

# User Guide

For Companies Pursuing  
Leaping Bunny Certification



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# GETTING STARTED

So, you've decided to pursue Leaping Bunny Certification. Have you read the Corporate Standard of Compassion for Animals? Detailed in the Standard are the criteria that must be met by all Leaping-Bunny-certified Companies. This will give you an indication of whether you might qualify as a cruelty-free company. Once you've reviewed the Standard, and feel you might qualify, you'll begin the certification process by filling out a registration form.

The first step in the certification process is to register your company with Leaping Bunny. You'll need to provide contact information about your Company and about yourself, as the Primary Contact for your Company.

The screenshot shows the Leaping Bunny Program website's registration page. The header includes the Leaping Bunny logo and navigation links: SHOPPING GUIDES, ABOUT LEAPING BUNNY, SHOP NOW, TAKE ACTION, NEWS, RESOURCES, DONATE, and FOR COMPANIES. A search bar is located in the top right. Below the navigation is a social media bar with icons for Facebook, Twitter, YouTube, and a plus sign. The main heading is 'REGISTER YOUR COMPANY' in green. The text below explains the registration process and provides a note about logging in. A link to log in is provided for existing users. A red asterisk indicates required fields. The form is divided into two sections: 'Your Contact Information' and 'About Your Company'. The 'Your Contact Information' section includes fields for First name (Kim), Last name (Epstein), Position (President), Email Address (kim@myCompany.com), and Contact Telephone (215.595.4189). The 'About Your Company' section includes a field for Company (My Company).

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## REGISTER YOUR COMPANY

To let us know about your company's interest in getting certified by the Leaping Bunny Program, complete the form below and the CCIC Administrator will get back to you shortly to help you get started. Note: You will not be able to log into your account until you receive a contact from our Administrator confirming your submission. Once you log in, you will be able to complete all forms online as well as monitor your account. Thank you for your interest in products manufactured with compassion! For any immediate questions please call 888-546-CCIC or email [admin@LeapingBunny.org](mailto:admin@LeapingBunny.org).

If you are already registered with Leaping Bunny, please [click here to log in](#).

\* Indicates required field.

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### Your Contact Information

First name\*:

Last name\*:

Position:

Email Address\*:

Contact Telephone:

---

### About Your Company

Company\*:

### What Happens Now?

You'll receive an email, acknowledging your registration. Your information will be reviewed by a Leaping Bunny Administrator, and, once your registration has been accepted, you'll receive another email with a one-time log-in link. For more information about logging in for the first time, please see page 2.

# LOGGING IN TO LEAPINGBUNNY.ORG

After your registration has been accepted, you'll receive an email notification containing a one-time log-in link. This will allow you to create a password for your Leaping Bunny User Account.

Your Leaping Bunny Username will be the email address you provided during registration (the address to which your one-time log-in link was sent). You'll need to choose a password for future use.

The image displays two overlapping screenshots of the Leaping Bunny Program website. The top-left screenshot shows the 'RESET PASSWORD' page. It features a navigation bar with links: SHOPPING GUIDES, ABOUT LEAPING BUNNY, SHOP NOW, TAKE ACTION, NEWS, RESOURCES, DONATE, and FOR COMPANIES. The main heading is 'RESET PASSWORD' in green. Below it, text reads: 'This is a one-time login for kim@myCompany.com and will expire... Click on this button to log in to the site and change your password. This login can be used only once.' A blue 'LOG IN' button is visible. At the bottom, there is a green banner for 'Sign up to get email updates about our work' with input fields for 'First Name' and 'Last Name'.

The top-right screenshot shows the 'KIM@MYCOMPANY.COM' login page. It has the same navigation bar. The main heading is 'KIM@MYCOMPANY.COM' in green. A green message box states: 'You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.' Below this are form fields for 'E-mail address\*' (containing 'kim@myCompany.com'), 'Password', and 'Confirm password'. A 'Password strength: Strong' indicator is shown. A note says: 'To change the current user password, enter the new password in both fields.' There is an 'Email settings' section with a 'Plaintext email only' checkbox and a 'SAVE' button. At the bottom, there is another green banner for 'Sign up to get email updates about our work' with input fields for 'First Name', 'Last Name', 'Email Address', and a 'SIGN UP' button.

