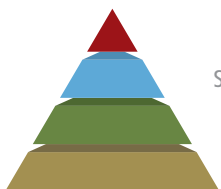




Responsible Jewellery Council

# Principles and Code of Practices



STANDARDS

## Principles and Code of Practices

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November 2008

S001\_2008 – Principles and Code of Practices

# The Responsible Jewellery Council

The Responsible Jewellery Council (RJC) is a not-for-profit organisation founded in 2005 with the following mission:

**To advance responsible ethical, social and environmental practices, which respect human rights, throughout the diamond and gold jewellery supply chain, from mine to retail.**

## About this Standard

This Standard defines responsible ethical, human rights, social, and environmental practices, applicable to all RJC Members throughout the Diamond and/or Gold Jewellery supply chain.

This is a 'living document' and the RJC reserves the right to revise this Standard based on implementation experience and emerging good practice. The version posted on the RJC website supersedes all other versions. To verify this document is current, please visit: [www.responsiblejewellery.com](http://www.responsiblejewellery.com)

## Disclaimer

No guarantee, warranty or representation is made as to the accuracy or completeness of the *RJC Principles and Code of Practices* and other documents or information sources referenced in the *RJC Principles and Code of Practices*. Compliance with the *RJC Principles and Code of Practices* is not intended to, nor does it replace, contravene or otherwise alter the requirements of any applicable national, state or local governmental statutes, laws, regulations, ordinances, or other requirements.

Please note this *RJC Principles and Code of Practices* gives general guidance only and should not be regarded as a complete and authoritative statement on the subject matter contained herein.

Compliance with the *RJC Principles and Code of Practices* by non-members is entirely voluntary and is neither intended to, nor does it create, establish, or recognise any legally enforceable obligations or rights against the RJC and/or its Members or signatories. *RJC Principles and Code of Practices* does not create, establish, or recognise any legally enforceable obligations of the RJC and/or its Members or signatories to non-members. Non-members shall have no legal cause of action against the RJC and/or its Members or signatories for failure to comply with the *RJC Principles and Code of Practices*.

## Inquiries or feedback

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# Introduction

## Background

The Responsible Jewellery Council (RJC) is a not-for-profit organisation that has been established to promote responsible ethical, social and environmental practices, which respect human rights, throughout the Diamond and/or Gold Jewellery supply chain, from mine to retail.

This document contains the RJC's Principles and Code of Practices. The Principles were developed through a stakeholder consultation process and promulgated in May 2006. The Code of Practices directly aligns with the Principles and provides the objective and verifiable standards against which RJC Members may be certified.

The first version of the Code of Practices was formally adopted by the RJC Board on 14 September 2006. The Code of Practices Version 2 was updated to improve auditability and approved by the RJC Board on 14 November 2008.

The provisions of the Code have been established through reference to national and international law, established international and industry standards, and responsible business practice. International standards referenced in the development of the Code include:

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal;
- Ethical Trading Initiative – Base Code;
- Financial Action Task Force standards against Money Laundering and the finance of terrorism;
- International Cyanide Management Code;
- International Diamond Council Rules for Grading Polished Diamonds (2008);
- International Labour Organisation (ILO) Fundamental Rights at Work (Conventions for the elimination of Child Labour, forced and compulsory labour and discrimination in the workplace, and for freedom of association and collective bargaining);
- Kimberley Process Certification Scheme and World Diamond Council System of Warranties for Diamond shipments;
- SA8000 on Child Labour, remuneration, working hours, workplace discipline and grievance procedures;
- The World Jewellery Confederation (CIBJO) regulations for product integrity and disclosure;
- United Nations Global Compact;
- United Nations Universal Declaration of Human Rights;
- Voluntary Principles on Security and Human Rights.

All capitalised common terms are defined in the Glossary at the end of the Code.

## Application

The Code of Practices is designed to be applicable to all Sectors in the Diamond and/or Gold Jewellery supply chain. This includes:

- Gold and/or Diamond miner;
- Gold trader, hedger or refiner;
- Diamond trader and/or cutter and polisher;
- Gold and/or Diamond Jewellery manufacturer;
- Gold and/or Diamond Jewellery wholesaler;
- Gold and/or Diamond Jewellery retailer;
- Gold and/or Diamond assayers and laboratories.

RJC Members in the above categories are required to operate their businesses according to the Code of Practices. The RJC Certification system will require independent verification of Members' conformance with the Code of Practices. Application of the Code of Practices by non-RJC Members is voluntary.

Records relating to provisions in the Code of Practices should be kept for a minimum of 3 years (the certification validity) or longer as required by Applicable Law. Note that for the first certification assessment, records and evidence from the previous 12 months will be required.

The following documents provide information to assist with the assessment process:

- [RJC Certification Handbook \(G001\\_2008\)](#) – An overview of the RJC system and the requirements for achieving certification;
- [Standards Guidance \(G002\\_2008\)](#) – Guidance on each of the standards in the Code of Practices;
- [Assessment Manual \(T001\\_2008\)](#) – Instructions for Members and Auditors on how to complete Self Assessments (Members) and Verification Assessments (Auditors);
- [Assessment Questions \(T002\\_2008\)](#) – A set of questions designed to assess a Member's performance against the Code of Practices and its Provisions. Members and Auditors use the same Assessment Questions;
- [Assessment Workbook \(T003\\_2008\)](#) – The Assessment Questions in a table format with additional prompts and guidance on Objective Evidence.

## Purpose

The Code of Practices defines responsible ethical, human rights, social, and environmental practices for businesses in the Diamond and/or Gold Jewellery supply chain. The objectives of the Code of Practices are to:

- Provide a common standard for RJC Members that builds on international standards for responsible business practices.
- Set out the mandatory expectations for the establishment, implementation and maintenance of policies, procedures and practices in order to manage issues within a Member's control.
- Establish provisions that can be independently audited to provide objective evidence for the granting of RJC Certification.
- Drive improvement of business practices for the Gold and/or Diamond Jewellery supply chain.

## Scope

The scope of the Code of Practices captures:

- [Business Ethics](#): – upholding ethical business practices.
- [Human Rights and Social Performance](#): – upholding fundamental human rights, treating workers fairly and with respect, encouraging a diverse workforce, and provision of a safe working environment.
- [Environmental Performance](#): – promoting efficient use of resources and energy, and reducing and preventing Pollution.
- [Management Systems](#): – compliance with Applicable Law, establishing policy, and managing business Risks including Contractors, Suppliers and Partners.

