

Code Of Practice Responsible Jewellery Council: Standard General requirements

General Requirements

1. Legal compliance

1.1: Members shall have systems in place that maintain awareness of, and ensure compliance with, applicable law.

2. Policy and implementation

2.1: Members shall adopt a policy/policies that documents their commitment to responsible business practices, is endorsed by senior management, is actively communicated to employees and is made publicly available.

2.2: Senior management shall conduct, at least annually, reviews to assess the ongoing suitability and adequacy of the member's business practices in achieving the policy, and implement improvements to address any gaps.

3. Reporting

3.1: Members shall communicate publicly and directly with stakeholders at least annually on their business practices relevant to the COP.

3.2: Members with mining facilities shall publicly report annually on their sustainability performance using the Global Reporting Initiative (GRI) Sustainability Reporting Standards or comparable reporting guidelines. The reports shall have external assurance.

4. Financial accounts

4.1: Members shall maintain financial accounts of all business transactions in accordance with national or international accounting standards.

4.2: Members shall annually undertake a financial audit or financial review, in jurisdictions where permitted, by an independent qualified accountant. Responsible supply chains, human rights and due diligence

Responsible Supply Chains, Human Rights and Due Diligence

5. Business partners

5.1: Members shall use their best endeavours, commensurate with their ability to influence, to promote responsible business practices among their significant business partners.

5.2: All employees and visitors to the member's facilities shall be required to comply with the member's policies, systems and procedures relevant to the COP.

6. Human rights

6.1: Members shall respect human rights by considering all potential and actual impacts in their operations and business relationships. They shall also commit to, and implement, the UN Guiding Principles on Business and Human Rights as appropriate to their size and circumstances.

As a minimum, members shall:

- a. Have a policy commitment, endorsed at the highest level of their organisation, to respect human rights within their operations and business relationships, and procedures for implementing the policy in alignment with COP 2.

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- b. Have a human rights due diligence process to identify, prevent, mitigate and account for adverse human rights impacts that are connected to their business.
- c. Provide for, or support legitimate processes to enable, the remedy of any adverse human rights impacts that they have caused, contributed to or been linked with.
- d. Communicate annually with stakeholders about their human rights due diligence efforts and remedy activities in accordance with COP 3 (Reporting).

7. Due diligence for responsible sourcing from conflict-affected and high-risk areas

7.1: Members in the gold, silver, PGM, diamonds and coloured gemstones supply chain shall exercise due diligence over their supply chains in accordance with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (the 'OECD Guidance') or other auditable due diligence frameworks recognised by the RJC to be aligned with the OECD Guidance ('RJC-recognised due diligence frameworks'), in ways appropriate to their size and circumstances.

In addition:

- a. Members in the gold value chain shall implement the OECD Guidance Supplement on Gold as applicable to their operations and supply chains.
- b. Members in the diamond supply chain shall implement the OECD Guidance while complying with COP 29 (Kimberley Process Certification Scheme and World Diamond Council System of Warranties).

7.2: Members shall adopt and communicate publicly and to their suppliers a supply chain policy with respect to sourcing from conflict-affected and high-risk areas. The policy shall be consistent at a minimum with Annex II of the OECD Guidance or with other RJC-recognised due diligence frameworks.

7.3: Refiner members shall:

- a. Maintain internal material control systems that can reconcile movement of inventory in and out over a given time.
- b. Gold refiners shall additionally collect and, with due regard to business confidentiality, share annually information with the RJC on the mine of origin of mined gold received.

8. Sourcing directly from artisanal and small-scale mining

8.1: Members that source gold, silver, PGM, diamonds and/or coloured gemstones directly from artisanal and small-scale mining (ASM) producers that are not under their control shall:

- a. Regularly assess risks outlined in COP 7 (Due diligence for responsible sourcing from conflict-affected and high-risk areas) and also risks of unsafe working conditions, uncontrolled mercury use and significant environmental impacts (including impacts to biodiversity), and seek opportunities for ASM community development in line with COP 10 (Community development).
- b. Use best endeavours to positively influence practices by working to:
 - i. Reduce or avoid risks and provide for, or co-operate in, remedying adverse human rights and environmental impacts. Measurable risk mitigation should aim to promote significant improvement within a defined period from the adoption of the risk management plan.
 - ii. Support development opportunities for ASM communities.
 - iii. Actively participate in initiatives, including multi-stakeholder ones, that enable the professionalisation, formalisation and/or certification of ASM, as appropriate to the situation.
 - iv. Seek to understand fair commercial terms and offer these to all ASM suppliers.

