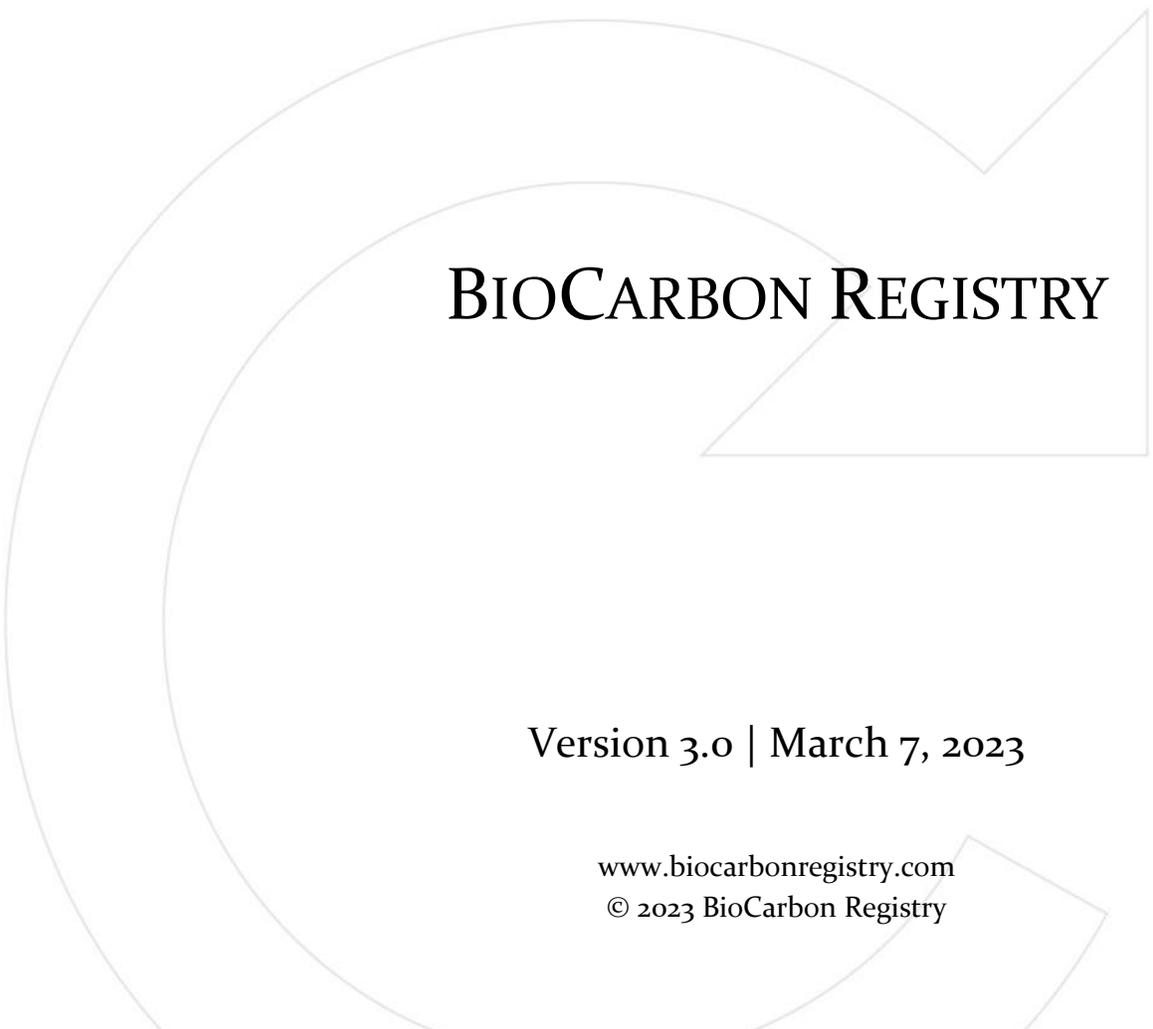


BCR CORPORATIVE GOVERNMENT ETHICS AND COMPLIANCE



BIOCARBON REGISTRY

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1 Introduction

BIOCARBON REGISTRY is a company of a commercial nature, governed by the clauses contained in its statutes and other relevant legal provisions. The main object of the company is the development and management of carbon and biodiversity standards. In this sense, BIOCARBON REGISTRY supports the promotion of climate change mitigation actions through low carbon growth or ensuring national and international policies related to sustainable development objectives.

Adopting a management system and an appropriate corporate governance model is part of a company's strategic decision. It aims to improve the overall performance and build a solid foundation for business ethics and compliance, always chasing excellence.

Corporate governance guides the policy of the organization. It pays respect for the objectives, transparency, truthfulness, competent, ethical practices, and business behavior in line with the ethical principles that guide the cross-cutting processes towards corporate compliance.

Consequently, everyone who is part of BIOCARBON REGISTRY must carry out their functions within the highest levels of transparency, truthfulness, ethical practices—focusing their business behavior on quality, ethics, integrity, and responsibility, principles that govern the action of the organization.

This document sets the rules, principles, and procedures that regulate the company's structure and operation. It also rules the relationships between management, the Board of Directors, the Technical Committee, shareholders, and other stakeholders and relationships with intended users.

2 Objectives

The objectives of BIOCARBON REGISTRY 's corporate government are as follows:

- (a) to provide the principles and procedures that determine the structure and general operation of the company,
- (b) to regulate the relations between the direction, administrative and technical professionals of the company,
- (c) to guide interactions between stakeholders, as well as relations with intended users,

- (d) to guide decision making related to the strategic direction of the company and its corporate policies,
- (e) outline mechanisms for controlling management performance and monitoring the implementation of strategic plans,
- (f) establish adequate policies and procedures, ensuring that the members of the company comply with the regulatory framework, directly or indirectly related to the objectives of the organization,
- (g) determine the actions that define a business environment capable of demonstrating transparency and trust, guaranteeing credibility and responsibility in the development of its functions,
- (h) to align the company's performance in the search for sustainable growth and its presence in the market in the long term.

3 Principles

According to the Organization for Economic Cooperation and Development - OECD - (2006)¹, *"the objective of corporate governance is to facilitate the creation of an environment of trust, transparency, and accountability necessary to foster long-term investment, financial stability, and business integrity."*

Considering that the OECD's principles of corporate governance provide practical guidance and a reference framework applicable to BIOCARBON REGISTRY's objectives and actions, the company follows the organization's policies. In this sense, the corporate government framework:

- (a) will promote transparency and market equity, as well as the efficient allocation of resources. It shall be consistent with the rule of law and support adequate supervision and enforcement,
- (b) will protect and facilitate the exercise of shareholders' rights and ensure the equitable treatment of all shareholders, including minority and foreign

¹ OCDE (2016), Principios de Gobierno Corporativo de la OCDE y del G20, Éditions OCDE, Paris.
<http://dx.doi.org/10.1787/9789264259171-es>

shareholders. Everyone shall have the possibility of effective redress for violations of their rights,

- (c) will recognize the rights of the actors concerned, as provided for by the legal system or as mutually agreed,
- (d) where the rights of the actors involved are protected by law, they shall have the opportunity to obtain effective redress if they have been vulnerated,
- (e) will ensure the timely and accurate communication of all relevant business issues, including corporate management practices,
- (f) will facilitate the dissemination of information, enabling users to access relevant information in an equal, timely, and efficient manner.

Based on these principles and considering the legal and technical qualities of BIOCARBON REGISTRY, an organizational structure and a management model are defined that will allow the company's performance to be fulfilled with transparency and efficiency.

4 Policy framework

In keeping with the principles defined by the OECD, the legal and regulatory requirements that influence the corporate governance of BIOCARBON REGISTRY practices will be consistent with the rule of law and transparent and enforceable.

The regulatory framework governing corporate management in Colombia consists mainly of the following legal norms:

- (a) Commercial Code² and Law 222 of 1995³

The Commercial Code and Law 222 of 1995 constitute the Colombian legislation on commercial matters. These laws contemplate some corporate governance issues, such as associates' voting rights, treatment of profits as a protection mechanism for partners, how

² DECRETO 410 DE 1971 (marzo 27). "Por el cual se expide el Código de Comercio". Diario Oficial No. 33.339 del 16 de junio de 1971

³ "By which Book II of the Commercial Code is amended, a new regime of insolvency proceedings is issued, and other provisions are enacted". Official Gazette No. 42.156 of December 20, 1995

meetings are called, the duties and responsibilities of directors, among other aspects for regulation.

(b) Law 1474 of 2011⁴

The Anti-Corruption Statute, established by Law 1474, *"by which norms are dictated oriented to strengthen the mechanisms of prevention, investigation, and sanction of acts of corruption and the effectiveness of the control of public management,"* dictates norms oriented to strengthen the mechanisms of prevention, investigation, and sanction of acts of corruption and the effectiveness of the control of public management, prescribing administrative, contractual and penal measures for the fight against corruption.