## Review

The RJC undertakes to formally review the Principles and the Code of Practices at least every three years or as required. Updates to the Code of Practices will be formally reissued after approval by the RJC Board.

The RJC is committed to the ISEAL Code of Good Practice for Setting Social and Environmental Standards and intends to achieve conformance with the Code by 2012.

The RJC will continue to work with stakeholders and industry participants to ensure that these standards are relevant and achievable, and that they address key ethical, social and environmental challenges with due regard to the business objectives of the industry.

# RJC Principles

As Members of the Responsible Jewellery Council, we seek economic, social and environmental benefits from our business activities so that we contribute to Sustainable Development<sup>1</sup>.

## 1 Business Ethics

1. We are committed to conducting our businesses to a high ethical standard, and to ensuring integrity, transparency and conformance with Applicable Law.
2. We will not engage in Bribery and/or corruption.
3. We will not tolerate Money Laundering and/or financing of terrorism.
4. We will adhere to the Kimberley Process Certification System and the World Diamond Council voluntary System of Warranties.
5. We will fully and accurately disclose the material characteristics of the products that we sell.
6. We will take reasonable measures to ensure the physical integrity and security of product shipments.
7. We will respect commercial confidentiality and data privacy.

## 2 Human Rights and Social Performance

1. We believe in and will respect the fundamental human rights and the dignity of the individual, according to the United Nations Universal Declaration of Human Rights.
2. We will not tolerate the use of Child Labour.
3. We will not use any forced, bonded, indentured or prison labour, nor restrict the freedom of movement of Employees and dependents.
4. We are committed to high standards of Health and Safety in our operations.
5. We will not prevent workers from associating freely. Where laws prohibit these freedoms, we will support parallel means of dialogue.
6. We will not discriminate based on race, ethnicity, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, marital status, physical appearance, age, or any other applicable prohibited basis in the workplace, such that all individuals who are "Fit for Work" are accorded equal opportunities and are not discriminated against on the basis of factors unrelated to their ability to perform their job.
7. We will not use corporal punishment under any circumstances and will prohibit the use of degrading treatment, harassment, abuse, coercion or intimidation in any form.
8. We will adhere to working hours and remuneration legislation, or, where no such legal requirements have been established by law, the prevailing industry standards.
9. We will support the development of communities where we operate, contributing to their social and economic welfare.
10. We will recognise and respect the rights of indigenous peoples and the value of their traditional, cultural and social heritage.

## 3 Environmental Performance

1. We will conduct our business in an environmentally responsible manner.
2. We will manage our environmental footprint by eliminating or minimising negative environmental impacts.
3. We will ensure the efficiency of our business operations by managing our use of resources and energy.

<sup>1</sup> The Council bases its understanding of Sustainable Development on the 1987 World Commission on Environment and Development (the Brundtland Commission) definition: "Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

# Code of Practices – Provisions

## 1 Business Ethics

### 1.1 Bribery and Facilitation Payments

1. Members will prohibit Bribery in all business practices and transactions that are carried out by them, or on their behalf by Business Partners. They will not offer, accept or countenance any payments, gifts in kind, hospitality, expenses or promises as such that may compromise the principles of fair competition or constitute an attempt to obtain or retain business for or with, or direct business to, any person; to influence the course of the business or governmental decision-making process.
2. Members will consider Bribery Risk as it applies to their organisation (including agents) to identify which areas pose high Risks. Members will develop appropriate methods to monitor conduct of Employees and agents and eliminate Bribery based on this understanding.
3. Members will facilitate the reporting of incidences of attempted Bribery or inappropriate gifts within their organisation and will apply the appropriate sanctions for Bribery and attempted Bribery in all forms.
4. Members will clearly communicate to their Employees that no Employee will suffer demotion, penalty or other adverse consequences for voicing a concern, or for refusing to pay a bribe or Facilitation Payment even if this action may result in the enterprise losing business.
5. Where Members have not yet been able to eliminate Facilitation Payments, they will implement appropriate controls to monitor, oversee and fully account for all Facilitation Payments made. They will work to ensure that they are of limited nature and scope, with an ultimate objective to eliminate all Facilitation Payments.

### 1.2 Money Laundering and Finance of Terrorism

1. Members must maintain financial accounts of all business transactions where required by Applicable Law and in accordance with national or international accounting standards. These accounts must be independently certified and/or audited by a properly qualified auditor who is appointed free of any bias or influence.
2. Members should be aware that international transactions may be subject to more than one regulatory jurisdiction.
  - a. Where no Applicable Law exists, Members should comply with the provisions in the Financial Action Task Force (FATF)<sup>2</sup> 40 Recommendations and 9 Special Recommendations as applicable to dealers in Precious Metals and gemstones under the Designated Non-Financial Business Professions (DNFBP).
  - b. Cash or cash-like transactions should always take place in compliance with Applicable Law. Where they occur above the relevant defined financial threshold, records need to be lodged with the relevant designated authority.
3. Members must operate according to the principles of “know your customer” so as to establish the identity of all organisations with which they deal, have a clear understanding of their business relationships and have a reasonable ability to identify and react to transaction patterns appearing out of the ordinary or suspicious.

<sup>2</sup> Financial Action Task Force (FATF) – an international policy making organisation established to counter criminal use of financial systems.

### 1.3 Kimberley Process

1. Members must not knowingly buy or sell Conflict Diamonds or assist others to do so.
2. Members, where involved with the international trade of rough Diamonds must apply the rough Diamond export and import verification system and controls as laid out by the Kimberley Process Certification Scheme and relevant national legislation. Members must keep records of Kimberley Process Certificates for rough Diamonds. Kimberley Process certificates must be independently audited and reconciled by a company's own independent auditor on an annual basis. If asked for by a duly authorised government agency, these records must be able to prove compliance with the Kimberley Process.
3. Members, where involved in buying and selling Diamonds, whether rough, polished or set in Jewellery, must fully adhere to the principles of the "World Diamond Council Resolution on Industry Self-Regulation". Members are required to have systems in place so that all invoices for Diamonds, whether rough, polished or set in Jewellery, either bought or sold, contain the World Diamond Council warranty statement<sup>3</sup>. Members must keep records of all such invoices. Members must have systems in place so that they do not purchase from sources that do not provide the World Diamond Council warranty statement on their invoices.
4. Members will inform all Employees that buy or sell Diamonds about government restrictions on the trade in Conflict Diamonds, the Kimberley Process Certification Scheme and the World Diamond Council System of Warranties.

