



MY JEWELLERY

SUPPLIER CODE OF CONDUCT

2026

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My Jewellery Supplier Code of Conduct 2026

I. Introduction

At My Jewellery, we are committed to fostering responsible and ethical practices across our supply chain. The My Jewellery Supplier Code of Conduct outlines the principles and expectations we have for our suppliers and their business practices. It is a commitment document for My Jewellery suppliers and their business partners to exercise human due diligence and environmental protection in their global supply chains, in line with internationally recognized principles. This document gives direction to My Jewellery suppliers and their business partners in conducting responsible business, and to identify, prevent, mitigate, account for and remediate adverse human rights, as well as environmental rights impacts in their supply chains. This document, along with all supporting and supplementary material, integrates the characteristics of due diligence as listed by the Organisation for Economic Co-operation and Development (OECD).

My Jewellery suppliers and their business partners, including upstream and downstream producers, intermediaries, and those involved in worker recruitment processes, are expected to become signatories of the My Jewellery Supplier Code of Conduct. Throughout this document, the term "signatories" will be used synonymously to refer to My Jewellery suppliers and their business partners.

This version of the My Jewellery Supplier Code of Conduct overrules all previous versions of the My Jewellery Supplier Code of Conduct in all its translations. The English version of this document is the legally binding one. The My Jewellery Supplier Code of Conduct is based on the AMFORI BSCI Code of Conduct v.2021, which entered into force on 25 September 2023. The responsibility to embed this My Jewellery Supplier Code of Conduct into their operations, and implement due diligence, lies with the signatories. Complying with these principles is a hard condition to produce goods for My Jewellery. In case of (serious) violations, or if no commitment for improvement is demonstrated, My Jewellery reserves the right to terminate the business relationship.

II. Values

The My Jewellery Code of Conduct is based on, and refers to:

- United Nations (UN) Universal Declaration of Human Rights
- International Labour Organisation (ILO) Conventions and Recommendations
- UN Guiding Principles on Business and Human Rights (UNGPR)
- OECD Guidelines for Multinational Enterprises
- UN Children's Rights and Business Principles
- Gender Dimensions of the UN Guiding Principles on Business and Human Rights
- OECD Sectoral Guidance Documents

By endorsing the My Jewellery Supplier Code of Conduct, the supplier confirms that their commitment will follow the values below:

- **Continuous improvement:** The supplier undertakes to implement the My Jewellery Supplier Code of Conduct through a holistic approach, embedded in their management systems and company culture, this ensures the continuous improvement of due diligence practices within their organisations and supply chains in a progressive manner.
- **Cooperation:** The supplier will have a greater impact on, and better chance of identifying, preventing, mitigating and remediating human and environmental violations in their organisations and supply chains rights by working together and taking a holistic approach to due diligence. The spirit of cooperation is crucial in fostering engagement between the signatories and stakeholders at all levels, particularly to create leverage and drive meaningful change. My Jewellery supports the signatories by creating relevant and meaningful partnerships.
- **Empowerment:** A central aim for My Jewellery is to enable its suppliers to develop their organisations and empower supply chains in a way that respects human rights and enables continuous improvement. To achieve this, My Jewellery provides the needed tools and resources, expecting suppliers to not only implement them within their own organisations but also cascade them throughout their supply chains.
- **Code observance:** Compliance with national legislation is the first obligation of business enterprises. In countries where the national legislations set a different standard of protection than outlined in the My Jewellery Supplier Code of Conduct and its references, the suppliers shall abide by the principles that provide the highest protection for workers and the environment, provided they do not contradict the legal framework of the country.
- **Protection of vulnerable persons:** The signatories commit to protecting and empowering vulnerable individuals, as well as members of vulnerable groups and communities, to the fullest extent of their influence. The signatories understand that vulnerability is context-dependent and that certain individuals, groups, or communities may experience various cases of vulnerability.
- **Transparency:** The signatories commit to being transparent:
 - My Jewellery requires suppliers to map and monitor their supplying partners. Our aim is full supply chain traceability, and therefore we expect our tier-1 suppliers to provide, upon request, detailed information about the owned or subcontracted farms, mills, plants, factories, and other facilities that are involved in the production of our products.
 - In collaboration with My Jewellery and any third parties (e.g. auditors, quality partners), the signatories actively engage in the identification, prevention, and remediation of adverse human rights and environmental impacts. The signatories are required to promptly inform My Jewellery of any critical incidents and provide updates on the effectiveness of responses to any adverse impacts that violate the values and principles of the My Jewellery Supplier Code of Conduct.
 - The signatories shall make through reasonable disclosures to shareholders, stakeholders, and governments regarding their impacts on the supply chain and surrounding communities, in accordance with applicable national legislation and reporting requirements.