Additionally, it introduces modifications to the fiscal responsibility process, adopting measures to strengthen the budgetary control function exercise.

(c) Law 1778 of 2016

Law 1778 of February 2, 2016, which establishes rules on the liability of legal persons for acts of transnational corruption and other provisions in the fight against corruption, amended articles 1, 2, 7, and 72 of the Anti-Corruption Statute (Law 1474 of 2011).

Specifically, Law 1778 of 2016 modified the inability to contract of those who commit crimes against the public administration, the failure to recruit of those who finance political campaigns, the responsibility of financial auditors, and the additional functions of the Presidential Program for Modernization, Efficiency, Transparency and the Fight against Corruption.

(d) Law 1712 of 2014⁵

This law creates the Law of Transparency and the Right of Access to National Public Information and other provisions.

⁴ Diario Oficial No. 48.128, julio 12 de 2011

⁵ Diario Oficial No. 49.084 de 6 de marzo de 2014

The purpose of the law is to regulate the right to access public information, the procedures for exercising and guaranteeing the right, and the exceptions to the disclosure of information.

(e) External Bulletin 100-00005 of the Superintendence of Corporations

The bulletin was issued to partners, shareholders, and managers of commercial companies, branches of foreign companies, and sole proprietorships supervised by the Superintendence of Companies and companies obliged to report to the Information and Financial Analysis Unit - UIAF.

Based on the fact that it is necessary to implement a system of self-control and risk management (LA/FT) in the real sector, the Superintendency of Companies presents, in the bulletin, rules, international standards, and guidelines to facilitate the implementation of an LA/FT system.

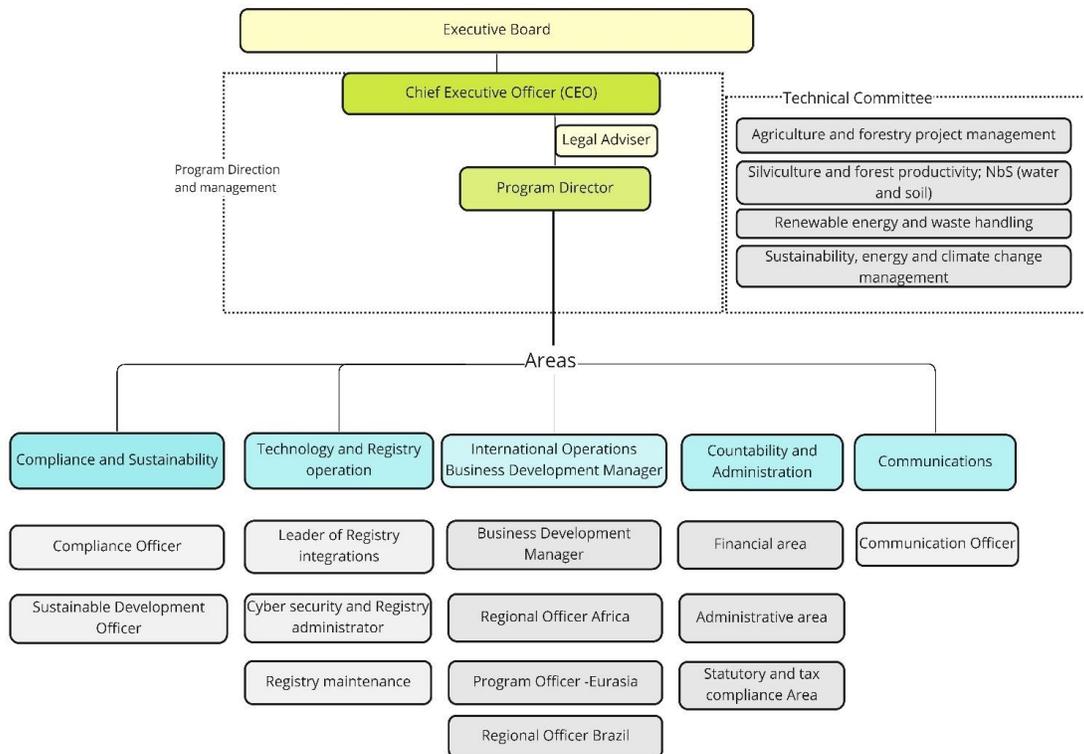
Thus, it provides that *"companies must carry out an analysis of their exposure to this risk and establish their system of self-control and risk management of LA/FT, according to the characteristics of their business, the goods, and services they offer, their marketing, the geographical areas where they operate, among other aspects that are relevant in the design of the same."*

Concerning the national legislation on transparency and ethics, the company has a Document Management Program that provides the following of the legal rules and regulations that apply specifically to its functions and overall performance. Likewise, it considers the design, development, and implementation of procedures related to control mechanisms to verify adequate compliance with the policy framework.

5 Organizational structure

BIOCARBON REGISTRY has an organizational structure based on its team members' quality and capacity to meet the expectations of both the organization, its clients, and other stakeholders.

Counting on the excellence of those who make up the team, the organization's overall performance includes programming, execution, analysis, and evaluation, generating confidence, and seeking continued success. BIOCARBON REGISTRY is strategically organized according to the following organizational chart:



5.1 Executive Board

The Executive Board is in charge of the strategic orientation and the control of the effectiveness of the governance practices. The Board comprises professionals with the ability to make independent judgments on matters within their competence. The Executive Board is also responsible for overseeing the information process and communications.

The Executive Board also has the authority to propose the creation of specialized committees that support the company's excellent development in the overall performance of its objectives. When committees are proposed and constituted, the Board will clearly define the composition, functions, and procedures related to the development of their tasks.

The Executive Board should support direction, and related committees, in making decisions about the development of standards, the design, and development or approval of new methodologies for quantifying GHG reductions or removals or net gains in biodiversity, as well as the system for registering GHG projects and Biodiversity initiatives that seek certification under the BIOCARBON REGISTRY Program.

Based on accurate and timely information, the Board of Directors must carry out periodic evaluations, both of their results and the company's performance, and estimate whether the team has the relevant knowledge and skills.

5.2 Direction and Management

The head of the Direction and Management is the Chief Executive Officer who legally represents the company to third parties. It may enter or execute all acts or contracts included in the organizational mission or related to its existence and operation. Also, the program's CEO executes the decisions of the Board of Directors.

The CEO and General Director, as a legal representative, has the broadest powers to act in all circumstances on behalf of the company, except for those powers which, according to the articles of association, the shareholders have reserved for themselves. Concerning third parties, the company will be bound by the legal representative's acts and contracts.

The Program Director is responsible for the direction manages, administers, and in coordination with the CEO carries out all the operations included in the corporate purpose, ensuring that it is fulfilled.

The Direction and Management oversees hiring the necessary personnel to carry out the Executive Board's decisions and resolves everything related to the labor scheme that is incumbent upon it, with the power to delegate functions in this area. This area is responsible for entering into contracts and obligations and executing the administrative acts of the company.

Within the framework of its functions, it must ensure that resources are optimized to meet the company's objectives and supervise the performance and report to the Executive Board promptly on the activities, evaluations, and improvement plans related to fulfilling the policies and goals set. Likewise, it must do the due reporting to the company and shareholders.

It is responsible for inter-institutional relations and participating in the collective construction of alternatives that favor GHG mitigation initiatives and biodiversity initiatives, promoting the strengthening of the sector and preserving impartiality.

5.3 Compliance and Sustainability

This area is in charge of the design, implementation, and monitoring of code of good practices, anti-corruption and Anti-bribery procedures, and program principles which are cross-cutting elements of the BCR operation.

In order to ensure alignment of the program activities with the program's principles and rules, this area ensures the update and monitoring of the procedures established in the document of Management of impartiality, document defines that the fundamental principle for the management of impartiality applicable to third parties including Conformity Assessment Bodies CAB's in charge of the validation and verification of GHGF projects.

The professionals under this department promote sustainability as part of the strategic development of the program, which should be reflected in the structural guidelines for projects, overseeing updates and integration of sustainability and linked agendas, such as SDGs (Sustainable Development Goals), across BCR operations.

5.4 Technical Committee

The Technical Committee is responsible for providing support in constructing methods, data, and conceptual approaches to ensure the quality of GHG project and biodiversity initiatives that are certified and registered with the BIOCARBON REGISTRY Program.

From this Committee, interrelations and practices associated with national and international regulations are created, which are essential to address the carbon market's current needs and other stakeholders. In this way, it seeks to have a direct impact on low-carbon growth and sustainable development.

The developments and approaches of this group of experts are based on their own experiences, on the company's needs to maintain the observance of the proposed objectives, and on the expectations of the market agents, which lead to applicable and replicable responses in the short term.

Besides, the Technical Committee provides essential knowledge to determine the rules and procedures governing the BIOCARBON REGISTRY Program. Within this framework of action, this Committee is responsible for:

- (a) provide guidelines for the design and approval of processes related to the certification and registration of GHG projects and biodiversity initiatives,
- (b) support the improvement of the Certification Program (Standard) and the rules and procedures,
- (c) support the technical construction of methodologies for quantification of GHG reductions or removals and net gains in biodiversity, in sectors, and for types of projects eligible for the BIOCARBON REGISTRY Program,
- (d) support the technical preparation of the rules and procedures in order to certification and registration of biodiversity initiatives,
- (e) provide support for the generation of technical guidelines related to the company's objective, considering the needs of market agents,
- (f) take decisions on the approval of methodologies formulated by other stakeholders,
- (g) provide the basis for the performance of Validation and Verification Bodies (VVB) through a standardized management system, and ensuring that both the requirements established by BIOCARBON REGISTRY, and the rules defined in sectoral, national, or international standards are met,
- (h) evaluate applications from GHG projects for certification, registration, and issuance of Verified Carbon Credits,
- (i) evaluate applications from biodiversity initiatives for certification, registration, and issuance of Biodiversity Credits,
- (j) to periodically review records and transactions and withdrawals of Verified Carbon Credits and Biodiversity Credits,
- (k) review, while maintaining impartiality and confidentiality, the Verified Carbon Credit Certification and Withdrawal Statements,
- (l) to contribute all their knowledge and experience in whatever task their support and professional work is required, bearing in mind the company's values.

5.5 Technology and Registry operation

The area of technology and registry operation leads the overall performance of the BCR registry system, from its design, development and maintenance, following strictly the guidelines define by the BCR Standard for the Voluntary Carbon Market and prioritizing measures to ensure reliability, transparency, and traceability of the Verified Carbon Credits.

This area perform the maintenance of the BCR registry system as well the periodical controls of cyber security. The BCR registry platform are protected with BlockChain technology which guarantees the fidelity and security of the data storage in the BCR Registry.

A pivotal task of the area es support to the Program Director and Management in the design and implementation of measures related to the BCR registry, to avoid doble counting of the GHG reductions in concordance to program rules⁶.

5.6 Administrative and accounting area

The administrative area supports the fulfillment of the company's objectives, from integral management and adjusted to the Executive Board and the shareholders' vision.

It is in charge of planning and supervision of issues related to financial planning, administrative record-keeping, invoicing, staff relations, and company logistics.

It is also in charge of accounting management and tax management and settlement. Among its functions are keeping a record and control of the documentation related to that purpose, applying everything required by the company in tax matters.

In summary, the administrative and accounting area is responsible for managing the organization's human and financial resources.

⁶ <https://biocarbonregistry.com/en/double-counting/>

5.7 International operations area

BCR's standards and methodologies are applicable to projects located from Colombia to the world. Thus, a recent development in BCR aims to include an International Operations area within the Organizational structure of the company. The main responsibility of this area is the interaction with projects located abroad to facilitate their understanding of BCR's standards and methodologies.

Under this area is a priority to explore market opportunities in other continents and identify key networks of sustainable development, and good practices in the carbon market that share BCR's principles. This area looks to establish strategic alliances with other organizations for the development of methodologies, access to marketplaces, and commercial relationships.

5.8 Communications area

The communications area's role is to lead the communications activities of BIOCARBON REGISTRY, both internally and externally. In fulfilling its function, the communications area establishes the content and means of communication, ensuring coherence and consistency with its communication objectives and codes. Likewise, it considers the particularities of the intended users and interested parties.

In this context, the communications area manages the company's image, making it visible, and strengthening communication channels by adequately involving the target audience.

6 Antibribery Policy

The purpose of the Antibribery policy of BioCarbon Registry is to ensure that BioCarbon Registry meets its Anti-Corruption requirements and to demonstrate to our interested stakeholders that we are committed with the Principles of the United Nations Global Compact in the area of Anti-Corruption, providing effective enterprise risk management through a focus on legislative compliance with both the local and the international Anti-Corruption Regulations and Standards.

6.1 Conflict-of-Interest

The Antibribery Policy includes issues related to non-conflicts of interest. For the purpose of the BCR Policy, a conflict of interest is a situation where business, financial, family, political work or personal interests come into conflict (or are very likely to conflict) with the judgment of persons in carrying out their duties for BioCarbon Registry. In other words, the person is confronted with choosing between the duties and demands of his/her position and his/her own private interests.

