NAME OF YOUR MINING ORGANIZATION OR MINING GROUP:

Gold Edge mine

COUNTRY, REGION, MUNICIPALITY AND DATE:

Colombia, Chocó, Condoto, 01/01/2020
**Location** (municipality, rural settlement): CHOCÓ, CONDOTO, CONDOTO

**Tax Identification Number:** 1234567890

**Number of workers** (partners, employees involved at the mining site(s) and processing plant(s)):

<table>
<thead>
<tr>
<th>Partners: (Number)</th>
<th>10</th>
<th>Men:</th>
<th>5</th>
<th>Women:</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers: (Number)</td>
<td>100</td>
<td>Men:</td>
<td>50</td>
<td>Women:</td>
<td>50</td>
</tr>
</tbody>
</table>

*Please, remind make a list of every worker (name, gender, work site, ID number, age).

**Type of worker contract:**

If written, **what type(s) of contract(s)?**

(It can be defined term, indefinite term, among others)

<table>
<thead>
<tr>
<th>Verbal</th>
<th>Written</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Legal representative** (Full name, nationality, date of birth, address):

Pepito Pérez

Pepito Pérez, 9876543210, pepitoperez@correo.com.co

**Contact person information** (name, phone, email):

**Does your organization have any affiliation with a political party, federation or union?**

No

Cooperative

**Type of organization:** *(may be individuals, association, cooperative, company, group)*

**Description of your organizational structure:**

The legal representative is administratively responsible and manages the production units together with 10 partners.
If you are in a conflict-affected area, how many workers and partners are officially recognized or considered as victims of **armed conflicts**?

None

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Do you consider that the mining operation is located in a **conflict-affected and high-risk area**?

Yes: 
No: X

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Have we defined a **point of contact** to receive internal and external complaints about our operation?

Yes: X
No: 

Which one?  
**Pepito Perez, through its externally and internally accessible contact details**

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This **self-declaration** will help you to **understand** what risks are linked to your mining activity and what **commitments** you can make to **anticipate and reduce** them. It will also be a letter of introduction to potential buyers who may want to invest in supporting you in using CRAFT.  
**Remember to add the annexes that you consider relevant to each question.**
### Mineral(s) extracted:

<table>
<thead>
<tr>
<th>Mineral(s)</th>
<th>Specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td></td>
</tr>
</tbody>
</table>

### Number of extraction sites:

<table>
<thead>
<tr>
<th>Number of sites</th>
<th>Specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

### Number of processing plant(s) (if applicable):

<table>
<thead>
<tr>
<th>Number of plants</th>
<th>Specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Brief description of the mining operation with a flowchart approach

(Internal control system/chain of custody):

- Drilling, blasting, loading, internal transport, internal stockpiling, external transport, in-plant stockpiling, crushing, grinding, concentration (equipment and processes), cyanidation, precipitation, smelting, sales. Our Flowchart can illustrate those steps.

### Mineral extraction methods and capacity:

- **Subway, 3 tons/day, 8h working day**

### Selected mineral processing method (if applicable):

- Crushing, grinding, table concentration, flotation concentration, cyanidation, zinc precipitation, smelting.

### Processing plant capacity per day (if applicable):

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 tons/day</td>
<td></td>
</tr>
</tbody>
</table>

### Storage capacity in stockpiles (if applicable):

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 m² yard with a capacity of 50 tons.</td>
<td></td>
</tr>
</tbody>
</table>

### Total estimated production of extracted minerals (per month):

<table>
<thead>
<tr>
<th>Production</th>
<th>Specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>780 gr of gold</td>
<td></td>
</tr>
</tbody>
</table>

### Trading minerals: (alluvial gold, gold ore, concentrate, doré, refined gold...)

- Doré

### Site(s) of sale (aggregator):

- We sell the gold to a buyer located in the municipal capital of Quibdó.

### Transport along the mining process:

- Inland transportation: winch system, wheelbarrows, buggies or rail cars

*When you see this star in front of a question in the report, it means that the topic addressed is part of Module 5 of the CRAFT Code. It means that the question addresses elements of progress in addition to the risks indicated in the OECD Due Diligence Guidance.*
LEGITIMACY

Do you actually have proper documentation in place to legally operate and trade minerals? If the answer is in progress or no, please explain your situation and efforts to legalize your mining operations.

- Operating authorization
- Technical instrument
- Environmental instrument
- Certificate in the National Mining Registry,
- Trade authorization
- Tax identification number
- Mining title

Are your mining activities performed in the territories respecting the rights of the community?

