



29 E. Madison St., Suite 1805 Chicago, IL 60602  
ph. 800.643.5537 ph. 312.984.1041 fax 312.984.0172  
[www.mgellerdiamonds.com](http://www.mgellerdiamonds.com)

Dear Suppliers:

I am writing to inform you that as a member of the Responsible Jewellery Council (RJC), **M Geller Ltd** is required to carry out due diligence on our **Supply Chain** to ensure that we source diamonds responsibly, in a way that respects human rights and does not contribute to conflict.

As part of our commitment to responsible sourcing, we are now working with our suppliers to understand their sources of supply and due diligence procedures for managing risks in their supply chain.

To fulfil our obligations, we require that you share the following information with us as soon as possible.

1. The **sources of diamonds**, in aggregate, that you supply to our company. This is specifically the furthest upstream point in the supply chain that the diamonds can be identified as originating from e.g., company, mine, or **specific geographical area of production**.
2. List the **percentage of diamonds** that you supply to us that fall into the following categories:
  - a. Rough/polished diamonds from known large-scale mining or artisanal and small-scale mining producers that provide information on the original source of production (e.g., company, mine or specific geographical area of production is known).
  - b. Rough/polished diamonds from established suppliers or open market where there is some, but limited, information on the original source of production (e.g., country of origin is known).
  - c. Rough/polished diamonds from established suppliers or open market where there is no information available on the original source of production.
  - d. Lab Grown diamonds.
3. Evidence that you have undertaken due diligence on the source of diamonds supplied to our company. This could include, for example, copies of any supply chain risk assessments, reports or audits you have done, copies of any company policies you have on responsible sourcing, evidence of participation in responsible sourcing initiatives or programs. **Please describe your due diligence practice below**. You can also attach any such evidence to this email.

If you are not able to share such information for whatever reason, we will be happy to discuss this with you and find a solution that addresses your concerns and still satisfies our needs.

If you would like to learn more about responsible supply chains or minerals from conflict-affected and high-risks areas, please visit: [www.oecd.org/fr/daf/inv/mne/mining.htm](http://www.oecd.org/fr/daf/inv/mne/mining.htm).

**Please return this completed and signed letter to [barb@mgellerdiamonds.com](mailto:barb@mgellerdiamonds.com) or fax to 312-984-0172.**

Thank you for your cooperation in this matter.

Marc Geller  
President  
M Geller Ltd.

**Supply Chain Responses:**

*Your Company Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_

*Your Answers:*

Source of Diamonds

1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of Diamonds

2a \_\_\_\_\_ % Company, Mine, or Specific Geographical Area \_\_\_\_\_

2b \_\_\_\_\_ % Established Suppliers/Limited Information on Original Source \_\_\_\_\_

2c \_\_\_\_\_ % Established Suppliers/No Information on Original Source \_\_\_\_\_

2d \_\_\_\_\_ % Lab Grown Country Source \_\_\_\_\_

Due Diligence Practice

3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition, You, as a supplier of M Geller Ltd, commits to take reasonable steps to ensure that all diamonds are supplied in accordance with your company's policies and procedures on responsible sourcing from Conflict Affected and High-Risk Areas (CAHRAs). By signing below, you acknowledge that you have understood M Geller's Supply Chain and Responsible Sourcing policy.

Please note that M Geller Ltd reserves the right to terminate our business relationship if we find evidence of breaches of the Supply Chain policy. Your answers will be compared to areas of conflict as found through the website of "Rulac.org", <https://www.rulac.org/browse/map>. If that occurs, we have established a Grievance Mechanism policy by which senior management will hear concerns about circumstances in the supply chain. Upon compliant, we will seek out further information when possible and appropriate. We will identify any actions that need to be taken after hearing from all parties concerned. You will be advised of our decision and the outcome in a timely fashion. All confidential records of complaints received, and outcome will be kept on site for 5 years.

Thank you.

*Your Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_