# Tool 1D.1: Examples of engagement with suppliers to document

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| Meeting summary notes and actions, visit reports |  |
| Correspondence sent to, and received from, suppliers (relevant to due diligence) |  |
| Completed supplier questionnaires |  |
| Written agreements and plans with suppliers (e.g. documented improvement plans) |  |

# Tool 1D.2: Example clause to include in written contracts and agreements with suppliers

“[Name of supplier] commits to take reasonable steps to ensure that all precious metals are supplied in accordance with [your company name]’s policy on responsible sourcing from Conflict-Affected and High-Risk Areas”