<table>
<thead>
<tr>
<th>COMPANY/BUSINESS NAME</th>
<th>Debra Navarro</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY/BUSINESS WEBSITE</td>
<td><a href="https://debranavarro.com">https://debranavarro.com</a></td>
</tr>
<tr>
<td>BUSINESS PHONE NUMBER</td>
<td>316-250-7318</td>
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<tr>
<td>MOBILE/WHATSAPP/MESSAGE NUMBER</td>
<td>316-250-7318</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Wichita, KS 67206, United States</td>
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<tr>
<td>YOUR NAME</td>
<td>Debra Navarro</td>
</tr>
<tr>
<td>POSITION</td>
<td>Designer</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:debra@debranavarro.com">debra@debranavarro.com</a></td>
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<tr>
<td>LINKEDIN</td>
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<td>FACEBOOK</td>
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I have a written commitment to responsible jewelry practices published on my website and/or in my marketing materials.

When communicating with customers, [my staff or] I proactively provide some information regarding responsible practices and sourcing in jewelry production.

I rely upon the verbal assurances of my vendors and suppliers regarding origins, ethics, or practices when purchasing gemstones, metal, findings, supplies, or subcontractor services.

I read articles on responsible jewelry practices regularly and/or attend at least one relevant conference, symposium, webinar, or seminar annually.

I am a member or one or more professional Jewelry or Metalsmithing organizations and I proactively engage other members to acquire or share best practices.
I have a commitment to reducing my environmental impact wherever possible in the design and packaging of my products. (Note: This question applies to practices such as limiting the use of paper where possible, using recycled paper for design and client contact, choosing recycled materials for product packaging, using rags instead of paper towels, and using green energy like solar to power the work studio.) This does not include the materials in the product itself.

SUMMARY OF MEASURES

Please add any additional information you think is relevant to this section.

(Optional)

In my jewelry production I use responsibly sourced precious metals.

I am unsure where my precious metals are sourced.

I use responsibly mined colored gemstones in my products. (Responsibly sourced practices include at a minimum, documentary evidence or written assurances of: no child or forced labor, fair wages, safe working conditions, and low environmental impact.)

My vendor has provided information on where the gemstones are mined. I have a trusted relationship with my vendor, and they have provided information assuring me that the gemstones are mined responsibly (see bold statement above).

I use responsibly cut colored gemstones in my products. (Responsibly cut practices include at a minimum: documentation or written assurances of: no child or forced labor, fair wages, safe working conditions, and low environmental impact.)

My vendor has provided information on where the gemstones (natural) are mined and cut (natural or synthetic). I have a trusted relationship with my vendor and they have provided information assuring me that the gemstones are mined and cut responsibly (see bold statement above).
I USE RESPONSIBLY MINED CENTER DIAMONDS (.19 CARAT AND OVER) IN MY PRODUCTS. (RESPONSIBLY MINED PRACTICES INCLUDE AT A MINIMUM: NO CHILD OR FORCED LABOR, FAIR WAGES, SAFE WORKING CONDITIONS, AND LOW ENVIRONMENTAL IMPACT.)

I am unclear where my center diamonds are originally mined.

I USE RESPONSIBLY CUT CENTER DIAMONDS (.19 CARAT AND OVER) IN MY PRODUCTS. (RESPONSIBLY CUT PRACTICES INCLUDE AT A MINIMUM: NO CHILD OR FORCED LABOR, FAIR WAGES, SAFE WORKING CONDITIONS, AND LOW ENVIRONMENTAL IMPACT.)

I am unclear where my natural or Lab-grown center diamonds are cut.

I USE RESPONSIBLY MINED MELEE DIAMONDS (.01-.18 CARAT) IN MY PRODUCTS. (RESPONSIBLY SOURCED PRACTICES INCLUDE AT A MINIMUM: NO CHILD OR FORCED LABOR, FAIR WAGES AND SAFE WORKING CONDITIONS. IF RAW DIAMONDS ARE USED, SELECT THE ANSWER BELOW THAT APPLIES BEST TO THE MINING OPERATIONS.)

I am unclear where my melee diamonds are originally mined.

I USE RESPONSIBLY CUT MELEE DIAMONDS (.01-.18 CARAT) IN MY PRODUCTS. (RESPONSIBLY SOURCED PRACTICES INCLUDE AT A MINIMUM: NO CHILD OR FORCED LABOR, FAIR WAGES AND SAFE WORKING CONDITIONS.

I am unclear where my natural or Lab-grown melee diamonds are cut.

I USE FINDINGS AND COMPONENTS THAT ARE MADE OF RECYCLED OR ARTISANALLY MINED METALS (CERTIFIED FAIRTRADE OR FAIRMINED) AND MANUFACTURED UNDER SAFE WORKING CONDITIONS.

I am unclear where my suppliers source the findings and components I use in my products.

PLEASE ADD ANY ADDITIONAL INFORMATION YOU THINK IS RELEVANT TO THIS SECTION. (OPTIONAL)
I AM COMMITTED TO LEARNING ABOUT WHICH CHEMICALS ARE HAZARDOUS (THOSE WHICH CAN CAUSE BODILY HARM) AND USING NON-HAZARDOUS MATERIALS WITH THE LEAST ENVIRONMENTAL IMPACT IN THE DESIGN AND MANUFACTURE OF MY PRODUCTS.

Not applicable. I do not use chemicals in the production of my jewelry.

I DISPOSE OF HAZARDOUS CHEMICALS IN ACCORDANCE WITH LAWS AND IN WAYS THAT MINIMIZE THE IMPACT TO THE ENVIRONMENT.

Not applicable. I do not use chemicals in the production of my jewelry.

I RECYCLE PRECIOUS AND NON-PRECIOUS METALS USED IN THE MANUFACTURING PROCESS.

I recycle all of the precious metal and non-precious metal scraps and sweeps from my manufacturing process.

I USE SUBCONTRACTORS THAT ARE COMMITTED TO RESPONSIBLE LABOR PRACTICES. (THEY PROVIDE THEIR EMPLOYEES WITH A REASONABLE, SAFE WORK ENVIRONMENT, AND THEY PAY FAIR WAGES. THEY DO NOT USE FORCED OR CHILD LABOR. THEY DO NOT DISCRIMINATE BASED ON RACE, RELIGION, OR SEXUAL ORIENTATION). THIS QUESTION APPLIES TO JEWELERS WHO HIRE SUBCONTRACTORS TO MANUFACTURE SOME OR ALL OF THEIR FINISHED PRODUCT.

I have visited and verified that my subcontractors provide their employees a reasonable, safe work environment and pay fair wages. They do not use forced or child labor.

I USE SUBCONTRACTORS THAT ARE COMMITTED TO RESPONSIBLE SOURCING OF MATERIALS. (THEY USE ARTISANALLY MINED OR RECYCLED METALS, AND ETHICALLY-SOURCED GEMSTONES, BEADS, AND OTHER MATERIALS.) THIS QUESTION APPLIES TO JEWELERS WHO HIRE SUBCONTRACTORS TO MANUFACTURE SOME OR ALL OF THEIR FINISHED PRODUCT.

I have asked my subcontractors and they state that they meet all of the criteria of responsible sourcing of materials.

PLEASE ADD ANY ADDITIONAL INFORMATION YOU THINK IS
I am an equal opportunity employer and I hire without discrimination on the basis of race, color, religion, gender identity or expression, sexual orientation, age, disability, marital status, citizenship, or national origin.

I abide by all of the criteria defined in the non-discrimination clause above.

I am committed to providing fair wages and access to employer-sponsored benefits. (Continuing educational opportunities, health insurance, paid time off, and a retirement plan).

My employees make above minimum wage or the fair living wage for the area but have no access to employer-sponsored benefits.

I provide all of the items listed above.

I am committed to providing a reasonable work environment for my employees. A reasonable work environment should include: access to a working bathroom, a reasonable number of breaks throughout the day, handwashing stations, ergonomic seats, adequate ventilation, and temperature control.

I provide all of the items listed above.

Please add any additional information you think is relevant to this section. (Optional)

I provide all of the necessary personal protective equipment for my employees and I to work safely. We meet to discuss and review safety protocol in the work environment at least quarterly.
I provide a safe, well-ventilated work environment for myself and my employees.

I do not use any operations utilizing chemicals or high temperatures.

Please add any additional information you think is relevant to this section. (Optional)

I have committed to moving the ethical jewelry movement forward by joining one or more of the organizations that seek to make the jewelry industry cleaner and safer. Some of the not-for-profit organizations and impact initiatives working for change are Mercury Free Mining Challenge, PACT, Solidaridad, Impact, and ARM (Alliance for Responsible Mining).

I have joined, supported, or renewed my membership in one or more of these non-profit organizations.

I have a formal plan to continually improve the practices in my jewelry making operations.

I have completed this self-assessment, identified areas where I can improve, but not yet taken any action.