



Responsible Sourcing Checklist

- Create a Responsible Sourcing Policy that addresses your sourcing of Conflict Minerals and Diamonds ensuring that the product is sourced responsibly and does not contribute to human rights abuses as stipulated in the Signet Responsible Sourcing Protocol (SRSP) and related appendices.
 - This policy should be shared internally with all staff and posted on your website, if your company has one. It should also be shared with your suppliers when establishing “Terms of Business” related to responsible sourcing.
- Map your supply chain for **Gold, 3Ts, Silver/PGMs, and Diamonds** listing all suppliers of each metal or mineral to identify the source (see example “Supply Chain Map template” in the SRSP Toolkit)
 - For **Gold, 3Ts, Silver/PGMs** certify the sources of your metals which could be “banks, metal trading companies, and/or subcontractors.”
 - For **Diamonds** list all your suppliers of rough, polished, and/or finished jewelry and categorize the sources based on the 4 Categories listed in the Signet Responsible Sourcing Protocol (SRSP) Diamond Appendix
- Create internal procedures to ensure that all product sources are properly identified and that **Know Your Counterparty (KYC)** are in place
- Have **Terms of Business** in place with each supplier requiring that all metals/minerals are supplied in accordance with the SRSP Gold, 3Ts, Silver/PGMs/Diamond Appendices
- Maintain this documentation should an audit be required