Dear [SUPPLIER NAME],

The purpose of this letter is to:

1) provide you with an understanding of our commitment to sourcing [DIAMOND / COLOURED GEMSTONES] from conflict-affected and high-risk areas in line with our corporate policy, legal obligations and existing international standards; and

2) ask you to collect important supply chain data to satisfy the expectations of our customers, stakeholders and regulators.

3) provide you with instructions on how and when to submit supply chain information to us.

Please provide a response that you have received and understood the above points by [DATE].

**Our commitment to sourcing minerals responsibly**

[COMPANY NAME] is committed to ensure that [DIAMOND / COLOURED GEMSTONES] are sourced with due respect for human rights, the need to avoid contributing to conflict, and the desire to support development through our supply chain practices.

At the same time, [COMPANY NAME] does not ban the use of [DIAMOND / COLOURED GEMSTONES] that originate in conflict-affected and high-risk areas when they are sourced in accordance with existing international standards. Avoiding the sourcing of all [DIAMOND / COLOURED GEMSTONES] from these areas would cause a de facto embargo with serious adverse impact on the living conditions of local populations.

OPTIONAL: Please find here a link to [COMPANY NAME]’s supply chain policy, which we expect our suppliers to follow.

We are conducting due diligence as per the requirements of the Responsible Jewellery Council’s provision 7 (COP 7). This provision is based upon OECD Due Diligence Guidance which is an internationally recognised framework.

**What is OECD Due Diligence Guidance**

OCED due diligence guidance is a five step framework in which a company seeks information about the origin of the materials they are purchasing to ensure that there was no human rights abuses and to determine whether the materials originated from a conflict affected or high risk area.

**We are asking**

1) Our suppliers of products containing [DIAMOND / COLOURED GEMSTONES] to provide information to identify the country of origin in their supply chains. [COMPANY NAME] will protect confidential and business sensitive information through our data collection.

OPTIONAL:

2) We are also incorporating into [OUR STANDARD PURCHASE ORDER/CONTRACT TERMS AND CONDITIONS/SUPPLIER EXPECTATIONS/OTHER BINDING DOCUMENT] provisions requiring you to adopt a policy on the responsible sourcing of [DIAMOND / COLOURED GEMSTONE], to implement due diligence processes in support of that policy, and to provide to us periodically information we need to support our obligations and our policy.

We will publish our findings and progress on due diligence for responsible mineral sourcing on an annual basis.

We recognise that achieving a responsible supply chain will take time and effort. We expect that you take reasonable, good-faith steps toward this goal. Thank you for your cooperation and support.

[COMPANY NAME]

Examples of data requests to be put to supplier:

KPCS certificates

Invoices / memo’s including a SoW statement

Invoices / memo’s