

# REGULATIONS FOR USING “CARBON FOOTPRINT APPROVED” CERTIFICATION MARK

(EUTM 018482647)

## § 1 Notifier

The person submitting the UE Carbon Footprint Approved certificate mark (hereinafter referred to as “Mark”) is Carbon Footprint Foundation with its registered office in Kraków, ul. Jasnogórska 9, 31-358 Kraków, Poland, entered into the Register of Entrepreneurs and the Register of Associations, other social and professional organizations, foundations and independent public health care facilities of the National Court Register under KRS number: 0000785831 and with NIP: 9452227592, REGON: 383347066.

## § 2 Declaration of the Notifier

The Carbon Footprint Foundation (hereinafter referred to as “Certifier”) declares that it complies with the requirements set out in Art. 83 sec. 2 of the Regulation of the European Parliament and of the Council (EU) 2017/1001 of June 14, 2017 on the European Union trade mark, i.e. no conducted activities related to the supply of goods and the provision of services subject to certification.

## § 3 Graphic representation of the mark



## § 4

### List of good and services

The list of good and services that may be subject to certification with the Mark as follows:

<b>Nice classification</b>	<b>List of goods</b>
2	dyes, colorants, pigment and inks; soluble products and agents; thinners and thickeners for coatings, dyes and inks
3	cosmetics; perfumery and fragrances; deodorants and antiperspirants; hair preparations; depilatory and shaving preparations; cosmetics for animals; detergents; washing preparations; essential oils and aromatic extracts; toilet preparations; cleaning preparations for household purposes
4	candles and wicks for lighting
5	dietary supplements and dietary preparations; medicines for humans; pharmaceuticals and natural healing agents; disinfectants and antiseptics; preparations and articles hygienic; dental preparations and articles
6	sweeping, cleaning, washing and washing appliances; agricultural machinery and equipment, gardening and forestry; electricity generators; transfer device, i.e transport; pumps, compressors and blowers
7	photovoltaic devices for powering devices; to make electric cars; batteries for electric vehicles; station load for electric vehicles; lithium-ion battery; computer and hardware computer; printer; smartphones; televisions; measuring and detecting devices, monitoring and controlling; navigation, guidance and location devices, target acquisition and mapping; information device and audiovisual, multimedia and photographic; recorded on information carriers, i.e Dane; research and teaching equipment and simulators
8	HVAC systems (heating, ventilation and air conditioning); vehicle HVAC systems(heating, ventilation and air conditioning); thermal solar collectors [heating]; sanitary installations and devices, water supply and sanitation equipment; refrigeration and freezing installations and devices; lighting and collectors lighting; cooking, heating, cooling and preserving equipment, for food and beverages; heating and drying devices for personal use; sterilization, disinfection and decontamination equipment;

9	electric cars; land vehicles and means of transport; parts and accessories for vehicles
10	bags and packing and storage articles of paper, cardboard or synthetic materials; paper and cardboard; paper stationery; packaging for food
12	furniture and home furnishing accessories
13	textiles; fabrics; textiles for the manufacture of articles of clothing; textiles used in the household; mixed textiles; products textiles and textile substitutes; cotton fabrics; bed linen and blankets
14	clothes; footwear; headgear
15	sports articles and equipment; games, toys and play accessories
16	milk products; dairy and dairy substitutes; eggs; edible oils and fats; jellies, jams, compotes, fruit and vegetable spreads
17	chocolate; coffee; tea; cocoa; sugars, natural sweeteners, confectionery coatings and fillings, bee products; confectionery; bakery products; sweets non-medicinal; dry and fresh pasta, noodles and dumplings; cereals; yeasts and leavens; ice cream products fresh fruits
18	fresh fruits, nuts, vegetables and herbs; agricultural and aquaculture crops, products organic and forest; plants; animal food and feed
19	water; flavored carbonated drinks; alcohol free drinks; beer and products brewing; energy drinks; juices
20	alcoholic beverages (except beer)

<b>Nice classification</b>	<b>The list of goods</b>
1	advertising agency services; production of advertising materials and advertisements; services administrative support and data processing; human resource management and personnel recruitment services
2	financial, monetary and banking services; real estate services; insurance consultancy
3	installation of photovoltaic cells and modules; installation and maintenance of the photovoltaic installation, maintenance and repair of HVAC systems(heating, ventilation and air conditioning); building and construction services, demolition: installation, maintenance and repair of equipment computer and telecommunications equipment; repair, refueling and charging vehicles

4	telecommunication services; connection via a computer network and Internet access
5	transportation services; passenger transport; shipping; packaging services ; transportation and delivery of goods; organization services and travel booking
6	non-environmental education, entertainment and sporting services; publishing, reporting and writing; organizing conferences, exhibitions and competitions; amusement and theme parks and towns, zoos and museums; publication of audio and video recordings and multimedia production and photographic services; live performance services
7	development, programming and implementation of computer software; services architectural and urban planning; research and development services; engineering services
8	animal breeding; gardening and landscaping; cultivation; cosmetic services; medical and health care; veterinary and agricultural services

## **§ 5**

### **Terms and conditions for granting certification of goods**

1. The right to use the Mark is granted by the Certifier entities that have successfully passed the certification in order to mark the manufactured products and goods sold by these entities.
2. A condition for the positive transition of certification by the entity, and thus granting the right to use the Mark is the fact that it causes the production of goods leaving a smaller carbon footprint than the average footprint production of similar goods.
3. The carbon footprint expresses the total greenhouse gas emissions of a product (during the full life cycle of a product), a service, an enterprise or an individual. It is expressed as carbon dioxide equivalent per functional unit product (CO<sub>2</sub>e/functional unit). The carbon footprint includes carbon dioxide emissions carbon, methane, nitrous oxide and other greenhouse gases that are associated with emissions with climate warming. It is the most adequate and universal indicator allowing to determine the negative impact of a given product, service or companies on the environment and climate.

4. Actions aimed at achieving or maintaining a lower carbon footprint are set out below in the form of 20 questions that make up the six pillars of certification.
5. The answers to the following questions is a prerequisite for a positive undergoing certification, and thus being awarded by the Certifier the right to use the Mark.

**Product certification pillars**

**I. Energy(30% of the total number of points available)**

1. What is the primary energy source used in the production process(if there's a mix enter % consumption)

answer	the number of points	%
coal, oil	0	
natural gas	5	
electricity from the grid	10	
biogas, biofuels	15	
renewable energy sources(RES), excluding biofuels and biogases	20	

2. Does the entity applying for certification take action reducing the specific energy consumption in the process production?

answer	number of points
no	0
yes	10

3. Is the production process more energy efficient compared to the traditional production of goods of the same type?

answer	number of points
no	0
yes	10

4. Are the buildings occupied by the service provider energy-saving?(for example, whether they have LEED, Energy Star, BREEAM, etc.

answer	number of points
no	0
yes	10

## II. Transport(30% of the total number of points available)

5. What is the distance between the place of production and the place of origin of materials used in the production of this product?

answer	number of points
more than 1000 km	0
	5
less than 500 km	10

6. Is supply chain for this commodity shorter than for other similar products available on the market?

answer	number of points
it is longer	0
similar	5
yes	10

7. What means of transport are used for delivery of materials and raw materials in the production process?(In the justification of the answer in the application, provide the entire transport mileage, i.e. the number of kilometers traveled by wheel transport (diesel), air, sea, inland water, rail).

answer	number of points
The emissions from a given transport are <b>equal or greater than</b> the emissions of carbon dioxide equivalent	0

of another means of transport on the same road route (emissions calculated in relation to one product).	
The emissions from a given transport are <b>fewer</b> than the emissions of carbon dioxide equivalent of another means of transport on the same road route (emissions calculated in relation to one product).	10

8. Is the transport of goods carried out using powered vehicles, electric or hybrid?

answer	number of points
no	0
x= % of the car fleet	x/10
yes	10

### III. Disposal(20% of the total number of points available)

9. Is the product made of recyclable materials?

answer	number of points
no	0
x = % of materials subject recycled	x/10
yes	10



10. Do the materials used in the production of the goods make it difficult to recycle? (requires additional mechanical action, e.g. bulky objects, electronics)

answer	number of points
no	0
x = % of obstructing materials recycling	$10 - (x/10)$
yes	10

11. Is the product reusable?

answer	number of points
no	0
yes	10

12. Do the materials used for production contain substances classified as harmful?

answer	number of points
no	0
x = % of harmful substances	$10 - (x/10)$
yes	10

13. Do the goods meet the requirements of the circular economy?

answer	number of points
no	0
yes	10

**IV. SUSTAINABLE DEVELOPMENT (10% of the total number of points available)**

14. Is the commodity consistent with the sustainable development goals number: 7, 9, 11, 12, 13, 14, i 15?

answer	number of points
0 or 1 goal	0
2 or 3 goals	2,5
4 or 5 goals	5
6 goals	7,5
7 goals	10

15. Is the purpose of the goods to minimize environmental impact?

answer	number of points
no	0
yes	10

16. Does the entity applying for certification report its own activities related to minimizing the carbon footprint, pro-ecological activities and environmental impact in the production of goods?

answer	number of points
no	0
partially	5
yes	10

17. Is the entity applying for certification conducting activities aimed at increasing the environmental awareness of its customers (ecological labels on products, other certifications, etc.)?

answer	number of points
no	0
yes	10

**V. SOCIAL ACTIVITY ((10% of the total number of points available))**

18. Does the entity applying for certification have a well-developed environmental policy for employees?

answer	number of points
no	0
yes	10

19. Does the entity applying for certification implement or support pro-ecological activities?

answer	number of points
no	0
yes	10

20. Do the materials used in the production of the goods come from sustainable plantations/sources (justify if not applicable)?

answer	number of points
no	0
x = % of origin	x/10
yes	10

6. The mark may only be used in relation to the category of goods to which it applies on the basis of the answers to the above questions obtained a minimum of 75% of points, according to the weight system presented in Table 1 and Table 2.

Table 1

(if question 20 concerns the entity applying for certification)

<b>Category</b>	<b>Possible points to earn</b>	<b>Points weigh</b>	<b>Score</b>
Energy	50	30%	15
Transport	40	30%	12
Disposile	50	20%	10
Sustainable development	40	10%	4
Social activity	20	10%	2
Amount			<b>43</b>

Table 2

(if question 20 concerns the entity applying for certification)

<b>Category</b>	<b>Possible points to earn</b>	<b>Points weigh</b>	<b>Score</b>
Energy	50	30%	15
Transport	40	30%	12
Disposile	50	20%	10
Sustainable development	40	10%	4
Social activity	20	10%	3
Amount			<b>44</b>

7. An entity applying for certification, meeting the conditions provided for in § 5 of the Regulations, may apply to the Certifier with a written, documentary or electronic Application for the granting of the right to use Mark for marking specific goods.

8. The message referred to in point 7 should contain:

- (a) full details of the entity declaring the attribution of origin;
- (b) the indication of the trade mark that may represent the Mark to which class of goods from § 4 it belongs;
- c) answers with justification to the questions contained in § 5 of the Regulations in relation to the goods to which the entity relates about granting the speech;
- d) the final score, calculated in accordance with the application guidelines in Table 1.

9. If the conditions specified in § 5 of the Regulations are met, the Certifier issues a Certificate, which is the basis for using the Mark in relation to the covered one Application for certification of goods. Before release of the Certificate, the Certifier verifies the veracity of the information contained in the Application information in available sources, especially in terms of compliance by the given person product of the certification conditions described above. In case of absence in the Application or if the Certifier has

doubts as to the information contained therein, the Certifier calls the entity submitting the Application to provide explanations or introduce appropriate changes or additions to the content of the Application. If the applicant does not introduce appropriate changes to the Application or present the explanations considered by the Certifier as insufficient or unbelievable, it refuses to issue a Certificate.

10. The right to use the Mark is granted for one year period, with an extension option after providing the Certifier with relevant information confirming that the conditions of production of goods have not changed, while maintaining the conditions of post-verification referred to in § 9 of these Regulation, and paying the annual fee for using the Mark.

## **§ 6**

### **Conditions and mode of granting certification**

1. The right to use the Mark is granted by the Certifier entities that have successfully passed the certification in order to mark the services provided by these providers.
2. Conditions for positive verification of the entity, and consequently granting the right to the Mark is the fact that the supply of the services leave a smaller carbon footprint than the average footprint found at providing similar services.
3. The carbon footprint expresses the total greenhouse gas emissions of a product(during the full life cycle of a product), a service, a business or an individual. It is expressed as carbon dioxide equivalent per functional unit of the service(CO<sub>2</sub>e/functional unit). The carbon footprint includes emissions of carbon dioxide, methane, nitrous oxide and other greenhouse gases. It is the most adequate and universal indicator allowing to determine the negative impact of a given product, service or companies on the environment and climate.
4. Actions to achieve or maintain a lower carbon footprint are set out below in the form of 17 questions that make up the five pillars of certification.

5. The answer to the following questions is a prerequisite for a positive undergoing certification, and thus being awarded by the Certifier the right to use the Mark.

**Pillars of certification**

**I. Energy(40% of the total number of points available)**

1. What is the primary energy source used in the production process(if there's a mix enter % consumption)

answer	the number of points	%
coal, oil	0	
natural gas	5	
electricity from the grid	10	
biogas, biofuels	15	
renewable energy sources(RES), excluding biofuels and biogases	20	

2. Does the entity applying for certification take action reducing the specific energy consumption in the process production?

answer	number of points
no	0
yes	10

3. Are the buildings occupied by the service provider energy-saving (for example, whether they have LEED, Energy Star, BREEAM, etc.)

answer	number of points
no	0
yes	10

**II. Transport(30% of the total number of points available)**

4. What is the distance between the place of production and the place of origin materials used in the production of this product?

answer	number of points
more than 1000 km	0
	5
less than 500 km	10

5. Is the service provider organize online meetings for clients, when the distance between them exceeds 500 km?

answer	number of points
never	0
usually	5
always	10



6. What means of transport are used materials and raw materials delivered in the production process?(In the justification of the answer in the application, provide the entire transport mileage, i.e. the number of kilometers made by transport wheel (diesel), air, sea, inland water, rail).

answer	number of points
The emissions from a given transport are <b>equal or greater than</b> the emissions carbon dioxide equivalent of another means of transport on the same road route (emissions calculated in relation to one product).	0
The emissions from a given transport are <b>lesser</b> than the emissions carbon dioxide equivalent of another means of transport on the same road route (emissions calculated in relation to one product).	10

7. Does the transport of goods is carried out using powered vehicles, electric or hybrid?

answer	number of points
no	0
x= % of the car fleet	$x/10$
yes	10

### III. Disposal(10% of the total number of points available)

8. Is the entity uses waste recycling services at work and corporate disposal?

answer	number of points
no	0
partly	5
yes	10

9. Is the service provider minimize paper consumption (by solutions such as regular use of an electronic signature)?

answer	number of points
no	0
yes	10

10. Is the service provider optimize its impact on the environment materials used in the provision of services?

answer	number of points
no	0
yes	10

11. Is the service provider use obstructive materials recycling?

answer	number of points
no	0
yes	10

**IV. SUSTAINABLE DEVELOPMENT (10% of the total number of points available)**

12. Is the entity reporting service with minimizing the carbon footprint, pro-ecological activities and performance of the environment in the provision of services?

answer	number of points
no	0
partly	5
yes	10

13. Is the entity applying for certification conducting activities aimed at increasing the environmental awareness of its customers (ecological labels on products, other certifications, etc.)?

answer	number of points
no	0
yes	10

14. Does the commodity is consistent with the sustainable development goals number: 7, 9, 11, 12, 13, 14, i 15?

answer	number of points
0 or 1 goal	0
2 or 3 goals	2,5
4 or 5 goals	5
6 goals	7,5
7 goals	10

15. Is the purpose of the goods to minimize environmental impact?

answer	number of points
no	0
yes	10

**V. SOCIAL ACTIVITY (10% of the total number of points available)**

16. Does the entity applying for certification have a well-developed environmental policy for employees?

answer	number of points
no	0
yes	10

17. Does the entity applying for certification implements or supports pro-ecological activities?

answer	number of points
no	0
yes	10

6. The mark may only be used in relation to the category of goods to which it applies on the basis of the answers to the above questions obtained a **minimum of 75% of points**, according to the weight system presented in Table 3.

**Table 3.**

<b>Category</b>	<b>Possible points to earn</b>	<b>Points weigh</b>	<b>Score</b>
Energy	40	40%	16
Transport	40	30%	12
Disposile	40	10%	4
Sustainable development	40	10%	4
Social activity	20	10\$	2
Amount			<b>38</b>

7. An entity applying for certification, meeting the conditions provided for in § 6 of the Regulation, may apply to the Certifier with a written or electronic Application for granting the right to use Mark to designate specific services provided by him.

8. The message referred to in point 7 should contain:

(a) full details of the entity declaring the attribution of origin;

(b) the indication of the trade mark that may represent the Mark to which class of goods from § 4 it belongs;

(c) answers with justification to the questions contained in § 6 of the Regulation in relation to the goods to which the entity relates about granting the certification;

(d) the final score, calculated in accordance with the application guidelines in Table 2.

9. If the conditions specified in § 6 of the Regulations are met, the Certifier issues a Certificate, which is the basis for using the Mark in relation to the covered one Application for certification of goods. Before release of the Certificate, the Certifier verifies the veracity of the information contained in the Application information in available sources, especially in terms of compliance by the given person product of the certification conditions described above. In case of absence in the Application or if the Certifier has

doubts as to the information contained therein, the Certifier calls the entity submitting the Application to provide explanations or introduce appropriate changes or additions to the content of the Application. If the applicant does not introduce appropriate changes to the Application or present the explanations considered by the Certifier as insufficient or unbelievable, it refuses to issue a Certificate.

10. The right to use the Mark is granted for one year period, with an extension option after providing the Certifier with relevant information confirming that the conditions of production of goods have not changed, while maintaining the conditions of post-verification referred to in § 9 of these Regulation, and paying the annual fee for using the Mark.

## **§ 7**

### **Regulating conditions of using the Mark**

1. The mark may only be used in a proprietary, compliant graphic form with the presentation contained in § 3 of the Regulation.
2. Any color changes of the Mark are not allowed.
3. The annual fee for using the Mark, referred to in § 5 and 6 of the Regulation, applies to one good or service (as indicated in the list of goods and services of the Mark) and her the amount depends on the entity's annual turnover (the classification criteria are included in Table 4.), which is applying for certification. Annual usage fees of the Mark are defined in Table 5.
4. The annual fee entitles to use the Mark for 12 months counted from the date of paying the fee.

**Table 4.**

<b>Enterprise category</b>	<b>Income for the last closed year [mIn zł]</b>
micro-enterprise	<1
small sized enterprise	1-30

medium sized enterprise	30-100
large company	>100

**Table 5.**

<b>Enterprise category</b>	<b>Annual payment for using the Mark</b>
micro-enterprise	4 000 PLN net
small sized enterprise	8 000 PLN net
medium sized enterprise	12 000 PLN net
large company	20 000 PLN net

## **§ 8**

### **Users of the Mark**

1. Any entity that meets the required certification standard presented in these Regulation, obtains the Certificate and pays the annual fee, is authorized to use the Mark (hereinafter referred to as: "**User**").
2. Users of the Mark are not entitled to transfer the rights to use the Mark or grant a license to use it to any third party.
3. The updated list of Users is available on the website Carbon Footprint Foundation: <https://carbonfootprintfoundation.com/>.

## **§ 9**

### **Rules for monitoring the proper use of the Mark**

1. Users of the Mark are obliged to submit to the Certifier reports on compliance with the rules of the Regulation and the use of the Mark, for

each 12-month period of use of the Mark, in accordance with the information provided to them by the Certifier as a template for such a report.

2. Failure to submit the report referred to in point §1 within the prescribed period may result in refusal to extend the right to use the Mark for another period or refusal to grant the right to use the Mark for other goods or services.
3. The Certifier may control whether the User uses the Mark properly. It may do so either as part of planned and cyclical inspections, however, not more frequently than once a quarter, or as part of ad hoc control, if necessary becoming aware of a breach by the User in any way of the Regulation or actions causing a deflate in the reputation of the Mark.
4. The control referred to in point §3 consists in:
  - a) requesting the User to provide explanations, in particular in writing or electronic;
  - b) field inspection at the User's headquarters or other places of operation activities by him.
5. The User is informed about the field inspection at least three days in advance.
6. The inspection is carried out by employees of the Certifier, however in doubtful cases, a Committee of Experts may be appointed for this purpose. The Certifier may also use it for inspection purposes from specialized external entities.
7. A post-inspection report containing an indication is drawn up for each inspection of possible deficiencies and setting the date and method of their removal. Deadline is determined in proportion to the degree of possible infringement.
8. If the User does not remove the deficiencies within the time specified by the Certifier deadline, is requested to immediately (within the deadline no longer than 14 days from the request) to stop using the Mark.
9. Using the Mark by the User after the expiry of the period referred to in point §8, authorizes the Certifier to impose a penalty on the User in the amount of twice the annual fee for using the Mark and for public issue a message



about revoking the right to use the Mark from a given User. At the same time, the Certifier obliges the User to publishing a similar message in any and all channels of communication with customers. Continuation to use the Mark in such a situation will also be treated as a violation of the right to this Mark.

## **§ 10**

### **Sanctions for the violation of the Regulation**

1. In case of non-compliance with the provisions regarding the Regulations, the Certifier may deprive the user of the right to the mark.
2. The Certifier informs the User about its intention to withdraw the right to use the Mark, providing justification for its intention and informing about the possibility of the User expressing his opinion.
3. If the violation of the rules of the Regulation is gross, the Certifier may deprive the User of access to information about the infringement right to the mark.
4. In cases referred to in point §3, the entity that grossly violated the Regulation may apply for recertification after 12 months and the Certifier may additionally oblige the User to pay twice as much annual fee appropriate for its category for the statutory purposes of the Carbon Footprint Foundation.
5. For acts contrary to the Regulation that may be the basis for the above activities of the Certifier include, in particular, the use of the Mark in a different graphic form than provided for in the Regulation, placing the Mark on goods or services that do not meet the certification conditions, a change in the way goods are produced or services are provided that increase the carbon footprint of goods or services.

