

# FREDERICK GOLDMAN INC.

Frederick Goldman, Inc.  
Stone Vendor Policy

## Purpose

The purpose of the policy is to define the process for requesting a new vendor or change to an existing vendor for any vendor supplying stones.

## Vendor Requirements

All vendors must confirm to be in support and compliance with both Frederick Goldman, Inc.'s Supply Chain Assessment Policy and Human Rights Policy. All vendors must disclose annually the supply chain, human rights and any environmental certifications. Vendor must follow Kimberly Certification process. Vendor must disclose any treatment changes to stones in accordance to the CIBJO Blue Book.

## Forms/Documents Required by Vendor

- Vendor must disclose Kimberly Process certification disclaimer on all invoices

*"The diamonds herein invoiced have been purchased from legitimate sources not involved in funding conflict and in compliance with United Nations resolutions. The seller hereby guarantees that these diamonds are conflict free based on personal knowledge and / or written guarantees provided by the supplier of these diamonds"*

- Vendor must disclose Natural Origin Disclaimer if Diamonds are untreated vendor must include this statement on invoice

*"The diamonds herein invoiced are exclusively of natural origin and untreated based personal knowledge and/or written guarantees provided by the supplier of these diamonds"*

- Vendor must disclose any treatments of diamonds as per CIBJO Blue Book guidelines on all invoices
- Vendor Human Rights and Supply Chain Policy (supplied by Vendor)
- Customer Information Form
- Tax Forms
- CIBJO Blue Books
- GIA Clarity and Color Grading Scales

All forms, with the exception of certificates, must be completed on company letter head and include company stamp, signature and date.

# FREDERICK GOLDMAN INC.

## Responsibilities for New or Change in Existing Vendor Request

Group	Task
Diamond Department	<ul style="list-style-type: none"> <li>• Sends FGI Supply Chain Risk Assessment Policy to Vendor</li> <li>• Sends FGI Human Rights Policy to Vendor</li> <li>• Validates Vendor is using KP certified Diamonds</li> <li>• Validates Vendor supports our Supply Chain Risk Assessment Policy and Human Rights Policy</li> </ul>
Accounts Payable Department	<ul style="list-style-type: none"> <li>• Sets up Vendor in ERP System</li> <li>• Sends Customer Information Form</li> <li>• Sends Tax Forms</li> </ul>
Vendor	<ul style="list-style-type: none"> <li>• Confirmation of being compliant to FGI Human Rights and Supply Chain Risk Assessment Policies</li> <li>• Sends Human Rights Policy</li> <li>• Sends Supply Chain Policy</li> <li>• Sends KP Certificates at the bottom of all invoices</li> </ul>

  
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 John Orrico, COO

10/14/2021  
 Date