



EQUITABLE
ORIGIN

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EO Inc. Policy

EOP-101: EO Standard Development and Governance



EO100™ Standard Development and Governance

- Procedure
 - Policy**
 - Handbook
 - Checklist
-

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GLOSSARY

Certifiable Unit – The scope of the assessment area including all facilities located within the predetermined geographical area. Facilities include well pads, compressor stations, gas processing plants, batteries, water treatment/storage facilities, and both active and inactive operations. Sometimes used interchangeably with Site.

Certificate - refers to the statement of conformity issued to an Operator upon a successful certification audit of a Unit of Certifiable Unit to the EO100™ Standard.

Certified Unit - Subsequent to the Certifiable Unit achieving EO100™ certification it is called the Certified Unit. Sometimes used interchangeably with Site.

EO100™ Standard – Sets out the criteria for evaluating responsible social and environmental practices in energy development operations.¹

Operator – Project developer - the entity or firm primarily responsible for energy development activities at the project for which certification is sought, as well as all contractors whose activities could reasonably be expected to impact the environment or people in the area of influence.

Stakeholder - an individual or group that has an interest, financial or otherwise, in any decision or activity of EO.

Work Plan – a document detailing the scope, rationale, timeline, and key steps of the creation or revision of a Standard or Technical Supplement.

¹ <https://energystandards.org/responsible-energy-development/>



1.0 PURPOSE AND SCOPE

This policy applies to

- Equitable Origin Inc.

This policy describes the process by which EO revises existing Standards or Technical Supplements and develops new Technical Supplements. The purpose of this policy is to ensure the credibility of standards developed by EO by incorporating the values of transparency, participation and fairness and through compliance with best international practices for standard development.

2.0 REFERENCES

- EO100™ Standard for Responsible Energy Development and Technical Supplements
- EOH-202: EO100™ Assessor Handbook
- EOPR-301: EO100™ Assessment Body Approval Procedure
- EOP-103: EO100™ Certification System Certification Comments, Complaints & Appeals
- ISEAL Alliance Code of Good Practice: Setting Social and Environmental Standards v6.0, December 2014 (“ISEAL Standard-Setting Code”)



3.0 OVERVIEW

The mission of Equitable Origin Inc. (EO) is to protect people and the environment by ensuring that energy development is conducted under the highest social and environmental standards. EO is an independent, stakeholder-negotiated, market-driven certification system that distinguishes and rewards operators for outstanding social, environmental and safety performance. The official languages of EO are English and Spanish.²

To maintain the highest levels of quality and transparency, EO develops its standards according to the principles of the ISEAL Alliance Code of Good Practice for Setting Social and Environmental Standards³ and related documents. This procedure describes the bodies that govern EO standards, as well as the practices by which EO develops and revises its standards.

As a central tenet of our work we also encourage any individuals or organizations to propose new standards, suggest revisions or comment on any standard, policy or procedure at any time. EO conducts periodic reviews of its standards in order to ensure they remain relevant and meaningful. EO also conducts “issue-based” reviews of existing standards, triggered by comments or other considerations.

4.0 STANDARDS DEVELOPMENT AND REVISION

4.1 Policy on Management of Change

Equitable Origin’s standard development process supports our mission to support responsible energy development through an independent, stakeholder-negotiated, market-driven certification system that distinguishes and rewards operators for outstanding social, environmental and safety performance.

To achieve this goal, we need an independent, credible and effective certification system that is applicable globally and continuously improved. Comments on the EO100™ Standard are assessed in the context of our strategic priorities and changes need to be demonstrably aligned with our strategic direction, specifically by contributing to at least one of these outcomes:

- Certification requirements are clear, comprehensive, and widely respected
- Assessments against EO standards are consistent, efficient, and robust
- EO standards are applicable globally and are consistent with and inform international best practice
- The benefits of certification are recognized by stakeholders

All standards development activities shall comply fully with the ISEAL Standard-Setting Code.

² Where there is inconsistency in translation, the English version shall take precedence.

³ ISEAL Alliance Code of Good Practice: Setting Social and Environmental Standards v6.0, December 2014.



4.2 Process to Develop New Standards or Technical Supplements

Proposals to develop a new standard or technical supplement may be submitted by any stakeholder.

EO and the Technical Committee may decide to create new standards and technical supplements based on stakeholder feedback, changes in industry best practices, or other factors. The Technical Committee shall evaluate proposals to develop new standards or technical supplements and shall provide a recommendation to the EO Board. The EO Board approves the decisions to create standards and technical supplements. EO and the Technical Committee, at their discretion, may decide to create new technical supplements that are derivative of or contain a sub-set of existing standard requirements, without EO Board approval.

Following a EO Board decision to develop a new standard or revise an existing standard, EO shall draft and the Technical Committee shall review and approve a work plan, including a revised work plan if needed, for the standard development activity. The work plan shall include the process by which EO will identify relevant stakeholders, intended beneficiaries, technical experts and other interested parties to proactively engage during the public consultation periods and shall set stakeholder participation goals to ensure a comprehensive and inclusive consultation and to ensure that underrepresented and/or disadvantaged stakeholders have the opportunity to participate.

Draft standards shall be made publicly available for two rounds of public comment and consultation; each consultation period shall be open for at least sixty calendar days. In accordance with ISEAL guidelines, one round of consultation may be sufficient, and consultation periods may be shortened to thirty calendar days. The EO Board shall determine if this is appropriate based on ISEAL guidelines.

Draft technical supplements shall be made publicly available for one round of public comment and consultation of at least sixty calendar days. Where a technical supplement is derivative of or contains a sub-set of existing standard requirements, a public comment period is not required.

4.3 Process to Review Existing Standards and Technical Supplements

The Technical Committee shall review each EO standard and technical supplement periodically, such that a review is initiated within five years or less from the date of adoption of the previous version of the standard or technical supplement (“periodic review”).

The Technical Committee may at its discretion undertake an “issue-based review” of a standard or technical supplement based on comments received, new scientific or legal developments, strategic considerations or other factors. Following its review, the Technical Committee may recommend to the EO Board that a standard be revised. EO shall provide a report to the EO Board at the time of the



periodic review for each standard, summarizing comments received and a recommendation as to whether the standard should be revised. EO and the Technical Committee may determine whether a Technical Supplement should be revised.

In evaluating comments, the Technical Committee shall consider comments on their technical merits and applicability, regardless of the individual or organization submitting the comment, the language in which the comment is submitted, or the medium used to deliver the comment (e.g. electronic, hard copy, or oral). Comments will be evaluated based on the following elements:

- Reflecting new and emerging best/exceeding/leading practices
- Contributing to clarity of language
- Enhancing implementation effectiveness
- Reflecting new and emerging international standards
- Addressing gaps in current coverage
- Applicability to the scope of the standard (global/industry/topic)
- Stakeholder weighting
- Conformance with ISEAL Standard-Setting code

4.4 Process to Revise Existing Standards and Technical Supplements

When EO and the Technical Committee determine a revision of a standard is necessary, EO and the Technical Committee shall identify the nature of the revision and provide a brief summary for the Chair of the Board, including whether the revision is to be considered substantive.

If the Chair of the EO Board determines that the revision is warranted but would not be substantive, then the Technical Committee may revise the standard accordingly, without further consultation, other than to provide the standard to the Chair of the EO Board at the conclusion of its work.

If the Chair of the EO Board determines that the revision is warranted and would be substantive, then the revision shall proceed according to the process described above for “Process to Develop New Standards or Technical Supplements”. For minor substantive amendments, the comment period can be limited to one round of thirty calendar days.

If the Chair of the EO Board determines that the revision is not warranted, then the revision shall not proceed, unless the Technical Committee chooses to present their recommendation to the whole EO Board to appeal the determination of the EO Board Chair. In the event this occurs, the decision of the EO Board as to whether the revision is warranted, and whether it is substantive, shall be final.

When EO and the Technical Committee determine a revision of a technical supplement is necessary, EO and the Technical Committee shall revise the technical supplement according to the process described above for “Process to Develop New Standards or Technical Supplements”. For minor substantive amendments, the public comment period can be limited to one round of thirty calendar days. For non-substantive revisions, no public comment period is required.

EO will make publicly available a summary of revisions of standards or technical supplements.

4.5 Availability of EO Standards and Technical Supplements

EO standards and technical supplements shall be publicly available on the EO website for free download by any interested party.

EO shall make print versions of EO standards available upon request, for which it may charge an administrative fee. The fee, if any, shall cover only reasonable administrative costs.

4.6 Comments on EO Standards and Technical Supplements

EO invites and welcomes comments on any EO standard or technical supplement at any time, from any individual or organization. EO shall provide instructions for submitting comments on its website.

EO shall keep electronic records of all comments received, and shall maintain these records for a period of at least five years.

5.0 REVISION HISTORY

Revision No.	Date	Substantive Revisions	Revision by	Approved by
1	8/17/12	<ul style="list-style-type: none"> • Inclusion of Stakeholder Council. • Clarification of responsibilities of EOS BOD and EOS TC. • Clarification of TC role in Process to Revise Existing Standards. • Removal of TC TOR from appendix. 	R.Fetter	CTO



2	1/25/13	<ul style="list-style-type: none"> • Consistency with EOS BOD and EOS TC Terms of Reference and removal of duplicative language. • Clarification that EO BOD makes final decision on whether to develop a new standard. • Clarification that the EOS TC does not approve certification bodies. • Incorporation of stakeholder identification and accessibility in the public consultation process. • Removal of schematic process flow for developing new and revising existing standards. • Inclusion of policy on management of change. 	S.Mills	CTO
3	12/1/14	<ul style="list-style-type: none"> • Removal of CTO references. • Clarification of EOS responsibilities. • Clarification on requirements for operators during the transition to a revised standard. 	S. Mills	Approved by EOS Board 12/11/14
4	29JUL15	<ul style="list-style-type: none"> • Updated EO LLC and EOS LLC with EO Inc. • Updated EOS Board with EO Board. • Updated EOS with EO. • Replaced “oil and gas production” with “energy development”. • Replaced EO Board of Directors Operating Agreement with EO Board of Directors Terms of Reference. • Added Technical Committee Terms of Reference as a supporting reference. • Replaced VP of Standards with CEO or EO, as relevant. 	S. Mills	EO Board (EO-BM02-01JUL15)



5	FEB22	<ul style="list-style-type: none">• Addition of Technical Supplements	K. Hillis	Pending board review
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