

RJC Code of Practices 2013

Overview of Changes

Why has RJC reviewed the Code of Practices?

The RJC Code of Practices (COP) was launched in 2009, applicable to Members from mine to retail. After 3 years of implementation, RJC benchmarked the COP 2009 against evolving standards that came out during that time, new expectations, international instruments and legislation, and improve the guidance and tools which the RJC gives to its Members to help them with their implementation.

What was the process?

The COP Review process has been overseen by RJC's multi-stakeholder Standards Committee. As a full Member of the ISEAL Alliance, RJC followed ISEAL's Code of Good Practice for Standard-Setting with 3 successive comment periods for stakeholders to provide feedback on proposed revisions to the COP. Comment reports were published on the RJC website. The entire COP review started in April 2012 and has taken 18 months to allow sufficient time for stakeholder engagement and consensus-building. The revised COP was released in November 2013.

Should I use the 2009 or 2013 COP?

New Members joining RJC from January 2014 or later must achieve certification against the 2013 COP. If your Certification or Re-Certification is due in 2014, you can choose whether to use COP 2009 or 2013; RJC will accept both during the transition year to take account of internal planning and certification deadlines. If your Certification or Re-Certification is due in 2015, you must use COP 2013. *(If you opt-in to an RJC- BPP combined audit in 2014, use COP 2009 as this is the current harmonisation model).*

What's new in the 2013 Code of Practices?

Major changes to the COP include new provisions relating to:

- The UN Guiding Principles on Business and Human Rights
- Grading and Appraisal
- Provenance Claims in the diamond, gold and platinum group metals jewellery supply chain
- Sourcing from Conflict-Affected Areas, and from Artisanal and Small-Scale Mining
- Free Prior and Informed Consent for Indigenous Peoples
- Mercury

A wide range of editorial improvements have also been made to clarify intent in the COP, including in the areas of working hours and remuneration. The Standards Guidance chapters have also been significantly revised, aiming to provide more detailed implementation guidance for businesses, including



Image: BJOP

'The 2013 Code of Practices will help our Members address important issues for them and their supply chains – including conflict minerals, human rights, and synthetic diamonds.'

Dr Fiona Solomon, RJC Director
– Standards Development

small business and key regions such as India. The Assessment Manual is now a combined manual for COP and Chain-of-Custody and provides additional guidance on process and reporting.

An Excel-based Risk Assessment Toolkit has been developed for carrying out a risk assessment and developing corrective actions. A Human Rights Due Diligence Toolkit has also been developed to help RJC Members with their human rights due diligence process. The new Certification Handbook gives an overview of the RJC System and the requirements for achieving certification.

Translations

Currently the COP and Certification Handbook have been translated into French, Italian, Gujarati, Chinese (Simplified), Portuguese and Spanish. More standards documents will be translated and uploaded on the website during 2014.

Member Training and Support

We provide access via the RJC website to recorded training sessions on the new COP, so they can be accessed anywhere, anytime. The new training modules are also more 'bite-sized', around 10-20 minutes and focus on key issues and topics that are relevant to particular parts of the business.

Provenance Claims Bolt-on module

The 2013 Code of Practices introduces a new provision on Provenance Claims (COP 12). This new provision enables Members that make Provenance Claims to have these audited as part of their RJC Code of Practices Certification. It does not require Members to make Provenance Claims.

Since publishing the 2013 COP, RJC has received interest from some Members in implementing the Provenance Claims provision in conjunction with the 2009 COP. Some Members have upcoming audits, or are participating in specific company programs (for example, the Signet Responsible Sourcing Protocol – SRSP – for gold, and the De Beers Best Practice Principles – BPP – for diamonds), and would like to use the Provenance Claims provision earlier in order to address supply chain due diligence type claims as part of their RJC audit.

Restructure of the Code of Practices

In addition to the changes in key requirements, the RJC Code of Practices has adopted a new structure. The new structure aims to better highlight the major issues being addressed for the jewellery supply chain. There are 6 main sections with a total of 40 individual provisions, as can be seen in the table on the following page:

