

Scope: Modeling and Design Of Jewelry with Gold, Silver Precious Metals and Precious Stones (Diamonds), Production, Sale and Export

1. Purpose

This policy has been established to ensure the accuracy and transparency of origin declarations for all products sold by Kuasar Kuyumculuk (Kurshuni), including gold, silver, PGM (Platinum Group Metals), diamonds, and colored gemstones. The policy aims to secure material traceability, source verification, and responsible sourcing practices in compliance with the RJC Code of Practices (COP).

2. Scope

This policy applies to all departments and the supply chain within Kuasar Kuyumculuk (Kurshuni). All employees, suppliers, and business partners are required to comply with this policy.

3. Definitions

- **Origin Declaration:** A documented statement regarding the source and traceability of a product.
- **Material Traceability:** The process of tracking the origin and movement of materials throughout the supply chain.
- **Responsible Sourcing:** Procurement practices that align with ethical, environmental, and social responsibility principles.
- **RJC Code of Practices (COP):** Ethical and sustainability standards set by the Responsible Jewellery Council.

4. Compliance Steps

4.1 Understanding Origin Declarations

- Ensure comprehension of the content and scope of origin declarations.
- Consult with RJC in cases of uncertainty.
- Origin declarations are typically found in advertisements, marketing materials, invoices, and sales documents.

4.2 Reviewing Declarations

Review Scope:

- All advertising and marketing materials must be reviewed.
- Check whether invoices and sales documents contain origin declarations.

Documentation:

- Reviews must be recorded in writing.
- If an origin declaration is missing, this must be documented, and upper management approval must be obtained.
- Documentation should include:
 - Materials reviewed.
 - Individuals consulted during the review process.

4.3 Verifying Applicability

- If an origin declaration is not provided, this must be documented, and its inapplicability to Kuasar Kuyumculuk (Kurshuni) must be verified.

4.4 Ensuring Compliance with Origin Declarations

If an origin declaration is provided, the following must be ensured:

Commitment Statement:

- Confirm that all origin declarations are accurate and complete.

Supporting Systems:

- Monitoring mechanisms and certifications must be used to verify origin declarations.

5. Monitoring and Documentation

To demonstrate compliance, the following documents must be retained:

- Records documenting the review process.
- Lists of individuals consulted during the process.
- Tracking systems supporting origin declarations.
- Employee interviews may be conducted to confirm compliance with origin declaration requirements.

6. Ongoing Responsibilities

- Origin declarations and supporting systems must be regularly reviewed and updated.
- Any policy changes must be communicated to relevant employees.

By adhering to this policy, Kuasar Kuyumculuk (Kurshuni) ensures responsible sourcing practices, maintains transparency, and fully complies with the RJC origin declaration requirements.

APPROVED BY THE CEO AND THE BOARD OF DIRECTORS

Kuasar Kuyumculuk Yapı San. Ve Tic. Ltd. Şti.

(Kurshuni Jewellery)



PREPARED AND APPROVED BY KUASAR KUYUMCULUK (KURSHUNI) BOARD OF DIRECTORS