

Frequently Asked Questions (FAQ's)

Responsible Jewellery Council

Membership & Member Responsibilities



Question	Answer
What is the Responsible Jewellery Council (RJC)?	<p>The Responsible Jewellery Council (RJC) is an international not-for profit organisation established in 2005 to promote ethical, social and environmental practices, which respect human rights, throughout the Diamond and Gold Jewellery Supply Chain. The scope of the Council was increased to include Platinum Group metals in May 2010.</p>
What is the RJC Certification System?	<p>The Council has developed a benchmark standard for the industry, the RJC Code of Practices, based upon established international principles. The Code sets out objective and verifiable requirements against which RJC Members may be certified.</p> <p>Briefly summarised, the objectives of the RJC Certification System are to:</p> <ul style="list-style-type: none">• Provide a common standard for the entire industry, avoiding the costly duplication of multiple audit schemes.• Facilitate independent auditing to provide objective and credible evidence for the granting of Certification.• Be an internationally respected and recognised mark of excellence.• Provide differentiation and enhanced reputation for RJC Members.
What is the difference between RJC Membership and RJC Certification?	<p>Any organisation in the diamond, gold and platinum jewellery supply chain can become a Member of the RJC, by completing the membership application form, agreeing to adhere to the Code of Practices, and paying the appropriate fee.</p> <p>To become RJC Certified it is necessary to be audited by an approved third party auditor and, provided the auditor finds the member substantively in conformance with the RJC Code of Practices, the RJC will issue that Member with RJC Certification.</p> <p>Commercial Members commit to achieve RJC Certification within 2 years of joining, and are responsible for the cost of auditing against the Code of Practices.</p>

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd, The Council for Responsible Jewellery Practices Ltd, First Floor, Dudley House 34-38 Southampton Street, London, United Kingdom WC2E 7HF. The Council for Responsible Jewellery Practices is registered in England and Wales with company number 05449042.

<p>How does the application process work?</p>	<p>The RJC management team will contact applicants in writing to confirm receipt of an application. It may be necessary for the RJC to seek clarification of information provided in the application form. The RJC will endeavour to process applications within 30 working days.</p> <p>On acceptance of the application, the RJC will request payment of the Membership fee and provide further details on how payment of the fee can be made. Membership fees will become payable within 30 days of notification of acceptance.</p> <p>On receipt of the fee, the RJC will contact the applicant again in writing to confirm Membership in the Council and that the company will be listed on the Council's website as such. Information on the RJC Certification System and its requirements, and the availability of free Member training, will also be provided.</p>						
<p>How much does it cost to be an RJC Member?</p>	<p>Fees are set annually by the RJC Board. The fees for 2010 are as follows:</p> <table border="1" data-bbox="638 642 1433 1430"> <thead> <tr> <th data-bbox="638 642 1036 741">Membership Category</th> <th data-bbox="1036 642 1433 741">Annual Membership fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="638 741 1036 982"> <p>Diamond and/or Gold Producer; or Retail</p> </td> <td data-bbox="1036 741 1433 982"> <p>0.0045% of Annual Relevant Sales*, minimum of £100</p> </td> </tr> <tr> <td data-bbox="638 982 1036 1430"> <p>Wholesale; or Gold trading, refining or hedging; or Diamond trading, cutting and polishing; or Jewellery manufacturing</p> </td> <td data-bbox="1036 982 1433 1430"> <p>0.003% of Annual Relevant Sales*, minimum of £100</p> </td> </tr> </tbody> </table> <p>The Council recognises that applicants may have diamond and/or gold and/or platinum commercial activities in more than one part of the supply chain (for example, both diamond manufacturing and retail activities). For the purposes of determining the applicable Membership Category and associated annual Commercial Membership fee, the applicant must specify at which level of the supply chain it derives the largest proportion of its diamond and/or gold and/or platinum-related sales revenue.</p>	Membership Category	Annual Membership fee	<p>Diamond and/or Gold Producer; or Retail</p>	<p>0.0045% of Annual Relevant Sales*, minimum of £100</p>	<p>Wholesale; or Gold trading, refining or hedging; or Diamond trading, cutting and polishing; or Jewellery manufacturing</p>	<p>0.003% of Annual Relevant Sales*, minimum of £100</p>
Membership Category	Annual Membership fee						
<p>Diamond and/or Gold Producer; or Retail</p>	<p>0.0045% of Annual Relevant Sales*, minimum of £100</p>						
<p>Wholesale; or Gold trading, refining or hedging; or Diamond trading, cutting and polishing; or Jewellery manufacturing</p>	<p>0.003% of Annual Relevant Sales*, minimum of £100</p>						

