

EDAT

CONTROLLED DOCUMENT

EDAT Policies & Legal Agreements

DOCUMENT CONTROL

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1 Applicability

This policy applies to all individuals and entities involved in EDAT's validation and verification (V/V) activities, including employees, committee members, contractors, partners, and external parties acting on EDAT's behalf. Relevant provisions also apply to clients and other parties authorized to refer to EDAT's V/V activities, opinions, statements or marks.

2 Confidentiality

EDAT is committed to protecting information entrusted to it while providing independent validation and verification services. EDAT balances appropriate transparency with strict safeguards for proprietary, personal and other confidential information.

Access to sensitive information may be necessary to perform V/V activities effectively. EDAT recognizes its responsibility to protect that information and maintains controls applicable to management, personnel, committees, contractors and external bodies or individuals acting on its behalf.

2.1 Confidential information

- a. All personnel shall maintain the confidentiality of information obtained or created during V/V activities. Client information is confidential unless it has been made publicly available by the client, or the client has authorized its disclosure.
- b. All personnel shall control documented V/V information to protect it from unauthorized access, disclosure, alteration, loss or misuse.

2.2 Consent, required disclosure and program transparency

- a. Confidential client information shall not be disclosed without prior written consent, except where disclosure is required by law, contract, accreditation requirements or an applicable V/V program.
- b. Where EDAT intends to place client information in the public domain, the client shall be informed in advance of the information EDAT intends to make public.
- c. Where EDAT is required by law to disclose confidential information, EDAT shall notify the client or individual concerned in advance unless notification is prohibited by law.
- d. Where a program or V/V scheme requires publication or disclosure of specified information, EDAT shall comply. The applicable requirements shall be communicated to, and accepted by, the client as part of the engagement terms.

2.3 Information from third parties

- a. Information about a client obtained from a source other than the client, including a regulator or complainant, shall be treated as confidential between EDAT, the client and the source unless otherwise agreed or required by law.
- b. The identity of a confidential source shall not be disclosed to the client without the source's consent, unless disclosure is required by law.
- c. Disclosure to accreditation bodies, program owners or regulators shall be limited to what is authorized or required. EDAT shall notify the client in advance where appropriate and legally permitted.

2.4 Information security

- a. EDAT shall maintain secure systems, equipment and facilities and restrict access to authorized personnel based on role and need.
- b. Client documents, data and records, whether electronic or physical, shall be received, transmitted, stored, retrieved, retained and disposed of securely.

3 Impartiality

Impartiality is fundamental to EDAT's V/V activities. EDAT acts independently, neutrally and fairly and manages conflicts of interest, bias and undue commercial, financial or other influence.

3.1 Commitment of top management

- a. Demonstrate leadership that prioritizes integrity and impartiality in EDAT's culture, decisions, and operations.
- b. Define and document the structure, roles, responsibilities and authorities of management, personnel and committees involved in V/V activities.
- c. Identify impartiality risks, including self-interest, self-review, familiarity and intimidation threats arising from EDAT's activities, relationships and personnel. Assess impartiality risks on an ongoing basis and eliminate or minimize them through documented safeguards.
- d. Review the effectiveness of impartiality controls through internal evaluation, stakeholder input and external oversight.
- e. Provide continuous training to ensure personnel understand the significance of impartiality obligations and their individual responsibilities.
- f. Provide an environment that is free from commercial, financial and external pressures. Authorized V/V team members to stop work and escalate issues if impartiality is threatened during an engagement.
- g. Encourage feedback and investigate impartiality concerns and complaints. Implement proportionate corrective actions.

3.2 Commitment to relationships and operational safeguards

- a. Communicate and enforce impartiality requirements for personnel, clients, contractors and all other parties.
- b. Evaluate business and other relationships before accepting an engagement and whenever circumstances change.
- c. Maintain segregation of duties between the V/V team, independent reviewer, decision or opinion authorizer and impartiality oversight function, as applicable.
- d. Maintain financial stability without allowing revenue, sales targets, client importance, or fee arrangements to influence V/V conclusions. Preserve the authority of competent personnel to make contractual, technical, review, and opinion decisions without undue interference.
- e. Where EDAT performs both validation and verification for the same client or subject matter, assess the resulting impartiality risk and apply program requirements and safeguards. Review and authorization shall be performed by competent personnel who did not conduct the engagement work.
- f. EDAT shall not provide consultancy for a subject matter that it validates or verifies where this would create an unacceptable self-review threat. Marketing and relationships shall not imply that use of a particular consultant will make validation or verification easier, faster or more favorable.

3.3 Personnel, contractors and other external parties

All personnel performing work for or on behalf of EDAT shall:

- a. Act impartially
- b. Comply with EDAT's procedures and instructions, including confidentiality and impartiality requirements.
- c. Declare current and prior relationships relevant to a prospective or active engagement before participating.
- d. Disclose actual, potential or perceived conflicts of interest promptly and refrain from affected work until EDAT has evaluated and resolved the matter.

4

Appeals and Complaints

4.1 Purpose and scope

EDAT maintains a structured, accessible, and transparent process for appeals and complaints. Matters shall be handled promptly, impartially, confidentially, and without discriminatory or retaliatory action. This process applies to:

- a. Appeals against a V/V decision or opinion issued by EDAT.
- b. Complaints concerning EDAT's V/V services, activities, personnel, or client.

4.2 Submission and acknowledgement

Appeals and complaints should be submitted in writing to support clarity and traceability. They may be sent to:

SEND APPEALS & COMPLAINTS TO

CEO & Business Lead — 10201 SPID, Suite 102, Corpus Christi, TX 78418

Email: info@edatemplate.com

The subject line should state 'Appeal' or 'Complaint'. EDAT shall acknowledge receipt within five business days and provide available information on the process and anticipated timeline.

4.3 Investigating appeals and complaints

- a. EDAT shall confirm whether the matter relates to V/V activities for which it is responsible and, if so, validate the submission and gather the information needed to evaluate it.
- b. The investigation and any decision on an appeal shall be made, reviewed and approved by competent person(s) who were not involved in the original V/V activity or decision and who have no conflict of interest.
- c. A complaint shall be investigated by competent person(s) independent of the subject of the complaint. Where the complaint concerns a client, EDAT shall consider the effectiveness of that client's relevant controls and shall communicate with the client as appropriate.
- d. EDAT is responsible for collecting and verifying the information necessary to substantiate the matter and shall maintain confidentiality throughout the process.

4.4 Decision, action and communication

The outcome shall be based on documented evidence and shall identify any correction, corrective action, or other measure required.

- a. EDAT shall provide formal written notice of the conclusion and, where applicable, progress information and the end of the process. Confidential or legally protected information may be withheld.
- b. EDAT and the complainant shall determine whether, and to what extent, the subject and resolution of a complaint will be made public. Program-specific transparency requirements may also apply.

4.5 Records and accessibility

- a. EDAT shall record appeals and complaints, their investigation, decisions, communications and resulting actions and use the records to support corrective action and continual improvement.
- b. Submission, investigation and decision shall not result in discriminatory or retaliatory action against an appellant, complainant or other affected party.
- c. Questions about access to the process may be directed to the CEO & Business Lead using the contact details in Section 4.2.

5

Use of Validation/Verification Statements and Marks

EDAT controls all references to its GHG validation and verification activities, opinions, statements and marks so that each reference is accurate, traceable and limited to the activity performed.

5.1 Definitions

EDAT V/V mark — an EDAT proprietary mark, or EDAT-approved wording, indicating that a specifically identified GHG statement or assertion has been validated or verified by EDAT.

V/V opinion — the final validation or verification opinion issued by EDAT for a specifically identified GHG statement or assertion.

ANAB Accreditation Symbol — the symbol issued by the ANSI National Accreditation Board (ANAB) to an accredited conformity assessment body for a specified program and standard. This is distinct from the ANAB corporate logo.

5.2 Authorization and control

- a. EDAT retains ownership and control of its name, logo, V/V mark, opinions and approved wording. Performance of an engagement or issue of a report does not, by itself, grant a right to use a mark.
- b. Any permission to use EDAT V/V mark, approved wording or accreditation symbol shall be included in a legally enforceable agreement or written authorization. Permission is non-exclusive, revocable, and non-transferable and may not be sublicensed.
- c. The client shall obtain EDAT's written approval of proposed artwork, wording, and placement before publication when required by EDAT. EDAT may prescribe the authorized media, format, and duration of use.

5.3 Permitted references

- a. A reference or mark shall relate only to the final, unaltered GHG statement covered by the EDAT opinion and shall be traceable to that opinion. A reference of mark shall be traceability back to the EDAT and to the validation/verification statement issued
- b. The reference shall identify, or provide a clear route to identify, the responsible entity, facility or project; GHG statement and boundary; reporting period or relevant date; validation or verification criteria; level of assurance where applicable, and EDAT opinion date.
- c. The reference shall state accurately whether EDAT performed validation or verification. The terms 'certification', 'certified', 'approval' and 'approved' shall not be used to characterize EDAT's conclusion.
- d. Where EDAT assessed only part of an organization, project, inventory, reporting period, scope, facility or activity, that limitation shall be prominent, and the reference shall not imply broader coverage.
- e. An EDAT opinion or report released publicly shall be reproduced in full. An extract, summary, or edited presentation requires EDAT's prior written approval and shall retain sufficient context to prevent misunderstanding.

5.4 Prohibited uses

- a. No reference or mark may imply that EDAT or an accreditation body has certified, approved or endorsed an organization, management system, product, product characteristic, process, service, technology, carbon credit, emission reduction or removal beyond the specifically identified GHG statement.
- b. No EDAT V/V mark or accreditation symbol may be placed on a product, product label or product packaging, or used in any way that could reasonably be interpreted as a product conformity mark.
- c. No reference or mark may be used for activity outside the applicable EDAT or accredited scope, for a draft or superseded statement, for a withdrawn opinion, or for work not performed under the program or criteria stated.
- d. A mark shall not be altered, distorted, or separated from required explanatory wording. Neither a mark nor a textual reference may be misleading, ambiguous or used in a manner that could bring EDAT, ANAB or the V/V system into disrepute.
- e. The right of use shall not be transferred to a parent, subsidiary, affiliate, contractor, customer, project participant or other

5.5 ANAB accreditation claims and symbol

- a. Use of the ANAB Accreditation Symbol is strictly governed by ANAB policy “PR 1018 Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status”.
- b. After accreditation is granted, EDAT may refer to ANAB accreditation only for activities within its accredited scope. A textual claim shall identify the applicable program (validation and/or verification), the accreditation standard, and that the accreditation is issued by ANAB.
- c. Only the ANAB Accreditation Symbol supplied or approved by ANAB may be used. It shall be reproduced from the original artwork, remain legible and undistorted, and use an ANAB-approved colour configuration on a background that preserves readability.
- d. When used with the EDAT mark, the ANAB Accreditation Symbol shall not exceed the size of the EDAT mark. A client may use it only together with the EDAT V/V mark, never in isolation, and only after EDAT provides the approved artwork and written conditions for an ANAB-accredited V/V activity.
- e. The ANAB corporate logo shall not be used. The IAF MLA Mark, including a combined mark, shall not be used unless EDAT has obtained separate written permission from ANAB and the use complies with the applicable license and ANAB requirements.
- f. If a document contains accredited and unaccredited activities, the accreditation reference shall be associated only with the accredited activity, and unaccredited activity shall be clearly distinguished. No accreditation symbol or claim shall appear on a document wholly unrelated to an ANAB-accredited activity.

5.6 Suspension, withdrawal and changes

- a. The user shall immediately cease or amend the affected use when EDAT withdraws or revises an opinion, reduces the covered scope, suspends or withdraws permission to use a mark, or directs corrective action following later-discovered facts.
- b. If EDAT's ANAB accreditation is suspended, EDAT shall immediately cease issuing opinions, reports or other documents bearing the ANAB Accreditation Symbol or an accreditation claim for the suspended scope during the suspension. If accreditation is withdrawn, EDAT and affected clients shall immediately discontinue the ANAB Accreditation Symbol, ANAB name, and related accreditation claims in all media.
- c. The client shall remove or correct affected websites, advertising, stationery, electronic media and other material within the period specified by EDAT and provide evidence of completion on request.

5.7 Monitoring and enforcement

- a. EDAT shall monitor authorized uses through engagement review, periodic sampling of public communications, complaints, program or accreditation assessments and other information received.
- b. Suspected misuse shall be recorded and investigated. EDAT may require correction, withdrawal, retraction or public clarification; suspend or withdraw permission; withdraw an opinion where justified under the applicable program; notify the program owner or accreditation body; publish notice of misuse; or take legal action.
- c. Clients shall cooperate with investigations, preserve relevant records, and complete corrective action within the deadline specified by EDAT. Failure to do so constitutes a breach of the engagement terms.

5.8 Responsibility and records

The Quality Manager maintains approved artwork and wording, written authorizations, evidence of approved uses, monitoring records, reported misuse, and corrective actions. Top Management authorizes enforcement action and ensures this section is reviewed when EDAT's scope, accreditation status, program requirements or applicable rules change.

6 Acknowledgement

☐ I acknowledge that I have read, understood, and agreed to comply with EDAT’s policy relating to impartiality and confidentiality, appeals and complaints, use of marks and to disclose any association or situation that will present a perceived or actual conflict of interest to EDAT’s V/V activities.

SIGNATURE

DATE

PRINT NAME

ROLE / TITLE

7 References

- 1 ISO 14065:2020, General principles and requirements for bodies validating and verifying environmental information, Clause 10.3 and Annex B.
- 2 ISO/IEC 17029:2019, Conformity assessment — General principles and requirements for validation and verification bodies.
- 3 IAF MD 6:2024, Mandatory Document for the Application of ISO 14065:2020, including MD 9.3.1.
- 4 ANAB PR 1018, Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status, including Annex 2, as amended.