

Responsible Jewellery Council - RJC



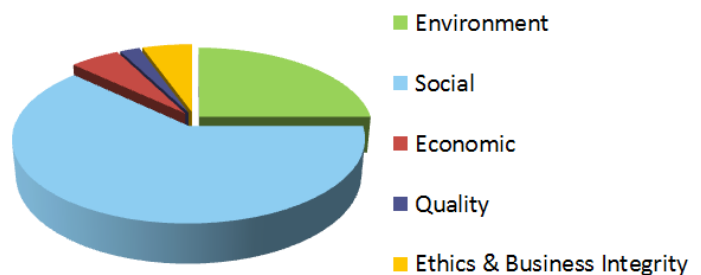
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FACTS & FIGURES

- 415 Members from 31 countries, representing over US\$45 billion annual sales
- 230 Certified Members
- Over 230+ RJC Accredited Auditors across 8 firms
- Global Compact participant

FOCUS ON SUSTAINABILITY ISSUES



Disclaimer: the graph was generated using the proportion of the sustainability initiative's requirements matching the criteria used in Standards Map Database in consultation with standard organizations.

WHAT IS RESPONSIBLE JEWELLERY COUNCIL - RJC?

The Responsible Jewellery Council is an international not-for-profit organisation bringing together member companies across the jewellery supply chain.

WHO CAN JOIN?

Any company that is actively involved for commercial reasons in the diamond, gold and/or platinum group metals jewellery supply chain is eligible to subscribe to become a Commercial Member of the RJC.

Any trade association whose members are actively involved in the diamond, gold and/or platinum group metals jewellery supply chain is eligible to subscribe to become an Association Member of the Council.

WHAT PRODUCTS ARE COVERED?

RJC Member Certification is designed to apply to all sectors of the diamond, gold and/or platinum jewellery supply chain, from mining to retail.

WHAT ARE THE KEY FEATURES?

► RJC Members are committed to promoting responsible ethical, human rights, social and environmental practices in a transparent and accountable manner throughout the industry from mine to retail. Their commitment aims to reinforce consumer and stakeholder confidence in jewellery products, strengthen and protect the reputation and the integrity of the jewellery industry through the RJC certification standards (RJC Member Certification and RJC Chain of Custody Certification).

► RJC Member Certification can be undertaken by all businesses that contribute to the diamond, gold and platinum group metals jewellery supply chain. All Commercial Members of the RJC are required to be audited by accredited, third party auditors to verify their conformance with the RJC Code of Practices, and become RJC Certified Members within 2 years of joining.

AUDIT INFORMATION

► 1st, 2nd, 3rd party certification:

Third-party audit is required

► Frequency of audits:

Achieving RJC Member Certification is compulsory for all Commercial Members within two years of joining. The Chain-of-Custody Certification is voluntary for RJC Members. Members with Major Non-Conformances are granted certification for one year, Members in conformance or with Minor Non-Conformances are granted certification for three years.

► Review process:

RJC Certification is granted for a 3 year period or for one year where Members with a Major Non-Conformance have auditor reviewed Corrective Action Plans in place. At the end of their Certification period, Members are required to initiate a Certification Re-Assessment process. Follow-up visits by the auditor to review progress against Corrective Action Plans can be scheduled.

► Validity of audit certificate:

1 or 3 years depending on outcome of Verification Assessment.

WHAT KIND OF CRITERIA ARE USED FOR THE ASSESSMENT?

► Pass and fail:

Members with Major Non-Conformances are granted certification for one year, Members in conformance or with Minor Non-Conformances are granted certification for three years. If a Member is found to have a Critical Breach during the Verification Assessment period, disciplinary proceedings commence.

► What happens if non-conformity is found?

Members found to have Major Non-Conformances can only be recommended for certification for a one year period, with Corrective Action plans in place. Members found with Minor Non-Conformances can be recommended for three year certification with corrective action plans in place. If a Member is found to have a Critical Breach during the Verification Assessment period, disciplinary proceedings commence.

► Does the initiative offer incentives for continuous improvement?

Continuous improvement is encouraged through corrective action plans, suggested business improvements from auditors, and the on-going re-assessment process. The RJC Code of Practices is being reviewed after 3 years and it is expected that some requirements will evolve to reflect continuous improvement principles.