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd, The Council for Responsible Jewellery Practices Ltd, First Floor, Dudley House 34-38 Southampton Street, London, United Kingdom WC2E 7HF. The Council for Responsible Jewellery Practices is registered in England and Wales with company number 05449042.

	<p>Method of fee calculation</p> <p>A key principle of the Council is to be inclusive, encouraging organisations of all sizes to contribute to the overall aim of promoting responsible ethical, social, human rights and environmental practices throughout the diamond, gold and/or platinum jewellery supply chain.</p> <p>To achieve this, annual Membership fees for organisations trading on a commercial basis in the diamond and/or gold jewellery supply chain are calculated as a percentage of their Annual Relevant Sales, as defined below, subject to a minimum fee of £100. In the case of start-up companies that have been in business for less than one year, the minimum fee shall apply.</p> <p>* Annual Relevant Sales are defined as the total sales derived from those parts of the Applicant’s business that are directly involved in the diamond, gold and/or platinum jewellery supply chain for the financial year immediately preceding the date of the application or renewal date.</p> <p>Jewellery includes, but is not limited to, bracelets, rings, necklaces and watches that contain diamonds, gold and/or platinum. Gold that is a by-product of mining activity must be included. Sales derived from non-diamond, gold and/or platinum jewellery products may be excluded.</p> <p>The Council reserves the right to challenge and/or request additional information about an applicant’s declared Relevant Sales figure, so as to ensure consistency of fee payments across the Council’s Membership.</p> <p>The Membership year starts on 1 January. Membership fees for Members joining part way through a Membership year will be pro-rated on a monthly basis, subject to a minimum fee of £100.</p>
<p>Where can we access all the necessary RJC documents from?</p>	<p>Copies of the Membership forms are available for downloading from our website at: http://www.responsiblejewellery.com/involved.html</p> <p>Copies of the RJC Core System Documents are available for downloading from our website: www.responsiblejewellery.com/certification</p> <p>These documents support RJC Members through the Certification process:</p> <ul style="list-style-type: none"> • Certification Handbook, • Principles & Code of Practices, • Standards Guidance, • Assessment Manual • Assessment Questions, • Assessment Workbook

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd, The Council for Responsible Jewellery Practices Ltd, First Floor, Dudley House 34-38 Southampton Street, London, United Kingdom WC2E 7HF. The Council for Responsible Jewellery Practices is registered in England and Wales with company number 05449042.

