

# **RESPONSIBLE MICA INITIATIVE RULES OF GOVERNANCE**

Joining forces towards a world in which mica supply chains are fair,  
responsible, sustainable, and free of child labor.

March 13<sup>th</sup>, 2025

## PREAMBLE

Awareness of the extent of planetary challenges relating to sustainable development has attained a new intensity. Governments, communities, businesses and individuals are now more aligned on their shared responsibility. Due to its economic importance in our society, the role of business is key; just as it has been deemed part of the problem, it can also be part of the solution.

Sustainable sourcing has become a central issue for companies, supported by governments reinforcing international legislations. This is a critical time calling for profound change, change in thought and in behavior, in business choices and decisions. Industries have the power to boost the ongoing change on the way they develop a product, source material, enter into a contract, dispose waste, and rebalance economic benefits in their value chains toward the miners.

Business' usefulness is not only measured in economic terms, but also valued in terms of its impacts, positive and negative, on society. Employment, environment, resource conservation, economic well-being, health, and promotion of human rights, human knowledge and cultures are some of these impacts. The act of taking these social and societal impacts into account opens a window into immense fields of creativity to invent a new world, new business behavior, a new spirit in economic exchanges, a new humanity.

### Mica context

Mica is a group of minerals that can be found in a large variety of consumer goods and industry materials, from cosmetics to car paint, electronic components and construction materials.

The largest mica volumes come from India, Madagascar, Brazil, the US, China, Malaysia... In India, a large part of the mica collection comes from illegal mines in eastern States of India (Jharkhand & Bihar), where up to more than 20,000 children<sup>1</sup> are working in extremely harsh conditions to contribute to their family's income. Similarly in the Southern regions of Madagascar, around 10,000 children<sup>2</sup> are working along with their families in informal mines. Due to a lack of control and traceability in these different countries, mica from unknown origin - potentially collected by children or in unacceptable working conditions - can infiltrate the supply chain.

But there is hope: impactful solutions have been developed in India over the past 10 years, initiated by local NGOs, ingredient manufacturers and leading cosmetic companies through the former Natural Resources Stewardship Circle (NRSC) and several other partners.

In this context, it was time to join forces and scale-up models and solutions that have proven successful!

### RESPONSIBLE MICA INITIATIVE

Following the Delhi multi-sector Summit in February 2016 around mica, the NRSC and its partners, reassured by Terre des Hommes' (<https://www.terredeshommes.nl/en>) research

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<sup>1</sup> SOMO 2016 report "Beauty & a Beast: child labor in Mica mines"

<sup>2</sup> SOMO 2019 report, "Child labour in Madagascar's mica sector"



results regarding the severity of child labor in the Mica Industry - together decided to join forces and create a unique, cross-sector and multi-stakeholders RESPONSIBLE MICA INITIATIVE. The RESPONSIBLE MICA INITIATIVE is an organization in which multiple industries & organizations jointly commit to using responsible sourcing practices and local engagement to eradicate child labor and improve the livelihood of communities within compliant and legal mica supply chains. The RESPONSIBLE MICA INITIATIVE sets a framework of principles for responsible and sustainable mica supply chains and enables its members, through self-regulation, to comply with these principles.

This Coalition for Action is inspired by the following 5 overarching principles: “Think holistic; Be action oriented; Stay humble; Include innovation; Collaborate above all”, and pursues the following 3 main objectives:

- Implement fair, responsible and sustainable workplace practices and increase traceability along mica supply chains,
- Empower local communities to ensure long lasting change resulting from the implementation of inclusive and holistic empowerment programs,
- Foster enabling legal environment for mica communities by working hand-in-hand with governments and other authorities in mica sourcing countries.

In this context, all members commit to respect the Bylaws, the Members Principles, the Competition Charter and the present Rules of Governance.

## 1. Objectives

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The RESPONSIBLE MICA INITIATIVE is an organization in which multiple industries and organizations jointly commit to using responsible sourcing practices and local engagement to eradicate child labour and improve the livelihood of communities within compliant and legal mica supply chains. To do so, the RESPONSIBLE MICA INITIATIVE sets a framework of principles for responsible and sustainable mica supply chains and enables its members, through self-regulation, to comply with these principles.

Four priority areas of work have been chosen to meet this objective:

- Increase transparency, traceability, sustainability all along the different mica supply chains;
- Empower local communities in source-countries to ensure long lasting change;
- Build a liveable legal framework for mica communities;
- Organize workshops, awareness programs, videos, documentaries...

