

STANDARDS COMMITTEE TERMS OF REFERENCE

V1.2 AUGUST 2025



RESPONSIBLE
JEWELLERY
COUNCIL

THE RESPONSIBLE JEWELLERY COUNCIL

The Responsible Jewellery Council (RJC) is a not-for-profit standard-setting and certification organisation founded in 2005.

Our vision is a responsible world-wide supply chain that promotes trust in the global jewellery and watch industry.

ABOUT THIS DOCUMENT

This document outlines the responsibilities and duties of the RJC Standards Committee, along with the rules and procedures for appointed Committee members. These Terms of Reference apply to committee representatives for RJC Industry Forums (Industry), Non-Industry specialists and Guests of the Committee, and should be read in conjunction with the [RJC's Governance Handbook](#).

1 COMMITTEE RESPONSIBILITIES & DUTIES

The Standards Committee is responsible for reviewing and providing recommendations on the design and continuous improvement of RJC standards, including the potential expansion to cover additional jewellery products. It also advises on policies related to stakeholder consultation and engagement throughout the standards development cycle, in alignment with RJC's compliance with the ISEAL Combined Standard-Setting Code (2024). The Committee secretariate role is fulfilled by the RJC Standards General Manager who facilitates regular collaboration across all RJC departments.

Committee members are expected to act in the best interests of the Responsible Jewellery Council as a whole and to contribute perspectives that reflect the broader industry and other materially affected stakeholders—not solely those of their own organisation. Members must exercise independent judgment, free from personal or external conflicts of interest, and comply with all policies approved by the RJC Board. These policies are available at: www.responsiblejewellery.com/about-us/policies.

2 MEMBERSHIP

2.1 COMPOSITION

The Board or the Executive Committee (ExCo) shall appoint a maximum membership of twenty-eight members with appropriate representation and qualification to the committee, currently consisting of:

- 14 Industry representatives of RJC members, one of whom is Co-Chair.
- 14 individual representatives of Non-Industry, one of whom is Co-Chair.
- Additional invited Guests of the Committee with expertise across key topic areas/projects.

One each of the Non-Industry members will be from the Alliance for Responsible Mining (ARM) and Resolve/Diamond Development Initiative (DDI), pursuant to the two separate memoranda of understanding that exist between the RJC and these two organisations. In addition, RJC's Assurance Committee and SDG Taskforce may be represented via observers albeit as committee members without voting rights.

To reflect the expanded scope of our standards to laboratory grown materials in 2025, four additional positions will be introduced effective 1 January 2026: balanced vacancies of two within Industry, and two within Non-Industry committee representations.

2.2 PRINCIPLES OF ENGAGEMENT

Members are expected to actively participate on the committee with the aim of strengthening the RJC overall. Members should enable an environment of constructive criticism and progress towards stated goals. When there are areas of disagreement, members should work towards seeking consensus and come up with workable alternatives.

2.3 CO-CHAIRS

The committee shall have two Co-Chairs, one Industry and one Non-Industry member. Any member of the committee may nominate a Co-Chair. The Executive Director will recommend Co-Chairs to the Executive Committee based upon their experience and knowledge of standards across the whole supply chain and their ability to commit to the role. The role of the Co-Chairs is to:

Represent the Standards Committee's views and recommendations to the ExCo and RJC Board, reflecting both Industry and Non-Industry perspectives and noting any misalignment.

- Communicate outcomes of Committee discussions on strategic issues.
- Consult the Committee on relevant ExCo and RJC Board agenda items and report back on decisions.
- Encourage constructive input and support consensus-building.
- Monitor member attendance and notify the Executive Committee of any persistent absences.
- Exercise voting rights only in the event of a tie.

The Co-Chairs shall serve for an initial three-year term, followed by an agreed re-election for a subsequent three-year tenure. The Co-Chair may not be appointed if she or he has been Co-Chair for the preceding six years, unless in exceptional circumstances as determined by the Board. The terms of each Co-Chair will be staggered where possible, to ensure continuity.

3 APPOINTMENT

3.1 INDUSTRY MEMBERS

Industry members of the Standards Committee are appointed from the RJC's major stakeholder sectors to provide balance when advocating for the broader industry's interests and perspectives in advancing industry standards. The 2025 RJC membership fora is as follows:

- 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
- Trade Association
- Service Industry

3.2 NON-INDUSTRY MEMBERS

Non-Industry members of the committee are appointed as external specialists, practitioners and experts encompassing a wide range of topics that are relevant to responsible practices. This creates a powerful synergy in gauging material issues through non-industry perspectives. They include experts from:

- Non-governmental organisations.
- Standards-setting organisations with harmonisation interest.
- Academic and research institutions, auditors; and
- Other stakeholders that may be relevant to the Standards Committee work programme such as international institutions, national governments, technical experts, etc.

3.3 GUESTS

Guests of the Standards Committee are appointed to contribute their subject-matter expertise to the review and development of RJC standards, supporting the Committee's work and recommendations where relevant. While they do not hold the same role or responsibilities as Committee Members, Guests engage with the Committee on specific topics aligned with their areas of expertise. Guests are appointed in an individual capacity with tenure based on the value their knowledge brings to particular projects or workstreams related to the Standards Committee and the broader standards work.

3.4 COMMITTEE TENURE

Committee tenure is for three years, subject to reappointment. No committee member shall, unless otherwise agreed by the Board, be eligible to remain a committee member for more than six consecutive years (two terms). Should any positions become available new appointments will be recommended by the RJC Management Team in consultation with the Standards Committee Co-Chairs and approved by ExCo and the RJC Board. If for any reason the number of committee members fall below the quorum (see section 5, Quorum), a call for recruitment and appointments by ExCo shall be held.

4 MEETINGS

Committee meetings will be conducted using digital collaboration platforms (e.g. Microsoft Teams) to maximise accessibility and participation. Committee meetings are open to all appointed members, and active engagement in discussions and decision-making is encouraged. Participation is subject to appropriate confidentiality agreements and practical considerations.

A minimum of six meetings shall be held each year via digital platforms, in addition to at least one in-person meeting. Special meetings may be scheduled as needed, including time allocated for participation in established working groups. Meeting notes will be recorded by the Standards Management Team or by a delegate appointed by the Co-Chairs (see Section 7: Reporting).

Committee members are asked to make reasonable efforts to attend meetings on a regular basis and, at a minimum, participate in no fewer than two meetings per calendar year. In instances of sustained absence, the RJC ExCo reserves the right to review a member's continued involvement on the committee and may, where appropriate, ask a member to step down.

The secretariate will monitor this and keep a register of attendance

5 QUORUM

Due to the size of the Standards Committee, the quorum shall be a minimum of ten members, comprising of five Industry and five Non-Industry representatives where at least one of the representatives is one of the Co-Chairs.

6 DECISION MAKING (WITH QUORUM)

The committee will follow a structured and transparent decision-making process designed to encourage inclusive participation and balanced representation

- Committee meetings will aim to reach decisions through consensus.
- To facilitate this, the committee Co-Chairs will invite all members to express their views.
- If consensus cannot be achieved, a majority vote will be taken, ensuring balanced representation between Industry and Non-Industry members.
- Decisions will be informed by briefing documents and recommendations from the RJC Standards Team, with sufficient time allocated for review, discussion, and debate.

7 REPORTING

Minutes (meeting notes) will be recorded by the Standards Management Team or by a delegate appointed by the Co-Chairs and circulated to the committee at least one week prior to the subsequent meeting, for review and approval at that meeting. Once approved, minutes will be made publicly available on the RJC website. The committee Co-Chairs shall report to the Executive Committee and/or Board on matters falling within the committee's scope and responsibilities.

8 IMPARTIALITY

All committee members are subject to the RJC Conflicts of Interest Policy and are required to declare any actual, potential, or perceived conflicts, whether current or anticipated, including those related to RJC projects. The RJC Management Team will assess declared conflicts and determine appropriate actions, such as recusal from specific discussions. Any undeclared conflicts that come to the RJC's attention will be reviewed in consultation with the member and the RJC Executive Committee to determine appropriate next steps.



RESPONSIBLE
JEWELLERY
COUNCIL

**THE COUNCIL FOR RESPONSIBLE JEWELLERY
PRACTICES LTD.**

Office 3, 3rd Floor Hind House
2-3 Hind Court
London
EC4A 3DL

The Responsible Jewellery Council is the
trading name of the Council for Responsible
Jewellery Practices Ltd.

Registered in England and Wales with
company number 05449042.

V1.2 August 2025

For enquiries about the contents of this document,
please contact the RJC on +44 (0)207 321 0992 or
email info@responsiblejewellery.com