



# Jeweltree Foundation

## TRACEABILITY PROCEDURES.

The following documents and procedures are requested from our Network Partners Nineteen48 and Crown Gems before issuing a Jeweltree Certificate.

### Employees:

- Agreement with the miners / operators, cutters, heaters, team leaders -  
Outlining: working hours, holidays, salary, profit share, expenses remuneration, sick pay, grievance procedure, equality clause, bribery & corruption clause, contact details of a JFT approved spokesperson. <sup>1</sup>

### Mining:

- Incorporation documents of the company.
- Mining permits.
- List of environmental measures taken to reduce the impact of the operations.

### Polishing<sup>2</sup>:

- Registration of incoming production.
- Registration of polished, losses, etc according to rough to polished procedures.
- Polished products are filed in master parcels with reference to the original rough lot nr.

### Orders:

- Goods are cut from master parcels.
- Total ct, nr of stones, customer name / invoice nr is mentioned on master parcel.
- Traceability is noted on customers invoice, including ref. nrs.
- Guarantee of origin is noted on the invoice.

When the above criteria are met and verified Jeweltree will activate the issued certificate for online verification.

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<sup>1</sup> A local independent contact is available at the Gem Authority in Sri Lanka.

<sup>2</sup> For the moment the production is mainly polished by local independent polishers who work from home.