



Signet Responsible Sourcing Training Webinar

How to navigate the Responsible Sourcing Website

September 2024



TOPICS FOR TODAY

[Signetresponsiblesourcing.com](https://www.signetjewelers.com/responsible-sourcing)



Website Review

- Resetting Password and Login
- Resource Library / SRSP Toolkit
- Completing Your Annual Reports
- SRSP, DDQ and E&S Report Review Process
- Supplier Support



Help and Support

Contact us!

The screenshot shows the Signet Responsible Sourcing website. At the top, there is a navigation bar with the Signet Jewelers logo and links for HOME, RESOURCE LIBRARY, SUPPLIER SUPPORT, and SUPPLIER SIGN IN. The main content area features a large blue banner with the text "WELCOME To Signet Responsible Sourcing" and an icon of a hand holding a diamond. Below this are three images: a woman holding a baby, hands working on a piece of jewelry, and a necklace with diamonds on a green leaf. A dark grey section below the images contains the heading "A Resource for Suppliers to Signet Jewelers" and several paragraphs of text explaining the Signet Responsible Sourcing Protocol and the company's commitment to responsible sourcing. At the bottom of the page, there is a footer with the copyright notice "© Signet Jewelers Limited 2023" and links for Terms of Use and Privacy Policy.

© Signet Jewelers Limited 2023

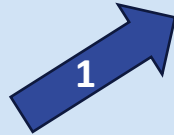
Terms of Use Privacy Policy

[Signetresponsiblesourcing.com](https://signetresponsiblesourcing.com)

<https://signetresponsiblesourcing.com/password/reset>

How to reset your Password

- 1) Click on the “reset” link
- 2) Enter your e-mail address
- 3) Select “Send Reset Link”



RESET PASSWORD

Email

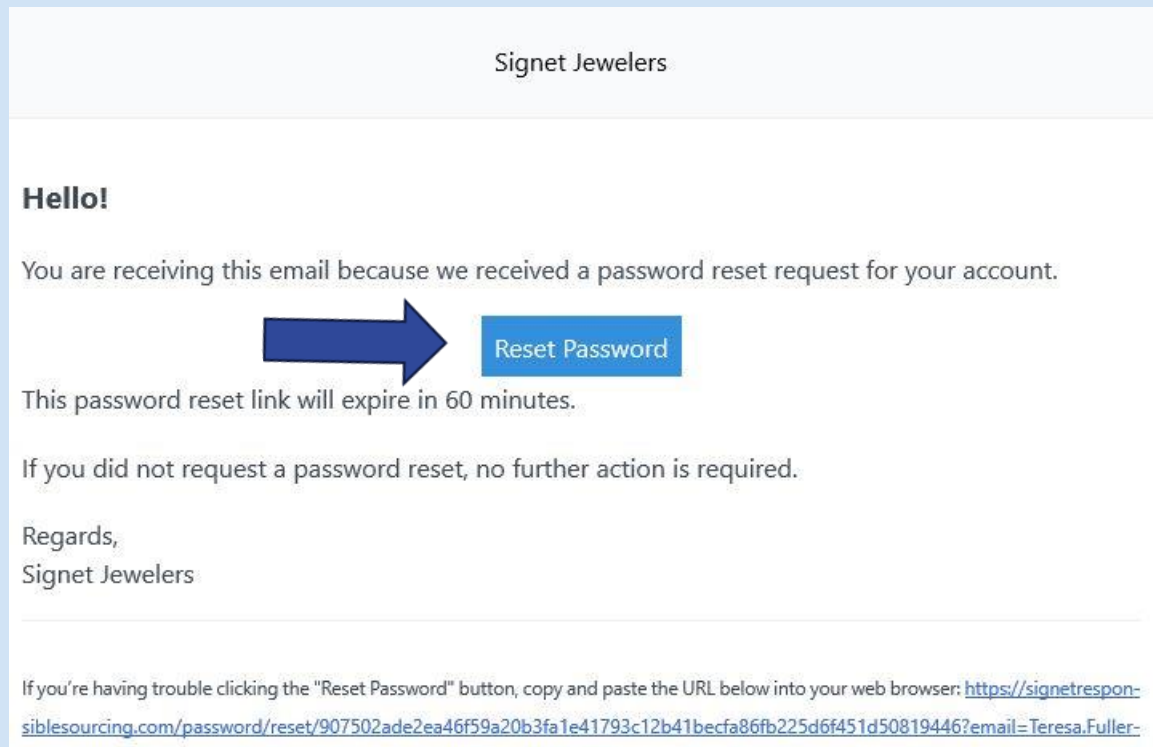
All suppliers of gold, diamonds, platinum, silver and platinum group metals (PGMs), if not already members, are required to join the RJC at the earliest opportunity. Suppliers of jewelry and diamonds to Signet must annually complete a SRSP compliance report.