*What Happens Now?*

*Now that you have a User Account, and a Company Page, you're all set to begin the certification process. Continue to page 3 to learn about your Company Page.*

# YOUR COMPANY PAGE

Your Company Page serves as an all-encompassing command center for certification, communication, contact management, branding, and recommitment. Your Company Page is a hub for tracking and maintaining your Company's dynamic presence within the Leaping Bunny Program.

This is what your Company Page looks like. When you log in to LeapingBunny.org, it will be the first thing you see. Its features are numbered here, and described on page 4 of the User Guide.

## 1 COMPANY INFORMATION

## 2 APPLICATION STATUS BAR

## 3 PRIMARY CONTACT INFO

## 6 BRAND MGR CONTACT INFO

## 10 BRANDS

The screenshot shows the 'My Company' page for 'KIM@MYCOMPANY.COM'. The page is divided into several sections, each with a numbered callout:

- 1 COMPANY INFORMATION:** Points to the company name 'KIM@MYCOMPANY.COM' and the 'My Company' header.
- 2 APPLICATION STATUS BAR:** Points to the table showing application status, recommitment due date, originally approved date, and fixed cut-off date.
- 3 PRIMARY CONTACT INFO:** Points to the 'PRIMARY CONTACT' section for Kim Epstein.
- 6 BRAND MGR CONTACT INFO:** Points to the 'BRAND MANAGERS' section for Brandi Steward.
- 10 BRANDS:** Points to the 'BRANDS' section at the bottom, which includes a brand logo and management options.

Other sections on the page include:

- 4 APPLICATION:** Points to the 'VIEW APPLICATION' button.
- 5 LOGO LICENSING:** Points to the 'APPLY FOR LOGO LICENSING' button.
- 7 RECENT ACCOUNT ACTIVITY:** Points to the 'RECENT COMPANY ACTIONS' list.
- 8 INGREDIENT SUPPLIERS:** Points to the 'ADD A SUPPLIER' button.
- 9 PRODUCT MANUFACTURERS:** Points to the 'ADD A MANUFACTURER' button.

The page also features a navigation bar with links like 'SHOPPING GUIDES', 'ABOUT LEAPING BUNNY', 'SHOP NOW', 'TAKE ACTION', 'NEWS', 'RESOURCES', 'DONATE', and 'FOR COMPANIES'. A search bar and 'Logout' link are also present.

### What Happens Now?

You'll use the modules on your Company Page to provide necessary information about your Company and its Brands to the Leaping Bunny Program. The best place to start is with your Application (page 6).

# YOUR COMPANY PAGE (CONTINUED)

Your Company Page serves as an all-encompassing command center for certification, communication, contact management, branding, and recommitment. Your Company Page is a hub for tracking and maintaining your Company's dynamic presence within the Leaping Bunny Program.

This page explains the functions of each item listed on page 3 of the User Guide. Each of these modules is found on your Company Page.

## 1 COMPANY INFORMATION

This is where your Company's name and contact information are stored and edited.

## 2 APPLICATION STATUS BAR

Listed here are your

- *Company Status*  
This indicates where you are in the certification process.
- *Recommitment Due Date*  
Once your application is approved, this will show the date on which you'll need to recommit to the Leaping Bunny Program (one year from the date of your approval).
- *Originally Approved Date*  
This is the date on which you were first approved as a cruelty-free Company.
- *Fixed Cut-Off Date*  
You'll specify this date in your application (it is the date after which no new animal testing was performed by or for your Company).

## 3 PRIMARY CONTACT INFORMATION

This is where your account-holder's information is stored and edited.

## 4 APPLICATION

This is your application to be certified by the Leaping Bunny Program. In the seven sections of the application, you'll provide information about your Company and its products, policies, suppliers, and manufacturers. (See page 6)

## 5 LEAPING BUNNY LOGO LICENSING

If you are interested in licensing the Leaping Bunny Logo for use on your Company's products or promotional materials, this is where you'll apply to do so.

## 6 BRAND MANAGER CONTACT INFORMATION

This is where contact information that is specific to your Company's Brands is stored and edited. After a Brand Manager's contact information is entered here, you'll be able to assign them to a particular Brand in the Brands area (see #10 below).

## 7 RECENT ACCOUNT ACTIVITY

The five most recent updates made to your account, either by you or an Administrator, are listed here.

## 8&9 SUPPLIERS & MANUFACTURERS

This is where information about your Ingredient Suppliers and Product Manufacturers is stored and edited. Here, you can also send Declarations of Raw Material and Product Compliance, and view them once they've been submitted. (See page 14 for more information.)

## 10 BRANDS

This is where you will add and edit your Company's Brands. You'll be able to edit your Brands' entries in the *Compassionate Shopping Guide* by submitting changes for review by a Leaping Bunny Administrator.

# CONTACTS

There are a number of entities involved in a Company's Application. They are listed below.

## *Username*

A Username is assigned once you have registered for a Leaping Bunny account. Your Username is the email address you provide on your registration form. It will be used to log in to your Company Page, and can only be changed by a Leaping Bunny Administrator.

## *Primary Contact*

A Primary Contact is the individual that will be contacted by Leaping Bunny Administrators with any issues regarding the certification process, audits, recommitment, or any other questions or concerns about a Company's relationship to the Leaping Bunny Program.

## *Company*

A Company is the entity being certified.

## *Brand*

Brands are the public names under which a Company's products are sold. Brand names and descriptions are what will appear in Leaping Bunny's *Compassionate Shopping Guide*. A Company may have more than one Brand.

## *Brand Manager*

A Brand Manager is the individual that will be contacted by Leaping Bunny Administrators with any issues regarding Brand listings, Partnerships, Promotions, or any other questions or concerns about a particular Brand. Brand Managers are added on the Company Page in the Brand Managers section, and assigned to a Brand under the "Edit Brand" option.

## *Ingredient Supplier*

An Ingredient Supplier is a company name and contact for any supplier of raw materials to a Company seeking certification.

## *Product Manufacturer*

A Product Manufacturer is a company name and contact for any manufacturer of finished or partial products sold by a Company seeking certification.

## *Leaping Bunny Administrator*

Leaping Bunny Administrators are employees of the Leaping Bunny Program. They administer the certification process; manage the Company's records on LeapingBunny.org; moderate Brand, Promotion, and Partnership additions and changes; and facilitate all other Company and Contact interaction with LeapingBunny.org and the Leaping Bunny Program.

## YOUR APPLICATION - OVERVIEW

Once you've reviewed the Leaping Bunny Standard, and created an account and Company Page on LeapingBunny.org, you're ready to begin your Application. You can access your Application from the box on the right-hand side of your Company Page.

Your Leaping Bunny application is divided into seven sections. The information you provide in your application will determine whether your Company will be approved for certification as part of the Leaping Bunny Program. You will be able to begin your application in one session, and return to complete the remainder, if needed.

Required answers are marked with red asterisks (\*), but including as much information as possible is helpful.

The only information included in your application that will be seen by parties other than yourself and Leaping Bunny Administrators are your Brand information (which will be included in the Leaping Bunny *Compassionate Shopping Guide*), and Declarations of Raw Material and Product Compliance (which will be completed by your Ingredient Suppliers and Product Manufacturers, respectively). All other information and correspondence is confidential.

### **INCLUDED WITH YOUR APPLICATION WILL BE**

- *Completed Online Application (Sections A - G)*  
see pages 7 - 13
- *Declarations of Raw Material and Product Compliance*  
see page 14
- *Brands*  
see pages 12 and 15
- *Distribution Contract Addendum*  
see page 11

# YOUR APPLICATION - SECTION A

Section A of your Application will contain Company Details. Questions 1 through 3 are required.


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## SECTION A: COMPANY DETAILS

Before completing this form, please refer to the [Corporate Standard of Compassion for Animals](#) (the Standard) for details about the criteria for approval and definitions as they apply to the Standard.

Please provide additional Company details not provided in your registration form.

Trading name

Consumer email address

Date established   
*E.g., 06/14/2015*

Legal status

**1. Does your company manufacture its own finished Cosmetics and/or Household Products?\***

Yes    No

**2. Does your company manufacture finished Cosmetic and/or Household Products on behalf of other companies?\***

Yes    No

**3. Does your company use a Contract Manufacturer to Manufacturer your Company's own label Cosmetic and/or Household Products?\***

Yes    No

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### *Trading Name*

If your company is publicly traded, this is the abbreviation used when doing so.

