

SAMPLE OUTREACH LETTER FOR SMELTERS OR REFINERS

Purpose of sample letter: This template letter can serve as an example communication to smelters and refiners that are not conformant to or active (participating) in a 3rd party-validated responsible sourcing audit. The Responsible Mineral Assurance Process (RMAP) is one acceptable scheme that is available for tin, tantalum, tungsten and cobalt smelters and refiners. For gold, refiners may also choose Responsible Jewelry Council (RJC) or London Bullion Market Association (LBMA). By contacting the Responsible Minerals Initiative (RMI), smelters and refiners can understand the differences in these schemes and which is the most appropriate for their business.*

* Template is a general template, Ford cannot be cited as a source for inappropriate use

Instructions: If a smelter or refiner is not listed on the [conformant](#) or [active](#) lists on the RMI website, you may conduct outreach to that smelter /refiner in your supply chain and ask them to participate.

1. Always consult your company's legal counsel and policies regarding supplier communications prior to conducting outreach
2. You can customize this sample letter or write a new communication and send the outreach letter to the smelter(s) or refiner(s)
3. Find relevant contact information on a smelter or refiner's website
4. If referencing this sample letter, modify relevant information in the brackets:
[Smelter/Refiner]- insert name of smelter or refiner contact
[Tin, Tantalum, Tungsten, Gold, Cobalt]- include only the relevant mineral for the smelting or refining process
[Your Company Name]- self-explanatory

Sample Letter:

Dear [Smelter/Refiner],

There are serious concerns that [Tin, Tantalum, Tungsten, Gold, Cobalt] sourced from Conflict-Affected and High-Risk Areas contributes to conflict and extreme human rights violations.

[Your Company Name] is writing to request your company's participation in the Responsible Minerals Assurance Process (RMAP).

Responsible Mineral Assurance Process (RMAP)

The Responsible Minerals Assurance Process (RMAP) takes a unique approach to helping companies make informed choices about conflict minerals in their supply chains. Focusing on a "pinch point" (a point with relatively few actors) in the global metals supply chain, the RMAP uses an independent third-party audit of smelter/refiner management systems and sourcing practices to validate conformance with RMAP protocols and current global standards. The audit employs a risk-based approach to validate smelters' company level management processes for responsible mineral procurement. Companies can then use this information to inform their sourcing choices.

Please contact the Responsible Minerals Initiative (RMI) at RMI@ResponsibleBusiness.org to learn more about how to initiate the Responsible Minerals Assurance Process. For your information, you may review the current status of other smelters/refiners currently participating in the RMAP on the [active](#) and [conformant](#) lists.

Thank you,