



**Responsible  
Jewellery  
Council**

**RJC  
Standards  
Setting  
Public  
Systems  
Report**

**ISEAL  
Standards  
Setting Code**

**March 2015**

<b>Contents</b>	
<b>Standard</b>	<b>3</b>
Scope	3
Sustainability outcomes	3
Why is it needed (justification)	3
Performance level	4
Adaptations	4
<b>Standard-Setting and Revision Process</b>	<b>4</b>
When standard was first written and by whom	4
Stakeholder categorization and geography	5
Summary of the revision process	5
Governance	6
Decision-making process	6
Review and Revision process	6

## Standard

### Scope

RJC Standards cover the following scope:

- **Sectors:** Exploration and Mining; Diamond supply chain; Precious metals supply chain; Jewellery manufacturing; Jewellery retailing; Related Service industries.
- **Materials:** Diamonds, Gold and Platinum Group Metals
- **International** application

### Sustainability outcomes

The RJC Code of Practices addresses:

- **Responsible Supply Chains and Human Rights:** To increase the use of due diligence in supply chains of diamonds, gold and platinum group metals in order to support respect for human rights, community development, anti-corruption efforts, and to manage sourcing risks.
- **Labour Rights and Working Conditions:** To increase the level of compliance with international labour conventions and the implementation of responsible working conditions in the jewellery supply chain.
- **Health, Safety and Environment:** To ensure implementation of responsible practices for health, safety and environmental management.
- **Gold, Diamond and Platinum Group Metal Products:** To ensure use of appropriate disclosure and controls for information about diamond, gold and platinum group metal products, including to consumers.
- **Responsible Mining:** To increase the implementation of responsible exploration and mining practices, as the starting point for the supply of diamonds, gold and platinum group metals for jewellery products.
- **General requirements:** To improve legal and regulatory compliance, reporting and promotion of responsible business practices to business partners.

See: <http://www.responsiblejewellery.com/rjc-certification/code-of-practices-certification13/>

The RJC Chain-of-Custody standard provides a platform for responsible sourcing, building on the Code of Practices. It promotes supply chain due diligence and conflict-sensitive sourcing practices for gold and platinum group metals.

See: <http://www.responsiblejewellery.com/chain-of-custody-certification/>

### Why is it needed?

RJC standards provide an international third-party verification platform for businesses along the jewellery supply chain to continually improve performance in their own business and with their business partners, on the above issues. It also sets the baseline performance requirements for a voluntary Chain-of-Custody standard for precious metals (gold and platinum group metals). As at March 2015, RJC has grown from an initial 14 Founding Members to more than 600 Members across the supply chain.

In 2007, when RJC commenced standards-setting, there was no third-party certification system tailored to the jewellery supply chain from mine to retail, and today there is still no other standard with this breadth of application. During Standards Setting processes, RJC has worked to collaborate with parallel initiatives, including:

- Social Accountability International and SA8000
- Fairtrade and Fairmined gold standards
- Diamond Development Initiative

- OECD Due Diligence Guidance initiatives, including London Bullion Market Association (LBMA), Conflict Free Sourcing Initiative (CFSI), and the Dubai Multi Commodities Centre (DMCC)
- Swiss Better Gold Initiative

## Performance level

The RJC Code of Practices is a baseline standard that encourages continual improvement. RJC aims to encourage as many businesses as possible in the jewellery supply chain to work towards Certification against the Code of Practices, regardless of what conditions may have been present for those businesses prior to certification.

The Code of Practices contains 40 provisions, with 12 of those applicable to mining activities specifically. The provisions 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. The provisions are designed to provide independently audited to provide objective for the granting of RJC Certification. Any identified non-conformances require a corrective action plan reviewed by the auditor, designed to drive improvement of business practices.

See: RJC Assessment Manual: <http://www.responsiblejewellery.com/files/RJC-Assessment-Manual.pdf>

## Adaptations

The RJC Code of Practices is an international standard that is applicable in a wide range of businesses (large and small), types of business, and geographies. A detailed Standards Guidance document has been developed, that provides a guidance chapter for each of the 40 provisions.

During the most recent review of the Code of Practices (2013), logged questions from implementation of the 2009 Code of Practices, and input from successive consultation rounds during the revision process was used to frame guidance development on applicability issues as part of the formal standards-setting process. These included: small businesses (SMEs), applicability in India (where there is a large diamond cutting and polishing sector), and recognition of existing initiatives (such as ISO standards and SA8000, artisanal mining programs and parallel due diligence programs on conflict minerals). As a result, the RC Standards Guidance and Assessment Manual includes specific guidance on these matters, following discussion and agreement through the RJC Standards Committee.

See: RJC Standards Guidance

[http://www.responsiblejewellery.com/files/RJC\\_Standards\\_Guidance\\_2013\\_eng.pdf](http://www.responsiblejewellery.com/files/RJC_Standards_Guidance_2013_eng.pdf)

## Standard-Setting and Revision Process

### When standard was first written and by whom

Dr Fiona Solomon, RJC Director Standards Development (2007-2015) was the principal author of the versions below.

#### Code of Practices

- December 2008: First version developed from October 2007 to December 2008 that did not include mining-specific standards.
- December 2009: Second version that *incorporated* additional mining-specific standards that were developed through a formal multi-stakeholder standards setting process called the 'Mining Supplement', carried out during calendar year 2009.
- November 2013: Third version released after a full standards revision process carried out from April 2012 to November 2013.

