

**Please note:** the 2022 Signet DDQ Report is completed **online only** from the Signet Responsible Sourcing website, which requires a username and password to access.

This is a copy of the questions on the Signet DDQ Report to help you gather information and prepare your responses prior to completing the online report.

The Signet DDQ Report should be completed for your entire company. When you complete the online report, only one vendor number will be displayed to select.

## Signet DDQ Report

### Third Party Due Diligence Questionnaire

You are receiving this questionnaire from Signet Jewelers (“Signet”) as part of the process to either:

1. Become a new third-party business partner or
2. Continue your relationship with us as an existing third-party business partner by completing this questionnaire annually.

To prevent delays in processing future business with your company, please answer all questions completely and accurately. Do not leave any questions blank. If a question is not applicable, enter N/A. Note: Completion of this questionnaire does not guarantee business with Signet.

You may receive additional questionnaires/reports or be asked to provide additional documents as we proceed through this review process, and we ask that you respond promptly. If you have any questions, please contact us at [DDQ@signetjewelers.com](mailto:DDQ@signetjewelers.com).

We appreciate the opportunity to work with you!

1. Identifying Information
  - a. Company Name:
  - b. Company Headquarters Address:
  - c. Type of Company
    - Corporation
    - Limited Liability Company
    - Partnership
    - Sole Proprietorship
    - Other (*If Other, “Please Explain”*)
  - d. Company Phone Number
  - e. Company Website: (If no website, please enter N/A):
  - f. Country Where Formed:
  - g. Date Formed:
  - h. Parent Company Name:
  - i. Parent Company Address:



- j. Provide the locations where Signet work will be performed. Please include Company Name, Address, Employee Count and Type of Facility (for example: manufacturing site, plant, office).
- k. Are there any business licenses, registrations or certifications required of you to do business with Signet?  
**If yes, Please List and Explain**
- l. Are all your facilities, including manufacturing sites audited against approved international standards?  
**If Yes,**  
“Please indicate by what approved standard:  
 RJC Certification (CoP 2019)  
 Standalone ethical audit (i.e., QIMA, AQF)  
 De Beers BPP  
 SMETA  
 Amfori BSCI  
 Other Retail audits (Walmart, COSTCO, etc.)  
 ISO Standards  
 Other: please describe
2. Primary Contact's Information
- Primary Contact Name
  - Primary Contact Title
  - Primary Contact Phone Number
  - Primary Contact Address
  - Primary Contact Country
  - Primary Contact Email Address
3. Ownership Information
- Is your company publicly traded on any exchanges (e.g.: NYSE, NASDAQ, etc.)?  
**If Yes, Please provide Name of Exchange and Ticker Symbol, then skip to Section 4.**  
**If No:**
  - Since your company is not publicly traded, please provide the name, percent of ownership (must equal 100% collectively), address, phone number and email address of each owner of your company, including partners, shareholders or ultimate beneficial owners: \_\_\_\_\_
  - Is any owner of your company a government official?
  - Do any owners of your company have a family or business relationship with a government official?
  - Are any owners of your company prohibited, sanctioned or debarred by any government entity?
4. Products and Services
- What products or services will you provide to Signet?
  - How long have you been providing products or services of this nature to a location in the United States?
  - How long have you been providing products or services of this nature to a location outside of the United States?
  - From what country will the products or services provided to Signet be delivered?



- e. In the process of delivering products and services to Signet, will there be interaction with any government officials?  
**If yes, Please Explain**

## 5. Third Party Operations

As you answer the following questions about your company's third-party operations, please understand Signet's definition of third party. **We consider a third party to be any external entity that provides your company raw materials, finished products or a service.**

- a. In the process of supplying Signet with the products or rendering the services outlined in Section 4, will you engage any third party to perform work or procure/purchase products, including raw materials (e.g.: rough, unfinished diamonds or gemstones), from third parties?  
 **Yes, we receive some materials from third parties**  
 **No, we source all materials internally**

**If Yes, skip to 5 b.**

**If No, move to Section 6.**

- b. Have you conducted due diligence on this third party, which would include reasonable assurance the third party is legally permitted to perform the services provided?

**If No, Please Explain**

- c. Before you use third parties, have you communicated Signet's Supplier Code of Conduct to them and asked that they review and adopt the principles described therein?

## 6. Financial Information

- a. Do you keep books and records that accurately and fairly reflect the transactions of the business?  
**If No, Please Explain**
- b. If requested, can you provide audited financial statements for at least the past two years?  
**If No, Please Explain**
- c. Have you, your company or any company owner (including any ultimate beneficial owner) been the subject of voluntary or involuntary bankruptcy/insolvency proceedings within the last five years?