Those priority areas may imply, among others:

- To raise companies and stakeholders’ awareness on economic, social and ethical issues associated with mica collection and mining worldwide;
- To invite industries from all sectors involved in the mica supply chain, local and international organizations, governmental and non-governmental institutions to join the initiative;

- To raise funds to allow the mica program to reach its objectives;
- To share and promote collection/mining, production and sourcing best practices and tools along the supply chain;
- To develop and implement on-field concrete solutions to eradicate the root causes of child labour, including access to education facilities, and address additional obstacles to empowered communities such as access to drinking water, basic health services, sanitation, energy, transport means and infrastructure, decent family living income resulting from a fair price paid for mica, etc;
- To set indicators, including but not limited to compliance with Workplace Standards, and regularly monitor effective progress of the RESPONSIBLE MICA INITIATIVE's members versus commitments, through self-reporting under template of Report on Progress provided by the RESPONSIBLE MICA INITIATIVE, audits, etc;
- To sell goods or provide remunerated services in order to promote responsible sourcing practices.

## 2. Organization

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The organization is defined by the Bylaws.

The present RULES OF GOVERNANCE specify the organization of members' work.

### 2.1. Action groups

Members can take part in action groups, such as:

- Responsible Workplace Standards
- Community Empowerment Programs
- Legal Frameworks
- Communication
- Living Wage
- ...

Action groups' members set priorities and validate operational roadmap for the concerned axis. They work together on the implementation of the roadmap and share best practices, and contacts.

The action groups will submit for Board of Directors' approval their proposed solutions, plans and operational partners such as local NGOs, consultancy companies, experts, associations, mandated by the action groups to:

- Develop and implement the proposed impactful and innovative solutions, models and processes on the field;
- Coordinate the project with local stakeholders;
- Report to the action group on the progress of the project.

The Board of Directors can appoint or close action groups to facilitate the running of the association.

## 2.2. Active members Colleges

Active members are organized in colleges depending on their sector of activity, only for the purpose of electing a representative for the Board of Directors, such as:

- The automotive college,
- The painting, coating and printing inks college,
- The pigments and ingredients college,
- The electronic college,
- The cosmetics college,
- The packaging college,
- The petrol and oil drilling college,
- The cable college,
- The mica processing, mining and collecting industries college,
- The exporters' and traders' college,
- The other organizations college (public organizations, NGOs, Foundations).

Colleges are created, organized and modified by the Board of Directors.

### 3. Roles and responsibilities

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In accordance with the bylaws, roles and responsibilities within the association are organized in the following way:

		In charge of...	With the following operating principles...
<b>GENERAL ASSEMBLY</b>	<p>Members:</p> <ul style="list-style-type: none"> <li>- Active members</li> <li>- Honorary members (no right to vote)</li> <li>- Associate members (no right to vote)</li> </ul>	<ul style="list-style-type: none"> <li>- Validating the global strategy and orientations of the initiative</li> <li>- Voting the annual budgets</li> <li>- Electing their College Leader to compose the Board of Directors</li> <li>- Hears the report of the Board of Directors and operational partners</li> </ul>	<p><i>At least 1 meeting per year</i></p> <p>Active members:</p> <ul style="list-style-type: none"> <li>- Pay annual dues</li> <li>- Have one vote in any decision taken</li> <li>- Take part to action groups</li> </ul> <p>Honorary members, Associate members:</p> <ul style="list-style-type: none"> <li>- No annual dues</li> <li>- No right to vote</li> <li>- Take part to action groups</li> </ul>

**BOARD OF  
DIRECTORS**

A maximum of 15 persons, including

- Representatives of each college, elected among active members for a 2-years term.
- One representative of Terre des Hommes Netherlands (TDH)

The Board of Directors elects a Bureau (General Secretariat) in charge of the daily running of the association.

- 1 President
- 1 or several Vice-President.
- 1 Secretary and, if necessary, 1 assistant secretary.
- 1 Treasurer and, if necessary, 1 assistant treasurer.

- Ensuring the application of the General Assembly decisions;
- Implementing the orientations which have been decided by the General Assembly;
- Deciding to undertake legal action;
- Setting the agenda and proposals for amending the Bylaws;
- Electing members of the Advisory Committee
- Approving the admission of new members;
- Deciding about members exclusion;
- Modifying the Rules of Governance and the Members Principles;
- Approving the different operating documents, including but not limited to External Communication Policy, template of Report on Progress, Workplace Standards...
- Deciding the amount of annual dues;
- Oversight for all the action groups and that progress is being made in all 3 pillars of RMI's work.