ARE THE PRODUCTS TRACEABLE ALONG THE SUPPLY CHAIN?

The RJC Chain-of-Custody (CoC) Standard builds on and complements the Code of Practices, and is voluntary for RJC Members. RJC CoC Certified entities are audited to ensure that CoC precious metals are: conflict free as a minimum; responsibly produced – human rights, labour standards, environmental impact, and business ethics (as articulated in the RJC Code of Practices, applicable to the jewellery supply chain from mine to retail).

► Chain of Custody standard

In March 2012, the RJC launched Chain-of-Custody (CoC) Certification for precious metals (gold, platinum, palladium and rhodium). CoC Certification is voluntary for RJC Members and can be used as a tool to support responsible sourcing and conflict-sensitive due diligence.

DOES THE INITIATIVE HARMONISE WITH OTHER STANDARDS?

The RJC works with a wide range of stakeholders to promote responsible business practices and to support harmonization between related initiatives. In September 2012 the RJC recognised the producer requirements in Part A of the Fairtrade and Fairmined Standard as a Responsible Mining Standard under the RJC CoC Standard for precious metals. The RJC, the London Bullion Market Association (LBMA) and the EICC-GeSI Conflict Free Smelter program have agreed to cross-recognise audits of gold refinery due diligence. The agreement aims to reduce duplication for refiners and to support broader supply chain efforts to implement Section 1502 of the Dodd-Frank Act for Conflict Minerals. For more information, click [here](#). For a list of reference standards, click [here](#).

► Auditing methodologies:

For a detailed list of harmonisation with other audits and standards please click [here](#).

USE OF LOGO ON THE FINAL PRODUCT?

► Yes, in case of CoC Certification:



WHAT KIND OF SUPPORT IS PROVIDED?

RJC provides free of charge online access to information and documents, including a certification handbook, standards guidance and an assessment manual among others. Member and Auditor training on the RJC Member Certification System is available free of charge by webinar for a range of time zones. Modules have been developed which provide an overview of the RJC system, implementing management systems, carrying out self assessments, preparing for verification assessments, and guidance on key issues for different sectors along the supply chain. Furthermore, a 20 minute presentation introducing the RJC and Member Certification is available on the RJC website.

HOW MUCH DOES IT COST?

► Membership fee:

Commercial member: annual membership fees for organisations trading on a commercial basis in the jewellery supply chain are calculated as a percentage of their Annual Relevant Sales, subject to a minimum fee of £100 GBP or \$170 USD. Association member: Current Annual Membership Fee for Association Membership is £1,500. <http://www.responsiblejewellery.com/applications/>

► Certification costs:

The price of an audit is a matter negotiated between the auditor and client. The final price of an RJC Verification Assessment will depend on a range of variables such as the timing of the audit, the complexity of the task, the size and nature of the Member's operations and the physical location of the Member's facilities. The RJC provides guidance on the time required for the audit in its Assessment Manual.

GEOGRAPHIC SCOPE

Africa: Angola, Botswana, Mauritius, Namibia, South Africa, Zimbabwe **Asia:** China, Chinese Taipei, Hong Kong China, India, Israel, Japan, Malaysia, Republic of Korea, Singapore, Sri Lanka, Thailand, United Arab Emirates, Viet Nam **Europe:** Armenia, Austria, Belgium, Czech Republic, Denmark, France,

Germany, Ireland, Italy, Luxembourg, Netherlands, Russian Federation, Spain, Sweden, Switzerland, United Kingdom
Central America: Honduras, **North America:** Canada, United States of America, **South America:** Brazil, Chile **Australia & Oceania:** Australia



The map shows where the RJC currently has certified Members. RJC Membership and certification is applicable globally.
Source: RJC website

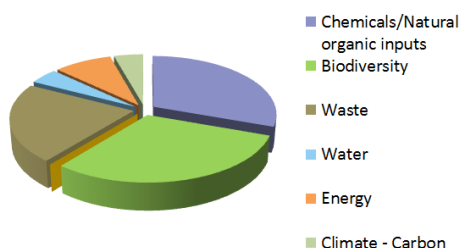
STEPS TO JOIN THE INITIATIVE:

