	GREENCERT LIMITED		
	Title: USE OF LICENSE, CERTIFICATES AND MARKS OF CONFORMITY POLICY		Doc No: GCL-PO-06
	Issue No: 2.0	Date of Issue: 03/2022 Prepared by: QM	Authorized Date: 03/2022 Authorized by: GM

USE OF LICENSES, CERTIFICATES AND MARK OF CONFORMITY

1.0 Purpose

- 1.1 This Policy Document regulates the proper use of GreenCert's and/or the Certification Scheme's License, Certificates and Certification Marks and Mark of Conformity by Certified Clients.

2.0 Scope


- 2.1 This document provides the rules governing the use of all certificates issued and certification marks provided by GreenCert and/or the Certification Scheme.

3.0 Responsibilities

- 3.1 Certified clients shall comply with the rules provided in this document.
- 3.2 It is the responsibility of the Scheme Manager to:
- a) Approve and maintain the steps taken to control the use of the license, certificate, and Mark of conformity.
 - b) Ensure the communication of policy and procedures related to best practices in each department.
 - c) Continue to review and update all related procedures.

4.0 Obligations of GreenCert:


- 4.1 GreenCert shall make it clear to its clients that it owns exclusively its certification mark of conformity as part of its certification system, along with GreenCert Certification Document (the certificate), and requirements of the certification scheme and the right to use GreenCert mark of conformity is authorized only to the certified clients who signed the certification agreement and are approved for certification.
- 4.2 GreenCert shall control the use of certificates & marks of conformity by its clients; methods and procedures are documented and communicated to client through this policy document of use of GreenCert Certificates and/or the Certification Scheme licenses, logo and marks of conformity, which publicly available information.
- 4.3 GreenCert's and/or the Certification Scheme's licenses, logo and marks of conformity is granted to clients meeting the applicable requirements of the relevant standards. It should be very clear that the certification mark will be used exclusively on certified products.

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- 4.4 GreenCert entitles its client to use certification mark on products covered by the certificate, as approved by GreenCert and/or the Certification Scheme for such products in accordance with the standards.
- 4.5 The stipulations of the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of certification mark.
- 4.6 The mark(s) cannot be altered or modified. However, it may be resized, provided the proportions of the entire mark are maintained and all features of the mark are clearly distinguishable.

5.0 Obligation of the Client

- 5.1 The client shall declare, through the **Certification Agreement GCL-FO-11** and the Certification Scheme Agreement i.e., **GLOBALGAP Sublicense & Certification Agreement**, full understanding of the requirements, terms and procedures of the use of the policy of safeguarding GreenCert Certification Mark and Certification Scheme's Marks of Conformity. Client shall commit to comply with them and not to make any statement or act in any way that may be considered misleading.
- 5.2 It is the client's responsibility to ensure that the products (for which the certification is granted) are always produced under the same conditions to meet the certification requirements and must be in conformity with applicable standards.
- 5.3 The client shall not use the certificate and/or the certification mark(s) provided by GreenCert in such a manner that would bring GreenCert, and/or the Certification Scheme into disrepute and lose public trust, and shall not make any statement regarding its product certification that GreenCert and/or the Certification Scheme considers to be misleading or unauthorized.
- 5.4 When GreenCert is informed of misleading use of Licenses, Certificates and Marks and incorrect references by a client, GreenCert will make the decision to immediately Terminate, Suspend, Withdraw or Reduce Scope of Certification in accordance with the requirements of the Certification Scheme.
- 5.5 Upon suspension or cancellation of the certificate, the client shall discontinue using the certification scheme mark/logo and any publication including advertising material, which contains or refer to the certification mark/logo. The client shall return the certificate to GreenCert.
- 5.6 Upon a reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect the reduced scope.

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- 5.7 For promotional and marketing purposes i.e., brochures, letterheads, flyers, website, etc., or variant events like exhibition, using GreenCert and/or the Certification Scheme's Certification mark is accepted by GreenCert with no objection under the condition of reflecting the certification and scope to which the client is certified. This use shall be done within the accepted conditions mentioned above, such advertisements can be placed on display panel of the certified products, on the secondary or packaging, on company publicity materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups etc., on corporate electronic media such as in website, internet, on the internal walls and doors of the factory/offices, on company vehicles, on company communication documents such as letterheads, stationeries etc.
- 5.8 Electronic versions of the certificates provided by GreenCert, and identified as such, can be used by the certified client for publicity/promotional and/or printing purposes without being watermarked or otherwise marked as being a copy of the original. The certificate can be used "as provided" by GreenCert and cannot be altered or modified.
- 5.9 If the client provides copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified by the certification scheme.

General Manager:
2020



Date: 31st July,