<table>
<thead>
<tr>
<th>COMPANY/BUSINESS NAME</th>
<th>Jen Leddy Studios</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY/BUSINESS WEBSITE</td>
<td><a href="http://www.jenleddy.com">http://www.jenleddy.com</a></td>
</tr>
<tr>
<td>BUSINESS PHONE NUMBER</td>
<td>970-379-6065</td>
</tr>
<tr>
<td>MOBILE/WHATSAPP/IMESSAGE NUMBER</td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td>Austin, TX 78702, United States</td>
</tr>
<tr>
<td>YOUR NAME</td>
<td>Jen Leddy Barnes</td>
</tr>
<tr>
<td>POSITION</td>
<td>Owner, goldsmith, designer</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:jen@jenleddy.com">jen@jenleddy.com</a></td>
</tr>
</tbody>
</table>
I have a clear, comprehensive written commitment on my website and/or marketing materials and include specific practices I follow.

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 am constantly updating and expanding my message on my website, to my customers, and from my suppliers. One step at time to comprehensively send an message with my sourcing, practices, and actions. Always room for growth and improvement.
I SEEK TO INFORM MYSELF AND STAY CURRENT ON BEST PRACTICES FOR RESPONSIBLE JEWELRY PRODUCTION BY ATTENDING OR PARTICIPATING IN RELEVANT EDUCATIONAL FORUMS.

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

Yes

I AM WILLING TO MENTOR OTHER MEMBERS IN RESPONSIBLE PRACTICES.

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 AM COMMITTED TO SHARING BEST PRACTICES ON RESPONSIBLE JEWELRY PRODUCTION WITH FELLOW JEWELRY PROFESSIONALS.

PLEASE ADD ANY ADDITIONAL INFORMATION YOU THINK IS RELEVANT TO THIS SECTION. (OPTIONAL)

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.

I have considered the environmental impact of my studio operations and have taken extensive measures to reduce them. Please provide a summary of measures taken below:

SUMMARY OF MEASURES

- I use Seventh Generation recycled, unbleached paper towels (when necessary and reused many times until disposing in my
sweeps collection); cloth rags at the bench; biodegradable plastic baggies for storing pieces, sending wholesale orders etc., and reuse, re-purpose, and/or recycle all other plastic bags I receive from vendors. I print with recycled paper and EcoEnclose zero-waste shipping labels; I sketch and make notes on half sheets of recycled paper that would otherwise go in the recycling bin; I package with minimal tissue paper and recycled content USPS provided shipping boxes.

PLEASE ADD ANY ADDITIONAL INFORMATION YOU THINK IS RELEVANT TO THIS SECTION. (OPTIONAL)

I am always looking into more sustainable packaging options for fine jewelry boxes.

IN MY JEWELRY PRODUCTION I USE RESPONSIBLY SOURCED PRECIOUS METALS.

I only use precious metals that are either Fairmined, Fair Trade, Third-Party Certified Recycled precious metals, or metal I recycle myself.

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.)

All of my diamonds are CanadaMark certified, certified Lab-grown, Certified Post-Consumer Recycled, or heirloom diamonds. I have written documentation to prove this. If I use Lab-grown diamonds, they must be responsibly grown in facilities meeting the statement in bold above.

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.)

My vendor guarantees that my diamonds are conflict free. I have a trusted relationship with my vendor, and they have provided information on the cutting facilities and employees, assuring me that the diamonds are cut responsibly (see bold statement above). If I use Lab-grown diamonds, they must also be responsibly cut in facilities that meet the statement in bold above.

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.)

All of my melee diamonds are CanadaMark certified, certified Lab-grown, Certified Post-Consumer Recycled, or heirloom diamonds. I have written documentation to prove this. If I use Lab-grown diamonds, they must be responsibly grown in facilities that meet the bold statement above.

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.

All of my melee diamonds are CanadaMark certified, certified Lab-grown, Certified Post-Consumer Recycled, or heirloom diamonds. I have a trusted relationship with my vendor, and they have provided information on the cutting facilities and employees, assuring me that the diamonds are cut responsibly (see bold statement above). If I use Lab-grown melee diamonds, they must also be responsibly cut in facilities that meet the bold statement above.
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 know where my suppliers source the findings and components I use in my products, and I have been assured they utilize safe working conditions. Some of my findings and components are made of recycled metals.

I have many vendors for gemstones and I get as much information as possible from each. Some are literally mine-market providing 100% traceability, including working environments, labor and wages, and giving backs initiatives. Others provide only the areas for mining, exact mine, or location of cutting. And just a few provide only a stone source. In any case, I am explicit in sharing the exact information I receive.

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.

I have learned about which chemicals are hazardous in the industry and have eliminated those hazardous materials or substituted for non-hazardous materials in all but one or two of my processes.

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

I dispose of most of my hazardous chemicals at a professional hazardous waste or recycling facility.

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

Not applicable. I do not outsource or hire subcontractors for any aspect of my jewelry manufacturing.
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 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 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 AM COMMITTED TO PROVIDING FAIR WAGES AND ACCESS TO EMPLOYER-SPONSORED BENEFITS. (CONTINUING EDUCATIONAL OPPORTUNITIES, HEALTH INSURANCE, PAID TIME OFF, AND A RETIREMENT PLAN).

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.

Not applicable. I do not outsource or hire subcontractors for any aspect of my jewelry manufacturing.

My jewelry is 100% made in house by my and my one bench jeweler.

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

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

My one bench jeweler is a contract laborer that works in house

I PROVIDE MY EMPLOYEES (IF APPLICABLE), AND MYSELF, WITH THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PROTECTIVE EYEWEAR, GLOVES, APRONS, RESPIRATORS, MSDS SHEETS, ETC) AND INFORMATION TO DO THEIR/MY JOB SAFELY AND IN COMPLIANCE WITH APPLICABLE HEALTH AND SAFETY LAWS.

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.

There is some air ventilation in the work area and some local exhaust hoods are provided for operations using chemicals, casting, high temperature soldering, or any processes that generate fumes.

PLEASE ADD ANY ADDITIONAL INFORMATION YOU THINK IS RELEVANT TO THIS SECTION. (OPTIONAL)

The one polishing station has a HEPA filter and dust collector. There is one fume and dust extractor. There are also windows in the work area.

I HAVE COMMITTED TO MOVING THE ETHICAL JEWELRY MOVEMENT FORWARD BY JOINING

I plan to join/support one or more of these non-profit organizations.
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).

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I HAVE A FORMAL PLAN TO CONTINUALLY IMPROVE THE PRACTICES IN MY JEWELRY MAKING OPERATIONS.</td>
<td>I have completed this self-assessment, identified areas where I can improve, and taken substantial action to improve my practices.</td>
</tr>
<tr>
<td>I WOULD LIKE TO IMPROVE MY PRACTICES BUT FEEL I NEED SOME MENTORSHIP.</td>
<td>Yes, please.</td>
</tr>
<tr>
<td>PLEASE ADD ANY ADDITIONAL INFORMATION YOU THINK IS RELEVANT TO THIS SECTION. (OPTIONAL)</td>
<td>I have already shifted some things as improvement, and have a good idea of what additional actions I will take, planning to do so as soon as possible.</td>
</tr>
</tbody>
</table>