In relation to potential or actual conflict of interest, the following requirements and procedures shall be met and followed:

- (a) Potential conflicts of interest should be identified and declared by the person affected by the potential conflicts to the Compliance Officer at compliance.officer@biocarbonregistry.com or reported by another staff of BioCarbon Registry by using the Ethics and Compliance Channel (<https://canaletico.es/en/biocarbonregistry>) as soon as they become aware of such potential conflicts of interest.
- (b) Such disclosure or report should be made to the Compliance Officer using the Conflict-of-Interest Declaration Form.
- (c) The evaluation of a potential conflict of interest shall be made by the Compliance Officer.
- (d) The evaluation carried out by the Compliance Officer may determine the absence of conflict of interest, or it may lead to the conclusion that:
 - (i) The respective person should not go ahead with the evaluated activity; or that.
 - (ii) The person should recuse himself/herself from taking part in decision making by BioCarbon Registry with reference to the matter in conflict.

The Compliance Officer should document the above in the Conflict-of-Interest Disclosure Register and notify the respective person and the direction by e-mail. The director should acknowledge receipt of the e-mail within three (3) days.

In addition to the above procedure, all directors and professionals of BioCarbon Registry shall declare their financial and non-financial interests through the Annual Declaration Form to be filled in every year (in May).

The direction of BioCarbon Registry is responsible for ensuring that all persons associated with the activities of BioCarbon Registry are made aware of the Policy and Procedures regarding conflict of interest.

6.2 Code of ethics

BioCarbon Registry has designed and is implementing the Code of Ethics that establishes a set of measures to keep the recognition that everything we do will be governed by integrity, honesty, transparency, quality and in full compliance with our compliance obligations.

In BioCarbon Registry, we do believe that respecting these values is critical to maintain our good reputation and success and that all our personnel from the governing body to our professionals will be fully committed to the promotion and protection of our corporate values.

We are also aware of the importance of the role played by our corporate leaders, and we encourage them to lead by example and spread a culture of compliance, trust and accountability within the Company.

6.2.1 Ethics and compliance channel

Every person associated with BioCarbon Registry shall avoid or manage any real or perceived conflict of interest (e.g. by refraining from any decision making or voting on matters subject to a potential conflict of interest), and openly acknowledge any potential or actual conflict of interest which arises through his/her association with BioCarbon Registry and communicate same to the Compliance Officer of BioCarbon Registry at compliance.officer@biocarbonregistry.com or by using the Ethics and Compliance Channel (<https://canaletico.es/en/biocarbonregistry>).

In BioCarbon Registry, we also encourage our internal and external stakeholders to use our Ethics and Compliance Channel to raise questions and/or concerns about possible breaches of the principles and standards of the Company, established in this Code of Ethics, as well as in our Policies, regulations or any applicable laws.

6.3 Whistleblowing Policy

The Whistleblowing Policy and Internal Investigations Manual provides the guidance of the procedure to follow when a breach is identified, including conflict of interest and unethical behavior.

This Policy is in line with the relevant national and international legislations and standards that specifically govern the required behaviors and business conduct regarding:

- a. The prevention of transnational bribery and corruption;
- b. Whistleblowing systems; and
- c. Whistleblower protection.

6.4 Procurement Policy and Third-Party Due Diligence Procedures

Procurement has been generally recognized as an area vulnerable to risks of corruption and malpractices. This Procurement Policy is intended to provide a guidance to all the personnel of BioCarbon Registry that contract with different third parties, such as (but not limited to) clients, suppliers, agents, consultants, commercials, collaborators, subcontractors and professional service providers to enhance integrity throughout the Procurement process.

In particular, the objectives of this Policy are to:

- (a) Guide BioCarbon Registry's personnel to carry out Procurement processes in an ethical, transparent, accountable and fair manner;
- (b) Provide general guidance to enhance the capacity of BioCarbon Registry's personnel in managing procurement effectively;
- (c) Obtain value for money when procuring goods and services; and
- (d) Contribute to BioCarbon Registry's commitment in the fight against corruption and fraudulent purchase.

This Policy hence defines the requirements for an effective management and oversight of third parties and sets out the rules and procedures to follow for establishing and monitoring business relationships with clients, suppliers, agents, consultants, commercials, collaborators, subcontractors and professional service providers, namely with regards to:

- (i) Assessing the need of goods or services to contract;
- (ii) Determining who will be the best supplier of the goods or services; and
- (iii) Ensuring that the goods or services are delivered according to agreed terms and specifications.