The My Jewellery Supplier Code of Conduct and its values are implemented through the set of thirteen principles as explained below:

1. The Social Management System and Cascade Effect

The signatories commit to:

- Adopt and publicly communicate a written human rights policy statement, in line with the complexity and size of operations, approved at the most senior level of the organisation,
- Implement a process- and risk-based due diligence in their business practices in line with the UNGPs, business model of the company. The expectations and management system tailored to this Code of Conduct should be embedded in the system,
- Actively communicate their endorsement of the Code of Conduct across all the functions in their My Jewellery Supplier company, as well as to their business partners and relevant stakeholders,
- Provide training and incentives to all relevant departments and individuals in a manner that allows them to integrate the principles of responsible and gender-responsive business and purchasing practices in the company culture, and cascade these practices to their business partners,
- Require their business partners to cascade relevant information to the business partners and stakeholders in the supply chain,
- Ensure that all business partners work towards full adherence to the My Jewellery Supplier Code of Conduct within the sphere of their influence, including intermediaries that are involved in worker recruitment processes (e.g. brokers, recruiters and recruitment agencies),
- Include all workers in their due diligence process, especially vulnerable groups in their supply chains such as home-based workers, small holders, as well as temporary and migrant workers. They should identify challenges at these levels, and collaborate with relevant stakeholders for improvements,
- Have the strategy, processes, and sufficient resources in place to meet the responsibilities outlined to the My Jewellery Supplier Code of Conduct and ensure continuous improvement in its implementation,
- Exercise responsible and gender-responsive purchasing practices, ensuring that business partners are not placed in a position that prevents them from adhering to the My Jewellery Supplier Code of Conduct.

2. Workers Involvement and Protection

The signatories commit to:

- Establish responsible and gender-responsive involvement of all workers and their representatives in management transparent practices in information that exchange on the due diligence process,
- Define long-term goals to protect workers in line with the aspirations of the My Jewellery Supplier Code of Conduct,
- Take specific steps, such as trainings, to ensure workers are aware of their rights and responsibilities, with special attention to vulnerable persons. When relevant, intermediaries such as brokers, recruiters, and recruitment agencies should play an active role in achieving these steps,

- Develop the necessary skills and competence among managers, workers, and worker representatives within their company, as well as in the supply chain, in order to embed the My Jewellery Supplier Code of Conduct into their company culture, and promote continuous education and training at each level of work,
- Establish or participate in effective operational-level grievance mechanisms for individuals and communities who may be adversely impacted and maintain accurate records. These grievance mechanisms must be in line with UNGP Article 31. Where relevant (e.g. when a migrant worker population is present), the operational-level grievance mechanism should be accessible in relevant local languages, and address effectively resolution across jurisdictions through partnerships and coordination.

3. The Rights of Freedom of Association and Collective Bargaining

The signatories commit to:

- Respect the right of workers to form and join trade unions – or to refrain from doing so – and to engage in collective bargaining, in a free and democratic way, without any distinction and irrespective of gender,
- Ensure meaningful representation of all workers, without distinction and irrespective of gender,
- Not discriminate against workers because of trade union membership,
- Not prevent workers’ representatives or recruiters from having access to workers in the workplace or from interacting with them,
- Respect this principle by allowing workers to freely elect their own representatives with whom the company can engage in dialogue on workplace issues, when operating in countries where trade union activity is unlawful or where free and democratic trade union activity is not allowed.

