

This template is provided to assist you in fulfilling your responsibilities to establish a Signet Responsible Sourcing (SRSP) Compliance Officer Designation. Nothing in this template creates any new requirements. Furthermore, following this template does not guarantee compliance with any applicable legal requirements or provide a safe harbor from regulatory responsibility.

Company Letterhead

Signet Responsible Sourcing (SRSP) Compliance Officer Designation

(Name of staff member) has been designated as the main point of contact who will act as Compliance Officer for all Signet Responsible Sourcing (SRSP) reporting requirements that include but not limited to:

- Completion of annual SRSP Report within designated timeline
- Responding to any inquiries from the Signet regarding the annual SRSP/E&S and DDQ Reports
- Scheduling SRSP/Ethical Factory audits when required by Signet and providing audit firm with all documentation required for the audit
- Responding to any inquiries from audit firm
- Addressing any non-conformance issues identified by the audit firm
- Handling other Signet responsible sourcing /compliance requirements that may arise