

**REPORTING EQUIREMENTS FOR
COPs
3, 6, 7 & 27**

Myer Jewelry Manufacturer Limited

COP 3: REPORTING

Contact Information

COMPANY NAME: **Myer Jewelry Manufacturer Limited**

DATE: **13 May 2025**

REPORTING PERIOD: **From 1 January 2024 to 31 December 2024**

CONTACT: **Keith.Kwan@myer.com.hk**

ISSUES

Myer Jewelry Manufacturer Limited will be providing details on human rights, promotion of responsible business practices with business partners, and use of natural resources identified during our due diligence activities.

SUSTAINABLE DEVELOPMENT GOALS (SDGS)

Through our due diligence activities, Myer Jewelry Manufacturer Limited has identified the following SDGs as relevant to our business:

- SDG 3 Good Health and Well-being
- SDG 5 Gender Equality
- SDG 6 Clean water and sanitation
- SDG 7 Affordable and clean energy
- SDG 11 Sustainable cities and communities
- SDG 12 Responsible consumption and production
- SDG 13 Climate change

We have implemented these SDGs through the following methods:

- Conducted a baseline assessment to identify gaps and opportunities for SDG alignment,
- Set measurable targets,
- Integrated SDGs into our business strategy,
- Adopted sustainable practices.

To achieve these SDGs, we have implemented the following activities:

- Provided PPE and occupational health exam for our workers,
- Raised employees' and supplier's awareness of human rights, including non-discrimination,
- Tested portable water on a regular basis; recycle and reuse water; treat wastewater before discharge,
- Optimised production processes to improve energy efficiency,
- Transitioned company vehicles to environmentally friendly and low-carbon vehicles,
- Reduced greenhouse gas emissions, for example, upgrade to energy-efficient machinery, LED lightings,
- Collaborated with local communities, NGOs on communities' development, such as volunteering programs,
- Provided jobs and training programs to enhance local employment and skill development,
- Implemented plans to reduce waste, promote circular economy,
- Sourced main raw materials from suppliers who are certified as a RJC member,
- Promoted responsible business conduct with business partners.

ACTIONS

Myer Jewelry Manufacturer Limited has its [Policy Statement](#) relating to human rights, child labour, forced labour, and other social, ethical and environmental practices; the policy can be found on our [website home page](#).

As a company we have already taken action regarding human rights, child labour, forced labour, and other social and environmental practices, doing so through human rights due diligence, communication with employees and suppliers and site visits.

The outcome of the action taken have been:

- Improved workplace safety through stricter health and safety management,
- Heightened employees' and suppliers' awareness of upholding and protecting human rights,
- Reduced environmental impacts through reduced greenhouse gas emissions.

COP 6 & 7: HUMAN RIGHTS & DUE DILIGENCE

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COMPANY MANAGEMENT SYSTEMS

Myer Jewelry Manufacturer Limited has its own Policy Statement in place, detailing our commitment to respect human rights throughout our supply chain and our supply chain due diligence on minerals originating from conflict-affected and high-risk areas, including but not limited to gold, silver, platinum group metals, diamonds, emeralds rubies and sapphires. Myer Jewelry Manufacturer Limited endorse the policy to our suppliers and stakeholders by distributing them via [our website](#), the policy can be accessed by both our internal and external stakeholders.

To support supply chain due diligence, we have implemented the following internal measures, including Know Your Counter Party (KYC) form, supplier assessment form and onsite visit. The senior manager responsible for overseeing supply chain due diligence is the Management Representative, Della Lee. To aid us in identifying our human rights impacts we have developed and implemented the follow systems, including RJC COP, OECD Due Diligence Guidance for Responsible Business Conduct and UN Guiding Principle on Business and Human Rights; our commitments to human rights is listed in our [Policy Statament](#). The senior manager responsible for overseeing our human rights impacts is the Management Representative, Della Lee.

Myer Jewelry Manufacturer Limited has established a system of controls and transparency over our supply chain, which include our approach for identifying suppliers and identifying sources of our metals, diamonds and precious stones. These methods have strengthened our due diligence efforts by following RJC COP, OECD Due Diligence Guidance for Responsible Business Conduct and UN Guiding Principle on Business and Human Rights.

