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

**INSERT YOUR COMPANY NAME HERE**

**REPORTING REQUIREMENTS**

**FOR COPs  
3, 6, 7 & 27**

**ABOUT THIS TEMPLATE**

This reporting template is designed for RJC members\* to fulfil all annual reporting requirements to the applicable provisions within the RJC Code of Practices 2019; members can choose to use all of the templates provided or those as required.

The templates included are as listed:

[**COP 3 Reporting Template:**](#_COP_3:_REPORTING) This is a standalone template designed to fulfil the reporting requirements of COP 3.

[**COP 6 Human Rights & COP 7 Due Diligence Reporting Template:**](#_COP_6_&) This is a combined template designed to fulfil the reporting requirements of both COP 6 & 7.

[**COP 27 Use of Natural Resources Reporting Template:**](#_COP_27:_NATURAL) This is a standalone template designed to fulfil the reporting requirements of COP 27.

[**COP 6 Human Rights Reporting Template:**](#_COP_6:_HUMAN) This is a standalone template designed to fulfil the reporting requirements of COP 6 alone, if you are using the combined COP 6 & 7 this is not required.

[**COP 7 Due Diligence Reporting Template:**](#_COP_7:_DUE) This is a standalone template designed to fulfil the reporting requirements of COP 7 alone, if you are using the combined COP 6 & 7 this is not required.

\*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

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| **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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| **DELETE THIS TABLE ONCE COMPLETED** | |
| 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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| **DELETE THIS TABLE ONCE COMPLETED** | |
| 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.

## **COP 6 & 7: HUMAN RIGHTS & DUE DILIGENCE**

Contact Information

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

DATE: **[Insert Date]**

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

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

COMPANY MANAGEMENT SYSTEMS

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Include details about your policies within your own operations and on all supply chains relating to human rights and enhanced due diligence on minerals originating from conflict-affected and high-risk areas and how they are communicated internally, to suppliers and other stakeholders. | To demonstrate your compliance with COP 6 & 7 you need to have policies in place within your organisation which are endorsed throughout your supply chain, you need to give brief details of what these policies include, how you communicate them throughout your own operations and your supply chain and where they can be found. |

[Insert company name] have the following policies in place [give details e.g. link to policy], detailing our commitment to respect human rights throughout our supply chain and our supply chain due diligence on the following minerals [delete as appropriate to your company gold, silver, platinum group metals, diamonds, emeralds rubies and sapphies] originating from conflict-affected and high-risk areas. [Insert company name] endorse these policies to our suppliers and stakeholders by distributing them via [give details e.g. link to policy], these policies can also be accessed by our internal stakeholders via [give details of where employees will find this information] and externally via [give details of where else these policies can be found for those outside of your business, e.g. website, social media].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Internal management systems implemented or in place to support supply chain due diligence including the identification of your human rights impacts. | Describe how you have structured internal management systems and other segments of your business to implement; a human rights impacts commitment, assessment & treatment and; supply chain due diligence process. Identify the senior manager(s) responsible for overseeing human rights and supply chain due diligence. Include a review which identifies and assesses your human rights and supply chain risks, a strategy and action plan to respond to identified risks, and ongoing monitoring and evaluation of efforts. |

To support supply chain due diligence, we have implemented the following internal measures [give details]. The senior manager[s] responsible for overseeing supply chain due diligence [is/are] [position title and name]. To aid us in identifying our human rights impacts we have developed and implemented the follow systems [give details]; we have the following human rights policy in place [give details of where this can be found]. The senior manager[s] responsible for overseeing our human rights impacts [is/are] [position title and name].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Your system of controls and transparency over your supply chain and suppliers. | Describe your approach and progress for identifying origin of materials and intermediate actors e.g. for precious metals you need to identify that the refine follows OECD DD, for diamonds & coloured gemstones you need to contact first tier suppliers to provide origin (country or mine) |