### 1.4 Product Security

1. Members will establish product security measures within the premises and during shipments to protect against product theft, damage or substitution.
2. The security and well being of Employees, Visitors and other relevant Business Partners will be prioritised when establishing product security measures.

### 1.5 Product Integrity

1. **General:** Members will at all times comply with relevant trading standards legislation and, where they exist, specific national and/or local regulations applicable to Diamond and Gold Jewellery products. Where no specific trading standards or product integrity regulations apply, Members must comply with the requirements listed below.
2. **Proper Disclosure:** Members must make all reasonable efforts to properly disclose all relevant information on the physical characteristics, such as mass/weight, cut, colour, clarity or fineness, of a Diamond or Gold Jewellery product.
3. **Misrepresentation:** Members will not make any untruthful, misleading or deceptive statement, representation<sup>4</sup> or material omission in the selling<sup>5</sup>, advertising<sup>6</sup> or distribution of any Diamond, Treated Diamond, Synthetic or Simulant, or any Gold product, in any medium, including the internet.

3 World Diamond Council warranty statement – "The Diamonds herein invoiced have been purchased from legitimate sources not involved in the funding of conflict and in conformance with United Nations resolutions. The seller hereby guarantees that these Diamonds are conflict free, based on personal knowledge and/or written guarantees provided by the Supplier of these Diamonds."

4 Representation includes illustrations, descriptions, expressions, words, figures, depictions or symbols shown in a manner that may reasonably be regarded as relating to the substance.

5 Selling includes offering for sale, exposing for sale, displaying in such a manner as to lead to a reasonable belief that the product so displayed is intended for sale. For avoidance of doubt, this includes the accepted industry practice of "memo", the practice of consigning goods to clients for pre-arranged periods for potential sale.

6 Advertising includes directly or indirectly promoting the sale or use of a product.

#### 4. **Gold:**

- a. Members will accurately disclose the fineness of the Gold used in their products.
- b. When applying Gold Quality Marks to articles wholly or in part composed of Gold, Members will apply a Mark authorised to be applied thereto under Applicable Law that correctly indicates the quality of the Gold of which the article is in whole or in part composed. The Mark will be applied in a manner authorised by Applicable Law or relevant international standards.

#### 5. **Treated Diamonds:**

- a. A Treated Diamond must be disclosed as either "Treated" or with specific reference to the particular Treatment. The description must be as equally conspicuous and placed immediately preceding the word(s) "Diamond" or "Synthetic", as the case may be. Specifically:
  - Any term that is designed to disguise that Treatment has occurred, or to imply that a Treatment is part of the normal polishing process, or that misleads the consumer in any way, must not be used. For example, the term "improved" must not be used to describe a Treated Diamond.
  - Any special care requirements that the Treatment creates must be disclosed.
- b. Names of firms, manufacturers or trademarks are not to be used in connection with Treated Diamonds, unless such names are clearly succeeded by the word "Treated" as defined in this section or are otherwise equally conspicuously and prominently disclosed as Treated.

#### 6. **Synthetic Diamonds:**

- a. A wholly or partially Synthetic diamond must always be disclosed as "laboratory created", "laboratory grown", "man-made", "[Manufacturer's name] created", and/or "Synthetic" and the description must be equally as conspicuous and immediately preceding the word "diamond".<sup>7</sup>
- b. Members will not use the words "real", "genuine" or "natural" to describe any Synthetic, or any terms that may disguise the fact that a diamond is Synthetic or that mislead the consumer in any way.

#### 7. **Diamond Simulants:**

- a. Members must always disclose a Simulant either as the mineral or compound that it is, or as a "diamond Simulant" or "imitation diamond". The unqualified word "Diamond" must never be used with Simulants.
- b. Members will not use the words "real" and "genuine" to describe any Simulant.
- c. Members will not use the word "natural" to describe any Simulant if the Simulant is not a naturally occurring mineral or compound.

#### 8. **Diamond Quality – Cut and Polished Diamonds:**

- a. Members when describing the weight, colour, clarity or cut of Diamonds will at all times do so in accordance with the recognised guidelines appropriate to the particular jurisdiction.
- b. Members will not use the word "flawless" or "perfect" to describe either:
  - any Diamond that discloses flaws, cracks, inclusions, carbon spots, clouds, internal lasering, or other blemishes or imperfections of any sort when examined under a corrected magnifier at 10-power, with adequate illumination by a person skilled in Diamond grading; or
  - any article of Jewellery that contains any Diamonds that do not meet the definition of "flawless" or "perfect".
- c. Members will not use the terms "brilliant", "brilliant cut" or "full cut" to describe, identify or refer to any Diamond except a round Diamond that has at least 32 facets plus the table above the girdle, and at least 24 facets below it.

<sup>7</sup> International Diamond Council Rules for Grading Polished Diamonds (2008).

## 2 Human Rights and Social Performance

### 2.1 Human Rights

1. Members will at all times respect the fundamental human rights and the dignity of the individual, according to the United Nations Universal Declaration of Human Rights.

### 2.2 Child Labour and Young Persons

1. Members will not engage in or support the employment of Children (younger than 15 years, or 14 years where the law of the country permits) beyond those circumstances defined in ILO Convention 138 and Recommendation 146 unless sanctioned by national and/or local government or as part of a recognised apprentice scheme, in accordance with the guidelines laid down in the Global Compact<sup>8</sup>.
2. Where any Children are found to be in employment, Members will provide adequate support to enable them to attend and remain in school until no longer a Child. Child Labour Remediation processes will include steps for the continued welfare of the Child and consider the financial situation of the Child's family. Children found to be in employment contrary to minimum age requirements may remain in partial employment during a phased Remediation process. Members will provide a minimum period of night time rest of 12 hours, with customary weekly rest days; and ensure that overtime is prohibited and the Child receives fair payment for the work he or she is undertaking.
3. Members will promote education for Children covered under ILO recommendation 146 and Young Persons who are subject to local compulsory education laws or attending school, including means to ensure that no such Child or Young Person is employed during school hours and that combined hours of daily transportation (to and from work and school), school and work time does not exceed 10 hours a day.
4. Members will not expose a Child or Young Person to work, which by its nature or the circumstances in which it is carried out, is likely to jeopardise the Health, Safety or morals of persons younger than 18 years (or 16 years subject to authorisation in Applicable Law and the receipt of adequate and specific instruction or vocational training in the relevant branch of activity).

