Sample Letter Requesting IRMA Engagement

for Mining Suppliers in 2020

[Date]

[Mining Company Name & Address]

Dear \_\_\_\_,

At [name of requesting 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 and we rely on our 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. This commitment has come into a sharpened focus at this unprecedented moment in history, as the mining sector—and the rest of the world—respond to the unfolding impacts of COVID-19. While some may perceive the general state of uncertainty as a reason to pause certain sustainability initiatives, we believe they are as important to advance as ever.

To this end, [name of requesting company] joined the Initiative for Responsible Mining Assurance (IRMA) in [month and year of joining]. We believe IRMA is the most comprehensive 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.

As [name of addressee] is a supplier in our priority raw material supply chains, we would like to request your company’s participation in IRMA through the following stepwise approach:

1. Learn about IRMA. The organization’s staff offers free, confidential webinars for mining companies to gain a better understanding of IRMA, including its programs, tools, audit process, value of the certification, and associated costs.
2. Become a member of IRMA, signaling your public commitment to responsible mining, defined as: a mining industry that respects the human rights and aspirations of affected communities, provides safe, healthy and supportive workplaces, minimizes harm to the environment, and leaves positive legacies.
3. Assess the performance of at least one of your mine sites using Mine Measure, IRMA’s online self-assessment tool, by [a date 3-6 months in the future].

Mine Measure provides a way to accurately understand IRMA’s *Standard for Responsible Mining* and a mine’s expected performance against the Standard’s requirements. The self-assessment is also a critical step in preparing for an independent audit. Finally, this tool allows you to provide feedback directly to IRMA on the Standard so you can help to shape how IRMA serves mining companies in the future.

Due to the current financial difficulties many mines are facing in 2020, IRMA has elected to waive the $2,500 fee for Mine Measure for the remainder of the year.

1. Schedule and publicly commit to a third-party assessment of one of your mines against IRMA’s *Standard for Responsible Mining* by [a date 6-18 months in the future]. In light of current travel restrictions, IRMA is actively working with its auditing firms to set up systems for virtual verification for certain requirements. Some requirements can only be verified on-site, however, and IRMA will work with [name of addressee] on a plan of action for the audit to be completed in line with travel restrictions and other relevant policies.
2. Work with us to set a plan to conduct third-party assessments of all of your mines through IRMA. We look forward to the opportunity to discuss this roadmap with you in the months ahead.

As you know, it is [name of requesting company]’s ambition to ultimately ensure all of its raw materials are from mines demonstrating leadership in environmental and social responsibility. We invite you to consider this engagement in IRMA as a way to increase transparency on both achievements at the mine and challenges we can work to address together.

We welcome the opportunity to collaborate with [name of addressee] in the months ahead, as we firmly believe collaborative action is the best way to drive change within the industry. Should you require further information or if you have any questions, please reach out to us at [requesting company’s email address]. We would also be pleased to put you directly in touch with the staff at IRMA as well.

We look forward to connecting with you.

Sincerely,