[Insert company name] have established a system of controls and transparency over our supply chain, which include our approach for identifying suppliers [give details] and identifying sources of our [materials/products] [give details]. These methods have strengthened our due diligence efforts by [give details].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the steps you have taken to strengthen engagement with suppliers. | Examples of this can include establishing long-term relationships with your suppliers, in person visits, fair pricing, remote engagement, communicating your expectations regarding human rights and supply chain due diligence and helping suppliers to build capacity for them. |

As a company we communicate our expectations regarding human rights and supply chain due diligence by [give details]. In addition to this, we also take following steps to strengthen our engagement with suppliers; [give details]; the outcome of doing so has been [give details].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Grievance mechanism | Provide details of your internal (employees) and externally (suppliers and throughout your supply chain) available grievance mechanism (as an early warning risk-awareness system), including where it can be accessed and who is responsible for it, how many grievances you have received, how many of these were investigated and what the out-comes were. |

Our grievance mechanism for internal stakeholders can be accessed via [give details of where they can find this], our external grievance mechanism is available via [give details]. Of the [insert amount] of grievances received we investigated [insert amount], the outcomes reported where [give details]. The employee[s] responsible for these grievance mechanism(s) is/are [give name and position title].

IDENTIFIED & ASSESSED RISKS

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe how you have identified and assessed the risks of adverse human rights impact by your operations; and the risks of your suppliers (discovered during your due-diligence activities). Disclose any actual or potential risks or impacts you have identified. Describe how you have assessed your own and your suppliers’ due-diligence practices and practices relating to human rights. | You do not need to disclose the names of specific suppliers here but rather the overall risks. For example, “we have identified a risk of child labour related to 3 suppliers sourcing from country X”. Optionally you can also include the number of incidents of the risk identified, as well as suppliers and the country “We identified x incidents of risk x relating to x (no of) suppliers from x country” |

We assess our own and supplier’s due diligence practices and those relating to human rights by [insert details of how you assess this].

During our assessment of our own and our supplier’s due diligence practices and those relating to human rights, we identified the below potential and actual risks within our supply chain. [Use the below sentence structure to list any risks or potential risks identified]

- We have identified a [potential risk/risk] of [insert risk] related to [detail where in your supply chain (e.g., supplier) including country].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe how you remedy an identified actual risk or impact caused by your involvement (cause, contribute or link to). Describe the steps taken to strengthen internal control systems and to collect reliable information from your enhanced due diligence. Include in the description of your remediation actions: steps taken to manage risks, including involvement of affected stakeholders; efforts made to monitor and track performance for risk mitigation; number of instances where you decided to disengage from suppliers; and all instances of risk mitigation and results of follow up after six months (if applicable). | The risks you have identified throughout your supply chain pertaining to human rights and the actions you have taken surrounding remediation; and updating your procedures and system so that the chance of the risk reoccurring is reduced. |

To remedy the [list risk identified, and impacts caused by your involvement] we implemented the below changes [changes made] / took the following action [actions taken]. (repeat for each risk).

In addition to this we also have the following changes in actions [give details] and plan to take the following actions in the future [give details]. (if applicable)

- This risk involved [give number of stakeholders] in [give country details].

- [Follow up action taken after 6 months (if applicable)]

As a result of these risks being identified we have also taken the following steps to enhance our internal systems and controls [detail the changes you have made internally].

We monitor and track the performance of risk mitigation by [give details on how this is done].

- As a result of this risk mitigation we disengaged from [number of suppliers disengaged from] in [number of countries and which]. (If applicable. Note, disengagement is a last resort for dealing risk mitigation).

STRATEGY

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Report findings of the supply chain risk assessment to the designated senior management of the company. | Say who in your company receives the findings of risk assessments (provide position titles e.g., Managing Director) |

Our risk assessment findings are received by [insert position title (name is optional) or name of governance body].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Risk management plan | Describe the steps you have taken to design and implement a strategy to respond to the risks and impacts identified (risk management plan). |

To respond to the risks identified within our supply chain, we took the following steps to design and implement a risk management plan [detail how this was done]. Our risk management plan consists of the following [give details on what this includes for each specific risk]. E.g timescales, actions taken, objectives.