4. No Discrimination, Violence or Harassment

The signatories commit to:

- Treat all workers with respect and dignity,
- Ensure that workers are not subject to any inhumane or degrading treatment in the form of violence and abuse, including corporal forms of workplace punishment, violence, as well as verbal harassment, threats, physical, sexual, economic or psychological abuse, mental or physical coercion, or other forms of harassment or intimidation,
- Understand the possible grounds for discrimination in their specific context, and not discriminate or exclude based on sex, gender, age, religion, race, caste, birth, social background, disability, ethnic and national origin, nationality, membership in unions or any other legitimate organisations, political affiliation or opinions, sexual orientation, family responsibilities, marital status, pregnancy, diseases, any other condition that could give rise to discrimination,
- Establish disciplinary procedures in writing and explaining workers in terms and language which they understand. The verbally disciplinary measures must be in line with national legislation,

- Provide gender-sensitive and equal opportunities and treatment throughout recruitment and employment,
- Verify that workers are not harassed, disciplined, or retaliated upon reporting issues on any of the grounds listed above.

5. Fair Remuneration

The signatories commit to:

- Comply, as a minimum, with wages wage legislation, or industry standards bargaining, whichever is higher. The mandated by approved wages shall govern governments' minimum based on collective refer to standard working hours,
- Pay wages in a regular, timely and stable manner, tender. Partial payment in the form of allowance "in and fully kind" is in only legal accepted in line with ILO specifications,
- Assess the pay gap accurately, and work payment of a living wage that is sufficient progressively towards the affordable decent standard of living for the workers and their families,
- Ensure that wages reflect the skills, responsibility, seniority, and education of workers,
- Where a pay rate for production, quota or piece work is established, allow workers to earn at least a wage which respectively meets or exceeds applicable legal minimum wages, industry standards, or collective bargaining agreements (where applicable) within standard working hours,
- Ensure equal remunerations for workers of all genders and categories, such as migrant and local workers, for equal jobs and qualification,
- Implement deductions only under the conditions and to the extent allowed by law or fixed by collective agreement,
- Provide workers with the social benefits that are without negatively impacting on their pay, level of legally granted, seniority, position, or promotion prospects.

6. Decent Working Hours

The signatories commit to:

- Ensure that workers are not required to work more than 48 standard hours per week, without prejudice to the specific expectations set out hereunder. Exceptions specified by the ILO are recognized,
- Interpret applicable national legislation, industry benchmark standards or collective agreements within the international framework set out by the ILO, and promote working hour practices that enable a healthy work-life balance for the workers,
- Only exceed the limit of hours described above in line with exceptional cases defined by the ILO, in which case overtime is permitted.
- Use overtime as an exceptional and voluntary practice, paid at a premium rate of a minimum of 125% of the standard rate. Overtime shall represent a significantly higher likelihood of occupational hazards, and in no circumstance go the limits defined under national legislation,

- Grant workers the right to resting breaks during every working day and the right to at least one day off in every seven days, unless exceptions defined by collective agreements apply.

7. Occupational Health and Safety

The signatories commit to:

- Respect the rights of workers and their local and living conditions, without prejudice to others. Vulnerable persons, such as workers, new and expecting mothers, and communities to healthy working conditions, shall receive special protection.
- Comply with national occupational health and safety legislation, or with international standards where national legislation is insufficient or poorly enforced.
- Ensure that there are systems in place to assess, identify, prevent, and mitigate potential and actual threats to the health and safety of workers.
- Train all departments and individuals on occupational health and safety regularly throughout all stages of employment and provide information on potential occupational health and safety risks to workers and the public, including affected communities.
- Take effective measures to prevent workers from having accidents, injuries, or illnesses arising from, associated with, or occurring during work. These measures aim at minimizing, as far as is reasonable, the causes of hazards inherent within the workplace.
- Seek to improve workers' protection in case of an accident, including through compulsory insurance schemes.
- Maintain records of all health and safety incidents in the workplace and all other facilities that are provided or mandated.
- Take all appropriate measures and obtain all relevant licenses and documentation required by national legislation to ensure the stability and safety of the equipment and buildings they use, as well as to protect against and prepare for any foreseeable emergency. This includes residential facilities for workers when these are provided or mandated by the employer or a recruitment partner.
- Establish relevant committees, such as an Occupational Health and Safety Committee, to ensure active cooperation between management and workers, and/or their representatives, for the development and effective implementation of systems that ensure a safe and healthy work environment. These committees should represent the diversity of the workers.
- Provide awareness to workers and respect their right to exit the premises and/or stop working in dangerous situations or when faced with uncontrolled hazards, without seeking permission.
- Provide adequate occupational medical assistance and related services, ensuring equal access to all workers for these services. Health (including insurance) should address the distinctive concerns and facilities, services, and needs of all genders and ages.
- Provide access to safe and clean areas for drinking water, and provide eating, cooking, and food storage areas where applicable.

- Provide an adequate number of toilets with appropriate levels of privacy for all genders, including paper towels, washbasins with safe, available soap in all work areas.
- Ensure that when residential facilities are provided or mandated, they are clean and safe and meet all the basic needs of the workers.
- Provide effective and tailored Personal Protective Equipment (PPE) to all workers free of charge, considering the needs of different worker categories, such as pregnant and nursing women.
- Compensate the damages incurred to the workers on the historical or actual failure to adhere to identified principles.

8. No Child Labour

The signatories commit to:

- Not employ, directly or indirectly, children below the minimum age of completion of compulsory schooling as defined by law, which shall not be less than 15 years, unless the exceptions recognized by the ILO apply,
- Protect children from any form of exploitation,
- Establish robust age-verification mechanisms as part of the recruitment process, which may not, in any way, be degrading or disrespectful to the worker,
- Take special care and identify measures in a proactive manner in case of the dismissal and removal of children, to ensure the protection of affected children.

9. Special Protection for Young Workers

The signatories commit to:

- Ensure that young persons do not work at night and that they are protected from working conditions that could harm their safety, morals, or development, without prejudice to their specific expectations as set out in this principle,
- Remove young workers from any hazardous situations immediately when such cases are identified, ensuring that their work or source of hazard is defined, without any loss of income
- Ensure that (a) the kind of work is not likely to be harmful to young workers' health or development; (b) their working hours allow their attendance in school, their participation in vocational orientation approved by the competent authority or their capacity to benefit from training or instruction programmes,
- Set the necessary mechanisms to prevent, identify and mitigate harm to young workers, with special attention to the provision and access of young workers to effective operational grievance mechanisms and to Occupational Health and Safety training schemes and programmes specific to the needs of young workers.

10. No Precarious Employment

The signatories commit to:

- Ensure that their recruitment process and employment relationships do not cause insecurity and social or economic vulnerability for their workers,
- Ensure that work is performed on the basis of a recognised and documented employment relationship, established in compliance with relevant national legislation, customer practice, and international labour standards, whichever provides greater protection,
- Before entering employment, provide workers with understandable information in their own language and ensure that they are aware about their rights, responsibilities, and employment conditions, including working hours, remuneration and terms of payment,
- Aim to provide decent, and where relevant, flexible working conditions that also support workers, irrespective of gender, in their roles as parents or caregivers, including migrant and seasonal workers whose children may remain in their hometowns,
- Not use employment arrangements in ways that deliberately undermine the genuine purpose of the law. This includes – but is not limited to – (a) apprenticeship or training schemes where there is no intent to impart skills or provide regular employment, (b) seasonality or contingency work when used to undermine workers' protection, (c) labour-only contracting, and (d) contract substitution,
- Not use subcontracting in a way that undermines workers' rights.

