



RESPONSIBLE  
JEWELLERY  
COUNCIL

# Responsible Jewellery Council

## Translation Policy

Status: Current

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### Introduction

Responsible Jewellery Council (RJC) is an international standards and certification organisation for the jewellery and watches supply chain from mine to retail. Our standards and supporting documentation are internationally applicable and therefore may be required in other languages other than English, the official language of the RJC.

### Translations of RJC documents

All interested parties, including RJC members and supporters, are required to seek formal permission from RJC before translating any documentation owned by the RJC. Interested parties wishing to translate an RJC document, should submit a permission request in English to RJC by emailing: [membership@responsiblejewellery.com](mailto:membership@responsiblejewellery.com). Due to the high costs of translations, any request will be taken on a case-by-case basis. Any organisation wishing to fund the translation of any RJC document must follow the RJC translation policy and procedure and all costs and associated expenses are the responsibility of the requesting organisation.

### Translation procedure

The translation process should involve a principal translator, a reviewing group, one or more translators (typically paid by the translating body) and the RJC management team.

The principal translator, reviewer and translators are appointed by the translating organisation. The principal translator should be fluent in both English and the language of translation; have a proven knowledge of, and expertise in, the standards being translated; be responsible for the translation of the standards. The review of the translation should consult with key stakeholders such as members, auditors and applicable stakeholders in the primary jurisdiction(s) where the translation will be used. RJC management team will monitor compliance with the translation process, which will be determined at the outset between the translation body and the RJC. The process of translating the standards should produce a faithful translation and minimise any inconsistency between the English and translated versions.