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Implementation of the risk management plan and monitoring performance of risk mitigation efforts. | Disclose your efforts to: implement the risk management plan, monitor, and track the effectiveness of your risk mitigation measures, including the results of your follow-up activities after six months to evaluate significant and measurable improvement. Your tracking activities should relate to actual impacts, and what is being done to manage or remedy them, rather than simply tracking processes or procedures. |

[Use this sentence to detail how you implemented your risk management plan for each risk identified].

To implement our risk management plan we have taken the following risk mitigation steps [give details of the steps taken for implementation for each risk identified]; and we continue to monitor the plan and track the effectiveness of these risk mitigation measures by [give details]. In addition to this, we evaluated improvement of this risk after six months through [details how you followed up] the result of which was [detail the findings of your follow up].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Include the detail of any applicable training provided to staff or contractors. | Details of any training you have provided to your employees and contractors regarding human rights risks and supply chain due diligence. |

[Insert company name] provided the training regarding human rights to our [employees and/or contractors] on [give dates]; this training included information on [give a brief summary of the training provided]. We have also provided training regarding our due diligence activities to all of our [employees and/or contractors] on [give dates]; this training included information on [give a brief summary of the training provided, this can include the audience, frequency of training and topics covered].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe how you communicate internally and externally with stakeholders on your due diligence activities and efforts to prevent and address human rights risks. When you identify a human rights risk, describe how you communicate with potentially affected stakeholders to explain how you are addressing the risk. | Describe how you communicate internally and externally with stakeholders on your due diligence activities and efforts to prevent and address human rights risks. When you identify a human rights risk, describe how you communicate with potentially affected stakeholders to explain how you are addressing the risk. |

[Insert company name] communicate to our stakeholders regarding our due diligence activities and efforts to prevent human rights risks. This communication is in the form of [communication methods, if multiple please list]. When a human rights risk is identified we communicate the risk and how we are addressing it to potentially affected stakeholders by [detail how you communicate this].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail a summary of any grievances received and how you handled them (remediation actions). | Any grievances raised since your previous report and how you have addressed them, you do not need to include identifying details but an overview on the grievance raised and how you remediated it. |

Since our last report [no grievances have been raised] [the following grievances have been raised] regarding human rights risks or our supply chain due diligence:  
- [Grievance(s) raised]  
- [List the remediation action to address the grievance]

CARRY OUT A THIRD PARTY AUDIT (OPTIONAL INFORMATION)

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| RJC COP audit | Consider including a summary of your RJC COP audit, including the date of the audit, the audit activities and methodology and the findings. |

[Insert company name] has joined the RJC in [year] and has since achieved [number] [1/3 year, as applicable] certifications.

In support of our continuous improvement journey, our latest third-party RJC audit took place within our organisation against the RJC COP 2019 on [insert date].

### **COP 27: NATURAL RESOURCES**

Contact Information

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

DATE: **[Insert Date]**

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

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

BUSINESS PRACTICES & MATERIAL ISSUES

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail the relevant business practices and material issues you have identified that relate to COP 27, that are important to you and your business and are of interest to stakeholders. | Your use of water and energy, monitoring techniques and other related issues raised as concerns by affected stakeholders (if applicable). |

[Insert company name] have identified [insert findings and stakeholder raised issues] regarding our use of natural re-sources. As a business we monitor our use of energy and water throughout our supply chain by [detail monitoring techniques] and have found that we use [insert amount of water and energy used].

ACTIONS & OUTCOMES

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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 COP 27. | How do you monitor your energy and water use? What solutions do you have in place to address these issues? (If affected stakeholders have raised a related specific issue your report should give enough information for these stakeholders to be able to properly assess your response.) |

[Insert company name] have the following policies in place to address our use of water and energy use including our supply chain (if applicable and where the information is available) [give details of your policies/procedures e.g. link to policy] these can be found [details on where they can be found e.g., website, via email]. In addition to monitoring our water and use of energy we have implemented the following systems [give details] to address [related issues].

