



**BOARD FOR GLOBAL
EHS CREDENTIALING**



**Governing Policies of the Directors of the
Board for Global EHS Credentialing**

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Governing Policies of the BGC Board of Directors

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TABLE OF CONTENTS

1 Introduction	1
1.1 Purpose	1
1.2 Consistency	1
1.3 Transition	1
1.4 Changes	1
1.5 Specificity	2
2 Organizational Results Policy	3
2.1 Mission	3
2.2 Vision	3
3 Governance Process (GP) Policies	5
3.1 Governance Commitment	5
3.2 Governing Styles and Values	5
3.3 Board Job Description	7
3.4 Board Work Plan and Agenda Preparation	8
3.4.1 Board Work Plan Development	8
3.4.2 Meeting Agendas	8
3.4.3 Consent Agenda	9
3.4.4 CEO Annual Compensation Review	9
3.5 Board Chair’s Role and Authority	9
3.6 Board Members’ Code of Conduct	10
3.7 Board Members’ Individual Responsibilities	11
3.8 Board Committee Principles	12
3.9 Board Committee Structure	13
3.9.1 Standing Committees:	13
3.9.2 Ad Hoc Committees:	16
3.10 Developing the Governance Budget for Board Functions	17
4 Board-Management Delegation (BMD) Policies	19
4.1 BGC Board – CEO Connection	19
4.2 Accountability of the CEO	19
4.3 Delegation to the CEO	19
4.4 Monitoring CEO Performance	19
4.5 Chief Executive Officer Monitoring Schedule	21
5 Chief Executive Officer Expectations Policies	23
5.1 General Management Constraint	23
5.2 Executive Officer Expectations	23
5.2.1 Financial	23
5.2.2 Board Relations	24
5.2.3 Stakeholder Interaction	24
5.2.4 Certification Process	25
5.3 Financial Planning/Budgeting	25
5.4 Business Continuity/Risk Management Plan	26
6 Communication	27

**7 Appendix: Common Terms and Acronyms Used by
BGC Board and Staff 29**

1 Introduction

This Governing Policies manual contains the performance standards, values, and expectations of the Board of Directors (“the Board”) of the Board for Global EHS Credentialing (BGC). They should be considered in force until revised in writing.

1.1 Purpose

This manual is designed to help the Board approach decisions based on its established standards, values, and expectations by:

- Collecting all Board policies for efficiency and ease of reference.
- Facilitating new Board member orientation.
- Providing clear policies to guide the Chief Executive Officer (CEO), staff, Board officers, and committees.

1.2 Consistency

Each policy in this document is intended to be consistent with applicable law, Articles of Incorporation, Bylaws, and accreditation requests, all of which have precedence over these Board policies. Except for time-limited or procedural-only Board decisions (approving minutes, electing officers, etc.), which are recorded in Board meeting minutes, all Board policies currently in effect shall be included or referred to in this document. The CEO is responsible for developing operational and administrative policies and procedures consistent with the requirements set forth in this manual.

1.3 Transition

These policies supersede all previous Board decisions with the exception of those obligating the organization in regard to a specific matter. If an actual or apparent conflict arises between this manual and other policies or Board decisions, the matter shall be brought to the Board’s attention for resolution.

1.4 Changes

These policies are intended to be thorough but may be reviewed and refined, as appropriate. Proposed revisions may be submitted for Board consideration by any Board member or by the CEO. Approval by the full Board is required for any policy changes. Whenever changes are adopted, the updated document shall be dated and promptly disseminated to the Board and CEO.

1.5 Specificity

Each new policy will follow the format established in this manual. For consistency, policies should be drafted starting with a broad policy statement, followed by specificity down to the level of detail that the Board finds appropriate/necessary for Board action. The Board will afford discretion for implementation (allowing reasonable interpretation) when delegating further decisions to the Board Chair, Board committees, or the CEO.

Organizational Results Policy

2.1 Mission

We protect people and the environment worldwide by providing precise and rigorous credentials for essential environmental, health, and safety professionals.

2.2 Vision

A healthy and thriving world made better by BGC credentialed professionals.

Governance Process (GP) Policies

3.1 Governance Commitment

The purpose of the BGC Board is to assure that the Board for Global EHS Credentialing: (a) achieves results appropriate to the BGC Mission and Values for qualified practicing professionals, (b) provides value in all products and services, and (c) avoids actions or situations that would have a negative impact on the BGC's ability to meet (a) and (b).

3.2 Governing Styles and Values

The Board will govern lawfully, applying appropriate governance principles and practices, with an emphasis on:

- A. Integrity and truthfulness in all of its activities and practices
- B. Outward, strategic vision
- C. Encouragement of diverse viewpoints
- D. Strategic leadership
- E. Clear distinction of Board and Chief Executive roles and accountabilities
- F. Collective rather than individual decisions
- G. Anticipating needs rather than responding to events
- H. Strategic direction and activities

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for Board performance. The Board will lead BGC by proactively setting performance expectations for the organization.
2. The Board will use the expertise of its individual members to enhance its understanding of issues but will not defer to that expertise as the judgment of the entire Board.
3. The Board will set performance standards and expectations for the organization through the careful establishment of written governing policies, BGC's strategic plan, and through the annual Board workplan. The Board's primary policy focus will be on the intended long-term (strategic) impacts for and on behalf of current and future Certificants.
 - Programmatic and administrative (operational) means of attaining those results are delegated to staff.
4. The Board will adhere to its own performance expectations in all matters including attendance, preparation for meetings, policymaking, respect of roles, speaking with one voice, and continually building the capability and reputation of the Board as an effective leadership team.
 - Board development will include periodic discussion of its own performance, orientation of new Board members, and continuing education for all Board members.
 - New Board members must participate in an orientation program prior to their being seated as voting Board members. Additional details can be found in the New Board Member

Orientation Procedures manual. Orientation for new Board members will include four primary components:

