**EXAMPLE RESPONSIBLE MINERALS POLICY**

**Instructions:** This is an example of a Responsible Minerals Policy. Suppliers are expected to adopt a Responsible Minerals Policy that should, at a minimum, be aligned with the commitments presented in this example policy. Use this document as a model to create your own Responsible Minerals Policy.

## [Name of the Company] Responsible Minerals Policy

We, [name of the Company], are a [nature of the business] based in [name of location]. Our suppliers are [brief description of suppliers] We recognise that the extraction, handling, processing, transportation and trade of minerals have the potential to contribute to, benefit from, or result in negative impacts to people and the environment.

To avoid these impacts, we will implement a supply chain due diligence process based on the steps recommended in the OECD Guidance.[[1]](#footnote-2)

* 1. Regarding serious abuses associated with the supply chain: We will not tolerate torture, cruel, inhuman and degrading treatment, forced labour, the worst forms of child labour or other human rights violations in our operations or supply chains. We will immediately stop sourcing from a supplier committing these abuses or who is sourcing from any party committing these abuses.
* 2. Regarding support to non-state armed groups: We will not tolerate any direct or indirect support to non-state armed groups. We will immediately stop sourcing from a supplier if we find that they or their suppliers provide support to non-state armed groups.
* 3. Regarding public or private security forces: We affirm that the role of public or private security forces is to provide security in accordance with the rule of law, including law that guarantees human rights. We will not provide support to security forces that commit abuses described in 1 or that act illegally as described in 2.
* 4. Regarding bribery and fraudulent misrepresentation of the origin of minerals: We will not offer, promise, give or demand any bribes, and will resist the solicitation of bribes to disguise the origin of minerals, to misrepresent taxes, fees and royalties paid to governments.
* 5. Regarding money laundering: We will support efforts to eliminate money laundering connected to our minerals supply chain.
* 6. Regarding the payment of taxes, fees, and royalties due to governments: We will ensure that all required taxes, fees, and royalties related to mineral extraction and trade are paid to governments.
* 7. Regarding labour practices, health and safety risks: We will prevent or mitigate risks associated with labour practices, health, safety, environment and community in our operations and minerals supply chain.

If we identify any of these risks we will take risk management action. In support of these commitments we intend to:

* Implement due diligence focusing on those activities in our supply chain where risks to people and the environment are greatest
* Engage with suppliers to communicate our expectations and provide support, as appropriate
* Review this policy on a regular basis

We seek to and we expect all our suppliers to recognise and fully commit to this policy.

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[Job title] Date

1. OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas [↑](#footnote-ref-2)