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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 to save energy and water; or any significant natural resource use that you have identified within your business. | Actions within your control to save energy and water: minimising use of hot water (only boiling as much as you need); turning off lights and electrical equipment when not in use; dry cleaning techniques; printing less (using less paper); efficient lighting; timing systems; fixing leaking pipes and taps, switching to renewable energy sources. Have you identified any other significant use of natural resources in the business such as, paper products? |

Throughout our business we have taken the following steps to reduce our consumption of energy and water; [List all actions taken and where in your supply chain]

We have also identified the significant use of [natural re-source(s) identified] throughout our business and reduced this use by [detail how you reduced your use].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the outcomes or the expected outcomes (quantitative or qualitative) of the actions you have taken. | How much has your water/energy consumption reduced as a result of the methods you have implemented? |

As a result of the reduction methods implemented, we have found that throughout our supply chain our water use has reduced by [give details] and our energy use has decreased by [give details].

In addition to this, we have also found that; [list details of any further expected or unexpected outcomes because of the methods implemented or targets set].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Identify the senior manager(s) appointed to review the business’s resources (water and energy consumption). | The senior manager or managers you have appointed to review your water and energy consumption and use of any other resources identified as significantly used i.e., paper. |

[Insert senior manager(s) name and position title is/are] responsible for reviewing [insert company name] water and energy consumption [and the use of] [detail any other applicable natural resources].

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| REQUIREMENT | TIP |
| Detail your improvements against last year’s report, how have you progressed? What reductions have you made against these targets? Describe progress against efficiency targets and identifying cost savings. | Improvements against your previous years report which could include a % reduction on your water consumption or energy consumption. |

Following on from last year’s report we have identified the following areas where we have made progress and improvement, [give details] against targets set. In addition to this, we have made the following cost savings [give details] as a result of implementing these methods.

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail any clean energy frameworks introduced, plans, and intended improvements for the future. | These are all clean energy frameworks you have introduced, targets and legislation that apply to your operations any related initiatives (whether in response to national frameworks or voluntary). How are you intending to improve on this going forward? Do you have any future plans relating to clean energy? |

[Insert company name] are committed to continuous improvement with regards to clean energy and natural resources, to aid this improvement we have committed the following clean energy frameworks [give details]. In the future we intend to implement the following [give details] with regards to our use of clean energy and natural resources.

#### **COP 6: HUMAN RIGHTS**

Contact Information

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

DATE: **[Insert Date]**

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

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

COMPANY MANAGEMENT SYSTEMS

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Include details about your policies within your operations and supply chain relating to human rights and how they are communicated to suppliers and other stakeholders. | To demonstrate your compliance with COP 6 you need to have policies in place within your organisation which are endorsed throughout your supply chain, you need to give brief details of what these policies include, how you communicate them throughout your supply chain and where they can be found. |

[Insert company name] have the following policies in place [give details e.g. link to policy] detailing our commitment to respect human rights throughout our supply chain. [Insert company name] endorse these policies to our suppliers and stakeholders by distributing them via [give details], these policies can also be accessed by our internal stakeholders via [give details of where employees will find this information] and externally via [give details of where else these policies can be found for those outside of your business, e.g. website, social media].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Internal management systems implemented or in place to support the identification of your human rights impacts. | Describe how you have structured internal management systems and other segments of your business to implement; a human rights impacts commitment, assessment and treatment. Identify who is the senior manager(s) responsible for overseeing human rights and include a review which identifies and assesses your human rights, a strategy and action plan to respond to identified risks, and ongoing monitoring and evaluation of efforts. |

To aid us identifying our human rights impacts we have developed and implemented the follow systems [give details]; we have the following human rights policy in place [give details of where this can be found]. The senior manager[s] responsible for overseeing our human rights impacts [is/are] [position title and name].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe the steps you have taken to strengthen engagement with suppliers. | Examples of this can include establishing long-term relationships with your suppliers, communicating your expectations regarding human rights and helping suppliers to build capacity for them. |

