

Sample Letter Requesting IRMA Engagement for Mid-Tier Suppliers

[Date]

[Mining Company Name & Address]

Dear _____,

At [name of purchasing company], a commitment to robust environmental and social standards throughout our supply chain is a key component of our sustainability strategy. Raw materials are essential to our products, yet due to the multi-layered and dynamic nature of global supply chains, understanding the path these raw materials take from their source to our final products is complex and often opaque.

As such, we rely on our supply chain partners and their suppliers to ensure the rigorous environmental and social standards we set for ourselves are upheld every step of the way. Given the substantial impact mining can have on neighboring communities and ecosystems, we are especially committed to ensuring best practices are upheld at the mine site.

To this end, and with this communication, we seek to make clear our intent and interest in sourcing from mines that have been assessed against IRMA's Standard for Responsible Mining. We believe IRMA is the most comprehensive mining certification system available, both in the scope of its requirements and in its applicability to all mined commodities. We especially value IRMA's commitment to transparency and continuous improvement—two factors which are essential for a high-impact industry such as mining. Engagement in IRMA is a way for challenges at the mine site to be well understood and, ultimately, addressed.

In the future, we plan to use IRMA to help guide our sourcing decisions, prioritizing suppliers who can demonstrate the materials used in their products originate from mines assessed through IRMA. As a first step of this journey, we ask that you share the following steps for how to engage in IRMA with your sub-suppliers who source directly from mines and any mines with which you may have a direct relationship.

1. **Learn About IRMA.** The organization offers free, confidential meetings for mining companies to gain a better understanding of the system, including its programs, tools, audit process, value of the certification and associated costs. Contact IRMA directly at info@responsiblemining.net and learn more at responsiblemining.net.
2. **Self-Assess in IRMA.** Currently, IRMA's self-assessment tool, *Mine Measure*, is free of charge for a mining company to assess one mine site. Please note that while self-assessment is a valuable first step, third-party verification is most valuable to us and to other stakeholders.
3. **Become a Pending Member of IRMA.** Pending membership signals a mining company's public commitment to undertake a third-party audit within 12 months of joining IRMA, at which point the company becomes a member. Membership benefits include: voting rights to select your sector's board representatives; participation in members-only meetings to

learn across stakeholder lines; a public listing of your company on IRMA's website and Responsible Mining Map, allowing connections with buyers and others interested in responsible sourcing. Membership fees range from \$1,000 to \$15,000, depending on a company's revenue. Details can be found in IRMA's membership application, available on the organization's website.

4. **Undertake a Third-Party Assessment in IRMA in 2022.** This is ultimately the most important step, as the third-party audit will result in verifiable information about performance at a mine site. Audit costs vary depending on a variety of factors, such as the scope of a mine's operations. IRMA staff can provide further details on these factors and costs.
5. **Plan for third-party audits at all sites in the coming years.** Work to set a long-term plan to conduct third-party assessments of all of your company's mines.

It is [name of purchasing company]'s ambition to ultimately ensure all of its raw materials are from mines demonstrating leadership in environmental and social responsibility. We welcome the opportunity to collaborate with [name of mid-tier supplier] on this aim, as we firmly believe collaborative action is the best way to drive change within the mining industry.

We look forward to connecting with you.

Sincerely,