*At least 2 meetings annually*

The Board of Directors reports on its activity, management and financial standing of the association to the General Assembly. This report must also include a report on the good and democratic governance of the association.

<p><b>BUREAU (GENERAL SECRETARIAT)</b></p>	<ul style="list-style-type: none"> <li>- 1 President</li> <li>- 1 or several Vice-President.</li> <li>- 1 Secretary and, if necessary, 1 assistant secretary.</li> <li>- 1 Treasurer and, if necessary, 1 assistant treasurer.</li> </ul>	<ul style="list-style-type: none"> <li>- Running the association on a daily basis</li> <li>- Taking decisions in accordance with what was voted by the General Assembly</li> <li>- Managing the relations with the possible employees</li> </ul>	<p><i>Meet as often as necessary</i></p> <p>Work in close cooperation with the Executive Team:</p> <ul style="list-style-type: none"> <li>- The President: internal and external ambassador of the association, chairs the meetings of the GA and reports on the BoD's activity</li> <li>- The Vice-President assist the President in executing his/her duties and replace him/her in the event of an impediment.</li> <li>- The Treasurer: responsible for corrects books and account, annual budget and financial reports</li> <li>- The Secretary: ensures open and transparent communication procedures between the members. The Secretary is also in charge of written notifications to attend meetings, drafting the minutes and official reports, correspondence, and keeping the register required by Article 5 of the Law of July 1, 1901.</li> </ul>
<p><b>ADVISORY COMMITTEE</b></p>	<p><u>Up to 8 stakeholders</u>, elected by the General Assembly for a 2-year mandate</p>	<ul style="list-style-type: none"> <li>- Advising the Board of Directors on strategic or technical decisions</li> <li>- Advising the Board of Directors on the good governance of the association</li> <li>- Suggesting new members or partners</li> </ul>	<p><i>Frequency of meetings to be defined depending on needs (from 2 to 4 per year)</i></p>



<p><b>EXECUTIVE TEAM</b></p>	<p><u>People hired or contracted by the Bureau</u>, supported by temporary external expertise</p>	<ul style="list-style-type: none"> <li>- Interacting on a daily basis with the “on-field” coordinators</li> <li>- Coordinating the action groups</li> <li>- Reporting to the Bureau</li> <li>- Ensuring alignment with global Initiative strategy/ orientations/ planning</li> <li>- Managing the budget</li> <li>- Coordinating and managing communication</li> </ul>	<p><i>Preparing and participating in all the meetings of the association</i></p> <p><i>Acting in accordance with the directions of the Bureau and the Board of Directors</i></p>
<p><b>ACTION GROUPS</b></p>	<ul style="list-style-type: none"> <li>- Appointed by the Board of Directors to facilitate the running of the association</li> <li>- <u>Comprised of members</u> volunteering to contribute</li> </ul>	<p>Contributing to and facilitating the projects of selected partners</p>	<p><i>Meet as often as necessary</i></p>

## 4. Membership

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Joining the RESPONSIBLE MICA INITIATIVE will benefit any members by:

- Giving RESPONSIBLE MICA INITIATIVE the opportunity to have a concrete influence on mica supply chains improvement;
- Have a seat at the decision-making table;
- Being kept up-to-date with current issues and exclusive information about mica supply chains;
- Showing their commitment to continuously improving the management of mica supply chains and reach the highest environmental, social and societal standards;

Membership has no value of any certification, such as Child Labor Free supply chains.

### 4.1. Admission criteria & Commitments

To be eligible in the RESPONSIBLE MICA INITIATIVE, the applicant to Active or Associate membership must:

- Be a company with legal personality using mica in its business activities or products or any organization contributing to the aim of the association;
- Be exempt from the role of consultant, advisor, third party auditor or any other similar entity;
- Be represented by an official representative of the company or organization, such as the Chairman, CEO or senior Vice-President;
- Agree to respect the Bylaws, the Rules of Governance, the Members Principles, the Competition Charter and the engagements taken in the Commitment Letter (annex of this document);
- Agree to allow the RESPONSIBLE MICA INITIATIVE to place the applicant's name on the RESPONSIBLE MICA INITIATIVE's website, accompanied by the date of joining;
- Agree to submit to RMI its commitments to reach the goals of RMI;
- Agree to annually report on progress versus commitments taken towards the RESPONSIBLE MICA INITIATIVE and especially on compliance with the Members Principles, as defined in article 4.5.;
- For private companies, be legally registered, be a company of at least 6-month old, and demonstrating a nonzero turnover over the last 6 months preceding the application.