### 2.3 Forced Labour

1. Members will not use Forced Labour (including bonded, indentured or prison labour), nor restrict the freedom of movement of Employees.
2. Members will not retain original copies of Employee personal documentation, such as identity papers, nor require any form of deposit, recruitment fee, or equipment advance from Employees either directly or through recruitment agencies.

### 2.4 Freedom of Association and Collective Bargaining

1. Members will not prevent Employees from associating freely. Where laws prohibit these freedoms, Members will support parallel means for independent and free association and bargaining<sup>9</sup>.
2. Members will not prevent collective bargaining and will adhere to collective bargaining agreements, where such agreements exist.

### 2.5 Discrimination

1. Members will not practice or condone any form of discrimination in the workplace in terms of hiring, remuneration, overtime, access to training, promotion, termination or retirement based on race, ethnicity, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, marital status, pregnancy status, physical appearance, HIV status, or age, or any other applicable prohibited basis, such that all individuals who are "Fit for Work" are accorded equal opportunities and are not discriminated against on the basis of factors unrelated to their ability to perform their job.

<sup>8</sup> Global Compact Guidelines for minimum age:

Developed Countries		Developing Countries	
Light Work	13 Years	Light Work	12 Years
Regular Work	15 Years	Regular Work	14 Years
Hazardous Work	18 Years	Hazardous Work	18 Years

<sup>9</sup> Text adapted from: Ethical Trading Initiative – Base Code.

## 2.6 Health & Safety

1. Members will provide safe and healthy working conditions for all Employees in accordance with Applicable Law and other relevant industry standards. These conditions include:
  - a. minimising, so far as reasonably practicable, the causes of workplace Hazards.
  - b. appropriate safeguards and isolation between Employees and all machinery including mobile equipment.
  - c. adequate and appropriate labelling and storage of all chemicals and cleaning materials.
  - d. methods to protect Employees from exposure to airborne particles and chemical fumes.
  - e. identifying and providing appropriate Personal Protective Equipment (PPE) free of charge and verifying that it is current, worn and used correctly.
  - f. providing work stations that are designed as appropriate to the task performed, to minimise occupational Health Risks such as repetitive strain.
  - g. adequate lighting, ventilation and air quality; safe noise levels and temperatures.
  - h. maintaining adequate workplace hygiene at all times by conducting regular routine cleaning, providing safe and accessible potable drinking water and sanitary facilities for food storage, and clean and hygienic washing and toilet facilities commensurate with the number and gender of staff employed.
  - i. providing adequately constructed and maintained workplaces that meet local building regulations.
  - j. ensuring that if Employees are provided with on-site housing by Members, such housing will be maintained to a reasonable standard of Safety, repair and hygiene; and provided with sufficient and proper sanitation facilities, potable water and access to adequate power supply.
2. Members who are engaged in the cutting and polishing of Diamonds will use cobalt-free Diamond-impregnated scaifes.
3. Members will 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.
4. Members will make information about Health and Safety available to Employees in an understandable form and in an appropriate language. Material Safety Data Sheets (or equivalent necessary information) will be accessible where all Hazardous Substances are in use, and the Risks associated with use of Hazardous Substances must be clearly communicated to all Employees who work with them.
5. Appropriate procedures must be in place to prevent accidents and injury to Health arising from, or linked to, the course of work-related activities and operations at a Facility.
6. Members will provide access to adequate on-site Health and medical facilities, including clearly marked first aid provisions, and develop procedures for transportation of more serious Health concerns to local hospitals or medical facilities.
7. Members will install appropriate alarms, warning devices and fire Safety mechanisms. This includes fire fighting equipment; clearly marked, unlocked and unblocked emergency exits and escape routes; and emergency lighting in all Facilities.
8. Members will establish emergency procedures and evacuation plans for all reasonably foreseeable emergencies. Members will ensure that the procedures and plans are accessible or clearly displayed throughout their Facilities, are maintained, regularly tested including the conduct of evacuation drills, and are updated periodically.
9. Members will provide training so that Employees are aware of: specific role-related Health and Safety Risks and Hazards; and methods for appropriate protection from such Hazards, including proper use of PPE and appropriate action to take in the event of an accident or emergency. Training will include first aid training to designated Employee representatives and appropriate training in fire Safety and emergency procedures for all Employees. Training undertaken must be recorded and repeated for new and re-assigned Employees.
10. Members will ensure that serious Health and Safety incidents, as well as the business' response and outcome from such incidents, are formally documented and investigated with the results of the investigation feeding into regular Health and Safety reviews and improvement plans.
11. Members will ensure that Employees and Contractors understand that they have the right and responsibility to stop work or refuse to work in situations that have Uncontrolled Hazards, and to immediately bring these situations to the attention of those at imminent Risk and to management.

12. Diamond or Gold Jewellery products sold by Members to end consumers will be compliant with the applicable regulations for product Health and Safety.

### **2.7 Discipline and Grievance Procedures**

1. Members will not use corporal punishment under any circumstances, and will ensure that Employees are not subjected to harsh or degrading treatment, sexual or physical harassment, mental, physical or verbal abuse, coercion or intimidation in any circumstances.
2. Members will clearly communicate the business' disciplinary process, and related standards on appropriate disciplinary procedures and Employee treatment, and apply these equally to all management and staff.
3. Members will provide clear grievance procedures and investigation processes and clearly explain these to all Employees. Records of Employee grievances raised, investigation processes and outcome will be maintained.

### **2.8 Working Hours**

1. Members will apply normal working hours that comply with Applicable Law. Where no specific laws and regulations exist, working hours will not exceed, on a regular basis, a maximum of 48 hours per working week in accordance with ILO Convention 1. Where these limits are required to be exceeded in special circumstances (for example on fly-in, fly-out sites), this should be in compliance with Applicable Law and should be planned so as to provide safe and humane working conditions.
2. If overtime is required for business needs, Members will compensate overtime to their Employees according to Applicable Law. Overtime will be voluntary and except in special circumstances (for example on fly-in, fly-out sites) be limited to a maximum of 12 hours in a week.
3. Members will provide Employees with all legally mandated leave, including maternity and paternity, compassionate and paid annual leave. Where no Applicable Law exists, paid annual leave will be provided in accordance with ILO Convention 132.
4. Members will provide all Employees with at least one rest day in seven consecutive working days in accordance with ILO Convention 14. Where these limits are required to be exceeded in special circumstances (for example on fly-in, fly-out sites), this will be in compliance with Applicable Law, or where no specific laws exist, the prevailing industry standards. All exceedances should be planned so as to provide safe and humane working conditions.

