



# RJC Certification - (COP 3) Reporting

Training Module – March 2014

## RJC CODE OF PRACTICES



GENERAL  
REQUIREMENTS



RESPONSIBLE  
SUPPLY CHAINS  
& HUMAN RIGHTS



LABOUR RIGHTS  
& WORKING CONDITIONS



HEALTH, SAFETY  
& ENVIRONMENT



DIAMONDS, GOLD  
& PLATINUM GROUP  
METAL PRODUCTS



RESPONSIBLE  
MINING SECTOR

## COP 3 - Requirements

COP 3.1: Members shall communicate to stakeholders at least annually on their business practices relevant to the RJC Code of Practices.

COP 3.2: Members with Mining Facilities shall report annually on their sustainability performance using the Global Reporting Initiative (GRI) Guidelines and GRI Mining and Metals Sector Supplement or comparable reporting guidelines. The reports shall have external assurance.

## Key questions

What are the relevant issues to report on?

What are you doing about them?

How should you communicate your performance?

## Relevant issues

Consider the scope of subjects covered by the Code of Practices

Of these, which ones are most relevant to the business?

To determine relevance, prioritize based on:

- Level of direct and indirect impacts from the business
- Concerns of stakeholders

## Responses to the relevant issues

The report should include, for the identified relevant issues:

- The Member's policies or statements of position
- Actions the Member has taken, or plans to take
- Where possible, quantitative or qualitative outcomes that the actions are expected to achieve
- Sufficient information to assess the adequacy of the Member's response.

## Communicating performance

Adopt a flexible, practical approach to the form and content of the report/communication

Establish mechanisms for communication (email, social media etc.)

If you have a website, post it

For a small business, the report/communication could be in the form of a memorandum or email, it does not need to be a formal, printed publication.

## Internal systems

Nominate a senior manager to oversee the preparation of the report

Identify your stakeholders and the issues that concern them.

Don't compress into an annual task. Review issues relevant to the report during the course of the year, integrating it where possible with regular business review processes.

Review the GRI Guidelines\* for a general orientation about sustainability reporting and consider whether the company could adopt some or all of the reporting framework.

\*[www.globalreporting.org](http://www.globalreporting.org)



# Questions?

For a **live webinar**, please raise questions using the question pane (A) or raise your hand (B) on the GoToWebinar platform.

For a **recorded webinar**, please email:  
[info@responsiblejewellery.com](mailto:info@responsiblejewellery.com)

Thank you for your participation!