Moreover,

- Only Active members in good standing with paid dues are eligible to vote at annual General Meetings;
- Membership of an association does not entitle its own members to membership within the Responsible Mica Initiative;
- Individual donors are not considered as members and have no right to vote.

#### 4.2. Provisions related to a group of companies or brands

- A parent or holding company applying for Active membership and owning in part or in entirety, another company(ies) or brand(s) conducting business related to mica, has to make membership related commitments on behalf of all those company(ies) or brand(s) composing its group, when they use, peripherally or principally, mica in their business activities or products.
- The applying parent or holding company is required to list all these company(ies) or brand(s) using mica under the Application Form (annex to the Rules of Governance) so that they are included in the membership. In the event of a change in the list of company(ies) or brand(s) owned by the parent or holding applying company, the RESPONSIBLE MICA INITIATIVE is to be informed immediately and the list of company(ies) or brand(s) covered by the membership to be changed accordingly.
- A membership of a subsidiary company does not entitle its parent company or any of its affiliated companies to membership.
- In case of a membership explicitly listing subsidiaries and/or entities and/or brands under the scope of the parent or holding organization's (below referred as Applicant) membership,
  - Annual membership fees will be calculated based on the aggregated annual turnovers of all these listed applicant / subsidiaries / entities / brands, and not only on the turnover of the parent organization;
  - Moreover, only representative(s) from the Applicant organization will take part to the RESPONSIBLE MICA INITIATIVE governance, meetings, decision making process;
  - A single vote will be granted to the Applicant organization;
  - Commitments taken by the Applicant organization will be taken on behalf of all entities listed under Application Form. Progress plans and timelines may though defer from one entity to another;
  - In case of non-compliance with commitments of one or several entity(ies), affiliate company(ies) or brand(s) listed under the Application Form, the RESPONSIBLE MICA INITIATIVE keep the right to exclude the entire parent company or group from RMI membership;
  - Reporting by the Applicant organization and controls by the RESPONSIBLE MICA INITIATIVE will apply to any entity listed under the Membership Form. The Applicant organization will be responsible for compliance of all listed entities;
  - Scope of communication will correspond to the scope of commitment;
  - However, a subsidiary, entity or brand could still join the RESPONSIBLE MICA INITIATIVE even if its parent company is a member provided that they can demonstrate that this second membership is justified in terms of independence of activity, operation, governance and communication. In this case, the commitments made by the parent company would not cover those subsidiaries, entities or brands which are themselves members.

#### 4.3. Admission Procedure

The applicant is required to:

- submit to the RESPONSIBLE MICA INITIATIVE's coordination a complete and accurate Membership Application Form (annex of this document);
- submit to the RESPONSIBLE MICA INITIATIVE's coordination the signed Commitment Letter (annex of this document);
- submit to the RESPONSIBLE MICA INITIATIVE's coordination the signed Members Principles (annex of this document);
- submit to the RESPONSIBLE MICA INITIATIVE's coordination the signed Competition Charter;
- under successful validation by the Board of Directors, make payment of the initial membership due within 30 days of receipt of invoices, by check to the account holder: RMI, or by bank transfer;
- commit to support the RESPONSIBLE MICA INITIATIVE for the next coming 10 years: members are invited to support the program over the 10 years. Members may withdraw their support before, however they will pay the full year annual membership fee and will need to announce their withdrawal 6 months in advance by writing to the Chairman of the Board of Directors.

The application is reviewed by the Board of Directors. The Board of Directors may refuse a membership application by a majority vote by secret ballot by the present or represented members.

The Board of Directors informs the members during the General Assembly of new members' admissions.

#### 4.4. Members' Obligations

Active members are required to

- make payment of the annual membership due within 30 days of receipt of invoices, by check to the account holder: RMI, or by bank transfer.

Active and Associate members, including their affiliate company(ies) or brand(s) covered by RMI membership are required to

- submit on annual basis their Report on Progress versus commitments taken towards the RESPONSIBLE MICA INITIATIVE and Members Principles, as defined in article 4.5.;
- submit on annual basis under RMI Traceability Platform, excluding with competition, information related to their upstream mica supply chains, as per described under the Commitment Letter. All upstream supply chain actors and links will be shared automatically by the Platform and be visible, within one specific supply chain (not all members), except to competition;
- maintain confidentiality of any RMI work product, policies, traceability and audit programs or any other RMI materials made available exclusively to RMI members.

Member organizations agree not to make such materials available to subsidiaries and affiliates, except if explicitly listed under RMI Membership Form, nor to parent companies if not a member of RMI.

- not misuse information that member organizations would receive via their membership in and collaboration with RMI; in particular via RMI's Traceability Platform.
- comply with Responsible Purchasing Practices, as per described under the "Members Principles" section of these Rules of Governance.

#### 4.5. Report on Progress procedure

Without being a certifying body, the RESPONSIBLE MICA INITIATIVE gives its members a framework to commit to the RESPONSIBLE MICA INITIATIVE's Members Principles and regularly monitors effective progress to ensure a minimum level of compliance as well as progress over time. To do so, the RESPONSIBLE MICA INITIATIVE will provide a template of Report on Progress, covering a set indicators, including but not limited to compliance with Workplace Standards, and will monitor on annual basis self-reported progress of Active and Associate members versus commitments. If necessary, additional information, documentation, support proofs, audits, etc may be requested.

Control over members' compliance with the Members Principles is limited and mainly ensured through self-regulation, and thanks to:

- Definition of progress indicators, associated with objectives of progress and measurement process;
- Annual self-reporting and submission of a Report on Progress by members to the RESPONSIBLE MICA INITIATIVE, detailing status and progress versus above mentioned progress indicators;
- Possible reasonable controls by the RESPONSIBLE MICA INITIATIVE over received reports and information (requirement of additional information, documentation, etc.);
- Potential third-party audits commissioned and paid by the RESPONSIBLE MICA INITIATIVE to control information shared by any members under self-reporting. These audits can be proposed by the Board of Directors or the Executive Team, and are to be approved by the Board of Directors. Audit reports and related specific information will remain confidential and available to RMI Secretariat and the concerned Member only.

Individual annual Report on Progress will be shared with RMI Secretariat and shall be further shared whenever necessary with the RMI Board of Directors for discussions and decisions. If shared with the Board of Directors, annual Reports on Progress shall be kept anonymous until and unless formal decision has been taken to revoke membership. Only membership college can be disclaimed. In case of membership revocation, confidentiality of documents must be

retained and protected by RMI Board of Directors and RMI Secretariat. Confidential information shall not be shared further.

Only anonymized and aggregated information shall be shared with other RMI members or externally.

#### 4.6. Non-liability of the RESPONSIBLE MICA INITIATIVE

As defined in its objectives, the RESPONSIBLE MICA INITIATIVE sets a framework of Principles for responsible and sustainable mica supply chains and enables its members to comply with these Principles through self-regulation.

Only members are liable for failure to comply with these Principles.

In the event of failure to comply with these Principles, either at time of admission or during their membership, members acknowledge that the RESPONSIBLE MICA INITIATIVE will not be held liable.

#### 4.7. Disciplinary procedure

If a member does not respect the Bylaws, the Rules of Governance and the Commitment Letter, Members Principles or the Competition Charter, the Board of Directors can invite by written communication the member to clarify and provide explanations about the violations in front of the Board of Directors.

Similarly, if a member does not show any improvement on progress indicators for two years in a row, the Board of Directors can invite by written communication the member to clarify and provide explanations about the absence of progress in front of the Board of Directors.

Following this invitation, if the member has given unsatisfactory explanations or if the violation is not over, or if the member did not answer within 15 days, the Board of Directors can decide to remove them from the Association.

### 5. Applicable Law

These Rules of Governance, including all annexes, shall be governed by the French Law. In the event of any claim or controversy arising from the interpretation or implementation of these Rules of Governance, the parties shall seek an amicable resolution, and otherwise shall submit it to French court, and both RESPONSIBLE MICA INITIATIVE and members consent to the jurisdiction and venue of such court.

## Annexes

### 1. Application Form

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#### Organization Information

This information will allow the RESPONSIBLE MICA INITIATIVE to understand the organization's global implication and impact within the mica supply chain; to define which college\* the applicant should join and as basis for further defining of the annual contributions to the RESPONSIBLE MICA INITIATIVE operational budget.

This information will be kept confidential under RMI Secretariat.

