

Responsible Sourcing Checklist

<p>Step 1: Create a Responsible Sourcing Policy</p>	<ul style="list-style-type: none"> • Create a policy that addresses your company’s sourcing of Conflict Minerals (Gold, 3Ts, Silver/PGMs), Diamonds (natural and lab grown), and Colored Gemstones 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 all related appendices. • Share this policy internally with all staff and post to your website, if your company has one.
<p>Step 2: <u>Map your Supply Chain:</u></p>	<p><u>For metals (gold, 3Ts, silver, platinum):</u></p> <ul style="list-style-type: none"> • Identify and certify the sources of your metals, preferably to a refinery. <p><u>For natural diamonds and gemstones:</u></p> <ul style="list-style-type: none"> • List your suppliers, categorize the sources and list all identified entities in the supply chain. <p><u>For lab grown diamonds:</u></p> <ul style="list-style-type: none"> • List all facilities, factories (wholly owned or third parties) where LGDs are manufactured or grown.
<p>Step 3: Establish Company Policies and Procedures and Share with Suppliers</p>	<ul style="list-style-type: none"> • Ensure compliance with the Kimberley Process (KP), Conflict Minerals policies and all active sanctions. • Implement procedures which ensure the sourcing of your products do not contribute to human rights abuses. • Establish Management Systems, a Know Your Counterparty (“KYC”), and Anti-Money Laundering (AML) policies • Establish and share Terms of business with your suppliers, ensuring your policy requires compliance with all current sanctions. • Conduct testing of diamonds, LGDs and colored gemstones.
<p>Step 4: Documentation and Evidence</p>	<ul style="list-style-type: none"> • Maintain documentation of your due diligence which includes, invoices, delivery notes, certifications, which may be required should you be asked to undergo an independent third-party audit.

