

SGS CONSULTANTS CONNECT MEMBERSHIP GUIDELINES

1. INTRODUCTION

The SGS Consultants Connect Scheme's key aim is to create a community of like-minded consultants who will be able to gain a variety of benefits through their ongoing relationships with SGS United Kingdom Ltd.

The scheme does not endorse, guarantee or certificate the work of consultants.

2. MEMBERSHIP CRITERIA

Route 1 – Membership via referrals

Members can either be a single consultant, consultant company or a group of consultants.

The consultant has referred three opportunities to SGS in a 12 month period.

The referral can be for any service offered by SGS in the area of management systems; this includes audit, certification or academy training opportunities. The referral must include full contact details of the client and resulted in the issue of a proposal to the end client. In the case of a group of consultants each named consultant should have referred at least one piece of work to SGS.

Route 2 – Consultants providing services to an SGS certificated organisation

The scheme is also open to consultants who work with at least one SGS certificated organisation where the consultant has provided services to that organisation within the last 12 months of its application.

3. MEMBERSHIP RENEWAL

Membership is granted for a period of 12 months.

To renew membership the consultants should meet the criteria given in section

2 above for the previous 12-month period prior to renewal. In addition, for Route 1, at least one referral should have resulted in a signed contract for SGS services.

4. CONSULTANT GROUPS

Where the application is for a consulting company then the company as a whole is required to meet the membership criteria outlined in section 2 above. In the case of a network of consultants then they can apply as a group but each named consultant must have referred at least one piece of work to SGS (Route 1) or be working with an SGS certificated company (Route 2).

5. SCHEME BENEFITS

Member consultants will be allowed to use the membership graphic shown in Appendix 1. The graphic can be used on letterheads, their website and on business cards. All costs related to the use of the mark are borne by consultants. Consultants and their clients will also be eligible for a 20% discount on training courses provided by the SGS Academy in the UK.

SGS may also provide a number of exclusive events and on-line training sessions for member consultants.

6. APPLICATION FOR MEMBERSHIP

To apply for membership of the SGS Consultants Connect scheme the consultant should complete the membership application form. This should then be forwarded to the membership team at SGS Camberley (details included on the form). SGS aims to process all application forms within 2 weeks of receipt. Once granted we will send you your unique membership graphic that will include your membership number.

If having reviewed the application we cannot grant membership then we will contact you by phone to explain the reasons but also to give you the opportunity to discuss this further. This step is designed to ensure that we are fully aware of all relevant information prior to not granting membership. SGS shall be entitled to reject an application on a discretionary basis and SGS shall not be held liable in any way for any such decision. If we are still unable to grant membership then the consultant can formally appeal to the SGS Systems and Services Certification Commercial Manager.

7. CONSULTANT'S OBLIGATIONS

To gain membership of the scheme the consultant should meet the criteria set out in section 2 of this document and in order to continue with their membership, meet the criteria set out in section 3.

In addition the consultant should sign a declaration confirming that no consultant listed in this application has been convicted of a criminal offence. All named consultants will have read the SGS Code of Integrity and agree to abide by the code and acknowledge that breaches of the Code will lead to termination of their membership.

The consultant should keep SGS updated of any changes to the details contained in their application as any changes may alter their self-declaration.

By completing the application document the consultant agrees that SGS may contact the organisation(s) listed to verify the information given. Therefore the consultants should ensure that providing this information does not breach any non-disclosure or confidentiality agreement in place.

To maintain membership consultants shall be bound by these guidelines along with the SGS Code of Integrity.

8. USE OF THE GRAPHIC

Once membership has been granted, and during the period the membership is current, the consultant may use the issued graphic to promote membership of the SGS Consultants Connect Scheme. The graphic may be used on the consultant's advertising such as letterheads, business cards and on their website. This list is not designed to be exclusive so please contact the membership team regarding any questions on how the graphic can be used.

A number of exclusions exist on the use of the graphic including:

- Altering the graphic with the exception of on documents printed in more than one colour. The graphic should be used in priority in grey (pantone code 424) and in orange (pantone code 021).

However, the consultant may also use the graphic in grey (65% screened black).

- The graphic should not be used as the lead graphic, avatar or profile picture on social media channels including Facebook, LinkedIn, Twitter or similar.
- The graphic should not be used on consultancy reports or certificates issued by the consultant.
- In both written and verbal communication the consultant should not state or infer that SGS has certificated, endorsed or otherwise approved the work of the consultant.

9. WITHDRAWAL FROM THE MEMBERSHIP SCHEME

The consultant may withdraw from the scheme at any time during the membership period by writing to the membership team signalling their intention and date of withdrawal. There is no notice period required but attention

is drawn to the requirement detailed below about continued use of the graphic.

SGS reserves the right to withdraw membership of the scheme if the consultant is found to be in breach of the rules and guidelines given in this document. SGS also reserves the right to immediately withdraw the SGS Consultants Connect Scheme in the event of any suspected or alleged or confirmed breach of SGS Code of Integrity. In both cases SGS will give a minimum of two months' notice of intention to withdraw membership.

If the consultant's membership is not renewed after the 12 month membership period, then the membership will be considered lapsed.

Once membership has lapsed or withdrawn by either party then the consultant should forthwith discontinue the use of the graphic or any reference thereto, and will not thereafter use any copy or imitation thereof. Any cost of discontinuing with the graphic is at the consultant's expense.

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Appendix 1

SGS IS THE WORLD'S LEADING INSPECTION, VERIFICATION, TESTING AND CERTIFICATION COMPANY

WHEN YOU NEED TO BE SURE