### *Consumer eMail Address*

The address to which general-information questions from the public can be directed.

### *Date Established*

The month, day, and year in which your company was founded.

### *Legal Status*

Corporation, Limited Company, Limited Liability Company, etc.

# YOUR APPLICATION - SECTION B

Section B of your Application will contain your Fixed Cut-Off Date, which is required. You will not be able to add Ingredient Supplier or Product Manufacturer information, or send declaration forms, until you've selected your Fixed Cut-Off Date.

The screenshot shows the LEAPING BUNNY PROGRAM website interface. At the top, there is a navigation bar with the logo and the text "LEAPING BUNNY PROGRAM". To the right of the logo is a search bar and a "Logout" link. Below the navigation bar is a horizontal menu with the following items: SHOPPING GUIDES, ABOUT LEAPING BUNNY, SHOP NOW, TAKE ACTION, NEWS, RESOURCES, DONATE, and FOR COMPANIES. The main content area is titled "SECTION B: FIXED CUT-OFF DATE" in green. Below the title is a form titled "Fixed Cut-off Date" with a text input field containing "05/10/1986" and a subtext "E.g., 06/14/2015". Below the input field is a paragraph of text explaining the purpose of the date. At the bottom of the form are two buttons: "PREVIOUS" and "NEXT". The footer of the page contains the text "The Coalition for Consumer Information on Cosmetics" on the left and "LEAPING BUNNY PROGRAM" on the right.

## *Fixed Cut-Off Date*

This is the date after which you, and your Manufacturers and Suppliers, can guarantee that none of your products, formulations, or ingredients have been tested on animals. Because virtually all ingredients have been tested on animals in the past (even water), you must pick a date. Many Companies choose today's date, as that makes it easy for them to check from this date forward. Other Companies may choose the date of the Company's establishment. As long as your ingredient suppliers can comply with the date, and it is a date in the past, it does not matter.

# YOUR APPLICATION - SECTION C

Section C of your Application will contain your Company Policy on Animal Testing. Questions 1, 2, 4, and 5 are required. If you respond “Yes” to question 3, you’ll be required to answer a follow-up question, which will appear once “Yes” is selected.

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## SECTION C: COMPANY POLICY ON ANIMAL TESTING

This section relates to your policy on Animal Testing. Please refer to the [Corporate Standard of Compassion for Animals](#) for details on this criteria and definitions.

1. Does your Company conduct or Commission Animal Testing for finished Cosmetic and/or Household Products?\*
2. Does your Company conduct or Commission Animal Testing for Ingredients used in its Cosmetic and/or Household Products?\*
3. If your Company is a subsidiary or parent company, do any of the other Companies in the group conduct or commission Animal Testing for any of their Cosmetic and/or Household Products and/or Ingredients?
4. Do any of your Ingredient Suppliers and/or Third Party Manufacturers conduct or Commission Animal Testing on Cosmetic and/or Household Products and/or Ingredients supplied to your company?\*
5. Do any of your Ingredient Suppliers and/or Third Party Manufacturers supply to you any products and/or Ingredients that they source from other companies that conduct or Commission Animal Testing on Cosmetic and/or Household Products and/or Ingredients?\*

[PREVIOUS](#) [NEXT](#)

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# YOUR APPLICATION - SECTION D

Section D of your Application will contain your Supplier Chain Management information. You will only need to complete this section of the application if you use Ingredient Suppliers or Product Manufacturers. This is established in Section A of your application, and will automatically adjust accordingly.



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## SECTION D: SUPPLIER CHAIN MANAGEMENT

This section relates to your process and procedures for ensuring that you only purchase or manufacture cosmetic and/or household products, and use ingredients, that have not been tested on animals after your fixed cut-off date.

