

## Terms of Participation:

The Vakinn certification is based on the company fulfilling the appropriate quality criteria. The Vakinn quality criteria are revised on a regular basis. Current quality criteria are published on the Vakinn website.

By submitting an application for participation in the Vakinn quality and environmental system the applicant, on behalf of the company, agrees that it will operate according to the appropriate quality criteria and confirms the following:

1. The company observes the Vakinn Code of Ethics in all its operations.
2. The applicant has studied the applicable Vakinn quality criteria and the company is prepared to operate according to those.
3. The company holds all relevant licences and permits and operates according to applicable acts of law and regulations.
4. The company observes current labour agreements and acts of law governing the labour market.

The applicant agrees to provide all necessary documents and information, as applicable, to confirm that the company operates according to the applicable Vakinn quality and environmental criteria, including:

1. Safety plans.
2. Overview of work related education, courses and formal training of employees.
3. The appropriate public licences and permits, e.g. licences from the Icelandic Tourist Board, county commissioners, the Local Office for Public Health and Environment (LCA) and the Icelandic Transport Authority.
4. Quality handbook/staff manual.
5. Copy of a written employment contract/subcontracting agreement.
6. Examples of written job descriptions.
7. A copy of a customer receipt/invoice.
8. Confirmation of appropriate company liability insurance (not applicable for accommodation services).
9. Other relevant documents.

**For participation in Vakinn environmental system** (silver and gold classification):

10. Green accounting (monitoring reports – energy and waste)
11. Confirmation of the company's contribution to nature conservation and community projects.
12. Action plan on sustainable tourism (regularly updated).

*Please note that the above list is not conclusive.*

- The application is valid for 12 months from the date it is received.



- In the event that a representative of the auditing body has reasons to believe that the company is not operating in accordance with laws, regulations or collective labour agreements, the representative must inform the relevant authorities.
- To maintain the Vakinn certification the company must fulfil the requirements of regular audits. If the company does not fulfil the Vakinn criteria, the company loses the right to use the Vakinn logos and signs.