<p>What is the commitment for Commercial Members?</p>	<p>On becoming a Commercial Member you commit to:</p> <ul style="list-style-type: none"> • Support the Mission of the Council; • Implement continuous improvement processes to achieve increased performance and higher standards for responsible business practices; • Endorse the Principles and Code of Practices of the Council and endeavour to implement them into your own business practices; • Seek to achieve certification under the Responsible Jewellery Council's certification system within two years after joining the Council; • Comply with the Antitrust Policy and Rules adopted by the Council in its dealings with the Council and other Council members; • Comply with the Rules adopted by the Council for the use of its logo and intellectual property. 										
<p>What is the scope of the Code of Practices?</p>	<p>The scope of the Code of Practices captures:</p> <ul style="list-style-type: none"> • Business Ethics: – upholding ethical business practices. • Human Rights and Social Performance: – upholding fundamental human rights, treating workers and communities fairly and with respect, encouraging a diverse workforce, and provision of a safe working environment. • Environmental Performance: – promoting efficient use of resources and energy, protecting biodiversity and reducing and preventing pollution. • Management Systems: – compliance with applicable law, assessing impacts and benefits, establishing policy, and managing business risks including contractors, suppliers and partners. 										
<p>What are the timelines for RJC Members to achieve certification?</p>	<table border="1" data-bbox="638 1213 1333 1673"> <thead> <tr> <th data-bbox="638 1213 976 1308">Membership type</th> <th data-bbox="976 1213 1333 1308">Certification Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="638 1308 976 1430">RJC Members as of 31st December 2009</td> <td data-bbox="976 1308 1333 1430">31st December 2011.</td> </tr> <tr> <td data-bbox="638 1430 976 1551">RJC Members with mining Facilities</td> <td data-bbox="976 1430 1333 1551">31st December 2012.</td> </tr> <tr> <td data-bbox="638 1551 976 1673">New Members</td> <td data-bbox="976 1551 1333 1673">Two years from the date of application.</td> </tr> </tbody> </table>			Membership type	Certification Timeline	RJC Members as of 31 st December 2009	31 st December 2011.	RJC Members with mining Facilities	31 st December 2012.	New Members	Two years from the date of application.
Membership type	Certification Timeline										
RJC Members as of 31 st December 2009	31 st December 2011.										
RJC Members with mining Facilities	31 st December 2012.										
New Members	Two years from the date of application.										

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd, The Council for Responsible Jewellery Practices Ltd, First Floor, Dudley House 34-38 Southampton Street, London, United Kingdom WC2E 7HF. The Council for Responsible Jewellery Practices is registered in England and Wales with company number 05449042.

	<p>Disciplinary proceedings may be commenced against Members who do not meet this timetable. After a Member has become RJC certified for the first time, the ongoing frequency of verification assessments for re-certification will be every 3 years. This will be dated from the RJC Management Team's receipt of the previous Certification Recommendation. Independent verification of continued conformance, on this regular 3 year basis, will be required to maintain Certified Member status.</p> <p>For the inaugural implementation of the RJC system, there will be a one-year certification option. Certification valid for one year can be granted to Members who develop an agreed compliance roadmap for Major Non-conformances found by Auditors (see section 7). At the end of the one-year certification period, Members will be required to undergo another verification assessment to verify progress towards compliance.</p>
<p>What is the business case for joining the council?</p>	<p>Consumers are increasingly concerned about the integrity of the products they buy. This concern is particularly important for the jewellery industry, as jewellery purchases are highly discretionary and have a strong emotional connection. It is in the best interests of businesses in the jewellery sector to ensure that they, and in turn the consumer, can have confidence in the integrity of the products they buy and sell.</p> <p>The RJC has developed a common platform of standards for the jewellery supply chain and credible mechanisms for verifying responsible business practices through third party auditing. Businesses that join the RJC and demonstrate that their business practices conform to RJC's common set of standards of responsible practice will have the benefit of recognition against an international certification system.</p> <p>Certification under the RJC system will not only help Members to support their own reputations, but also the reputations of the suppliers and customers with which they do business. This commitment will help create and reinforce business partnerships, reduce commercial risk, and provide a foundation of confidence for sustainable growth.</p>
<p align="center">Please also refer to the Members Section on the website:</p> <p align="center">http://www.responsiblejewellery.com/members.html</p>	
<p align="center">Should you have any further questions please don't hesitate to contact Anna Leach, Administrative Manager on anna.leach@responsiblejewellery.com</p>	

www.responsiblejewellery.com

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd, The Council for Responsible Jewellery Practices Ltd, First Floor, Dudley House 34-38 Southampton Street, London, United Kingdom WC2E 7HF. The Council for Responsible Jewellery Practices is registered in England and Wales with company number 05449042.