

Introduction to the 2019 Code of Practices

2023

Contents

01

The 2019 Code of Practices & steps to becoming a certified member

02

COP 1-4 General Requirements

03

COP 5-14 Responsible Supply Chains

04

COP 15-22 Labour Rights & Working Conditions

05

COP 23-27 Health Safety & Environment

06

COP 28-30 Gold, Silver, PGM, Diamond & Coloured Gemstone Products

07

Resources

08

Questions

Objectives...

01

What the 2019 Code of Practices standard is and the certification process.

02

What non-conformances are within the COP and which provisions are critical breaches.

03

The requirements for implementing each section of the COP.

01

The 2019 Code of Practices &
steps to becoming a certified
member

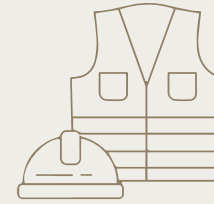
Code of Practices (COP) Standard



GENERAL
REQUIREMENTS



RESPONSIBLE SUPPLY
CHAINS, HUMAN
RIGHTS & DUE
DILIGENCE



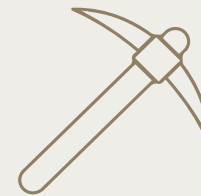
LABOUR RIGHTS
& WORKING
CONDITIONS



HEALTH, SAFETY &
ENVIRONMENT

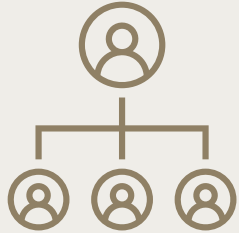


GOLD, SILVER, PGM,
DIAMOND & COLOURED
GEMSTONE PRODUCTS



RESPONSIBLE MINING

Management Systems



MANAGER



POLICY



RISK ASSESSMENT



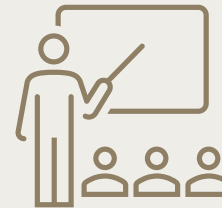
SET PROCEDURES



RECORDS



REPORT



TRAINING



GRIEVANCE
MECHANISM

Steps to COP certification...



COP Non-conformances

MINOR NON- CONFORMANCE

Does not wholly conform to the relevant COP provision.

No imminent significant risk to employees, the community or the environment.

Corrective actions should be implemented before the next recertification.

MAJOR NON- CONFORMANCE

Does not conform to the relevant COP provision.

Pose an imminent significant risk to employees, the community or the environment.

CAP must be sent to auditor for approval within one month of the audit.

CRITICAL BREACH

Business practices perform in a way that does not conform to critical COP provision.

Where a proven major non-conformance of the critical COP provisions has been identified.

COP Critical Breaches

The member's business practices including its policies, systems, procedures and processes perform in a way that does not conform to relevant COP provision.

6.1 HUMAN
RIGHTS

7.1 DUE
DILIGENCE

16.1, 16.2
WORKING
HOURS

17.1, 17.4
REMUNERATION

18.1
HARASSMENT &
DISCIPLINE

19.1, 19.2
CHILD
LABOUR

20.1 FORCED
LABOUR

22.1 NON-
DISCRIMINATION

25.2
HAZARDOUS
SUBSTANCES

26.2C
WASTES &
EMISSIONS

28.1
PRODUCT
DISCLOSURE

29.1 KPCS &
WDC

02

COP 1-4

General Requirements

COP 1-4 General Requirements



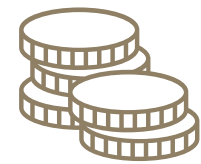
COP 1 LEGAL
COMPLIANCE



COP 2 POLICY



COP 3
REPORTING



COP 4
FINANCE

COP 1 Legal Compliance

Applicable law includes all the supra-national, national, state and local laws in place where a business operates.

Have systems, processes, procedures, or methods that can monitor legal developments and identify key areas of legal risk.

Make a specific person, or group of people, responsible for compiling and maintaining a register for legal compliance.

Communicate legal requirements to all your employees and contractors and training to ensure they understand what they need to do to ensure compliance.

COP 3 Reporting



STEP 1: PREPARE

Assign responsibility

Review GRI guidance or equivalent

Identify relevant issues and stakeholders



STEP 2: DRAFT

Be flexible

Draw on other existing reporting systems

Engage stakeholders

Set out issues, actions and outcomes



STEP 3: PUBLISH

Use appropriate channels of communication

Post the report online

Send it to key stakeholders

Include contact information

03

COP 5-14 Responsible Supply Chains

COP 5-14 Responsible Supply Chains



COP 5
PARTNERS



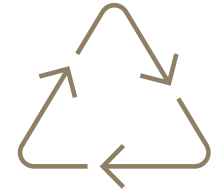
COP 6 HUMAN
RIGHTS



COP 7 DUE
DILIGENCE



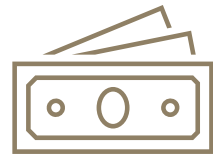
COP 8
SOURCING
FROM ASM



COP 9
INFORMAL
RECYCLERS



COP 10
COMMUNITY
DEV.



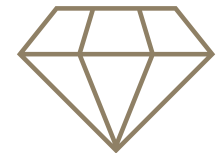
COP 11
BRIBERY



COP 12 KYC



COP 13
SECURITY



COP 14 PROV.
CLAIMS

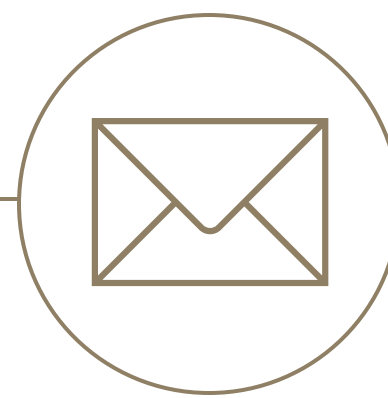
COP 6 Human Rights



**6.1 A
POLICY**



**6.1 B
DUE DILIGENCE**

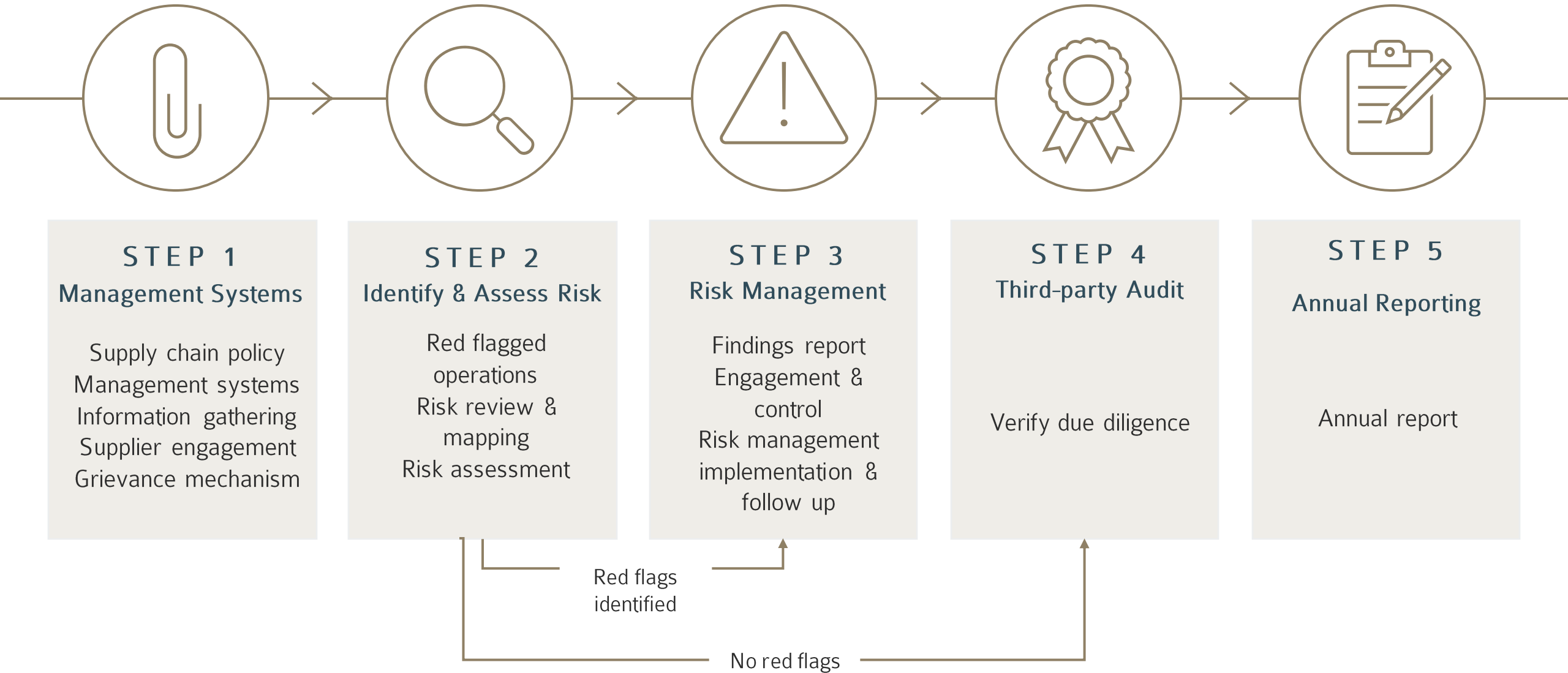


**6.1 C
GRIEVANCE
MECHANISM**



**6.1 D
REPORTING**

COP 7 Due Diligence



Provenance Claim Structure

This should contain a system & a promise

PROMISE

“We source all of our gold from RJC Code of Practices 2019 certified members.”

SYSTEM

P R O M I S E

- Material was/wasn't mined in
 - Country X;
 - Region Y
- Material comes from a responsible mining
- Material is recycled
- Material has been responsibly mined by artisanal or small-scale operations
- Material is certified
- Mine of origin is certified
- Going beyond another COP provision – this must relate to sourcing