*\*A college is composed of active members and represents an industrial sector such as cosmetics, automotive, electronics, or public organizations, NGOs, Foundations etc.*

Name of the applicant organization for RESPONSIBLE MICA INITIATIVE Membership	
Exhaustive list of all applicant's subsidiaries and/or entities* and/or brands covered under this application (= Membership Scope)  *For mica processors or mica mines owners, please list all the sites (names and location) owned by the applicant, specifying the ones covered by the membership, as well as the ones not covered.	
Full address of applicant's head office	
Telephone number of head office, incl. country code	
Applicant's website address, if applicable	
CEO or equivalent	Name:
	Email address:
	Position:
Member organization activity(ies)	
Member priority scopes of investigation (non-exhaustive)	
Mica supply chain position(s) <i>Minors, traders, processors, exporters, intermediary manufacturers, end-product manufacturers, brands, retailers.</i>	

Already existing mica supply chain actions / commitments within the organization	
Existing Subsidiary(ies) in India	
Previous year Global Organization turnover (which shall include previous year turnovers of applicant as well as all above listed applicant's subsidiaries and/or entities and/or brands covered by the application)	

Contact member information

Primary contact (if different from above CEO) to receive RESPONSIBLE MICA INITIATIVE correspondence, fees request...	Name:
	Position:
Contact details of primary contact	Address:
	Work telephone number:
	Mobile / cell phone number:
	Email address:



## 2. Commitment Letter

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This membership will represent our commitment to collective action, to working for the greater good.

It also represents our deep will to work for a better world and its sustainable development. It is in this spirit, as members of the global business community and members of the human community, that we adopt and sign our names to this Resolution:

Through its application for RESPONSIBLE MICA INITIATIVE Membership, .....  
*(name of organization)* commits to:

- Respect the RESPONSIBLE MICA INITIATIVE Bylaws and the other Governance Rules of the RESPONSIBLE MICA INITIATIVE included in this document ;
- Comply with the Members Principles of the RESPONSIBLE MICA INITIATIVE attached to this document and comply in the name and on behalf of all its subsidiary or affiliated companies listed under RMI Membership Form if any;
- Support the Mission of the RESPONSIBLE MICA INITIATIVE;
- Designate someone at a senior level within the company to act as the primary contact and coordinator for the RESPONSIBLE MICA INITIATIVE project;
- Endorse the RESPONSIBLE MICA INITIATIVE Workplace Standards established as the “policies, commitments and procedures” of the RESPONSIBLE MICA INITIATIVE, and endeavor to implement them into its own management system, respecting compliance requirements (level and timeline) defined in RMI Strategy;
- Comply with the Antitrust Rules mentioned in the RESPONSIBLE MICA INITIATIVE Competition Charter;
- Comply with the rules adopted by the RESPONSIBLE MICA INITIATIVE for communication, the use of its logo and intellectual property disclosed in the RMI - external Communication Policy and comply in the name and on behalf of all its subsidiary or affiliated companies listed under RMI Membership Form if any;
- Share on annual basis under RMI Traceability Platform, under NDA with RMI secretariat as well as with downstream supply chain partners, excluding competition, information related to its upstream mica supply chain (sourcing countries, volumes, mapping and traceability information, audit reports and compliance performance ...) and the mica supply chain of all its subsidiary or affiliated companies listed under RMI Membership Form if any;
- For mica processors, exporters, mines, and mining groups, agree to have the high-level performance results of audits conducted against RMI Workplace Standards shared with RMI members; Make annual Report on Progress available to RESPONSIBLE MICA INITIATIVE coordination;
- Not construe or portray the affiliation of your organization as a member of RMI in any way as an endorsement of good practices or responsible behavior; RMI is not a certifying organization or hallmark.

..... *(Name of organization)* confirms that it will pay the annual membership fees as set forth in the invoice sent by RMI.



..... (Name of organization) agrees to provide commercially sensitive information to the RESPONSIBLE MICA INITIATIVE where such information is needed by the RESPONSIBLE MICA INITIATIVE coordination for operational, legal or other reasons, and understands that such information will be kept confidential and will never be disclosed to other members of the RESPONSIBLE MICA INITIATIVE.

..... (Name of organization) agrees that (i) information received from upstream supply chain partners through RMI Traceability Platform, remains the ownership of the organization which enter this data into the system, (ii) as receiver, the organization is bound by confidentiality: confidential information obtained by RMI members via RMI Traceability Platform must not be shared with anyone outside of the Platform.