1. An entity interested in being RJC certified needs to first download the RJC commercial membership application form on the RJC website.
2. RJC contacts the applicant in writing to confirm receipt of their application. It may be necessary for RJC to contact the applicant to seek clarification on information provided in their application form. The application form is normally processed within 30 working days.
3. On acceptance of the application, RJC issues the applicant with a membership fee invoice based on the information provided in Part 2, questions 10 and 11. That membership fee is payable within 30 days of the date of the invoice.
4. On receipt of the membership fee, RJC contacts the applicant again in writing to confirm the membership in the Council and to provide the applicant with RJC logo material and to confirm the company's listing on the Member page of the RJC website. The applicant is then invited to join the RJC's online training sessions for Member Certification.
5. Following confirmation of the applicant's membership, RJC sends information about their online training sessions. These are free of charge for RJC Members and have been designed to assist RJC Members with the RJC Certification process. RJC Members have two years following their RJC commercial membership to comply with the RJC Certification system.
6. A Member has two years from their date of joining to achieve RJC Certification. The first step in the Certification process is when the Member conducts a Self Assessment which is like an internal audit. The self assessment is the opportunity to develop and implement corrective actions to addresses any non-conformances found during the Self Assessment.
7. Corrective actions should eliminate the cause of a non-conformance in order to prevent a recurrence. Once the Self Assessment and corrective actions are completed, the Verification Assessment is conducted by an accredited auditor, who is selected by the Member.
8. Corrective Action Plans must be developed and implemented by the Member to address any non-conformances found during the Verification Assessment. Corrective Action Plans that address major non-conformances are subject to follow-up verification by the auditor
9. The Auditor then provides a detailed report on the results of the verification assessment to the Member, and provides a summary report and certification recommendation to the RJC management team.
10. Members with no Major Non-Conformances can be recommended for certification for a 3 year period. Members found to have Major Non-Conformances can only be recommended for certification for a 1 year period, with corrective action plans approved by the auditors.

OVERVIEW OF REQUIREMENTS*:

EXPLANATION:

ENVIRONMENTAL REQUIREMENTS



► Critical:

To achieve RJC Certification, RJC Members must meet all applicable requirements. A minor non-conformance against a provision of the code would be an isolated, one-off situation. Members found with Minor Non-Conformances can be recommended for three year certification with corrective action plans in place. A major non-conformance is when there is more a general and systemic failure – if not a complete absence of implementing a provision of the code. Members found to have Major Non-Conformances can only be recommended for certification for an one year period, with Corrective Action plans in place. A Critical Breach is a Major Non-conformance against a Provision deemed critical to the integrity of the RJC System. If a Member is found to have a Critical Breach during the Verification Assessment period, disciplinary proceedings commence.

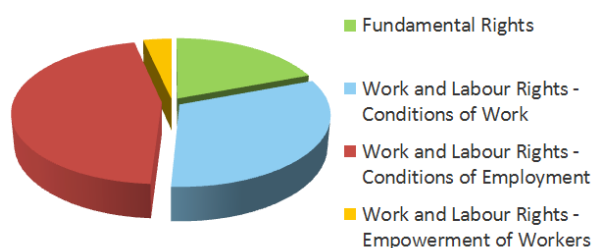
► Short term:

Non-critical provisions of RJC standards are presented as 'short-term requirements' in Standards Map when they must be met in less than one year.

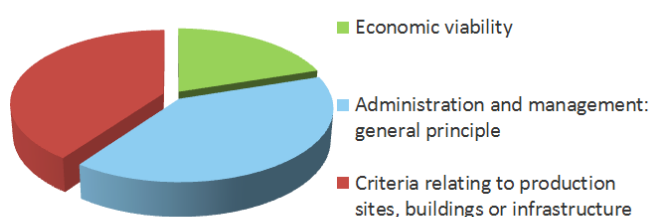
► Medium term:

Non-critical provisions of RJC standards are presented as 'short-term requirements' in Standards Map when they must be met in less than 3 years.

SOCIAL REQUIREMENTS



ECONOMIC REQUIREMENTS



* based on criteria used in Standards Map. Access Standards Map's Analysis Module to review specific details on upto 250 sustainability requirement for each of the standards.

FURTHER INFORMATION

Standards Map is a web-based interactive tool that centralises, organises and disseminates information on over 100 voluntary sustainability standards. Standards Map is part of the International Trade Centre's web-based [Market Analysis Tools](#).

More detailed information on the specific requirements of the sustainability initiative can be reviewed: standardsmap.org.