

Request for Purchase Form

This document lists the information we assess, when entering into a contractual agreements with supplier partners.

Please confirm that you have reviewed and accept our Vendor Code of Conduct <i>or publish an equivalent commitment</i>	Yes / No - <i>Attach evidence</i>	
Please confirm that you have reviewed, and accept our ESG Partner Standards.	Yes / No	
Does your business publish an employee code of ethics/conduct?	Yes / No - <i>Attach evidence</i>	
Does your business publish a supplier code of conduct?	Yes / No - <i>Attach evidence</i>	
Does your company hold an Eco Vadis Sustainability Rating? If so, what is it?	Yes / No - <i>Free Text</i>	
Is your company a certified member of the Responsible Jewellery Council?	Yes / No - <i>Attach evidence</i>	
Does your company hold any sustainability standards or certifications that are relevant to the product or service you provide?	Yes / No - <i>Please give details</i>	
Does your company publicly disclose information via CDP or another public platform?	Yes / No - <i>Please give details</i>	
Does your company publish an Environment Policy?	Yes / No - <i>Attach evidence</i>	
Does your company measure, monitor and report carbon emissions data?	Yes / No	
Please enter your Scope 1 GHG emissions for the most recent financial year in tCO2e	Year	tCO2e
Please enter your Scope 2 GHG emissions for the most recent financial year in tCO2e	Year	tCO2e
Please enter your Scope 3 emissions for the most recent financial year in tCO2e	Year	tCO2e
Have the carbon emissions reported been externally verified by a third party?	Yes / No - <i>Attach evidence</i>	
Has your company set emissions reduction targets?	Yes / No	
If so, have these targets been approved by the Science-Based Targets Initiative SBTi?	Yes / No - <i>Attach evidence</i>	
If supplying a product or products, please state whether they can be classified as a low carbon product.	<i>Free Text</i>	
If supplying a product or products which include components derived from animals, are they sourced from sustainably managed sources where high welfare standards apply and conform to relevant international laws including the Convention on International Trade in Endangered Species (CITES)?	Yes / No / NA	

If supplying timber and / or wood products, can you confirm that it is certified by the Forest Stewardship Council (FSC) or equivalent?	Yes / No / NA
If supplying gold, silver PGM, diamonds or coloured gemstones or products that contain them, does your company follow the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals?	Yes / No / NA
If supplying a product or products, is the packaging recyclable and / or contain materials reclaimed from recycling?	Yes / No / NA
If yes to the above, please give details	<i>Please give details</i>
Does your company measure and monitor freshwater use?	Yes / No / NA
In the past three years, have you incurred any fines or penalties related to unsatisfactory elimination of wastewater or discharge?	Yes / No
Does your business publish a modern slavery / human rights policy or similar?	Yes / No - <i>Attach evidence</i>
Does your company have a confidential reporting process to report issues such as modern slavery and labour exploitation?	Yes / No
Have you been subjected to a recent ethical/social audit or assessment in the last 12 months? If so, please provide a copy?	Yes / No - <i>Attach evidence</i>
Does your company advocate for, and / or represent a minority group?	Yes / No
If so, please give details	Free Text