9. Sourcing post-consumer industrial precious metals directly from informal recyclers

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9.1: Members that source gold, silver and/or PGM directly from informal recyclers that are not under their control shall:

- a. Regularly assess risks outlined in COP 7 (Due diligence for responsible sourcing from conflict-affected and high-risk areas) and risks of unsafe working conditions, exposure to toxic chemicals and metals, and other significant environmental RJC Code of Practices 9 impacts; and seek opportunities for the development of informal recycling communities in line with COP 10 (Community development).
- b. Use best endeavours to positively influence practices by working to: i. Reduce or avoid risks and provide for or cooperate in remedying adverse human rights and environmental impacts. Measurable risk mitigation should aim to promote significant improvement within a defined period from the adoption of the risk management plan. ii. Support development opportunities for informal recycling communities.

10. Community development

10.1: Members shall seek to support the social, economic and institutional development of the communities in which they operate and support community initiatives.

11. Bribery and facilitation payments

11.1: Members shall establish policy/policies and procedures that:

- a. Prohibit bribery in all business practices and transactions carried out by themselves and by agents acting on their behalf.
- b. Protect employees from any penalty or adverse consequences for identifying in good faith concerns related to suspected bribery, refusing to participate in bribery or refusing to pay a facilitation payment where facilitation payments are prohibited, even if this action may result in the enterprise losing business.
- c. Set the criteria and approval procedures for employees to follow when offering and/or accepting gifts to or from third parties.

11.2: Members shall have systems in place to manage bribery risk in their organisation. The systems shall include:

- a. Identification and monitoring of those parts of their business that pose high risks of participation in bribery.
- b. Training of relevant managers and employees on policies and procedures.
- c. Recording of relevant gifts to and from third parties in a gift register, as per the member's policy.
- d. A whistle-blowing or other mechanism for employees or stakeholders to raise concerns.
- e. Investigation of any incidences of suspected bribery within their organisation.
- f. Sanctions for bribery and attempted bribery.

11.3: Where facilitation payments are allowed by applicable law, members shall:

- a. Act to eliminate all facilitation payments or to reduce the size and frequency of facilitation payments over time.
- b. Ensure that any facilitation payments are of limited nature and scope.
- c. Implement controls to monitor, oversee and fully account for any facilitation payments made by them or made on their behalf.

12. Know Your Counterparty: money laundering and finance of terrorism

12.1: Members shall document and apply a Know Your Counterparty (KYC) policy and procedures for business partners that are suppliers and customers of gold, silver, PGM, diamonds, coloured gemstones or jewellery products containing these materials. The policy and procedures shall:

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- a. Establish the identity of the counterparty by checking government-issued identification. Where triggered by a risk assessment or applicable law, establish the beneficial ownership and principals of the counterparty.
- b. Verify that the counterparty and, if applicable, their beneficial owners are not named on relevant government lists for individuals or organisations implicated in money laundering, fraud or involvement with prohibited organisations and/or those financing conflict.
- c. Maintain an understanding of the nature and legitimacy of their business.
- d. Monitor transactions for unusual or suspicious activity and report suspicions of money laundering or finance of terrorism to the relevant authority as applicable.
- e. Maintain adequate records for either five years minimum or as long as required by national legislation, whichever is longer.

12.2: Members shall nominate an individual to be responsible for implementing the KYC policy and procedures.

12.3: Members' KYC policy and procedures shall be up to date and appropriate, and shall include training, documentation procedures and regular reviews.

12.4: Members shall maintain records of all single or apparently linked cash or cash-like transactions equal to or above 10,000 euros/US dollars or the threshold defined by applicable law (whichever is lower). Where required by law, members shall report such transactions to the relevant designated authority.

13. Security

13.1: Members shall assess security risks and establish measures that protect employees, contractors, visitors and personnel employed by relevant business partners against product theft, damage or substitution of products within the premises and during events, exhibitions and shipments.