## 7. Additional Relationship Questions

- a. In the process of providing products and services to Signet, would any activity or process by your company, your parent/subsidiary or any third party you have employed to perform Signet work, be viewed as a violation of law of the countries involved?  
**If Yes, Please Explain**
- b. Has there been any criminal or administrative proceedings or investigations against your company, its affiliated entities and/or any of its current or former employees or third-party suppliers because of their work at or on behalf of the company?  
**If Yes, Please Explain**
- c. In order to provide products or services to Signet, is governmental approval or authorization necessary?  
**If Yes, Please Explain**



- d. Is any government official (or relative of a government official) entitled to any part of the compensation that you would receive from Signet?  
**If Yes, Please Explain**
- e. Does your company, your parent/subsidiary and each third party you have employed to perform Signet work, have a Code of Conduct/Business Ethics document in place that is periodically distributed to employees which they are trained on and sign?  
**If No, Please Explain**
- f. Does your company, your parent/subsidiary and each third party you have employed to perform Signet work, have written documented policies and procedures in place addressing compliance and ethical business practices regarding the prevention of bribery and corruption?  
**If No, Please Explain**
- g. Does your company have written documented policies and procedures in place addressing compliance and ethical business practices regarding the prevention of money laundering, the financing of terrorism, and other financial offenses?  
**If Yes, skip to Section 8.**  
**If No:**
- h. You responded that you do **not** have written or documented policies and procedures in place addressing compliance and ethical business practices regarding the prevention of money laundering, the financing terrorism, and other financial offenses. Our Vendor Buying Agreement requires that you have such policies and procedures in place, therefore **we ask that you provide an expected date of completion and implementation.**

8. Acknowledgement and Certification

- a. I acknowledge that the information furnished includes personal data, the collection, use and disclosure of which may be subject to local data protection or privacy laws. By submitting this completed questionnaire, the submitter consents to the collection, use and disclosure of such information for the purposes outlined in this questionnaire and in conducting business with Signet. The submitter also acknowledges that the personal data may be transmitted to and/or stored by Signet in the United States of America and United Kingdom. To the extent that the personal data provided in this questionnaire relates to an individual other than the submitted, the submitter hereby affirms that the express consent of such individuals has been obtained in compliance with data protection or privacy laws. In addition, the submitter, for himself/herself and on behalf of the individuals listed in this submission also consents to the collection, use and storage of information obtained by its own independent investigation.  
 **I Agree**  
 **I Do Not Agree**
- b. I agree to promptly notify you of any material changes to the information provided in this submission by contacting our primary Relationship Manager at Signet.  
 **I Agree**  
 **I Do Not Agree**
- c. I confirm that I am authorized to certify on behalf of the company that the foregoing is true and correct and does not omit any fact or make any material misrepresentation.  
 **I Agree**  
 **I Do Not Agree**
- d. I certify, on behalf of the company, that we will not offer or provide gifts, gratuities or entertainment designed to induce, support or reward improper conduct in connection with any business or anticipated future business or where such gift, gratuity or entertainment might be seen or expected to compromise the receiver's judgment and integrity.



**I Certify**

**I Do Not Certify**

I certify, on behalf of the company, that we do not, and will not, engage in: any money laundering activities; the financing of terrorism activities or any other activity which is prohibited under the USA PATRIOT ACT of 2001; or similar Acts applicable to the Suppliers location and/or other locations in which business is conducted.

**I Agree**

**I Do Not Agree**

e. **Third Party Privacy Policy and the acknowledgment statement:**

**Third Party Privacy Policy**

This statement is to inform you about how we collect, use and share personal data provided as part of Signet's Third-Party Risk Assessment Program and third party due diligence process. This includes, but is not limited to, information provided on the Due Diligence Questionnaire, the Signet Responsible Sourcing Protocol (SRSP), and the Environmental and Social (E&S) ("Programs").

The information furnished through the Programs may include personal data relating to you and/or other individuals. You expressly consent to the collection, use and disclosure of such personal data. To the extent that the personal data provided relates to an individual other than you, you affirm that you have received all required, express consent (including any consent required by applicable law or regulation) of such individual(s) to provide the data to Signet and for Signet to collect, use and disclose the personal data.

Signet may collect, use and disclose your personal data and other personal data submitted by you for the purpose of:

- Evaluating you, your company and/or your directors, principals, owners, shareholders, employees and other individuals associated with your company as potential and/or current vendors and/or suppliers to Signet;
- Conducting risk assessments including the Programs;
- Conducting third party due diligence;
- To verify and validate information provided by you and your company;
- To verify and validate your identity;
- To prevent and detect fraud and other unlawful activity, claims and other liabilities;
- To carry out our obligations and enforce our rights;
- If required to do so by law or court order or if we believe in good faith that such release is necessary or appropriate to protect the rights, property, or safety of our company, customers, affiliates, or others; and
- To comply with and enforce applicable legal requirements, relevant industry standards, contractual obligations and our policies.

We may share personal data with third party service providers who perform services on our behalf (for example, Dow Jones). Information collected by the third party service providers is subject to the privacy policies or notices of these providers. We are not responsible for these providers' information and privacy practices. We also may share your personal information with our affiliates, consultants and advisors. By providing us with your information, you consent to the transfer to, and to the processing and storage of your information within your country of residence or outside of your country of residence, which may have different data protection laws than those in the country in which you reside.



If you would like more information on the Programs or you would like to request access to the personal data we maintain about you or request that we correct, amend, delete or block the information, you may contact us via email at [ddg@signetjewelers.com](mailto:ddg@signetjewelers.com).

**8.f** I confirm that I have read and reviewed the applicable Third Party Privacy Policy, which provides more detail in respect of the steps Signet takes in the storing and processing of personal data.

**I Confirm**

**I Do Not Confirm**

Please provide your Full Name:

Please provide your Position/Title:

Please provide the Date:

