

# Code of conduct for Validation and Verification Bodies (VVBs)

Version 1.0

November 2023

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Approved by Proba Management Board: 29-11-2023

## Change log

- 1.0: Initial version.

## Introduction

This code of conduct sets out the standards and overall responsibility for third party Validation and Verification Bodies (VVBs) on how to act with integrity and continuously ensure the issuing of high quality certificates.

Proba can only fulfill its role as carbon credit issuer when customers and other parties are able to trust that Proba and its partners act with integrity. It is therefore of utmost importance that this is also reflected in the engagement of the partners validating and verifying a GHG Project according to the Proba Standard. As a partner of Proba you have an important role in the trust of our customers and partners.

Prior to commencing any validation or verification services regarding the Proba Standard, VVBs are required to take notice of this code of conduct.

## Conflicts of interest

In connection with any validation or verification of a Proba GHG Project, the VVB will not conduct validation/verification with respect to any project where the VVB or any member of the validation/verification team has a financial interest in the project or corporation, has played a role in developing the project or has any other conflict of interest. Validating a methodology and/or serving as a member of a scientific peer review process does not constitute having a role in developing a project.

Without limiting the foregoing, VVB will not conduct validation/verification with respect to a project if an independent observer could reasonably conclude that current or prior personal or business relationships between the VVB and/or validation/verification team member(s) and the GHG Project, Project Sponsor and the Project Developer present a conflict of interest.

## Information handling

An employee working at a VVB may have access to confidential information of Proba or Proba's customers. It goes without saying that this confidential or sensitive information is not shared with third parties or colleagues unless there is a mandatory requirement to do so or after formal written approval by Proba or Proba's customer.

## Standards related to Information handling

An employee of the VVB takes into account the following standards regarding dealing with confidential information and sensitive information:

- The employee must respect confidential information or sensitive information;
- Information sharing with colleagues should be limited to the information that is needed for their work. It is also key to ensure that the employee considers the (public) environment when sharing confidential or sensitive information;
- The employee will use the confidential or sensitive information solely for the purpose for which the confidential or sensitive information is made available;
- The employee ensures they have a clean desk and applies best practices in the field of information security; and

## Sustainability

As a supplier of a carbon certification program, Proba has an example role when it comes to sustainability. It is therefore of utmost importance that this is reflected in our daily operations, but also in the operations of our business partners. As a partner of Proba, you have an important role in achieving this.

Proba is committed to its own Internal Sustainability Principles in order to contribute to achieving a net zero economy. We also expect our partners to have Internal Sustainability Principles to which its employees are required to comply with.