13.2: Members shall ensure that all security personnel respect the human rights and dignity of all people and use force only when strictly necessary and the minimum proportionate to the threat.

13.3: Members with mining facilities shall ensure that their security approaches are consistent with the Voluntary Principles on Security and Human Rights. In particular, members shall:

- a. Carry out a risk assessment to evaluate security risks and the potential for human rights abuses.
- b. Contract or otherwise engage with public and private security in a way that helps protect human rights.

13.4: Members whose business is to provide private security services to the jewellery supply chain shall be certified members of the International Code of Conduct Association (ICoCA).

14. Provenance claims

14.1: Members shall check whether they make any provenance claims that apply under this provision.

14.2: Members that make one or more provenance claims shall:

- a. Have systems to ensure that the provenance claims are truthful and substantiated by evidence.
- b. Do training to ensure that employees who are responsible for implementing the claims and responding to product enquiries, understand the claims and can explain them accurately.
- c. Make further information available to customers who ask about a provenance claim.
- d. Have a complaints or grievance mechanism appropriate to the nature, scale and impact of the business to allow interested parties to voice concerns.

14.3: Members who sell directly to consumers must make available at the point of sale, and on their website, further detail about the claim/s being made, and the systems in place to achieve them.

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Labour rights and working conditions

15. General employment terms

15.1: Members shall ensure that employment terms with regards to wages, working hours and other employment conditions are communicated to employees in writing before employment starts, in a language that is understood by them.

15.2: Members shall not avoid fulfilling legal labour and social security obligations to employees by using labouronly contracts, false apprenticeship schemes, excessive consecutive short-term employment contracts, and/or subcontracting or homeworking arrangements.

15.3: Members shall maintain appropriate employee records, including records of piece-rate and wage payments as well as working hours, for all employees, whether on a full-time, part-time or seasonal basis. RJC Code of Practices 11

16. Working hours

16.1: Members shall comply with applicable law on working hours. The normal working week, not including overtime, shall not exceed 48 hours.

16.2: If overtime work is required for business needs, members shall ensure that:

- a. They strive to use voluntary systems for overtime work. Required overtime is only acceptable where it is allowed under applicable law or collective bargaining agreements, within the limits defined by COP 16 and outlined in employment contracts.
- b. In all other circumstances, overtime work shall be requested under a voluntary system and within limits set under applicable law or collective bargaining agreements. The imposition of overtime where employees cannot leave the work premises or are in any way forced to accept it (through abuse, threats of dismissal or other) is not allowed. Refusal to work overtime shall not be punished, retaliated against or penalised in any way.
- c. The sum of the normal working week and overtime hours shall not exceed 60 hours in a week unless defined otherwise by applicable law or a collective bargaining agreement, or unless there are exceptional circumstances (such as production peaks, accidents or emergencies), which will be assessed as outlined in the guidance for COP 16. In all cases, members shall take appropriate safeguards to protect the workers' health and safety.

16.3: Members shall provide all employees with at least one rest day in seven consecutive working days in accordance with International Labour Organization (ILO) Convention 14. Work time exceeding this limit is only allowed if:

- a. A collective bargaining agreement or applicable law allows for work-time averaging including adequate rest periods; or
- b. During peak production periods, so long as the longer work time is rare, voluntarily performed, and compensated at the appropriate premium level established by law or a collective bargaining agreement, or where unregulated by either, at a premium rate at least equal to the prevailing industry standards.

16.4: Members shall provide employees with all legally mandated public holidays and leave, including maternity and paternity, compassionate and paid annual leave. Where no applicable law exists, three weeks' paid annual leave shall be provided, in accordance with ILO Convention 132. Special leave or working-time arrangements for employees with family responsibilities shall apply to all employees regardless of gender.

16.5: Members shall provide all employees with a workday break in accordance with applicable law. If there is no applicable law, then members shall provide employees with at least one uninterrupted work break of reasonable duration if they work longer than six hours.

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17. Remuneration

17.1: Members shall pay all employees a wage rate for normal hours worked, not including overtime, based on the higher of either the applicable legal minimum wage, plus associated statutory benefits, or the prevailing industry standards. Wages paid on a performance-related basis shall not be less than the legal minimum wage for a normal working week. Members shall ensure that comparable wages are given to all employees for carrying out work of equal value with processes to assess and remediate any potential wage disparity that discriminates against any category of workers.