We are part of the Community. In the list of members, you can see their place of residence. We also have a letter from the action board mentioning that the associates are part of the community.

If you answered Yes to question 1, then answer question 4.

You want to legalize your operations and you are in dialogue with traditional authorities, ethnic communities, human rights organizations or government to this end?

Not applicable because we have the necessary documents to operate and sell legally (see question 1).
HUMAN AND WORKERS’ RIGHTS

Is it possible to affirm and demonstrate that children (under 18 years of age) do not work at your mining sites?

- We ask workers for their identity card during the hiring process and the contracts they sign state that they cannot work if they are under 18 years of age.
- We have signs in the most dangerous places where children are prohibited (mine fronts, storage of machinery and tools, transport of heavy loads, storage of explosives, etc.).
- Competent authorities carry out periodic visits to the different mining sites to verify if any children under 18 years of age are engaged in activities classified as the worst forms of child labor.
- Our point of contact has not received any complaints or claims on this issue (see complaints management annex in appendix).

In addition to the above criteria, is it possible to demonstrate that you have taken actions to eradicate all worst forms of child labor direct or indirect related to production tasks performed by children and adolescents under the age of 18?

- We keep a registry that allows us to identify that children do not work at the mining sites and to know which of our workers throughout the internal chain (extraction, transportation, processing, sale of ore) have children under 15, as well as if they are studying or practicing extracurricular activities.
- We have conducted training (see support in the attachment of the competent authority) to workers on the issue of child labor.
- There is an internal work regulation that all mine partners have, and that specifies that they may be subject to sanctions if children under 15 years of age are observed at the mine sites.

In addition to the above criteria, is it possible to demonstrate that you have taken actions to eradicate child labor in children under 15 in the community?

- We keep a registry that allows us to identify that children do not work at the mining sites and to know which of our workers throughout the internal chain (extraction, transportation, processing, sale of ore) have children under 15, as well as if they are studying or practicing extracurricular activities.
- We have conducted training (see support in the attachment of the competent authority) to workers on the issue of child labor.
- There is an internal work regulation that all mine partners have, and that specifies that they may be subject to sanctions if children under 15 years of age are observed at the mine sites.

Do you know how many children and adolescents currently work at your mining site? What activities do they perform? Is it possible to identify them all?

- Children and adolescents are not working at our mining sites.
8. Do men and women miners voluntarily work at your mining site?

- We have written contracts signed for each of the workers who want to work at the mining sites. These contracts specify the duties and rights of each party. It is specified for example that all persons related to the internal supply chain are free to resign from their job according to due notice procedures with respect to existing obligations and without any threat of penalty.
- Our point of contact has not received any complaints or grievances on this issue (see attached complaint management annex).

9. Are your men and women miners and workers free to resign from their jobs at any time, while respecting their work obligations and without any threats?

- We have written contracts signed for each of the workers who want to work at the mining sites. These contracts specify the duties and rights of each party. It is specified for example that all persons related to the internal supply chain are free to resign from their job according to due notice procedures with respect to existing obligations and without any threat of penalty.
- There is also a Code of Ethics and internal regulations at the mine that mention the criminal penalties incurred by any member of the mine who obtains financial or any other benefit for himself or another person through exploitation as defined in the national law on trafficking in persons.
- Our point of contact has not received any complaints or grievances on this issue (see attached complaint management annex).

10. Are you free from committing any forms of torture or cruel and inhuman treatment at your mining sites?

- With the support of our CRAFT scheme, interviews have been conducted with workers to identify if any cases of torture, cruel, inhuman and degrading treatment have occurred in and around the mine site. The results show that none of these practices have been committed.
- Our point of contact has not received any complaints or grievances on this issue (see attached complaint management appendix).

11. Do you authorize external entities or competent authorities to verify that no gross human rights violations have taken place at your mining sites?

