

CRJP releases Certification System Documents and new logo, announces trading name Responsible Jewellery Council



The RJC Management Team: L to R – Michael Rae, Catherine Sproule, Fiona Solomon, Kelly Greenhalgh, Mila Bonini.
Photo credit: Corin Rossouw

The Council for Responsible Jewellery Practices reached a major milestone on December 4, 2008, with the release of the implementation documents for the Council's certification system, a new logo, and adoption of the trading name, "Responsible Jewellery Council" ("RJC").

The release of the system documents marks the conclusion of a critical development phase for the Council. The Council will now focus its efforts on the implementation and continual improvement of the certification system.

Said Matthew Runci, Chairman of the Responsible Jewellery Council on the release of the core system documents: "We are acutely aware that our industry

is facing extremely challenging times and that companies must focus their immediate attention on financial and operational issues. Nevertheless, the over eighty members of the Responsible Jewellery Council, from miners to manufacturers to retailers, remain committed to the importance of ethical business practices and reinforcing consumer confidence in the gold and diamond jewellery supply chain. Now more than ever, the industry must demonstrate responsible practices and protect its reputation."

Our trading name: The Responsible Jewellery Council

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. As a result the Council will become commonly known as the

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Responsible Jewellery Council, or RJC.

The American spelling – Responsible Jewelry Council – has also been adopted and will be used in the USA and other relevant markets.

"The trading name Responsible Jewellery Council is straightforward and intuitive. Similarly, our new logo will be easier to read and recognise. We wanted to make these changes now, when it is relatively simple and inexpensive to do so, before the Council becomes more widely known through the implementation of the RJC System", explained Michael Rae, CEO of the Council.

Our Implementation Model: the Responsible Jewellery Council System ("the RJC System")

The Council's implementation model, which has previously been referred to as the "Responsible

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Practices Framework”, is a certification system named The Responsible Jewellery Council System (RJC System). The RJC System is described in more detail in this edition of the Monitor.

Members who have been certified under the RJC System will become Certified Members of the Responsible Jewellery Council.

Our new Logo



The new logo design is featured for the first time in this issue of the Monitor.

Members of the RJC are encouraged to use the new logo to signify their support and involvement in the Council. The RJC’s Rules for use of the logo and a Graphics Guide will be available to all

Members. Please contact us if you require a copy.

A new tag line: *Performance Accountability Confidence* will appear in conjunction with the logo, signifying the priorities of the Council on achieving results and reinforcing confidence.

The RJC System

The Responsible Jewellery Council’s certification system – the “RJC System” – is unique, as it applies throughout the diamond and gold jewellery supply chain, and is based on independent verification.

Members of the Responsible Jewellery Council must be audited by accredited, third party auditors to verify their conformance with the Council’s standards, which are set out in its Code of Practices.

The RJC System has four key elements:

A Standard: The Code of Practices, which will be updated with additional supplements as

required, such as for diamond and gold mining;

Auditor Accreditation: Accreditation of qualified and competent independent auditors who have been trained in the RJC System;

Verification: Accredited auditors carry out a verification audit of a Member’s Self Assessment against the Code of Practices to verify that Members are conformant;

Certification decision: Auditor makes formal recommendation for or against certification based on verification findings. The Council’s Management Team grants certification based on the auditor’s recommendation.

Our Updated Website



The RJC website, found at, www.responsiblejewellery.com or www.responsiblejewellery.com, is a very important delivery mechanism for information about the Council, the RJC System, updates, and opportunities to become involved.

The website has been extensively updated. All of the implementation documents for the RJC System are publicly available and may be downloaded from the website.

Core Implementation Documents

The RJC System is set out in five core implementation documents, which were publicly released on December 4, 2008. These documents will guide Members and accredited auditors through the certification process.

- *RJC Principles and Code of Practices*, which defines the standards for the RJC System, against which Members are to be certified.
- *RJC Standards Guidance*, which provides general information and advice about the standards in the RJC’s Code of Practices.
- *RJC Certification Handbook*, which provides an overview of the RJC System and the requirements for achieving certification.

- *RJC Assessment Manual*, which sets out detailed instructions for Members to complete Self Assessments, and Auditors to conduct Verification Assessments.
- *RJC Assessment Workbook*, which provides the forms and detailed questions required to conduct assessments and perform audits. The questions are also available in a simple list for Members wishing to integrate them into existing internal systems or use alternative reporting formats. An editable PDF is under construction and will be available shortly.

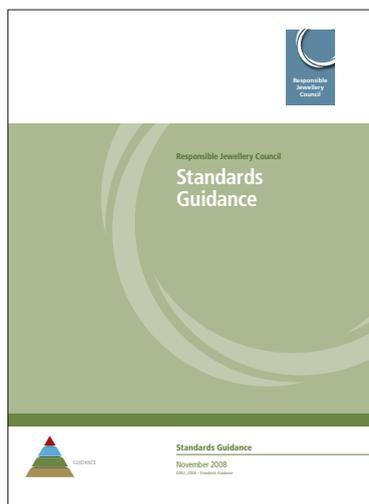
The implementation documents provide a detailed and complete set of instructions and guidance to assist Members to follow the Code of Practices and become certified.



