

Supply Chain Policy

V 0 – 2023

Blaze Metal Procurement Department

28th November 2023

Document Name	Supply Chain Policy and Procedure	
Documents Number	BM -PROC-002	
Rev Details	Rev 00	28.11.2023
Prepared by/Amended by: Choi Wai Hang Project Manager	Signature	Date
Approved by: Oheneba Nana Kofi General Manager	Signature	Date

History Changes

Release Number	Date	Description of Changes
0	20.08.2023	Initial version
1	27.11.2023	Changes as per the RJC standard

Table of Contents

1. Introduction:	4
2. Definition	4
3. Scope.....	4
4. Roles and Responsibilities:.....	4
5. Procedure:.....	4
Supplier Engagement and Onboarding:.....	4
Supplier Obligations:.....	5
Customer Declaration and Documentation:.....	5
Evaluation Process:	5
Process Control:	5

1. Introduction:

Blaze Metals is committed to upholding the Responsible Jewellery Council (RJC) standards in its supply chain practices. This procedure outlines the processes and responsibilities to ensure compliance with RJC guidelines for ethical and sustainable sourcing and manufacturing of metals.

Due to recent global events, the RJC provides this overview for members to support them in the actions that need to be taken, ensuring that they are not engaging with - directly or indirectly - or contributing to significant risks

This document provides guidance relevant COP provisions that supply should comply

2. Definition

S.N	Term	Definition
1	RJC	RJC standards encompass ethical, human rights, social, and environmental practices within the jewellery supply chain to ensure responsible business practices.
2	Due Diligence	
3	Supplier	
4	Policy	
5	Metals	

3. Scope

This procedure applies to all stages of Blaze Metals' supply chain, including sourcing, production, transportation, and delivery of metals used in jewellery manufacturing.

4. Roles and Responsibilities:

- **Blaze Metals:** Responsible for implementing and maintaining RJC standards, conducting audits, and overseeing compliance throughout the supply chain.
- **Supplier:** Obligated to adhere to RJC standards, ensure ethical sourcing, provide accurate documentation, and maintain transparency.
- **Customer:** Required to submit a declaration form, provide supporting documents, and comply with Blaze Metals' guidelines for responsible sourcing.
- **Logistics :** Required to submit a declaration form, provide supporting documents, and comply with Blaze Metals' guidelines for responsible sourcing.

5. Procedure:

Supplier Engagement and Onboarding:

Blaze Metals will assess potential suppliers based on RJC compliance criteria which including KYC and Due Diligence at the initial stage, on any suspected case and annual review.

Upon approval, Blaze Metals will onboard suppliers, providing them with RJC guidelines and expectations.

For any suspected case at any stage, "Report" will be submitted by our Operation Manager with his comment and approved by the General Manager. Then, our Operation Manager shall follow-up the case and submit "Follow-up Report" for Management Review. Finally, "Action Report" will be proposed by the Operation Manager and approved by the General Manager which shall be including judgement of SUSPENSION.

Supplier Obligations:

Suppliers must uphold RJC standards in their sourcing practices, ensuring ethical mining, labor practices, and environmental responsibility.

Submission of accurate documentation, including certificates of origin, compliance records, and relevant permits.

Supplier Declaration and Documentation:

Customers must submit a declaration form affirming adherence to RJC standards in their business practices.

Providing supporting documents verifying responsible sourcing and compliance with RJC guidelines.

Evaluation Process:

Regular audits and assessments conducted by Blaze Metals to evaluate supplier compliance.

Customer submissions reviewed for accuracy and alignment with RJC standards.

Process Control:

Continuous monitoring and improvement of supply chain processes to ensure compliance with RJC standards.

Implementation of corrective actions in case of non-compliance or deviations from the set guidelines.



Reference

- Due Deligence form
- Declaration form
- Risk Assessment form