

FREDERICK GOLDMAN INC.

Frederick Goldman, Inc.
Stone Sourcing Policy

Purpose

The purpose is to define diamonds and gemstones sourcing policy.

Policy

The following employees that can source diamonds on behalf of Frederick Goldman, Inc., as of 1/1/2021 are: 1) Bobby Patel, 2) Johanny Mejia. All purchases requests must first be electronically submitted and approved by COO before order is placed with vendor. Only vendors that comply with FGI Stone Vendor Policy can be used to purchase diamonds or gemstones.

Reference Documents

- FGI Stone Vendor Sourcing Policy
- Updated List of Vendors that Comply with FGI Stone Vendor Sourcing Policy

Responsibilities for Purchasing Diamonds

Group	Task
Employees Approved for Purchasing Diamonds (subject to change with employment)	<ul style="list-style-type: none">• Sends COO purchase request• Creates PO in system and records Vendor confirmation number• Keeps an updated list of Vendors that comply with FGI Stone Vendor Policy
COO	<ul style="list-style-type: none">• Approves (or denies) purchase request
Vendor	<ul style="list-style-type: none">• Receives PO from Diamond Department and gives confirmation number



John Orrico, COO

10/14/2021
Date