

# LEAF

**Luxury Ethical  
and Fair Foundation**

**LEAF COMPANY CERTIFICATION – GENERAL  
REQUIREMENTS**

**v.1.1 - 09/09/2023**

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# 1. GENERAL INFORMATION

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LEAF - Luxury Ethical and Fair Foundation (or '**The Foundation**') is a non-profit organisation established in 2022 with the mission to pursue civic, solidarity and socially useful purposes and, in particular:

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1) Sustainable development in terms of:

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– promotion of a culture that encourages ethical conduct with regard to the management of environmental aspects and compliance with social rules;

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– improving the well-being of civil society through the innovative use of new technologies and the promotion of new development models;

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2) the education of the community through the dissemination and knowledge of new ways to contribute to their training, education and culture;

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3) the improvement of management tools useful for manufacturing companies, primarily in the fashion sector.

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This document provides information to organisations interested in obtaining company certification according to the requirements set by the LEAF Foundation.

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No warranty or representation is made as to the accuracy or completeness of these requirements or other documents or sources of information referenced herein. Compliance with the requirements described herein is not intended to supersede, contravene, or alter in any way the requirements of any applicable international, national, regional, or local statute, law, regulation, ordinance, or other regulation relating to the matters included herein.

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LEAF FOUNDATION is happy to receive feedback and suggestions regarding this document at the e-mail address [info@leafoundation.org](mailto:info@leafoundation.org).

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The procedures in this document (referred to as 'these procedures') were developed based on the *ISEAL Code of Good Practice: Assuring Compliance and Social Environmental Standards*, Vers. 2.0, January 2018.

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The reference documents are indispensable for the application of this document and shall be used together as binding requirements where applicable.

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NOTE: UNI CEI EN ISO/IEC and UNI EN ISO standards are, from here on, indicated with ISO followed by the number (e.g. ISO 17065) throughout the document.

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## 76 **2. STANDARDS AND REFERENCE DOCUMENTS**

77 The indications in this document refer at specific points, by means of appropriate references,  
78 to provisions contained in other documents, standards, acts or norms.

79 These references are listed below and, where appropriate, are reproduced within the text.

80 Subject to compliance with the relevant laws, in the event of an overlap between the  
81 requirements of the LEAF Hardware standard and those in other documents or provisions, the  
82 more restrictive requirement applies.

83 The organisation shall also comply with the principles of the following international  
84 instruments:

85 *International Labour Organization (ILO) Convention 1 (Working Time - Industry) and*  
86 *Recommendation 116 (Working Time Reduction);*

87 *ILO Convention 29 (Forced labour) and 105 (Abolition of forced labour);*

88 *ILO Convention 87 (Freedom of Association and Protection of the Right to Organise);*

89 *ILO Convention 98 (Right to Organise and Collective Bargaining);*

90 *ILO Conventions 100 (Equal Remuneration) and 111 (Discrimination - Employment and*  
91 *Occupation);*

92 *ILO Convention 102 (Social Security - Minimum Standards);*

93 *ILO Convention 131 (Definition of Minimum Wage);*

94 *ILO Convention 135 (Workers' Representatives);*

95 *ILO Convention 138 and Recommendation 146 (Minimum Age);*

96 *ILO Convention 155 and Recommendation 164 (Safety and Health at Work);*

97 *ILO Convention 159 (Vocational Rehabilitation and Employment - Disabled Persons);*

98 *ILO Convention 169 (Indigenous and Tribal Peoples);*

99 *ILO Convention 177 (Homework);*

100 *ILO Convention 181 (Private Employment Agencies);*

- 101 *ILO Convention 182 (Worst Forms of Child Labour);*
- 102 *ILO Convention 183 (Protection of Maternity).*
- 103 *ILO Code of Conduct on HIV/AIDS and the World of Work;*
- 104 *Universal Declaration of Human Rights;*
- 105 *International Covenant on Economic, Social and Cultural Rights;*
- 106 *International Covenant on Civil and Political Rights;*
- 107 *United Nations Convention on the Rights of the Child;*
- 108 *United Nations Convention on the Elimination of All Forms of Discrimination against Women;*
- 109 *United Nations Convention on the Elimination of All Forms of Racial Discrimination;*
- 110 *United Nations Guiding Principles on Business and Human Rights.*
- 111 *Legislative Decree No. 198 of 11 April 2006, Code of equal opportunities between men and*  
112 *women, pursuant to Article 6 of Law No. 246 of 28 November 2005 (Official Gazette No. 125*  
113 *of 31-5-2006 - Ordinary Supplement No. 133) and any other related provision, as well as any*  
114 *subsequent provision replacing or supplementing the aforementioned decree;*
- 115 *Law 162/2021, Amendments to the code referred to in Legislative Decree No. 198 of 11 April*  
116 *2006 and other provisions on equality between men and women in the workplace (Official*  
117 *Gazette No. 275 of 18-11-2021) and any other related provisions, as well as any subsequent*  
118 *provisions replacing or supplementing the aforementioned law.*
- 119 *LEAF Foundation - Requirements for Certification Bodies;*
- 120 *LEAF Certifications – Costs and Fees;*
- 121 *LEAF Certification Mark – Regulations of Use;*
- 122 *ISO/IEC 17011: Conformity assessment - Requirements for accreditation bodies accrediting*  
123 *conformity assessment bodies;*
- 124 *ISO/IEC 17065: Conformity assessment - Requirements for bodies certifying products,*  
125 *processes and services;*
- 126 *ISO/IEC 17021-1: Conformity assessment - Requirements for bodies providing audit and*  
127 *certification of management systems - Part 1: Requirements;*

