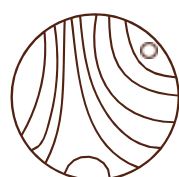




CRAFT REPORT

Letter of Introduction



CRAFT

Verification
Entities

LOGO

NAME OF YOUR MINING
ORGANIZATION OR
MINING GROUP:

X

COUNTRY, REGION, MUNICIPALITY AND DATE:

X

GENERAL INFORMATION ABOUT YOUR MINING GROUP



Location (municipality, rural settlement): ☒

Tax Identification Number: ☒

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

Partners: (Number)	☒	Men:	☒	Women:	☒
Workers: (Number)	☒	Men:	☒	Women:	☒

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

Type of worker contract: Verbal ☒ Written ☒ Not applicable ☒

If written, **what type(s) of contract(s)?**
(It can be defined term, indefinite term, among others) ☒

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

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

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

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

Description of your **organizational structure:** ☒

CRAFT REPORT CONTENT



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INFORMATION

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HUMAN
AND WORKERS' RIGHTS

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If you are in a conflict-affected area, how many workers and partners are officially recognized or considered as victims of **armed conflicts**?

X

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

Yes:

X

No:

X

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

Yes:

X

No:

X

Which one? X

Photo of the mining organization?

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: X

Number of **extraction sites:** X

Number of **processing plant(s)** (if applicable): X

Brief description of the **mining operation with a flowchart approach** X
(internal control system/chain of custody): _____

Mineral extraction methods and capacity: X

Selected mineral processing method X
(if applicable): _____

Processing plant capacity
per day (if applicable): X

Storage capacity
in stockpiles (if applicable): X

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

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

Site(s) of sale (aggregator): X

Transport along the mining process: X

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

1

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.

Yes

In process

No

Explain your answer: list the documentation you have

2

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

Yes

No

Explain your answer:

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

3

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

Yes

No

Explain your answer:

HUMAN AND WORKERS' RIGHTS

4

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

Yes

No

Explain your answer:

5

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?**

Yes

No

In process

5

Explain your answer:

6

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?

In process

Yes

No

5

Explain your answer:

7

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?

Yes

No

Explain your answer:



8

Do men and women miners voluntarily work at your mining site?

Yes

No

Explain your answer:

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?

Yes

No

Explain your answer:

10

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

Yes

No

Explain your answer:

11

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

Yes

No

Explain your answer:

12 Is it possible to state that **no human rights abuses takes place** at your mining sites?

Yes
No

Explain your answer:

13 Is it possible to state that no **violence, abuse, harassment, or sexual exploitation occurs** at your mining sites?

Yes
No

Explain your answer:

If you answered **Yes** to question 12 and 13, then answer **question 15**.

14 Whenever such human rights abuses happened, **did you exclude proven or suspected perpetrators from your mining sites?**

Yes
No

Explain your answer:



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.*

Yes

In process

No

Explain your answer:

16



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

Yes

In process

No

Explain your answer:

17



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

Yes

In process

No

Explain your answer:

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?

Yes

In process

No

Explain your answer:

19 Do you have **basic mine safety rules and do we guarantee that miners comply with** them on the job sites?

Yes
In process
No



Explain your answer:

20 Do miners work using **personal protective equipment (PPE) according to work they undertake?**

Yes
In process
No



Explain your answer:

21 Do you have **essential first aid equipment,** and do you have trained personnel to use it?

Yes
In process
No



Explain your answer:

22 Do you have access **health facilities to care for emergencies or serious injuries?**

Yes
No
In process



Explain your answer:



SOCIETAL WELFARE

23

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)?

Yes

No

Explain your answer:

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**.

24

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

Yes

No

Explain your answer:

25

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?

Yes

No

Explain your answer:

26

Is it possible to state that **police or military forces do not charge any illegal taxation** and that they aren’t controlling your mining sites?

Yes

In process

No

Explain your answer:

27

If necessary, have you hired individuals or security services to ensure **safety at your mining sites?** This criterion is for information purposes to identify the questions to be answered.

Yes

No

Explain your answer:

If you answered **No** to **question 27**, then answer **question 31**.

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 **under principles on human rights and national laws?**

Yes

In process

No

Explain your answer:

29

Have you checked if **individuals hired** for safety at your mining sites or mineral transport have not **been responsible for human rights abuses**?

Yes

In process

No

Explain your answer:

30

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?

Yes

In process

No

Explain your answer:

31

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

Yes

In process

No

Explain your answer: List those taxes

If you answered **No** to the previous question, then answer **question 33**.

Yes

In process

No

32 Do you have **receipts of compliance with tax, fee and royalty payment?**

Explain your answer:

Yes

In process

No

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

Explain your answer:

Yes

In process

No

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

Explain your answer:





ORGANIZATIONAL ETHICS

35

Do you have a **list** containing the names of all men and women miners?

Yes

No

Explain your answer:

36

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

Yes

No

Explain your answer:

37

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

Yes

No

Explain your answer:



38 Are the financial resources of **your mining group and end beneficiaries coming from legal activities?**

Yes
No

Explain your answer:

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

Yes
In process
No

Explain your answer:

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

Yes
In process
No

Explain your answer:



41

Are men and women miners **aware of this document?**
Do they know that they must implement it?

- Yes
- In process
- No

Explain your answer:

42

Do you document your mineral production?

- Yes
- In process
- No

Explain your answer:

43

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

- Yes
- In process
- No

Explain your answer:

44

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

- Yes
- In process
- No



Explain your answer:

45

Do you have any **complaints and grievances procedure for third parties?**

- Yes
- In process
- No

5

Explain your answer:

46

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

- Yes
- In process
- No

5

Explain your answer:

47

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

- Yes
- In process
- No

5

Explain your answer:



ENVIRONMENTAL PROTECTION

48

Have you stopped using **mercury** for mineral processing?

Yes

In process

No

5

Explain your answer:

If you answered **Yes** to the previous questions, please answer **question 52**.

49

Have you eliminated whole ore amalgamation extracted from your mining sites? If so, please explain **the actions taken**.

Yes

In process

No

5

Explain your answer:

50

Have you eliminated **open burning of amalgam or processed amalgam**? If so, please explain **the actions taken**.

Yes

In process

No

5

Explain your answer:



51 Have you eliminated **amalgam burning in residential areas?**
If so, please explain **the actions taken.**

Yes
In process
No



Explain your answer:

52 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.**

Yes
In process
No



Explain your answer:

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

Yes
In process
No



Explain your answer:

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

Yes
In process
No



Explain your answer:

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.

X

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**:



GENERAL
INFORMATION



LEGITIMACY



HUMAN AND
WORKERS' RIGHTS



SOCIETAL WELFARE



ORGANIZATIONAL ETHICS



ENVIRONMENTAL
PROTECTION

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:

	RISKS	COMMITMENT
	We do not currently have tax	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. Task responsible: Chris Hanne.
	We do not currently have a chart or diagram indicating mineral flow from extraction to trade.	By May 2021, we will have a chart showing the location of mines, the most important facilities and surrounding areas. Task responsible: Maria Pujol.

	TYPE OF RISK	COMMITMENT
	X	X

	TYPE OF RISK	COMMITMENT
	X	X

RECOMMENDED REPORT ANNEXES

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

P. 2

- 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

P. 5

- 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

P. 6

- Results of the semi-qualitative baseline evaluation of child labor.
- Testimonies about the lack of serious human rights abuses.



SOCIETAL WELFARE

P.11

- 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

P.15

- 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

P.19

- 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.



CRAFT

www.craftmines.org