- i. Governance process: Board leaders will ensure provision of training (including the governance principles underlying this document) and review of BGC's Bylaws, BGC's Code of Ethics, and these policies, including the Board Members' Code of Conduct policy.
 - ii. Current strategic issues: Board leaders and the CEO will provide an overview and background on significant issues being addressed and decided upon in the new Board member's orientation.
 - iii. Operational overview: The CEO will help new Board members achieve a general understanding of BGC's operating organization (financials, key personnel, key products/programs/services, FAQs, etc.).
 - iv. Credentialing fundamentals: BGC Staff will ensure training to acclimate new Board Members to the various BGC credentials and their processes.
5. The Board will be accountable to current and future Certificants for competent, conscientious, and effective fulfillment of its governance obligations. The Board will not allow any officer, individual, or Board committee to be an obstacle to this commitment.
 6. While the Board may change these governing policies at any time, it will diligently observe those currently in effect.
 7. All on-going policies of the Board are contained in this document, and they remain in effect unless amended or deleted by Board action.
 8. The Board will regularly evaluate and strive to improve its performance, including periodic self-assessments at face-to-face meetings, in which the Board will compare its activity with those set forth in these policies.
 9. The Board will not allow the organization, in its hiring, selection of new Board members, and other activities, to discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, marital, parental or military status, or any other legally protected status.
 10. While its primary fidelity is to current and future Certificants, the Board recognizes that excellence in BGC's work has many stakeholders, including:
 - Employees
 - Employers
 - Professions based on the science of protecting and enhancing the health, safety, and environment of people at work and in their communities
 - BGC Certificants
 - Applicants
 - Public and Community at Large
 - Local Emergency Planning Committees
 - Allied Professions & Consumers
 - University Educators and Students - Graduate & Undergraduate
 - Regulatory & Legislative Bodies
 - Military
 - Allied Professional Boards and Organizations

- Insurance Industry
- Legal Profession
- Special Interest Groups

3.3 Board Job Description

As an informed agent on behalf of current and future Certificants, the Board's job is to define and ensure appropriate organizational performance. The Board's specific job products are unique to its trusteeship role and necessary for proper governance and management of BGC and as required by ANSI National Accreditation Board (ANAB) where indicated by an asterisk (*).

Accordingly, the Board will:

1. Connect the interests of current and future Certificants with the BGC operating organization.
2. Oversee the management of the property, business, and affairs of the BGC.*
3. Manage conflicts of interest.*
4. Ensure that written performance standards, as set forth in these governing policies and in BGC's operational procedures, appropriately address the broadest levels of all organizational decisions and situations including:
 - a. Annual Goals for the CEO: The CEO will establish organizational and financial goals each year in conjunction with the Board's expectations and approval.
 - b. Board Work Plan (See [Board Work Plan and Agenda Preparation](#)).
 - c. BGC Strategic Plan: The Board will develop a plan for BGC's long-term development. This plan will be updated at least every five (5) years.
5. Ensure financial solvency and organizational integrity by holding the CEO accountable for successful achievement of CEO annual performance and financial goals and adherence to Executive Officer Expectations, including review and approval of ongoing monitoring reports.*
6. Pertaining to ethics cases, the Board has sole authority to:
 - a. Establish and maintain a Code of Ethics for individuals applying for or holding BGC designations or certifications.
 - b. Establish and maintain an Ethics Case Procedure.
 - c. Empower the CEO to establish an Ethics Review Committee according to the Ethics Case Procedure and governing policies.
 - d. Establish a Board Appeals Committee for resolving all appropriate appeals concerning decisions of the Ethics Review Committee.
7. Pertaining to certifications, the Board has sole authority via the scheme committee to:
 - a. Approve qualification requirements for certification examinations.*
 - b. Approve additions or discontinuations of existing categories of certification. *
 - c. Approve changes to certification maintenance requirements. *
 - d. Approve modifications to the examination structure. *
 - e. Approve assessment methods for initial certification and recertification. *
 - f. Approve surveillance (e.g., certificant or stakeholder survey) methods and criteria. *
 - g. Approve criteria for suspending and withdrawing certifications. *
 - h. Approve criteria for changing the scope or level of certification. *
8. The Board also has sole authority to:
 - a. Ensure the objectivity of all certification activities.*

- b. Establish or acquire new certification programs.
- c. Approve advice or recommendations of BGC committees.
- d. Establish and maintain a Certification Appeals Procedure.
- e. Establish a Board Certification Appeals Committee for resolving all appropriate appeals concerning decisions related to certification.
- f. Resolve final certification appeals consistent with Certification Appeals Procedures.

3.4 Board Work Plan and Agenda Preparation

To fulfill its role, the Board will prepare and follow an annual work (operating) plan which:

- a. Establishes priority goals for the upcoming year
- b. Will include at least a biennial review of policies, and
- c. Continues to improve Board performance

Annual Cycle

The Board's annual planning cycle will conclude each year at its December meeting so that administrative planning and budgeting for the next calendar year can be based on planning for both long-and short-term goal achievement.

3.4.1 Board Work Plan Development

The Board's planning cycle will begin at its fall meeting. At that time, the officer serving as incoming Chair will present for the Board's consideration and approval of a suggested work plan for the following year's meetings. Considerations should include:

- **Major Initiatives or Challenges:** Anticipate the necessary resources for the upcoming operational year in relation to the strategic plan.
- **Stakeholder Linkage:** Consultations with selected stakeholders to gain their input as needed.
- **Board Education:** Identification of potential topics for Board education, primarily related to governance, ethics, and external issues and trends that affect the strategic plan and, to a lesser extent, key areas of operations.
- **Goal/Strategic Plan Review:** How the Board will systematically review all of the Board's goals over the course of the year.
- **Assessment/Evaluation of CEO Performance:** Reviewing the schedule of planned monitoring activities to assure CEO performance.
- **Board Self-Assessment:** Methods and timeline for periodic and objective evaluation of how well the Board is fulfilling its role, and open discussion of how the Board's performance can be improved.
- **Meeting Schedule:** Establishment of the meeting schedule for the coming year to maximize Board member attendance and participation.

3.4.2 Meeting Agendas

The Chair, working with the Leadership Advisory Council (LAC), will determine the agenda for any meeting, although Board members and the CEO may request or recommend any appropriate matters for Board consideration.

- A Board member or the CEO may recommend or request a matter for Board discussion by submitting the item to the Chair at least fourteen (14) days prior to the regularly scheduled Board meeting.
- The goal is that the meeting agenda and packet (background materials for decision items on the agenda, monitoring reports, etc.) are to be received by Board members at least four (4) days prior to the scheduled Board meeting.
- By an affirmative vote of a majority of those present, additional matters may be added to the agenda of any regular Board meeting.

3.4.3 Consent Agenda

Throughout the administrative year, the Board will attend to consent agenda items (those items delegated to the CEO but which are required by Bylaws or third-party to be Board-approved) as expeditiously as possible.

- **CEO Monitoring:** The Board will act on CEO monitoring reports as necessary or indicated to determine actions needed to resolve issues identified

3.4.4 CEO Annual Compensation Review

Before the end of the calendar year the Board will summarize and review its judgments of CEO performance based on its monitoring activities, goals, audits, etc., in accordance with the CEO Review Compensation Process.