We authorize outside entities or competent authorities to verify that serious human rights violations are not occurring at our mining sites.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Is it possible to state that <strong>no human rights abuses</strong> takes place at your mining sites?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| | - We have asked a competent external entity to visit our mining site to verify that there are no situations that violate human rights and situations of gender-based violence in the workplace. The visit was carried out and it has been confirmed that these practices do not occur.  
| | - Our point of contact has not received any complaints or claims on this issue (see attached complaints management appendix). |
| 13. Is it possible to state that **no violence, abuse, harassment, or sexual exploitation** occurs at your mining sites? | Yes |
| | - We have asked a competent external entity to visit our mining site to verify that there are no situations that violate human rights and situations of gender-based violence in the workplace. The visit was carried out and it has been confirmed that these practices do not occur.  
| | - Our point of contact has not received any complaints or claims on this issue (see attached complaints management appendix). |
| 14. Whenever such human rights abuses happened, **did you exclude proven or suspected perpetrators from your mining sites?** | No |
| | Not applicable because these human rights abuses have not been committed (see question 12). |
| **Note:** Most of the questions below are with a star, it means that you already took the first steps towards the due diligence process! Now you can continue with the management of other risks! |
15. Have you carried out awareness-raising campaigns to **inform, prevent and address cases of violence against women or people in a situation of vulnerability** in their workplace? Understanding violence as physical, psychological, sexual, economical and property-related violence against women.

   - We have trained our workers to understand the mechanisms of gender-based violence (physical, psychological, sexual and patrimonial), sexual harassment and gender-based discrimination. In collaboration with the women's secretary of our municipality.
   - There is also a Code of Ethics and an internal regulation in the mine that mentions the criminal penalties incurred by any member of the mine who engages in unacceptable behaviors and practices, or threats of such behaviors and practices, whether manifested once or repeatedly, that are intended to cause or are likely to cause physical, psychological, sexual or economic harm, and includes gender-based violence and harassment.
   - Finally, we have a complaints and claims reception point with specific procedures to address this risk.

16. Have you carried out awareness-raising campaigns and taken **preventive and corrective actions** to address cases of workplace harassment and sexual harassment?

   - We have trained our workers to understand the mechanisms of gender-based violence (physical, psychological, sexual and patrimonial), sexual harassment and gender-based discrimination. In collaboration with the women's secretary of our municipality.
   - There is also a Code of Ethics and an internal regulation in the mine that mentions the criminal penalties incurred by any member of the mine who for his own benefit or that of a third party and using his manifest superiority or relations of authority or power, age, sex, labor, social, family or economic position, harasses, persecutes, harasses or physically or verbally assaults, for non-consensual sexual purposes, another person.
   - We also have a point of reception of complaints and claims with specific procedures to address this risk.

17. Do **women and men have equal opportunities** to work (e.g. mineral access and trade)?

   - We have trained our employees to understand the mechanisms of gender-based violence (physical, psychological, sexual and patrimonial), sexual harassment and gender-based discrimination in collaboration with the women’s secretary of our municipality.
   - We have also conducted, in collaboration with our CRAFT scheme, an assessment of working conditions at all points in the internal supply chain to determine whether gender-based discrimination mechanisms affect women's opportunities in their activities.

18. Do your mining sites and operations have an **environment of respect and non-discrimination** in respect to race, sex, language, religion, political or philosophical ideology, origin, economic status, place of birth, gender identity and sexual orientation, condition of disability, ethnicity or any other?

   - We have a Code of Ethics and a work regulation that mentions the criminal penalties incurred by any member of the mine who discriminates against another person based on race, sex, language, religion, political or philosophical ideology, origin, economic position, birth, gender identity and sexual orientation, disability, ethnicity or any other criteria established in the Universal Declaration of Human Rights.
   - We also have a labor union committee and a contact point with specific procedures to address this risk.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have <strong>basic mine safety rules</strong> and do we guarantee that miners comply with them on the job sites?</td>
<td></td>
</tr>
<tr>
<td>We have health and safety regulations that we apply in compliance with the national decrees.</td>
<td></td>
</tr>
<tr>
<td>We have also developed and implemented an Occupational Health and Safety Management System.</td>
<td></td>
</tr>
<tr>
<td>We have a mining technician trained and specialized in this field.</td>
<td></td>
</tr>
<tr>
<td>We prepare reports on work-related accidents and perform monthly statistical analyses on the subject (days of incapacity, most recurrent causes, etc.).</td>
<td></td>
</tr>
<tr>
<td>We facilitate to the competent authorities the execution of studies, investigations and inspections.</td>
<td>Yes</td>
</tr>
<tr>
<td>Do miners work using <strong>personal protective equipment (PPE)</strong> according to work they undertake?</td>
<td></td>
</tr>
<tr>
<td>The internal work regulations mention the penalties incurred by any person who does not respect the internal work rules.</td>
<td></td>
</tr>
<tr>
<td>Workplace risks have been identified and all workers use personal protective equipment to protect them from such risks. In the event of epidemics or pandemics, biosafety equipment is included.</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have <strong>essential first aid equipment</strong>, and do you have trained personnel to use it?</td>
<td></td>
</tr>
<tr>
<td>- We have developed a specific occupational health training program to ensure that all personnel receive at least eight (8) hours of training before entering the mining operation and four (4) hours of refresher training per year.</td>
<td></td>
</tr>
<tr>
<td>- The internal work regulations mention the penalties incurred by any person who does not respect the internal work rules.</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have access <strong>health facilities to care for emergencies or serious injuries</strong>?</td>
<td></td>
</tr>
<tr>
<td>We maintain the normal functioning of medical services, sanitary facilities and hygiene services for the company's workers.</td>
<td></td>
</tr>
<tr>
<td>We cover basic emergency and primary health care needs with a basic first aid kit (first aid kit, shelters inside the mine with clothes, food...) and trained personnel.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Have you checked through sources such as mass media, NGOs or government entities if your operations are located in a conflict-affected and high-risk area (CAHRA)?