As a company we communicate our expectations regarding human rights and supply chain due diligence by our [Policy Statament](#). In addition to this, we also take following steps to strengthen our engagement with suppliers, including setting expectation, fostering transparency, investing in long-term relationships, providing supporting, monitoring performance; the outcome of doing so has been increased collaboration, enhanced sustainability and ethical practices, and strengthened supply chain resilience.

Our grievance mechanism for internal stakeholders can be accessed via complaint box, Business Ethical Management Committee, Trade Union, management hotline, our external grievance mechanism is available via post and email. During the reporting period, we received zero grievances. The employee responsible for these grievance mechanisms is the Management Representative, Della Lee.

IDENTIFIED & ASSESSED RISKS

We assess our own and supplier's due diligence practices and those relating to human rights by assessment form, onsite visit, communication with management of suppliers, third party audit.

During our assessment of our own and our supplier's due diligence practices and those relating to human rights, no potential or actual high risks was found in our supply chain.

STRATEGY

Our risk assessment findings are received by the RJC Committee.

To respond to the risks identified within our supply chain, we took the following steps to design and implement a risk management plan:

- Evaluated the severity and likelihood of each risks identified
- Used quantitative and qualitative methods to prioritize risks identified
- Developed strategies to avoid, mitigate, transfer or accept risks
- Assigned risk owners responsible for implementing response strategies

To implement our risk management plan, we have taken the following risk mitigation steps:

- Allocated resources (budget, personnel, tools) to implement plan
- Communicated responsibilities and timelines to risk owners and stakeholders

and we continue to monitor the plan and track the effectiveness of these risk mitigation measures by establish key risk indicators (KPIs) to monitor risk triggers. In addition to this, we evaluated improvement of those risks after six months through onsite visit, face-to-face meeting, phone calls or email.

Myer Jewelry Manufacturer Limited provided the training regarding human rights to our employees and contractors in March 2024; this training included information on discrimination, child labour, right to freedom of movement, right to health, right to freedom of association. We have also provided training regarding our due diligence activities to all of our employees and contractors in March 2024; this training included information on legal and regulatory compliance, risk identification and assessment, due diligence process and tools, ethical and cultural considerations .

Myer Jewelry Manufacturer Limited communicates to our stakeholders regarding our due diligence activities and efforts to prevent human rights risks. This communication is in the form of email, phone calls, contract conditions and annual report. When a human rights risk is identified we communicate the risk and how we are addressing it to potentially affected stakeholders by phone calls, email, in-person or virtual meetings, or site visit.

During the previous report, no grievances regarding human rights risks or our supply chain due diligence were raised.

CARRY OUT A THIRD PARTY AUDIT (OPTIONAL INFORMATION)

Myer Jewelry Manufacturer Limited has joined the RJC in May 2015 and has since achieved 3 certifications.

In support of our continuous improvement journey, our latest third-party RJC audit took place within our organisation against the RJC COP 2019 on 14 September 2022.

COP 27: NATURAL RESOURCES

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BUSINESS PRACTICES & MATERIAL ISSUES

Myer Jewelry Manufacturer Limited has identified insufficiency and overuse in specific areas regarding our use of natural resources. As a business we monitor our use of energy and water throughout our supply chain by meters and have found that we use 16,702 tonnes of water and 1,149,119 kWh energy.

ACTIONS & OUTCOMES

Myer Jewelry Manufacturer Limited has its [Policy Statement](#) to address its use of water and energy use. The Policy can be found on our [home page](#).

Throughout our business we have taken the following steps to reduce our consumption of energy and water:

- Optimised production processes
- Upgraded energy-efficient equipment and switched to low-carbon energy,
- Recycled and reused water
- Provided training for employees
- Tracked and monitored the use on a monthly basis and conduct trend analysis

As a result of the reduction methods implemented, we have found that throughout our supply chain our energy use has decreased by 5%.

Della Lee, the Management Representative is responsible for reviewing Myer Jewelry Manufacturer Limited's water and energy consumption and the use of office paper.

Myer Jewelry Manufacturer Limited is committed to continuous improvement with regards to clean energy and natural resources; to aid this improvement we have committed ourselves to SDG 7 Affordable and Clean Energy. In the future we intend to implement the following with regards to our use of clean energy and natural resources:

- Optimise energy consumption and the use of natural resources
- Transitioned company vehicles to environmentally friendly and low-carbon vehicles
- Switch to energy-efficient equipment
- Adopt technologies of renewable energy, such as on-site solar power