



RESPONSIBLE
JEWELLERY
COUNCIL

COMMERCIAL MEMBERSHIP

Application Form and
Membership Agreement

JULY 2019

PART 1: COMPANY DETAILS – COMPLETE ALL SECTIONS

All our documentation is in the process of being rebranded. We appreciate your patience and understanding during this time.

For information on how to complete this application form, please refer to the Application Guidance (Part 1)

CONFIDENTIALITY NOTE: Application forms, and any financial or other commercially sensitive information provided to the RJC as part of this application form will be treated as confidential and will be used for the sole purpose of processing Membership applications and assessing Membership fees. The RJC will not disclose or release this or any other confidential information to any third party (including other Members of the RJC) unless such information is absolutely required to be disclosed by a court, mandatory provision of law, governmental or other authority or regulatory body.

SECTION 1 – CONTACT DETAILS

1. Company applying for RJC membership (Applicant)

| | |
|---|----------------------|
| Name of company | <input type="text"/> |
| Head office address | <input type="text"/> |
| Telephone number including country code | <input type="text"/> |
| Website address | <input type="text"/> |
| Email Address | <input type="text"/> |
| Add Twitter, Facebook, LinkedIn, other | <input type="text"/> |

2. Contact details for Business Owner or CEO

| | |
|---------------|----------------------|
| Full name | <input type="text"/> |
| Position | <input type="text"/> |
| Email address | <input type="text"/> |
| Phone number | <input type="text"/> |
| Mobile number | <input type="text"/> |

3. Contact details for RJC main contact if different from Business Owner or CEO above

| | |
|---------------|----------------------|
| Full name | <input type="text"/> |
| Position | <input type="text"/> |
| Email address | <input type="text"/> |
| Phone number | <input type="text"/> |
| Mobile number | <input type="text"/> |

SECTION 2 – ABOUT THE APPLICANT COMPANY

4. Is the applicant company a subsidiary of a larger company?

- Yes
No

5. If yes, what is the name of your parent company?

6. Has the applicant company previously held RJC membership or certification?

- Yes
- No
- Don't know

7. How did you hear about the RJC? Your answer will not affect your application. Tick all that apply.

- RJC member
- Customer/Supplier
- RJC communication and social media
- Trade association
- Trade show or Industry event

Please state which one

Other

8. Why are you joining the RJC? Your answer will not affect your application. Tick all that apply

- Gain competitive advantage
- Access information and support to improve business practices and manage risks
- Demonstrate responsible business practices
- Customer/supplier request
- To be part of a community of confidence promoting responsibility across the jewellery supply chain
- Other

9. Do you understand the requirement to complete your [RJC Code of Practices \(COP\)](#) certification within the first two years of joining?

- Yes
- No

10. Have you assigned responsibility for your RJC certification to a member of staff?

- Yes
- No

11. Is your company familiar with conducting risk assessments and developing management policies?

- Yes
- No

12. Which of the following fine jewellery and watch materials does your company use? (Please select all that apply from both parts)

a. Materials currently in RJC's scope

- Diamonds
- Rubies
- Sapphires
- Emeralds
- Gold
- Silver
- Platinum group metals
(Platinum, Palladium or Rhodium)

b. Materials currently out of scope

- Pearls
- Other coloured gemstones and gem materials
- Laboratory grown diamonds
- Other (Please state which one(s))

SECTION 3 – MEMBERSHIP SCOPE, FORUM AND FEE INFORMATION

13. List of entities and/or facilities covered under application

Application for, and continuing membership of the RJC is conditional upon your disclosure of all the entities/facilities you (the RJC applicant company) own and/or control at all times. Failure to list all entities/facilities that are owned and/or controlled by the applicant company may result in the cancellation of your application or termination of your membership of the RJC, without prejudice to any other right or remedy of the RJC.

“Control” means having the beneficial ownership of 50% or more of the issued share capital of a company or the power to direct or cause the direction of the management of the company (including by setting workplace standards and enforcing their application).

