

Standard Work Instruction

Global Sustainability Department

SWI-ESG:DSO-01

TITLE: Data Sign Off



Sustainability

1.0 Purpose

- 1.1 This work instruction establishes standards for data sign off for countries or business entities within boundaries and scope for reporting for carbon/ESG data collection and calculation. This process begins once Brink's ESG Data Team loads country/business unit data that has been through the Data Collection and Review Process to Net Zero Cloud. Please follow the workflow as described below.

2.0 Brink's Sustainability Data Sign Off Process

- 2.1 Export from Net Zero Cloud a report for vehicles or facilities.
- 2.2 Compare the data to the raw files from the countries or country templates as submitted.
- 2.3 Compile observations and data onto Summary Tab of GHG Data Collection Review Template by country or business unit. Use prior closed version if country or business unit was in scope to compare year over year consumption totals.
- 2.4 Select samples for testing and compile on appropriate tab, e.g. Vehicle Fuel Testing, Purchased Energy Testing, etc. Best practices are a sample size of 10% of the total entries for the period not to exceed 25 samples for appropriate coverage. This is not always available from the countries or business units so sample sizes could vary. Samples, where possible, are selected to represent coverage across the period being reviewed as well as inclusion of any anomalies noted, e.g. very low consumption, 2 months with identical consumption, etc.
- 2.5 Once GHG Data Collection Review Template is complete review with the ESG Data Team is scheduled to discuss observations/findings.
- 2.6 The sheet is updated, if necessary, with ESG Data Team and then sent to local management for explanations of observations, samples to be returned.
- 2.7 Set specific date for samples and completion of observations to be returned to the Compliance Manager (e.g. 1 week).
- 2.8 When samples and observation explanations are received:
 - 2.8.1 They are tested by the Compliance Manager.
 - 2.8.2 If any errors are found, they are sent to the appropriate ESG Data Team member for amendment in the system. (e.g. inconsistent vehicle reporting, one month light duty, next month heavy duty or one month diesel and the next gasoline)
 - 2.8.3 Once amendments are made, they are again reviewed by the Compliance Manager and the Summary sheet of the GHG Data Collection Review updated.
- 2.9 When finalized a meeting is scheduled with the country or business unit to review the sheet.
- 2.10 Countries have a short period of time to close all observations on the GHG Data Collection Review
- 2.11 Move to CFO Certification Process.

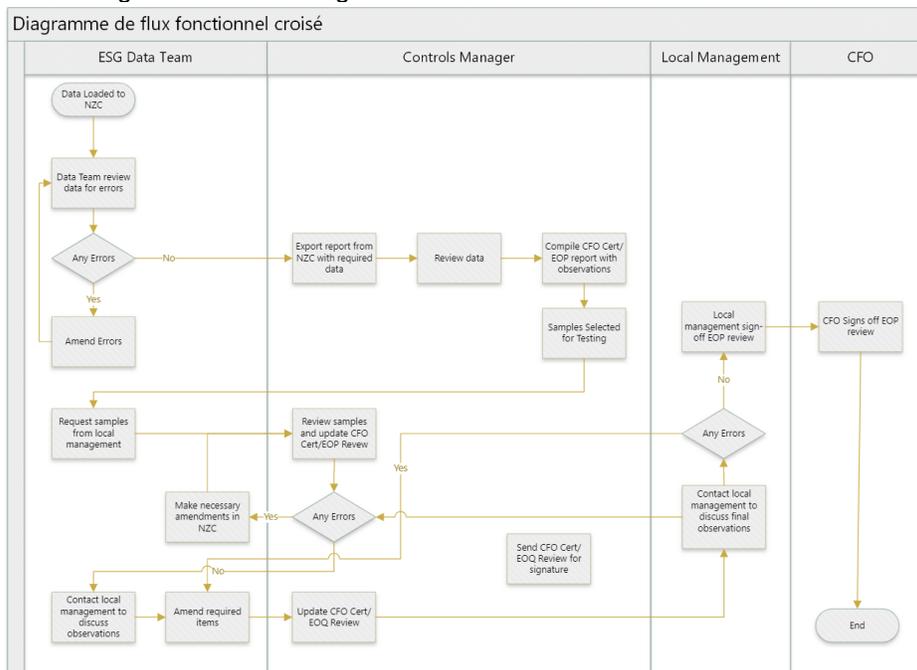


3.0 Documentation

3.1 See GHG Data Collection Reivew for additional details

Metric	Observation	Supporting documentation (i.e. VIN, address location, month...)	Reference data	Comments	Response	Status
Renewable Energy	There was no renewable energy reported in 2023				Please inform ESG team if data punch are needed.	Open
Facilities Fuel	For location CO BR60 there are two entries for September for 2023 and 240,000.25 - this looks like a duplicate.	Template		06/01: Looked at the original country file and there are 2 records. Ask country if this is a duplicate.	It is not duplicated, closed fact needed to be included due to part of the electric plant.	Closed
Facilities Fuel	For location CO BR61 I notice four consumption numbers for June and September but only one consumption for July 2023 and no consumption for August. Is it possible some of these consumptions should have been for July/August?	Template and No-Zero		06/01: This is the same as the original data received. Ask country	Information is correct. The electric plant is located in the city of Barranquilla where there are constant electricity supply problems. It is not necessary to look every month.	Closed
Facility Fuel	Noted in the October and November template that the country got Diesel Fuel in the Fuel Type column but in the other 2023 templates they just entered Diesel in the Fuel Type column. Can we please be consistent and just put Diesel in this column	Template		06/01: Changed template to just say Diesel. Let's just remind country of this	Facility fuel is Diesel for all branch	Closed
Facility Fuel	Noted for location CO BR 01 there are two October 2023 entries which contain the same consumption and cost. Average of these entries is duplicate.	Template		06/00: Ask Country	It is not duplicated, closed fact needed to be recharged due to one of the electric plant.	Closed
Facility Fuel	For location CO BR67 noticed two June 2023 consumption entries but no entry for July 2023. Could one of the June 2023 entries be for July?	Template		06/00: Ask Country	It is not duplicated, closed fact needed to be recharged due to use of the electric plant.	Closed
Facility Fuel	Only noticed November 2023 consumption for location CO BR60/01. Is there a new location or did we miss in November tracking the data for consumption?	Template and No-Zero		06/01: The address for this record is for location CO-01. CO BR60 has a different address. Ask the country	It is not a new location, it is a headquarters that does not have much use of the power plant	Closed
Facility Refrigerant	Noted for November 2023 that location CO BR62 had two consumptions for R-410A. One consumption for 1,36 for cost of 252,000 and another consumption for 91 for 144,000. Why do we have two different consumptions for the same month and same refrigerant or is one of them a duplicate	Template		06/01: This is the refrigerant and not fuel. Ask the country. Believe they have multiple meter readings for one location	It is a different air conditioner. 2 units were recharged with refrigerant	Closed
Facility Fuel	When comparing 2023 to 2022 Facilities Fuel total consumption, I noticed that the consumption went from 875,00 to 760,04 and the cost was higher in 2023 with less	See below Facilities Fuel comparison		06/01: Ask country	There is a mixture of the two, the consumption is not linear, it has consumption variables due to the use of the power plant that can not observe the	Closed

3.2 See Data Sign Off Process diagram



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