



Grievance Procedure

SDC has established this grievance procedure to hear concerns about circumstances in its operations, statements, supply chain procedures or OECD supply chain involving diamonds, colored gemstones and precious metals from conflict-affected and high-risk areas.

Mr. J. Gregory Brannan is responsible for implementing and reviewing this procedure.

Concerns can be raised by interested parties via email or telephone to:

Greg Brannan

Tel: 212-599-4240

Email: jgbrannan@sdcdesigns.com

On receiving a complaint, we will aim to:

- get an accurate report of the complaint;
- explain our complaints procedure;
- find out how the complainant would like it handled;
- decide who is the appropriate person internally to handle the complaint, or help redirect the complaint to another entity, such as the relevant supplier, or a relevant industry body;
- where the issue can be handled internally, seek further information where possible and appropriate;
- identify any actions we should take, or monitor the situation;
- advise the complainant of any decisions or outcomes; and
- keep records on complaints received, and the internal process followed, for at least five years.

Grievance procedures shall be reviewed with company employees annually as part of the employee policies annual review.

This grievance procedure is available online

J. Gregory Brannan

Operations & Chief Compliance Officer

August 22, 2024

SDC Designs LLC ensures that the person / company filing this grievance shall do so without fear of blowback, retaliation, dismissal or harassment. The grievance can be filed anonymously. The grievance filed shall remain confidential.

Note: SDC Designs, LLC, SHR Jewelry Group, LLC, A Link Jewelry Co., LLC, Penny Preville Holding Co. LLC., SDC Created, LLC., and SDC Designs LLC dba SUPER DIAMOND are noted in this document as “SDC”