For additional information, please contact info@signetsrsp.com



From the reset e-mail:

- 1) Click on the blue “Reset Password” button
 - 2) The “reset password” link expires in 60 minutes
-



Reset Password

E-Mail Address

Teresa.Fullerton@signetjewelers.com

Password

Confirm Password

Reset Password



Create your new password

- 1) Enter your new password
- 2) Confirm new password
- 3) Select **“Reset Password”**

Supplier Secure Login

- Enter E-mail address
- New password you created



SIGNET RESPONSIBLE SOURCING

Email

Password

[Reset Password](#) [Log In](#)

All suppliers to Signet are required to complete applicable reports (i.e., SRSP, DDQ, and E&S Report), depending upon what you supply to Signet. Once logged in, please ensure you are familiar with the documentation on the website found in the "SRSP Toolkit" for additional instruction and guidance.

For additional information, please [contact us](#).

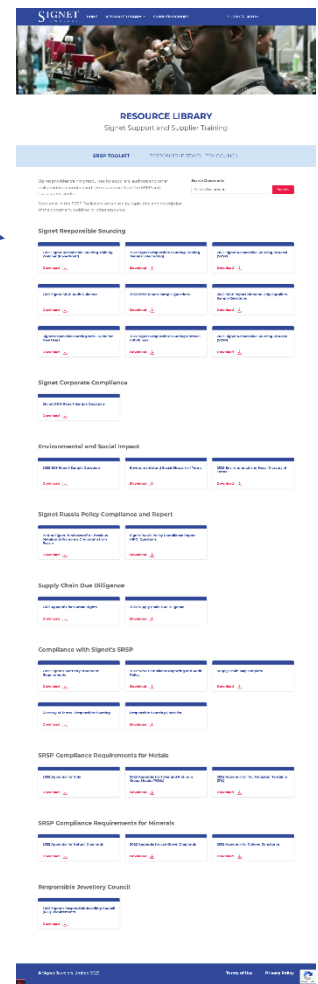




SRSP Toolkit:

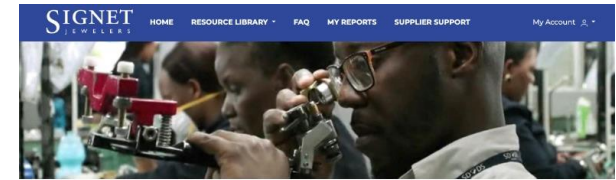
- Under **“Resource Library,”** you will find key resources for online viewing or downloading:

- SRSP Toolkit (includes 2024 SRSP, audit guidance, copies of reporting webinars, policy templates, etc.)
- Responsible Jewellery Council information



“My Reports”

- 2024 Signet Responsible Sourcing Protocol Report (SRSP Report)
- 2024 Third Party Due Diligence Report (DDQ Report)
- 2024 Environmental & Social Report (E&S Report)



SIGNET AVAILABLE REPORTS

Please select the report you wish to complete:



September 01, 2023

2023 SIGNET DDQ REPORT

Required for all existing and potential new Signet suppliers.

[LAUNCH REPORT](#)



September 01, 2023

2023 Signet SRSP Report

Required for all Signet suppliers.

[LAUNCH REPORT](#)



September 01, 2023

2023 Signet Environmental & Social (E&S) Report

Required for all existing and potential new Signet suppliers.

[LAUNCH REPORT](#)

THREE REPORTS REQUIRED (for suppliers to all banners)

**DUE
OCTOBER 31,
2024**

SRSP Report

Product Information:

- Supply chain due diligence
- RJC membership status
- Compliance with relevant SRSP appendices

DDQ Report

Company Profile Information:

- Headquarter location
- Number of all locations and employees
- Corporate structure
- Supplier / company due diligence

E&S Report

- Carbon neutrality
- Sustainable packaging
- Facilities in water stressed areas
- Collection of Green house gas emissions data

- All companies will be required to acknowledge compliance with Signet's Russia Compliance Policy in both the SRSP and DDQ Reports.
- All Reports are completed at <https://signetresponsiblesourcing.com>:

Compliance Reports – Timing

- All suppliers to Signet are notified by email from info@signetsrsp.com to complete the SRSP, DDQ and E&S Reports at [signetresponsiblesourcing.com](https://www.signetresponsiblesourcing.com)
- Signet's SRSP policy requires all suppliers to complete compliance reports annually.
- October 31, 2024 - All online reports must be completed.
- Senior management will be advised of noncompliant suppliers and if more than 60 days late, ceasing of new product orders and deactivation.
- Report Confirmation Numbers are required for the annual Signet Vendor Buying Agreement (VBA) or other contracts as applicable.