- Do you agree to set up a Supplier Monitoring System to ensure that Third Party Manufacturers and/or Suppliers have not conducted or Commissioned Animal Testing on Cosmetic and/or Household Products and/or Ingredients since your Fixed Cut-off Date?\*
- Do you agree to recommit to the Leaping Bunny Program on an annual basis?\*
- Do you agree to an Independent Audit as outlined in the corporate Standard of Compassion for Animals?\*

Yes  No

Yes  No

Yes  No

### INGREDIENT SUPPLIERS

You have two options to collect assurances from Ingredient Suppliers. The first option is to obtain Declarations of Raw Material Compliance from all of your ingredient suppliers. This can be done both online and offline. The second is to amend your purchase orders to include language specifying that the ingredient supplier will not be providing your company with ingredients tested on animals after your chosen Fixed Cut-Off Date. Please select an option to continue:\*

Amend purchase orders  Collect Declarations of Raw Material Compliance

**AMENDING PURCHASE ORDERS:**

You will need to include this exact language on all purchase orders for ingredients in your products:

*"The supplier affirms by fulfilling this order that it does not conduct or commission animal testing of any cosmetics and/or household products, including without limitation, ingredients or formulations of such products, supplied to June 12 after June 12, 2015."*

Then you will need to submit a sample purchase order to us for our records:

**Upload Sample Purchase Order\***

Files must be less than 20 MB.  
Allowed file types: txt pdf doc docx odt.

### PRODUCT MANUFACTURERS

You will need to obtain Declarations of Product Compliance from all of your manufacturers. This can be done both online and offline by choosing one of the options below:

Collect declarations by emailing manufacturers a Declaration Form (email will not be sent until you've clicked on "NEXT" at the bottom of the screen):

Enter manufacturer details in the form below, inviting them to complete the Declaration of Product Compliance:

Manufacturer Company Name\*

First Name\*

Last Name\*

Email Address\*

Download the [pdf version](#) of the form that can be filled out offline, and upload it here:

**Upload Declaration of Product Compliance:**

Files must be less than 20 MB.  
Allowed file types: txt pdf doc docx odt.

In Section D, you'll be collecting Declarations of Raw Material Compliance and of Product Compliance from your Ingredient Suppliers, and Product Manufacturers, respectively.

You'll have two options for Declarations of Raw Material Compliance: collecting a signed declaration, or amending your Purchase Orders and uploading one as a sample.

Declarations of Product Compliance need to be signed and collected.

All signed and collected Declarations can be completed online (sent to Manufacturers and Suppliers via email) or uploaded as electronic documents.

# YOUR APPLICATION - SECTION E

Section E of your Application will indicate whether your Company uses distributors to sell your products in countries outside the United States and Canada. The question is required, and if you answer “Yes,” you must upload a sample contract addendum.


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## SECTION E: DISTRIBUTORS

**Does your company use distributors to sell its products in foreign markets (any country other than United States or Canada)?\***

Yes
  No

No animal testing can be performed by or for submission to regulatory agencies in foreign countries. You must include language as an addendum to your company's contracts with any distributor(s) selling its products for entry into foreign markets (any country other than United States and Canada). The language must read as follows:

“The Distributor affirms that it will not conduct, commission, or be a party to animal testing nor allow animal testing to be performed by or for submission to regulatory agencies in order to distribute June 265 products in foreign markets.”

Then you will need to submit a sample contract addendum to us for our records.

**Distributor contract**

No file chosen
UPLOAD

Files must be less than **20 MB**.

Allowed file types: **txt pdf doc odt**.

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# YOUR APPLICATION - SECTION F

Section F of your Application is where Brand information will be entered. You'll be able to edit your Brands, and assign Brand Managers to them (through your Company Page interface), once your Application has been approved. You will be required to enter at least one Brand to submit your Application.

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## SECTION F: BRANDS, PRODUCTS & AVAILABILITY

Please provide current information about your company's brands to be included in our online Compassionate Shopping Guide. Please note you can add as many brands as needed.

After you've entered your brand information, Leaping Bunny will review your submission and let you know if there are any questions. Be aware that your brand will not appear on your company page until your submission is reviewed.