- 128 *ISO 9001: Quality management systems - Requirements;*
- 129 *ISO 19011: Guidelines for management system audits;*
- 130 *ISO/IEC 17000: Conformity assessment: vocabulary and general principles*
- 131 *ISO 14001: Environmental management systems: requirements and guidance for use*
- 132 *ISO 14040: Environmental management - Life cycle assessment - Principles and framework*
- 133 *ISO 14044: Environmental management - Life cycle assessment - Requirements and*  
134 *guidelines*
- 135 *ISO 26000: Guide to Social Responsibility*
- 136 *SA8000: Corporate Social Responsibility*
- 137 *ISO 30415: Human resources management - Diversity and inclusion;*
- 138 *ISO 10001: Quality management - Customer satisfaction - Guidelines for codes of conduct for*  
139 *organisations;*
- 140 *ISO 10002: Quality management - Customer satisfaction - Guidelines for complaints handling*  
141 *organisations;*
- 142 *ISO 10003: Quality management - Customer satisfaction - Guidelines for dispute resolution*  
143 *external to organisations.*
- 144 *ISO 45001: Management systems for occupational health and safety - Requirements and*  
145 *guidance for use*
- 146 *SRG 88088: Ethical and Social Principles*
- 147 *Global compact (GC):*
- 148 *Human Rights:*
- 149 *Principle 1: Businesses shall support and respect the protection of internationally recognised*  
150 *human rights;*
- 151 *Principle 2: Companies shall ensure that they are not complicit in human rights abuses.*
- 152 *Work:*

153 *Principle 3:* Businesses should uphold the freedom of association and the effective recognition  
154 of the right to collective bargaining;

155 *Principle 4:* Businesses shall support the elimination of all forms of forced and compulsory  
156 labour;

157 *Principle 5:* Businesses shall support the effective abolition of child labour;

158 *Principle 6:* Businesses should support the elimination of discrimination in employment and  
159 occupation.

160 *Environment:*

161 *Principle 7:* Businesses should support the application of the precautionary principle to  
162 environmental challenges;

163 *Principle 8:* Companies should pursue initiatives to promote greater environmental  
164 responsibility;

165 *Principle 9:* Businesses should encourage the development and dissemination of clean  
166 technologies encourage the development and dissemination of environmentally friendly  
167 technologies.

168 *Anti-corruption:*

169 *Principle 10:* Businesses shall work against corruption in all its forms, including extortion and  
170 bribery.

171 *UN Agenda 2030 - Sustainable Development Goals (SDGs)*

172 *Global Reporting Initiative (GRI) standards*

173 For dated references, subsequent amendments or revisions made to such publications apply  
174 only if they are introduced in this document as an update or revision.

175 For undated references, the latest edition of the publication to which reference is made  
176 applies.

### 177 **3. INTRODUCTION**

178 The requirements for obtaining LEAF certification represent a set of indications and  
179 requirements whose compliance shall be ensured by each applicant organisation in order to  
180 continue the process of obtaining authorisation to use the various product marks.



181 In order to obtain LEAF certification, the organisation is required to undergo audits conducted  
182 by independent Third Party Certification Bodies (CBs) approved by the LEAF Foundation as  
183 described in the document "LEAF Foundation - Requirements for Certification Bodies", to  
184 verify that the management systems and performance of the organisation requesting  
185 certification comply with the requirements of this document. The organisation's possible  
186 possession of environmental and social responsibility certifications according to the  
187 standards and schemes mentioned in Section 2. "Standards and Reference Documents", will  
188 be considered by the CBSs as precise evidence of the relevant LEAF company certification  
189 requirements. The certification process also foresees that the organisation applying for  
190 certification implements, if necessary, the appropriate corrective actions to achieve  
191 compliance with the LEAF requirements.

192 The purpose of this document is to provide the tools and information necessary for  
193 organisations to prepare for their initial certification and for the maintenance of that  
194 certification.

195 Any reference to regulations, standards, rules and legislation is an integral part of this  
196 document. This document has to be considered a standard, i.e. a tool for achieving LEAF's  
197 objectives in terms of environmental sustainability, social responsibility and product safety.

198 The LEAF certification process leads to obtaining company certification in compliance with  
199 the requirements of this document regarding environmental management and social  
200 responsibility. The verification of compliance is entrusted to the aforementioned CBs, which  
201 will submit the audit report to the LEAF Technical Committee (TC) signed for acceptance by  
202 the company and containing the overall assessment of the evaluated organisation. The TC is  
203 appointed by the Foundation according to criteria of competence and transparency.

204 Any assessment report with at least one finding of non-conformity cannot be submitted to  
205 the TC. The CBs shall submit the audit report to the TC only once the findings evidenced  
206 during the evaluation phase have been resolved by the company.

207 The certification requests and the assessment reports are evaluated by the TC. In the case of  
208 a positive evaluation, the TC will:

- 209 1. notify the obtaining of certification;
- 210 2. express a positive evaluation on the release of the LEAF mark by the Foundation, in  
211 accordance with the present document (see Section 9 "Use of the LEAF mark for  
212 Company Certification" and "LEAF Certification Mark – Regulations of Use"  
213 available at [www.leaffoundation.org/documenti](http://www.leaffoundation.org/documenti);

214 3. registration of the organisation in the Register of Certified LEAF Organisations on  
215 the Foundation's website [www.leafoundation.org](http://www.leafoundation.org).

216 Maintenance of certification for organisations is conditional on passing the annual verification  
217 audits by the CBs, as well as payment of the fees as reported in the "LEAF Certifications –  
218 Costs and Fees" document available at [www.leafoundation.org/documenti](http://www.leafoundation.org/documenti).

### 219 **3.1. VALIDITY OF LEAF COMPANY CERTIFICATION**

220 The authorisation to affix the LEAF mark is valid for **three years** from the date of issue, unless  
221 there are substantial changes in the production process of which the company is obliged to  
222 notify the Foundation in good time, which will activate the suspension of the authorisation  
223 until the new audit report is examined by the CBs.

## 224 **4. TERMS AND DEFINITIONS**

225 For the purposes of this text, the terms and definitions in the reference documents previously  
226 cited apply. Below are other terms used in the text:

227 **Shall**: In this standard the term "shall" indicates a requirement.

228 **Should**: In this standard, the term "should" indicates a recommendation.

229 **May**: In this standard the term "may" indicates a permission.

230 **Can**: In this standard the term "may" indicates a possibility or capability

231 **Child**: Any person under 15 years of age, except where local minimum age laws set a higher  
232 minimum age for access to employment or compulsory schooling, in which case the higher  
233 age applies.