Completing the SRSP Report:

- One or more vendor numbers will be displayed
- One SRSP report for all vendor numbers can be completed by selecting ALL vendor numbers
- If the supply chains differ by vendor number, separate reports can be completed



SIGNET SRSP REPORT

The Signet Responsible Sourcing Protocol Compliance Report

Please select the vendor number(s) you are completing a SRSP Compliance report for. If you are reporting for multiple vendor numbers and the responses are different, please select and complete reports individually.

If you are reporting for multiple vendor numbers and the responses are the same, you can complete one report for all vendor numbers by selecting "All That Apply."

You can review your report at any time prior to submission. This report will be saved automatically which allows you to partially complete and submit at a later date. Once you submit your report, it will be unavailable for further updates pending review by Signet.

Business Unit	Vendor Name	Vendor Number	Status
<input checked="" type="checkbox"/> A & I	Kate Vendor #1	00000001	In Progress
<input checked="" type="checkbox"/> A & I	Kate Vendor #2	00000002	In Progress
<input checked="" type="checkbox"/> A & I	Kate Vendor #3	00000003	In Progress

CONTINUE "ALL PROGRESS" SUBMITS

RESET "ALL PROGRESS" SUBMITS

Signet Jewelers believes a responsible, conflict-free supply chain is fundamental to the reputation of the jewelry industry and its future. Signet is a founding and certified member of the Responsible Jewelry Council (RJC), RJC membership and subsequent certification measures Signet of our suppliers' responsible sourcing practices and therefore requires all its suppliers who sell gold, platinum, silver, natural diamonds, and colored gemstones to be members of the RJC. All suppliers to Signet are required to participate in our Responsible Sourcing Protocol (SRSP) to ensure that the metals and/or minerals they supply are responsibly managed, and are "conflict-free" and assessed with respect for human rights.

Please reference Section 3 of the Signet Responsible Sourcing Protocol (SRSP) for specific supplier requirements relative to supply chain due diligence.

Signet has produced global guidance for all suppliers called the Signet Responsible Sourcing Protocol ("SRSP"), which is aligned with international guidance and standards, and identifies compliance criteria to ensure Signet's supply chain is responsibly sourced.

The SRSP addresses the procedures that Signet suppliers must follow to ensure compliance of all products, or portions being sold, in, together, between US, natural diamonds, stone, platinum group metals (PGM), colored gemstones (natural untreated, ruby, sapphire, etc.), and lab-grown diamonds (LGD), are responsibly sourced.

All suppliers to Signet are required to complete the annual SRSP report. If you supply ONLY lab-grown diamonds or polished diamonds, or colored gemstones, you are required to complete the SRSP Report.

Please ensure the person completing the report on behalf of your company is familiar with the SRSP, and especially the compliance criteria listed in the appendices.



SRSP Report Content

- Suppliers of only “diamonds” answer questions only relevant to diamonds
- Identify any changes in supply chain
- Acknowledge due diligence requirements
- Confirm Responsible Jewellery Council (RJC) membership status
- Confirm whether “**compliant**” or “**not compliant**” with the SRSP appendix for any metal or mineral.
- Attest the information and answers provided in the report are true.

The screenshot shows a web interface for the 2024 Signet SRSP Report. At the top is a dark blue navigation bar with the Signet Jewelers logo and links for HOME, RESOURCE LIBRARY, FAQ, MY REPORTS, SUPPLIER SUPPORT, and My Account. The main heading is "2024 SIGNET SRSP REPORT" in blue. Below it is a progress bar with a red circle at the end. The question is "Q 13.0 Do you attest that the information and answers provided in this report are true to the best of your understanding?". There are two radio button options: YES and NO. Below the question is a "Reference resource link" and two buttons: PREVIOUS and NEXT. At the bottom, there is a footer with "© Signet Jewelers Limited 2023", "Terms of Use", and "Privacy Policy" with a small icon.

Compliance Assessment Dashboard

- A summary of all questions and responses on one page prior to submitting a report.
- Link to make updates to responses is available for each question.

COMPLIANCE ASSESSMENT DASHBOARD

Completed

Review your submissions and edit as necessary. Once you are satisfied, please click "proceed" to continue with your submission.

