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<u>Verifier and Trainer Status - Change of Employment Policy</u>

Revision 3: December 31, 2019

Introduction

Changing companies does not directly result in the loss of Verifier and/or Trainer approval status as long as you are transferring to an approved Verifier Body or Trainer Body. Verifiers and/or Trainers who leave their employers must follow the below procedures for maintaining their current details in order to demonstrate that they remain eligible with the prescribed criteria and all technology systems are properly updated.

<u>WARNING: Verifiers and Trainers must not create a new/separate Higg.org account related to company change or employment cessation. Failure to comply may result in resetting of Verifier/Trainer status and require both new application and retaking of training.</u>

1. **Complete the Change of Company Form (Verifiers and Trainers)**

   1.1. Verifiers, Trainers are required to complete the form at this link, and fill out all information where applicable.

2. **Registration**

   2.1. The change of company form will register the changes, and notify via email the below concerned parties:

      2.1.1. **Former Company** (or the company that the applicants are going to leave) – notifying that the applicant has left the company, and requires the company to remove the applicant from the "Team" in their Higg.org account on or before their termination/resignation date (for Verifier only).

      2.1.2. **New Company** – notifying the new company the applicant would like to be added into the new company's Higg.org account. Status of the applicants will be temporarily suspended/inactivated on the VPM database and Higg.org until the transfer process is complete.

      2.1.3. **The Individual** – Update (<u>not newly create</u>) their profile on the Sumerra Training and Education Platform (STEP) in order to ensure that they stay connected to updates.

      2.1.4. **Higg.org** - Informed to change the username for the Verifiers to their new email address

3. Other Requirements

3.1. Sumerra will reinstate/reactivate the Verifiers or Trainers on all databases including Higg.org where applicable.