234 **Child labour**: Any work performed by a child younger than the age(s) specified in the above  
235 definition of child, except as provided for in ILO Recommendation 146.

236 **Youth work**: Any work carried out by a worker who is over the age of a child, as defined  
237 above, and who has not attained the age of 18 years, or such other age of majority as may  
238 be required by the applicable legislation in the country in which the organisation being  
239 assessed and/or the entities in its supply chain operate.

240 **Gender equality**: equal treatment for women and men. (NOTE: this includes both equal  
241 treatment and, in some cases, different but considered equivalent treatment in terms of rights,  
242 benefits, obligations and opportunities).

243 **Gender equality:** equality between women and men with respect to their rights, treatment,  
244 responsibilities, opportunities and economic and social performance.

245 **Waste Classification Code:** an identification code assigned to a type of waste according to  
246 its composition and process of origin.

247 For other definitions of interest, please refer to the reference documents mentioned in section  
248 2 of this document and to the ISO and IEC databases, which can be found at the following  
249 addresses:

250 <https://www.iso.org/obp/ui>

251 <https://www.electropedia.org/>

## 252 **5. GENERAL REQUIREMENTS FOR COMPANY** 253 **CERTIFICATION**

### 254 **5.1. CONTEXT OF THE ORGANISATION**

255 The organisation shall provide evidence of a general (i.e. high-level, not detailed)  
256 understanding of the factors that may influence, positively or negatively, the management of  
257 its environmental and social aspects.

258 These factors are (i) issues of non-negligible importance to the organisation and (ii) changing  
259 issues and/or circumstances that influence the organisation's ability to appropriately manage  
260 its environmental and social aspects. The organisation determines which factors need to be  
261 addressed and managed, in relation to the risks and opportunities they entail.

262 Examples of internal and external factors that may be relevant to the organisation's context  
263 include:

- 264 • environmental conditions related to climate, air quality, water quality, land use, existing  
265 contamination, availability of natural resources and biodiversity that may influence the  
266 organisation's aims or be affected by its environmental aspects;
- 267 • external cultural, social, political, legal, regulatory, financial, technological, economic,  
268 natural and competitive, international, national, regional or local circumstances;
- 269 • internal characteristics or conditions of the organisation, such as its activities, products  
270 and services, strategic orientation, culture and capabilities (e.g. knowledge, processes,  
271 systems).

272 ***Relations with Interested Parties***

273 The organisation should acquire a general understanding of the needs and expectations  
274 expressed by those internal and external interested parties (or *stakeholders*) that have been  
275 determined by the organisation as relevant.

276 The organisation considers the knowledge gained in order to determine which of these  
277 requirements and expectations are mandatory or not mandatory but it chooses to fulfil (e.g.  
278 some stakeholder requirements may reflect needs and expectations that are mandatory as  
279 they are incorporated into laws, regulations, permits and licences through governmental or  
280 judicial decisions, or the organisation may decide to voluntarily accept or adopt other  
281 stakeholder requirements by signing a voluntary initiative).

282 Once determined, these needs and expectations become requirements of the organisation  
283 (i.e. compliance obligations) and shall be taken into account when planning one's  
284 management system.

285 *Note: In the case of an interested party who perceives itself as affected by the organisation's decisions or activities*  
286 *related to environmental performance, the organisation should take into consideration the relevant needs and*  
287 *expectations that are made known or disclosed by the interested party to the organisation.*

288 ***Documented Information***

289 The organisation should create and maintain documented information in a manner sufficient  
290 to ensure appropriate, adequate and effective management of environmental and social  
291 aspects.

292 The main focus should be on the implementation of effective management and  
293 environmental performance, not on a complex system of control of documented information.

294 In addition to the documented information required in the specific points of this document,  
295 an organisation can choose to generate additional documented information for purposes of  
296 transparency, accountability, continuity and consistency.

297 Documented information originally generated for purposes other than the management of  
298 environmental and social aspects may be used. Furthermore, the documented information  
299 required by this document may be integrated with other information management systems  
300 implemented by the organisation. The development of a manual is not mandatory.

301 **5.2. PURPOSE, SCOPE AND BOUNDARIES**

302 The purpose and scope of the management of environmental and social aspects are intended  
303 to define the physical and organisational boundaries of the organisation, especially if it is part  
304 of a larger whole.

305 The organisation has the freedom and flexibility to define its own boundaries and scope,  
306 consistent with meeting the requirements of the present document.

307 The purpose and scope shall consist of an effective and representative definition of the  
308 organisation's operations within the definition of its boundaries and should not be misleading  
309 to interested parties. Upon request, the organisation shall make available to interested parties  
310 the statement of its purpose, scope and boundaries of its management of environmental and  
311 social aspects.

312 In defining the purpose and scope, the credibility of the environmental management system  
313 depends on the choice of the organization's boundaries. The organisation should consider  
314 the amount of control or influence it can exercise over activities, products and services from  
315 a life cycle perspective.

316 Consistent with the definition of its purpose, scope and boundaries, the organisation:

- 317 a) plans, monitors and integrates its management of environmental and social aspects  
318 into the various business processes;
- 319 b) incorporates factors associated with the organisation's context and stakeholder  
320 requirements into its management of environmental and social aspects.

### 321 **5.3. PLANNING**

322 The organisation plans, at a high level, the actions to be taken in the context of environmental  
323 and social aspects management to address its most significant aspects, its compliance  
324 obligations and the identified risks and opportunities.

325 Planned actions can include, for example, setting environmental objectives and  
326 generating/amending procedures to control significant parameters for the management of  
327 environmental aspects. Some actions may be addressed through other management systems,  
328 such as those related to occupational health and safety or business continuity, or through  
329 other business processes related to risk, human resources or financial management.

330 When making technology choices, an organisation should consider the use of the best  
331 available techniques, taking into account for economical sustainability and where judged  
332 appropriate.

#### 333 ***Actions to Address Risks and Opportunities***

334 The overall intent of the organisation is the ability of avoiding or reducing undesirable effects  
335 in order to achieve continuous improvement. The organisation can ensure this by determining  
336 risks and opportunities that need to be addressed and planning action to deal with them.  
337 These risks and opportunities may be related to environmental and social aspects, compliance  
338 obligations or other factors or stakeholder needs and expectations.

339 Compliance obligations can create risks as well as opportunities, such as non-compliance  
340 (which may damage the organisation's reputation or result in legal action) or over-compliance  
341 (which may enhance the organisation's reputation).

342 Although risks and opportunities need to be determined and addressed, there are no formal  
343 risk management requirements or a documented risk management process. It is up to the  
344 organisation to select the method used in order to determine its risks and opportunities. The  
345 method can involve a simple qualitative process or a comprehensive quantitative assessment  
346 depending on the context in which the organisation operates.

## 347 **5.4. OPERATIONS**

348 The type and degree of implementation of operational controls depends on the nature of  
349 business activities, risks and opportunities, significant environmental and social aspects, and  
350 compliance obligations.

351 The organisation may select the type of operational control methods, individually or in  
352 combination, that are required to ensure that processes are effective in achieving the desired  
353 degree of management. Such methods can include:

- 354 i. the design of one or more processes in such a way as to avoid errors and ensure  
355 consistent results;
- 356 ii. the use of technology to control processes and avoid negative results (e.g.  
357 instrumental controls);
- 358 iii. the use of competent personnel to ensure the desired results;
- 359 iv. the execution in a specific way of one or more processes;
- 360 v. monitoring or measuring processes to control results;
- 361 vi. determining the use and quantity of documented information required.

362 The organisation determines the extent of control **required** within its business processes (e.g.  
363 the responsible sourcing process) to control or influence one or more outsourced processes

364 or one or more suppliers of products and services. This decision should be based on factors  
365 such as:

- 366 1. knowledge, expertise and resources, including:
  - 367 a. the competence of the external supplier to meet the requirements of the  
368 organisation's environmental management system;
  - 369 b. the organisation's technical competence in defining appropriate controls or  
370 assessing the adequacy of controls;
- 371 2. the importance and potential effect that the product and services have on the  
372 organisation's ability to achieve and guarantee the expected degree of management  
373 of environmental aspects;
- 374 3. the extent to which control of the process is shared;
- 375 4. the ability to achieve the necessary control through the application of its general  
376 procurement process;
- 377 5. the available opportunities for improvement.

378 When a process is outsourced, or when products and services are provided by one or more  
379 external suppliers, the organisation's ability to exert control or influence can vary from "direct  
380 control", to "limited to", up to "no influence". In some cases, an externally outsourced process  
381 performed on-site can be under an organisation's direct control; in other cases, an  
382 organisation's ability to influence an externally outsourced process or external supplier can  
383 be limited.

384 In determining the extent and type of operational controls relating to external suppliers,  
385 including contractors, the organisation can consider one or more factors including:

- 386 – environmental and social aspects and their associated environmental impacts;
- 387 – risks and opportunities associated with the manufacture of its products or the  
388 provision of its services;
- 389 – compliance obligations of the organisation.

390 An outsourced process is one that satisfies the following criteria:

- 391 • falls within the purpose, scope and boundaries of the management of environmental  
392 aspects;

- 393 • is integrated into the functioning of the organisation;
- 394 • the responsibility to comply with the requirements is prerogative of the organisation;
- 395 • the organisation and the external supplier have a relationship in which the process is
- 396 perceived by stakeholders as being carried out by the organisation.

397



## **6. REQUIREMENTS FOR THE MANAGEMENT OF THE ORGANISATION'S ENVIRONMENTAL RESPONSIBILITY**

### **6.1. ENVIRONMENTAL POLICY**

The environmental policy represents a set of principles defined as *commitments* in which the organisation's top management emphasises the organisation's intentions to support and improve its environmental performance.

This document specifies three basic commitments for environmental policy:

- a) protection of the environment;
- b) fulfilment of the organisation's compliance obligations;
- c) continuous improvement of its management of environmental aspects.

These commitments are reflected in the processes an organisation establishes to ensure solid, credible and reliable management of environmental aspects.

The commitment to protect the environment aims not only to prevent negative environmental impacts through pollution prevention, but also to protect the natural environment from damage and degradation resulting from the organisation's activities, products and services.

The specific commitments pursued by the organisation should be relevant to the organisation's context, including local or regional environmental conditions. These commitments can address, for example, water or air quality and can also include commitments related to climate change mitigation and adaptation, biodiversity and ecosystem protection, and restoration.

Compliance obligations include legal requirements that an organisation shall fulfil and other requirements that the organisation chooses to fulfil. In particular, with regard to the applicable legal requirements, it is necessary to:

1. determine compliance to requirements;
2. ensure that operations are carried out in accordance with these compliance obligations;

426 3. assess the fulfilment of compliance obligations;

427 4. correct non-conformities.

428 Mandatory legal requirements relating to an organisation's environmental aspects can  
429 include, if applicable:

430 a) requirements from government bodies or other relevant authorities;

431 b) national and local laws and regulations;

432 c) requirements specified in permits, licences or other forms of authorisation;

433 d) orders, rules or guidelines from supervisory and administrative bodies;

434 e) judgments, e.g. of administrative courts or tribunals.

435 Non-legal compliance requirements include obligations towards interested parties, related to  
436 their environmental management system, that the organisation shall adopt or chooses to  
437 adopt. They may include, if applicable:

438 i. agreements with representative community groups or non-governmental  
439 organisations;

440 ii. agreements with public authorities or customers; requirements of the organisation;

441 iii. voluntary principles or codes of good practice; voluntary labelling or environmental  
442 commitments;

443 iv. obligations arising from contractual agreements with the organisation; relevant  
444 industry or organisational regulations.

445 The organisation shall demonstrate compliance with applicable legal requirements in the area  
446 of environmental responsibility, consistent with its purpose, scope and within the certification  
447 boundary, with respect to the following activities:

448 • use of energy;

449 • use of water;

451 • greenhouse gas (GHG) emissions to air, including direct emissions and emissions from  
452 means of transport used within the certification scope;

453 • waste water discharges, discharges to soil and emissions to air;

- 454
- waste management;

455 Compliance shall be demonstrated through, for example, the possession of permits,  
456 authorisations or any other relevant and valid documents.

## 457 **6.2. MEASUREMENT AND MONITORING**

### 458 **REQUIREMENTS**

459 The organisation shall determine the environmental aspects and associated environmental  
460 impacts over which it has "direct control" and determine those that are significant and  
461 therefore need to be addressed in the management and measurement of environmental  
462 impacts.

463 When determining environmental aspects, the organisation shall take a life-cycle perspective,  
464 considering the phases that can be controlled or influenced by the organisation.

465 The organisation shall determine the environmental aspects that fall within the purpose,  
466 scope and boundaries of its management of environmental aspects, taking into account the  
467 input and output streams (intentional and unintentional) associated with its activities,  
468 products and services, both current and past (if relevant) as well as new or planned  
469 developments or new or changed activities, products and services.

470 The organisation should not consider each product, component or raw material individually  
471 to determine and evaluate their environmental aspects; it may group or categorise activities,  
472 products and services when they have common characteristics.

473 Non-exhaustive examples of environmental aspects can include:

- 474 a. emissions into the atmosphere;
- 475 b. discharges into the water;
- 476 c. releases into the soil;
- 477 d. use of raw materials and natural resources;
- 478 e. energy use;
- 479 f. emitted energy (e.g. heat, radiation, vibration (noise), luce);
- 480 g. generation of waste and/or by-products.

481 Changes to the environment, negative or positive, total or partial, resulting from  
482 environmental aspects are referred to as environmental impacts. Environmental impacts can  
483 occur on a local, regional and global scale and can be direct, indirect or cumulative in nature.  
484 The relationship between environmental aspects and impacts is one of cause and effect.

485 In addition to the "direct-control" environmental aspects, an organisation determines whether  
486 there are environmental aspects over which it can exert influence. These can be related to  
487 products and services used by the organisation that are supplied by others, as well as  
488 products and services that it supplies to others, including those associated with outsourced  
489 processes (sub-supply and sub-contracting).

### 490 **6.2.1.USE OF ENERGY, TRANSPORT, GREENHOUSE GAS EMISSIONS (** 491 **GHG )**

492 The organisation shall define appropriate measures, document monitoring measures, and  
493 maintain records of efficient energy use, transport, and greenhouse gas (GHG) emissions.

### 494 **6.2.2.USE OF WATER**

495 The organisation shall demonstrate that it has and maintains monitoring and metering  
496 procedures for efficient use of water resources, avoiding waste and reducing water  
497 consumption.

### 498 **6.2.3. WASTEWATER DISCHARGES**

499 The organisation shall carry out regular analytical monitoring of its waste water discharges.

500 The organisation shall also be in possess of an inventory specifying the types of wastewater  
501 discharged, the permits held and in force, the flow of these discharges (delivery or sewerage),  
502 the type, quantity and potential impacts of the pollutants discharged, and the wastewater  
503 treatment methods (if any). The inventory shall be properly maintained and updated.

504 If an in-situ wastewater treatment plant is present, the organisation shall demonstrate that it  
505 carries out regular checks, including analytical checks, on the efficiency of the plant, its  
506 maintenance and the quality of the water output.

### 507 **6.2.4.AIR EMISSIONS**

508 The organisation shall carry out regular analytical monitoring of its air emissions, in particular  
509 of substances with ozone depletion potential (Ozone Depletion Substances, ODS).

510 The organisation shall also maintain an inventory specifying the number and location of air  
511 emission sources, permits held and in force, the type, quantity and potential impacts of

512 pollutants emitted (including ODS emissions and potential gas leaks), and treatment methods  
513 (if any). The inventory shall be properly maintained and updated.

514 If the organisation uses ODS, it shall demonstrate that it regularly maintains the equipment  
515 that uses these substances or is intended for their storage.

516 If an air emission treatment plant is present, the organisation shall demonstrate that it  
517 regularly checks the efficiency of the plant, its maintenance and the quality of emissions.

### 518 **6.2.5. WASTE MANAGEMENT**

519 The organisation shall prove that it delivers its waste, scrap, by-products to authorised  
520 external operators according to the local regulations in force and shall have and keep up-to-  
521 date records specifying the number of transfers and the quantity of material delivered.  
522

523 The organisation shall properly separate hazardous waste from non-hazardous waste.

524 Furthermore, workers shall be adequately trained and instructed in the correct handling and  
525 sorting of waste.

526 Hazardous chemicals shall be included in one or more inventories and stored in secure areas  
527 with controlled access and appropriate emergency prevention measures (such as secondary  
528 containers, emergency equipment, available safety data sheets, etc.). The inventory(s) shall be  
529 kept up-to-date.

530 The company shall have an inventory containing the type, waste classification code, sources  
531 and quantities of each hazardous waste produced. This inventory shall be properly maintained  
532 and updated.

## 533 **6.3. EMERGENCY MANAGEMENT**

534 Emergency situations are unplanned or unexpected events that require the urgent application  
535 of specific skills, resources or processes to avoid or mitigate their actual or potential  
536 consequences. Emergency situations can result in negative environmental impacts or other  
537 effects on the organisation.

538 It is the responsibility of every organisation to be prepared to respond to emergency  
539 situations in a manner appropriate to its specific needs.

540 When planning one or more emergency preparedness and response processes, the  
541 organisation should consider:

542 a) the most appropriate method(s) of response to an emergency situation;

- 543 b) processes for internal and external communication;
- 544 c) the action(s) required to prevent or mitigate environmental impacts;
- 545 d) the mitigation and response action(s) to be undertaken for different types of  
546 emergency situations;
- 547 e) the need for a post-emergency assessment to establish and implement corrective  
548 actions;
- 549 f) periodic testing of the planned emergency response procedure(s);
- 550 g) training of personnel for emergency response;
- 551 h) a list of key persons and relief agencies, including detailed references (e.g. fire brigade,  
552 specialised intervention services);
- 553 i) evacuation routes and collection points;
- 554 j) the possibility of mutual assistance with neighbouring organisations.