17.2: Members shall reimburse overtime work at a rate at least equal to that required by applicable law or a collective bargaining agreement or, where unregulated by either, at a premium rate at least equal to the prevailing industry standards.

17.3: Members shall make wage payments to employees in accordance with the law that are:

- a. Regular and predetermined, and not delayed or deferred.
- b. By bank transfer to an account controlled by the employee, or in cash or cheque form in a manner and location convenient to the employees.
- c. Accompanied by a wage slip that clearly details wage rates, benefits and deductions where applicable, and is in a format that employees can easily understand.
- d. If employment agencies are used, members shall have systems to ensure equitable compensation and workplace standards, and to ensure that wages are effectively received by employees, including migrant, contract, contingent and temporary employees.

17.4: Members shall only make deductions from wages if these deductions:

- a. Comply with the law and, if applicable, are governed by collective bargaining agreements.
- b. Are determined and calculated following a documented due process that is clearly communicated to employees.
- c. Do not result in an employee making less than the minimum wage.

17.5: Members shall not make deductions for disciplinary purposes.

17.6: Members shall not force employees to buy provisions or services from their own business or facilities; where there is no alternative, members shall not charge excessive rates for these.

17.7: Members that provide wage advances or loans shall ensure that the interest and repayment terms are transparent and fair, and not deceptive to the employee.

17.8: Members shall ensure that all benefits are given to employees in accordance with applicable law.

18. Harassment, discipline, grievance procedures and non-retaliation

18.1: All forms of violence and harassment in the workplace are prohibited, including but not limited to corporal punishment; harsh or degrading treatment; sexual or physical harassment; mental, physical, verbal or sexual abuse; retaliation; coercion; and intimidation. Both direct and indirect harassment in any form is not acceptable in workplace facilities. Members shall ensure that employees are treated with dignity and respect and are not subjected to harassment or violence, or threatened with these towards themselves, their family or colleagues.

18.2: Doctors, nurses and key personnel among security staff, managers or others shall be regularly trained to recognise signs of gender-based violence and understand relevant laws and organisational policies.

18.3: Members shall clearly and actively communicate their disciplinary process and related standards on appropriate disciplinary procedures and employee treatment, and apply these equally to all management and staff.

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18.4: Members shall have clear, confidential and unbiased grievance procedures and investigation processes and actively communicate these to all employees.

- a. Employees acting individually or with other workers shall be free to submit a grievance without suffering any penalty or retaliation.
- b. Grievance procedures shall be designed to function effectively and reach a timely outcome.
- c. Records shall be kept of employee grievances raised, investigation processes and outcomes.
- d. The selection of individuals to manage and assess the grievances shall be sensitive to the situation and strive to ensure gender balance.

18.5: Members shall have a policy and management systems to avoid retaliation for individuals filing complaints or engaging with the grievance procedure, in line with COP 2 (Policy and implementation).

19. Child labour

19.1: Members shall not engage in or support child labour as defined in ILO Convention 138 and Recommendation 146, which set the following minimum ages for work:

- a. A basic minimum working age of 15 years, to enable children to complete compulsory schooling.
- b. Members operating in countries where compulsory schooling ends earlier than 15 years can start RJC membership while allowing a minimum working age of 14 (subject to applicable law) but shall transition to a minimum working age of 15 by the end of their first certification period.

19.2: Members shall not engage in or support the worst forms of child labour as defined in ILO Convention 182 and Recommendation 190, which includes:

- a. Hazardous child labour, which by its nature or circumstances is likely to jeopardise the health, safety or morals of persons younger than 18 years. Where allowed by applicable law and supported by risk assessment and controls under COP 23 (Health and safety), a minimum age of 16 is allowed on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.
- b. All forms of child slavery and practices similar to slavery, including debt bondage, the trafficking of children, forced child labour and the use of children in armed conflict. RJC Code of Practices 13 19.3: Notwithstanding COP 19.1, where child labour is found at a facility, members shall develop documented child labour remediation processes that include steps for the child's continued welfare and consider the financial situation of the child's family.

