

Ptarmigan Forestry & Carbon Consulting LLC Verifiers Statement of Potential or Actual Conflicts of Interest

5.4.1 Impartiality

Ptarmigan Forestry & Carbon Consulting commits to act impartially in validation or verification activities. This document is a contractual agreement between all Ptarmigan Forestry & Carbon Consulting LLC staff, senior management, and sub contractors to ensure that each team member acts in an impartial manner. The intent of this document is to reveal any possible conflicts of interest or impartiality that may affect verification and validation work completed for a Climate Registry Member or Participant Member, and to document how we manage potential conflict of interest situations and risks to impartiality.

5.4.2 Requirement to Submit a Statement of Conflicts of Interest

Before a Ptarmigan Forestry & Carbon Consulting LLC employee or sub contractor (verifier) begins any verification / validation work for a Climate Registry Member or Participant Member, the Verifier must submit to Ptarmigan Forestry & Carbon Consulting a statement of any potential or actual conflicts of interest that may result from undertaking such verification work. The statement shall include proposed steps that may be taken to avoid, mitigate or neutralize the potential or actual conflict of interest. The statement shall be signed by a representative of the Climate Registry Member or Participant Member for which the verification work will be performed. The statement shall also refer to any appearance of conflict of interest that may arise even if this does not lead, in the opinion of the parties signing the statement, to a substantive conflict of interest. The Ptarmigan Forestry & Carbon Consulting LLC Offsets Committee shall evaluate statements of potential or actual conflicts of interest on a case-by-case basis and make recommendations on an appropriate course of action.

The Verifier shall make full disclosure in writing to Ptarmigan Forestry & Carbon Consulting LLC immediately of any change in circumstances that may lead to the emergence of any conflict of interest in the provision of verification services to any Climate Registry Member or Potential Member for which it is currently providing such services. This disclosure shall include a description of actions taken or that will be taken to avoid, neutralize, or mitigate the actual or potential conflict of interest.

5.4.3 Circumstances that Present an Actual or Potential Conflict of Interest

Performance of the following services for a Climate Registry Member or Participant Member may result in a conflict of interest for a Verifier wishing to provide verification / validation services to that Climate Registry Member or Participant Member:

- Designing, developing, implementing, or maintaining a GHG emissions inventory
- Designing or developing GHG information systems
- Developing GHG emissions factors or other GHG-related engineering analysis
- Designing energy efficiency, renewable, or other projects which explicitly identify GHG reductions as a benefit
- Preparing or producing GHG-related manuals, handbooks, or procedures specifically for the Climate Registry Member or Participant Member
- Appraisal services of carbon or GHG liabilities or assets
- Brokering in, advising on, or assisting in any way in carbon or GHG-related markets
- Management over health, environment and safety functions
- Legal and expert services unrelated to verification for Climate Registry purposes

Conflicts of interest may occur if, in the previous 3 years, the Verifier, any related organizations such as parent or subsidiary companies or other organizations with which the Verifier has a long-standing financial or legal relationship, provided any of the services listed above.

In addition, a Verifier is not allowed to provide any of the services listed above for at least 1 year following the cessation of performance of Verification services for the Climate Registry Member or Participant Member.

Other factors that may constitute a conflict of interest include, without limitation:

- If the Verifier and the recipient of verification services share any board members or senior management.
- If there is a financial, functional or structural link (e.g. common ownership, contractual arrangement, or informal contract) between the Verifier and the recipient of verification services, whether directly or through affiliated organizations (e.g. holding companies, parent companies, subsidiaries, formal partners, affiliates, etc.).
- If staff and senior management of the Verifier are involved in any commercial, financial or other processes that might influence their judgment and render it not impartial or not objective.

5.4.4 Process for Evaluating Statement of Conflicts of Interest

The statement will be evaluated by the Ptarmigan Forestry & Carbon Consulting Offsets Committee which will recommend a suitable course of action in response to any potential or actual conflicts identified. The Offsets Committee may request additional information or a personal appearance in order to make their determination.