### **2.9 Remuneration**

1. Members will pay all Employees a wage based on the higher of either the applicable legal minimum wage plus associated statutory benefits, or the prevailing industry standards.
2. Members will make payment to the Employee on a regular and pre-determined basis.
3. Members will provide payment by bank transfer or in cash or cheque form, in a manner and location convenient to the Employees.
4. Members will accompany all payments by a wage slip which clearly details wage rates, benefits and deductions where applicable.
5. Members will not make deductions from wages without following due process.
6. Members will not force Employees to buy provisions from the Member's own business or Facilities.

### **2.10 General Employment Terms**

1. Obligations to Employees under Applicable Law relating to labour or social security arising from the regular employment relationship will not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements; or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment; or through the excessive use of fixed-term contracts of employment.
2. Members will maintain appropriate Employee records, including records of piece rate and wage payments as well as working hours, for all staff employed, whether on a full time, part time or seasonal basis.

### **2.11 Community Development**

1. Members will seek to support the development of the communities in which they operate through support of community initiatives.

### **2.12 Use of Security Personnel**

1. Members will use armed security personnel only when there is no acceptable alternative to manage Risk or to ensure the personal Safety of Employees, Contractors and Visitors to the Facility.
2. Members will ensure that all security personnel respect the human rights and dignity of all people and use the minimum force proportionate to the threat.
3. Members will ensure that, in situations of ongoing unrest or conflict, security personnel will receive appropriate training in, and operate in accordance with, the standards and principles defined in the Voluntary Principles on Security and Human Rights (2000).

## 3 Environmental Performance

### 3.1 Environmental Protection

1. Members will, wherever appropriate, introduce management and operating systems to minimise the detrimental environmental impacts of its business practices.

### 3.2 Hazardous Substances

1. Members will not manufacture, trade, and/or use chemicals and Hazardous Substances subject to international bans due to their high toxicity to living organisms, environmental persistence, potential for bioaccumulation, or potential for depletion of the ozone layer.
2. Members will employ alternatives to other Hazardous Substances used in production processes wherever technically and economically viable.
3. All mining Members using cyanide in the recovery of Gold will comply with the International Cyanide Management Code, 2005 and will ensure applicable sites are certified to the International Cyanide Management Code within 3 years from the date of joining the RJC.

### 3.3 Waste and Emissions

1. Members will dispose of waste substances in compliance with Applicable Law. Where Applicable Law does not exist, prevailing international standards will be adopted.
2. Members will take steps to reduce the quantity of waste produced from their operations through the principles of reduce, recover, re-use and recycle. All waste will be responsibly managed and the waste disposal decision making process will take into account environmental considerations as well as cost considerations.
3. Members will seek to decrease emissions to air, water and land relative to production output.

### 3.4 Use of Energy and Natural Resources

1. Members will seek to ensure the efficiency of their business operations in terms of consumption of natural resources including, but not limited to, water and energy.
2. Where transportation of people, goods and materials is a significant business impact, Members will seek to identify and implement practices that reduce use of fossil fuels and associated greenhouse gas emissions from transportation.

## 4 Management Practices

### 4.1 Legal Compliance

1. Members will be aware of and comply with Applicable Law.

### 4.2 Policy

1. Members must adopt a policy that is endorsed by senior management, supports achievement of this Code of Practices and make the policy publicly available.

### 4.3 Business Partners – Contractors, Customers, Suppliers and Partners

1. Members will consider Risks related to business ethics, human rights, social and environmental business practices of significant Business Partners in the Gold and Diamond Jewellery supply chain, which have the potential to impact the Members' own practices arising from such business relationships. Based on this Risk Assessment, Members will use their best endeavours, commensurate with their ability to influence, to promote responsible business practices among their Business Partners.
2. Contractors working on Member's Facilities and Visitors to these Facilities will be required to comply with the Member's management and operating systems relevant to the Code of Practices.

# Glossary

Please refer to the following glossary for terms and acronyms used in the RJC System documents:

<b>Accreditation</b>	Recognition of an auditor's competence to carry out verification assessments and evaluate conformance against a standard.
<b>AML</b>	Anti-money laundering.
<b>Applicable Law</b>	The relevant national and/or state and/or local laws of the country or countries in which the Member operates.
<b>Assessment Manual</b>	Instructions for Members and Auditors on how to carry out Self Assessments and Verification Assessments.
<b>Assessment Questions</b>	A set of questions designed to assess a Member's performance against the Code of Practices and its Provisions. Members and Auditors use the same Assessment Questions.
<b>Assessment Tools</b>	Documents or software that provide guidance and/or record information and evidence required to carry out a Self Assessment or Verification.
<b>Assessor</b>	Employee(s) or person(s) commissioned by a Member to conduct a Self Assessment.
<b>Auditor</b>	An independent, third party person or organisation meeting the RJC's objective selection criteria and accredited to carry out Verification.
<b>Bribery</b>	The offering, promising or giving, as well as demanding or accepting of any undue advantage, whether directly or indirectly, to or from: <ul style="list-style-type: none"> <li>• A public official;</li> <li>• A political candidate, party or official; or</li> <li>• Any private sector Employee (including a person who directs or works for a private sector enterprise in any capacity).</li> </ul>
<b>Business ethics</b>	Ethical rights and duties existing between businesses and society.
<b>Business Partners</b>	An organisation or business Entity with which an Entity has direct business relations (excluding end consumers, but including Contractors, customers, Suppliers and joint venture Partners) and that buys and/or sells a product or service that directly contributes to the extraction, manufacture or sale of Diamond and Gold Jewellery products.  For the avoidance of doubt, this does not include Entities that provide support products and services, for example, equipment, office supplies and utilities. Nor does it include Entities that provide separate components, not part of the Diamond and Gold supply chain, such as batteries, springs and similar items.
<b>Certification</b>	An attestation by the RJC, based on the results of a Verification Assessment by an accredited Auditor, that the Member has achieved the required level of Conformance against the Code of Practices.
<b>Certification Period</b>	The period of time that Certification is valid, after which time the Certification must be renewed through a new Verification Assessment. Certification Periods are for one year or three years duration based on the findings of the Verification Assessment.
<b>Certification Recommendation and Summary Report</b>	A summary report from the Lead Auditor to the RJC Management Team on a Member's overall performance against the Code of Practices and a recommendation for or against certification.
<b>Certification Scope</b>	The Certification Scope is defined by the Member and covers those parts of the Member's business (i.e. Facilities and activities) that actively contribute to the Diamond and/or Gold Jewellery supply chain.
<b>Certified Member</b>	A Member certified by the RJC that its business practices have been found, through Verification by an Auditor, to meet the required level of Conformance with the Code of Practices.
<b>CFT</b>	Combating the finance of terrorism.

<b>Child</b>	Any person less than 15 years of age, unless local national / local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If, however, the local national / local minimum wage is set at 14 years of age in accordance with the developing countries exceptions under ILO convention 138, the lower age would apply.
<b>Child Labour</b>	Any work by a Child younger than the age(s) specified in the above definition of a Child, except as provided for by ILO Recommendation 146. Child labour is work that deprives children of their childhood, their potential and their dignity, and is harmful to their social, physical and mental development.
<b>CIBJO</b>	World Jewellery Confederation
<b>Code of Practices (COP)</b>	A set of standards that define responsible ethical, human rights, social, and environmental practices, applicable to all RJC Members throughout the Diamond and/or Gold Jewellery supply chain.
<b>Collective bargaining</b>	A process through which employers (or their organisations) and workers' associations (or in their absence, freely designated workers' representatives) negotiate terms and conditions of work.
<b>Conflict Diamond</b>	Rough Diamond used by rebel movements or their allies to finance conflict aimed at undermining legitimate governments, as described in relevant United Nations Security Council (UNSC) resolutions insofar as they remain in effect or in other similar UNSC resolutions which may be adopted in the future, and as understood as recognised in United Nations General Assembly (UNGA) Resolution 55/56, or in other similar UNGA resolutions which may be adopted in future.
<b>Conformance</b>	The Member's business practices, including the policies, systems, procedures and processes, perform in a manner that conforms to the Code of Practices.
<b>Continual improvement</b>	An ongoing process of enhancing performance and management systems against the Code of Practices.
<b>Contractor</b>	An individual, company or other legal Entity that carries out work or performs services pursuant to a contract for service for a Member. This includes sub-contractors.
<b>Control</b>	Control by a Member is defined as: <ol style="list-style-type: none"> <li>1. Direct or indirect ownership, or Control (alone or pursuant to an agreement with other Members) of 50% or more of the voting equities/rights (or equivalent) of the controlled business or Facility; and/or</li> <li>2. Direct or indirect (including pursuant to an agreement with other Members) power to remove, nominate or appoint at least half of the Members of the Board of the directors or management (or equivalent of the controlled business or Facility; and/or</li> <li>3. Day-to-day or executive management of the controlled business or Facility; or</li> <li>4. Any legally recognised concept of 'Control' analogous to those described in (1) to (2) above in a relevant jurisdiction.</li> </ol> <p>Although the above defines 'Control' in a corporate context, the same principles will apply by analogy to other organisational arrangements, including Franchisees, Licensees and Control by an individual or a family, where applicable.</p>
<b>Corrective action</b>	An action implemented by a Member to eliminate the cause of a non-conformance in order to prevent a recurrence.
<b>Corrective Action Plans</b>	Plans with set milestones developed by Members to address non-conformances identified during the Self Assessment or Verification Assessment.
<b>Corruption</b>	The misuse of entrusted power for private gain.
<b>Critical Breach</b>	A Major Non-Conformance against a Provision deemed to be critical to the integrity of the RJC system. Critical Provisions are identified in section 7.2 of the Certification Handbook. <p>Identification of a Critical Breach requires Members and Auditors to immediately notify the RJC Management Team. Disciplinary proceedings against the Member will be automatically triggered if the RJC is notified by the Auditor.</p>

<b>Diamond</b>	A natural mineral consisting essentially of pure carbon crystallised with a cubic structure in the isometric system. Its hardness in the Mohs scale is 10; its specific gravity is approximately 3.52; it has a refractive index of 2.42 and it can be found in many colours.
<b>Discipline</b>	A means to correct or improve job-related behaviour or performance.
<b>Discrimination</b>	Where people are treated differently because of certain characteristics – such as race, colour, sex, religion, political opinion, national extraction or social origin – which results in the impairment of equality of opportunity and treatment.
<b>Emergency</b>	An abnormal occurrence that can pose a threat to the Safety or Health of Employees, Contractors, Visitors, customers, or local communities, or which can cause damage to assets or the Environment.
<b>Employee</b>	An individual who has entered into or works under a contract of employment or a contract of service or apprenticeship, whether express or implied, and (if it is express) whether oral or in writing, or as defined by Applicable Law, with a Member.
<b>Employment relationship</b>	The legal link between employers and Employees that exists when a person performs work or services under certain conditions in return for remuneration.
<b>Entity</b>	A business or similar which operates one or more Facilities where there is ownership or Control of that Entity by the Member. The Entity can constitute part or whole of the Member.
<b>Environment</b>	Surroundings in which the Facility operates, including air, water, land, natural resources, flora, fauna, habitats, ecosystems, biodiversity, humans (including human artefacts, culturally significant sites and social aspects) and their interaction. The Environment in this context extends from within an operation to the global system.
<b>Facilitation payments</b>	Facilitation payments are paid to receive preferential treatment for something that the payment receiver is otherwise still required to do.
<b>Facility</b>	A Facility is premises that is: <ul style="list-style-type: none"> <li>• Owned by or under the Control of a Member; and</li> <li>• Actively contributes to the Diamond and/or Gold Jewellery supply chain.</li> </ul>
<b>FATF</b>	Financial Action Task Force
<b>Finance of terrorism</b>	Any kind of financial support to those who encourage, plan or engage in terrorism.
<b>Fit for Work</b>	“Fit for Work” means that an individual is in a state (physical, mental and emotional) which allows them to perform their assigned duties effectively and in a manner which does not threaten their own or others’ Safety and Health.
<b>Forced labour</b>	Any work or service exacted by governments, companies or individuals under the menace of penalty, and which a person has not offered voluntarily to do. It also refers to work or service that is demanded as a means of repayment of debt.
<b>Franchising/Licensing</b>	Arrangement whereby Member intellectual property rights are licensed to third parties not under the Control of the Member for the purposes of enabling those third parties to produce, market or sell all or part of products or services that contain a Member’s brand name, trademark or other intellectual property.
<b>Freedom of association</b>	The right of workers and employers to freely form and join groups for the promotion and defence of occupational interests.
<b>Gold</b>	A rare yellow metallic element with the chemical symbol ‘Au’. It is a mineral with specific hardness of 2.5-3 on the Mohs scale of hardness and the atomic number 79.
<b>Hazard</b>	A source of potential harm, injury or detriment.
<b>Hazardous Substance</b>	Any material that poses a threat to human Health and/or the Environment.
<b>Health</b>	A state of physical, mental and social well-being and not merely the absence of disease or infirmity.
<b>Health and safety</b>	The aim of health and safety initiatives is to prevent accidents and injury to personal wellbeing arising out of, linked with or occurring in the course of work. This is done by minimising, as far as is reasonably practicable, the causes of hazards inherent in the working environment.
<b>HIV/AIDS</b>	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome.

<b>Human rights</b>	Universal rights and freedoms regarded as belonging to all people, above the laws of any individual nation.
<b>ICMM</b>	International Council on Mining and Metals
<b>ILO</b>	International Labour Organisation
<b>ISO</b>	International Organisation for Standardisation
<b>Jewellery</b>	For the application of the RJC system, an adornment made of Precious Metals (including Gold) and/or set with gem stones (including Diamonds). Jewellery includes, but is not limited to, bracelets, rings, necklaces, earrings and watches.
<b>Kimberley Process Certification Scheme (KPCS)</b>	A joint government, international diamond industry and civil society initiative to stem the flow of Conflict Diamonds.
<b>Lead Auditor</b>	A Lead Auditor is responsible for the efficient and effective conduct and completion of a Verification Assessment for a Member and may co-ordinate a team of Auditors.
<b>Legal compliance</b>	Acting within, or under the direction of, Applicable Law.
<b>Major Non-Conformance</b>	<p>The Member's business practices including the policies, systems, procedures and processes perform in a manner that is not conformant with the Code of Practices. Major Non-Conformances are defined as the occurrence of one or more of the following situations:</p> <ul style="list-style-type: none"> <li>• The total absence of implementation of a required provision;</li> <li>• A Member-wide systemic failure or total lack of controls required to manage business risks related to the RJC System;</li> <li>• A situation where the Member's business practices have not identified relevant legislative or regulatory requirements, or there is a non-compliance of legislative or regulatory requirements and/or inadequate attempt to rectify the non-complying condition;</li> <li>• A group of related, repetitive or persistent Minor Non-Conformances indicating inadequate implementation;</li> <li>• Any finding or observation supported with Objective Evidence to prove a Critical Breach, or which raises serious doubts as to whether the Member has the business practices to avoid any Critical Breach.</li> </ul>
<b>Management system</b>	Management processes and documentation that collectively prove a systematic framework for ensuring that tasks are performed correctly, consistently and effectively to achieve the desired outcomes, and to drive continual improvement in performance.
<b>Mark</b>	Any Mark, sign, device, imprint, stamp, brand, label, ticket, letter, word or figure.
<b>Member</b>	<p>Any business that:</p> <ol style="list-style-type: none"> <li>(i) is actively involved for commercial reasons in the Diamond and/or Gold Jewellery supply chain;</li> <li>(ii) commits to the prevailing RJC Principles on business ethics, social, human rights and environmental performance; and</li> <li>(iii) undertakes the payment of the annual RJC commercial membership fee; is eligible to become a RJC Commercial Member.</li> </ol> <p>The Member may consist of one or more Entities and/or Facilities. In RJC System documents, the term 'Member' refers specifically to RJC Commercial Members.</p>
<b>Member Verification Report</b>	A comprehensive report to the Member from the Lead Auditor on the findings of the Verification Assessment and an evaluation of the Member's conformance with the RJC Codes of Practice.
<b>Mining Supplement</b>	Additional mining-specific Standards under development, which will be incorporated into the Code of Practices. They will be applicable to Member's mining Facilities.

<b>Minor Non-Conformance</b>	The Member's business practices including the policies, systems, procedures and processes perform in a manner that is not wholly conformant with the Code of Practices. Minor Non-Conformances are defined as the occurrence of one or more of the following situations: <ul style="list-style-type: none"> <li>• An isolated lapse of either performance, discipline or control of the Member's business practices, which does not lead to a Major Non-Conformance of the RJC Code of Practices; and/or</li> <li>• A finding which may not be an actual breach of the RJC Code of Practices at this point in time, but is judged to be a potential inadequacy in the Member's business practices during the Certification Period.</li> </ul>
<b>Money laundering</b>	The process by which the financial proceeds of crime are disguised to conceal their illegal origin.
<b>NGOs</b>	Non-government organizations
<b>Non-Conformance</b>	A situation where the Member's business practices do not conform with the RJC Code of Practices.
<b>Objective Evidence</b>	Verifiable information, records, observations and/or statements of fact and can be qualitative or quantitative.
<b>OECD</b>	Organisation for Economic Co-operation and Development
<b>Overtime</b>	Hours worked in addition to those of a regular schedule.
<b>Partners</b>	Individuals or organisations, including joint venture partners, government agencies and other stakeholders and excluding Contractors, in commercial arrangements and/or executing projects or programs of work with Member(s).
<b>PPE</b>	Personal Protective Equipment
<b>Policy</b>	A statement of principles and intentions.
<b>Pollution</b>	The presence of a substance in the Environment that because of its chemical composition or quantity prevents the functioning of natural processes and produces undesirable environmental and Health effects.
<b>POPs</b>	Persistent organic pollutants
<b>Precious Metal</b>	Gold, palladium, platinum and silver and an alloy of any of those metals and any other metal and an alloy thereof that is designated by relevant regulations as a Precious Metal.
<b>Procedure</b>	A specified manner to conduct an activity or a process. Procedures can be documented or not.
<b>Provision</b>	A requirement stipulated in the Code of Practices.
<b>Quality Mark</b>	A Mark indicating or purporting to indicate the quality, quantity, fineness, weight, thickness, proportion or kind of Precious Metal in an article.
<b>Rehabilitate</b>	To restore to a former condition or capacity.
<b>Remediation</b>	Putting in place a systemic change or solution to correct an identified problem or non-conformance.
<b>Remuneration</b>	Includes wages or salaries and any other benefits in cash or in kind, paid by employers to workers.
<b>RJC</b>	Responsible Jewellery Council.
<b>RJC Annual Membership Report</b>	A report prepared by the RJC Management Team on Members' aggregate progress under the RJC system. The report is to be prepared annually and made publicly available.
<b>RJC Co-ordinator</b>	A person designated by a Member who coordinates and oversees the Self Assessment, Verification Assessment, any Corrective Action Plans and liaison with the RJC Management Team for that Member.
<b>RJC Management Team</b>	The RJC staff who are employed to carry out the executive functions of the organisation.
<b>Responsible Jewellery Council System (RJC System)</b>	The Responsible Jewellery Council (RJC) System is a certification system that aims to promote responsible ethical, human rights, social and environmental practices throughout the Jewellery supply chain. The RJC system is defined in the Code of Practices, Guidance Documents and Assessment Tools.