**Brand name\***  
My Brand

**Website**  
http://www.myBrand.com  
Example: http://www.YourSite.com

**UPC Prefix**  
123456

**Description**  
My Brand makes and sells cruelty-free products to compassionate consumers.  
Content limited to 1000 characters, remaining: 526

**Logo**  
mybrand\_logo.png (242.36 KB) [REMOVE](#)

**Which Cosmetic and/or Household Products does your company market under the above brand?**

**Animal care**  
 Companion Animal Grooming Care

**Household Products**  
 Bathroom Cleaner  
 Bleach  
 Car Care  
 Bathroom Cleaner  
 Bleach  
 Car Care  
 Carpet Cleaner  
 Dish Detergent  
 Floor Cleaner  
 Fruit & Vegetable Wash  
 Furniture Polish  
 Home Fragrance  
 Household Cleaner  
 Laundry

**Personal care**  
 Aromatherapy  
 Baby Care  
 Bath Bubbles and Salts  
 Aromatherapy  
 Baby Care  
 Bath Bubbles and Salts  
 Body Care  
 Condoms/Lubricants  
 Dental Care  
 Deodorant  
 Eye Care  
 Face Care  
 Feminine Hygiene  
 Fragrance  
 Hair Care  
 Hair Color or Permanent  
 Hair Styling  
 Hand Sanitizers  
 Insect Repellent  
 Maternity  
 Men's Products  
 Self Tanner  
 Shampoo/Conditioner  
 Shaving/Depilatory  
 Soap  
 Sun Care

**Where can consumers purchase this brand in the U.S. and/or Canada?**  
 Department Stores  
 Drugstores  
 Mail Order  
 Natural Food Stores  
 Online  
 Other  
 Supermarkets  
 Your Own Store

**In which countries is your brand available now?**  
 Argentina  
 Australia  
 Brazil  
 Canada  
 Chile  
 China  
 European Union  
 India  
 Japan  
 New Zealand  
 Other  
 Russia  
 South Africa  
 United States  
 US Territories

**Is your brand approved by any other certifying agencies (e.g. vegan, organic)?**  
Vegan

**Do any of this brand's products contain animal ingredients?\***  
 Yes  No  
\*Note: Products do not have to be vegetarian or vegan to be approved, but some inquiries may wish to know.

[REMOVE BRAND](#)  
[ADD ANOTHER BRAND](#)  
[PREVIOUS](#) [NEXT](#)

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In Section F, you'll be providing the information that will populate your Brand's entry in the Leaping Bunny online *Shopping Guide*.

Your Brand(s) will appear in the *Shopping Guide* and on your Company Page once your Application has been approved.

**M**

**My Brand**

My Brand

**My Brand**  
http://www.myBrand.com

**COMPANY DESCRIPTION**  
My Brand makes and sells cruelty-free products to compassionate consumers.  
[View each brand's exclusive deals and partnerships with Leaping Bunny.](#)

**PRODUCT CATEGORIES**  
COLOR COSMETICS | LIP CARE

**N**

**Sign up to get email updates about our work**

First Name Last Name Email Address [SIGN UP](#)

## UPC Code

This will enable the scanner functionality of our app for smartphones to recognize your Brand's products.

*"Do any of this brand's products contain animal ingredients?"*

The answer to this question is required (so that we can provide this information to consumers), but Leaping Bunny certification in no way depends on the presence, or absence, of animal ingredients.

## Add Another Brand

It is possible to enter multiple Brands that are produced by your Company. You can do so during the application process, and once your Application has been approved. You'll be able to edit, add, and remove Brands from your Company Page.

# YOUR APPLICATION - SECTION G

Section G of your application is your Company Declaration. You will attest that you are authorized to officially represent your Company, that all information you've provided in your Application is true, and that your Company complies with the Corporate Standard of Compassion for Animals.


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## SECTION G: YOUR COMPANY DECLARATION

This declaration must be completed in full by an authorized Company representative. Subsequent public statements made by your Company must not contradict this declaration.

My Company certifies that as of May 10, 1986 each of the Cosmetics and/or Household Products that it manufactures, produces, or distributes is developed and manufactured in compliance with the [Corporate Standard of Compassion for Animals](#) (the Standard) as outlined in said document.

The undersigned hereby attests that s/he is the duly authorized agent of the Company with full power and authority to execute this Declaration and thereby to bind the Company to the commitments made herein.