3.5 Board Chair's Role and Authority

Serving as BGC's chief governance officer, the Board Chair's primary role is to assure the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

Accordingly:

1. It is the Chair's responsibility to ensure that the Board acts in a manner consistent with its policies and any requirements legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content (e.g., meeting agendas) will include only those issues which, according to Board policy, clearly are within the Board's purview or are intended to inform/educate the Board so it can best fulfill its responsibilities.
 - b. Deliberation will be fair, open, and thorough but also timely, orderly, and focused.
2. The Chair has authority to make decisions consistent with Board policies on Governance Process and Board-Management Delegation, with the exception of (a) employment/termination of the CEO or (b) instances where the Board specifically delegates portions of its authority to others. The Chair may use any reasonable interpretation of these policies.
 - a. The Chair is empowered to preside at Board meetings with all the commonly accepted authority of that position such as ruling and recognizing.
 - b. The Chair has no authority to make decisions in areas not previously addressed by the Board. Therefore, the Chair will not supervise or direct the CEO except to advise, interpret, and monitor the CEO's progress against the goals and agenda established by the Board.
 - c. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the area delegated to the Chair.
 - d. The Chair may delegate this authority but remains accountable for its use.

- e. Except where specified otherwise in Bylaws or Board Policies, the Board Chair will appoint Board members to serve on Board committees.

3.6 Board Members' Code of Conduct

The Board expects of itself and its members ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

1. Board members must demonstrate loyalty to the interests of current and future Certificants, superseding any conflicting loyalties to, family members, advocacy, or interest groups, staff or other organizations, or of any personal interest as a consumer of BGC's services.
2. Board members are to discharge their duties honestly and in good faith. Board members shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in similar circumstances.
3. Board Members must avoid conflict of interest with respect to their fiduciary responsibilities and also take into consideration potential for an appearance of conflict of interest.
 - a. There will be no self-dealing or business by a Board member with the staff organization, except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - b. Board members will annually complete a form disclosing their involvement with other organizations, with vendors, or any other affiliations that might be, or might reasonably be, seen as being a conflict of interest. Board members will promptly update their disclosures if, during the year, a material change in circumstances should occur.
 - c. When the Board is to decide upon an issue about which a member has an actual or potential conflict of interest, that member shall disclose the conflict to the Board, recuse themselves, and not participate in discussions, deliberations, or votes related to the issue.
 - d. Board members will not use their Board position to obtain staff employment for themselves, family members, or close associates. Board members shall resign from the Board prior to applying for a staff position with BGC.
 - e. Except for expenses related to BGC-authorized travel, Board members will not purchase products or services on behalf of BGC for reimbursement without the written consent of the CEO.
 - f. Board members, during their term in office, may not be directly affiliated with a course, activity, or material advertised or construed to be an exam preparatory course intended specifically for certification by BGC.
 - i. Promoting ways to prepare to be successful on the exam is acceptable.
 - ii. Teaching academic or continuing education courses designed to prepare individuals for practice is permitted.
4. Board members may not attempt to exercise individual authority over the organization.
 - a. Board members' interaction with the CEO or with staff must reflect the Board and not as an individual, except when explicitly Board authorized.
 - b. Board members' interaction with any external entity regarding BGC, including public or media, reflects the Board.

- i. Board members are not to speak for the CEO or for the Board. Board member communications shall be done in accordance with the Communication policy found in the [Communication](#) section of this policy manual.
 - ii. In accordance with the Board Communication policy Board members will not publicly express individual judgments of performance of employees or the CEO.
5. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
6. A Board member aware of credible information that suggests that a Board policy has been violated, by either a Board member, CEO, or BGC staff, has an affirmative obligation to bring the concern to the Board's agenda.
7. A Board member who is aware of credible information that another board member, a staff member, or an individual working on behalf of BGC has caused or allowed any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business practices or professional ethics must report that information to the Board within five business days and, if unlawful activity is suspected, notify an appropriate civil authority. The Board will investigate the alleged misconduct and, following the conclusion of the investigation, the Board will notify the Board member of how it was addressed. (Please refer to the [Procedure for Reporting Allegations of Misconduct](#).)
8. Board members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.

3.7 Board Members' Individual Responsibilities

Board member engagement and participation is integral to the Board's leadership success. Therefore, each Board member is expected to fulfill the following responsibilities:

1. **Commitment:** Board members are expected to, upon election to the Board, sign a Letter of Commitment indicating that they have reviewed and commit to abide by current and amended BGC's Bylaws and Governing Policies.
2. **Attendance:** Board members are expected to attend all Board meetings. If a Board member cannot travel to an in-person meeting, the Board may allow participation by electronic teleconferencing instead.
 - a. Total **unexcused** absences in a Board planning year (January – December), which meet any of three conditions below, will constitute that member's procedural resignation from the Board:
 - i. Missing more than one of the Board's three regularly scheduled in-person meetings.
 - ii. Missing more than three of the Board's regularly scheduled teleconference meetings.
 - iii. Missing one of the Board's three regularly scheduled in-person meetings and three of the Board's regularly scheduled video conferencing meetings.

Note: Excused absences must be communicated to the Board Chair as soon as possible and may include, but are not limited to, family medical leave, maternity leave, or bereavement.
 - b. A Board member may request to be reinstated to the Board following a procedural resignation in cases of extenuating circumstances. Reinstatement may be granted only by a vote of the Board.

- i. Foreseeable extenuating circumstances may be preapproved by the Board through a motion for a period of no more than 6 months.
3. **Preparation and Participation:** Board members are expected to review agenda materials in advance of Board and committee meetings and to participate productively in discussions, always within the performance standards/expectations of Board behavior as outlined in these policies.
4. **Members as Individuals:** The CEO is accountable to the Board as a whole and not to individual Board members. Therefore, the relationship between the CEO and individual members of the Board, including the Chair, is collaborative and not hierarchical.
5. **Voluntarism:** Board members may choose to individually volunteer in operational capacities. In such situations, they are subject to the direct supervision of the CEO or responsible staff person.
6. **Participation in Organizational Activities:**
 - a. In addition to Board meetings and committee meetings, Board members are expected to attend the following events/functions:
 - i. Annual Board Retreat (if scheduled)
 - b. Board members are also encouraged to attend the following events/functions:
 - i. BGC Forum

3.8 Board Committee Principles

Per Article VII of the Bylaws, Board committees, Standing or Ad Hoc, may be established to help the Board be more efficient and/or effective in its work. Board committees are not to interfere with the Board's delegation of authority to the CEO or that of the CEO to other staff.