7 Privacy and data protection

Considering that BIOCARBON REGISTRY has a public register⁷ containing information on GHG projects, project holders, validation and verification bodies and, in general, on stakeholders, it must comply with the national legislation's provisions governing this matter.

Per, and in the first place, for the handling and administration of data, the principles set out in Law 1266 of 2008⁸ are considered, namely:

- (a) Principle of truthfulness or quality of records or data. The information contained in the databases must be accurate, complete, exact, updated, verifiable, and understandable. The recording and disclosure of partial, incomplete, fractionated, or misleading data is prohibited;
- (b) Principle of finality. The administration of personal data must obey a legitimate purpose following the Constitution and the law. The objective should be informed to the holder of the information prior or concomitantly with the granting of the authorization, when it is necessary or in general whenever the holder requests information about it;
- (c) Principle of restricted movement. The administration of personal data is subject to the limits derived from the nature of the data. The provisions of Law 1266 and the principles of personal data administration shall be applied, especially from the tenets of the temporality of the information to data banking.

Personal data, except for public information, shall not be accessible on the Internet or by other means of dissemination or mass communication, unless access is technically controllable to provide restricted knowledge only to holders or users authorized under this law;

- (d) Principle of the temporality of information. The owner's report may not be provided to users or third parties when it no longer serves the purpose of the database;

⁷ Public registration on the BioCarbon website: www.biocarbonregistry.com

⁸ Diario Oficial No. 47.219 de 31 de diciembre de 2008

- (e) Principle of critical interpretation of constitutional rights. This Act shall be interpreted in such a way that legal reasons such as habeas data, the right to a good name, the right to honor, the right to privacy, and the right to information are adequately protected. The holders' rights shall be interpreted in harmony and balance with the information provided for in article 20 of the Constitution and with the other applicable constitutional rights;
- (f) Principle of safety. The information that makes up the individual registers that constitute the data banks referred to in the law, as well as that resulting from the consultations made of it by its users, must be handled with the technical measures that are necessary to guarantee the security of the registers, avoiding their adulteration, loss, consultation or unauthorized use;
- (g) Principle of confidentiality. All-natural or legal persons involved in public personal data administration are obliged at all times to guarantee information's privacy. Even after their relationship with any of the data administration task has ended. They may only provide or communicate data when this corresponds to the development of activities authorized in this law and the terms of the same.

BIOCARBON REGISTRY respects and guarantees the fundamental right to habeas data and the protection of other rights of Registry users, through the use of consultation or complaint procedures, without prejudice to other constitutional and legal mechanisms.

Similarly, BIOCARBON REGISTRY complies with the provisions of the General System for the Protection of Personal Data (Law 1581 of 2012⁹), concerning the provisions of Article 9 (Authorization of the holder), which state: *"Without prejudice to the exceptions provided for by law, the processing requires the prior and informed authorization of the holder, which must be obtained by any means that can be consulted later."*

In this regard, at the time of applying for an account in the registry system, the initiatives holders shall complete and sign an account opening application form which includes general information, information on the authorized person; it also contains the

⁹ The purpose of the Act is "to develop the constitutional right of all persons to know, update and rectify information collected about them in databases or archives, and the other constitutional rights, freedoms and guarantees referred to in article 15 of the Constitution; as well as the right to information enshrined in article 20 of the Constitution". Diario Oficial No. 48.587 de 18 de octubre de 2012.

statements on the authority to apply for the opening of an account in the Registry, on behalf of the entity.

Finally, in compliance with the provisions of the Presidency of the Republic of Colombia (Decree 1337 of 2013¹⁰) regarding *"regulating the authorization of the Data Subject for the Processing of his/her data, the Processing policies of those responsible and in charge, the exercise of the rights of Data Subject, the transfer of personal data and the responsibility shown for the Processing of personal data."* BIOCARBON REGISTRY collects data, limiting itself to those personal data pertinent and adequate for the purpose for which they are collected or required per current regulations.

In the same way, BIOCARBON REGISTRY has defined an information processing policy, within the framework of which the persons responsible for the processing are determined, ensuring that the persons in charge of the processing comply fully.

Among the components of this policy, which constitutes handling the registration and the relationship with the users, the company has a document called Terms & Conditions. BCR Registration System dictates the terms and conditions of BCR Registry, operated and administered by BIOCARBON REGISTRY.

In summary, considering the legislation in force and considering the fundamental rights of the users foreseen in the registration system, BIOCARBON REGISTRY has established the necessary policies for the handling of personal data and implemented safe and reliable mechanisms for the protection of these, guaranteeing confidentiality and rigor in the treatment of data.

¹⁰ Which partially regulates Law 1581 of 2012, partially repealed by Decree 1081 of 2015.

ANNEX A. GLOSSARY OF TERMS

Authorization

It is a prior, express, and informed consent of the owner to carry out the processing of personal data.

Database

It is an organized set of personal data that is subject to processing.

Client

Person or organization that might receive or is receiving a product or service intended for or required by that person or organization.

Conflict of interest

The situation in which, because of other activities or relationships, impartiality in the performance of validation or verification activities is compromised.

Competence

It is the ability to apply knowledge and skills to achieve expected results. Demonstrated competence is sometimes referred to as qualification.

Personal data

It is any piece of information linked to one or more determined or determinable persons or associated with a natural or legal person.

Design and development

Set of processes that transform the requirements for an object into more detailed requirements for that object.

Note 1: The requirements that form the input for design and development are often the result of research and maybe expressed in a broader sense than the elements that form the output for design and development.

Note 2: A qualifier may be applied to indicate design and develop's nature, e. g., design and development of a product, design, and development of a service or design and development of a process.

In charge of the treatment

It is a natural or legal person, public or private, who, by himself or in association with others, carries out the processing of personal data on behalf of the Data Controller.

Strategy

Plan to achieve a long-term or global goal.

Gestion

It means Coordinated activities to direct and control an organization.

Impartiality

It means the presence of real and perceived objectivity and absence of bias.

GHG mitigation initiative

They are programs, projects, actions, or activities developed at national, regional, local, and sectorial level whose purpose is to reduce emissions, avoid emissions, remove and capture GHGs. Initiatives are classified into GHG emission reduction initiatives and GHG removal initiatives. These initiatives may be sectoral or REDD+. For purposes of Resolution 1447/2018, the regional and local levels of implementation shall be understood as the subnational level. These initiatives are developed in the national territory.

Objectivity

Objectivity means that conflicts of interest do not exist or are resolved so that they do not adversely influence the validation or verification body's subsequent activities.

Validation and verification bodies

They are independent entities that carry out validation and verification processes of GHG mitigation initiatives. The VVB is responsible for conducting an objective assessment and issuing a validation or verification statement for the mitigation initiative holder's information. VVB is accountable for dictating other criteria defined by the GHG Certification Programs or carbon standards and the National Government.

Organization

It is a person or group of people who have their responsibilities, authorities, and relationships to achieve their goals. The organization's concept includes independent workers, company, corporation, firm, company, governance, partnership, association, charity or institution, or a part or combination thereof, whether constituted or not, public or private.

Interested party (Stakeholder)

A person or organization that may be affected or be perceived to be affected by a decision or activity.

Policy

Those are the Intentions and direction of an organization, as formally expressed by its senior management.

Data controller

A natural or legal person, public or private, that by itself or in association with others decides about the database and the data processing.

Holder

It is A natural person whose personal data are subject to processing.

Holder of the information

It is the natural or legal person to whom the information in a data bank refers and subject to the right of habeas data and other rights and guarantees related to this law.

Holder of the initiative

It is the natural or legal person, public or private, responsible for the formulation, implementation, monitoring, and registration of a GHG mitigation initiative.

Treatment

It is any operation or set of processes concerning personal data, such as collection, storage, use, circulation, or deletion.

User

The user is the natural or legal person who, in the terms and circumstances provided by law, can access personal information of one or more holders of the information provided by the operator or by the source, or directly by the owner of the data. As soon as he has access to third parties' personal data, the user is subject to the fulfillment of the duties and responsibilities provided to ensure the protection of the rights of the data subject.

Intended user

Individual or organization identified by GHG reporters as one who uses such information for decision making.

History of document

Type of document. Corporative policy.

Version	Date	Nature of the document
1.0	April 27, 2020	Initial version
2.0	February 4, 2022	Adjusted version Add Section International operations area Copyright BioCarbon Registry Minor editorial changes
3.0	March 7, 2023	Adjusted version Organizational Structure updated Add section Compliance and Sustainability Section Antibribery policy Minor editorial changes