In the table below, in addition to the applicant's details (as contained in section 1), please list all the business entities and/or facilities (including retail stores, trading offices, manufacturing sites, warehouses, etc) that are owned by, and/or are under the control of, the applicant and which actively contribute to the diamond, coloured gemstones (rubies, sapphires and emeralds) gold, silver and/or platinum group metals jewellery and watch supply chain. The details below represent your subsequent certification scope.

| Business name of entity/facility | Location (City and Country) | Number of employees | Business Activity (mining, refining, trading, manufacturing, retail etc) | Materials used (Diamonds, coloured gemstones, gold etc) |
|----------------------------------|-----------------------------|---------------------|--|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Continue on a separate sheet if necessary and kindly attach your organisation structure chart (if available).

14. Membership Fee Calculation

Please indicate the total combined Annual Relevant Sales (ARS) of the businesses and entities identified for the question above. If you publish a financial report, kindly provide a copy or a link to the relevant webpage.

RJC issues invoices in United States Dollars (USD) or Great British Pounds (GBP). Kindly indicate your preferred currency by completing your ARS in the appropriate box below:

ARS in USD ARS in GBP

Please refer to page four of the application guidance for a definition of ARS.

**If you have been trading for less than 12 months, with no sales figures from the previous financial year, kindly put an (x) in the appropriate ARS currency box above and submit your business registration documentation as part of your application to confirm the date when the business was established.

15. Company VAT number UK and Europe based applicants only

16. Please select the one membership forum that best describes your category in the supply chain.

Refer to the [application guidance](#) for further information on RJC forums

- Diamonds, coloured gemstones and precious metals miner;
- Precious metals trader, refiner and/or hedger;
- Diamonds and coloured gemstones trader, cutter and/or polisher;
- Jewellery and watch manufacturer and/or wholesaler;
- Jewellery and watch retailer;
- Service Industry

SECTION 4: CORPORATE RESPONSIBILITY AND SUSTAINABILITY

As part of our mission to help companies of all sizes throughout the jewellery supply chain meet the rising ethical demands of peers, consumers, financial institutions and civil society, we would like to gather some information on your current corporate responsibility/sustainability performance and impacts, including as they relate to the 17 United Nations Sustainable Development Goals. These goals provide a shared blueprint for peace and prosperity for people and the planet, now and into the future.

Your answers in this section will not affect your application.

17. Does your company have a written corporate responsibility/sustainability strategy?

- Yes
- No

18a. Does your company have a set of corporate responsibility/sustainability goals?

- Yes
- No

18b. If yes, please list your corporate responsibility/sustainability goals.

19. Has your company evaluated the United Nations Sustainable Development Goals (SDGs) and determined how your company impacts them?

- Yes
- No

20. Which SDGs does your company impact, track and/or set goals for?

- | | | |
|--------------------------------|--|--|
| 1 - No Poverty | 7 - Affordable and Clean Energy | 13 - Climate Action |
| 2 - Zero Hunger | 8 - Decent Work and Economic Growth | 14 - Life Below Water |
| 3 - Good Health and Well-being | 9 - Industry, Innovation, and Infrastructure | 15 - Life On Land |
| 4 - Quality Education | 10 - Reducing Inequality | 16 - Peace, Justice, and Strong Institutions |
| 5 - Gender Equality | 11 - Sustainable Cities and Communities | 17 - Partnerships for the Goals |
| 6 - Clean Water and Sanitation | 12 - Responsible Consumption and Production | |

21. Which SDGs would your company be unlikely to impact?

- | | | |
|--------------------------------|--|--|
| 1 - No Poverty | 7 - Affordable and Clean Energy | 13 - Climate Action |
| 2 - Zero Hunger | 8 - Decent Work and Economic Growth | 14 - Life Below Water |
| 3 - Good Health and Well-being | 9 - Industry, Innovation, and Infrastructure | 15 - Life On Land |
| 4 - Quality Education | 10 - Reducing Inequality | 16 - Peace, Justice, and Strong Institutions |
| 5 - Gender Equality | 11 - Sustainable Cities and Communities | 17 - Partnerships for the Goals |
| 6 - Clean Water and Sanitation | 12 - Responsible Consumption and Production | |

22. Do you currently seek outside assistance to improve your corporate responsibility/sustainability program?

- Yes
- No

23a. Does your company belong to any corporate responsibility/sustainability focused organisations?