#### Chain-of-Custody Standard

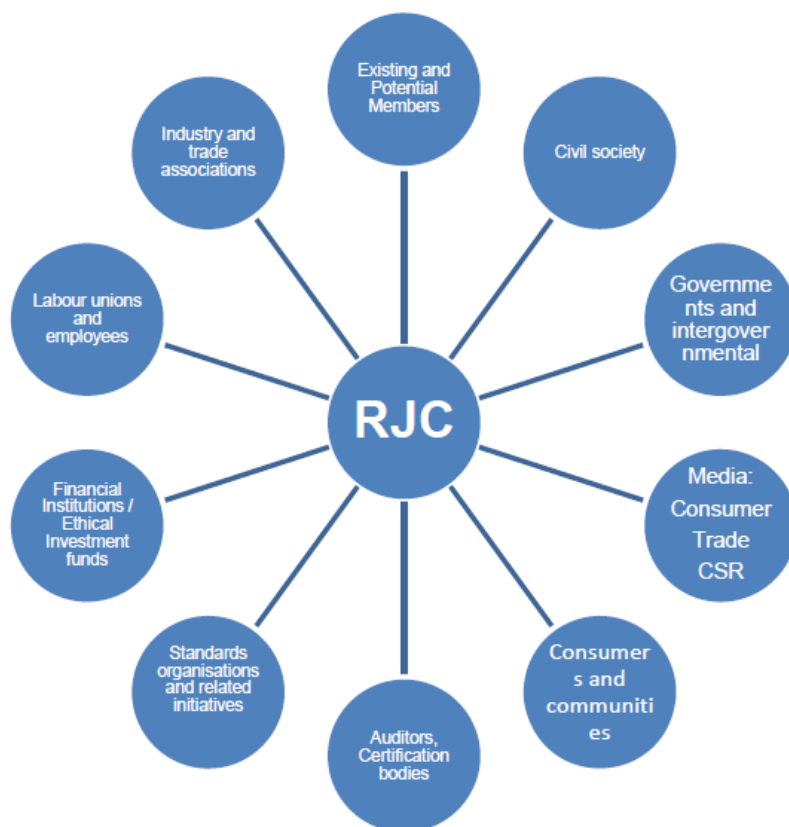


- March 2012: First version developed from January 2010 to March 2012, site visit research, an initial consultation paper, followed by three public comment periods on successive drafts of the standard and guidance.

## Stakeholder categorization and geography

The figure below maps RJC's key stakeholder groups. These include those directly impacted by the standard, such as implementing businesses, their workers and affected communities and customers, as well as those with interests in the impacts of voluntary standards, including civil society, governments, and financial institutions. Auditors and certification bodies have important expertise with regards to conformity assessment. Engagement with related standards organisations allows us to identify opportunities for standards harmonisation and alignment. And media and trade associations can help play an important outreach role, facilitating a further tier of consultation with their readers and constituencies.

RJC maintains a comprehensive list of interested parties, which continues to grow with increasing interest in the RJC's standards and programs. This list receives regular communications, including notice of opportunities to comment on standards, newsletters and press releases. To join this general list, contact [communications@responsiblejewellery.com](mailto:communications@responsiblejewellery.com)



## Summary of the revision process

In the 2012-2013 revision of the RJC Code of Practices:

- There were three public comment periods on the scope of the proposed revision, then the first draft standard, and finally the second draft standard plus first draft guidance.
- Webinars and teleconferences were convened during each comment period.
- Open invitation workshops were held during the second comment period in 5 countries (UK, US, Belgium, India and Switzerland).

- Comments were accepted in any form (during workshops/webinars/teleconferences, by email, by phone, in a track changes version of the draft standard, or via stand-alone submission).
- India was identified as an under-represented geography, and ongoing liaison between a group of Indian stakeholders and the Standards Committee was established as a means to address this.

See: <http://www.responsiblejewellery.com/standards-development/code-of-practices-review/>

## Governance

The RJC Standards Committee is a multi-stakeholder group of 26 participants. There are 14 representatives of Members, 2 elected from each part of the supply chain (according to the 7 Member Forums of RJC), and 12 external representatives from civil society, related standards initiatives, and other experts. A list of the Standards Committee and bios are maintained on the RJC website.

The Standards Committee works towards agreement of the content of the standard. The RJC Board approves the standard based on the process following the ISEAL Standards Setting Code, but does not decide on content of the standard in the approval process.

See: Standards Committee <http://www.responsiblejewellery.com/rjc-standards-committee/>

## Decision-making process

A balance of interests in the standards decision-making process is maintained in the Committee structure, which distributes industrial representation evenly along the supply chain (whose respective interests are not homogenous), along with a diversity of external interests.

To work towards consensus on significant decisions, Committee Chairs will ensure that all participants in meetings are invited to express their views. Sufficient time to discuss and debate decisions of significance should be allocated. Additional time and/or information may be requested by Committee Members to help facilitate a consensus outcome.

In the event that a consensus cannot be reached on a decision of significance, a vote will be taken amongst the Committee Members. This may be taken during the meeting, if a balance of interests are present, otherwise it will be conducted by electronic poll following the meeting. The CEO or a delegate will act as the returning officer. The electronic poll will require a Quorum of ballots cast, and will be deemed to have passed by a simple majority.

See: Governance Handbook

[http://www.responsiblejewellery.com/files/RJC\\_Governance\\_Handbook\\_2012-update\\_OCT.pdf](http://www.responsiblejewellery.com/files/RJC_Governance_Handbook_2012-update_OCT.pdf)

## Review and Revision process

Stakeholders are welcome to submit ongoing input, proposals for revisions or requests for clarification at any time. Please email [consultation@responsiblejewellery.com](mailto:consultation@responsiblejewellery.com)

The next planned revision of the Code of Practices is 2018, and the next planned revision of the Chain-of-Custody standard is 2017.

RJC has a Complaints Mechanism, and details can be found at:

<http://www.responsiblejewellery.com/contact-us/rjc-complaints-mechanism/>