As a company we communicate our expectations regarding human rights by [give details]. In addition to this, we also take following steps to strengthen our engagement with suppliers; [give details]; the outcome of doing so has been [give details].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Grievance mechanism | Provide details of your internal (employees) and externally (suppliers and throughout your supply chain) available grievance mechanism (as an early warning risk-awareness system), including where it can be accessed and who is responsible for it. |

Our grievance mechanism for internal stakeholders can be accessed via [give details of where they can find this], our external grievance mechanism is available via [give details]. The employee responsible for these grievance mechanism(s) is [give name and position title].

IDENTIFIED & ASSESSED RISKS

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe how you have identified and assessed; the risks of adverse human rights impact by your operations (discovered during your due-diligence activities) Disclose any actual or potential risks or impacts you have identified. Describe how you have assessed your suppliers’ practices relating to human rights. | You do not need to disclose the names of specific suppliers here but rather the overall risks. For example, “we have identified a risk of child labour related to 3 suppliers sourcing from country X”. Optionally you can also include the number of incidents of the risk identified, as well as suppliers and the country “We identified x incidents of risk x relating to x (no of) suppliers from x country” |

We assess our suppliers practice relating to human rights by [insert details of how you assess this].

During our assessment, we identified the below potential and actual risks within our supply chain. [Use the below sentence structure to list any risks or potential risks identified].  
- We have identified a [potential risk/risk] of [insert risk] related to [detail where in your supply chain (e.g. supplier) including country].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe how you remedy an identified actual risk or impact caused by your involvement (cause, contribute or link to). Describe the steps taken to strengthen internal control systems and to collect reliable information from your enhanced due diligence. Include in the description of your remediation actions: steps taken to manage risks, including involvement of affected stakeholders; efforts made to monitor and track performance for risk mitigation; number of instances where you decided to disengage from suppliers; and all instances of risk mitigation and results of follow up after six months (if applicable). | The risks you have identified throughout your supply chain pertaining to human rights and the actions you have taken surrounding remediation; and updating your procedures and system so that the chance of the risk reoccurring is reduced. |

To remedy the [list risk identified and impacts caused by your involvement] we implemented the below changes [changes made] / took the following action [actions taken] [duplicate for each risk].  
- This risk involved [give number of stakeholders]in [give country details].  
- As a result of this risk mitigation we disengaged from [number of suppliers disengaged from] in [number of countries and which].  
- [Follow up action taken after 6 months (if applicable)]

As a result of these risks being identified we have also taken the following steps to enhance out internal systems and controls [detail the changes you have made internally].  
We monitor and track the performance of risk mitigation by [give details on how this is done].

STRATEGY

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Risk management plan | Describe the steps you have taken to design and implement a strategy to respond to the risks and impacts identified (risk management plan). |

To respond to the risks identified within our supply chain, we took the following steps to design and implement a risk management plan [detail how this was done]. Our risk management plan consists of the following [give details on what this includes for each specific risk]. E.g timescales, actions taken, objectives.

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Implementation of the risk management plan and monitoring performance of risk mitigation efforts. | Disclose your efforts to: implement the risk management plan, monitor, and track the effectiveness of your risk mitigation measures, including the results of your follow-up activities after six months to evaluate significant and measurable improvement. Your tracking activities should relate to actual impacts, and what is being done to manage or remedy them, rather than simply tracking processes or procedures. |

[Use this sentence to detail how you implemented your risk management plan for each risk identified].

