



## Andra Jewels

### **SOCIAL, ETHICAL AND ENVIRONMENTAL POLICIES**

Founded in 1959, Andra Jewels is a long established and reputable British jewellery manufacturer which operates with strong social, ethical and environmental values.

It is the Board of Directors' belief that the high standards under which the company operates should be shared and supported by all its stakeholders, including customers, suppliers and members of staff.

Below are explained the company's policies which the Board encourages all its stakeholders to adopt.

### **RESPONSIBLE SOURCING**

The Board is fully committed to conducting the company's business with integrity, openness, and respect for universal human rights and core labour principles throughout its operations, which includes the responsible sourcing of materials.

The company works hard with its suppliers to assure all stakeholders that our supply chain avoids action which may directly or indirectly finance armed conflict and human rights' violations anywhere in the world.

- **CONFLICT DIAMONDS**

The Board fully endorses and supports the Kimberley Process and requires that all suppliers of diamonds provide us with the following written warranty confirming they do not supply us with conflict diamonds:

"The diamonds herein invoiced have been purchased from legitimate sources not involved in funding conflict and are in compliance with United Nations Resolutions. The seller hereby guarantees that these diamonds are conflict free, based on personal knowledge and/or written guarantees provided by the supplier of these diamonds."

- **GOLD SUPPLY CHAIN**

It is the Board's belief is that gold should be extracted and processed in a manner that respects the needs of current and future generations.

As a condition of supplying gold to the company, the Board requests that all bullion suppliers certify that they have undertaken reasonable due diligence with their supply chains to ensure that the specified metals are being sourced only from:

- Mines and smelters outside of a conflict region; or
- Mines and smelters which have been certified by an independent third party as conflict free if sourced from within a conflict region

### **POLICIES AND ETHICS**

It is company policy that its business is conducted to high ethical standards with both integrity and honesty, and in full compliance with all applicable laws.

- **Directors and Staff**

In adopting this policy the company promotes honest, ethical and lawful conduct by all its directors, officers and staff in the course of their duties.

- **Suppliers**

The Board of Directors requests assurance from the company's suppliers that they maintain the same policies and ethical standards that we expect of the company and its employees.

Our suppliers are encouraged to read, understand and follow these principles.

- **Code of Conduct**

The company's objective is to be a profitable and responsible jewellery manufacturer, whilst encouraging its stakeholders to follow the same principles not just in trading with us but with its own stakeholders and society in general.

- **Legal compliance**

The Board of Directors expects all the company's suppliers to comply with their national laws and regulations and to respect fundamental International Labour Organisation conventions and the Universal Declaration of Human Rights.

- **Health and Safety**

The Board of Directors expects all the company's suppliers to provide a safe and healthy workplace for their employees in accordance with applicable local laws and regulations.

The Board has put in place procedures at the company to prevent accidents and injury arising from the course of work or as a result of the operation of machinery and facilities. Whilst we monitor this internally, each year we have an independent review of our procedures to ensure that any risk to our staff is minimised.

- **Remuneration and Working Hours**

Andra Jewels fully complies with legislation relating to minimum wages, working hours, employee benefits and overtime. Employees are not expected to work in excess of the maximum hours per week as permitted by legislation. Suppliers are expected to conform to these principles based on local law.

- **Discrimination**

Andra does not discriminate on race, caste, origin, religion, disability, gender, sexual orientation, union or political affiliation or age and expects its suppliers to adopt the same principles.

- **Child Labour**

The company does not accept the employment of persons below 16 years of age.

- **Environment**

The Board of Directors believes that every effort must be made to protect the environment which should include supporting initiatives to promote greater environmental responsibility.

- **Ethics and Integrity**

The Board of Directors endeavours to conduct the company's business with integrity and communicates honestly with its stakeholders. It expects its stakeholders to act in the same manner.

On behalf of the Board of Directors

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke that ends in a small flourish.

Richard Haring  
Commercial Director