Accordingly:

1. Standing committees must consist of one or more Board members. Non-Board members may be appointed. Non-Board members must sign the Statement of Confidentiality, Assignments, and Conflict of Interest form to serve.
2. A committee is a Board committee only if its existence and charge come from the Board, regardless as to whether Board members sit on the committee. When establishing a committee, the Board will carefully state its intended purpose (committee charge), deliverables, estimated length of tenure or due date, its authorized resources (dollars and time), accountability, and any communications expectations.
3. Board committees are collaborative assemblages to help the Board execute strategic objectives, not to exercise authority over staff.
4. The decisions of a committee shall be recommendations to the Board. They shall not constitute a basis for public actions or statements by the committee.
5. Board committees ordinarily will undertake activities not delegated to the CEO, such as due diligence for and preparation of policy alternatives and implications for Board consideration or performing specific monitoring functions.
6. Board committees may only speak or act for the Board when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order to not conflict with those delegated to the CEO.
7. As the CEO works for the full Board, he/she will not be required to seek approval of a Board committee before an executive action.
8. Board committee members are expected to abide by the Board's Code of Conduct.

9. This policy applies to any group that is formed by Board action, whether it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the CEO.
10. Board committee performance and membership will be reviewed annually, along with each Board Committee Summary.

3.9 Board Committee Structure

Board committees are those established by and with authority emanating directly from the Board or the CEO as directed by the Board, regardless of whether composition includes non-Board members. Standing and Ad Hoc Committees described in Bylaws and policies are those set forth below. Unless otherwise specified, the CEO, or his/her staff designate, will serve as a resource (non-voting member) for each committee. The Board will review its committee structure at least every 12 months. Committee composition will include Board members with staggered terms to ensure continuity of operations. Board committee members may communicate directly with the staff assigned to the committee.

3.9.1 Standing Committees:

1. **Scheme Committee**
 - a. **Deliverable:** Decisions pertaining to the exam process, per accreditation body requirements.
 - b. **Composition:** The entire BGC Board fulfills this role.
2. **Nominations Committee**
 - a. **Deliverable:** Properly screened slate of potential Board members, recommended to the Board at its Fall meeting each year.
 - b. **Composition:** Six Board members, including the immediate Past Chair of the Board as Chairperson, appointed each year by the Board Chair by the end of the calendar year
 - c. **Tenure:** Standing Committee.
3. **Quality-Improvement Committee**
 - a. **Deliverable:**
 - i. Report to the board on the status of the monitoring reports in each of the areas listed below based upon the schedule noted, including recommended actions.
 - ii. Where non-compliance(s) is identified, corrective action or area of improvement and action plan will be provided by the CEO.

Key Reports	Source	Frequency	Monitoring Responsibility
Internal Reviews: <ul style="list-style-type: none"> • Applications • Certifications • Examinations • Ethics 	Application Director Certification Director Examination Director BGC CEO	Annually-April ¹ Annually-April Annually-April Annually-April	QIC → Board QIC → Board QIC → Board QIC → Board
Accreditation Status	All BGC Staff	Quarterly	QIC → Board
Organizational Feedback (Stakeholders Surveys)	All BGC Staff	Annually-April	QIC → Board

¹ Staff deadline for reports is April; QIC deadline is later, e.g., end of Q2.

- b. **Composition:** Four Board members, including a committee chairperson, appointed by the Board Chair each year by the end of the calendar year.
 - c. **Tenure:** Standing Committee.
- 4. Executive Compensation Committee**
- a. **Deliverables:**
 - i. Recommendations for Board consideration regarding adjustments to the CEO's compensation (and benefits) to the Board in a timely manner to allow final action to be taken by December each year.
 - ii. Accompanying the recommendations, data as to comparable compensation for similarly qualified persons in comparable positions.
 - iii. Contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding CEO compensation.
 - iv. Coordination of the development of CEO annual goals to be approved by the Board.
 - v. Coordination of the performance review process to be approved by the Board.
 - b. **Composition:** A chairperson (the BGC Chair), the Vice Chair, the public member, plus the Chair of the FOC.
 - c. **Tenure:** Standing Committee.
- 5. Financial Oversight/Audit Committee**
- a. **Deliverables:**
 - i. **Financial Policies and Procedures Review:** Review financial policies and procedures and recommend changes, as appropriate, to ensure these policies and procedures provide adequate oversight of BGC finances and they are being implemented.
 - ii. **Monitoring of Financial Performance:**
 - 1. Review required monitoring reports on organizational finances as agreed to by the Board and CEO. These include Financial Planning/Budgeting, Financial Condition and Activities, independent external audit reports, and IRS reporting requiring Board approval (IRS 990).
 - 2. Annually review the Investment Standing Operating Procedure to determine its relevance to BGC Goals and practices, its feasibility in achieving the investment objectives, and whether changes are needed.
 - 3. Review investments and advise the Board on compliance with the Investment Standard Operating Procedures.
 - 4. Annually review and, if necessary, update the procedure for calculating Project Reserves funding level.
 - 5. Review proposals for Reserve Project Funding as part of the annual budget cycle and during the course of the year. Provide recommendations to the Board regarding provision of this financial support.
 - 6. Direct Inspection Monitoring: As scheduled by the Board per its Monitoring CEO Performance policy to assure that the CEO follows financial policies.
 - iii. **Annual Independent Audit of Finances:**
 - 1. Develop audit scope and procedures for inclusion in scope of work to obtain an independent auditor.
 - 2. Develop criteria and publish a procedure for selecting an independent auditing firm and auditor.

3. Determine annually the audit scope. Ensure the audit scope is consistent with Board monitoring schedule (see the Monitoring CEO Performance policy). Review the auditor contract to ensure the contract accurately reflects the defined scope. Modify the contract scope if required.
4. Screen proposed auditors from within a firm. Upon verification of auditor's independence, recommend auditor choice to the Board by no later than November of each year.
 - a. To ensure independence and a fresh perspective, the Board shall change independent auditors at least every three years.
 - b. A new auditor may be from the same firm as previously used.
 - c. After six years with one auditing firm, the Board shall issue a request for proposal from the current firm and other firms to determine whether to change or retain the current auditing firm.
5. Review proposals for any non-audit services to be provided by the independent auditor and provide recommendation to the Board regarding whether to proceed.
6. Confirm that the auditor has unfettered access to organizational management and records.
7. Review the draft annual audit report with the auditor. During this review, discuss any problems encountered performing the audit, the audited financial statements, and any management letter provided by the auditor.
8. Report results of the audit to the Board and recommend Board approval of the draft report.

iv. Review of the Quarterly Financial Audit

1. Quarterly audits are an internal process overseen by the BGC CEO and managed by staff.
 2. The BGC CEO/staff provides these reports to the FOC for discussion. The FOC subsequently updates the Board as needed.
- b. **Composition:** A minimum of four Board members, including a chairperson, appointed by the Board Chair by the end of the calendar year.
- c. **Tenure:** Standing Committee.

