

This template is provided to assist you in fulfilling your responsibilities to establish a Responsible Sourcing Terms of Business Letter. 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

Date

To: Supplier Name
Supplier Address
Supplier Contact Person

Supplier Terms of Business

(Your Company Name) believes that a responsible conflict-free supply chain is fundamental to the reputation of the diamond and jewelry industries as a whole, and we are committed to continue our efforts to advance responsible sourcing throughout the supply chain. Based on this we expect the same of our suppliers so commitment is critical and required as per the following.

(Supplier name) commits to purchasing from legitimate sources only, not involved in funding conflict or engaging in Human Rights violations in compliance with United Nations Resolutions and corresponding national laws.

(Supplier name) hereby guarantees that all materials sold to us are in compliance with the Signet Responsible Sourcing Protocol (SRSP), which includes a ban on all metals/minerals of Russian origin. A copy of the SRSP is attached.

Compliance with the SRSP is based on the OECD's Due Diligence Guidance and the Responsible Jewellery Council Code of Practices. "Responsibly sourced" means that suppliers will avoid contributing to human rights abuses and/or conflict through their sourcing practices.

To confirm compliance with the above please return a signed copy to us by **(date)**

Supplier Name

Supplier Representative

Signature