



Ethics Chart of the 2BS Association

ARTICLE 1. Composition of the Ethics Committee.

The Ethics Committee is composed of three (3) persons nominated by the executive board for a renewable term of three (3) years.

They cannot be removed, unless there is a serious breach of the rules or statutes of the association or of the current chart.

The decision to remove a person is made by the executive board and must be justified, the relevant member or members having been requested, in advance by registered letter, to present to the executive board all relevant explanations.

The members of the Ethics Committee are nominated and must, prior to taking up their function:

- Affirm in all conscience that they meet all the requirements for being nominated as a member of the Ethics Committee,
- Commit to following the Ethics Chart of the Association, its statutes and its internal regulations,
- Sign a confidentiality agreement,
- Specifically agree to the publication by the Association of all expenses reimbursed or allowances received,
- Agree to resign immediately if the conditions for being nominated are no longer met.

Only persons who meet the following cumulative conditions can be nominated as members of the Ethics Committee:

- To have no direct or indirect interest, personal, family, patrimonial, financial or economic,
 - o with the members or administrators of the Association,
 - o with the General Secretary of the Association,
 - o with the subscribers, subsidiaries or affiliated organisations of the members of the Association,
 - o with entities belonging to the following sectors - agriculture, forestry, extraction of raw materials of vegetable origin or of metals which might be used as a metallic additive in fuel, the production, purchase or sale of biomass, biofuel, bioliquids, or any other related product, collection, storage and/or sale of agricultural raw materials, trituration or refining of vegetable oils or transformation into biofuels,
 - o with entities belonging to wastes and residues sectors, used to produce biofuels, bioliquids or related products,
 - o with the auditors or certification organisations (independent verification organisations) which have an activity linked to the verification of compliance with sustainability criteria for biofuels and bioliquids ;
- To have not been condemned during the previous five (5) years for any illegal dealings, for favouritism, for corruption, or for misconduct or insider trading,



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- To possess a recognised expertise in scientific matters, agriculture / agronomy, ecology, traceability, supply chain, use of greenhouse gas calculation tools, legal and / or ethical, if possible applied to the field of sustainability of biofuels and bioliquids.

If a seat on the Ethics Committee becomes vacant for whatever reason, the Executive Board of the Association nominates a new member as soon as possible. The new member thus designated remains so for the remaining duration of the mandate of the member who has been replaced.

Membership of the Ethics Committee ceases in the following situations:

- resignation,
- death,
- absence from three consecutive Committee meetings without justification,
- revocation by the Executive Board as previously defined.

ARTICLE 2. Compensation – Expenses

All compensation and expenses reimbursed to members of the Ethics Committee are published annually.

Costs incurred by members of the Ethics Committee in the course of their mission are reimbursed euro for euro on presentation of original receipts and in accordance with the rules defined by the Executive Board.

ARTICLE 3. President – Secretary

The members of the Ethics Committee choose amongst them a President who is responsible for carrying out its missions. He/she manages the Ethics Committee and is responsible for its smooth running. He/She leads the Committee.

The President of the Ethics Committee convenes meetings by letter, fax or email. The convocation details the agenda of the meeting.

Meetings of Committee members may take place in several ways (physical meeting, audio or videoconference). The President may equally organise written consultations with members of the Committee.

The members of the Ethics Committee choose amongst them a Secretary. He/She takes care of the administrative and correspondence tasks of the Ethics Committee.



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ARTICLE 4. Missions

The Ethics Committee is responsible for ensuring that the 2BS Association complies with the ethical rules outlined in the current Chart.

The following missions are carried out:

- Either by the Committee during a meeting,
- Or by a member of the Ethics Committee when it concerns a general meeting of the Executive Board.

The Ethics Committee meets at least twice a year. The President of the Ethics Committee may invite a member of the Executive Board and/or the General Secretary of the Association to all or part of a meeting.

The Ethics Committee ensures that the 2BS Association respects the principles of independence, of absence of conflicts of interest, of non-discrimination between the independent certification organisations.

The Ethics Committee ensures that the General Secretary remains independent while carrying out his missions as detailed in the document 2BS-PRO-01 approved by the Community authorities, and more particularly concerning the following missions:

- The approval by the General Secretary of independent certification organisations (also known as independent verification organisations) ;
- The qualification by the General Secretary of auditors (that is, their approval).

The Ethics Committee ensures that the General Secretary respects:

- the procedures and conditions governing the approval of independent certification organisations developed in the documents of the 2BS voluntary scheme,
- the procedures and conditions governing the qualification of auditors developed in the documents of the 2BS voluntary scheme

The Ethics Committee ensures that the Executive Board respects the procedures and conditions governing the sanctions against an approved certification organisation.

The Ethics Committee ensures that:

- the Executive Board bases its sanction on one of the reasons detailed in the documents of the 2BS voluntary scheme,
- the sanction imposed by the Executive Board is one of the sanctions detailed in the documents of the 2BS voluntary scheme.



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However, the Ethics Committee cannot comment on the reasons for the decision of the Executive Board, nor on the reality of the facts, nor on the appropriateness of the sanction in relation to the facts.

The Ethics Committee ensures that the Executive Board respects the criteria governing the nomination of an expert developed in the documents of the 2BS voluntary scheme.

The Ethics Committee ensures that the General Secretary and the Executive Board respect the follow-up procedures for complaints and claims. It ensures that the principle of independence is respected when dealing with complaints and claims.

To this end, the General Secretary writes a report, twice a year, listing the claims, their subject and the response that has been given.

The Ethics Committee ensures that there are no conflicts of interest when decisions are made by the Executive Board.

The General Secretary reports to the Ethics Committee any difficulties encountered in carrying out his/her missions.

The Ethics Committee ensures that it is able to be represented at each meeting of the Executive Board. To this end, the Ethics Committee designates amongst its members one (1) representative for the Executive Board. This representative can be a different person for each Executive Board meeting.

The President of the Executive Board and the General Secretary may each, separately, submit a question to the Ethics Committee, which will give an opinion on the subject. The submission of a question to the Ethics Committee does not suspend the powers of the person who submitted it. The opinion is not binding for the person who requested it, nor for the 2BS Association, nor for one of its bodies.

ARTICLE 5. Carrying out of their missions by the Ethics Committee

If the Ethics Committee has knowledge of a situation which is or could be in contradiction with ethical rules outlined in article 4 of the current Chart, the Committee will send a letter (or email) to the President of the Association requesting that issue be raised at the next executive board meeting and that the board should give an answer to the Ethics Committee concerning this issue.

The Executive Board, at its next meeting, will decide what answer to give to the Ethics Committee.



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During the next meeting of the Ethics Committee, if the answer given by the Executive Board is not considered to be satisfactory, the Ethics Committee may:

- either decide to take the matter further by submitting a further question to the Executive Board transmitted by the President, as indicated earlier,
- or draft a report concerning the issue that has been raised. This report will be sent to each member of the Executive Board and it will be recorded in the minutes of the next meeting of the Executive Board.

ARTICLE 6. Confidentiality obligation

The members of the Ethics Committee are committed to maintaining strict confidentiality concerning the meetings, the exchanges and the discussions in which they take part, as well as regarding the documents and information which are communicated to them or of which they have knowledge through working with the 2BS Association.

They are committed in particular to not disclosing the names of businesses or persons mentioned, as well as the contents of discussions and individual decisions.

To this end and before they take up their duties, they sign a confidentiality agreement.

This confidentiality agreement does not apply to requests made by official national or European authorities.