## 555 **7. REQUIREMENTS FOR THE MANAGEMENT OF THE**

## 556 **ORGANISATION'S SOCIAL RESPONSIBILITY**

557 The organisation shall manage its activities by considering social responsibility an integral  
558 part of its culture and organisation strategies and operations.

559 To this end, the organisation shall adopt written codes of conduct or ethics that specify the  
560 commitment of the organisation and its subcontractors and subsuppliers, if any, to social  
561 responsibility, translating principles and values into statements on appropriate behaviour.  
562 Such codes shall be based on the principles of social responsibility set out in the following  
563 sections of this document and other applicable local mandatory requirements.

### 564 **7.1. HUMAN RIGHTS**

565 Human rights are basic rights granted to all human beings. In this document, "human rights"  
566 refers to the totality of civil and political rights (such as the right to life and liberty, equality  
567 before the law and freedom of expression), economic, social and cultural rights (such as the  
568 right to work, food, the highest possible standard of health, education and social security).

569 Organisations have a responsibility to respect all human rights, regardless of whether the  
570 state to which the organisation belongs is unable or unwilling to fulfil its duty to protect. This

571 responsibility entails taking measures to ensure that organisations avoid passive acceptance  
572 or active participation in the violation of rights.

573 Organisations should consider fostering human rights education to promote awareness of  
574 human rights among rights holders and those who can impact on them.

## 575 **7.2. LABOUR RELATIONS AND CONDITIONS**

576 The labour relations and conditions of an organisation include all policies and practices  
577 relating to work performed within, by or on behalf of the organisation, including  
578 subcontracted work.

### 579 **7.2.1. YOUTH WORK**

580 The organisation shall not resort to the use of child labour, nor outsource activities and work  
581 to other organisations that make use of it.

582 The organisation shall demonstrate an understanding and knowledge of the legal  
583 requirements concerning youth work and have a written policy on this issue.

584 The organisation shall also demonstrate compliance with the previous requirement, e.g. by  
585 retaining copies of workers' identity documents on the date of employment.

586 The organisation and its subcontractors and/or subsuppliers may employ young workers. In  
587 such case, young workers shall work outside education hours only. Under no circumstances  
588 shall the total time spent between education, work and travel exceed 10 hours per day, and  
589 under no circumstances shall young workers work for more than 8 hours per day.

590 In the case of young workers, the company shall exempt them from working in contact with  
591 hazardous substances, from potentially physically and mentally hazardous work, from night  
592 shifts and from overtime work.

593 The organisation shall also contribute to the development of young workers' skills, including  
594 technical and professional skills, necessary for decent work.

### 595 **7.2.2. FORCED OR COMPULSORY LABOUR**

596 The organisation shall not resort to or support the use of forced or compulsory labour,  
597 including prison labour, as defined in ILO Convention 29, withhold original identity  
598 documents and shall not require staff to pay "deposits" at the commencement of  
599 employment nor withhold any part of staff wages, compensation, property or documents, nor  
600 use any other means of coercion to compel them to continue working for the organisation.

601 The organisation shall ensure that there are no fees or costs related to the employment of  
602 workers.

603 Workers shall be able to leave the buildings and move during their shift (e.g. for hygienic  
604 reasons) within the sites and establishments where they work.

605 Staff shall have the right to leave the workplace at the end of the standard working day, and  
606 shall be free to terminate employment by giving reasonable notice to the employer.

### 607 **7.2.3.HEALTH AND SAFETY**

608 The organisation shall provide a safe and healthy working environment that is tidy and  
609 spacious enough to guarantee a decent working condition for every worker.

610 Equal conditions of access to work shall be ensured without any discrimination or hindrance  
611 or barriers, in particular for all those with difficulties in their autonomy.

612 Where required by the relevant legislation, managers shall be appointed to protect the safety  
613 of workers.

614 The organisation shall take effective measures to prevent potential accidents, injuries or  
615 illnesses that can occur as a result of, in connection with, or during the performance of work.

616 Where the organisation is unable to or totally eliminate exposure to any risk, it shall provide  
617 personnel with appropriate personal protective equipment (PPE), at its own expense.

618 The organisation shall conduct periodic reviews of its health and safety assessments and  
619 update the action plan for managing these risks accordingly.

620 The organisation shall also adequately consider and manage the specific ways in which health  
621 and safety risks affect workers in special circumstances, such as persons with disabilities, and  
622 workers who have recently given birth, are pregnant or are breastfeeding, in order to ensure  
623 that all reasonable measures are taken to eliminate or reduce any risk to their health and  
624 safety. Pregnant or breastfeeding workers whose work is exposed to risks that are  
625 unacceptable to their condition shall be employed in other work for the necessary period.

626 The organisation shall carry out an analysis of psychosocial hazards in the workplace, which  
627 cause or may cause stress and illness, and prepare possible actions to eliminate these hazards.

628 In the event of an accident at work, the organisation shall provide first aid and assist the  
629 worker to receive subsequent medical treatment.



630 The organisation shall keep documented information of all incidents occurring in the  
631 workplace and in all accommodation and demonstrate that it has implemented corrective  
632 measures to prevent the recurrence of such incidents.

633 The organisation shall ensure that all personnel receive regular and effective health and safety  
634 training, including on-the-job instructions, and shall maintain documented information as  
635 evidence of such training.

636 The organisation shall ensure that all personnel have free access to clean, adequate in number  
637 and gender-specific toilets, drinking water, suitable places for eating meals, and, where  
638 applicable, hygienically suitable premises for food storage.

639 Without prejudice to the provisions relating to compulsory work, the organisation shall ensure  
640 that any dormitories made available to staff are clean, safe and adequate for basic needs. The  
641 condition of the working environment shall be monitored with appropriate frequency and  
642 documented information shall be maintained.

643 All staff shall have the right to leave work in the event of imminent and serious danger,  
644 without seeking permission from the organisation, and work may only be resumed after the  
645 necessary safety conditions have been restored.