<b>Risk</b>	Exposure to the consequences of uncertainty. It has two dimensions: the likelihood of something happening and the consequences if it were to happen.
<b>Risk Assessment</b>	The systematic evaluation of the degree of Risk posed by an activity or operation. The process of using the results of Risk analysis to rank and/or compare them with acceptable Risk criteria or goals.
<b>Safety</b>	The condition of being safe and free from danger, Risks or injury.
<b>Sector</b>	A distinct part of the Gold and Diamond Jewellery supply chain. The RJC currently identifies the following Sectors amongst its Membership: <ul style="list-style-type: none"> <li>• Gold and/or Diamond miner</li> <li>• Gold trader, hedger or refiner</li> <li>• Diamond trader and/or cutter and polisher</li> <li>• Gold and/or Diamond Jewellery manufacturer</li> <li>• Gold and/or Diamond Jewellery wholesaler</li> <li>• Gold and/or Diamond Jewellery retailer</li> <li>• Bank or other service industry to the Diamond and/or Gold industry (e.g. shipper, broker)</li> <li>• Trade association involved in whole or part in any of the Sectors above.</li> </ul>
<b>Self Assessment</b>	The assessment carried out by Members describing their Entities and Facilities and evaluating their own performance against the requirements of the Code of Practices. Members can use the Self Assessment to gauge their preparedness for a Verification Assessment, improve practices and to identify Objective Evidence required during a Verification Assessment.
<b>Self Assessment Workbook</b>	A workbook designed for Members to use to carry out a Self Assessment.
<b>Simulant</b>	A diamond Simulant is any object or product used to imitate Diamond or some or all of its properties and includes any material which does not meet the requirements specified in the definition of Diamond in this glossary.
<b>SoW</b>	System of Warranties
<b>Standard</b>	An objective practice, procedure or process that is recognised as integral to the integrity of an organisation's business and/or products and/or services. For the RJC System, the Code of Practices is the Standard relating to the Diamond and/or Gold Jewellery supply chain.
<b>Suggested Business Improvement</b>	A situation where the systems, procedures and activities are in Conformance with the relevant Provisions of the Code of Practices, but where an Assessor or Auditor determines that there is scope to improve these current processes. A Suggested Business Improvement is offered without prejudice, and its implementation is not mandatory. Subsequent Assessments shall not judge performance based on the implementation of a Suggested Business Improvement.
<b>Supplier</b>	A business entity that provides goods and/or services integral to, and utilised in or for the production of, a Member's Diamond and/or Gold products.
<b>Synthetic</b>	A Synthetic diamond is any object or product that has been either partially or wholly crystallised or re-crystallised due to artificial human intervention such that, with the exception of being non-natural, the product meets the requirements specified in the definition of the word "Diamond" in this glossary.
<b>Third party</b>	A person or body independent of the person or organisation being evaluated, and of user interests in that person or organisation.
<b>Treated Diamond</b>	A Treated Diamond is any object or product that meets the requirements specified in the definition of the word "Diamond" or the word "Synthetic" as included in this glossary that has been subject to a "Treatment" as defined in this glossary.
<b>Treatment</b>	Treatment means any process, Treatment or enhancement changing, interfering with and/or contaminating the natural appearance or composition of a Diamond other than the historically accepted practices of cutting and polishing. It includes colour (and decolourisation) Treatment, fracture filling, laser and irradiation Treatment and coating.
<b>UDHR</b>	Universal Declaration of Human Rights
<b>UN</b>	United Nations

<b>UNEP</b>	United Nations Environment Program
<b>Uncontrolled Hazard</b>	An identified source of potential harm, injury or detriment (i.e. a Hazard) that lacks recognised and/or approved management, operational or technical controls.
<b>Verification (auditing)</b>	Confirmation by an Accredited Auditor, through the assessment of Objective Evidence, that the Provisions of the Code of Practices have been fulfilled. The results of Verification are used as the basis for a decision on Certification.
<b>Verification Assessment</b>	A Verification Assessment comprises the following: <ul style="list-style-type: none"> <li>• A preliminary desktop review of the Member's Self Assessment Questionnaire and other related information;</li> <li>• Selection of a representative set of the Member's Facilities and business practices to visit and assess;</li> <li>• Verification of the Member's Self Assessment through on-site review at the selected sample of Facilities.</li> </ul>
<b>Verification Plan (Audit Plan)</b>	A Verification Plan, also referred to as an 'audit plan', is developed by an Auditor to outline what of the Member's business practices will be reviewed, by whom and when and in which Facilities, and nominates which Member personnel should be involved. It is developed from the definition of the Verification Scope.
<b>Verification Reports</b>	Two kinds of reports are generated out of the verification process: <ul style="list-style-type: none"> <li>• A Member Verification Report to the Member;</li> <li>• A Certification Recommendation and Summary Report to the RJC Management Team.</li> </ul>
<b>Verification Scope</b>	The Verification Scope is defined by Auditors and includes a selection of Facilities from within the Certification Scope and a selection of Provisions from the Code of Practices that are considered to be the most relevant, taking into consideration the nature, scale and impact of the Member's business.
<b>Visitor</b>	A person visiting a Member Facility who is not an Employee or Contractor at that Facility.
<b>Waste</b>	Solid, liquid or gaseous material that is discarded or no longer needed. Waste can cause pollution and impact on the environment if not properly managed. In the Jewellery supply chain, the main forms of Waste include Hazardous Substances, air and water emissions, and general operational Waste.
<b>WDC</b>	World Diamond Council
<b>WGC</b>	World Gold Council
<b>Working hours</b>	The time during which the persons employed are at the disposal of the employer. Rest periods are time during which the persons employed are not at the disposal of the employer.
<b>Young Person</b>	Any worker over the age of a Child as defined above and under the age of 18 years.