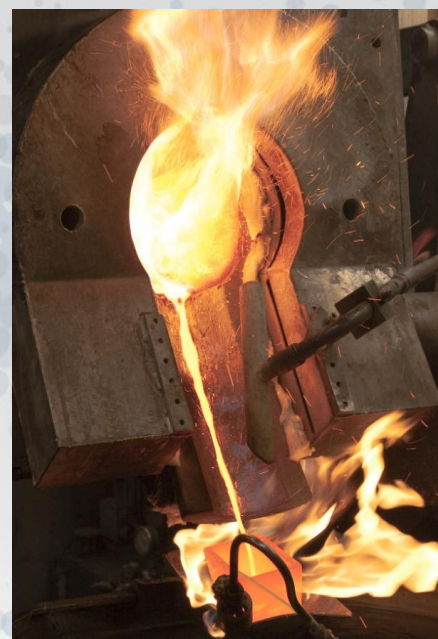


Image: Cookson Precious Metals

2013 Code of Practices – Proposed New Structure	Reference in 2009 Code of Practices
1. General Requirements	
1. Legal Compliance	4.1 Legal Compliance
2. Policy and Implementation	4.2 Policy, and added New Provision on implementation
3. Reporting	4.6 Sustainability Reporting, and added New Provision
4. Financial Accounts	Formerly part of 1.2 Money Laundering and Finance of Terrorism
2. Responsible Supply Chains and Human Rights	
5. Business Partners	4.3 Business Partners
6. Human Rights	2.1 Human Rights + New Provision on Conflict-Affected Areas
7. Sourcing from Artisanal and Small-Scale Mining	New Provision
8. Community Development	2.11 Community Engagement and Development
9. Bribery and Facilitation Payments	1.1 Bribery and Facilitation Payments
10. Money Laundering and Finance of Terrorism	1.2 Money Laundering and Finance of Terrorism
11. Security	2.12 Use of Security Personnel, new Provision
12. Provenance Claims	New Provision
3. Labour Rights and Working Conditions	
13. General Employment Terms	2.10 General Employment Terms
14. Working Hours	2.8 Working Hours
15. Remuneration	2.9 Remuneration
16. Discipline and Grievance Procedures	2.7 Discipline and Grievance Procedures
17. Child Labour	2.2 Child Labour and Young Persons
18. Forced Labour	2.3 Forced Labour
19. Freedom of Association and Collective Bargaining	2.4 Freedom of Association and Collective Bargaining
20. Non-Discrimination	2.5 Discrimination
4. Health, Safety and Environment	
21. Health & Safety	2.6 Health & Safety
22. Environmental Management	3.1 Environmental Protection
23. Hazardous Substances	3.2 Hazardous Substances
24. Wastes and Emissions	3.3 Waste and Emissions
25. Use of Natural Resources	3.4 Use of Energy and Natural Resources
5. Diamonds, Gold and Platinum Group Metals Products	
26. Product Disclosure	1.5 Product Integrity
27. Kimberly Process Certification Scheme and World Diamond Council System of Warranties	1.3 Kimberley Process
28. Grading and Appraisal	New Provision
6. Responsible Mining Sector	
29. Extractive Industries Transparency Initiative	1.6 Extractive Industries Transparency Initiative
30. Community Engagement	2.11 Community Engagement and Development
31. Indigenous Peoples and Free Prior Informed Consent	2.13 Indigenous Peoples. New Provision on FPIC added, applicable to new / major changes to mining projects.
32. Impact Assessment	4.4 Impact Assessment
33. Artisanal and Small-Scale Mining	2.14 Artisanal and Small-scale Mining
34. Resettlement	Formerly part of 2.11 Community Engagement and Development
35. Emergency Response	New Provision
36. Biodiversity	3.5 Biodiversity
37. Tailings and Waste Rock	3.3.4 Tailings and waste rock management
38. Cyanide	Formerly in 3.2.3 Hazardous Substances
39. Mercury	New Provision
40. Mine Rehabilitation and Closure	4.5 Mine Closure Planning

Key points

- Main change is the new structure - helps communicate to your stakeholders what your RJC Certification really represents.
- New requirements on Human Rights, Reporting, Provenance Claims and Free, Prior and Informed Consent
- New training available on RJC website
- Translated into 6 languages



Image: Dimexon Diamonds Limited

To find out more, please visit:

- www.responsiblejewellery.com/rjc-certification/code-of-practices-certification13/
- www.responsiblejewellery.com/code-of-practices-2013-english/
- www.responsiblejewellery.com/provenance-claims-cop-2013/

RJC CODE OF PRACTICES



GENERAL
REQUIREMENTS



RESPONSIBLE
SUPPLY CHAINS
& HUMAN RIGHTS



LABOUR RIGHTS
& WORKING CONDITIONS



HEALTH, SAFETY
& ENVIRONMENT



DIAMONDS, GOLD
& PLATINUM GROUP
METAL PRODUCTS



RESPONSIBLE
MINING SECTOR

Responsible
Jewellery
Council