#### 646 **7.2.4.FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING** 647 **RIGHT**

648 All personnel shall have the right to form and organise trade unions, to participate in trade  
649 union activities and to bargain collectively with the organisation, without any negative  
650 consequences, interference or retaliation by the organisation, even in the presence of local  
651 laws restricting these rights.

#### 652 **7.2.5.DISCRIMINATION**

653 The organisation shall not engage in or support any form of discrimination in hiring,  
654 remuneration, access to training, promotion, termination or retirement, on the basis of race,  
655 national, territorial or social origin, caste, birth, religion, disability, gender, sexual orientation,  
656 family responsibilities, marital status, union membership, political opinion, age, or any other  
657 condition that could give rise to discrimination.

658 The organisation shall have a documented policy on non-discrimination.

659 The organisation shall not interfere with the exercise of the rights of personnel to follow  
660 principles or practices, or to meet needs, related to race, national or social origin, religion,

661 disability, gender, sexual orientation, family responsibilities, trade union membership, political  
662 opinion or any other condition that could give rise to discrimination.

663 The organisation shall not permit any behaviour that is threatening, abusive, exploitative or  
664 sexually coercive, including gestures, language and physical contact, in the workplace and in  
665 all accommodation and other facilities provided by the organisation.

666 The organisation shall not, under any circumstances, force its staff to pregnancy or virginity  
667 tests.

## 668 **7.2.6.GENDER EQUALITY**

669 The organisation shall have a gender equality policy, defined by management, communicated  
670 and disseminated within the organisation and to its stakeholders, reviewed or confirmed  
671 periodically under review on the basis of events, changes and the results of monitoring and  
672 audits.

673 The policy shall contain guiding principles and guidelines that define the organisation's  
674 commitment to issues of gender equality, valuing diversity and women's empowerment.

### 675 ***Selection and Recruitment***

676 In relation to its policies and resources, the organisation shall:

- 677 a. set up selection and recruitment procedures that define rules to prevent gender  
678 inequality and that the recruitment process is non-discriminatory on the basis of  
679 gender;
- 680 b. not allow, during the interviews, questions relating to the topics of marriage,  
681 pregnancy or caring responsibilities towards others.  
682

### 683 ***Career Management***

684 In relation to its policies and resources, the organisation shall:

- 685 a. establish processes aimed at excluding all forms of gender-based discrimination and  
686 ensuring equal opportunities in professional development and promotions, based  
687 solely on professional skills and levels;
- 688 b. strive for gender balance in corporate leadership positions, in correlation with the  
689 specific sector and specific tasks;  
690  
691

- 692 c. address career opportunities and training programmes for professional development,  
693 including leadership courses, to all staff, regardless of gender;  
694  
695 d. define appropriate gender equality indicators and carry out regular reviews;  
696  
697 e. create a working environment that fosters diversity and protects the mental and  
698 physical well-being of all workers;  
699  
700 f. provide for job protection mechanisms and guarantee of the same salary level in the  
701 post-maternity period;  
702  
703 g. define contact persons and company practices to protect the working environment,  
704 with particular reference to incidents of harassment or mobbing.

### 705 ***Salary Equity***

706 In relation to its policies and resources, the organisation shall:

- 707 a. provide equal remuneration for workers with equal professional experience in  
708 performing tasks of the same level, regardless of gender;  
709  
710 b. set up a control mechanism to avoid practices that do not correspond to stated non-  
711 discriminatory policies, including salaries, benefits, bonuses, welfare programmes;  
712  
713 c. periodically informing employees of the remuneration policies adopted in the  
714 company, also with reference to benefits, bonuses, welfare programmes; where  
715 existing, the welfare programme shall consider the needs of people of all genders and  
716 ages.

### 717 **7.2.7.DISCIPLINARY PRACTICES**

718 The organisation shall not initiate action or take disciplinary measures against workers, except  
719 in cases of violation of rules and contractual clauses by the latter and in any case in  
720 compliance with the applicable rules.

721 The organisation shall treat all personnel with dignity and respect. It shall not use corporal  
722 punishment, physical or mental coercion, verbal abuse against staff.

723 The organisation shall prohibit, through a documented policy communicated to any  
724 interested party, mental, physical and/or sexual coercion.

725 The organisation shall have a record of sanctions and/or disciplinary actions taken against its  
726 workers. The organisation shall have clear, efficient and available complain and disciplinary  
727 actions procedures for its workers.

### 728 **7.2.8.WORKING HOURS**

729 The organisation shall comply with applicable laws, collective bargaining (where applicable)  
730 and industry standards on working time, rest and public holidays.

731 The organisation shall record the working hours of individual workers in a reliable manner.  
732 The normal working week, excluding overtime, shall be as stipulated by law, but shall not  
733 exceed 48 hours.

734 Staff shall receive at least one full day off after six consecutive days of work. Exceptions to this  
735 rule only apply if both of the following conditions are met:

- 736 a. national law allows working hours that exceed this limit;
- 737
- 738 b. there is a freely negotiated collective agreement in force that permits this.

739 However, overtime work shall not exceed 12 hours per week, nor shall it be requested  
740 regularly and shall be voluntary, except in the cases described below.

741 In cases where overtime is necessary to meet short-term market demand and the organisation  
742 is party to a collective agreement, freely negotiated by the representation of a significant part  
743 of its workforce, it can require overtime work in accordance with that agreement.

### 744 **7.2.9.RETRIBUTION**

745 The organisation shall respect the staff's right to a decent wage and ensure that the  
746 remuneration paid for a normal working week, excluding overtime, always corresponds at  
747 least to legal or minimum industry standards, or collective agreements (where applicable).

748 Salaries shall be sufficient to meet the basic needs of the staff, in addition to providing some  
749 discretionary income.

750 The organisation shall not apply salary deductions for disciplinary reasons. Exceptions to this  
751 rule only apply if both of the following conditions are met:

- 752 a. national law allows salary deductions for disciplinary reasons;
- 753
- 754 b. there is a freely negotiated collective agreement in force that permits this.

755 The organisation shall ensure that the composition of workers' wages and benefits are clearly  
756 and regularly detailed in writing for each pay period, providing clear evidence of wages,  
757 deductions and bonuses/welfare. The organisation shall also ensure that wages and benefits  
758 are paid in accordance with the law and in a manner convenient to workers, but under no  
759 circumstances delayed or restricted.

760 All overtime work shall be paid at a premium rate, as defined by national law or collective  
761 bargaining. In countries where overtime premium pay is not regulated by law or by collective  
762 bargaining, the organisation shall compensate workers by applying the highest premium  
763 between that defined by the organisation and that set by prevailing industry standards.

764 The organisation shall not use 'labour-only' contractual arrangements, short-term  
765 consecutive contracts and/or false apprenticeship schemes or other schemes, aimed at  
766 avoiding the fulfilment of obligations to personnel under applicable labour and social security  
767 legislation and regulations.

#### 768 **7.2.10. HUMAN RESOURCES DEVELOPMENT AND ON-THE-JOB** 769 **TRAINING**

770 The organisation shall:

- 771 a. provide all workers, at all stages of their work experience, with access to skills  
772 development, training and apprenticeship, and opportunities for career  
773 advancement, on a fair and non-discriminatory basis;
- 774 b. ensure that, when necessary, redundant workers are helped to access assistance for  
775 new employment, training and personal counselling.  
776

777 Documented information shall be kept as evidence of the training provided.

### 778 **7.3. WORK-LIFE BALANCE**

779 In relation to its activities, context and resources, the organisation shall:

- 780 a. adopt work-life balance measures for all employees;
- 781 b. establish/promote specific agreements to allow part-time work for those who request  
782 it;  
783
- 784 c. offer flexibility in schedules, establishing and communicating simple and accessible  
785 rules and procedures for using them;  
786  
787

- d. conduct a periodic review of the flexibility needs of employees;
- e. where possible, offer the possibility of smart working/teleworking or other forms of flexible working, and flexible hours;
- f. ensure that business meetings are held at times compatible with the reconciliation of family and personal life times;
- g. ensure that part-time workers and workers with flexible or discontinuous work contracts, etc. can also participate in work meetings.

## 7.4. PARENTING AND CARE

In relation to its activities, context and resources, the organisation shall:

- a. set up specific programmes for maternity or paternity leave (e.g. training programmes for reintegration) and a way of informing about any major changes in the workplace during the leave;
- b. prepare a plan for managing the different phases of motherhood or fatherhood (before, during and after);
- c. implement information mechanisms to encourage the request for paternity leave;
- d. plan specific initiatives to support workers when they return from parental leave (training, support), including possible 'engagement' plans to be offered on a voluntary basis to workers on maternity/paternity leave;
- e. include within the corporate welfare programme, where it exists, specific initiatives to support employees in their parental and *caregiver* activities;
- f. undertake to offer specific services such as, for example, company kindergardens, after-school care for children or during school holidays, vouchers for children's sports activities.

## **8. PROCEDURE FOR LEAF COMPANY CERTIFICATION**

The process for LEAF business certification involves sending the application for certification to CBs approved by the Foundation and shall include:

- 823
- 824 a) the company's complete anagraphic details;
- 825
- 826 b) the indication of all production sites involved in the scope of certification
- 827 (boundaries);
- 828
- 829 c) the name of the person appointed within the organisation as responsible for
- 830 compliance with the LEAF requirements;
- 831
- 832 d) valid Chamber of Commerce certificate;
- 833
- 834 e) detailed description of the production processes carried out by the organisation with
- 835 an indication of all activities subcontracted to third parties;
- 836
- 837 f) convention and confidentiality agreement with LEAF foundation authorising the
- 838 collection of data on production processes necessary for measuring the
- 839 environmental impact of the products to be certified;
- 840
- 841 g) self-certification by the organisation of the existence or non-existence of civil and
- 842 criminal proceedings relating to the environment or proceedings against persons
- 843 who hold management positions in the company, are appointed as proxies;
- 844
- 845 h) self-certification by the organisation of the existence or non-existence of civil and
- 846 criminal proceedings relating to social responsibility or proceedings against persons
- 847 who hold management positions in the company, are appointed as proxies;
- 848
- 849 i) proof of payment of the LEAF Luxury Ethical and Fair Foundation membership fee
- 850 (see "LEAF Certifications – Costs and Fees").

851 Following the submission of such an application, the CBs carries out a review of the

852 certification application and sends the outcome of the review to the applicant organisation

853 with any requests for additions and/or actions.

854 Following the positive outcome of the document review, the CBs plans the assessment

855 activity at the organisation's designated sites as defined in this document.

856 The evaluation activity shall be conducted within a maximum of six months from the

857 communication of the outcome of the review of the application for certification.

858 The on-site assessment activity (CBs audit) will consist of a document analysis and  
859 verification of information related to the processes declared by the organisation in the  
860 application for certification.

861 At the end of the audit, the CBs issues an assessment report with any comments, observations,  
862 non-conformities detected and an opinion on the organisation's certifiability, which shall be  
863 approved by the organisation and forwarded to the LEAF Luxury Ethical and Fair Foundation  
864 technical committee.

865 The LEAF TC carries out a review by the 20th day of the month following receipt of the  
866 evaluation report by the CBs.

867 In the event of confirmation of certification by the TC, the LEAF Foundation authorises the  
868 organisation to use the LEAF logo in accordance with the provisions of the Annex "Rules for  
869 the use of the LEAF brand and logo" and at the same time enters the organisation in the  
870 Register of Certified Organisations, which can be consulted at <http://www.leafoundation.org>.

## 871 **9. USE OF THE LEAF FOUNDATION TRADEMARK**

### 872 **FOR COMPANY CERTIFICATION**

873 The use of the LEAF mark shall comply with the requirements and provisions set out in the  
874 "LEAF Certification Mark – Regulations of Use" document, available at  
875 <http://www.leafoundation.org/documenti>. The CBs also verify compliance with the  
876 requirements for use of the mark during surveillance audits.

877 The certified organisation shall keep one or more registers indicating the documents in which  
878 the LEAF mark is affixed and make these registers available for inspection by the CBs during  
879 audits.