To implement our risk management plan we have taken the following risk mitigation steps [give details of the steps taken for implementation for each risk identified]; and we continue to monitor the plan and track the effectiveness of these risk mitigation measures by [give details]. In addition to this, we evaluated improvement of this risk after six months through [details how you followed up] the result of which was [detail the findings of your follow up].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Include the detail of any applicable training provided to staff or contractors. | Details of any training you have provided to your employees and contractors regarding human rights risks and supply chain due diligence. |

[Insert company name] provided the training regarding human rights to our [employees and/or contractors] on [give dates]; this training included information on [give a brief summary of the training provided]. We have also provided training regarding our due diligence activities to our [employees and/or contractors] on [give dates]; this training included information on [give a brief summary of the training provided].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Describe how you communicate internally and externally with stakeholders on your due diligence activities and efforts to prevent and address human rights risks. When you identify a human rights risk, describe how you communicate with potentially affected stakeholders to explain how you are addressing the risk. | The communication can be a regular sustainability report, writing a letter or email, publishing information on your website, or having a meeting or other face-to-face engagement. Stakeholders can include your employees, contractors, suppliers, local affected groups, civil societies, or organisations etc. |

[Insert company name] communicate to our stakeholders regarding our due diligence activities and efforts to prevent human rights risks. This communication is in the form of [communication methods, if multiple please list]. When a human rights risk is identified we communicate the risk and how we are addressing it to potentially affected stakeholders by [detail how you communicate this].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail a summary of any grievances received and how you handled them (remediation actions). | Any grievances raised since your previous report and how you have addressed them, you do not need to include identifying details but an overview on the grievance raised and how you remediated it. |

Since our last report [no grievances have been raised] [the following grievances have been raised] regarding human rights risks:  
- [Grievance(s) raised]  
- [List the remediation action to address the grievance]

##### COP 7: DUE DILIGENCE

Contact Information

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

DATE: **[Insert Date]**

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

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

STEP 1: ESTABLISH STRONG COMPANY MANAGEMENT SYSTEMS

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| 1.A Adopt, and clearly communicate to suppliers and the public, a company policy for the supply chain of minerals originating from conflict-affected and high-risk areas. | Include details about your policies within your own operations and on all supply chains relating enhanced due diligence on minerals originating from conflict-affected and high-risk areas and how they are communicated internally, to suppliers and other stakeholders. |

[Insert company name] have the following polic(y/ies) [insert details] in place with regard to our supply chain on the following minerals [delete as appropriate to your company gold, silver, platinum group metals, diamonds, emeralds rubies and sapphies] originating from conflict-affected and high-risk areas. This polic(y/ies) is communicated [detail how and when] and can be accessed via [detail where it is publicly available].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| 1.B Structure internal management systems to support supply chain due diligence. | Describe how you have structured internal management and other segments of your business to support due diligence and who is the individual responsible for due diligence. |

To support supply chain due diligence, we have implemented the following internal measures [give details]. The senior manager[s] responsible for overseeing supply chain due diligence [is/are] [position title and name].

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| REQUIREMENT | TIP |
| 1.C Establish a system of controls and transparency over the minerals supply chain. | Describe your approach for identifying suppliers and sources of your materials/products and how this has strengthened your due-diligence efforts, and for record keeping. |

[Insert company name] have established a system of controls and transparency over our supply chain; which include, our approach for identifying suppliers [give details] and identifying sources of our [materials/products] [give details]. These methods have strengthened our due diligence efforts by [give details].

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| REQUIREMENT | TIP |
| 1.D Strengthen company engagement with suppliers. | Describe the steps you have taken to strengthen engagement with suppliers to e.g., establishing long-term relationships, communicating your expectations, and helping suppliers to build capacity for due diligence. |

As a company we communicate our expectations regarding supply chain due diligence via [give details]. In addition to this we also take the following steps to strengthen our engagement with suppliers; [give details]; the outcome of doing so has been [give details].

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| REQUIREMENT | TIP |
| 1.E Establish a company-level, or industry wide, grievance mechanism as an early warning risk-awareness system. | Provide details of your grievance mechanism, including where it can be accessed and who is responsible for it. |

Our grievance mechanism for internal stakeholders can be accessed by [give details of where they can find this], our external grievance mechanism is available via [give details]. The employee[s] responsible for these grievance mechanism(s) is/are[give name and position title].

