

# FREDERICK GOLDMAN INC.

Frederick Goldman, Inc.  
Precious Sourcing Policy

## Purpose

The purpose is to define gold, platinum, palladium sourcing policy for purchasing of raw materials, metal parts and finished good product.

## Policy

The following employees can purchase raw materials of gold, platinum, palladium on behalf of Frederick Goldman, Inc., as of 1/1/2021 are: 1) Gordon Hugh, and 2) Rasika Wijesekera . All purchase requests must first be electronically submitted and approved by COO before order is placed with vendor. Only vendors that comply with FGI Gold Vendor Policy can be used to purchase fine gold.

Employees within the Production Control or Product Development Departments can purchase precious finished goods or metal parts on behalf of Frederick Goldman, Inc. All purchase requests over \$20,000 must first be electronically submitted and approved by COO before order is placed with vendor. Only vendors that comply with FGI Gold Vendor Policy can be used to purchase precious finished goods or metal parts.

## Reference Documents

- FGI Precious Vendor Policy
- Updated List of Vendors that Comply with FGI Precious Vendor Policy

## Responsibilities for Purchasing Diamonds

Group	Task
Employees Approved for Purchasing	<ul style="list-style-type: none"><li>• Receives COO electronic approval where necessary</li><li>• Creates PO in system and records Vendor confirmation number</li><li>• Keeps an updated list of Vendors that comply with FGI Precious Vendor Policy</li></ul>
COO	<ul style="list-style-type: none"><li>• Approves (or denies) purchase request</li></ul>
Vendor	<ul style="list-style-type: none"><li>• Receives PO from Production Control Department and gives confirmation number</li></ul>

  
John Orrico, COO

10/14/2021  
Date