6. Governance Committee

a. **Deliverables:**

- i. Biennial review of the Bylaws, Governance Process (GP) Policies, and Board/Management Delegation (BMD) Policies. Any recommended changes will be brought to the Board for a vote.
- ii. Support of Board development through oversight of new member orientation and recommending the Board training plan to be placed in the Annual Board Work Plan.
- iii. Development of the Governance Budget for recommendation to the FOC.
- iv. Monitoring of the Board performance through administration of self-assessments and Board discussions.
- v. Identification of procedures needed for implementation of the Board policies.
- vi. Management of investigations based on Board Conduct policy.

- b. **Composition:** A minimum of four Board members, one from each election cycle, appointed by the Board Chair every other year by the end of the calendar year.
 - c. **Tenure:** Standing Committee.
- 7. Recognition Awards Committee**
- a. **Deliverable:** A properly screened slate of potential candidates to receive BGC recognition awards to be recommended to the Board once each year.
 - b. **Composition:** A minimum of three Board members, appointed on a rotating basis each year by the end of the calendar year.
 - c. **Tenure:** Standing Committee.
- 8. Leadership Advisory Committee**
- a. **Deliverable:** Development of meeting agendas along with feedback, guidance, and insight to the BGC CEO regarding matters for Board discussion. The LAC is to “serve as a sounding board” or “provide Board-level consultation” to the BGC CEO on how to position topics for Board meetings. The LAC shall meet at such times and places as the Chair shall determine. Meetings of the LAC may be held in person, by teleconference, or by other electronic means that allow appropriate participation by all members. The LAC may choose to meet without the CEO or other BGC staff present. The LAC will report its activities to the Board as needed.
 - b. **Advisory only.** The LAC has no authority to exercise powers of the Board of Directors regarding matters that arise between regularly scheduled Board meetings, conduct the annual performance review of the BGC CEO, supervise the annual assessment of the Board and its committees, make financial decisions or spend reserves, or deal with other governance matters.
 - c. **Composition:** BGC Chair (serves as LAC Chair), Past Chair, Vice Chair, and FOC Chair. Other Board members may be invited as needed.

3.9.2 Ad Hoc Committees:

- 1. Ethics Review Committee (ERC)¹**
- a. **Deliverable:** To conduct an Ethics Complaint Hearing designed to collect and weigh all the available information in order to determine whether violations of the Code of Ethics or Ethics Case Procedures have occurred.
 - b. **Composition:** a Chair, a Vice-Chair, and at least three (3) other members. A committee member may not be a current Board member, nor serve where: she/he has had a substantial professional or personal relationship with a party, a conflict exists between the interests of a party and the committee member, or there would appear to be an impropriety by committee service.
 - c. **Tenure:** Ad Hoc Committee appointed by the CEO for the purpose of rendering an ethics case decision. The committee will dissolve once the ethics case decision is rendered.
- 2. Board Appeals Committee (BAC)²**
- a. **Deliverable:** To resolve all appropriate appeals concerning decisions of the Ethics Review Committee (ERC).

¹ See BGC Ethics Case Procedures

² See BGC Ethics Case Procedures

- b. **Composition:** A Chair, a Vice-Chair, and at least one (1) other member. Committee members are current Board members. A committee member may serve where: she/he has not had a substantial professional or personal relationship with a party, no conflict exists between the interests of a party and the committee member, or there would appear to be no impropriety by committee service.
 - c. **Tenure:** Ad Hoc Board Committee appointed by the Chair of the BGC. The committee will disband once the ethics case decision is rendered.
3. **Certification Appeals Committee (CAC)**¹
 - a. **Deliverable:** To conduct an Ethics Certification Appeals Hearing designed to collect and weigh all the available information and proof in order to resolve a certification appeal.
 - b. **Composition:** A Chair and at least two (2) other members. Committee members may not be current Board members and may not serve where: she/he has had a substantial professional or personal relationship with a party, a conflict exists between the interests of a party and the committee member, or there would appear to be an impropriety by committee service.
 - c. **Tenure:** Ad Hoc Committee appointed by the Chair of the BGC and approved by the Board of Directors. The committee will disband once a certification appeals decision is rendered.
4. **Investigation Committee**
 - a. **Deliverable:** To determine the validity of allegations of misconduct by board members, staff members, or individuals working on behalf of BGC and develop plans to address them if present.
 - b. **Composition:** Investigation Committee will normally be comprised of the three BGC Chairs (past, current, and vice) and the public member. Should any of these individuals be the alleged perpetrator of the misconduct, or there is perceived conflict of interest, they should recuse themselves and the remaining committee members must choose from among the former BGC past chairs or past public members to replace the individual.
 - c. **Tenure:** Ad Hoc Committee. The committee will disband if the allegation has been determined to be unsubstantiated or a plan has been developed to address a finding of misconduct.

3.10 Developing the Governance Budget for Board Functions

1. The Board will invest in its governance capacity by:
 - Training and retraining Board members to maintain and increase existing member skills and understandings.
 - Procuring outside assistance as needed under the direction from the Board so that the Board can exercise control over organizational performance. This includes, but is not limited to, audits, reviews, or opinions on fiscal, legal, or governance matters.
2. Costs will be prudently incurred. Line-item considerations for Board functions include but are not limited to:
 - Board training
 - Board member travel/reimbursements (attendance at board meetings, conferences, workshops, etc.)
 - Third-party “external” monitoring of organizational performance (other than fiscal audit)

¹ See BGC Certification Appeals Procedures

- Surveys, focus groups or other linkage activities with beneficiaries
 - Board meeting costs
 - Board committee functions
 - Scheme
 - Nominations
 - Quality Improvement
 - Executive Compensation
 - Financial Oversight/Audit
 - Bylaws/Policies
 - Recognition Awards
 - Ethics Review Committee (Ad Hoc)
 - Board Appeals Committee (Ad Hoc)
 - Certification Appeals Committee (Ad Hoc)
 - Consumer Interest Panel (Ad Hoc)
 - Investigation Committee (Ad Hoc)
3. The Board will discuss its Governance Budget needs for the next fiscal year each year at its October meeting so that these can be incorporated into the next fiscal year operating budget.

Board-Management Delegation (BMD) Policies

4.1 BGC Board – CEO Connection

The Board’s sole official connection to the operational organization, its achievements, and conduct is through the Chief Executive Officer.

4.2 Accountability of the CEO

All Board authority delegated to staff is delegated through the CEO. Therefore, the authority and accountability of staff is under the authority and accountability of the CEO.

