

2022 Signet Responsible Sourcing Protocol (SRSP):

SRSP Reporting and Audit Requirements

7: Reporting Requirements

All new suppliers to Signet will be expected to complete a SRSP compliance report before any commercial activity relating to the supply of jewelry and/or jewelry components (e.g. loose natural or lab grown/created diamonds) and/or repair services between the companies begins. Suppliers are also required to declare the status of their RJC membership.

All suppliers are required to report compliance with the SRSP annually through an online compliance report provided by Signet, covering all relevant minerals supplied to Signet. The report is normally conducted around September every year.

Suppliers are required to provide a valid contact person for completion of the SRSP Compliance report, who will receive an email notification to establish log-in credentials to complete the report on behalf of all vendor numbers for that supplier to Signet.

Suppliers must ensure that the SRSP compliance report is completed accurately, completely and on time and that the report correctly states all the criteria for compliance for each mineral, as listed in the Appendices to the SRSP.

Suppliers must quote the SRSP compliance report confirmation number as part of the annual contract or buying agreement with Signet (Vendor Buying Agreement or "VBA"), or any other contracts or operating agreements.

8: Auditing Requirements

Signet strongly recommends RJC certification (with CoP 2019) compliance with the Signet Responsible Sourcing Protocol ("SRSP") for each mineral provided to Signet as the primary independent audit of compliance with the SRSP. This gives Signet assurances about the responsible practices of each supplier company as well as confidence regarding responsible sourcing through each supplier's supply chain, which is an important component of Signet's supply chain due diligence and risk assessment.

RJC certification with compliance with the SRSP will exempt suppliers from all Signet audits (SRSP as well as factory/ethical audits) for as long as the RJC certification remains current.

Any supplier which cannot provide RJC certification for all metals and/or minerals they supply to Signet and are compliant with the SRSP may be subject to an audit of their current SRSP Compliance Report. If a supplier also uses factories to manufacture jewelry products and/or cut, polish diamonds (natural or lab grown), and/or colored gemstones an ethical audit of those factories by an independent third-party audit firm may also be required, based on a risk assessment by Signet.

Signet will notify suppliers of the requirement for an audit (standalone SRSP audit or both ethical audit of factories and SRSP audit) as part of the annual SRSP compliance reporting procedure. Suppliers must then appoint an auditor from the SRSP accredited auditor list, all of which are listed on the [RJC list of accredited auditors](#).



The audit must normally be completed within 2 months of the notice of audit from Signet. The supplier must book the audit and provide the necessary audit report or summary to Signet.

The audit should confirm that the supplier has adequate policies in place to comply with the SRSP for the relevant minerals and can demonstrate through transactional documentation that these policies are being implemented. The audit should validate both policy documentation and transaction documentation.

All suppliers to Signet are subject to audit for any reason, at any time. General guidelines are disclosed in the table below.

Signet Supplier Audit Requirements

SIGNET SUPPLIERS RJC MEMBERSHIP STATUS	SIGNET SUPPLIERS AUDIT REQUIREMENT
NON-RJC MEMBER	<p>YES, third-party audit of SRSP (documentation audit) may be required.</p> <p>YES, ethical audits may be required.</p>
NON-CERTIFIED RJC MEMBER	<p>YES, third-party audit of SRSP (documentation audit) may be required.</p> <p>YES, ethical audits may be required.</p>
<p>RJC-CERTIFIED MEMBER FOR THE CODE OF PRACTICES 2019</p> <p>Membership must cover all entities under the control, influence, or common ownership of the supplier that are involved in Signet's supply chain as per the SRSP.</p>	<p>NO, third-party audit of SRSP (documentation audit) will not be required.</p> <p>NO, ethical audits will not be required.</p>

Detailed Audit Guidance is provided by Signet for suppliers and auditors to manage the audit process, available at <https://signetresponsiblesourcing.com/> in the "SRSP Toolkit. This Guidance is applicable for RJC audits as well as Signet audits.