Remediation shall include:

- a. Immediately withdrawing any children engaged in child labour.
- b. For a child still subject to compulsory education laws or attending school, offering adequate support to enable the child to attend and remain in school until she/he completes compulsory education.
- c. For a child not still subject to compulsory education laws or attending school, finding alternative income generation and/or vocational training opportunities. This can include decent and permissible employment.
- d. A systemic review of the member's approach to avoiding child labour, to identify root causes of non-conformances and implement controls to avoid any recurrence.

20. Forced labour

20.1: Members shall not engage in or support the use of forced labour, including bonded, indentured or involuntary prison labour as defined in ILO Convention 29.

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20.2: Members shall ensure that all employees are working in voluntary situations. Members shall not:

- a. Unduly restrict the freedom of movement of employees in the workplace or in on-site housing.
- b. Retain original copies of an employee's personal documentation, such as identity papers.
- c. Use deceptive recruitment practices and/or require employees to pay any deposits, equipment advances or recruitment fees (either wholly or partially) as part of the recruitment process. If any such fees are found to have been paid by employees, they shall be reimbursed.
- d. Withhold any part of an employee's salary, benefits or property to force an employee to continue working.
- e. Prevent employees from terminating their employment after reasonable notice or as established by law.

20.3: Members shall not engage in or support human trafficking or any other type of deceptive recruitment and/or bonded labour practices. Members shall clearly communicate this requirement to labour recruiters, agencies and providers with whom they work, and shall monitor their relationships and remedy negative human rights impacts as they may occur, as defined in COP 6.1 (Human rights).

21. Freedom of association and collective bargaining

21.1: Members shall respect the right of employees to associate freely in workers' organisations of their choice, without interference or negative consequences. Members shall ensure that employees seeking to form or join an organisation of their own choosing are not subject to any form of harassment as outlined in COP 18.1 (Harassment, discipline, grievance procedures and non-retaliation).

21.2: Members shall respect the right of employees to collective bargaining, and shall adhere to collective bargaining agreements, where these exist. Members shall, subject to applicable law, participate in any collective bargaining processes in good faith.

21.3: Where legislation restricts the right to freedom of association and collective bargaining, members shall not obstruct alternative means that are allowable under applicable law.

22. Non-discrimination

22.1: Members shall not practise or condone any form of discrimination in the workplace in terms of hiring, continued employment, remuneration, overtime, access to training, professional development, promotion, termination or retirement. This includes discrimination based on race, colour, ethnicity, caste, national origin, religion, disability or genetic information, gender, sexual orientation, union membership, political affiliation, marital status, parental or pregnancy status, physical appearance, HIV status, age or any other personal characteristic unrelated to the inherent requirements of the work. Members shall ensure that all individuals who are 'fit for work' are given equal opportunities and are not discriminated against on the basis of factors unrelated to their ability to perform their job.

RJC Code of Practices Health, safety and environment

23. Health and safety

23.1: Members shall provide safe and healthy working conditions for all employees in accordance with applicable law and other relevant industry standards.

23.2: Members shall provide and maintain workplaces, and on-site housing where relevant, with:

- a. Safe and accessible potable drinking water.
- b. Sanitary facilities for eating and storing food.

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- c. Clean and hygienic washing and toilet facilities commensurate with the number/ gender of staff employed.
- d. Fire safety equipment and alarms.
- e. Clearly marked, unlocked and unblocked emergency exits and escape routes.
- f. Access to adequate power supply and emergency lighting.
- g. Childcare and breastfeeding facilities in accordance with applicable law.
- h. Suitable conditions for pregnant or nursing women, or alternative working arrangements to avoid unsuitable workplaces.

23.3: Members shall assess the risks of workplace hazards and implement controls to minimise the risks of accidents and injury to employees. The risk assessment shall consider hazards associated with the members' activities and products which shall include, where relevant, use of machinery and mobile equipment; storage and handling of chemicals including cleaning materials; exposure to excessive fumes, airborne particles, noise and temperature levels, and/or inadequate lighting and ventilation; repetitive strain activities; considerations for any workers under 18 years of age and expectant mothers; and general hygiene and housekeeping issues.

23.4: Members shall provide employees with a mechanism, such as a joint health and safety committee, by which they can raise and discuss health and safety issues with management.