We have conducted a review of secondary sources that demonstrate that there is no presence of armed conflict in the territory or other harmful risks to people. It was verified that we are not in an area of political instability or repression, institutional weakness, insecurity, collapse of civil infrastructure and generalized violence. The result of this exercise is attached.

If mining operations are defined as taking place in conflict-affected and high-risk areas (basic information on the mining group and question 23), please answer the next two questions (24 and 25). Otherwise, answer question 26.

Is it possible to affirm and demonstrate that you are not controlled or benefiting a group involved in human rights abuses?

Not applicable, as there are no non-state armed groups operating in our area.

Is it possible to have references from the community and external organizations confirming that non-state armed groups do not have control over your mining sites?

Not applicable, as there are no non-state armed groups operating in our area.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Is it possible to state that <strong>police or military forces do not charge any illegal taxation</strong> and that they aren’t controlling your mining sites?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>With the support of our CRAFT scheme, we have sought external advice and support from trusted institutions, organizations or individuals to implement a management plan for this risk. In the event of a materialization of this risk, we have defined attention routes. We can also ensure that the mine site and internal supply chain are not being taxed, extorted or illegally controlled by public security forces.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>27 If necessary, have you hired individuals or security services to ensure <strong>safety at your mining sites</strong>? This criterion is for information purposes to identify the questions to be answered.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>We do not hire individuals or organizations to ensure the safety of work sites.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If you answered <strong>No</strong> to question 27, then answer question 31.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Is it possible to state that the presence of police, military or individuals you hired to ensure safety at your mining sites is reasonable and that their services are rendered <strong>under principles on human rights and national laws</strong>?</td>
<td>In process</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Not applicable, as we do not hire individuals or organizations to ensure the safety of our work sites (see question 27).</td>
<td></td>
</tr>
</tbody>
</table>
Have you checked if individuals hired for safety at your mining sites or mineral transport have not been responsible for human rights abuses?

Not applicable, as we do not hire individuals or organizations to ensure the safety of our work sites (see question 27).

Are payments to public security forces (military, etc.) transparent?

If payments for security are required by law, do you have receipts for all payments required by police or military forces when providing their services?

Not applicable, as we do not hire individuals or organizations to ensure the safety of our work sites (see question 27).

Do you have to pay taxes due to your mining operations?

We have and know our tax obligations:
Because of our legal status, we must pay
- royalties,
- income tax,
- value added tax (VAT),
- industry and commerce tax).

If you answered No to the previous question, then answer question 33.
Do you have receipts of compliance with tax, fee and royalty payment?

We have receipts for all the taxes mentioned above.

Are you willing to share, if required, receipts of paid royalties or other payments related to your mining operations?

We are willing to share, upon request, royalty or other mining-related payments made to a competent authority.

Are you accepted and/or integrated in the community where your mining operations take place?

We are part of the community (see the list of partners provided in the appendix). We make continuous efforts to respect local values and norms and align our coordination mechanisms for consensus decision-making within existing local governance structures and processes. We have requested and received a letter from the community action board attesting to the above.
Do you have a **list** containing the names of all men and women miners?

We have a list of miners (see annexes).

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Do you have a **chart or diagram indicating mineral flow** from extraction to trade?

We have established through google map a map of our main mining operations, as well as the main transportation routes.

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Do you have **documents or a system that guarantees** that the mineral you sell is **exclusively coming from your licensed mining sites**?

We have created, adopted and are monitoring our chain of custody to ensure traceability of minerals. The volume of ore handled is also recorded in the extraction, handling, trading and transportation processes.
38 Are the financial resources of your mining group and end beneficiaries coming from legal activities?

