Standard Work Instruction

Global Sustainability Department SWI-ESG:CFO-01

TITLE: CFO Certification Process



1.0 Purpose

This work instruction establishes standards for CFO Certification for countries or business entities 1.1 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 Reivew 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.
 - The question is: I certify that all data is accurate and complete for greenhouse gas 2.4.1 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.



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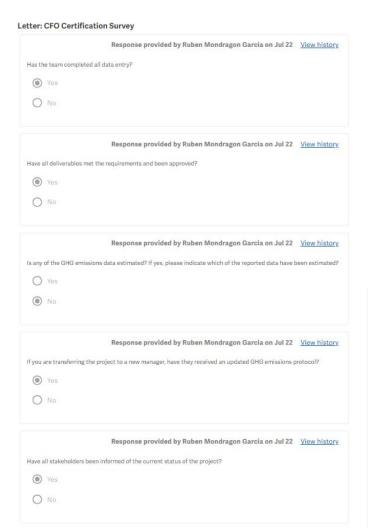
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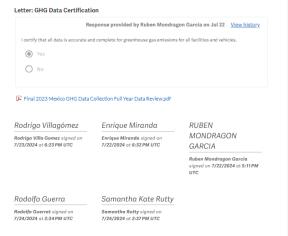
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3.0 Documentation

3.1 See examples below





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Type: SWI N°: ESG-CFO-01

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