23.5: Members shall provide training and information about health and safety to employees in a form and language they can understand. This will include training and information on:

- a. Specific role-related health and safety hazards and controls.
- b. Appropriate action in the event of an accident or emergency.
- c. Fire safety and emergency procedures.
- d. First-aid training for designated employee representatives.
- e. Workers' right and responsibility to stop work or refuse to work in situations with uncontrolled hazards, and to immediately flag these situations to those at imminent risk and to management.

23.6: Members shall ensure that appropriate personal protective equipment (PPE) is provided free of charge and verify that it is current and correctly worn or used.

23.7: Members shall provide access to adequate on-site first-aid provisions and trained first-aid personnel, have appropriate procedures for transportation to local medical facilities in the case of a medical emergency and assist workers with work-related injuries to physically access medical treatment in accordance with country law and company policy.

23.8: Members shall establish emergency procedures and evacuation plans for all reasonably foreseeable health and safety emergencies. These shall be accessible or clearly displayed, regularly tested (including through evacuation drills) and periodically updated.

23.9: Members shall investigate health and safety incidents and feed the results into reviews of relevant hazard controls to identify opportunities for improvement.

23.10: Members engaged in the cutting and polishing of diamonds and/or coloured gemstones shall use cobalt-free diamondimpregnated scaifes.

24. Environmental management

24.1: Members shall establish an environmental management system.

24.2: Members shall provide training and information about environmental risks and controls to all relevant employees. These shall be given in a format and language that workers can easily understand.

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25. Hazardous substances

25.1: Members shall maintain an inventory of hazardous substances at facilities. Safety data sheets (or equivalent) shall be accessible wherever hazardous substances are used and their associated risks shall be clearly and actively communicated to all employees who work with them.

25.2: Members shall not manufacture, trade or use chemicals and hazardous substances subject to international bans. Any hazardous substances subject to international phase-outs shall not be manufactured or traded and their use shall be phased out in accordance with the regulation.

25.3: Wherever technically feasible and economically viable, members shall use alternatives to hazardous substances in their business processes.

26. Wastes and emissions

26.1: Members shall identify significant wastes and emissions to air, water and land generated in their business processes in accordance with COP 24 (Environmental management).

26.2: Members shall responsibly manage the identified wastes and emissions. In particular, they shall:

- a. Quantify wastes and emissions to manage and monitor trends over time and drive continuous improvement in environmental performance.
- b. Apply the principles of reduce, reuse, recycle and recover to minimise environmental impact where applicable, including reducing greenhouse gas emissions and increasing energy efficiency in alignment with COP 27 (Use of natural resources).
- c. Discharge or dispose of wastes and emissions in compliance with applicable law or, where applicable law does not exist, in line with prevailing international standards.

27. Use of natural resources

27.1: In alignment with the approach required for COP 24 (Environmental management), members shall monitor energy and water use in their business and establish energy and water efficiency initiatives.

27.2: Members shall identify other significant natural resources used in their business and seek to ensure their efficient use.

27.3: Members shall work towards using renewable energy in alignment with national frameworks, targets and/or legislation.

27.4: Members in the mining sector shall:

- a. Apply strong and transparent water governance, including policies, procedures and clear allocation of responsibilities.
- b. Manage water at facilities effectively using a water balance and considering cumulative impacts.
- c. Publicly report company water performance in line with COP 3 (Reporting).
- d. Collaborate with stakeholders to achieve responsible and sustainable water use at a water catchment level.

Gold, silver, PGM, diamond and coloured gemstone products

28. Product disclosure

28.1: Members shall not make any untruthful, misleading or deceptive representation, or make any material omission in the selling, advertising or marketing of any gold, silver and PGM materials, jewellery products, diamonds, coloured gemstones, or treated, synthetic, reconstructed, composite or simulant diamonds or coloured gemstones. Members shall follow internationally accepted standards.