Our CRAFT scheme has assisted us by conducting searches of the mine’s associates on restrictive lists to identify potential money laundering risks. This list includes basic information searches and others searches on social security, national and international, publicly exposed person, news platforms.

39 Do you refuse to pay bribes for purposes related to mineral extraction, transport, trade, handling or export?

We have an internal regulation, as well as a policy that explicitly states that we avoid offering, promising, giving or demanding bribes. No complaints or denunciations have been received at the point of contact regarding this issue.

40 Do you have a document specifying that you avoid offering, promising, giving or demanding any bribes?

We have an internal regulation, as well as a policy that explicitly states that we avoid offering, promising, giving or demanding bribes. No complaints or denunciations have been received at the point of contact regarding this issue.
Are men and women miners aware of this document? Do they know that they must implement it?

We have an internal regulation, as well as a policy that explicitly states that we avoid offering, promising, giving or demanding bribes. These elements have been socialized to all members of the mine (see attached space register).

Do you document your mineral production?

We have a chain of custody at the mine that allows us to ensure the traceability of minerals. For each of the mine fronts, the entry and exit of personnel is recorded daily, as well as the production of minerals. This process is also linked to the handling, trading and transportation sites.

Is your mineral production aligned your production and financial capacity (including owners and investors)?

We periodically monitor ore production with our approved and current technical instrument. Also, our CRAFT scheme has helped us by conducting searches of the mine’s associates on restrictive lists to identify potential money laundering risks.

Do you have clear and defined processes to make decisions related to your mining operations?

We have a well-defined organizational structure with a legal representative, as well as a person responsible for the following areas: mining and processing, accounting, human talent, occupational health and safety, environmental and commercial.

This is the organizational chart of our mine.
**45.** Do you have any complaints and grievances procedure for third parties?

Yes

We have different points of contact to receive complaints in a confidential manner (community relations issues, environmental issues, human rights and workers’ rights, social and labor issues). This mechanism is available to members of the mine sites, and external stakeholders. For each of these items we have defined basic procedures to address complaints and grievances. Also, each of the complaints or grievances received are recorded in a periodically monitored database.

**46.** Have you taken actions to ensure that the complaints and grievances procedure is safe and accessible to those who need it?

Yes

We have different points of contact to receive complaints in a confidential manner (community relations issues, environmental issues, human rights and workers’ rights, social and labor issues). This mechanism is available to members of the mine sites, and external stakeholders. For each of these items we have defined basic procedures to address complaints and grievances. Also, each of the complaints or grievances received are recorded in a periodically monitored database.

**47.** Have you taken actions to comply with laws and regulations related to technical, environmental, social labor, economic and administrative issues?

In process

We can make improvements at various levels: technical, environmental, administrative, and socio-labor (see commitments). One of our goal is to obtain the Fairmined Certification.
<table>
<thead>
<tr>
<th>**</th>
<th>ENVIRONMENTAL PROTECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Have you stopped using mercury for mineral processing?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>We do not use mercury.</td>
<td></td>
</tr>
<tr>
<td><strong>If you answered Yes to the previous questions, please answer question 52.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Have you eliminated whole ore amalgamation extracted from your mining sites? If so, please explain the actions taken.</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>We do not use mercury.</td>
<td></td>
</tr>
<tr>
<td><strong>Have you eliminated open burning of amalgam or processed amalgam? If so, please explain the actions taken.</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>We do not use mercury.</td>
<td></td>
</tr>
</tbody>
</table>
Have you eliminated amalgam burning in residential areas? If so, please explain the actions taken.

We do not use mercury.

Have you eliminated the practice of cyanide leaching of sediments, ore or tailings to which mercury had been added without first removing mercury? If so, please explain the actions taken.

We do not practice cyanide leaching.

Have you worked together with other people or communities that use water resources you use and reached consensus with them about this natural resource?

We have identified stakeholders potentially affected by our water use. We have invited them to participate in the creation of indicators to assess the impact of our operations and to develop a management plan for the water resources we use in order to minimize the risk of conflict.

Have you stopped the contamination of water bodies with chemicals and fuel residues or suspended solids?

We have evaluated the impact of suspended solids, chemicals and fuel oil residues in the water bodies we use. We have a record of discharges of these elements into the water and have established ceilings that cannot be exceeded as determined by the environmental authorities. These caps have been agreed so that our operations do not pose an imminent risk to the health and livelihoods of other water users and are not considered a serious risk to the ecosystem.
COMMITMENTS TO PREVENT AND REDUCE RISKS

I hereby declare and demonstrate that the answers I provided to the different questions about my mining operations and practices are true and completely verifiable.

