

FREDERICK GOLDMAN^{INC.}

Frederick Goldman, Inc. Diamond Policy

Purpose

The purpose of the policy is to define the proper and accurate disclosure of natural diamonds and to avoid any misleading or deceptive representation as to where diamonds are replaced by synthetic or simulant stones during production process.

Policy

All diamonds and other gemstone qualities must be validated against invoice claims by Diamond Department upon receipt. All diamonds and other gemstones inventory must physically and systematically be kept separate to ensure proper picking to the production bags and inventory movement in system. Quality of diamonds and other gemstones must be checked during final production by Quality Assurance against quality stated on production bag and invoice.

Reference Documents

- GIA Clarity and Color Grading Scales
CIBJO Blue Books
- Purchase Orders
- System Inventory
- Material Supply
- Transfer Orders
- Vendor Invoices

Responsibility

Group	Task
Diamond Department	<ul style="list-style-type: none">• Verify stones upon receipt• Keep separate inventory of Diamonds and Gemstones• Supply stones to production

FREDERICK GOLDMAN INC.

	<ul style="list-style-type: none">• Notify Data Team of any misleading stone information on production orders and system
Quality Control	<ul style="list-style-type: none">• Check quality of finished product• Communicate to Diamond Department any incorrectly supplied stones
Security	<ul style="list-style-type: none">• Review cases where stones were supplied incorrectly



John Orrico, COO

October 14, 2021

Date