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28.2: Members shall disclose information on the physical characteristics of the materials listed in COP 28.1 in compliance with applicable law. Unless a conflict with applicable law exists, members shall apply the following requirements to support disclosure about physical characteristics:

- a. *Gold, silver and PGM*: The fineness of gold, silver or PGM shall be accurately disclosed. The description of fineness or content shall be equally conspicuous as the word 'gold', 'silver' or the PGM or abbreviation. Any quality marks used shall be applied in accordance with applicable law or industry standards.
- b. *Plating*: The use of gold, silver and PGM as a plating material shall be accurately disclosed. The description of the plating and fineness or content of material used shall be equally conspicuous as the word 'gold', 'silver' or the PGM or abbreviation.
- c. *Treatments*: Treated diamonds and treated or heated coloured gemstones shall be disclosed as either 'treated' or with specific reference to the treatment. The description shall be equally conspicuous as the word 'diamond' or the name of the coloured gemstone. Any special care requirements that the treatment creates shall be disclosed.
- d. *Synthetics*: Wholly or partially synthetic diamonds or synthetic coloured gemstones shall be disclosed as 'laboratory created', 'laboratory grown' and/or 'synthetic'. The description shall be equally conspicuous as the word 'diamond' or the name of the coloured gemstone.
- e. *Composites*: Composite (or assembled) diamonds and coloured gemstones constructed of two or more parts shall be disclosed as 'composite', 'assembled', 'doublet' or 'triplet', and by the correct name of the material of which it is composed. The description shall be equally conspicuous as the word 'diamond' or the name of the coloured gemstone used.
- f. *Reconstructed stones*: Reconstructed diamonds and coloured gemstones shall be disclosed as such and the description shall be equally conspicuous as the word 'diamond' or the name of the coloured gemstone.
- g. *Simulants (or imitation)*: Any artificial product used to imitate the appearance of diamonds or coloured gemstones without having their chemical composition, physical properties and/or their structure shall be disclosed as 'imitation' or 'simulant' along with the correct name of the material of which it is composed, for example, 'x compound', 'glass', 'plastic'. The description shall be equally conspicuous as the word 'diamond' or the name of the coloured gemstone.
- h. *Descriptions of polished diamonds and coloured gemstones*: Describe the size or carat weight, colour, clarity or cut of diamonds and the quality of coloured gemstones in accordance with the recognised guidelines appropriate to the particular jurisdiction.
- i. *Place of origin for coloured gemstones*: When describing the place of origin of a coloured gemstone, the information on how this was determined shall be disclosed. The place of origin shall only be used when it denotes a geographical area where gemstones have been mined.
- j. *Product health and safety information*: Any relevant health and safety information about the materials listed in COP 28.1 in jewellery products sold by members to end consumers shall be disclosed.

28.3: Members shall take substantive and documented action to avoid buying or selling undisclosed synthetic diamonds. To that end, members buying or selling diamonds shall:

- a. Obtain a written warranty from their suppliers.
- b. Have effective policies, procedures, training and monitoring systems in place to avoid the possibility of undisclosed synthetic diamonds being switched for natural diamonds at their facilities.

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- c. Employ a documented due diligence process to identify and mitigate risks related to undisclosed synthetic diamonds entering their supply chain. Identify possible high-risk contamination points.
- d. For polished diamonds classified as high risk, carry out testing using a defined, credible and transparent protocol. This can be an existing industry-accepted protocol or one that is defined by the member.

The protocol must:

- i. Incorporate an appropriate approach for testing loose and set polished diamonds.
- ii. Include either in-house testing, using relevant and effective detection equipment, or outsourced testing by a qualified service provider, such as a gemmological laboratory.
- iii. Include testing at least once at a point in the process where there is no longer any risk of introducing undisclosed synthetics before the diamond parcel is sold. This is normally just before sale.
- iv. Be available to clients, including the procedure for managing test referrals.

29. Kimberley Process Certification Scheme and World Diamond Council System of Warranties

29.1: Members shall neither knowingly buy or sell conflict diamonds nor help others to do so.

29.2: Members involved in the international trade of rough diamonds shall comply with the Kimberley Process Certification Scheme (KPCS) minimum requirements and recommendations as incorporated into the applicable legislation of countries where they operate.

29.3: Members involved in buying and selling diamonds, whether rough, polished or set in jewellery, shall adopt the World Diamond Council System of Warranties (SoW).

29.4: Members shall ensure that all employees who buy or sell diamonds are well informed about trade association resolutions and government restrictions prohibiting the trade in conflict diamonds.