Verifier Name: _____

Organization Website: _____

Mailing Address: _____

Climate Registry Member or Participant Member Requesting Verification: _____

Project Name: _____

Project Type _____

Instructions:

1. Please print out and complete this form.
2. On a separate sheet, please answer the questions overleaf.
3. Any other papers attached as evidence should be clearly numbered and indexed and attached behind your answer to the questions below.

Please Note:

All information submitted to Ptarmigan Forestry & Carbon Consulting LLC is strictly confidential.

All questions relating to any Verifier, Climate Registry Member or Participant Member shall include reference to any other organization with which such Verifier, Climate Registry Member or Participant Member has a financial, functional or structural link (e.g. common ownership, shared staff and management, contractual arrangement, or informal contract) such as a holding company, parent organization, subsidiary, formal partner or affiliate.

A Verifier shall be responsible for identification of any form of conflict of interest it may face, even if that type of conflict of interest is not specified in this document.

Ptarmigan Forestry & Carbon Consulting Conflict of Interest Questionnaire

Please respond to all questions.

1. Has your organization provided certification or verification services for the above-named Climate Registry Member or Participant Member in connection with The Climate Registry or any other greenhouse gas trading, registry or other system during the previous three years? If yes, list the years and nature of the verification services provided.
2. Has your organization provided any non-verification services of any nature for this Climate Registry Member or Participant Member during the previous three years? Are there any plans or contracts for your organization to continue to provide such services on an ongoing basis or in the future? If yes, what was the nature of the work performed? When was it performed? What was the scale of the work performed in dollars and/or percentage of your organization's revenue?
3. Document the structures and procedures in place in your company to identify potential or actual conflicts of interest and to avoid, mitigate or neutralize any potential or actual conflicts of interest identified. Identify steps taken in order to minimize any risks to your company's impartiality.
4. Identify all potential sources of conflict of interest that may arise if your organization performs verification services for the above-named Climate Registry Member or Participant Member. If the potential conflict of interest may arise indirectly through an affiliated organization, please describe the nature of that link.
5. Please provide a list of names of the staff that may participate in providing verification services to the above-named Climate Registry Member or Participant Members. For these staff, are there any instances of personal or professional relationships or financial interests that may represent a potential conflict of interest? If yes, please detail.
6. Provide details about the policies and structures your organization has put in place to avoid, mitigate or neutralize the specific conflicts of interest you have identified related to your organization's provision of verification services to the above-named Climate Registry Member or Participant Member.
7. Are there particular reasons why this work should be considered sensitive, highly visible or subject to special scrutiny (e.g., press coverage, special Congressional interest, prior controversy, etc.)?

We hereby warrant the truthfulness of the answers to all questions on this form and the attached statement and documentation and to any other questions that may be asked by Ptarmigan Forestry & Carbon Consulting LLC or its designated representatives. We agree to maintain the accuracy and completeness of the information contained in this form and the attached statement and documentation.

We undertake to immediately notify Ptarmigan Forestry & Carbon Consulting LLC in writing about any material change in any information contained in this form and the attached statement and documentation.

We authorize Forestry & Carbon Consulting LLC or its designated representatives to obtain information from sources that they deem appropriate in order to adequately evaluate and process this form and the attached statement and documentation and to ensure the integrity and effective operation of The Climate Registry in the future.

We understand that failure to provide full and accurate information may result in the delay or rendering invalid of any decision made in response to the information contained in this form and the attached statement and documentation.

Signed and accepted by duly authorized representatives of:

Ptarmigan Forestry & Carbon Consulting LLC
Verifier (employee or sub contractor)

Climate Registry Member or Participant
Member

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

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|--|
| <input type="checkbox"/> Completed Ptarmigan Forestry & Carbon Consulting LLC Conflict of Interest Questionnaire.
<input type="checkbox"/> Additional materials attached as evidence, clearly numbered and indexed. |
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