Q 1.00

Does your company currently or plan to supply diamonds, natural or lab-grown, colored gemstones (loose rough, or polished, or set in jewelry), gold, tin, tungsten, tantalum, silver, platinum group metals (PGMs), used in any product, including components and findings, to Signet?

Please note: If you provide repair services, or are a supplier of only loose natural or lab-grown diamonds, or are a broker, trader, or auctioneer in natural or lab-grown diamonds, you should reply "YES."

A no [edit response](#)

Q 1.02

Does your company provide jewelry or other materials that do not include gold, 31% silver (PGMs), natural or lab-grown diamonds, colored gemstones, or provide a service not including repairs to Signet?

A no [edit response](#)

Q 1.04

Please identify what product or service you currently, or plan to supply Signet?

A yes [edit response](#)

Q 11.0

If you would like to make any comments or grievances to Signet, please write them below:

A no [edit response](#)

Q 11.1

If you think Signet needs to be aware of any additional risks or concerns which you can identify in your or in others' supply chains, please include them below:

A yes [edit response](#)

Q 12.0

Do you plan to immediately include the SRSP warranty statements on all your documentation?

A [edit response](#)

© Signet Jewellers Limited 2021 [Terms of Use](#) [Privacy Policy](#)

Submitting the SRSP Report

- Upload any supporting documentation to verify your claims
- Enter first, last name, title, email address, and phone number
- Tic the box that all information is current and accurate
- Select **“Submit”**

SIGNET
JEWELERS

HOME RESOURCE LIBRARY FAQ MY REPORTS SUPPLIER SUPPORT My Account

PLEASE ADD ANY SUPPORTING DOCUMENTS.

Supporting documents, i.e., terms of business, copies of invoices, delivery notes, etc., to validate your SRSP compliance report answers can be uploaded here.

It is not mandatory to upload documentation to submit your report.

Choose file

When you submit your SRSP report, it will be pending review and approval by the Signet Responsible Sourcing team. If all is in order with your SRSP report, you will receive an e-mail from info@signetsrsp.com which contains your SRSP Confirmation Number and a copy of your SRSP report responses.

All items required unless noted.

First Name Last Name

Email Address Title

Phone number

Numbers only (no spaces or special characters)

By submitting I'm agreeing that all information is current and accurate.

© Signet Jewelers Limited 2023 [Terms of Use](#) [Privacy Policy](#)

Pending SRSP Report

- Once you have submitted the report, you will see a page acknowledging submission.
- The report is now in a “**pending status**,” awaiting review by the Signet Responsible Sourcing team.

The screenshot shows the top navigation bar of the Signet Jewelers website with links for HOME, RESOURCE LIBRARY, FAQ, MY REPORTS, and SUPPLIER SUPPORT, along with a My Account dropdown. The main heading reads "THANK YOU FOR COMPLETING YOUR SRSP COMPLIANCE REPORT". Below this, a message states: "The status of your submission is pending review by the Signet Responsible Sourcing team. If all is in order, you will receive your SRSP confirmation number via email from info@signetsrsp.com. If any responses require further information, you will be contacted by a member of the team." A link "click here" is provided for submitting additional reports. The footer contains the copyright notice "© Signet Jewelers Limited 2024" and links for "Terms of Use" and "Privacy Policy".

SRSP Report Approval and Confirmation Number:

- Report is reviewed and approved by Signet Responsible Sourcing Team
- You receive a copy of the report (PDF) and SRSP Confirmation Number via e-mail from info@signetsrsp.com.
- 2024 SRSP Confirmation Number required for the Signet VBA, other contracts or agreements as applicable.



Your SRSP Report for Has Been Approved!

SRSP Confirmation Number and Report Responses Inside

Dear Valued Business Partner,

Thank you for your continued support of Signet Jewelers' initiatives relating to responsible sourcing and for the successful completion of the 2024 SRSP Report.

Your 2024 SRSP Report has been approved!

The SRSP confirmation number, which is required for the Signet VBA and other contracts or agreements as applicable is:

Completing the Signet DDQ and E&S Report

- Return to “My Reports”
- Since both reports are completed for your entire company, when you launch the report, only one vendor number will be displayed for you to select
- For the E&S Report - If you are not the person responsible for Sustainability at your company, please provide your login credentials to that individual to complete this report.



SIGNET AVAILABLE REPORTS

Please select the report you wish to complete:



September 01, 2023

2023 SIGNET DDQ REPORT

Required for all existing and potential new Signet suppliers.

LAUNCH REPORT



September 01, 2023

2023 Signet SRSP Report

Required for all Signet suppliers.

