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TEMPLATE

Third Party Screening

SUMMARY

In line with the [Anti-Fraud Policy](#), to manage and mitigate all levels of risk, ERS has implemented a monitoring strategy based on three lines of defence: **prevention** (training, assessment of Third Parties, internal rules and procedures), **detection** (whistle-blowing system, internal and accounting controls) and **remediation** (implementation of corrective measures and disciplinary sanctions) in the event of non-compliance. Within this framework, this Third Party Screening is part of the first line of defense: prevention.



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Third Party *Screening*

SCOPE

The Third Party Screening process applies to all ERS' Third Parties, with the exception of VVBs, Developers and Buyers who already undergo a full investigation through a [Due Diligence Report](#). As such, it applies to all subcontractors and partners of ERS' including, but not limited to: accounting firms, legal and technical consultancy, insurance services and suppliers.

GUIDING PRINCIPLES

In line with the [Anti-Fraud Policy](#), designated ERS Agents are tasked with executing Third Party Screenings. The objective of the process is to quickly evaluate the reputation and basic credentials of potential Third Parties before establishing any form of business collaboration with them.

To prevent potential risks, the Third Party Screening - or an update of an existing screening - can be triggered in the following situations:

- **Entering a business relationship with a new Third Party.** This applies to individuals or entities that wish to sign a contract with ERS.
- **Reputational concerns.** If rumours, news reports, or public discourse raise concerns about one of ERS' Third Parties' practices or reputation.
- **Financial transactions:** Before executing financial transactions of over 5000 USD, especially with Third Parties who have not undergone due diligence for more than 2 years.
- **Operational red flags.** Anytime internal operational red flags, such as frequent late payments, irregular documentation, or frequent changes in points of contact, are noticed.



- **Changes in Third Party ownership or management:** If there's a significant change in the ownership, board members, or senior management of a Third Party.

SCREENING CHECKLIST

Overview of the Third Party's profile.

1. Moral person(s)

Corporate identity	
Registration name(s)	
Trade name	
Other name	
Homonymy	

Legal information	
Legal Status	
Company ID number	



Registration date	
Place of registration	

Contact information	
Address (Headquarters)	
Former address(s)	
Telephone number	
Email	
Website	

2. Physical person(s)

Highlights of the Third Party's three highest-ranking executives. If relevant, please add more than three executives.

Executive #1		
Name		



First name	
Date of birth	
Nationality	
ID number	
Position(s)	
Appeared in sanction lists ?	
Politically exposed person (PEP) ?	
Other activities	
Shares held	
Judicial situation	
Reputation	
Remarks	



OUTCOME

Based on the available information, and after meticulous consideration, ERS screening process found that the investigated Third Party is:

- Cleared.** No concerns identified. ERS may proceed to formal engagement.
- Flagged.** Potential concerns detected. A [Due Diligence Report](#) is required to escalate for further review or detailed screening.

SIGNATURE

By signing below, the investigator acknowledges the completion of the screening process in accordance with ERS protocols and guarantees the accuracy of the results presented.

[Investigator's team]

[Date of signature]

[Name and position]

[Investigator's signature]



Appendixes

Add all the relevant documentation that was compiled during the screening.



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