**Your name\***

**Your title\***

**Company name\***

**Signatory email\***

**Signatory date\***   
Format: 06/15/2015

PREVIOUS
SUBMIT

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### *What Happens Now?*

*You'll receive an email, confirming that your application has been submitted and is being reviewed by a Leaping Bunny Administrator. Leaping Bunny may need to follow up with you with additional questions, and you will be notified via email of any changes in your application's status.*

*Once approved, you can continue to maintain all your information by logging in to your Company Page.*

# SUPPLIERS & MANUFACTURERS

As set forth by the Corporate Standard of Compassion for Animals, all Companies certified by Leaping Bunny must collect and submit Declarations of Raw Material and Product Compliance that have been completed by each Company's Ingredient Suppliers and Product Manufacturers.

In Section D of your Application, you will provide information about your Ingredient Suppliers and Product Manufacturers (if you have any). You will also have the opportunity to update this information from your Company Page once your application has been approved.

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## ADD / EDIT MANUFACTURERS

This section relates to your process and procedures for ensuring that you only purchase or manufacture Cosmetic and/or Household Products and use Ingredients that have not been tested on animals after your Fixed Cut-off Date.

Manufacturers

Enter manufacturer details in the form below, inviting them to complete the Declaration of Product Compliance form to be filled out offline.

**Company name\***

**Contact name\***

First Name\* Last Name\*

**Email Address\***

Email manufacturer the declaration of compliance form (e-mail will not be sent until hitting "Next" at the bottom of the form)

**Declaration of compliance**

No file chosen

Files must be less than 20 MB.  
 Allowed file types: **bt pdf doc docx odt.**

**Sign up to get email updates about our work**

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If you choose to email Declarations, this is an example of the form your Manufacturer will receive:

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## DECLARATION OF PRODUCT COMPLIANCE

To be completed by Third Party Manufacturers of Cosmetic and/or Household Products

This declaration applies to all products supplied to My Company.

### Product Manufacturer Declaration

- I hereby confirm that the products and ingredients and their component parts comply with the requirement of the Corporate Standard of Compassion for Animals that they have not been tested or re-tested on animals to assess safety, efficacy, or environmental effects of Cosmetics and/or Household Products by or on behalf of My Manufacturer since Saturday, May 10, 1986 at the latest.
- I hereby confirm that we have either collected Declarations of Raw Material Compliance or inserted purchase order language for the products and ingredients and their component parts indicated above, and declare that none have been the subject of Animal Testing or re-testing to assess safety, efficacy, or environmental effects of Cosmetics and/or Household Products by or on behalf of our Suppliers since the above Saturday, May 10, 1986 at the latest.
- I hereby confirm that all of the above information is complete and accurate and agree to immediately notify My Company in writing of any changes to the above details.

**Signature\***

**First name\***

**Last name\***

**Position**

**Company Name**

Date: May 14, 2015

### What Happens Now?

You'll be able to see which of your Declarations have been submitted by looking at the far right column of their listings on your Company Page. If the option says "View," you'll be able to look at the submitted form. If it says "Resend Declaration or Upload," you'll know that the Declaration has yet to be submitted.

Once all of your Declarations have been collected, your Application will be reviewed by a Leaping Bunny Administrator. After your Application has been approved, you can still edit, add, and remove Ingredient Suppliers and Product Manufacturers as needed, and continue to collect Declarations.

# BRANDS, PARTNERSHIPS, & PROMOTIONS

Your Brands are what will appear in Leaping Bunny's online and print *Compassionate Shopping Guides*. For your Company to become certified, you'll need to submit information about at least one Brand as part of your Application (see page 12). Once your Application is approved, you'll be able to maintain your Brand listing(s) from your Company Page.

Each of a Company's Brands can have its own Partnerships and Promotions with Leaping Bunny.

The image displays two screenshots of the Leaping Bunny Program website. The top screenshot shows the 'CREATE PARTNERSHIP' form, which includes fields for Title, Description (with a character limit of 500), and URL. The bottom screenshot shows the 'SHOP OUR PARTNERS' page, which features a list of partners, including 'My Brand + Leaping Bunny = <3', with a 'SHOP NOW' button.

A Partnership is where a portion of sales is donated to the Leaping Bunny Program.

A Promotion is a sale or offer that you'd like to present to users of LeapingBunny.org (generally or exclusively).

## What Happens Now?

All Partnerships and Promotions are reviewed by Leaping Bunny Administrators before being published. Once your Partnership or Promotion is published, it will appear on the "Shop Our Partners" or "Exclusive Deals" pages of LeapingBunny.org.

# LOGO LICENSING

Approved Companies can apply to license the Leaping Bunny Logo for use on product packaging and marketing materials. There is a nominal fee associated with logo licensing, which is based on a Company's earnings.

The Logo Licensing Application Form is available on the right-hand side your Company Page, beneath the Application button.

**LEAPING BUNNY PROGRAM**

Search Logout

SHOPPING GUIDES ABOUT LEAPING BUNNY SHOP NOW TAKE ACTION NEWS RESOURCES DONATE **FOR COMPANIES**

## LOGO LICENSING APPLICATION FORM

Before you fill out the Leaping Bunny Logo Licensing Application, please read the [Leaping Bunny Logo Conditions of Use](#).

All sections of the application must be completed and supporting documentation attached where necessary. For help and confidential advice please contact the CCIC administrator at 888-546-CCIC.

Having been approved under the Corporate Standard of Compassion for Animals, *My Company* would like to apply for use of the CCIC Leaping Bunny Logo.

**Please list all Brand, Company and/or Subsidiary names under the Company's Label to be registered Logo Users.**

My Company, My Brand

I understand that the License only applies to those Products manufactured by my company's label, and falling under the definition of Cosmetics and Household Products, as defined by the Standard.

**The company applying agrees to pay the appropriate Logo fee, as determined by the Fee Schedule. For this purpose, please note that the company's Gross Annual Sales in approved Products is:** \$ 5

**A copy of the company's audited tax form filed for the most recent year, or latest audited accounts, is attached:**

Choose File No file chosen **UPLOAD**

I understand that the reasons for submitting financial information is to determine (a) the company's Logo fee and (b) if the company will be financially responsible for an independent audit to meet the Conditions of Use for the Logo.

The undersigned understands and accepts on behalf of the applying company the Leaping Bunny Logo Conditions of Use and declares the above-mentioned products meet with the criteria set out in the Standard.

I have read and agree to the Leaping Bunny Logo Conditions of Use.

**First:** Kim

**Last:** Epstein

**Primary Telephone**  
215.595.4189

**Position** President

Date Submitted: Aug 06, 2015

**SUBMIT**

Sign up to get email updates about our work

### What Happens Now?

A Leaping Bunny Administrator will review your application and be in contact with you to deliver the appropriate logo files, and arrange payment of your logo-use fee.

# RECOMMITMENT

The Leaping Bunny program asks that every certified Company recommit to the Corporate Standard of Compassion for Animals each year. Your Recommitment Due date will appear in the Application Status Bar on your Company Page.

The Recommitment Application is similar to your initial Application. You'll be asked to confirm or update the information you'd provided the year before. Though your Company's status will change, your Brands, Partnerships, and Promotions will remain visible while your Recommitment is due.

The screenshot shows the 'SECTION A: COMPANY DETAILS' form on the Leaping Bunny Program website. The form is titled 'SECTION A: COMPANY DETAILS' and includes a sub-header 'Your Contact Information' and 'About Your Company'. The 'Your Contact Information' section contains fields for First name (Kim), Last name (Epstein), Position (President), Email Address (kim@myCompany.com), and Contact Telephone (2155954189). The 'About Your Company' section contains fields for Company name (My Company), Country (United States), Address 1 (123 Main Street), Address 2 (Suite 400), City (Anytown), and State (Pennsylvania).

**LEAPING BUNNY PROGRAM**

SHIPPING GUIDES ABOUT LEAPING BUNNY SHOP NOW TAKE ACTION NEWS RESOURCES DONATE FOR COMPANIES

**SECTION A: COMPANY DETAILS**

Please review and update all company information in the recommitment application and submit when you are finished.

**Your Contact Information**

First name\* Kim

Last name\* Epstein

Position President

Email Address\* kim@myCompany.com

Contact Telephone 2155954189

**About Your Company**

My Company

Country United States

Address 1 123 Main Street

Address 2 Suite 400

City Anytown

State Pennsylvania

## What Happens Now?

Just as with your initial Application, after you submit your Recommitment Application, it will be reviewed by a Leaping Bunny administrator, and you'll be notified of any changes in your Company's status.

info@leapingbunny.org  
888.546.CCIC