Accordingly:

1. The Board will not give instructions to persons who report directly or indirectly to the CEO.
2. The Board will not evaluate, either formally or informally, any staff other than the CEO.
3. The Board will consider and evaluate CEO performance as synonymous with organizational accomplishment of Board’s stated performance and budget goals and compliance with Executive Officer Expectations. No performance measure established by the Board or by sub-sets of the Board shall conflict with or modify this measure of performance. Consequently, the CEO’s accountability and evaluation are based on performance in two areas:
 - a. Organizational accomplishment of Board-established performance and budget goals
 - b. Organizational operations within the parameters of legality, prudence, and ethics established in the Board’s Executive Officer Expectations policies

4.3 Delegation to the CEO

The Board will direct the CEO through written policies and annually established organizational and financial goals.

Accordingly,

1. The CEO is authorized to establish further procedures and practices, make decisions, take actions, and develop activities as long as they are consistent with, nor do they conflict with, any reasonable interpretation of the Board’s policies.
2. The Board may change its policies at any time.

4.4 Monitoring CEO Performance

The Board will systematically monitor CEO job performance, determining the extent to which annual Goals and organizational performance are being achieved and whether operational activities fall within the boundaries established of budgets, policies, and procedures.

Accordingly:

1. Monitoring is simply to determine the degree to which Board policies are being met.
2. CEO performance may be monitored by one or more of three methods:

- a. Internal Report: The CEO discloses, in writing, his/her accomplishment of established goals, along with data supporting his/her assessment of organizational performance through required monitoring reports.
 - b. External Report: An external, independent third party approved by the Board assesses accomplishment of, or compliance with, Board policies.
 - c. Direct Board Inspection: A designated Board member(s), or established committee, assesses accomplishment of, or compliance with, a given policy.
3. Board action on monitoring reports received will be judgment as to reasonable accomplishment of annual Goals and organizational performance expectations as established by the Board.

All policies instructing the CEO will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method prescribed in Policy above but will ordinarily depend on the following routine schedule:

4.5 Chief Executive Officer Monitoring Schedule

Key Reports	Source	Frequency	Monitoring Responsibility
Periodic Reviews of Financial Performance: <ul style="list-style-type: none"> • Statements of Activities by Org. and area • Reserves & Projects • Statement of Financial Position • Financial Dashboard 	BGC Accountant & CEO	Monthly	FOC → Board
Financial Recommendations <ul style="list-style-type: none"> • Mid-year Budget Review • Annual Budget Proposal • Annual Reserve Project Funding 	BGC Accountant & CEO	Annually	FOC → Board
Investment Report	External Investment Advisor	Quarterly	FOC → Board
Annual Audit ¹ IRS 990 ²	External CPA	Annually	FOC → Board
Quarterly Audit of Account Data	External CPA	Quarterly	FOC → Board
Internal Reviews: <ul style="list-style-type: none"> • Applications • Certifications • Examinations • Ethics 	Application Director Certification Director Examination Director BGC CEO	Annually-April ³ Annually-April Annually-April Annually-April	QIC → Board QIC → Board QIC → Board QIC → Board
Accreditation Status	All BGC Staff	Quarterly	QIC → Board
Organizational Feedback (Stakeholders Surveys)	All BGC Staff	Annually-April	QIC → Board
Vendor Evaluations <ul style="list-style-type: none"> • Psychometric Services • Exam Vendors • Database Vendors 	All BGC Staff	Annually-April	BGC Board
Exam JTA Status	Examination Director	As JTA Updates Occur	BGC Board
Organizational Dashboard <ul style="list-style-type: none"> • Financial Dashboard (see above) • Program Statistics • Applications • Active Certificants • Ethics Case Statistics 	All BGC Staff	Quarterly	BGC Board
Management Review	Staff	Annually-April	BGC Board
CEO Goals	BGC CEO	Quarterly	BGC Board
Major Project Reports (as planned)	CEO or Responsible Staff	Quarterly	BGC Board

¹ Annual Financial audits typically begin in June with a draft report by August or September.

² IRS 990 must be reviewed and ready for submission no later than November.

³ Staff deadline for reports is April; QIC deadline is later, e.g., end of Q2.

Chief Executive Officer Expectations Policies

5.1 General Management Constraint

The CEO shall only engage in practices, activities, decisions, and organizational circumstances that are lawful, prudent, and consistent with commonly accepted business practices and professional ethics that explicitly align with the goals, vision, mission, and interests of the organization.

The organization shall have in place written policies for:

- Grievances/Complaints both internal and external
- Communications, Ethics, Conflict of Interest
- Whistleblower Protection, and also have
- Written policies and procedures for staff.

5.2 Executive Officer Expectations

The Board contracts with the CEO for the management and administration of the Corporation. The CEO is responsible, within parameters established by the Board, for meeting accreditation and regulatory requirements, and for determining the methods by which the Board's directions and policies will be executed and the desired outcomes achieved.

The CEO is employed by and is responsible to the Board as a whole and the Corporation rather than to individual Board members. Specific responsibilities are described below as well as in the policies related to responsibilities of the Board, the roles of the Chair, of other Officers and individual members, and in the CEO Job description.

5.2.1 Financial

With respect to financial conditions and activities, the CEO shall not knowingly place BGC into fiscal jeopardy or materially deviate actual expenditures from the Board approved budget or operating reserve budget.

The CEO shall:

- a. Manage finances with adherence to applicable Generally Accepted Accounting Principles (GAAP) as promulgated by the Financial Accounting Standards Board (FASB).
- b. Pay taxes and other government-ordered payments or filings on time and accurately.
- c. Obtain FOC approval before executing a check or purchase commitment for greater than \$10,000 unless it was explicitly itemized in the operating budget previously disclosed to the Board.
- d. Obtain FOC approval before creating contractual obligations for longer than one year, with the exception of service contracts with total contractual commitments of less than \$10,000.
- e. Prevent the acquisition, encumberment, lease, or dispose of real property without the Board's prior approval.
- f. Prevent the contribution of money to individuals or organizations without Board approval.
- g. Obtain revenues only from sources that are, in fact and appearance, legal and consistent with the mission and values of the organization.

The CEO shall protect, adequately maintain, and minimize the risk to BGC's assets.

The CEO shall:

- h. Obtain insurance from reputable providers to protect:
 - i. Theft and casualty losses to at least replacement value.
 - ii. Liability losses to Board members, staff, and the organization in an amount equal to or greater than the average for comparable organizations.
 - iii. Employee theft and dishonesty.
 - iv. Workers' compensation and employer's liability.
- i. Use recognized best practices during procurement of goods or services.
- j. Manage and invest operating capital consistent with the guidelines set forth in the Investment Standard Operating Procedure (updated October 19, 2020).
- k. Protect BGC's intellectual property (e.g., trademarks and question bank), information, and files against loss, improper access, improper use, theft, or significant damage, and adhere to a Records Retention Schedule, approved by competent legal counsel, for the maintenance of documents and records.
- l. Receive, process, and disburse funds with adequate internal controls to meet the Board-appointed auditor's standards (as set forth in the auditor's Management Letter or other correspondence).
- m. Not compromise the independence of the Board's auditor or other external advisors.
- n. Protect the organization's public image and credibility.
- o. Not create or purchase any subsidiary corporation.
- p. Maintain at least one external accreditation for each eligible certification program.