11. No Bonded, Forced Labour or Human Trafficking

The signatories commit to:

- Not engage in, or be complicit to, any form of servitude, indentured, trafficked or non-voluntary labour, including forced, state-imposed bonded, forced labour, either directly or through business partners,
- Adhere to international principles of responsible recruitment, the Employer Pays Principle, and require the same from their partners, when engaging and recruiting all workers, either indirectly, especially members of vulnerable groups such as including recruitment directly or temporary and migrant workers. As a minimum, this includes:
 - No recruitment fees and costs are charged to workers
 - Clear and transparent employment contracts
 - Workers' freedom from deception and coercion
 - Freedom of movement and no retention of identity documents
 - Access to free, comprehensive, and accurate information
 - Freedom to terminate contract, change employer, and safely return
 - Access to free dispute resolution and effective remedies
- Progressively compensate the damages incurred to the workers within a reasonable timeframe, and within the framework of the same international principles, if historical or actual failure of adherence to principles is identified.

12. Protection of the Environment

The signatories commit to:

- Collaborating with My Jewellery to reduce their environmental impact, particularly in areas such as water usage and CO2 emissions, in a way that supports My Jewellery's environmental goals and targets.
- Implement a process- and risk-based environmental due diligence management system in their business practices, tailored to the business model of the company. This system can also be integrated into the overall due diligence management system,
- Comply with national environmental standards where national legislation is weak or poorly enforced, or with international legislation,
- Identify the environmental impacts of their operations, and implement adequate measures to prevent, mitigate and remediate adverse impacts on the surrounding communities, natural resources, climate, and the overall environment.

13. Animal Welfare

The signatories commit to:

- Comply with all applicable animal welfare laws, conventions and regulations. Manufacturing processes must not harm animals and no animals should be slaughtered specifically to produce goods for My Jewellery. Materials of animal origin must be sourced in a humane, ethical and sustainable manner with respect to animal welfare. In addition, cosmetic products may never be tested on animals at any stage of production.

14. Ethical Business Behaviour

The signatories commit to:

- Not take part in any act of nor any form of bribery - including offering, giving or accepting of any improper monetary or other incentive,
- Develop and adopt adequate internal controls, programmes or measures for preventing and detecting corruption, extortion, embezzlement or any form of bribery, developed on the basis of a company-specific risk assessment,
- Keep accurate performance, and industry information and disclose these practices regarding their activities, structure and benchmark in accordance with applicable regulations to enhance transparency of activities,
- Not falsify, or participate in falsifying any information or engaging in any act of misrepresentation in the supply chain,
- Provide awareness to the workers about the policies, controls, programmes and measures against unethical behaviour, and promote compliance within the company through trainings and communication,
- Collect, use, and otherwise process personal information (including that from workers, business partners, customers and consumers in their sphere of influence) with reasonable care. The collection, use and other processing of personal information must comply with privacy and information security laws and regulatory requirements.

III. Terms of Implementation

The signatories of this Code of Conduct agree to implement the values and principles set out in this document throughout the lifecycle of their My Jewellery Supplier business relationships, in close liaison with relevant stakeholders:

- **Before starting a business relationship**, to map and understand potential and actual human rights risks.
- **During a business relationship**, to conduct responsible business, and to coach and support their business partners in continuous improvement.
- **At the end of a business relationship**, to ensure a responsible transition for the business partner.

The undersigned hereby confirms that:

- We have read the My Jewellery Code of Conduct and accept the terms required of us as a supplier and of our subcontractors.
- We accept that My Jewellery, a representative of My Jewellery or an external auditor may visit the facilities where goods are produced for My Jewellery.
- We accept that if the Code of Conduct is not followed, this may result in termination of the business relationship with My Jewellery.

Date:

Name of company:

Name and title of signing representative:

Address:

Signature:

Company Stamp/Seal:

CONTACT US: If elements of this code are violated, we would like to know about it. Please bring these issues to our attention by contacting us at the free phone number 0031 73 – 203 27 32 or mail us at info@my-jewellery.com. Please feel free to write in your local language. All information we receive will be kept in strict confidence and your identity protected.