

COP 3: REPORTING

Contact Information

COMPANY NAME: **Ostbye & Anderson, Inc.**
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Material Topics

Relevant business practices and material issues are consistently reviewed as it is important to process to determine what matters to our stakeholders. Ostbye will be providing details on the following material topic identified during our due diligence activities.

Material Topic	Definitions	COP Provision
Labor Practices	Ensuring good labor practices are important for a healthy industry. The jewelry manufacturing business is labor-intensive. In addition to responsible, labor practices jewelry manufacturers have an interest in developing specialized talent by continuous training. Values, employability, and talent retention are key in competitive markets.	COP 15 General Employment Terms COP 16 Working Hours COP 17 Remuneration COP 18 Harassment, discipline, grievance procedures and non-retaliation COP 19 Child Labor COP 20 Forced Labor COP 21 Freedom of Association and Collective Bargaining COP 22 Non-Discrimination COP 23 Health and Safety
Human Rights Due Diligence	Protection of human right is critical in all industries. Applying due diligence is critical of a responsible supply chain and protects the reputation of organizations. The RJC certification process aims to increase the use of due diligence in the supply chain management process through the COP's.	COP 6 Human Rights COP 7 Due Diligence for responsible sourcing COP 12 Know Your Counterparty
Responsible Advocacy	RJC's vision is to have a responsible world-wide supply chain that promotes trust in the global jewelry and watch industry. As a stakeholder in that supply chain it is important to promote sustainability and responsibility to our supply chain members.	
Gender Equality	Many disparities and inequalities exist within the jewelry supply chain which are detrimental to women. This gender discrimination and lack of fundamental respect threatens both the image and respectability of the industry. The RJC has taken formal and strong position on this topic, aiming at re-balancing, and revaluing the position of women through the value chain.	COP 18 Harassment, discipline, grievance procedures and non-retaliation COP 22 Non-discrimination
Product Integrity and Disclosure	Jewelry products are relatively high value. Today's consumers expect that industry claims can be verified. This requires everyone in the supply chain to adopt responsible production practices, transparent behaviors, fight fraud, corruption, money-laundering, respect human rights and protect the environment.	COP 28 Product Disclosure

Labor Practices

We are a certified member of the Responsible Jewellery Council (RJC) as proven through an independent third-party verification audit. As such we commit to and comply with:

- a. Respecting human rights according to the Universal Declaration of Human Rights and International Labor Organization Fundamental Rights at Work.
- b. Refusing to engage in or tolerate bribery, fraudulent misrepresentation of the origin of minerals, corruption, money laundering, non-payment of taxes, fees, royalties to governments or finance of terrorism.
- c. Supporting transparency of government payments and rights-compatible security forces in the extractives industry.
- d. Refusing to provide direct or indirect support to illegal armed groups.
- e. Enabling stakeholders to voice concerns about the jewelry supply chain.
- f. Implementing the OECD 5-Step framework as a management process for risk based due diligence for responsible supply chains of minerals, diamonds and gemstones from conflict-affected and high-risk areas as identified by OFAC (Office of Foreign Assets Control) documentation and notification.

Human Rights Due Diligence

We also commit to using our influence to prevent abuses by others. In doing so, we will conduct no less than annually, a risk assessment of suppliers we source our precious metals including gold, platinum and silver, colored gemstones and diamonds from, in accordance with OECD guidance and risks. This includes a process whereby no less than two members of our company's senior management team assess and assign a risk level per OECD risks. Results of this risk assessment are reviewed. For suppliers falling in an unacceptable risk status, discussion of forthcoming strategy, may include a) continuing trade throughout the course of measurable risk, b) suspending trade with the supplier while pursuing measurable risk mitigation or c) disengaging with a supplier after failed attempts at mitigation or if mitigation is unacceptable. In the event that we pursue mitigation efforts while continuing trade or suspending trade, we will consult with you and affected stakeholders including but not limited to government authorities, international/civil society organizations where appropriate. The objective is to help our suppliers respect human rights and avoid contributing to conflict through their sourcing practices. The process is intended to help make supply chains more transparent and prevent the extraction and trade of minerals from becoming a source of conflict, human rights abuses, and insecurity.

Responsible Advocacy

We recognize our role in promoting ethical practices, environmental and social responsibility throughout our supply chain. This advocacy is rooted in the following principles:

- a. Ethical sourcing – we support and prioritize the use of responsibly sourced materials, including diamonds, precious metals and gemstones. We work with suppliers who adhere to internationally recognized standards.
- b. Environmental Stewardship – We strive to minimize our environmental impact by adopting sustainable practices in our manufacturing process. This includes reducing waste, recycling metal and alternative energy sources (solar panels).
- c. Fair Labor Practices – we advocate for safe and fair working conditions across our supply chain.
- d. Continuous Improvement – we recognize responsible advocacy is an ongoing journey. We regularly assess our practices and seek innovative solutions.

Gender Equality

We recognize gender equality is essential to the long-term success of the jewelry industry and are dedicated to promoting fair treatment and representation within our business. Our commitment to gender equality is reflected in the following principles: Equal opportunities, fair wages, safe working conditions, workplace inclusion and support. We ensure hiring, promotions and career advancement within our company are based on skills, merit and experience. We also advocate for equal pay for equal work and work with our supply chain to receive fair wages and safe working conditions. It is important to us to foster a respectful and inclusive workplace where everyone feels valued. This includes implementing policies against discrimination and harassment.

Product Integrity and Disclosure

We uphold high standards of integrity, transparency and honesty in everything thing we do. We believe trust is the foundation of our industry and we are committed to providing our customers with accurate, clear and complete information about our products.

- a. We ensure every piece of jewelry meets our standards.

- b. We provide clear and accurate information about the composition and quality of our materials, including diamonds, gemstones and metals. Any treatments or synthetics used in our products are fully disclosed to our customers
- c. We are committed to sourcing materials responsibly, ensuring compliance with ethical standards such as Kimberley Process for diamonds and RJC certifications.
- d. We ensure all advertising, labeling and product descriptions are truthful and not misleading.

We believe implementing strong policies and procedures around these material topics will lead to meaningful and lasting positive change. By upholding these values across our company and supply chain, we expect to achieve a fair and ethical work environment, protect and promote human rights and help create a stronger industry with gender equality and consumer trust.