5.2.2 Board Relations

The CEO is:

- a. Expected to notify the Board of policy and program/service issues that affect the programs offered or services provided by the Corporation.
- b. Required to provide the Board with the information it requires to govern effectively, make informed decisions, and monitor the overall performance of the Corporation in achievement of approved goals.
- c. Responsible for compensating all staff members within the budgetary limits approved by the Board and in compliance with documented personnel practices and procedures.

5.2.3 Stakeholder Interaction

The CEO is:

- a. Expected to interact with stakeholders in a timely manner and aligned with organizational vision, mission, and interests not conflicting with any organizational policies for ethics, conduct, etc.
- b. Expected to elicit information from stakeholders that, at a minimum, meets accreditation requirements.
- c. Responsible for protecting against improper access to information that is collected, reviewed, transmitted, or stored.

- d. Responsible for managing a complaint/response process to address concerns raised by the public and stakeholders that is transparent to the Board within the bounds of privacy protections and for summarizing the decisions and actions for the public and other stakeholders in a timely fashion.

5.2.4 Certification Process

The CEO is responsible for meeting accreditation requirements and for:

- a. Maintaining the integrity of the candidate qualifications and Certification Maintenance (CM) requirements as set by the Board and for maintaining the security of the item bank and of the examination process.
- b. Upholding BGC's reputation for ensuring verifiable professional examination standards.
- c. Documenting and adhering to standard operating procedures ensuring a fair and equitable process.
- d. Communicating and operating a grievance or appeals process for candidates, examinees, and Certificants.
- e. Communicating the qualifications, examination, and CM requirements to all candidates, Certificants, and examinees and incorporating appropriate objective feedback into a continual improvement process.
- f. Considering and offering contingencies for the changing needs of applicants, candidates, Certificants, and examinees within a fair and equitable process according to procedures.
- g. Ensuring the quality and integrity of the qualifications and CM process through audit procedures.
- h. Maintaining written records of all decisions and actions.
- i. Ensuring that examinations are based on current knowledge and skill best practices within the environmental, health, and safety professions and defensible based on the input of qualified psychometric/testing professionals.

5.3 Financial Planning/Budgeting

Budgeting for any fiscal year or the remaining part of any fiscal year shall be done in consultation with the FOC and approved by the Board.

Accordingly, the CEO's organizational budgeting shall:

1. Avoid incurring situations or conditions where BGC lacks sufficient cash or other liquid assets.
2. Provide credible projection of revenues and expenses, separation of capital and operational items, cash flow projections, and disclosure of planning assumptions.
 - a. Planning assumptions should provide specificity as to how resources are allocated to reflect Board guidance on priorities, the Board workplan, and the strategic plan.
 - b. Planning estimates for investment income should be based on the 5-year average return from previous years.
3. Recommend Project Reserves Funding Level.
4. Maintain reserves to cover unexpected shortfalls in the normal operating budget and to fund special projects that benefit the organization:
 - a. Operating Reserves are defined as funds equal to 75% of the projected annual operating budget that are set aside to cover operating expenses in the event of revenue losses or higher than predicted expenses.

- b. Project Reserves are defined as undesignated funds that can be used for mission-based projects of a defined duration that are not part of the annual operational budget.
- c. The Board may temporarily reduce the percent of the Operating Reserves for the fiscal year under the following conditions:
 - i. To compensate for a significant decrease in the value of investments
 - ii. To supplement funds available in the Project Reserves
- d. The Board must approve spending funds from Project Reserves.
- e. The CEO must notify the Board of financial conditions that require spending from Operating Reserves.
- f. Any funds remaining from a completed reserve project must be returned to the reserves.
- g. End-of-year financial surplus will be used to replenish reserves.

5.4 Business Continuity/Risk Management Plan

The CEO will operate with a current Business Continuity/Risk Management plan that addresses operational and financial needs. This plan should include at least the following elements:

- Provision to protect essential IT operations, including virtual records
- Continuity of operations in the event the use of the office facilities is not available. This includes the capability to have staff work at home.
- Documented operational procedures and processes to allow continuous operations if essential staff members are not available through resignations, illness, or other events.
- Predetermined delegation of authorities in the event of key staff members, including the CEO, becoming unavailable.

6 Communication

BGC communications, whether internal or external, will be professional and respectful in content and tone, and comply with BGC’s policies regarding impartiality and prohibiting discrimination. In addition:

1. **Crisis Communication:** As part of risk mitigation and business continuity planning, the CEO will prepare a crisis communication plan to cover internal and external communications. The plan will include prompt notification to the Board of events that threaten to or have caused an interruption to BGC operations or that pose a business or reputational risk.
2. **Spokesperson(s):** When formal communications with external parties (including the public, the media, and other organizations) are required, BGC will be represented by the Board Chair or the CEO who will be guided by BGC policies or Board decisions. It is recognized that, in the course of their service, Board members will from time to time make presentations or answer questions about BGC credentials or practices. As noted in the [Board Members’ Code of Conduct](#) section, however, Board members cannot share confidential information, Board discussions, or express opinions about Board matters that are not grounded in Board decisions or these policies.
3. **Social Media:** BGC recognizes that members of the staff or Board or other BGC volunteers may be active on social media through personal accounts and could post content or comments related to BGC. Such content should reflect BGC’s behavioral expectations and must not contain confidential or copyrighted material. Additional guidance for staff is provided in the staff handbook.
4. **Copyright and Trademarks:** It is BGC’s policy to protect its trademarks and copyrighted material and not to infringe on others’ trademarks or copyrighted content.
5. **Investigations:** It is BGC’s policy to appropriately protect confidentiality during any investigation. Specific information on how communication is handled will be addressed in the applicable policy or procedure.

Notwithstanding this, the CEO shall notify the Board within five business days of any credible information indicating that a Board member, a staff member, or an individual working on behalf of BGC has caused or allowed any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business practices or professional ethics. If unlawful activity is suspected, the CEO will also notify an appropriate civil authority. The board will investigate the alleged misconduct using the Board-approved Investigation procedure.

