

RJC Standard-Setting Procedure

December 2017 – V1.0

Official Language: The official language of this document is English, all / any translations of this document should revert to the original English version for clarification.

Version Control: The most recent version of this document will always be available on the RJC website, please refer to the RJC website to ensure that you have the latest version.

Feedback: RJC welcomes comments & feedback from all stakeholders on the standards-setting procedure, this can be submitted at any time to: consultations@responsiblejewellery.com

Complaints: The RJC will make all efforts to resolve any issue or grievance regarding the standard-setting document in an impartial and documented manner. If you wish to register a complaint about the standard-setting procedure, please refer to the complaints mechanism on the [RJC website](#).

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Contents

Overview	2
Standards Setting.....	2
ISEAL Code of Good Practice	3
Consultation on the Standard.....	3
Transition Period and Publication	4
Decision Making.....	4
Decision Making Process.....	5
Standards Committee Structure	5
Document Keeping.....	6
Version History.....	6

Overview

This document outlines the RJC's Standards-Setting procedure in accordance with ISEAL Standard Setting Code requirements (V6 – 2014).

The standard-setting procedure, including this document will be reviewed at the start of every revision of any RJC standard. At a minimum the standard-setting procedure will be reviewed every 5 years in accordance with the ISEAL Standard Setting Code (V6 – 2014).

The purpose of the standard setting procedure is:

- Be open and transparent in its standards development process
- Encourage input from a wide range of interested and affected parties
- Treat input from interested and affected parties with integrity and respect, and
- Report publicly on submissions received, including how comments have been addressed in subsequent drafting.

Any comment or feedback received between reviews of this documents will be retained and considered during the next revision.

Standards Setting

In its standards development, the RJC commits to:

- Be open and transparent in its standards development process.
- Encourage input from a wide range of interested and affected parties.
- Treat input from interested and affected parties with integrity and respect.
- Report publicly on submissions received, including how comments have been addressed in subsequent drafting.

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ISEAL Code of Good Practice

The proposed scope and stakeholder engagement plan for new standard / revision prepared with the RJC Standards Committee for public comment will follow the below steps;

1. Conduct identification of stakeholders, which includes interested sectors, key stakeholders within those interested sectors, based on the proposed scope of the standard and its social, environmental and economic outcomes, whilst ensuring that groups that are not adequately represented are included within consultation.
2. Before the start of a standard review the RJC management team must review and update (as necessary) the Terms of Reference (ToR) which will include requirements of ISEAL Standard-Setting Code (V6) clause 5.1 – Review / update the Terms of Reference and including the following element; scope of standard and intended geographic application; justification of the need of the standard; most important issues within the scope of the standard; clear social, environmental and economic outcomes and how these are linked to RJC's Theory of Change; risks in implementing the standard and how these will be mitigated. This document will require Standards Committee approval.
3. Create a summary ToR and share publicly with identified stakeholders and place it on RJC website.
4. A time-line of the standard setting process.

Consultation on the Standard

The RJC aims to ensure open and transparent consultations on the development of its standards. The RJC will hold, webinars, phone call and face-to-face consultations in key areas, with face-to-face consultations able to engage directly with stakeholders who have constraints on access to the other channels of stakeholder engagement. All consultations will seek to obtain a balance of interests in the subject matter and geographic scope. Below are the steps taken during the public consultations:

1. Open a public comment period of 60 days – notification sent directly to all identified stakeholders asking for comments and recommendations.
2. Facilitate dialogue on input received with the Standards Committee.
3. Publish summary of comments received on the RJC website.
4. First draft of the new Standard developed with RJC Standards Committee.
5. Open a second public comment period of 60 days – sending the first draft of the new Standard to all identified stakeholders.
6. Facilitate dialogue on input received with RJC Standards Committee.
7. Publish summary of comments received on the RJC website.
8. Second draft of standards developed with RJC Standards Committee.
9. (If required) conduct a third public comment period of 30 days – sending a revised draft of the Standard Committee (if a third public consultation is not required, proceed to point 13).
10. Facilitate dialogue on input received with RJC Standards Committee.
11. Publish summary of comments received.
12. Final draft of standards and associated guidance developed with RJC Standards Committee.

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13. Recommendation by the RJC Standards Committee whether to approve the new standards / revisions, based on the results of the consultations.
14. Recommendation by the RJC Executive Committee based on the above recommendations.
15. Decision whether to approve the standard taken by the RJC Board is based upon the following of the above procedure.

Transition Period and Publication

The transition period between the outgoing and new standard will be clearly indicated on new standards documents. All new documents will clearly state the status of the document, official language, version and contact information of RJC.

All new standards documents will be free to download and available in the RJC's official language, English, on the RJC's website. Any translations will be issued as and when required, and should always refer to the English version on points of clarification and interpretation.

Decision Making

The decisions on setting the RJC standards, are made by the RJC Standards Committee. The Standards Committee comprises of 14 elected RJC Member representatives, two from each member forum, and 14 external participants from NGOs, civil society, related standards organisations and other experts.

The Committee Co-Chairs are committee members. The Non-Industry members are recommended by the RJC management team following an assessment of required skills. Two seats from the Non-Industry members are automatically allocated to the Diamond Development initiative (DDI) and the Alliance for Responsible Mining (ARM).

The proposed standard that is approved by the Standards Committee is sent to the Executive Committee (Exco), of which, both Co-Chairs of the Standards Committee are members. Other members of the Exco are heads of all RJC committees, the Executive Director of the RJC, Chairperson and Deputy Chair of the RJC Board and all officers of the RJC (Secretary, Treasurer, other supporting roles). The Exco will then either approve or decline with comments, the Standards Committee needs to approve any subsequent revisions. Once approval is granted by the Exco this is then presented to the Board of the RJC, the board makes its decision to approve the standard based on the procedure followed during the standard development, not the content of the standard. Upon approval from all decision-making groups the new standard will be adopted.

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Document Keeping

List the types of documents that are kept and the period of which they are kept.

Document name	Period Kept (minimum)
Standard Setting Procedure	10 years
Stakeholders attending consultation events	10 years
Stakeholders invited to comment during public consultation periods.	10 years
Comments received during public consultation period and summary of how comments were actioned.	10 years
Drafts and final versions of RJC Standards	10 years

All documents are stored electronically via cloud storage provided by Box. All stored documents are encrypted and password protected to ensure security and is secure from loss.

The RJC welcomes comments on its standard-setting procedures and documents at any time. Comments will be logged and will be incorporated into the next available review process. Reviews of RJC standards will take place at least every five years, or as required.

Please submit comments to consultation@responsiblejewellery.com or see the 'Contact Us' page on the RJC website for other contact details.

Version History

This document is V1.0 – 2017

For the most up to date standard setting document, please refer to the RJC website:

<https://www.responsiblejewellery.com/standards-development/>

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