- Material is conflict-free

S Y S T E M

- Written assurances from suppliers
- Invoices from mine of origin, mines have to be legal entities
- Certification systems
- Traceability system
- Blockchain system
- Gemmological laboratory assessment and report
- Due diligence approach that goes beyond requirements in COP 7
- Another other system or set of requirements that relate to responsible sourcing that is publicly available

04

COP 15-22

Labour Rights & Working
Conditions

COP 15-22 Labour Rights & Working Conditions



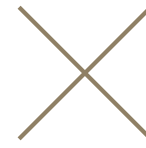
COP 15
EMPLOYMENT



COP 16
WORKING
HOURS



COP 17
REMUNERATION



COP 18
DISCIPLINE &
GRIEVANCES



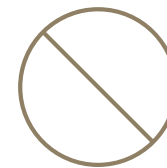
COP 19 CHILD
LABOUR



COP 20
FORCED
LABOUR



COP 21
FREEDOM OF
ASSOCIATION



COP 22 NON
DISCRIMINATION

COP 16 Working Hours



CRITICAL
PROVISION

Comply with applicable law on working hours.
Provide employees with at least one rest day in seven consecutive working days.

Provide employees with all legally mandated public holidays and leave.
Where no applicable law exists, three weeks' paid annual leave shall be provided.

Provide all employees with a workday break in accordance with applicable law. If there is no applicable law, then provide employees with at least one work break if they work longer than six hours.

Where permitted by law, you can average the number of hours of work over a legally defined time.

Where permitted by law, you can calculate hours of work including overtime as an average over a period of longer than one week.

RJC auditors will assess working-hour compliance using an average of the total working hours per week to identify any non-conformances based on predefined thresholds.

COP 17 Remuneration



CRITICAL
PROVISION

Pay all employees a wage rate for normal hours worked and ensure that comparable wages are given.

Make wage payments and reimburse overtime work at a rate at least equal to that required by applicable law.

Members shall not make deductions for disciplinary purposes.

Any deductions shall, apply with the law, do not result in an employee making less than the minimum wage.

If you provide wage advances/loans ensure that the interest and repayment terms are transparent and fair, and not deceptive to the employee.

Ensure that all benefits are given to employees in accordance with applicable law.

COP 18 Harassment, Discipline, Grievance Procedures & Non-Retaliation



CRITICAL
PROVISION

All forms of violence and harassment in the workplace are prohibited.

Ensure that employees are treated with dignity and respect and are not subjected to or threats of harassment or violence.

Doctors, nurses and key personnel among security staff, managers or others shall be regularly trained.

Clearly and actively communicate their disciplinary process and apply these equally to all management and staff.

Have clear, confidential and unbiased grievance procedures and investigation processes that are actively communicated.

COP 19 Child Labour



CRITICAL
PROVISION

Members shall not engage in or support child labour as defined in ILO Convention 138 and Recommendation 146. which set the following minimum ages for work:

A basic minimum working age of 15 years. Where compulsory schooling ends earlier than 15 years can start RJC membership while allowing a minimum working age of 14 (but shall transition to a minimum working age of 15 by the end of their first certification period.

Members shall not engage in or support the worst forms of child labour as defined in ILO Convention 182 and Recommendation 190. Which includes, hazardous child labour, all forms of child slavery and practices similar to slavery.

COP 20 Forced Labour



CRITICAL
PROVISION

Members shall clearly communicate requirements to labour recruiters, agencies and providers, ensure that all employees are working in voluntary situations.

Members shall not engage in or support the use of forced labour.

Members shall not unduly restrict the freedom of movement of employees.

Members shall not retain original copies of an employee's personal documentation.

Members shall not use deceptive recruitment practices and/or require employees to pay any deposits.

Members shall not Withhold any part of an employee's salary, benefits or property to force an employee to continue working.

Members shall not prevent employees from terminating their employment after reasonable notice.

COP 22 Non-discrimination



CRITICAL
PROVISION

Members shall not practise or condone any form of discrimination in the workplace in terms of hiring, continued employment, remuneration, overtime, access to training, professional development, promotion, termination or retirement.

Members shall ensure that all individuals who are 'fit for work' are given equal opportunities and are not discriminated against on the basis of factors unrelated to their ability to perform their job.

05

COP 23-27

Health, Safety & Environment

COP 23-27 Health, Safety & Environment



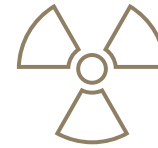
COP 23
HEALTH &
SAFETY



COP 24
ENVIRON.
MANAGE.



COP 25
HAZARDOUS
SUBSTANCES



COP 26 WASTE
& EMISSIONS



COP 27
NATURAL
RESOURCES

COP 25 Hazardous Substances



CRITICAL
PROVISION

Maintain an inventory of hazardous substances at facilities.

Any hazardous substances subject to international phase-outs shall not be manufactured or traded and their use shall be phased out in accordance with the regulation.

Wherever technically feasible and economically viable, members shall use alternatives to hazardous substances in their business processes.

COP 26 Waste & Emissions



CRITICAL
PROVISION

Identify significant wastes and emissions to air, water and land generated in their business processes.

Responsibly manage the identified wastes and emissions.

Quantify wastes and emissions to manage and monitor trends.

Apply the principles of reduce, reuse, recycle.

Discharge or dispose of wastes and emissions in compliance with applicable law.

06

COP 28-30

Gold, Silver, PGM, Diamond &
Coloured Gemstone Products

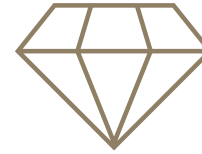
COP 29-30 Gold, Silver, Diamonds & Coloured Gemstone Products



COP 28
PRODUCT
DISCLOSURE



COP 29 KPCS
& SOW



COP 30
GRADING &
APPRAISAL

COP 28 Product Disclosure



CRITICAL
PROVISION

Product disclosure in the jewellery industry concerns proper and accurate disclosure of all relevant information about jewellery products.