LAUNCH REPORT



September 01, 2023

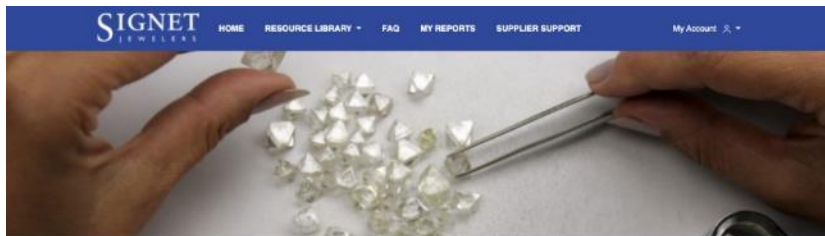
2023 Signet Environmental & Social (E&S) Report

Required for all existing and potential new Signet suppliers.

LAUNCH REPORT

Supplier Support:

- If you have any questions, you can reach us through the “Supplier Support” contact form.
- A “FAQs” page is also available which contains a list of the frequently asked SRSP and RJC-related questions.
- **Reminder:** All 2024 SRSP, DDQ and E&S Reports are due by October 31, 2024.



SUPPLIER SUPPORT

Please enter your contact information as below, indicating the reason for your inquiry. A member of Signet's Responsible Sourcing team will respond as soon as possible. We look forward to working with you.

All items required unless noted.

Name

Email Address

Phone Number

* Allowed characters: 0-9

Inquiry Type

Select an Inquiry Type

Message

SUBMIT



Thank You!

Contact Information:

- SRSP, E&S Report questions, contact info@signetsrsp.com / or use the Supplier Contact form at: signetresponsiblesourcing.com
- DDQ Report questions, contact ddq@signetjewelers.com

The screenshot shows the 'Supplier Support' section of the Signet Jewelers website. At the top, there is a navigation bar with 'HOME', 'RESOURCE LIBRARY', 'SUPPLIER SUPPORT', and 'SUPPLIER SIGN IN'. Below this is a large banner with the text 'WELCOME To Signet Responsible Sourcing' and an icon of a hand holding a diamond. To the right of the banner is a photograph of jewelry on a green leaf. Below the banner are three smaller images: a woman holding a baby, hands working on a piece of jewelry, and a close-up of jewelry. The main heading is 'A Resource for Suppliers to Signet Jewelers'. The text below explains the Signet Responsible Sourcing Protocol, its purpose, and the company's commitment to responsible sourcing. A diagram titled 'SIGNET'S COMMITMENT TO RESPONSIBLE SOURCING IS A TWO-PRONGED APPROACH...' shows two paths: 'FOR COMPANIES' (Responsible Jewellery Council certification) and 'FOR PRODUCTS' (Compliance with the Signet Responsible Sourcing Protocol). At the bottom, there is a footer with '© Signet Jewelers Limited 2023', 'Terms of Use', 'Privacy Policy', and a recycling symbol.

SIGNET JEWELERS HOME RESOURCE LIBRARY SUPPLIER SUPPORT SUPPLIER SIGN IN

WELCOME
To Signet Responsible Sourcing

A Resource for Suppliers to Signet Jewelers

The Signet Responsible Sourcing Protocol, now part of the Signet Promise, is an independently auditable program created for the industry by Signet Jewelers that has largely been adopted around the world as the most consumer-focused product assurance program. Today, it covers all the precious metals and stones we sell.

We promise that all our products are responsibly sourced, and we use our scale for good to advance human rights while helping preserve our planet. Our promise is designed to inspire love and instill trust. It is based on our industry leadership in responsible sourcing and our four-layered consumer confidence approach holds our global suppliers and ourselves to high ethical standards.

For more than a decade, Signet has taken a leadership role in the development of harmonized industry guidance and standards for many years to ensure our jewelry is made with integrity and sourced from a supply chain that is held to a high standard. Signet is dedicated to the continuous improvement of the integrity of the global jewelry supply chain.

SIGNET'S COMMITMENT TO RESPONSIBLE SOURCING IS A TWO-PRONGED APPROACH...

FOR COMPANIES
Responsible Jewellery Council (RJC) members and RJC certification reassures Signet of suppliers' responsible business practices.

FOR PRODUCTS
Compliance with the Signet Responsible Sourcing Protocol (SRSP) reassures Signet of the integrity of our supply chain and the products we sell.

Signet believes that a responsible, conflict-free supply chain is fundamental to the reputation of the jewelry industry as a whole, and we are committed to continue our efforts to advance responsible sourcing throughout the supply chain.

© Signet Jewelers Limited 2023 Terms of Use Privacy Policy