Furthermore, ..... (Name of organization) recognizes that information received through RMI Traceability Platform shall not be misused, including to try to bypass actors within its supply chain, and that the Traceability Platform shall not be used to try to maliciously visualize the supply chain of players who are not part of its suppliers.

..... (Name of organization) is not currently engaged in any activity which would be likely to bring the RESPONSIBLE MICA INITIATIVE into material disrepute, and ..... (Name of organization) accepts that membership to RESPONSIBLE MICA INITIATIVE may be withdrawn or suspended if ..... (Name of organization) fails to comply with the undertakings given by ..... (Name of organization) or in any other way ..... (Name of organization)'s actions or omissions threaten to bring the RESPONSIBLE MICA INITIATIVE into material disrepute.

..... (Name of organization) agrees to the name of the organization and the date of joining being listed on RESPONSIBLE MICA INITIATIVE's website if it is accepted as a Member.

I declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Surname: \_\_\_\_\_

Signed in: \_\_\_\_\_

Position: \_\_\_\_\_

Signature:

Organization stamp:

### 3. Members Principles

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Members Principles set out the RMI Members responsibility towards RMI, the stakeholders in their mica supply chain along with environmental commitments in the sourcing areas and communities affected by their operations. The members must assure that their supply chains are legally compliant to all national legislations and international practices as reasonably possible. Policies and codes must be laid down to ensure zero tolerance towards practices of child and forced labour, trafficking and harassment. The members must ensure that each stakeholder in their supply chain is made aware of and abides by these principles in addition to the workplace standards set out for the individual stakeholders in their supply chains.

#### **3.1. General Principles**

**NB:** for the application of these principles, the "membership scope" includes all the brands / subsidiaries of the member listed in the "Membership Form".

#### **Responsible Business Practices / Business Ethics**

Members recognize that they should always work

- To conduct their business activities in compliance with all applicable laws and regulations in the countries where business is to be done along with taking in full consideration relevant international standards and especially the United Nations Guiding Principles on Business and Human Rights (UNGPs), the United Nation Sustainable Development Goals (SDGs), the OECD Guidelines for Multinational Enterprises, ILO Conventions, The Universal declaration of human rights, The UN convention on the rights of the child...
- To respect good practices in terms of financial management and business integrity.
- To implement systems and procedures to identify, assess, and mitigate adverse effects on the community, environment, and natural resources related to their business activities, while safeguarding the health and safety of the public and preserving continued access to resources in the future.
- To honor contracts and agreements including timely delivery and payment.
- To ban any engagement in corruption, extortion, embezzlement, or bribery to obtain an unfair or improper advantage.
- To abide by all applicable anti-corruption laws and regulations of the countries along with applicable international anti-corruption conventions; and to implement monitoring and enforcement procedures to ensure compliance with anti-corruption laws.
- To - if legal framework for licensing of mica mines is established - ensure that all taxes, fees, and royalties related to mineral extraction, trade and export from conflict-affected and high-risk areas are paid to governments and, in accordance with the company's position in the supply chain, commit to disclose such payments in accordance with the principles set forth under the Extractive Industry Transparency Initiative (EITI).

- Not to engage in recurrent price negotiating tactics that threaten their suppliers' ability to pay at least a fair wage or income to upstream mica processing workers and mica pickers.
- Not to engage in by-passing practices i.e circumventing existing business partners who have been transparent about their suppliers through the RMI Traceability Platform by sourcing directly from their declared suppliers. To establish trusted relationships with suppliers, favouring long term stable business relationships as opposed to supplier switching.
- In alignment with internal buying teams, following responsible purchasing guidelines.
- To manage any business disengagement with partners responsibly, considering and mitigating the potential adverse human rights impact as well as committing to a reasonable notice and final payments due.

### 3.2. Mica supply chains related Principles

#### **Child Labor, Forced Labor, Harassment & Discrimination**

- Children should not be engaged in work, which is likely to harm their health, safety or morals. Members commit to implement systems and procedures to identify, assess, and mitigate serious abuses, in particular worst forms of child labour in members supply chains; mining being defined as a 'worst form of child labour' under ILO conventions.
- Members must ensure their supply chains are free from trafficking or use any form of slave, forced, bonded, indentured, or prison labour. Involuntary labour includes the transportation, harbouring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation.
- Members must condemn any verbal, physical, moral and sexual harassment.

In case of failed attempts at mitigation or where the enterprise deems mitigation not feasible, there shall be suspension of relations with the supplier, taking into account the social and economic adverse impacts related to disengagement.