Appendix: Common Terms and Acronyms Used by BGC Board and Staff

Term	Meaning
Certificant	An Individual holding a BGC designation as stated in the BGC Bylaws. All BGC Diplomates are Certificants, but not all Certificants are Diplomates. Certificants Include: <ul style="list-style-type: none"> • Diplomate Designations (CIH, CAIH, QEP, CPPS, CPEA or CPSA) • Environmental Professional in Training (EPI) Designations • Retired Status Designations (e.g., QEP Retired, CIH Retired, etc.)
Diplomate	BGC credentialed practitioner as stated in the BGC Bylaws. Only Diplomates and the BGC Public member are eligible to serve on the BGC board of directors. Diplomates Include <ul style="list-style-type: none"> • Certified Industrial Hygienist (CIH) • Certified Associate Industrial Hygienist (CAIH) • Certified Professional Product Steward (CPPS) • Qualified Environmental Professional (QEP) • Certified Professional Environmental Auditor (CPEA) • Certified Process Safety Auditor (CPSA)
EHS	Environment, Health, and Safety (EHS) is the science and practice of evaluating, protecting, managing, and enhancing the health and safety of people and the environment. (Motion #2020-02-11)

Note: Common acronyms are marked with an asterisk (*).

Acronym	Meaning
A&WMA	Air & Waste Management Association
AA	Auditing Alliance (EHS auditing membership organization)
AAC	Auditing Association of Canada
AAOHN	American Association of Occupational Health Nurses
ABET*	American Board for Engineering and Technology (Accreditation agency for engineering programs including IH)
ABIH*	American Board of Industrial Hygiene (Credentialing division of the BGC® for industrial hygiene practitioners)

Acronym	Meaning
ACGIH*	American Conference of Governmental Industrial Hygienists
ACOEM	American College of Occupational and Environmental Medicine
ACS	American Chemical Society
AHMP	Alliance of Hazardous Materials Professionals
AIChE	American Institute of Chemical Engineers
AIHA*	American Industrial Hygiene Association
AIHce*	American Industrial Hygiene Conference and Expo (Annual IH conference co-sponsored by AIHA and ACGIH)
AIOH	Australian Institute of Occupational Hygienists
ANSI	American National Standards Institute
APHA	American Public Health Association
ASSP	American Society of Safety Professionals
BCRSP	Board of Canadian Registered Safety Professionals (formerly the Association for Canadian Registered Safety Professionals)
BCSP*	Board of Certified Safety Professionals (Credentialing body for Safety practitioners/professionals)
BEAC®	Board of Environmental Auditor Certifications (Credentialing division of the BGC® for EHS audit practitioners)
BGC®	Board for Global EHS Credentialing®
BLS	Bureau of Labor Statistics
BOHS	British Occupational Hygiene Society
CAIH*	Certified Associate Industrial Hygienist (Discontinued ABIH credential)
CAPS	Computer Application and Portfolio System
CCPS	Center for Chemical Process Safety (AIChE)

Acronym	Meaning
CECAB	Canadian Environmental Certification Approvals Board
CEPH	Council for Education for Public Health
CESB	The Council of Engineering & Scientific Specialty Boards (“Accrediting” body ¹ for credentialing organizations)
CHMM	Certified Hazardous Materials Manager
CHSMSA	Certified Health & Safety Management Systems Auditor (AAC)
CIA [®]	Certified Internal Auditor (IIA)
CIH*	Certified Industrial Hygienist
CPA*	Certified Public Accountant
CPEA [®]	Certified Professional Environmental Auditor
CPSA [®]	Certified Process Safety Auditor
CRSP [®]	Canadian Registered Safety Professional
CSP*	Certified Safety Professional
EHAC	National Environmental Health Science & Protection Accreditation Council
EHS*	Environmental Health and Safety
EP	Environmental Professional (CECAB)
EP(CEA)	Compliance Environmental Auditor (CECAB)
EP(EMSLA)	Environmental Management Systems Lead Auditor (CECAB)
EPA	Environmental Protection Agency
EPI	Environmental Professional in-Training
EPT	Environmental Professional in-Training (CECAB)
FOC	(BGC) Financial Oversight/Audit Committee

¹ CESB’s review process does not include a site visit. Therefore, it does not meet the definition of a true accreditation process.

Acronym	Meaning
GHS	Globally Harmonized System of Classification and Labeling of Chemicals
HMRR	Hazardous Materials Response and Remediation (Discontinued sub-specialty held by CIHs)
I.C.E.	Institute for Credentialing Excellence (Member association for credentialing organizations)
IAQ	Indoor Air Quality
IAQA	Indoor Air Quality Association
IEC	International Electrotechnical Commission
IEMA	Institute of Environmental Management & Assessment (UK)
IEQ	Indoor Environmental Quality (Sub-specialty held by some CIHs)
IH*	Industrial Hygiene or Industrial Hygienist
IHMM	Institute of Hazardous Materials Management
IIA	The Institute of Internal Auditors
IOHA*	International Occupational Hygiene Association
IPEP	Institute of Professional Environmental Practice (Credentialing division of the BGC® for environmental practitioners)
ISHM	Institute for Safety and Health Management Certifications (Credentialing body for safety practitioners/professionals)
ISO	International Standards Organization
ISO/IEC 17024	Standard for Personnel Certification Programs
JIHEEC	Joint Industrial Hygiene Ethics Education Committee
MOU	Memorandum of Understanding
MR	Monitoring Report
NAEM	National Association for Environmental Management

Acronym	Meaning
NAR*	National Accreditation Recognition (committee under IOHA that recognizes industrial/occupational hygiene certification schemes in various countries)
NCCA	National Commission for Certifying Agencies (“Accrediting” body ¹ for credentialing organizations through ICE)
NCICS	National Center for International Cooperation in Work Safety (Affiliated administration of SAWS in the People’s Republic of China)
NCSE	National Council for Science and the Environment
NIH	National Institute of Health
NIOSH*	National Institute for Occupational Safety and Health
NSC	National Safety Council
OH	Occupational Hygiene
OHTA*	Occupational Hygiene Training Association
OSHA*	Occupational Safety and Health Administration
PE*	Professional Engineer (State License)
PEA	Provisional Environmental Auditor (AAC)
PEL	Permissible Exposure Limit
PPE*	Personal Protective Equipment
PRQ	Professional Reference Questionnaire
PS*	Product Stewardship
PSM*	Process Safety Management
PSS*	Product Stewardship Society
QEP	Qualified Environmental Professional
SAWS	State Administration of Work Safety (People’s Republic of China)

¹ NCCA’s review process does not include a site visit. Therefore, it does not meet the definition of a true accreditation process.

Acronym	Meaning
SCHC	Society for Chemical Hazard Communication
SDS	Safety Data Sheet (Newer terminology for Material Safety Data Sheet (MSDS))
SECP	Students and Early Career Professionals
SHE	Safety, Health and Environment
SOCMA	Society of Chemical Manufacturers & Affiliates
SWANA	Solid Waste Association of North America
TAG	Technical Advisory Group
TLV	Threshold Limit Value
WEF	Water Environment Federation

