



Corporate Citizenship Label[®]

Certification authorization

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Introduction

As major stakeholders in the local and regional economy, companies* have a duty to participate in the collective effort to take responsibility for environmental and social issues.

With this in mind, it is important that these players receive support in defining and certifying their environmental responsibility by opting for management practices that take economic, ecological, and societal issues into account.

This also allows companies to position their commitment and stand out from the competition in calls for tenders that include eco-responsible criteria.

The Corporate Citizenship ®label allows companies to demonstrate to customers and all stakeholders their commitment to continuous improvement in favor of sustainable development. The company thus positions itself as aware of its role in society and concerned with limiting its impact on the environment while striving for excellence in terms of quality.

Featured in the [Guide romand pour les marchés publics \(Romandy Guide to Public Procurement, appendices Q5 and T5\)](#), the Corporate Citizenship ®label is aimed in particular at Swiss companies wishing to meet these conditions.

The purpose of this document is to briefly present the label and establish a framework for certification bodies interested in offering this certification.

** The term "company" should be taken in the broadest sense and also applies to all organizations interested in the label, such as local authorities, foundations, associations, etc.*

Presentation of the Association

Corporate Citizenship is an association promoting the Corporate Citizenship® label, which is a trademark registered with the IPI (Federal Institute of Intellectual Property) under registration number 65560 I 2016.

The Association's committee is composed of 5 to 9 members, as defined by the [statutes](#). The association's office is run by Bio-Eco Sàrl, based in Vevey.

Members are divided into the following categories:

1. Collectives: includes associations, interest groups with legal personality, and legal entities. They pay a membership fee.
2. Founders: includes the people who founded the Association, namely Daniel Oswald, Stéphane Perrottet, René Florey, and Boris Sarrasin. They are permanent members. They are exempt from membership fees.
3. Certified: includes organizations and companies certified as "Corporate Citizens." They are exempt from paying membership fees as long as they remain certified.

The purpose of the Association is to structure the awarding of the label and to create a network of certified companies committed to supporting the principles of sustainability and solidarity, particularly in entrepreneurship.

Citizen Enterprise Network Charter

A socially responsible company is one that takes social and environmental considerations into account in its activities and in its relationships with its stakeholders.

A socially responsible company is an organization whose economic, environmental, and social goals coexist, demonstrating that the pursuit of financial profit is not its sole objective.

Carrying the Corporate Citizenship® label allows for differentiation and better positioning, while guaranteeing various stakeholders a commitment to sustainable development and continuous improvement.

Corporate citizens are therefore committed to:

- Leading with vision and integrity
- Listening to, respecting, and adding value for their customers
- Commit to respecting the environment in relation to their activities, products, and services
- Respecting the principle of fairness in professional and commercial practices
- Commit to the community and local development
- Fostering lasting relationships with all stakeholders
- Fighting against occupational and non-occupational accidents
- Continuously improve the working environment
- Involve employees and capitalize on each individual's talent
- Respect fundamental human rights

Certification bodies, as the competent bodies for awarding the label, are required to ensure that the certified company complies with the charter and principles inherent to the Corporate Citizenship® label.

Criteria for Corporate Citizenship® certification

The awarding of the Corporate Citizenship® label is based on certification to ISO 9001 (quality management system) and ISO 14001 (environmental management system) standards.

In addition, it requires compliance with a series of additional requirements based on the criteria of ISO 26000 in the areas of governance, human rights, working conditions, the environment, fair practices, customer respect, and community involvement.

Therefore, any organization wishing to be certified must ensure that it meets the necessary prerequisites (ISO 9001 and ISO 14001) and complies with the additional criteria, which are divided into seven themes:

1. Governance;
2. Human rights;
3. Working conditions;
4. Environment;
5. Fair practices;
6. Respect for customers and consumers;
7. Civic engagement.

All requirements relating to the Corporate Citizenship® label can be found [at this link](#).

Certification bodies: conditions

Certification bodies authorized by the Corporate Citizenship Association to issue Corporate Citizenship ®certificates must audit and certify management systems in accordance with the requirements of ISO 17021 "*Conformity assessment - Requirements for bodies providing audit and certification of management systems.*"

Certification bodies wishing to offer Corporate Citizenship ®certification must meet the following conditions in order to be deemed competent to carry out Corporate Citizenship ®certification:

- The certification body must be authorized by the Association;
- The certification body and auditors must be competent to certify ISO 9001, ISO 14001, and ISO 45001 standards;
- Each auditor must attend a training session provided by the Corporate Citizenship Association (max. 2 hours via videoconference) for each new version of the label;
- The certification body must subscribe to the Corporate Citizenship ®network charter and ensure that the label requirements are applied by the audited organizations;
- The certification body agrees to undergo sporadic control audits by the Association (max. 0.5 days per year if no major deviations are identified); a flat fee of CHF 1,000 per audit will be charged to the certification body.
- The certification body must pay an entrance fee of CHF 3,000 to the Association (one-time fee).
- The certification body undertakes to comply with the rules governing the certification process, as set out in the section below **entitled "Certification process,"** and to comply with the rules governing the management of fees, as set out in the section **entitled "Fees"** at the end of this document.

certification process

Corporate Citizenship® certification is part of the ISO 9001 and ISO 14001 certification process as follows:

1. Implementation of the management system

Adapted to the needs and reality of the company, the management system lays the foundation and principles for sustainable development management.

2. Initial certification audit

Conducted by a certification body authorized by the Corporate Citizenship Association, the audit aims to verify that the company's management system meets the requirements of the Corporate Citizenship® label.

3. Evaluation of Corporate Citizenship® criteria

The auditor evaluates the label criteria using the official checklist. Depending on the size and complexity of the audited organization, the possible integration of other certifications (such as ISO 45001 or other CSR labels), and the maturity level of the management system, an additional time **frame of between 1 and 3 hours** is added to the main audit.

4. Audit report

At the end of the audit, a report certifies the company's ability to manage its sustainable development in accordance with the label's requirements. As with ISO standards, the report highlights strengths, as well as any non-conformities and suggestions for improvement.

5. Certificate and logo

A Corporate Citizenship® certificate, which also includes the aforementioned ISO certifications, is issued by the certification body to the company, and the right to use the logo in its communications is granted. The certificate is valid for 3 years.

A copy of the Corporate Citizenship® criteria assessment checklist completed by the auditor and a copy of the certificate must be sent to the Association (info@entreprise-citoyenne.ch).

6. Renewal audit

The Corporate Citizenship® criteria are reassessed during each renewal audit of the ISO 9001 and ISO 14001 standards.

Notes:

- When a new version of the label is published, the Association may request an interim assessment during a surveillance audit.
- Upon request, label certification may also be carried out during the cycle as part of a surveillance audit.

Fees

Organizations certified as Corporate Citizenship® pay an annual fee calculated based on the number of full-time equivalent (FTE) employees:

The royalty amounts can be found [at this link](#).

A 50% reduction is granted to local authorities and non-profit public interest organizations (NGOs, associations, foundations, etc.).

The fee is billed directly to certified organizations by the certification body (CB) that awarded the label. This fee must be mentioned in contracts with certified organizations.

In principle, the fee will be paid to the Association Corporate Citizenship twice a year (at the end of June and the end of December), unless otherwise agreed between the parties; 90% of the fee will be allocated to the Association, with the remaining 10% going to the certification body as a contribution to administrative management.

Contact

Association Entreprise Citoyenne

CH- 1200 Geneva

info@entreprise-citoyenne.ch

The certification body undertakes to comply with the conditions set out in this document:

Company name:

Representative (Last name, First name):

Place and date:

Signature: