

Green Shifts Transparency Policy

V-1-2026

1. Purpose

Green Shifts is committed to transparency in all professional, technical, and operational engagements. This Transparency Policy sets out the principles and practices through which Green Shifts ensures openness, clarity, and accountability in its dealings with clients, partners, staff, and other stakeholders.

Transparency is treated as a professional obligation and a core element of responsible design and construction practice.

2. Policy Statement

Green Shifts conducts its work with honesty, clarity, and openness. All material information that affects design decisions, performance outcomes, costs, risks, and responsibilities shall be disclosed in a clear and timely manner. Sustainability claims, performance targets, and cost implications shall be supported by evidence and shared with clients without misrepresentation or exaggeration.

3. Transparency in Design and Performance

Green Shifts commits to transparency in design and building performance by:

- Clearly explaining design assumptions, limitations, and trade-offs
- Quantifying expected energy, water, and embodied carbon performance at the design stage using recognized tools such as the IFC EDGE App
- Sharing performance estimates, calculations, and summaries with clients as part of the design process
- Avoiding unverified or generic sustainability claims

Clients are informed of how design choices influence performance, cost, and long-term operation.

4. Cost and Scope Transparency

Green Shifts ensures clarity regarding scope, costs, and responsibilities by:

- Defining services, deliverables, and exclusions at the outset
- Communicating changes in scope or cost implications promptly
- Avoiding hidden charges or undisclosed assumptions
- Clearly distinguishing between advisory, design, and construction roles

Where cost estimates are indicative, this is explicitly stated.

5. Transparency in Construction and Site Practices

Where Green Shifts is involved in construction or site oversight:

- Approved designs and specifications are followed unless changes are formally agreed
- Material substitutions, if required, are disclosed and justified
- Deviations from planned performance or design intent are communicated to the client
- Waste generation, material efficiency, and site practices are monitored and reported internally

6. Internal Transparency and Accountability

Green Shifts promotes transparency within the organization by:

- Ensuring staff understand project objectives, standards, and responsibilities
- Communicating policies, procedures, and expectations clearly
- Encouraging staff to raise concerns related to misrepresentation, waste, or non-compliance without fear of retaliation

7. Ethical Communication and Public Information

All public communication by Green Shifts, including website content, media material, and marketing information, shall:

- Accurately reflect the firm's services and capabilities
- Avoid misleading sustainability or performance claims
- Be consistent with documented project practices and outcomes

8. Responsibilities

All Green Shifts staff, consultants, and contractors are expected to comply with this policy. Senior management is responsible for promoting transparency and ensuring that this policy is implemented consistently across projects.

9. Review and Continuous Improvement

This policy shall be reviewed periodically to reflect evolving professional standards, regulatory requirements, and lessons learned from project implementation.

Green Shifts considers transparency essential to trust, professional integrity, and responsible building practice.