- Members commit not to engage in any form of discrimination based on race, colour, gender, age, religion, ancestry, ethnicity or national origin, citizenship status, marital status, sexual orientation, medical condition, disability, pregnancy, veteran status, political affiliation, union membership or any other classification protected by law.

#### **Improve Workplace Standards**

- Members commit to map their mica supply chains up to mica collection points.
- Members commit to implement at their unit level within 1 year after joining RMI or support implementation within their supply chain of RMI workplace standards for

mica processors, as well as for mica collection as soon as RMI dedicated workplace standard for mica collection is developed.

- Members commit to support or directly undertake periodic self-evaluations to ensure conformity to legal and regulatory requirements, as well as improvement towards compliance with RMI workplace standards for mica processors, as well as for mica collection as soon as RMI dedicated workplace standard for mica collection is developed.
- Members commit to define, implement and monitor / or support definition, implementation and monitoring of timed Corrective Actions Plans to correct gaps identified by internal or external assessments, inspections, investigations and reviews versus RMI workplace standards for mica processors, as well as for mica collection as soon as RMI dedicated workplace standard for mica collection is developed.
- Members commit to support technically and financially stakeholders within their supply chains to implement RMI workplace standards for mica processors, as well as for mica collection as soon as RMI dedicated workplace standard for mica collection is developed. Members commit to be open to discuss and contribute to related cost implications.

#### **Community Engagement**

- Members, through their active participation in and financial contribution to the Responsible Mica Initiative and eventual individual actions, commit to support social, economic, and institutional development of mica-dependent communities.

#### **Promote sustainability of the mica ecosystem**

- Members, except if demonstrated than non-commercially viable, commit to favor long term engagement with those suppliers and stakeholders within their mica supply chains showing progress and commitments towards responsible workplace practices for mica processors and mica collection.
- Members commit to favor in-country added value whenever feasible and except if demonstrated than non-commercially viable

#### **Pay Fair Prices**

- Members commit to ensure payment or that firms within their supply chains pay to mica workers (processing unit workers and mica pickers) a living income based fair price for mica<sup>3</sup>.

### **3.3. RMI membership related Principles**

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<sup>3</sup> A Living Income is an income that ensures minimum acceptable living standards (including provision for food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events). RMI & members commit to focus on a living income related to mica activities, meaning based on a fair price for mica

### **Collaboration and Participation**

- Members commit to play an active role in RMI (participating to General Assemblies, Governance bodies, Action Groups, ... and providing feedbacks on RMI work), collaborating beyond competition.
- Members commit to share knowledge and expertise with RMI and other members, to facilitate the achievement of the common objectives set out under the RMI.
- Members commit to support, as individual organizations, RMI Advocacy activities.
- Members commit to constantly favor larger outreach, beyond individual supply chains.

### **Anti-competition Laws**

- Members must comply with competition laws in their relationship with each other, as well as with business partners and customers. Especially, members commit to sign and respect RMI Competition Charter.

### **Transparency**

- Members act responsibly and are transparent in their engagement with RMI.
- Members report annually to the RMI Secretariat in a manner agreed by the RMI, including on their activities pursuant to RMI membership and their progress vs commitments towards RMI and especially under these Members' Principles.

### **Confidentiality**

- Members commit to respect RMI Chatham House Rules working practices.
- All individual business information of members and stakeholders shared with RMI Secretariat will remain confidential.
- Aggregated statistics will be compiled however to monitor and track membership representativeness over exportation volumes, membership progress versus commitments, as well as to identify meaningful areas for program implementation.

### **Communication**

- Members commit to respect latest version of RMI External Communication Rules. Especially,
  - Members commit to communicating these Members Principles throughout their organizations and to external partners.
  - Members agree not to make any misleading or unsubstantiated claims about their activities or their involvement within the RESPONSIBLE MICA INITIATIVE.

### **Dispute and Complaint Resolution**

- Members agree to investigate any complaints fairly and openly and to favor mediation and amicable resolution whenever and wherever possible.



..... (Name of organization) agrees to respect above Members Principles and share Annual Report of Progress assessing progress versus achievement of these Principles, if it is accepted as a Member.

..... (Name of organization) understands that its membership within RMI could be revoked by Board of Directors in case of non-respect of these Members Principles.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Surname: \_\_\_\_\_

Signed in: \_\_\_\_\_

Position: \_\_\_\_\_

Signature:

Organization stamp: