

# **D.I Limited POLICY MANUAL**

## **1. INTRODUCTION**

This Policy Manual sets out the D.I Limited (DI)'s commitments, principles, and management approach to compliance with the **Responsible Jewellery Council (RJC) Code of Practices (COP) 2024**. It demonstrates how the Company integrates ethical conduct, human rights, labour practices, health and safety, environmental protection, responsible business conduct, and effective management systems into its operations.

This Manual applies to all employees, management, and Company operations. Where applicable, expectations are extended to suppliers, contractors, and business partners.

## **2. MANAGEMENT SYSTEM**

### **2.1 Management System Policy**

- DI maintains an effective management system approved by top management to ensure compliance with applicable laws, RJC COP 2024 requirements, and internal policies.
- The management system defines roles and responsibilities, supports risk-based decision-making, and promotes continuous improvement.

### **2.2 Compliance with Laws & Regulations**

- DI identifies, monitors, and complies with all applicable laws and regulations related to labour, health and safety, environment, human rights, and responsible business practices.
- Legal requirements are integrated into operational procedures and periodically reviewed.

## **3. ETHICS & HUMAN RIGHTS**

### **3.1 Human Rights Commitment**

DI respects internationally recognized human rights and aligns its practices with the UN Guiding Principles on Business and Human Rights and relevant ILO Conventions. DI commits to avoiding causing, contributing to, or being directly linked to adverse human rights impacts.

### **3.2 Code of Ethics / Code of Conduct**

The Code of Ethics establishes standards for integrity, transparency, and lawful conduct applicable to all employees and business activities.

### **3.3 Child Labour**

DI strictly prohibits child labour in accordance with legal minimum age requirements and ILO standards. We commit not to employ child labour in any work related to the business activities. DI only employs a worker who is from 18 years old. This point is regulated and followed in the recruiting procedure of the company.

### **3.4 Forced & Compulsory Labour**

All forms of forced, bonded, indentured, or compulsory labour, including human trafficking, are prohibited. Employment is voluntary and free from deposits, recruitment fees, or retention of identity documents. All Employees working at DI will be voluntary and respect the company rule. When need to work overtime, employees will be noticed and will get their agreement.

### **3.5 Non-Discrimination & Equal Opportunity**

DI commits to respect equal opportunities in term of recruitment, compensation, benefits, promotions, termination or retirement. It will be based on their individual performance, not be based on their gender, age or religion. There will be no discrimination based on race, religion, politics, sex, marital status or maternity, age or sexual orientation, disability and other similar factors.

### **3.6 Anti-Harassment & Abuse**

DI maintains a workplace free from harassment, abuse, intimidation, and inhumane treatment.

### **3.7 Freedom of Association**

DI commits to recognize and respect the freedom of employees to participate or not to participate in Trade Union, provided that this organization operate legally prescribed by government. DI will also create favorable conditions for the lawful activities listed above.

### **3.8 Grievance & Whistleblowing**

Accessible, confidential grievance and whistleblowing mechanisms are provided. Retaliation against complainants is strictly prohibited.

## **4. LABOUR – HEALTH & SAFETY (HSE)**

### **4.1 Occupational Health & Safety**

DI commits to providing a safe and healthy workplace by identifying hazards, assessing risks, and implementing preventive controls.

### **4.2 Personal Protective Equipment (PPE)**

Appropriate PPE is provided free of charge where risks cannot be otherwise controlled. Employees are trained in proper PPE use.

### **4.3 Emergency Preparedness**

Emergency preparedness and response plans are established, communicated, and tested through periodic drills.

## **4.4 Chemical Safety**

Hazardous substances are managed responsibly through proper labeling, storage, Safety Data Sheets (SDS), training, and disposal procedures.

# **5. ENVIRONMENT**

## **5.1 Environmental Protection**

DI commits to preventing pollution, reducing environmental impacts, and continuously improving environmental performance.

## **5.2 Waste & Hazardous Waste Management**

Waste is minimized, segregated, stored, transported, and disposed of in compliance with applicable regulations. Hazardous waste is handled by licensed contractors.

## **5.3 Water & Air Emission Control**

Water usage, wastewater discharge, and air emissions are monitored and controlled to ensure legal compliance and environmental protection.

# **6. RESPONSIBLE BUSINESS PRACTICES**

## **6.1 Anti-Bribery & Anti-Corruption**

All forms of bribery and corruption are strictly prohibited. Gifts, hospitality, and conflicts of interest are managed transparently.

## **6.2 Anti-Money Laundering (AML)**

DI implements controls to prevent money laundering and the financing of illegal activities through risk-based due diligence and transaction monitoring.

## **6.3 Responsible Sourcing**

DI conducts risk-based due diligence to identify and address actual or potential adverse impacts in its supply chain, in line with RJC COP 2024.

## **6.4 Supplier Code of Conduct**

Suppliers are expected to comply with ethical, human rights, labour, health and safety, environmental, and legal requirements set out in the Supplier Code of Conduct.

## **7. TRAINING & AWARENESS**

DI provides induction and periodic training to ensure employees understand their responsibilities under this Policy Manual. Training records are maintained.

## **8. MONITORING, CORRECTIVE ACTION & CONTINUOUS IMPROVEMENT**

Compliance with this Manual is monitored through inspections, internal audits, and management reviews. Non-conformities are addressed through corrective actions, and effectiveness is reviewed regularly.

## **9. DOCUMENT CONTROL**

This Policy Manual is reviewed periodically and updated as necessary to reflect changes in legal requirements, RJC COP updates, or Company operations.