

**Manufacturer Climate Action
Program (MCAP)
Science-aligned Target (SAT)
Validation Organization /
Validator
Professional Code of Conduct**

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TABLE OF CONTENTS

1	Introduction	3
1.1	General Information	3
2	Professional Code of Conduct	3
2.1	Integrity	3
2.2	Conflict of Interest & Impartiality	4
2.3	Confidentiality	4
2.4	Performance & Professionalism	4
2.5	Data Protection & Intellectual Property Rights	4

1 INTRODUCTION

1.1 GENERAL INFORMATION

- 1.1.1 Cascale expects Validation Organizations and Validators vetted and approved through the Manufacturer Climate Action Program (MCAP) to acknowledge and adhere to the principles outlined in this Professional Code of Conduct.
- 1.1.2 Cascale has sole authority to:
 - 1.1.2.1 Conduct investigations of potential Professional Code of Conduct violations.
 - 1.1.2.2 Determine and enforce any consequences, including suspending or permanently revoking a Validation Organization's or Validator's status.
- 1.1.3 Validation Organizations and Validators acknowledge:
 - 1.1.3.1 That the integrity of the MCAP is paramount.
 - 1.1.3.2 That the ability to conduct MCAP Science-aligned Target (SAT) Validation is a privilege, and not a right.
 - 1.1.3.3 That Validation Organization's or Validator's status may be suspended or revoked at any time due to violations of this Professional Code of Conduct.

2 PROFESSIONAL CODE OF CONDUCT

2.1 INTEGRITY

- 2.1.1 Validation Organizations and Validators shall promote a culture of integrity.
- 2.1.2 Validation Organizations and Validators shall manage and address validation integrity and bribery risks that may exist before, during, and after each MCAP SAT Validation.
- 2.1.3 Validation Organizations and Validators shall not knowingly be a party to any



illegal activity or engage in acts that are discreditable to Cascale.

- 2.1.4 Validation Organizations shall manage risks and ensure compliance with all applicable laws related to corruption.
- 2.1.5 The highest standards of integrity shall be upheld in all Validation Organizations' business interactions.
- 2.1.6 Validation Organizations shall have a zero-tolerance policy to prohibit any and all forms of bribery and corruption.

2.2 CONFLICT OF INTEREST & IMPARTIALITY

- 2.2.1 Validation Organizations and Validators shall be impartial and avoid conflict of interests that may create an incentive to report inaccurate facts. This includes, as a general principle, that Validation Organizations and validators shall not conduct validations for manufacturers for which they have provided consulting and similar services now being validated
- 2.2.2 Validation Organizations and Validators shall not accept anything (e.g. bribes, gifts, benefits, hospitality, meals, entertainment) of any value from a manufacturer including its management, employee, or affiliates) before, during, and after MCAP SAT Validation that may impair or be presumed to impair their professional judgment.

2.3 CONFIDENTIALITY

- 2.3.1 Validation Organizations and Validators shall maintain confidentiality with respect to information gathered while executing MCAP SAT Validations.
- 2.3.2 Validation Organizations and Validators shall take reasonable steps to prevent unauthorized access to information collected during or relating to MCAP SAT Validations. This includes information available on Cascale's MCAP website¹.

2.4 PERFORMANCE & PROFESSIONALISM

- 2.4.1 Validation Organizations and Validators shall perform Validations in accordance with the @MCAP Target Validation Protocol².
- 2.4.2 Validation Organizations and Validators shall provide validation results via Cascale's MCAP website in a timely manner as outlined in the MCAP Target Validation Protocol.
- 2.4.3 Validation Organizations and Validators shall act in a respectful manner to all persons including management, workers, and other facility personnel.
- 2.4.4 During Validation, Validators shall:
- 2.4.4.1 Obtain permission to take photos, photocopies, facsimile, email, or other

¹ <https://cascale.org/tools-programs/impact-programs/manufacturing-climate-action-program/>

² https://cascale.org/wp-content/uploads/2023/10/MCAP-Target-Validation-Protocol_Nov-2023-1.pdf



means of electronic transmission of the submitted supporting documents before performing said activities.

2.5 DATA PROTECTION & INTELLECTUAL PROPERTY RIGHTS

- 2.5.1 Validation Organizations and Validators shall have systems in place to ensure all data is collected, stored, and transferred in compliance with applicable law, is secure, and only accessible to authorized persons.
- 2.5.2 Validation Organizations and Validators shall respect intellectual property rights.



- 2.5.3 Validation Organizations and Validators may come across sensitive information during the course of a Validation. Sensitive information may include innovative designs or processes, price sensitive information, strategy documents, and any other information which differentiates the manufacturer for the operational boundary at the corporate level providing them with a competitive advantage.
 - 2.5.3.1 Sensitive information shall be guarded under extreme care and with security measures to ensure its confidentiality.
 - 2.5.3.2 Sensitive information shall be considered confidential and shall not be shared with any person or organization.
 - 2.5.3.3 Validation Organizations and Validators shall not request or use sensitive information unless necessary for Validation.
 - 2.5.3.4 If sensitive information is accidentally provided and is not required for Validation, it shall be returned immediately.
 - 2.5.3.5 Validation Organizations and Validators shall not include specific details about sensitive information in the validation report.
- 2.5.4 Validation Organizations and Validators shall not share Validation results with any other entities for any purposes.
 - 2.5.4.1 Sharing of the Validation results shall be done by Cascale via the MCAP disclosure dashboard on Cascale's MCAP website by the owner of the information (i.e. Cascale).
- 2.5.5 Validation Organizations and Validators shall adhere to the following rules to ensure they are protecting the information collected during Validations:
 - 2.5.5.1 Validators shall not leave their belongings such as notes or other validation-related documents out in the open for public consumption.
 - 2.5.5.2 Validators shall ask permission from the manufacturer when accessing information related to Validation.
 - 2.5.5.3 Validators shall secure all electronic devices with a password to prevent unauthorized access to Validation information.
 - 2.5.5.4 Validators shall not discuss the Validation results, or any other information gained from the Validation with anyone outside of the Manufacturer



designated staff for MCAP SAT Validation, the validation team, or Cascale, and only as necessary to finalize the Validation results.