STEP 2: IDENTIFY AND ASSESS RISK IN THE SUPPLY CHAIN

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| REQUIREMENT | TIP |
| Identify and assess risks in the supply chain and assess risks of adverse impacts. | Describe how you have assessed the risks of your upstream suppliers (discovered during your due-diligence activities) and disclose any actual or potential risks or impacts you have identified. Describe how you have assessed your suppliers due-diligence practices. You do not need to disclose the names of specific suppliers here but rather the overall risks. For example, “we have identified a risk of child labour related to 3 suppliers sourcing from country X”. Optionally you can also include the number of incidents of the risk identified, as well as suppliers and the country “We identified x incidents of risk x relating to x (no of) suppliers from x country” |

We assess our supplier’s due diligence practices by [insert details of how you assess this].  
During our assessment of our supplier’s due diligence practices, we identified the below potential and actual risks within our supply chain. [Use the below sentence structure to list any risks or potential risks identified]  
- We have identified a [potential risk/risk] of [insert risk] related to [detail where in your supply chain (e.g. supplier) including country].

STEP 3: DESIGN AND IMPLEMENT A STRATEGY  
TO RESPOND TO IDENTIFIED RISKS (if applicable)

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| REQUIREMENT | TIP |
| Report findings of the supply chain risk assessment to the designated senior management of the company. | Say who in your company receives the findings of risk assessments (provide position titles e.g., Managing Director). |

The senior manager who receives the findings our risk assessment is [insert name and position title].

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| REQUIREMENT | TIP |
| Devise and adopt a risk management plan. | Describe the steps you have taken to design and implement a strategy to respond to the risks and impacts identified. |

To respond to the risks identified within our supply chain, we took the following steps to design and implement a risk management plan [detail how this was done]. Our risk management plan consists of the following [give details on what this includes for each specific risk]. E.g timescales, actions taken, objectives.

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| REQUIREMENT | TIP |
| Implement the risk management plan and monitor performance of risk mitigation efforts. | Disclose your efforts to monitor and track the effectiveness of your mitigation measures, including the results of your follow-up activities after six months to evaluate significant and measurable improvement. |

[Use this sentence to detail how you implemented your risk management plan for each risk identified]  
To implement our risk management plan we have taken the following risk mitigation steps [give details of the steps taken for implementation for each risk identified]; and we continue to monitor the plan and track the effectiveness of these risk mitigation measures by [give details]. In addition to this, we evaluated improvement of this risk after six months through [details how you followed up] the result of which was [detail the findings of your follow up].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Internal training. | Include the detail of any applicable training provided to staff or contractors. |

[Insert company name] provided the training regarding our due diligence activities to our [employees and/or contractors] on [give dates]; this training included information on [give a brief summary of the training provided]. We have also provided training regarding our due diligence activities to all of our [employees and/or contractors] on [give dates]; this training included information on [give a brief summary of the training provided, this can include the audience, frequency of training and topics covered].

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Communications. | Describe how you engage with stakeholders on your due-diligence activities. |

[Insert company name] communicate to our stakeholders regarding our due diligence activities.This communication is in the form of [communication methods, if multiple please list].]

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| **DELETE THIS TABLE ONCE COMPLETED** | |
| REQUIREMENT | TIP |
| Detail a summary of any grievances received and how you handled them (remediation actions). | Any grievances raised since your previous report and how you have addressed them, you do not need to include identifying details but an overview on the grievance raised and how you remediated it. |

Since our last report [no grievances have been raised] [the following grievances have been raised] regarding human rights risks or our supply chain due diligence:  
- [Grievance(s) raised]  
- [List the remediation action to address the grievance]

CARRY OUT A THIRD PARTY AUDIT (OPTIONAL INFORMATION)

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| REQUIREMENT | TIP |
| RJC COP audit | Consider including a summary of your RJC COP audit, including the date of the audit, the audit activities and methodology and the findings. |

[Insert company name] has joined the RJC in [year] and has since achieved [number] [1/3 year, as applicable] certifications.

In support of our continuous improvement journey, our latest third-party RJC audit took place within our organisation against the RJC COP 2019 on [insert date].