- Yes
- No

23b. If yes, please list the organisations.

24. Does any industry trade organisation provide your sustainability insight?

- Yes
- No

25. If yes, please state which

26a. Is your company a member of the UN Global Compact?

- Yes
- No

26b. If yes, since which year?

27. Do you have a corporate responsibility/sustainability section on your website, do you issue a report or newsletter? Please tick applicable box(es)

- | | | | |
|-----|---------|--------|------------|
| Yes | Website | Report | Newsletter |
| No | | | |

28. Does your company use the Global Reporting Initiative (GRI) report format?

- Yes
- No

29. In which areas of the RJC COP do you currently achieve best practice?

1. Legal compliance
2. Policy and implementation
3. Reporting
4. Financial accounts
5. Business partners
6. Human rights
7. Due diligence for responsible sourcing from conflict-affected and high-risk areas
8. Sourcing directly from artisanal and small-scale mining
9. Sourcing post-consumer industrial precious metals directly from informal recyclers
10. Community development
11. Bribery and facilitation payments
12. Know Your Counterparty: money laundering and finance of terrorism
13. Security
14. Provenance claims
15. General employment terms
16. Working hours
17. Remuneration
18. Harassment, discipline, grievance procedures and non-retaliation
19. Child labour
20. Forced labour
21. Freedom of association and collective bargaining
22. Non-discrimination
23. Health and safety
24. Environmental management
25. Hazardous substances
26. Wastes and emissions
27. Use of natural resources
28. Product disclosure
29. Kimberley Process Certification Scheme and World Diamond Council System of Warranties
30. Grading, analysis and appraisal
31. Extractive Industries Transparency Initiative
32. Stakeholder engagement
33. Indigenous peoples and free, prior and informed consent
34. Impact assessment
35. Artisanal and small-scale mining and large-scale mining
36. Resettlement
37. Emergency response
38. Biodiversity
39. Tailings and waste rock
40. Cyanide
41. Mercury
42. Mine rehabilitation and closure

30. Declaration

I (Name) (Job title)

declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Signature

Date

CHECK:

- Have you attached your group structure chart?
- Have you attached your company incorporation documents?
- Have you completed the membership scope table on page 4?
- Have you signed and dated the application form?

PART 2: MEMBERSHIP AGREEMENT

Dear Applicant,

Thank you for your interest in joining the RJC and for demonstrating your commitment to advancing responsible ethical, social and environmental practices in the fine jewellery and watch supply chain.

The RJC team and I look forward to supporting you - every step of the way - in fulfilling this commitment. We also look forward to seeing you experience the benefits of implementing our certification standards in your business.

The following section of this Membership Agreement sets out the legal terms and conditions which will apply to your membership of the RJC. Please read this Membership Agreement carefully and make sure that you understand it.

By completing and signing this document, you are accepting and agreeing to be bound by this Membership Agreement to the exclusion of all other terms. This is a binding legal agreement entered into by and between the RJC and the company you represent in signing this Membership Agreement.

Iris Van der Veken

Executive Director

To the Responsible Jewellery Council

Through our application for commercial membership in the Responsible Jewellery Council (RJC),

Company name

is demonstrating its commitment to advance responsible ethical, social and environmental practices in a transparent and accountable manner throughout the diamonds, coloured gemstones, precious metals jewellery and watch supply chain, from mine to retail. In consideration of the RJC agreeing to our membership we agree as follows:

- We commit to support the mission of the RJC.
- We shall implement continuous improvement processes to achieve increased performance and higher standards for responsible business practices.
- We shall endorse the principles and Code of Practices of the RJC and endeavour to implement them into our own business practices.
- We shall achieve certification under the RJC member certification system within two years after joining the RJC.
- We shall comply with the policies and rules of the RJC applicable to members ("Member Policies") and agree that the RJC reserves the right, at any time, to update and change any or all of the Member Policies, in its sole discretion. The RJC will post any updated versions of Member Policies on the website, www.responsiblejewellery.com and we agree that our continued membership of the RJC after any such changes have been made shall constitute our consent to such changes. We agree we are responsible for regularly reviewing the most current version of the Membership Policies, which are currently available at: www.responsiblejewellery.com
- We confirm that we are actively involved for commercial reasons in the diamonds, coloured gemstones and precious metals jewellery and watch supply chain and will pay the annual RJC membership fee.
- We agree to provide commercially sensitive information to the RJC where such information is needed by the RJC for operational, legal or other reasons, and understand that such information will be kept confidential and will never be disclosed to any third party, including other members of the RJC.
- We are not currently engaged in any activity that might bring the RJC into disrepute.
- We agree to the name of our company, scope of membership, business activity and the date of joining being listed on the RJC's website, if we are accepted as an RJC member.

- We agree that upon certification, our certification status, certificate and certification scope will be published on the RJC website.
- We understand that RJC membership and certification cannot be used to encompass elements beyond the current scope of the RJC Code of Practices (COP), namely diamonds, coloured gemstones – rubies, sapphires and emeralds – gold, platinum group metals and silver.
- We agree and understand that the compulsory COP certification is a management systems certification based on a third-party audit of our business practices in accordance with the provisions contained therein.
- We will not use the RJC name and/or logo in any way that conveys a false impression about what areas and entities of our business are covered by the RJC membership and certification.
- We will not use the RJC name and/or COP certified member logo in any way that implies that a jewellery product or jewellery materials, or the supply chain for the product or materials, are certified or endorsed by the RJC.
- We agree and understand that only RJC members who are Chain-of-Custody (CoC) Certified are authorised to use the RJC logo, CoC Stamp or CoC Certificate on or in conjunction with CoC Material, as defined by the RJC CoC Standard.
- We will not allow affiliated non-RJC certified business partners to use the RJC logo or designs incorporating the RJC logo.
- We agree and understand that having paid all money due from us to the RJC, we may terminate our membership on giving one month's notice in writing to the Executive Director of our intention to do so and we shall be removed from the Register of Members once the termination is confirmed.
- We agree and understand that should our membership cease for any reason; our certification will be rendered invalid and withdrawn by the RJC.
- We understand, and will comply with, the Fees Terms set out in Part 1 of this document (Application Guidance).
- We agree and confirm that upon termination, we will remove all reference to the RJC from our company documentation and website and any other place(s) where our membership was previously mentioned.
- We accept that our membership of the RJC and certification may be withdrawn or suspended at the RJC's sole discretion, including (without limitation) if we fail to comply with this Membership Agreement or any other undertakings given by us or in any other way our actions or omissions threaten to bring the RJC into disrepute.
- We agree that under no circumstances shall the RJC be liable to us or to anyone claiming through us for any loss of profits or revenue, or for any losses in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise under this Membership Agreement for termination of membership or certification or otherwise, however arising, and even if the RJC has been advised of the possibility of such loss.
- We agree that the essential purpose of the paragraph above is to allocate the risks under this Membership Agreement and that the membership fees would have been substantially higher if the RJC assumed any further liability. We agree that this liability section shall be enforceable to the maximum extent permitted under English law. Nothing in this Membership Agreement excludes the liability of the RJC for any other liability which cannot be excluded or limited by law.
- This Membership Agreement and any dispute or claim arising out of or in connection with it (including non-contractual disputes or claims) shall be governed by and construed in accordance with English law and the courts of England shall have exclusive jurisdiction.

Name of Business Owner, CEO or equivalent:

Job Title of Business Owner, CEO or equivalent:

Signature:

Date: