



MEO Jewelry Co., Ltd.
Responsible Jewelry Council
Sustainability Report



MEO JEWELRY

Responsible Jewelry Council Sustainability Report

As mindful corporate citizens, we see sustainable business practices and corporate social responsibility as an extension of our core capacities at MEO Jewelry, and we aspire to serve our planet with the same attention to detail, commitment to quality, and openness to innovation that have made our factory a manufacturing leader in the silver and gold jewelry industries. Throughout our company's history we have sought comprehensive solutions that address the interests and concerns of all stakeholders in the supply chain, maintaining a commitment to environmentally-friendly production, best business practices, and sustainable growth through a series of policies, initiatives, and partnerships.

It is with this commitment to a more sustainable future in mind that MEO Jewelry became a member of the Responsible Jewellery Council (RJC) in February 2020. The RJC's Code of Practices (COP) and orientation towards achieving the UN's Sustainable Development Goals align perfectly with our company's own aim to serve as a model for the promotion of human rights, practice of responsible environmental stewardship, adherence to labor rights protocols, and opposition to corruption. The system developed by MEO Jewelry to meet the requirements of the RJC COP has the same operating framework as the policy guidelines of the Organization for Economic Cooperation and Development (OECD), which are as follows:

1. Responsible Supply Chain Policy
2. Human Rights
3. Avoidance of Harm in Conflict-Affected and High-Risk Areas
4. Community Development
5. Anti-Corruption and Anti-Bribery
6. Anti-Money Laundering and Avoidance of the Finance of Terrorism
7. Non-Discrimination
8. Prohibition of Exploitative Child Labor.
9. Prohibition of Forced Labor
10. Safety and Health
11. Environmental Protection and Sustainability
12. Promotion of Security and Anti-Terrorism



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As an innovative, dynamic, agile SME, we at MEO Jewelry recognize our unique position to drive change forward as an RJC member. We hope that our valued partners and associates will support us in this important and rewarding commitment, learn more about the RJC's COP and the UN's Sustainable Development Goals, and consider how they might further support RJC's pathbreaking mission to promote sustainable growth within our industry that benefits all stakeholders.

What follows is our own Sustainability Report for MEO Jewelry's past two years of RJC membership, in which we describe our work as a new member of the RJC.

Responsible Supply Chain Policy

The company maintains a responsible policy for transparency, ethics, and fair dealings among stakeholders in the supply chain, complying with all international and local laws and conventions. The OECD guidelines for anti-fraud, anti-corruption, and anti-bribery, and a respect for human rights are key pillars in this policy. The company also conducts its business transactions according to the best practices for transparency and the prohibition of any business operations related to money laundering or the finance of terrorism.

The company has a system in place for vetting partners and suppliers in the supply chain, and openly discloses all relevant details about materials obtained from these suppliers and partners, in accordance with the Kimberly Process Certification Scheme and the World Diamond Council's Voluntary System of Warranties.

The company adheres to strict protocols for safely transporting products, and also takes necessary measures to ensure that its partners' confidential information remains secure and protected.

Human Rights

All of the company's business operations are done in accordance with local and international laws and codes protecting human rights, and the company's executives and employees are educated in the nature of these standards. The company's policy to uphold human rights includes non-discriminatory work, the avoidance of child labor, and non-compulsory labor. A Due Diligence process is also maintained to ensure that human rights are not violated in any of the company's business operations, and contingency plans are in place to address and remedy the negative impacts of any human rights violations, if they were to occur



Avoidance of Harm in Conflict-Affected and High-Risk Areas

A Due Diligence program has been established by the company for the various members in its supply chain, including contractors, trade partners, and suppliers. These members must cooperate to help implement the supply-chain-wide policy, maintain transparency at all times, and make clear assessments of transaction risks with other supply chain members. Applying the Know Your Counterpart (KYC) system, the company assesses partners in order to determine potential risk of association with Conflict-Affected and High-Risk Areas. These partners must adhere to environmentally-sustainable business practices, respect human rights in their operations, and must not work with materials that originate from conflict areas

The program also utilizes a documentation process for raw materials in accordance with OECD requirements and prevailing international standards for precious metals, bullion, silver, and platinum ore. These raw materials must be accompanied by a proof of origin or other certification, and must be mined by certified suppliers, which are vetted to confirm that they are not associated with any risk or “red flag” as specified by the Anti-Money-Laundering Office or the UN.

Through the implementation of this rigorous policy, the company has determined that none of the members in its supply chain work with prohibited partners that have a history of transactions that violate the above criteria. Yearly third-party audits of these supply chain members ensure that all of the above guidelines are still properly adhered to.

Community Development

The company maintains a robust program of charitable giving and volunteer work in order to support the local community, including:

Donations:

- Donations of food, essential supplies, and money to members of the local community affected by Covid-19-related lockdowns

Volunteering:

- Creation of notebooks out of recycled materials for school children at the Paper Ranger Foundation
- Visits to a local orphanage
- Planting mangroves in a nearby mangrove forest



Anti-Corruption and Anti-Bribery

The company upholds high standards for fair business practices and transparency in all of its operations. The company maintains an Anti-Corruption Policy that forbids any corruption in the business of the company, its executives, or its employees. To reinforce this policy, clear guidelines for not giving or accepting bribes (including financial payments) are communicated to all employees. No cash payments, gifts, or donations are allowed, except when these occur in customary practices. The company also maintains a Whistle-Blowing Services that guarantees protection to any informant who provides information about misconduct related to bribery or corruption.

Anti-Money Laundering

In order to guard against money laundering and the finance of terrorism in any form, the company maintains a Know Your Counterpart (KYC) system to confirm identities of all supply chain partners, and to ensure that these supply chain partners are not associated with Conflict-Afflicted and High-Risk Areas.

Partners' business relationships are audited to ensure that their operations are not involved in money laundering or the finance of terrorism. Documentation must be provided for the sources of raw materials and metal ores, such as gemstones, silver, gold, and platinum. For cases in which certificates of origin for raw materials are not available from suppliers, the company will conduct its own comprehensive audit of the relevant suppliers' operations, including a site visit when it is possible.

A framework is in place to monitor and evaluate various transactions in the supply chain. In accordance with the Anti-Money-Laundering Act, high-value transactions are duly reported to the government.

Labor Management

The company maintains a comprehensive Labor Management policy to ensure that all business operations are conducted in accordance with the prevailing local and international human rights principles and labor protections. The policy prohibits workplace discrimination according to personal status, gender, nationality, ethnicity, religion, or taste. In order to guard against all forms of exploitative child labor, the company maintains a policy to not hire children to work in any capacity. The Labor Management policy also explicitly forbids any forced labor, human trafficking, sexual harassment, or inadequate safety standards. Beyond this Labor Management framework, the company adheres to Thailand's Labor Protection Act B.E. 2541 and its principles of accuracy and fairness.



Safety and Health Policy

The company's Safety and Health Policy is maintained for all employees in accordance with the law, with an on-site Safety Committee (by election) in place. Regular safety trainings are conducted to educate all employees in the relevant safety standards. Evacuation protocols are rehearsed and fire drills are conducted regularly in accordance with the law. The company also conducts regular health risk assessments, and its production prohibits the use of cobalt-containing diamonds.

During the Covid-19 pandemic, strict protocols were put in place to safeguard the safety of all employees, partners, and other stakeholders, in accordance with the law and prevailing health

guidelines. Measures to protect team members and prevent Covid-19 spread included providing surgical masks and face shields to all employees, medical-grade 70% ethyl alcohol gel placed at each workstation and in common areas, twice-monthly antigen testing of all employees, coordination with appropriate health authorities in the event of Covid-19 transmission, the availability of vaccines for all employees, advanced air circulation and disinfection systems throughout the premises, and donations of funds and supplies to employees and community members during government-mandated lockdowns.

Environmental Policy

The company maintains an Environmental Policy in order to ensure that sustainable processes are employed throughout all business operations. Regular trainings educate employees in the importance of adhering to the current "3 Rs" (Reduce, Reuse, Recycle) policy that is now in place.

Environmental impacts are assessed regularly and systematically, as required by law, and data is analyzed with the aim of achieving further reductions in wastes and energy consumption. A philosophy of circular economy guides the company's ongoing efforts to "close the loop" and reduce waste at each step of the production process. Current policies to reduce wastes include converting recycled office paper into notebooks for local school children, collecting scrap metal for recycling by a leading global metallurgical company, donating excess wax to artisans for use in local crafts.



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Product Disclosure Policy

The company maintains a Product Disclosure Policy to ensure the confidence of its partners in the company's products. As part of this Product Disclosure Policy, certification from suppliers confirming natural diamonds' ethical sourcing and suitability for jewelry production is provided, when applicable.