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**NOTE: design this cover as per your own company guidelines**

**INSERT YOUR COMPANY NAME HERE**

**REPORTING REQUIREMENTS**

**FOR COP 3**

**ABOUT THIS TEMPLATE**

This reporting template is designed for RJC members\* to fulfil the annual reporting requirements for COP 3 Reporting within the RJC Code of Practices 2019.

\*This template is designed to fulfil all reporting requirements for non-mining RJC members, all members are welcome to use the templates provided but there are additional reporting requirements for mining members.

**HOW TO USE THIS TEMPLATE**

1. Complete contact information at the top of each section.
2. Using the reporting Requirement and Tip tables as a guide, complete the sections as applicable to your business, do this for each reporting template that you wish to use.
3. Once you have completed all required sections you need to prepare the report for publishing by removing the Requirement and Tip tables.
4. Once you have deleted the guidance tables you will be left with your final report.

# **COP 3: REPORTING**

Contact Information

COMPANY NAME: **[Insert company name]**

DATE: **[Insert Date]**

REPORTING PERIOD: **[Insert Reporting Period]**

CONTACT: **[Insert contact’s email address]**

ISSUES

|  |  |
| --- | --- |
| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail the relevant business practices and material issues you have identified that relate to the COP, that are important to you and your business. Prior to finalising this report, you should consider key stakeholders, who this should be shared with, e.g., suppliers, customers, significant communities you work with shareholders etc. | Relevant practices might include human rights due diligence, factory working conditions, promotion of responsible business practices with business partners, reduction of wastes, local procurement or other issues raised as concerns by affected stakeholders. |

[Insert company name] will be providing details on the following [issues you will be addressing] identified during our due diligence activities.

SUSTAINABLE DEVELOPMENT GOALS (SDGS)

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| DELETE THIS TABLE ONCE COMPLETED | |
| REQUIREMENT | TIP |
| If reporting on the SDGs; consider your SDG impact and give details of specific SDGs as relevant to you and your business and issues you have identified, how and why you have implemented these. | Relevant SDGs could include SDG 5 Gender Equality; these are SDG’s that you may already be working on throughout every level of your supply chain by paying a fair wage, or plan to work on in the future. Energy savings could include SDG 13 Climate Action. |

Through our due diligence activities [insert company name] have identified the following SDGs as relevant to our business, [detail the specific SDGs and why they are relevant]

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| REQUIREMENT | TIP |
| If reporting on the SDGs; describe the significant impacts you have identified. | The impacts that you have identified through implementing the SDGs, these are both positive and negative impacts. |

We have implemented these SDGs through the following methods [give details on how you have implemented the SDGs].

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| REQUIREMENT | TIP |
| If reporting on the SDGs; detail the strategies and activities implemented. | The strategies and activities you have implemented to achieve the SDGs you have identified as relevant to your business. |

We have identified the below impacts as a result of implementing the following SDGs; [list SDGs implemented and impacts for each].

To achieve these SDGs we have implemented the following strategies [give details]; and activities [give details].

ACTIONS

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the policies you have in place or the position your company takes relating to the issues identified/raised. | These can be any relevant policies relating to the issues identified, for example, human rights, forced labour, child labour, hazardous substances, waste, and emissions. |

[Insert company name] have the following policies in place [give policy details] relating to [issues you have identified]; these policies can be found [detail where they can be accessed e.g. link].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail the actions you have taken relating to these issues, or the actions you plan to take. | These actions can include training on relevant issues, such as human rights for employees within your supply chain and proper storage methods for hazardous substances. How you have reduced your waste and emissions throughout your supply chain by turning off lights etc. Reducing your use of hazardous substances by changing to more natural cleaning products. |

As a company we have already taken action regarding the following [issues identified you have taken action on]; doing so through [how you have taken action]. We plan to take the following action [give details] relating to [issues identified you have yet to act on].

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| --- | --- |
| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the outcomes or the expected quantitative or qualitative outcomes of the actions you have taken. | The expected outcomes could include more engaged staff, cost savings through reduced waste and emissions and switching to more natural cleaning products. |

The outcome of [actions you have already taken] have been [detail the result of your actions]; and we expect further outcomes to be [detail any further outcomes you expect].

MINING MEMBERS ONLY

**NOTE THAT CONFORMANCE WITH COP 3.2 AUTOMATICALLY ENSURES CONFORMANCE WITH COP 3.1**

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Review the GRI Standards for a general introduction to sustainability reporting. | The GRI provides detailed guidance for preparing a sustainability report through its GRI Standards and the G4 Sector Disclosures for Mining and Metals. Together, these cover what a report should contain. |

See GRI Standards and the G4 Sector Disclosures for Mining and Metals for report content.

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