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Core Implementation Documents – *continued*

Said Robert Headley of Tiffany & Co., Co-Chair of the RJC Standards Committee, on the release of the documents: "The certification system is rigorous and thorough, but it is not onerous. By providing a common, widely recognised set of standards that will be familiar to a large pool of competitive, accredited auditors, the RJC System will drive continuous improvement and allow companies now operating their own social responsibility auditing programs to avoid duplication and expense. We therefore expect that the certification system will serve to streamline work and reduce costs."



Implementation of the RJC System

The RJC System is expected to become fully operational in the 2nd Quarter of 2009, once independent auditors have been trained and audit firms accredited.

Current RJC Members as of 31st December 2008 are required to undergo independent verification by December 2010. Companies that join the RJC after 31st December 2008 will need to undergo independent verification within two years of becoming Members.

RJC Members with mining facilities will be required to undergo independent verification within two years of the release of the "Mining Supplement", which will expand the Code of Practices with additional provisions specific to the mining industry.

Mining Supplement

The RJC Standards Committee, co-chaired by Mick Roche of BHP Billiton and Rob Headley of Tiffany & Co., is working with stakeholders on new standards to address mining-specific issues within the diamond and gold jewellery supply chain. The standards will be applicable to Members' mine sites, and will be in addition to the requirements already set out in the Code of Practices.

The RJC's aim is to develop the Mining Supplement by mid-2009, to enable Mining Members to commence self assessments prior to CRJP accredited auditors becoming available to carry out verification in the 2nd Quarter of 2009.

A stakeholder engagement process for the Mining Supplement was initiated in September 2008. The process will involve at least two formal rounds of public consultation and two stakeholder meetings, the first of which was held in Denver in mid October and the second in London in December 2008. Further information about the Mining Supplement can be found on the RJC website.

"The first round of public consultation for the development of the Mining Supplement has been extremely constructive. The Council received over 30 sets of comments and feedback and these are currently being analysed to further improve the standards and develop associated guidance for implementation. The meetings held in Denver and London with stakeholders have also provided valuable direction on enhancing our stakeholder engagement process going forward. We will continue to work closely with stakeholders on this critical supplement to the RJC certification system", noted Fiona Solomon, RJC Standards Development Director.

When the Mining Supplement is incorporated into the Code of Practices, the RJC will be the first to implement a third-party certification standard in this sector.

As part of its commitment to continual improvement, the RJC will maintain an open feedback process during implementation of the standard. The Code of Practices, including the Mining Supplement, will be reviewed at least every three years.

Auditor Accreditation

One of the priorities for the RJC in early 2009 will be the development of a process for the accreditation of auditors and auditing companies (also referred to as "Conformity Assessment Bodies") to perform verification assessments under the RJC System. This work will be carried out under the direction of the Accreditation and Training Committee, chaired by Gérard Satre, Director-Internal Audit, The Chanel Company Limited.

Accredited auditors will need to be qualified and competent, and must be trained on the RJC System. The Council aims to have an initial group of accredited auditors available in the 2nd Quarter of 2009. Auditing firms interested in becoming accredited by the RJC can register through the RJC web site at: accreditation@responsiblejewellery.com.

A list of RJC Accredited Auditors will be made available to Members so they can select auditors appropriate to the nature of their business and geographical location. Internal procedures for data security and confidentiality, identifying and managing potential conflicts of interest, the granting of certification, and a complaints process are also being finalised.

Certification

The final decision to grant certification to a Member is taken by the professional staff of the RJC, based on the recommendation of the lead auditor who carried out the verification assessment, and confirmation that the auditor is properly accredited and that the Member is in good standing.

Activities and plans

The RJC Core System Documents set the foundations for the certification system. Over the next 12-18 months, programs and resources will be developed to further support the scope and implementation of the certification system.

Key activities and plans for 2008-2009 are as follows:		
Analysis of technical equivalence	Development commenced June 2008. Target: Guidance released Q1 2009.	The RJC will undertake an analysis of technical equivalence between overlapping certification standards in order to reduce duplication and enhance harmonisation between parallel systems. Systems that will be reviewed include SA8000, ISO14001 and OHSAS18001. The Council will also seek opportunities to build closer ties with related standards organisations.
Auditor Training and Accreditation	Development commenced August 2008. Target: First accredited auditors available Q2 2009.	An auditor training program and objective selection process to accredit auditors to carry out independent third party verification of Members conformance with the RJC system.
Member Training	Development commenced September 2008. Target: Training roll-out from Q2 2009.	Training for Member companies to understand and implement their responsibilities under the RJC certification system.
Mining Supplement	Development commenced August 2008. Target: Incorporated into RJC system documents in Q2 2009.	The Mining Supplement will expand the RJC's current Code of Practices to cover additional mining specific issues. The Mining Supplement will form part of the RJC's system for certifying responsible business practices for the diamond and gold jewellery supply chain. The RJC is seeking comment on the Mining Supplement from individuals and organisations interested in the responsible mining of diamonds and gold. Add link
Additional tools and resources for Members	Development commenced October 2009. Target: Ongoing release of supporting information during 2009.	Additional tools and resources will be developed for Members with particular needs, including: <ul style="list-style-type: none"> • Small business • Facilities with certification for multiple standards (see Standards Harmonisation below)
ISEAL Associate Membership application	Planning commenced August 2008. Target: Application to be submitted in Q2 2009.	The Council aims to achieve membership of the Initiative for Social and Environmental Accreditation and Labelling (ISEAL) Alliance, alongside organisations such as Fairtrade, the Forest Stewardship Council and Social Accountability International. The RJC has already joined ISEAL's Emerging Initiatives program as a first step. It is anticipated that ISEAL will become a valuable source of peer support in our first iteration of standards development, auditor accreditation and conformity assessment processes. The Council is reviewing its governance and standards development processes in preparation for an application for ISEAL Associate Membership in 2009. Find out more
Gem Laboratory Supplement	Development commencing November 2009. Target: Incorporated into RJC system documents in Q4 2009.	A review of the RJC system will be undertaken to identify any gaps in the Code of Practices relating to responsible practices for gem laboratories operating in the diamond and gold jewellery supply chain.

Staff Announcement – Mila Bonini

The Responsible Jewellery Council (RCJ) is pleased to announce that Mila Bonini has joined the RJC as its Communications Manager.

In this role, Mrs Bonini will be responsible for the development and execution of the Council's communications and public relations efforts. She will communicate those efforts to the Council's membership, industry stakeholders, non-industry stakeholders (such as non-governmental organizations), trade and consumer media. Additionally, Mrs Bonini will be responsible for the development and execution of the Council's support materials and services including; newsletter, website content, news releases. She will also coordinate the media efforts for the Council and maintain and enhance the Council's brand identity.

Known across the jewellery industry, Mrs Bonini held the senior administrative/communications role with the World Jewellery Confederation (CIBJO) for seven years. She was the primary contact for CIBJO's membership communications, coordinator of trade press enquiries and was the exclusive liaison for the Confederation's annual Congress.

"We are pleased that Mila has joined the Council in this key role. With her strong contacts throughout the industry in all key markets, the Council is now perfectly poised to execute its communications activities through 2009 and beyond," says Michael Rae, CEO, RJC.

"Holding a dual role as Vice Chair of the Council as well as its Communications Committee Chair, I am delighted that Mila has undertaken this role. Her work with CIBJO, as well as her previous career in Milan's fashion industry, has given her wonderful experience for this new role with the RJC," says John Hall, General Manager, External Relations, Diamonds, Rio Tinto.

Mrs Bonini will work from Milan. She can be reached at:



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Glossary of key terms used in the RJC certification system

Accreditation	Recognition of an auditor's competence to carry out verification assessments and evaluate conformance against a standard.
Assessment Questions	A set of questions designed to assess a Member's performance against the Code of Practices and its Provisions. Members and Auditors use the same Assessment Questions.
Auditor	An independent, third party person or organisation meeting the RJC's objective selection criteria and accredited to carry out Verification.
Certification	An attestation by the RJC, based on the results of a Verification Assessment by an accredited Auditor, that the Member has achieved the required level of Conformance against the Code of Practices.
Certification Recommendation and Summary Report	A summary report from the Lead Auditor to the RJC Management Team on a Member's overall performance against the Code of Practices and a recommendation for or against certification.
Certification Scope	The Certification Scope is defined by the Member and covers those parts of the Member's business (i.e. Facilities and activities) that actively contribute to the Diamond and/or Gold Jewellery supply chain.
Certified Member	A Member certified by the RJC that its business practices have been found, through Verification by an Auditor, to meet the required level of Conformance with the Code of Practices.
Conformance	The Member's business practices, including the policies, systems, procedures and processes, perform in a manner that conforms to the Code of Practices.
Corrective Action Plans	Plans with set milestones developed by Members to address non-conformances identified during the Self Assessment or Verification Assessment.
Facility	A Facility is premises that is owned by or under the Control of a Member, and actively contributes to the Diamond and/or Gold Jewellery supply chain.
Non-Conformance	A situation where the Member's business practices do not conform with the RJC Code of Practices.
Responsible Jewellery Council System (RJC System)	The Responsible Jewellery Council (RJC) System is a certification system that aims to promote responsible ethical, human rights, social and environmental practices throughout the Jewellery supply chain. The RJC system is defined in the Code of Practices, Guidance Documents and Assessment Tools.
Self Assessment	The assessment carried out by Members describing their Entities and Facilities and evaluating their own performance against the requirements of the Code of Practices. Members can use the Self Assessment to gauge their preparedness for a Verification Assessment, improve practices and to identify Objective Evidence required during a Verification Assessment.
Verification (auditing)	Confirmation by an Accredited Auditor, through the assessment of Objective Evidence, that the Provisions of the Code of Practices have been fulfilled. The results of Verification are used as the basis for a decision on Certification.

The RJC Monitor

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