operator engages Stakeholders to laydown and implement the GIF Framework (Principles, Criteria and Metric) aiming to:

- a) support the Due Diligence process
- b) provide Organizations with a tool for self-assessment and improvement
- c) Support the disclosure of non-financial information on ESG risks to all stakeholders.

For this reason, the GIF Framework is the result of a teamwork in which several Stakeholders are involved and invited to collaborate. The Stakeholders should be chosen at international level, as far as possible.

The Stakeholder engagement is a continuous process. New Stakeholders may become part of the Stakeholder Committee to provide useful indications and modifications.

3.3.3 GIF Framework Validation

The Programme Operator appoints an independent Validation Team to verify and approve the GIF Framework and its subsequent modifications, according to the following criteria:

- a) completeness of Criteria, Topics and Areas according to the relevant reference documents
- b) consistency of the Metric which determines the exposure level to risks of adverse impacts
- c) suitability of the Due Diligence process to conduct a risk evaluation against the GIF Framework
- d) competence defined to qualify an Assessor and its ability to conduct the Due Diligence
- e) adequacy of the Programme outputs to the value proposition and the Stakeholders' needs

The Validation Team shall send comments to the Programme Committee by using a standard format.

The Programme Committee shall ensure that all comments received by the Validation Team are included in the GIF Framework and other related documents.

3.3.4 Review Committee

The Programme Operator appoints a Review Committee to support the technical secretariat and verify whether all comments received by the Validation Team are duly incorporated in the GIF Framework and its revisions.

Every reviewed release of the GIF Framework is submitted to public consultation.

3.3.5 Public consultation

The public consultation is carried out to assure the involvement and information of all Stakeholders and to allow them the submission of comments and proposals for changes before the Programme Committee final approval.

The publication on the website of Stay Woke allows the open consultation that involves:

- a Stakeholder Committee
- a public consultation moderator
- associations, organizations, consumers' associations, GIF Assessors and whoever wants to send comments.

The consultation is managed online on the Programme Operator website.

The consultation phase is opened by the Programme Operator via an announcement on both the Programme Operator and the Programme website. The standard public consultation duration is 1 (one) month.

Any variation will be determined depending on the market needs.

3.3.6 Publication

The published GIF Framework will specify the following information:

- 1) review number
- 2) scope
- 3) exclusions
- 4) review date and expiry date
- 5) reference standards
- 6) history of the document
- 7) Programme Committee contact details
- 8) validation Team (on request).

The GIF Framework is made publicly available by the Programme Operator on the Programme web site.

3.3.7 Update

The GIF Framework validity is indicated in the document itself. The validity cannot exceed 5 years. 6 (six) months before the deadline, the Programme Owner will open a new consultation phase to update the document. In the event the GIF Framework review has not been completed within the given expiry date the following situation occur:

- a) a new “GIF Responsible Organization” Claim cannot be validated (because the GIF Framework version is expired)
- b) the existing “Validated Claim” according to the expired GIF Framework shall remain valid until their natural expiry as established in the Validation Statement and the Certificate.

After the expiry of the GIF Framework, the Programme Committee shall leave the prior “Validated Claim” in the Programme database until the next verification. In fact, the Programme allows the Organisation to use the “Validated Claim” and Mark for products still in stock, upon prior written authorisation.

The AVB shall inform the Customer of the new release of the GIF Framework and that the next first verification will be conducted referring to it. The Customer can decide whether accept or reject such verification. In the event of rejection, the AVB shall suspend the Validated Claim.

It might be necessary to review the GIF Framework before its expiry where and if necessary (for example if required by market needs).

Comments on the GIF Framework can be sent to the Programme Owner during the period of its validity and thus lead to GIF Framework review before its expiry. If no significant comments are received during the period of validity of the GIF Framework, the Programme Owner itself will extend the validity of the GIF Programme.

For an editorial update, there is no public consultation phase.

4 Assessors’ credentials

The Programme is designed to be globally recognized as a highly credible tool to validate the “GIF Responsible Organization” Claim and to determine the exposure level to ESG risks.

Therefore, the **GIF Accredited Professional** (hereinafter **GIF AP**) designation is an important credential for any professional involved in Corporate Social Responsibility and ESG risk management such as: Directors, SR managers, ESG risk managers, sustainability auditors and faculties.

The Due Diligence process and “Validated Claim” in compliance with this Regulation shall be conducted by third party **Approved Validation Bodies (AVB)** qualified by the Programme Operator according to specific Rules and Criteria established by the Programme Owner including, but not limited to, the following:

- Accreditation in compliance with ISO 17029 issued by an Accreditation Body that has signed international Mutual Recognition Agreements (e.g.: EA, IAF, etc.) and UNI/PdR 102:2021 (or other equivalent documents)
- Access to the technological platform and app to support the Due Diligence process

The AVB has access to personnel, facilities, equipment, systems, and support services made available by the Programme Operator and that are necessary to properly perform the Due Diligence and the validation activities.

The Programme Operator aims to minimize the risk of non-homogeneous competences among GIF Assessors to provide Stakeholders with confidence with the assessment outputs and facilitating the comparability of the Rating assigned to different organizations.

The Programme Operator achieves this purpose by establishing and managing a credentialing system for GIF AP (Accredited Professionals) based on the following pillars:

- definition of GIF Aps competence criteria
- regulation for credentialing process
- management, update and make publicly available the GIF Aps Register
- maintenance of GIF Aps credentials
- promotion of the GIF AP credentials.

4.1 Competence criteria

The Programme Operator has defined and keeps updated the competence map of the GIF Assessors conducting the Due Diligence activities.

The Programme identifies 3 (three) types of Professionals:

Grade	Description
GIF AP Lead Assessors	Experienced GIF AP able to coordinate and lead an Assessment Team and engage with the Assessed party members
GIF AP Assessor	GIF AP able to conduct a full Due Diligence Assessment as a member of an Assessment Team
GIF AP Technical Expert	Professional who has attended a GIF AP course and is expert of specific ESG aspects (Governance, Social, Health and Safety, Environment)

The minimum knowledge and competence required for a GIF AP are summarized in the following table:

Knowledge and competence	Details
Get It Fair ESG Rating Scheme Knowledge (K)	Get It Fair Programme OECD Guidance, ISO 26000 GIF iAudit app Knowledge (iK) ISO 17033, ISO 17029 and related documents
Technical Knowledge (TK)	Industry Knowledge (IK) Knowledge of specific ESG risks of the applicant industry Statutory and Regulatory Requirements (SRR)
Assessment Competence (AC)	Assessment Knowledge and skills (AKS) Personal Attributes (PA) Relationship skills (RS)
Desirable knowledge and skills	Risk assessment and Risk management skills

The Assessors' competences are specified in ISO/IEC 17065 "Conformity assessment – requirements for bodies certifying products, processes and services" and ISO 19011 "Guidelines for auditing management systems".

Evidence of competences, skills and knowledge must be provided to and it is retained from the AVB in compliance with data protection legislations, including relevant qualifications, and status, competence, and any consultancy services.

Assessor's technical competences to perform GIF Due Diligence are classified according to the EA Accreditation Sector code.

Work Experience and Professional Experience allow to determine in which industry sector the applicant Assessor is qualified to perform the Due Diligence activities.

4.2 Training

The designation of GIF AP is a necessary credential for any professional involved in the GIF Due Diligence processes.

GIF AP candidates are required to complete the official GIF AP training course. which can be delivered both online and in presence. Completion of the course is a prerequisite for sitting the GIF AP exam.

The GIF AP training is designed to educate candidates on the Programme and to understand:

- how the GIF Programme works
- why and how the GIF Programme meets different Stakeholders' needs
- the GIF Framework structure (Fundamentals, Criteria and metric)
- how to use the GIF Metric to evaluate ESG risks
- how to handle the technology and app supporting the assessment and reporting activities
- how to prepare and review an Assessment Report.

4.3 Credentialing

The designation of a GIF AP is based on:

- documentation evidence: CVs, certificates, publications, etc. with reference to ESG subjects
- evidence of positive result of the comprehensive written exam for GIF Aps.

The Programme Operator shall give evidence of the approach established and implemented to ensure the GIF APs competences in compliance with the GIF Programme provisions.

A GIF AP credential is valid for one year. Continuous training is necessary to maintain it and it ensures that GIF APs updates knowledge and experience on new approaches, innovations, and issues relevant to social responsibility and ESG risks assessment.

If the credential is not maintained, the GIF AP designation shall expire, and designation holder will no longer be considered GIF AP. The use of the GIF AP post-nominal must cease, and professional's status will be listed as "inactive" on the GIF Programme website.

Specific instructions to achieve and maintain the GIF AP credentials are publicly available in the Programme Operator WEB site.

4.4 Publication

The Programme Operator manages and keeps updated and up to date the list of GIF APs along with the current status: valid, expired, suspended or withdrawn.

The list of GIF APs is publicly available in the Programme website.

4.5 Duties of the Validation Body

The AVB shall assure the Programme Operator the following:

- access to a sufficient number of GIF APs to perform the Due Diligence activities
- appointment of Assessors professionals with a valid GIF AP designation
- appointment of Technical Experts professionals attending a GIF AP training course
- sufficient number of competent resources to allow the internal review and control without conflict
- knowledge of ISO/TS 17033:2019 and the applicable accreditation standards (ISO/IEC 17029).

The AVB shall assure the Programme Operator regarding the avoidance of any conflict of interest with the Customer by:

- a) not providing Validation to a Customer for which the service of consultancy has been provided
- b) assuring that their Staff and Assessors are not involved neither in the governance and management of the customer, nor in any economic relation with the same.

The AVB shall require all personnel involved in the Due Diligence activities to enter into a legally enforceable agreement by which they commit themselves to the following:

- 1) to comply with this Regulation and the GIF Programme Code of Ethics
- 2) to comply with the AVB processes and instructions, including those relating to impartiality and confidentiality
- 3) to declare any prior and/or present association on their own part, or on the part of another person or organization with which they have a relationship (e.g.: family member of their employer) with a customer applying for the Due Diligence and "Validated Claim"
- 4) to reveal any situation known to them that can present them or the AVB with a perceived or actual conflict of interest. Situations that can result into conflict of interest may include, but are not limited to, the following:
 - a. relation with any event or condition that can obstruct the free and peaceful performance of the Due Diligence
 - b. any economic relationships with the Customer over the past three years
 - c. any type of formal or informal commitment to engage in any relationships with the Customer for the whole duration of the Due Diligence
 - d. any conflict of interest that may affect the proper operation of the Due Diligence activities
 - e. any involvement in consulting services to the Customer over the past 3 (three) years.

Personnel include those persons that are directors, employees, and committee members of the AVB and any contracted persons that are used by the AVB to undertake Due Diligence activities.

The AVB shall:

- establish and implement suitable procedures for monitoring the performance of personnel and Assessors,
- take decisions, as may be appropriate, regarding personnel and Assessors,

- inform the Programme Operator of any decisions regarding the GIF APs acting in the role of GIF Assessor, GIF Lead Assessor, GIF Technical Expert and Faculty,
- apply for the Programme Operator to enter its qualified Assessors into the i-Audit app users and assigning them the requested role.

4.6 Use of the iAudit App

The Programme Operator assures the standardization of the Due Diligence process and the reporting preparation across all VBs all over the world.

For this reason, the Programme Operator provides the support of a technological infrastructure consisting of a platform of integrated apps.

The AVB is bound to use the iAudit AApp provided by the Programme Operator.

The AVB has not permission to modify the functions of the i-App given in use.

4.7 Due Diligence records

The AVB shall retain documents and records as an evidence of Due Diligence conduction activities. The list of documents and records to be retained includes, but is not limited to, the following:

- Application
 - ✓ Application form duly filled
 - ✓ Undertaking letter
 - ✓ "The Manifesto of the No Profit Organization managing the ProgrammeProgramme duly signed for acknowledgement and acceptance
- Pre-engagement package
 - ✓ Materiality Assessment Report
 - ✓ Self-Assessment
 - ✓ Contractual Agreement
- Assessment planning and execution
 - ✓ Appointment letters to Assessors duly countersigned for acceptance
 - ✓ Governance Assessment Report
- Final Assessment Report
- Decision
 - ✓ Agenda and Minutes of the AVB Scheme Committee meeting.
 - ✓ Validation statement sent to Customer

The above documents shall be made available in hardcopy to both the Programme Operator and the Accreditation Body for at least 5 years.

5 Due Diligence

5.1 Application

The Organization willing to apply for GIF Responsible Organization, contacts the AVB and, upon request, receives the **Application Package** within **7 working days** from its query.

The Organization shall fill and submit the Application Form to the AVB along with the requested forms, documents, and the Confidentiality Agreement.

The designation of the Organization at this stage of the Programme is "**Applicant**".

The Applicant shall specify the Unit/s to be included in the scope.

On reception of the Application Package documents, the AVB prepares and sends a commercial offer.

5.1.1 Non Eligible Organizations (Exclusions)

The Programme Owner has identified a list of sectors and activities not eligible for "GIF Responsible Organization" ethical claim validation. The Programme Owner, supported by the Stakeholders Committee, shall update this list.

Organizations realizing the following products are not eligible for Application within this Programme:

- a. weapons or other items intended to harm, kill, hurt, or incapacitate living beings (e.g.: guns, tasers, mace, barbed wire, electric fencing)
- b. tobacco and other products intended or used for smoking or vaping (e.g.: pipes)

- c. narcotic drugs and products used to facilitate the consumption of recreational narcotic drugs,
- d. products used exclusively to produce non-renewable fuel or electricity (nuclear reactor equipment, fracking fluid, oil rigs, etc.)
- e. products that consume nuclear or non-renewable fuel (e.g.: gasoline car; does not apply to electricity purchased from the grid or to plugged products)
- f. products and products containing material from threatened, vulnerable, or endangered species (e.g.: African mahogany, Brazilian rosewood, Rhodesian teak)
- g. products and products containing:
 - material and substances derived from vertebrates, and invertebrates where there is clear evidence of sentience (e.g. cephalopods), that are killed primarily or only for their hides, skins, fur, feathers, or other fibres and parts (e.g. fox, mink, beaver, and ermine fur; some luxury leather),
 - down, feathers, or hair from any live plucked animal (e.g.: ducks, geese) and substances derived from these materials
- h. products that are chemicals or raw materials that cannot be optimized. For example, monomers that are carcinogens, mutagens, and/or reproductive toxicants (CMRs)
- i. products that are comprised of chemicals whose toxicity is intrinsically tied to the product's core functionality thus rendering the product non-optimizable. For example: Pesticides (including herbicides, insecticides, rodenticides) and x-assessed antimicrobial agents,
- j. soaps, cleaners, and cleaning products that contain antimicrobial substances known or suspected of contributing to antibiotic resistance (e.g.: antibacterial soap with triclosan).

The AVB shall ensure the Programme Operator that Applicants do not belong to the above sectors.

The Programme Operator retains the right of rejecting an application for registration received by the AVB.

5.1.2 Commercial offer

The Commercial Offer is prepared by the AVB based on the information provided by the Applicant along with the "Application Package" and in accordance with the Programme requirements for calculation of the assessment man-days.

The Commercial offer specifies the following fees:

- 1) Application and pre-engagement fee
- 2) Assessment fee (based on the estimated number of man-days)

The Applicant is aware and accepts that the AVB retains the right to:

- a) confirm the commercial offer.
- b) Modify the commercial offer (and the Applicant has the right of accepting or rejecting it).
- c) Decline, following the information received during the Pre-engagement phase, to perform the Assessment.

5.1.3 Assessment man-day determination

The number of Assessment man-days for each Assessment (initial assessment, verification, and renewal assessment) is calculated by the AVB and is determined according to the table in Annex 1.

The calculation takes into consideration the days needed to plan and collect sufficiently objective evidence on original data and information.

The number of Assessment man-days includes:

- the off-site assessment preparation and planning,
- the on-site assessment, and
- the off-site reporting activity.

In determining the number of the Assessment man-days, the following aspects are taken into consideration:

- a) total number of employees, including permanent, part time, contract, and temporary
- b) a translator to be involved in the event of the Assessor is not fluent in the language(s) spoken at site
- c) the number of shifts and how many workers per shift.

The total number of Assessment man-days shall be determined, and record kept.

Permitted augmentation

The number of man-days indicated in the Annex 1 can be increased for the following reasons:

- a) some documents or activities are located in a different premise from the assessed unit
- b) travelling time to reach the organization in remote area

- c) travelling time to reach different premises of the organization
- d) existence of multiple facilities having completely different processes in the same site
- e) high complexity of production processes and operations and related risks.

Permitted reductions

A reduction of the number of Assessment man-days may be applied in presence of:

- a) management system or other certifications of the Applicant (provided the scope of such certifications covers the interested Unit/s)
- b) limited complexity of production processes and operational risks in the interested Unit/s.

If the Customer has one or more management systems certified by a Certification Body accredited by an Accreditation Body signing a MLA, the following reductions in the calculation of Assessment man-days are permitted:

ISO 9001	15%
ISO 14001	15%
ISO 45001	15%
Any Social Certification	15%

Maximum permitted reduction: the maximum permitted reduction in the calculated Assessment man-days per Unit, including all possible reductions shall not exceed 30%.

Due Diligence of multiple sites based on sampling is not allowed. The Assessment will be conducted in every Unit the Customer apply for, including the Headquarter.

5.1.4 Work order and application fee

The AVB shall prepare and send to the Applicant the commercial offer.

In case of acceptance the Applicant shall return to the AVB the Commercial Offer Letter countersigned along with the Work Order and the payment receipt of the Application Fee.

The AVB shall reject or close an Application under the following conditions:

- a) the Application Fee is not received.
- b) the voluntary withdrawal of the Application from the Applicant.

In no case, the Application Fee is refundable.

Upon completion of the Application phase and the AVB reception of the Application Fee payment, the Applicant enters the Pre-engagement phase.

The AVB will formalize the Application and acknowledge the Applicant.

5.2 Pre-engagement

The AVB shall send to the Applicant the **Pre-engagement Package** constituted of a set of information documents, and forms & documents to be prepared and sent back to the AVB within and not **over 45 days**.

The Applicant accepts to provide the AVB with information sufficient to carry out a pre-engagement review including the following:

- a) customer name
- b) list and address of Customer’s Unit/Units to be included in the Programme
- c) formal acceptance of the “GIF Responsible Organization” Claim to be validated
- d) the information required to plan and conduct the Due Diligence to validate the “GIF Responsible Organization” Claim
- e) the objective and scope of the Programme and validation of the “GIF Responsible Organization” Claim
- f) the Materiality Assessment
- g) the Self-assessment
- h) any other information as required by the Programme.

5.2.1 Materiality Assessment and Matrix

The Materiality Matrix requested to the Customer, aims to identify what are the significant aspects and impacts for the Customer and its stakeholders, able to affect positively or negatively its decisions and judgment, not only on the short term but also on the medium and long term.

The Applicant is requested to submit the Materiality Matrix according to the Format sent by the AVB.

The Materiality Matrix Form must be filled also in the event the Customer has already conducted its own materiality assessment.

In the event the organization decides not to include one or more of the most relevant aspects emerged from the materiality analysis, an explanation on the reasons that led to this choice must be provided and how it has been disclosed to the stakeholders.

5.2.2 Self-Assessment

The Applicant is requested to return to the AVB the Self-assessment Form duly filled and signed by the legal representative.

The Self-assessment is a questionnaire referring to the GIF Framework which, along with the Materiality Matrix, will become part of the Due Diligence process documents.

The overall purpose of the self-assessment is to enable the GIF ESG Rating scheme Applicant to:

- a) self-evaluate whether it is ready to successfully complete the Due Diligence process
- b) minimize the risk of failure of the site assessment.

The Self-assessment aims to help Applicant in:

- understanding the Framework structure and evaluation elements
- understanding the GIF Metric
- gaining awareness of their preparedness to receive the Assessment
- identifying the strengths and weaknesses points with regards to the GIF Framework.

The Self-Assessment must be prepared by the Applicant and the support of a GIF AP is recommended.

The overall self-assessment score assigned by the applicant shall not enter into the final score assigned at the end of the assessment.

5.2.3 Pre-engagement Package verification and decision

The AVB verifies the Pre-engagement package documents to ensure that:

- the Programme is applicable to the Applicant organization,
- the "GIF Responsible Organization" Claim is understood (context, objective, and complexity)
- the objectives and scope of the Assessment and Validation have been agreed with the Applicant
- the fulfilment of the requirements of the UNI/PdR 102:2021
- the specified requirements against which the Claim will be awarded have been identified and are suitable
- the materiality on the 3 (three) dimension of sustainability and level of assurance have been agreed
- the process for validation activities can be achieved
- the Claim Validation boundary can be estimated
- the resources and competences required to undertake the Assessment have been identified and are accessible
- the time frame for the assessment can be reasonably estimated.

The AVB retains the right of deciding whether accepting or declining to perform the assessment upon careful evaluation of the documents provided by the Applicant. The AVB decision is communicated to the Applicant by sending a formal Acceptance/Declining Letter.

If the AVB declines to complete the assessment, the application fee is not refundable.

In case of refusal, a Gap Report to guide the organization in understanding the identified issues will be provided by the AVB.

In case of acceptance and the decision communicated to the Applicant, the AVB shall apply with the Programme Operator for the Registration ID number. The master **Registration Register** is managed and handled by the Technical Secretariat of the Programme Operator. The date entered in the Registration Register is valid for calculating the validity of the registration and completion of the assessment activities.

5.3 Engagement

Upon positive completion of the pre-engagement activity, the Engagement stage can start.

The AVB reviews the commercial offer, if necessary, with the correct man-day calculation.

5.3.1 Account creation

Upon positive completion of the Pre-engagement the AVB shall inform the Programme Operator and shall apply for the Registration ID number.

The Programme Operator shall:

- a) create a Customer Account or update an existing one
- b) assign to every Applicant an unique serial Registration Number within the Programme

- c) assign the AVB with the right to access to the functions of the App Platform supporting the Due Diligence
- d) communicate the serial number to the AVB who, in its turn, communicate it to the Customer.

5.3.2 Contractual agreement

The AVB confirms or revises the final commercial offer, specifying that the Programme is a third-party Due Diligence and send the Contractual Documents to the Applicant.

The Applicant is aware that, in the Contractual Agreement, he is required to comply with the following:

- the Due Diligence requirements
- the permission to the Assessment Team to examine documentation and have access to all relevant processes, areas, records and personnel
- the obligation to make provision to accommodate observers
- the compliance with the Rules of the "Validated Claim" Mark.

Observers are limited to personnel sent by the very same AVB, the Programme Operator, the AVB's Accreditation Body and any Public Authority.

The AVB shall take responsibility for any inputs that it accepts to consider, as part of the assessment and validation activities, including those that have been generated by the Customer or other external parties.

The Applicant acceptance by signing the contractual documents shall terminate the engagement stage and determine the start of the Planning stage.

The designation of the Organization changes from Applicant to Customer and the Due Diligence shall cover the list of Units approved and identified in the Contractual Agreement.

5.3.3 Engagement validity

In the event the Programme is not completed within 3 (three) months from the Registration date, the registration number will expire, and the Customer will need to make a new Application and pay a new Application Fee.

5.4 Planning

5.4.1 Assessment Team

The AVB shall appoint an Assessment Team, having all necessary competences and skills required to conduct the Assessment according to the GIF Framework.

The AVB is contractually bound to appoint Assessors taken from the GIF AP list published by the Programme Operator to ensure that they have the necessary knowledge, skills, experience, and capacity to perform the Due Diligence activities.

The size of the Assessment team varies depending on the size and complexity of the Unit/s contractually covered.

The AVB prepares and send to each Assessment Team member the **Assessor Appointment Letter**, including the **Declaration of No Conflict of interest**

The appointment is considered accepted if no objection is received within 3 (three) working days.

The Lead Assessor is given the permission to access the i-Audit App provided by the Programme Platform in support of the Assessment planning and conduction.

5.4.2 Documentation review

The Lead Assessor starts the Documentation Review to:

- determine the assessment activities based on the understanding of the Claim
- assess the risk of a material misstatement regarding the Claim
- verify and confirm the timing and access arrangements with the Customer.

5.4.3 Assessment plan

The Lead Assessor shall determine in detail the assessment and validation activities needed to complete the assessment activities and, after the documentation review, prepares the planning activities and formalizes:

- a) Sampling Plan
- b) Assessment Plan

Part of the Assessment shall be dedicated to the employees and workers interviews and records verification for approximately 15% (fifteen per cent) of the total Assessment time.

The definition of the number of persons to be interviewed (individually and in group), the number of workers files to be analysed and when such activities to be done, constitutes the Sampling Plan and has to be calculated according to the table in Annex 1.2.

The Sampling Plan concurs to the Assessment Plan definition.

The Lead Assessor shall ensure that the Assessment is conducted during working days in which the Organization and all its Units are in operation. The Assessment shall not be planned or carried out in case the Organization or the Unit/s is non-operational for any reason.

The Assessment Plan is prepared to ensure that all the GIF Framework Aspects and Areas are adequately assessed. In preparing the Assessment Plan the Lead Assessor is guided by the results of the Materiality Assessment and following indicative breakdown:

Assessment Plan			
Aspect	Assessment Time	Aspect	Assessment Time
Management System	20%	Health & Safety	30%
Social	20%		
Business Integrity	10%	Environment	20%
	50%		50%

Variations are permitted and decided by the Lead Assessor according to specific situations and the result of the Materiality assessment.

If all the relevant documents are not available at the Unit/s premises because kept in different premises (e.g.: Headquarter), part of the Assessment shall be conducted in that premises and shall be accordingly planned.

The Assessment Plan shall specify activities and schedule and in particular:

- a) objective and scope of the Assessment
- b) identification of the Assessment Team members and their roles and responsibilities within the team
- c) time frame and duration of the Assessment
- d) specific requirements.

In preparing the Sampling and Assessment Plan, the Lead Assessor shall take into consideration the risk of material misstatement and any measure that the Unit has in place to control sources of potential errors, omissions, and misrepresentation.

The Lead Assessor sends the Sampling Plan and Assessment Plan to the Customer along with the **Assessment Package**, to arrange with the Organization the timing and access arrangements.

The AVB shall communicate the names and roles of the Assessment Team members to the Customer with sufficient notice for any objection to be made in relation to the appointed team members.

5.5 Due Diligence Execution

5.5.1 Assessment of the Applicant's Governance

The Assessment of the exposure level to Governance risks is carried out in the pre-engagement phase.

A section of the Self-Assessment includes topics and elements of the Governance.

The "Corporate Governance Code" issued by Borsa Italiana (Italian Stock Exchange) Corporate Governance committee is the reference document of the GIF Framework criterion evaluating the Governance Risks.

The Governance risk evaluation will be carried out according to a set of criteria established by the Programme Operator and depending upon the size and capital structure of the Client.

Such assessment will be conducted by GIF AP owning specific knowledge and experience in the field of Corporate Governance.

5.5.2 Initial Assessment conduction

The AVB performs the assessment activities in accordance with Assessment Plan and Sampling Plan.

The scope of the Assessment covers all the GIF Framework Aspects and Areas and aims to verify and collect sufficient evidence to support the determination and calculation of the scoring according to the GIF Metric.

The AVB shall ensure the information/data traceability through the data/information management process, any further analysis and calculation.

The Assessment Team will visit the Customer premises to collect sufficient objective evidence and the Customer will allow the Team the access to all physical areas and all documentation.

The Assessment Team assigns a score for each Area as a conclusion on the outcome of the Assessment activities and prepares the detailed Final Assessment Report keeping into consideration that this Report constitutes the input for the preparation of the other Programme outcomes (the Non-financial report, ethical claim, the ethical label).

Opening meeting

The opening meeting aims to explain the dynamic and purpose of the Assessment activities to the Management and Workers Representatives .

During the opening meeting, the Lead Assessor shall:

- a) introduce the Assessor Team and explain the role and responsibility of each member
- b) collect information on the situation regarding products, processes, facilities, worker and employment conditions, plant, equipment, raw materials and, more specifically, an overview on the risk management approach established and implemented by the organization.

The Opening Meeting aims to provide the parties with:

- 1) confirmation that the Assessment is conducted on a voluntary basis according to the GIF Framework
- 2) confirmation on the Assessment objective/s, scope, and criteria
- 3) confirmation on the Assessment Plan, Sampling Plan and consequent logistic arrangements
- 4) confirmation on the Audit Methods, particularly for sampling and random checks
- 5) safety procedures, emergency plans and specific safety precautions
- 6) assurance on the confidentiality of information.

The Lead Assessor and the Customer's Management Representative agree on the scheduling of the closing meeting.

The Assessment Team is available for any query that may arise regarding the Assessment and/or other matters discussed during the Opening meeting.

Site Visit Conduction

The Assessor Team collects sufficient and appropriate objective evidence by:

- verifying documents and records
- visiting the workplace and the facilities
- conducting interviews with management, workers representative and employees/workers from different areas and departments.

The Customer is required to provide information in relation to all here below listed GIF Framework Aspects:

- **Governance & Management System:** it aims to verify whether the Governance and Management System is established, implemented, monitored, and improved with reference to all Social Responsibility Aspects. It also intends to have a deeper insight on the Customer's stakeholder identification and engagement and evaluation process of the Material Aspects. Specific activities shall be undertaken to verify the Materiality Assessment approach.
- **Social:** it aims to identify and evaluate the exposure level to risks that can result into adverse impacts on workers, employees and/or other internal or external Stakeholder.
- **Health and Safety:** it focuses on the facilities, equipment and operational processes of the organization. It aims to identify and evaluate the exposure to risks that can result into adverse impacts on health and safety of workers and/or employees.
- **Environment:** it focuses on the facilities, equipment and operational processes and aims to identify and evaluate the exposure to risks that can result into adverse impacts on the environment of both o local and communities and community as a whole.
- **Business Ethics:** it focuses on the relationship of the Organization with its Customers, suppliers and competitors. It aims to evaluate the exposure to risks that can result into adverse impacts following unethical behaviour towards Customer and other Stakeholders.

In the event the Unit/s is/are part of a larger Organization every Aspect will be also assessed at the Head Quarter level, in the Head Quarter premises.

During the Assessment, the following evidence shall be analysed and considered:

- documents
- records
- observation
- declaration of interviewed persons
- employees' files.

Sufficient evidence type and number must be collected to assign a score per each Area of each Aspect.

The i-Audit app shall be extensively used to take collect pictures and information to document the findings and prepare the Final Assessment Report.

Assessor Team Meeting: this session, before the closing meeting with the customer, is meant to allow all team members to exchange opinions and agree on the “Strength points” and “improvement areas” to be communicated to the Customer.

Closing Meeting

At the end of the Assessment the Lead Assessor consolidates both “Strength points” and “improvement areas” verifies the score and checks whether all the i-Audit forms have been properly filled.

The Assessors save this first draft of the Final Assessment Report in the Programme Platform.

During the closing meeting the Lead Assessor shall present and explain the high-level Assessment results to the Customer’s Management Representative.

In the event one or more customer’s representatives do not agree with the Assessment Team conclusions, the Closing Meeting Report shall read the details of the controversy/disagreement and the respective parties’ position.

Both the Customer’s Management Representative and the Workers’ Representative shall sign the Closing Meeting Report as acknowledgment of the Assessment conclusion.

6 GIF Metric

The **Overall Score** reflects the exposure level to the Social Responsibility related risks of the Organization.

A Score per Area is assigned by the Assessor in a scale of 5 or multiple of 5 within a range from 0 to 100. The meaning of each score’s range depends on the Aspect (Governance and Management System or Risk Area) as explained in the Annex 2.1.

A Score per Criterion is calculated as an average of the score assigned to each Area of that Aspect.

The score for Governance and Management System Criteria reflects how the Organization has established, implemented, reviewed, and improved a Governance and Management System than minimize ESG risk level. The score for the Social/Safety/Environment/Business Ethics criteria reflects the exposure level to specific risks of the Social Responsibility.

A total Score is calculated as an average of the scores per Criterion. The meaning is defined in the Annex 2.2.

7 Reports preparation and review

7.1 Reporting

7.1.1 Final Assessment Report

Upon conclusion of the Assessment, the Lead Assessor verifies the completeness of the App forms and, in case of doubts, may raise queries to each member of the team. The Lead Assessor arranges a consensus meeting, during which the report and score is validated.

Once the Assessment Team finds an agreement and validates the verification results, the Lead Assessor closes the form package and save the pdf draft of the Final Assessment Report on AVB designated directory, along with recommendation or not for the Validation of the claim. This allows the AVB to start the reporting review.

The Final Assessment Report shall include, among others, the following information:

- ID Number assigned by the Programme Operator
- Name and details of the Organization
- Assessment Team composition
- Materiality Analysis verification statement
- Opening and closing meeting report
- Final Report
- Final Score and score breakdown per Criterion and Area.

The Final Assessment Report submission date shall be recorded.

7.2 Review

The AVB shall undertake the review activities on the Assessment conduction and the Final Assessment Report.

The Reviewer that is internal to the AVB shall:

- a) be selected among professionals with the GIF AP credentials in the status of "Active"
- b) be qualified by the AVB for this role
- c) not to be part of the Assessment Team.

The Reviewer shall have access to all records of the Due Diligence activities. Specific care shall be dedicated to the review of the score and to its coherence with the Final Assessment Report.

The review activity shall confirm.

- that all evaluation and validation activities have been completed in accordance with this Regulation and the Programme
- sufficiency and appropriateness of evidence to support the score attribution and decision to validate the Claim
- whether significant findings have been identified, documented, and recorded.

In case of doubt or clarification, the reviewer may communicate with the validation team that has to address any concern raised by the Reviewer/s.

The reviewer is allowed to modify the content of the i-Audit forms.

The Assessment Team shall address concerns raised by the reviewer/s.

At the end of the review activities the Reviewer saves the reviewed Final Report in a pdf form and uploads it in the designated directory.

8 Decision

The AVB shall make the decision on:

- 1) granting or not the Validated Claim
- 2) confirming the final score
- 3) approving the Final Assessment Report
- 4) defining the verification programme.

The decision shall be taken by a AVB **Decision Person or Committee** who:

- 1) has not been involved in the activities of evaluation and review
- 2) has the GIF AP credentials in the active status
- 3) has knowledge of ISO 17029
- 4) may have been involved in the review activities.

The Decision Person/Committee is authorized to communicate with the Assessment Team and submit them the queries they feel appropriate.

Upon conclusion of the review activities the AVB Secretariat prepares a **Review Package** to be submitted to the AVB Decision Person/Committee. The review package shall contain:

- the Application documentation
- the Pre-Engagement documentation
- the Assessment documentation, records and findings (i-Audit forms)
- the Final Assessment Report.

The scope of the work of the Decision Person or /Committee is to examine and confirm the following:

- **Completeness:** the assessment activities have been conducted in accordance with the Programme and assessment plan
- **Relevance:** significant findings have been identified and documented
- **Appropriateness:** sufficiency and appropriateness of the collected evidence to support the final score.

8.1 Validation Criteria

The AVB Person/Committee shall take the decision whether to validate the "GIF Responsible Organization" Claim provided the following conditions are met:

- a) The Assessment Report and all supporting documentation are made available.
- b) The score has been properly calculated and meets the Validation criteria.

- c) The Organization has paid all the invoices and/or any outstanding dues.

The GIF Responsible Organization Claim shall be validated by the AVB according to the following criteria:

- 1) The Overall score is at least 40 (forty)
- 2) The score for "Governance and Management System" is at least 40 (forty)
- 3) The score for every "Core Area" of the GIF Framework is at least 40 (forty).

The Validation decision determines the Verification Programme and Validity period as per table in Annex 3.

8.2 Validation statement, date and validity

Based on the decision, the AVB prepares and issues the "Validated Claim" according to the GIF Programme requirements.

The "GIF Responsible Organization" Claim is validated on the date of the resolution taken by the AVB Person/Committee and the validity shall be determined according to the results and scores of the initial assessment.

The "Validated Claim" is valid for the established period of 3 (three) years, unless it is superseded, cancelled, or withdrawn.

The expiry date of the "Validated Claim" is specified in the Validation Certificate delivered to the Customer and will be publicly available on the websites of both the Programme Operator and the AVB.

8.3 Communication

The AVB shall send a communication to the Customer specifying:

- a) the achievement of the "Validated Claim" covering the Assessed organization and its Unit/s according to the Programme rules.
- b) the validity period of the "Validated Claim"
- c) the number and frequency of verification (depending upon the score achieved during the initial Due Diligence)

In case the AVB resolves not to issue the "Validated Claim" a written communication shall be sent to the Customer.

9 Issue of the Validated Claim

The Validated Claim is formalized with the issuance of a series of documents prepared and sent by the AVB:

- 1) Validation Statement along with the Mark
- 2) Final Assessment Report
- 4) Validation Certificate.

9.1 Validation Statement

When the AVB validates the "GIF Responsible Organization" Claim a Validation Statement shall be sent to the Organization and shall include the following information:

- a) the customer name
- b) the specification that it is a Validation Statement issued in accordance with ISO 17029 and ISO 17033
- c) the "Validated Claim", including date and period covered by the claim
- d) the type of the AVB in relation to the statement in question (third party)
- e) the name and address of the AVB (if accredited the accreditation symbol shall not be misleading or ambiguous)
- f) the objectives and scope of the Validation
- g) the specification that data and information supporting the Claim consist of a risk evaluation
- h) a reference to the GIF Programme and GIF Framework (www.getitfair.com)
- i) the decision made about the Claim, including the fulfilment of any Programme related requirements (e.g. materiality or level of assurance)
- j) the date and the unique identification number (provided by the Programme Operator)
- k) the overall score and the breakdown per GIF Framework Aspect and Area
- l) the type and frequency of the Verification (depending on the overall score assigned during the initial Due Diligence)

m) the list of the GIF Framework Areas not verified because of their non-applicability.

The AVB shall ensure that the wording used for the Validation Statements takes into consideration sector specific terminology.

Organizations positively completing the GIF Programme are awarded with the licence right to use the “Validated Claim” and its Mark according to ISO 17033 provisions.

The graphic symbol identifying the “Validated Claim” Mark is the following:



The Organization shall use the “Validated Claim” and Mark in compliance with the “Terms of use of “GIF Responsible Organization” Ethical Claim and logo” to be duly signed for acceptance.

9.2 Final Assessment Report (Confidential)

The Final Assessment Report includes all the findings and evidence gathered during the Assessment activities along with the score.

This Report contains confidential information and is delivered to the Customer for internal purpose.

9.3 Validation Certificate (Publicly Available)

The Validation Certificate shall report the following information:

- 1) Recognition identification number (given by the Programme Operator)
- 2) Get It Fair logo (reference to the scheme)
- 3) Company name (must be a legal entity)
- 4) Unit Address – City – Zip code
- 5) The Validated Claim “GIF Responsible Organization” with reference to ISO/IEC 17029 and ISO/TS 17033:2019
- 6) AVB logo, name and address (mentioning it is a third-party validation)
- 7) Objective and scope of the validation
- 8) Issuance Date
- 9) Expiry date
- 10) Signature of AVB’s legal representative
- 11) Ambassador logo (if applicable).

10 Periodical Verification (Maintenance)

To provide Stakeholders with confidence that a Customer maintains and improves the overall score according to the GIF Framework, the Programme requires periodical verification assessments.

The number and frequency of verifications depend upon the results of the Initial Assessment (See Annex 3).

The periodical verification will normally be conducted within a defined period and, in exceptional circumstances, a delay of maximum 30 days beyond the due date is allowed.

Any failure in conducting verification shall result in suspension of the Validated Claim.

In the event of changes in the condition the Organization is operating (technical, geographical or of any other sort), after the initial assessment or one of the verifications, the Organization shall promptly communicate to the AVB the nature and extent of the changes. The AVB shall evaluate which activities to perform (an assessment integration, a new assessment, etc).

If the AVB has not completed the established activities, it retains the right of suspending the validity of “GIF Responsible Organization” ethical claim and its use.

May the Organization fail in communicating the changes that have occurred, the AVB shall suspend the validity “GIF Responsible Organization” validated claim and its use.

11 Suspension or withdrawal of Validation from the AVB

11.1 Facts discovered after the Validation claim issuance

The Customer is aware and accepts to have the obligation to provide the AVB with any information regarding changes in its organization, processes, products, technologies that may affect the claim validation scope.

If new facts or information that could materially affect the Validated Claim are discovered after the issue date, the AVB shall:

- a) communicate the matter as soon as practicable to the Customer and its assessed Organization
- b) take appropriate action including:
 - discuss the matter with the Customer
 - consider if the Validation requires revision or withdrawal
 - promptly communicate the matter to the Programme Operator.

If the Validated Claim requires revision, the AVB shall issue a new Validated Claim and review the Final Assessment Report.

It needed the AVB may ask the Customer to repeat the Assessment in order to confirm the Validation.

The AVB may also communicate to other interested parties the fact that reliance of the original Validated Claim can now be compromised given the new facts or information.

11.2 Cancellation requested by the Client

The Customer may at any time request the withdraw of the voluntary Validation within the GIF Programme.

In this case, the legal representative will send a written notice, signed thereby, to the AVB.

The AVB shall withdraw the Validated Claim upon Customer request, if the operation(s) can no longer be carried out cause of force major events (flood, fire, earthquake etc,) and lock out declared by the management, or closure of the operations etc.

No fine applies in case of voluntary cancellation. In any case, no fee is refundable. Such cancellation is effective from the date indicated by the Customer.

As from cancellation date, the use of the "Validated Claim" Mark and Ethical label is withdrawn.

11.3 Suspension

The AVB shall take a decision and inform the assessed Customer for suspension of Validation which takes place in case of:

- a) breaches of the Rules for the use of Validated Claim and its Mark
- b) missed payment of verification fees
- c) refusal to receive the verification
- d) breaches of the contractual obligation and provisions of the Programme Regulation
- e) major changes have taken place in the legal status, ownership, name etc without prior information to the AVB
- f) major changes in the internal and external context conditions without prior information to the AVB
- g) the Customer is protested or liquidated or involved in executive and/or insolvency proceedings
- h) the Customer wilfully misuses Get It Fair Mark and label
- i) the Assessor Team provides the AVB with negative information regarding the results of a Verification
- j) any wilful false declaration in the application form or otherwise is detected
- k) excessive or serious complaints against the Customer and its Units/ are received
- l) new facts or information materially affecting the Validation are discovered after the Recognition decision
- m) outcome of arbitration proceedings in case of disputes.

The AVB shall issue due notice of at least one week for suspension of Validation to the Customer.

On receipt of instructions for suspension of Validation, the Customer shall suspend claiming and publicizing "GIF Responsible Organization" Validated Claim with immediate effect.

The Customer is given 3 (three) months' time to resolve any issue relating to the suspension, during which the Validation Certificate and Validation Statement enter the suspension status.

The AVB shall make the suspended status of the validation publicly available in its website and shall promptly inform the PO. Similarly, the PO modifies its website.

11.4 Withdrawal

The AVB may decide to withdraw the "GIF Responsible Organisation" Validated Claim, in case of:

- a) not resolution of the reasons that have caused the suspension of the Validated Claim
- b) change in the applicable technical standards without these being accepted by the Customer
- c) final verdict against the Customer (*res judicata*) in judicial proceedings (including arbitration proceedings) for facts concerning non-compliance with these Regulation
- d) serious irregularities with respect of the Validation Mark
- e) serious events resulting into relevant adverse impact of any nature with reference to GIF Framework.

From the Withdrawal Date onwards the Customer

- a) can no longer use the "Validated Claim" Mark and Label
- b) refer to the Programme score by using the registration number.

The publication contract shall automatically expire and the PO and AVB are authorized to remove the publication of the Organization profile from their official websites

12 Publication, Non-Financial Report and Ethical Label

Based on the "Validated Claim" and the supporting document issued by the AVB, the PO provides the following services:

- Publication of the "GIF Responsible Organization" validated claim
- Non-financial Report (in compliance with the Directive 2014/95)
- GIF Ethical Label (in compliance with ISO 17033)
- Promotion worldwide the "GIF Responsible Organizations" supported by the PO network.

Both the Publication and any of the additional services need the Customer to submit to the OPO the following documents:

- a) the Application Form available in the Programme WEB site, duly filled and signed
- b) the Validation Certificate and the Validated Claim Statement issued by the AVB
- c) the Final Assessment Report issued by the AVB

The Programme Operator Technical Secretariat shall check and confirm the consistency of the documentation sent.

12.1 Publication

The Publication is provided by the OPO in the Programme WEB site and mirrored by the AVB on its site.

The Publication is mandatory to:

- 1) make publicly available the "Validated Claim"
- 2) allow all interested parties to verify in the Programme Operator's database the truthfulness of a Validated Claim.

The Publication consists of the Customer description and profile in the specific section of the Programme WEB site dedicated to the "GIF Responsible Organizations", in which also the Validation Certificate download is permitted.

The publication period is limited to the validity of the Validation Claim. In the event the Customer does not renew the Programme the publication shall be deleted.

The publication will remain active for the entire validity period of the Validation Claim mentioned in the Validation Certificate provided the following conditions are met:

- a) the verification assessments have been conducted by the AVB as established in the Validation Statement and had a positive result.
- b) the publication fee for the validity period of the Validation Claim is regularly paid.

The Publication Fee is not refundable.

In case of suspension or withdrawal of the Validation Claim, the Publication shall report the actual status of suspension or withdrawal.

The Publication contract between the Programme Operator and the Customer must be signed before the publication and once the publication fee has been paid.

12.1.1 Cancellation requested by the Client

The Customer may at any time cancel the Validated Claim publication within the Programme.

In this case, the legal representative will send a written notice, signed thereby, to the Programme Technical Secretariat.

No fine applies in case of voluntary cancellation. In any case, the publication fee is not refundable. Such cancellation is effective from the date indicated by the Customer.

As from cancellation or expiry date, the Customer can no longer use the "Validated Claim" and its Mark.

12.1.2 Suspension of Publication

The Programme Operator may decide to suspend publication in the following cases:

- any suspension of the Validated Claim communicated by the AVB
- outcome of arbitration proceedings in case of disputes between the Customer and the Programme Operator
- failure by the Customer to fulfil a Publication contractual obligation
- in case the Customer is protested or liquidated or involved in executive and/or insolvency proceedings
- failure to communicate any judicial proceeding and/or administrative proceeding to the AVB and the Programme Operator
- existence of a judicial proceeding and/or an administrative proceeding or suspension/revocation of existing certificates that could damage the credibility of the publication
- any other case in which anomalies arise of a technical nature relative to the published "Validated Claim".

In all above cases the Programme Operator will make publicly available the suspended status of the Validated Claim.

12.1.3 Withdrawal of Publication

The Programme Operator may decide to withdraw of the Publication in the following cases:

- any withdrawal of the Validated Claim and Certificate by the Validation Body outcome of arbitration proceedings in case of disputes
- final sentence against the Customer (*res judicata*) in judicial proceedings (including arbitration proceedings) for facts concerning non-compliance with these Regulations
- serious irregularities with respect to the use of the "Validated Claim" and its Mark
- failure to communicate any judicial proceeding and/or administrative proceeding
- existence of a judicial proceeding and/or an administrative proceeding or suspension/revocation of existing validation certificate that could damage the credibility of the publication.
- any other case in which anomalies arise of a technical nature relative to the published "Validated Claim".

In all above cases the Programme Operator will make publicly available the withdrawn status of the Validated Claim.

12.2 GIF Non Financial Report (Upon request)

The Non-Financial Report aims to meet the needs of Investors, Banks, Customers, and other Stakeholders for credible and verified set of information regarding the exposure level to ESG risks of the Customer.

The GIF Non-Financial Report is:

- a) prepared by the Programme Operator in compliance with Directive 2014/95/EU,
- b) supported by the final assessment Report
- c) delivered upon Client request.

The Customer is aware and accepts that:

- a) the Final Assessment Report issued by the AVB is the supporting document for the Non-Financial Report preparation

- b) the Programme Operator may raise queries to the AVB regarding the Client
- c) the Programme Operator may conduct further research on publicly available information regarding the Client
- d) the GIF Non-Financial Report becomes publicly available and is published on the Programme Operator website in the section dedicate to the company profile
- e) the GIF Non-Financial Report is updated at least once in a year based on information collected by the AVB during the verifications.

12.3 Ethical Label (Publicly Available)

The Ethical Label is issued by the Programme Operator in compliance with the requirements of the ISO 17033 and granted upon request of "GIF Responsible Organization" validated by an AVB.

The Ethical Label represents a powerful marketing tool allowing the Organization's final customers to:

- purchase in informed manner
- verify whether the purchased product has been realized by a "GIF Responsible Organization"
- check how many phases of the product cycle are covered by a Due Diligence according to the GIF Framework.

The Ethical Label attests that the Customer, in a specific product life cycle stage, has positively completed the Due Diligence.

The Ethical Label must be used strictly in compliance with the Rules for "GIF Responsible Organization" Validated Claim Mark and Label.

If one or more suppliers of the Customer's supply chain have completed a Due Diligence within the Programme the Label will read all the Validated Claim along the supply chain.

13 Information requirements

13.1 Publicly available information

The Customer is aware and accepts that the following information is made publicly available by the Programme Operator:

- a) the GIF Framework
- b) the description of the Due Diligence and Validation process
- c) commitment to impartiality
- d) the list of Due Diligence activities
- e) complaints and Appeals processes
- f) fees structure for the Programme
- g) the policy and rules governing the license to use the "Validated Claim".

13.2 Use of the Mark

The Client accepts to comply with all the provisions of the Rules for the use of the "Get It Fair Responsible Organization" Validate Claim and Mark set forth by the Programme Operator.

The "GIF Responsible Organization" Mark can be used only in relation with the Validated Claim granted to the Assessed Customer and shall not be misleading with regards to product promotion.

14 Confidentiality

The AVB signs a Confidentiality Agreement for the management of all information obtained or created during the Due Diligence process, duly countersigned by the Client for acknowledgment and acceptance.

Except for the information that the Client makes publicly available or agreed with the VB, all other information is considered proprietary information and shall be regarded by the AVB as confidential, safeguarded and not to be disclosed.

14.1 Data protection and privacy

The Programme Operator shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality, and integrity of Client Data.

The Programme Operator shall modify the Client Data only as required to provide the Services in order:

- a) to provide support to the Client
- b) to provide training to the Client, and
- c) when requested by the Client

This protection also extends to trusted third parties the AVB cooperate with to provide its services, like the storage space providers.

15 Fee

A fee is charged to the Customer for the various services of the Programme, without any discrimination between industry and size.

The fee structure is specified in the Annex 4 and is publicly available in the Programme Operator Web site.

The AVB shall notify and obtain consent to its fee structure from the Customer prior to grant of the Validated Claim outputs.

As and when the fee undergoes a change, the same shall be communicate to all including applicants and the Customer for acceptance.

16 Complaints

The AVB assures to manage and resolve any complaints from any party interested in the evaluation to demonstrate integrity and credibility to all users of the validation outcomes.

The AVB shall keep a register for complaints received by the Customers or other interested parties with detailed information regarding the reasons of the complaints.

Anonymous complaints shall be rejected by the Programme Operator.

16.1 Complaints submitted by the Customer

The AVB has a documented process to receive, evaluate and make decisions on the complaints.

This process shall be subject to requirements for confidentiality, as it relates to the complainant and to the subject of the complaint.

The process to handle complaints is outlined according to the following approach:

- a) an outlined process for receiving, validating, and investigating the complaint, and for deciding what actions are to be taken in response to it
- b) tracking and recording complaints, including actions undertaken in response to the same
- c) assurance that any appropriate correction and corrective action are taken

The AVB shall make the description of the complaint-handling process publicly available.

Upon receipt of a complaint, the AVB shall confirm whether the complaint relates to Due Diligence activities that it is responsible for and, if so, shall deal with it.

Any complaint about the Client shall be verified and resolved by the AVB and the result communicated to the Customer within 10 working days from the date of receipt of the complaint. The decision shall be made by (or reviewed and approved by) individual/s) not previously involved in the subject of the complaint.

Whenever possible, the AVB shall give formal notice of the end of the complaints handling process to the complainant.

The AVB shall determine, together with the Client and the complainant, whether and, if so to what extent, the subject of the complaint and its resolution are to be made publicly available.

16.2 Complaints regarding the activity carried out by the assessed Customer

The AVB may receive a complaint regarding the activity of an assessed Customer from any interested party.

Complaints shall be evaluated by the AVB in accordance with its own complaint procedure.

A decision shall be taken according to evidence. If the decision is to conduct a supplementary assessment the AVB shall plan it, even with short notice. In case of supplementary assessment refusal from the Customer, the AVB may decide for suspending the Validation Claim.

Investigation and resolution of complaints shall not result in any discriminatory actions.

17 Appeals and Grievances

17.1 Appeals

Upon reception of the appeal the AVB shall confirm whether the complaint relates to its assessment activities and, if so, shall resolve it.

The terms and conditions of the appeals are defined in the AVB Contract with the Customer and the appeal process is publicly available on the AVB web site.

17.2 Grievance

Any complaints and grievances relating to the activities of the AVB can be addressed by the Customer and by any party referring to the Contract with the Customer.

The description of the grievances process is publicly available on the AVB web site and given to those applying, therefore.

17.3 Dispute resolution

The AVB ensures that the Programme is handled in accordance with the provisions of these Regulation. This ensures uniformity in the evaluation and validation of the Ethical Claim and its comparability between different "Validated Claims" belonging to the same category.

Any dispute arising out of or relating to this agreement, including any question regarding its existence, validity, breach or, termination, shall be referred to mediation under the Milan Arbitration Chamber.

Annex 1: Mandays and sampling plan for interviews

Man-days

Number of effective employees	Minimum number of man-days per Assessment type			
	Initial Assessment	Verification		Renewal
		Short notice	Planned	
1-15	3	1 ½	1 ½	3
16-65	5	2	2	4
66-125	7	2½	3½	4
126-165	9	3	4½	5
166-275	11	3 ½	4	5
276-625	13	4	5	6
626-1175	15	4½	6	7
1176-2025	17	5	7	8
2026-3450	19	5½	8	10
3451-5450	21	6	10	11
5451-10700	23	6½	11	12
10701-20000	25	7	13	14
>20001	27	7½	14	15

Sampling plan

Number of employees	Assessment Man-days	Interviews			Worker records checked	Total hours (interviews + files)
		Individual	Group	Total employees interviewed		
1-15	3	2	1x3	5	7,5	3
16-65	5	4	2x3	10	15	6
66-125	7	6	2x3	12	18	7
126-175	9	6	3x3	15	22,5	9
176-275	11	8	3x3	17	25,5	10
276-625	13	10	4x4	26	39	14
626-1175	15	12	5x4	32	48	18
1176-2025	17	14	6x4	38	57	21
2026-3450	19	16	7x4	44	66	24
3451-5450	21	18	8x4	50	75	27
5451-10700	23	20	9x4	56	84	31
10701-20000	25					
>20001	27					

Annex 2: GIF Metric

Score per area

Score	Governance and Management System Area	Social /H&S/Environment/Ethics Areas
80-100	<p>Very good: All the ESG aspects are covered. Complete evidence that the approach is systematically implemented, monitored, reviewed, and improved.</p>	<p>Very Low Very low exposure to both "core areas" and "non-core" risks</p>
60-79	<p>Good: All the ESG aspects are covered. Clear evidence that an approach is established, implemented, and monitored. Some evidence of improvement.</p>	<p>Low Low exposure to "core areas" and moderate exposure to "non-core" areas</p>
40-59	<p>Adequate: All the ESG aspects are covered. Evidence of formal and systematic approach established and implemented. No evidence of review and improvement</p>	<p>Adequate Acceptable exposure to "core areas" and exposure to "non-core" areas</p>
20-39	<p>Poor: ESG aspects partially covered by the approach. Some evidence that the approach is established. Sporadic evidence of implementation.</p>	<p>High exposure to high risks also in "core areas"</p>
0-19	<p>Very poor: Only one ESG aspect covered by the approach. Poor evidence that the approach is established. No evidence of implementation and improvement.</p>	<p>Very high exposure to catastrophic risks also in "core areas"</p>

Overall Score

Risk exposure	Explanation
80-100 Very Low	Organization exposed to very low risks in every ESG aspect and capable to monitor and treat them without exposing the Stakeholders to unexpected costs and adverse impacts. No specific corrective actions to be planned and implemented.
60-79 Low	Organization exposed to low risks in every ESG aspect and capable to manage them without exposing the Stakeholders to relevant unexpected cost and adverse impacts.
40-59 Acceptable	Organization exposed to acceptable risks of adverse impacts in every or some ESG aspects but needs to be periodically monitored to prevent any escalation. Few and specific corrections are needed to reduce the exposure level to risks.
20-39 High	Organization exposed to high risk in different ESG aspects that can result into high costs and adverse impacts on the Stakeholders. Robust improvement actions must be planned and implemented.
0-19 Very High	Organization exposed to very high risks in every ESG aspect. Prompt, systematic and robust improvement actions are needed to reduce the exposure level to risks.

Annex 3: Validation claim and label validity

Score & validity

Total result Risk exposure	Criteria	Recognition	Validity
80 - 100 Very Low	<ul style="list-style-type: none"> ➤ Overall score > 60 ➤ Minimum score achieved in ALL 5 criteria ➤ At least a score of 40 in each "Core Area" 	Issued	3 years
60 - 79 Low		Issued	2 years
40 - 59 Acceptable	<ul style="list-style-type: none"> ➤ Overall score within 40 and 59 ➤ At least a score of 40 in each "Core Area" 	Issued	1 Year
20 – 39 High	<ul style="list-style-type: none"> ➤ Overall score within 20 and 39 ➤ Minimum of 40 scores is not achieved in all the "Core Area" Additional Assessment at least after 3 months	Not Issued	
0-19 Very High	<ul style="list-style-type: none"> ➤ Overall score <20 ➤ Minimum of 40 scores is not achieved in the "Core Area" Additional Assessment after at least 9 months	Not issued	

Verification

Total Result		Verification
80-100	Very Low	once in a year + one short notice verification in three years
60-79	Low	once in a year + two short notice verification in three years
40-59	Acceptable	Twice in a year: one planned and one short notice
20-39	High	New Initial Assessment at least after six months
0-19	Very High	New Initial Assessment: at least after twelve months.

Annex 4: Fee structure

Fee component	Terms of payment
Application and Engagement fee	invoiced and paid before the initial Due Diligence assessment
Assessment fee	invoiced according to the effective assessment man-day confirmed during the engagement for the Assessment completion and paid before the communication of the final decision
Non-Financial report	Issued upon request. Invoiced and paid before the delivery to the Customer
Publication fee	invoiced and paid after the Due Diligence decision and before the publication for three years. The amount includes the right of using Get It Fair logo for three years
Pavillon Fee	Invoiced and paid in advance
Verification fee	invoiced at the beginning of the solar year and includes the verifications to be conducted during the year. To be paid within 31 st January.

Applicable Fee for each level of service:

Fee component	ESG RISK ASSESSMENT	VALIDATED CLAIM
Application and Engagement fee	✓ Yes	✓ Yes
Assessment fee	✓ Yes	✓ Yes
Non-Financial report	x No	On demand
Publication fee	x No	✓ Yes
Pavillon Fee	x No	On demand
Verification fee	x No	✓ Yes