Pepito Perez, Legal Representative of the Gold Edge mine, 12345, 01/01/2021

SIGNATURE, FULL NAME, JOB TITLE, ID NUMBER AND DATE

According to this evaluation, I have a clear understanding that the journey to progressive improvement proposed by CRAFT implies the commitment to reduce the risks affecting my mining organization or group. Therefore, I shall improve the following risks and be committed to:

Please use a sticker from above based on the type of risk that you answered NO or IN PROGRESS which you want to improve. Add a title to the type of risk next to the sticker and then write down the exact actions you are committed to taking in your mining organization or group to reduce such risk, the person responsible for that and the time required. These are two examples:

<table>
<thead>
<tr>
<th>RISKS</th>
<th>COMMITMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>We do not currently have tax</td>
<td>By April 2020, we will have all tax receipts in a folder named “tax accounting” and will also a process in place for its continuation.</td>
</tr>
<tr>
<td>Task responsible: Chris Hanne.</td>
<td></td>
</tr>
<tr>
<td>We do not currently have a chart or diagram indicating mineral flow from extraction to trade.</td>
<td>By May 2021, we will have a chart showing the location of mines, the most important facilities and surrounding areas.</td>
</tr>
<tr>
<td>Task responsible: Maria Pujol.</td>
<td></td>
</tr>
<tr>
<td>TYPE OF RISK</td>
<td>COMMITMENT</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Technical level:                                                          | - The constructions, installations and assemblies must have the characteristics, dimensions and specifications indicated in the approved technical instrument.  
- Likewise, the hygiene and safety conditions must comply with the obligations of the decrees in force.  
- Finally, we must have certified and up to date mine rescue assistants to ensure the functions of the rescue corps.  
**Responsible:** Andres Ramos (responsible for mining and beneficiation area)  
**Date:** 01/08/2021                                                                 |
| Environmental level:                                                      | - Regarding waste management, we must ensure safe handling of solid, liquid and hazardous waste in accordance with current regulations.  
**Responsible:** Cristian Torres (environmental manager)  
**Date:** 01/06/2021                                                                 |
| Economic and administrative level:                                        | - We must have a 5-year financial planning of our activity and keep the information up to date in order to have adequate financial control in accordance with regulations.  
**Responsible:** Amanda Rengifo (chief accountant)  
**Date:** 01/04/2021                                                                 |

We have not taken all steps to comply with laws and regulations related to technical, environmental, economic and administrative issues.
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ARTISANAL AND SMALL-SCALE MINING PRODUCER
SELF DECLARATION FORM

I, Pepito Perez, with ID number 12345, hereby declare that I am committed to provide **verifiable information** about **any circumstances** under which minerals have been internally extracted, processed and/or traded. I also declare that I have **identified the risks** addressed in the CRAFT Code and that I have **taken actions** regarding the mitigation of these risks.

Pepito Perez, Legal Representative of the Gold Edge mine, 12345, 01/01/2021
These documents are suggested annexes to support the CRAFT report. These are not mandatory but recommended documents, which can be supplemented by additional supporting documents available and relevant for mining groups or organizations.

### General Information
- List of members, internal entities (name, gender, age, work site and ID number).
- Please include other information you consider relevant to explain your organizational setup, members and operations.
- A letter of assignment or declaration signed by the responsible for CRAFT application.
- Filing and processing complaints or claims.

### Legitimacy
- Public or private supporting documents that evidence mining operation licensing.
- If applicable, supporting documents that prove consensus building and dialogues with the community.

### Human and Workers’ Rights
- Results of the semi-qualitative baseline evaluation of child labor.
- Testimonies about the lack of serious human rights abuses.

### Societal Welfare
- Internal evaluation for assessing the risk of control by illegal non-state armed groups and recommendations.
- If applicable, written agreements with private security forces.
- If applicable, receipts of payments made to public security forces as required by law.
- Payment receipts for taxes, fees and royalties according to the law.

### Organizational Ethics
- Internal commitment policies to avoid illegal taxation or bribes.
- Description of the chain of custody or internal traceability systems.
- Tracking production volumes and capacity.

### Environmental Protection
- A letter of commitment declaring your support for the Minamata Convention on Mercury and “reduce and where feasible eliminate the use and release of mercury”, as required by the Convention.
- Agreements made with other stakeholders to specify collaborative mechanisms for good natural resource management.