Misinformation poses a risk to the reputation of individual companies & the industry.

No untruthful, misleading or deceptive representation, or make any material omission in selling, advertising or marketing.

Disclose information on the physical characteristics of the materials listed (in COP 28.1) in compliance with applicable law.

07

Resources

Is there any support available?

There are number of resources to support you in implementing the 2019 Codes of Practices



Human Rights Due Diligence
Toolkit



Risk Assessment Toolkit



Due Diligence Toolkits



Assessment Manuals



Reporting Templates



Online Modules



Provision Specific Training
Pages



Member Helpdesk
training@responsiblejewellery.
com

A wide-angle photograph of a massive open-pit quarry. The steep, grey rock walls of the quarry dominate the center and background. At the base of the quarry, a calm lake reflects the light. The foreground shows the rugged, rocky edge of the quarry with some sparse vegetation. The sky is overcast with soft, grey clouds. The overall scene conveys a sense of scale and environmental impact.

08

Questions

SELF ASSESSMENT: HOW TO PREPARE FOR YOUR RJC AUDIT

DATES

~~22nd February~~

[10th May](#)

[13th September](#)

[8th November](#)

DESCRIPTION

How to prepare for your RJC audit using the self-assessment workbook.

INTRODUCTION TO THE 2019 CODE OF PRACTICES

DATES

~~8th March~~

DESCRIPTION

Introduction to the 2019 Code of Practices and the requirements for implementing the standard.

COP 6 & 7 ASK ME ANYTHING

DATES

[22nd March](#)

[24th May](#)

[27th September](#)

[22nd November](#)

DESCRIPTION

The requirements for COP 6 Human Rights and COP 7 Supply Chain Due Diligence of the 2019 Code of Practices Standard.

COP 14 & 28 ASK ME ANYTHING

DATES

[25th October](#)

DESCRIPTION

The requirements for COP 14 Provenance Claims and COP 28 Product Disclosure of the 2019 Code of Practices Standard.

INTRODUCTION TO THE 2017 CHAIN OF CUSTODY

DATES

[21st June](#)

DESCRIPTION

Introduction to the 2017 Chain of Custody and the requirements for implementing the standard.

A close-up photograph of a person's hands working on a piece of jewelry. The person is using a long, thin metal rod to work on a small, round object held in a wooden block. The background shows a wooden workbench with various tools like pliers, a brush, and a screwdriver. The text "training@responsiblejewellery.com" is overlaid in the center.

training@responsiblejewellery.com



RESPONSIBLE JEWELLERY COUNCIL

LEAD WITH PURPOSE . INSPIRE WITH TRUST
CONTRIBUTE TO DEVELOPMENT

Responsible Jewellery Council,
Second Floor, Quality House,
5-9 Quality Court, Chancery Lane,
London, WC2A 1HP.

www.responsiblejewellery.com

communications@responsiblejewellery.com
+44 (0)20 7321 0992

CONNECT WITH US

Website: www.responsiblejewellery.com

Email: info@responsiblejewellery.com

Twitter: @RJCJewellery

Facebook: @responsibleJewellery

LinkedIn: [/company/responsiblejewellerycouncil](https://www.linkedin.com/company/responsiblejewellerycouncil)

© 2021 Responsible Jewellery Council. All rights reserved.

Please seek written permission from Responsible Jewellery Council before sharing, using or adapting any ideas, information or images contained in this presentation.

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd. The Council for Responsible Jewellery Practices Ltd, Second Floor, Quality House, 5-9 Quality Court, Chancery Lane, London, WC2A 1HR, UK. The Council for Responsible Jewellery Practices Ltd is registered in England and Wales with company number 05449042.