



POLICIES AND PROCEDURES FOR WORKING GROUPS

October 2023

These policies and procedures cover the establishment, membership, structure, and operations of Green Seal Working Groups.

SECTION 1.0 MAINTENANCE OF POLICIES AND PROCEDURES

These policies are reviewed, prepared, and maintained annually by Green Seal staff.

SECTION 2.0 PURPOSE AND SCOPE

2.1. Applicability. These policies and procedures pertain to all Green Seal Working Groups unless Green Seal's bylaws, the Working Group purpose statements, or these policies and procedures specify otherwise.

2.2. Exceptions. Exceptions for adherence to these policies and procedures may only be granted by Green Seal staff.

SECTION 3.0 WORKING GROUP FORMATION

3.1. Working Groups. Working Groups are ad hoc groups organized for the purpose of assisting Green Seal with the development of product-specific health and environmental standards or other criteria used as the basis for determining the award of certification or other designations. They shall, to the extent feasible, include representatives of all major interest categories likely to be affected by the scope of the criteria being developed. Working groups achieve substantial agreement on Green Seal criteria before issuance.

3.2. Establishment. Green Seal is responsible for establishing and dissolving Working Groups. Prior to establishment, all Working Groups shall have a Charter that specifies:

Purpose and Role

Responsibilities

Membership and Composition

Meetings and Activities

3.3. Solicitation. Working Group members shall be enlisted through a publicly announced Expression of Interest Period with applications submitted electronically to Green Seal within the period specified in the announcement. Additional periods of solicitation may be used to achieve a higher number of members or to achieve balance among stakeholder interest categories. Additional solicitation periods will be noted publicly on Green Seal's website. Members may also be added outside the specified period at the discretion of Green Seal staff.

SECTION 4.0 WORKING GROUP MEMBERSHIP

Green Seal Working Groups directly serve the mission of the organization to accelerate the adoption of products that are safer and more sustainable through providing key technical and market insights that inform leadership criteria. Accordingly, service on Green Seal Working Groups is open to individuals demonstrating exceptional knowledge of, or contribution to, a topic area relevant to a Working Group.

4.1. Membership Eligibility. Qualification for Working Group membership is based on the specific needs of each Working Group and the available candidates. Qualifications can include requirements

for areas of technical and / or market expertise or years of experience in a certain field or topic. Any qualifications for membership shall be posted publicly on Green Seal's website.

4.2. Service on Multiple Working Groups. Individuals may serve on a maximum of two (2) Green Seal Working Groups at any one time. Any one organization may not have more than one (1) representative on any Working Group and, except for federal government agencies, may not have representatives on more than four (4) Working Groups at any one time. Exceptions may be made by Green Seal staff on a case-by-case basis, including for consequential appointments where service on one Working Group automatically requires service on other Working Groups.

4.3. Role of Staff on Working Groups. Green Seal staff shall manage and oversee the operations of all Working Groups.

SECTION 5.0 WORKING GROUP STRUCTURE

5.1. Size. The size of each Working Group will be specified in its charter or purpose statement. An odd number of members is preferred.

5.2. Working Group Composition. Working Group members shall be appointed by Green Seal staff. Working Groups shall consist of the following Interest Categories:

Producer - Producers provide materials, products, systems, or services, or operate or manage the spaces covered by a standard.

User - Users are directly involved in the purchase, procurement, or use of a product or service that is the subject of a standard

General Interest - General interests, including consultants who are not covered by another interest category, and have expert knowledge in the field.

5.3. Balance of Interest. Green Seal will strive to involve multiple viewpoints and different types of stakeholders in its Working Groups. Balance is considered achieved if no single Interest Category comprises greater than half of the membership (i.e., dominates) a Working Group and at least one representative from each Interest Category is appointed. If balance cannot be achieved, Green Seal staff will document balance efforts and the Working Group can proceed while recruitment efforts may continue.

SECTION 6.0 WORKING GROUP OPERATIONS

6.1. Member Terms. Working Group member terms shall be for the duration of the Working Group, unless it is reconstituted annually, in which case the term shall be renewable up to four terms.

6.2. Quorum. A quorum shall be present for any Working Group to review initial concepts for discussion. A simple majority of members shall constitute a quorum.

6.3 Attendance. Working Group members shall attend at least two-thirds of meetings, assessed annually. If members consistently fail to participate, Green Seal staff may request the member step down from the Working Group. Those who are not able to attend two-thirds of meetings physically or virtually, but do provide feedback and consistent engagement may be considered for continued membership on a case by case basis.

6.5 Timely Feedback. Working Group members shall provide feedback on questions, documents, and standard criteria in the timelines identified by Green Seal staff.

6.6 Member Participation. Members are expected to actively participate during meetings.

6.7. Guest Participation. At the discretion of Green Seal, guests may be invited to join a Working Group meeting if their expertise is relevant to a particular discussion. Guests shall not participate in any vote and do not count toward the quorum.

6.8. Vacancies. Vacancies are filled by Green Seal through appointment. Vacant seats may be filled for the remainder of the active time of a Working Group.

6.9. Member Discharge. Members may be discharged from any Working Group by Green Seal Staff with or without cause. Cause may be as a result of, but not limited to:

Violation of Green Seal policy

Missing more than one-third of meetings over the course of a year

Misconduct

6.10. Openness and Transparency.

6.10.1. Meeting Minutes. Written minutes shall be taken at all Working Group meetings where a quorum is present. Minutes shall record decisions and determinations reached during the discussion. Minutes shall follow the format established by staff. Meeting minutes may be made available to the public on the Green Seal website.

6.10.2. Public Engagement. Green Seal will publish notifications of public engagement calls to action, including Working Group vacancies, and the formation of new Working Groups.

6.10.3. Public Statements. All public statements from a Working Group shall be released through the Green Seal's Marketing & Communications Department.

No Working Group member may make public statements on behalf of the Working Group or Green Seal without express written approval from Green Seal.

6.11. Expenses. No member of a Working Group shall be paid a salary or professional fees for services related to the work of the Working Group. Working Group members may be reimbursed for specific expenses within the parameters of the budget set by Green Seal. No Working Group member has the authority to establish, execute, or expand any contract on behalf of the Working Group.

6.12. Avoiding and Disclosing Conflicts of Interest. Working Group member recommendations shall be aware of potential, actual, or perceived conflicts of interest regarding the matter on which they are providing advisory recommendations. Working Group members shall disclose any and all such actual or perceived conflicts through [Green Seal's Conflict of Interest Form](#).

6.13. Confidentiality. Members of Working Groups shall not share information discussed as part of their involvement with the Working Group unless that information has been made publicly available.

6.14. Merger or Disbandment. Working Groups may be merged or disbanded by Green Seal staff. This may occur upon completion of the work for which the Working Group was established, or as a result of inactivity. In the case of a merger with another Working Group, Working Group membership will be constituted anew when the merger is approved.

6.15. Anti-Promotions Policy. Green Seal convenes many different types of organizations across the value chain because we view all as critical stakeholders. To maintain a professional environment where people feel open to share information and opinions, we ask all participating companies to refrain from discussion during meetings which could be construed by other members as direct selling, promotion, or marketing of products and services.