

Standard Work Instruction

Global Sustainability Department

SWI-ESG:CFO-01

TITLE: CFO Certification Process



Sustainability

1.0 Purpose

- 1.1 This work instruction establishes standards for CFO Certification for countries or business entities within boundaries and scope for reporting for carbon/ESG data collection and calculation. This process begins once Brink's Data Sign Off is complete. Please follow the workflow as described below.

2.0 Brink's Sustainability Data Sign Off Process

- 2.1 Once the exit meeting has been conducted with the country or business unit and any amendments, observations or notes have been added to the GHG Data Collection Review Template, a pdf of the GHG Data Collection Review Template is created.
- 2.2 In Workiva a process is created to go to the country/business unit data collectors (e.g. fleet manager) as well as the country/business unit CFO. In some cases, a Regional CFO is also included in the process.
- 2.3 The first step of the process is a CFO Certification Survey with the following questions to be answered yes or no. If there are any exceptions noted in the survey responses an explanation needs to be entered in the survey, see below for examples. If there are any exceptions, follow up with the Compliance Manager and/or ESG Data Team. If applicable, exceptions are completed and corrected/amended.
 - 2.3.1 Has the team completed all data entry? No answer requires explanation
 - 2.3.2 Have all deliverables met the requirements and been approved? No answer requires explanation
 - 2.3.3 Is any of the GHG emissions data provided estimated? If yes, please indicate which of the reported data has been estimated. Yes, answer requires explanation
 - 2.3.4 If the project is being transferred to a new manager, have they received GHG emissions protocol or training? No answer requires explanation
 - 2.3.5 Have all stakeholders been informed of the current status of the project? No answer requires explanation
- 2.4 The second step of the process is for the country/business unit data collectors and country/business unit CFO to certify the data on the GHG Data Certification pdf.
 - 2.4.1 The question is: I certify that all data is accurate and complete for greenhouse gas emissions for all facilities and vehicles. No answer requires reopening the review process until all can certify that the data is correct.
- 2.5 Once all signatures are complete, for both processes, a pdf of the survey questions, the GHG Certification and the final GHG Data Collection Review are combined into one pdf and saved in the appropriate SharePoint file folder.



3.0 Documentation

3.1 See examples below

Letter: CFO Certification Survey

Response provided by Ruben Mondragon Garcia on Jul 22 [View history](#)

Has the team completed all data entry?

Yes

No

Response provided by Ruben Mondragon Garcia on Jul 22 [View history](#)

Have all deliverables met the requirements and been approved?

Yes

No

Response provided by Ruben Mondragon Garcia on Jul 22 [View history](#)

Is any of the GHG emissions data estimated? If yes, please indicate which of the reported data have been estimated?

Yes

No

Response provided by Ruben Mondragon Garcia on Jul 22 [View history](#)

If you are transferring the project to a new manager, have they received an updated GHG emissions protocol?

Yes

No

Response provided by Ruben Mondragon Garcia on Jul 22 [View history](#)

Have all stakeholders been informed of the current status of the project?

Yes

No

Letter: GHG Data Certification

Response provided by Ruben Mondragon Garcia on Jul 22 [View history](#)

I certify that all data is accurate and complete for greenhouse gas emissions for all facilities and vehicles.

Yes

No

[Final 2023 Mexico GHG Data Collection Full Year Data Review.pdf](#)

Rodrigo Villagómez

Rodrigo Villa Gomez signed on
7/23/2024 at 6:23 PM UTC

Enrique Miranda

Enrique Miranda signed on
7/22/2024 at 6:32 PM UTC

RUBEN
MONDRAGON
GARCIA

Ruben Mondragon Garcia
signed on 7/22/2024 at 5:11 PM
UTC

Rodolfo Guerra

Rodolfo Guerrat signed on
7/24/2024 at 2:34 PM UTC

Samantha Kate Rutty

Samantha Rutty signed on
7/24/2024 at 2:37 PM UTC

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Document Revision Control				
Version	Author	Effective Date	Section	Change Description
1	Compliance Manager	05.01.2023		Initial document

Approval Signatures Record		
Approver	Role	Date
Tracy Wright	Program Lead	08.05.2024