

GRI content index

Gem Diamonds has made a long-term commitment to full (ie application Level A) GRI disclosure by end-2013, including the Mining and Metals Sector Supplement (MMS). As at 31 December 2013 we fully reported against 87% of GRI G3.1 requirements.

Performance indicators

GRI reference	Indicator description	Assessment	Reference	Page
Economic				
EC1	Direct economic value generated and distributed	◆	Our business	13
EC2	Financial implications and other risks and opportunities for the organisation's activities due to climate change	◇	Not applicable	
EC3	Coverage of the organisation's defined benefit plan obligations	◆	Our people	40
EC4	Significant financial assistance received from government	◆	Our business	12
EC5	Range of ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation	◆	Our people	40
EC6	Policy, practices, and proportion of spending on locally based suppliers at significant locations of operation	◆	Our business	13
EC7	Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation	◆	Our business	13
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement	◆	Our people	41
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts	◆	Our business Our people	13 40, 41, 42, 43
Environment				
EN1	Materials used by weight or volume	◆	Our environment	19
EN2	Percentage of materials used that are recycled input materials	◆	Our environment	21, 22
EN3	Direct energy consumption by primary energy source	◆	Our environment	20
EN4	Indirect energy consumption by primary source	◆	Our environment	20
EN5	Energy saved due to conservation and efficiency improvements	◆	Our environment	20
EN6	Initiatives to provide energy-efficient or renewable energy-based products and services, and reductions in energy requirements as a result of these initiatives	◆	Our environment	20
EN7	Initiatives to reduce indirect energy consumption and reductions achieved	◆	Our environment	20
EN8	Total water withdrawal by source	◆	Our environment	21
EN9	Water sources significantly affected by withdrawal of water	◆	Our environment	21
EN10	Percentage and total volume of water recycled and reused	◆	Our environment	21
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	◆	Our environment	21, 22
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas	◆	Our environment	22
MM1	Amount of land (owned or leased, and managed for production activities or extractive use) disturbed or rehabilitated	◆	Our environment	21
EN13	Habitats protected or restored	◆	Our environment	21, 22
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity	◆	Our environment	22
MM2	The number and percentage of total sites identified as requiring biodiversity management plans according to stated criteria, and the number (percentage) of those sites with plans in place	◆	Our environment	22
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk	◆	Our environment	22
EN16	Total direct and indirect GHG emissions by weight	◆	Our environment	20
EN17	Other relevant indirect GHG emissions by weight	◇	Not applicable	
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved	◆	Our environment	21

Performance indicators (continued)

GRI reference	Indicator description	Assessment	Reference	Page
Environment (continued)				
EN19	Emissions of ozone-depleting substances by weight	◇	Not applicable	
EN20	NO _x , SO _x , and other significant air emissions by type and weight	◇	Not applicable	
EN21	Total water discharge by quality and destination	◆	Our environment	21
EN22	Total weight of waste by type and disposal method	◆	Our environment	22
MM3	Total amounts of overburden, rock, tailings and sludges and their associated risks	◆	Our environment	22
EN23	Total number and volume of significant spills	◆	Our environment	21
EN24	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention	◆	Our environment	22
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organisation's discharges of water and runoff	◆	Our environment	21, 22
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation	◆	Our environment	19, 23
EN27	Percentage of products sold and their packaging materials that are reclaimed by category	◇	Not applicable	
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	◆	Our environment	19
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organisation's operations, and transporting members of the workforce	◇	Not applicable	
EN30	Total environmental protection expenditures and investments by type labour practices and decent work	◆	Our environment	22
Labour practices and decent work				
LA1	Total workforce by employment type, employment contract and region, broken down by gender	◆	Our people	38
LA2	Total number and rate of new employee hires and employee turnover by age group, gender, and region	◆	Our people	38
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation	◆	Our people	40, 41
LA4	Percentage of employees covered by collective bargaining agreements	◆	Our people	40
LA5	Minimum notice period(s) regarding operational changes, including whether it is specified in collective agreements	◆	Our people	40
LA6	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programmes	◆	Our people	33
MM4	Number of strikes and lockouts exceeding one week's duration, by country	◆	Our people	40
LA7	Rates of injury, occupational diseases, lost days and absenteeism, and number of work-related fatalities by region and by gender	◆	Our people	32
LA8	Education, training, counselling, prevention, and risk-control programmes in place to assist workforce members, their families, or community members regarding serious diseases	◆	Our people	27
LA9	Health and safety topics covered in formal agreements with trade unions	◆	Our people	33
LA10	Average hours of training per year per employee by gender, and by employee category	◆	Our people	39
LA11	Programmes for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	◆	Our people	39
LA12	Percentage of employees receiving regular performance and career development reviews, by gender	◆	Our people	39
LA13	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group members, and other indicators of diversity	◆	Our people	39
LA14	Ratio of basic salary and remuneration of women to men by employee category by significant location of operations	◆	Our people	40
LA15	Return to work and retention rates after parental leave by gender	◇	Not applicable	

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Performance indicators (continued)

GRI reference	Indicator description	Assessment	Reference	Page
Human rights				
HR1	Percentage and total number of significant investment agreements and contracts that include clauses incorporating human rights concerns, or that have undergone human rights screening	◇	Not applicable	
HR2	Percentage of significant suppliers, contractors and other business partners that have undergone human rights screening, and actions taken	◇	Not applicable	
HR3	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained	◆	Our people	40
HR4	Total number of incidents of discrimination and corrective actions taken	◆	Our people	40
HR5	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights	◆	Our people	40
MM5	Total number of operations taking place in or adjacent to indigenous people's territories, and number and percentage of operations or sites where there are formal agreements with indigenous people's communities	◆	Our people	41
HR6	Operations and significant suppliers identified as having significant risk for incidents of child labour, and measures taken to contribute to the effective abolition of child labour	◆	Our people	40
HR7	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labour, and measures to contribute to the elimination of all forms of forced or compulsory labour	◆	Our people	40
HR8	Percentage of security personnel trained in the organisation's policies or procedures concerning aspects of human rights that are relevant to operations	◆	Our people	40
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken	◆	Our people	41
HR10	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments	◆	Our people	40
HR11	Number of grievances related to human rights filed addressed and resolved through formal grievance mechanisms	◆	Our people	40
Society				
SO1 (G3)	Nature, scope and effectiveness of any programmes and practices that assess and manage the impacts of operations on communities, including entering, operating and exiting	◆	Our people	41, 42, 43
SO1 (G3.1)	Percentage of operations with implemented local community engagement, impact assessments, and development programmes	◆	Our people	41
MM6	Number and description of significant disputes relating to land use, customary rights of local communities and indigenous people	◆	Our people	41
MM7	The extent to which grievance mechanisms were used to resolve disputes relating to land use, customary rights of local communities and indigenous people, and the outcomes	◆	Our people	41
MM8	Number (and percentage) of Company operating sites where artisanal and small-scale mining takes place on, or adjacent to the site – the associated risks and the actions taken to manage and mitigate these risks	◆	Our business	13
MM9	Sites where resettlement took place, the number of households resettled in each, and how their livelihoods were affected in the process	◆	Our people	41
MM10	Number or percentage of operations with closure plans	◆	Our environment	21
SO2	Percentage and total number of business units analysed for risks related to corruption	◆	Our business	12
SO3	Percentage of employees trained in organisation's anti-corruption policies and procedures	◆	Our business	12
SO4	Actions taken in response to incidents of corruption	◆	Our business	12
SO5	Public policy positions and participation in public policy development and lobbying	◇	Not applicable	
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country	◆	Our business	12
SO7	Total number of legal actions for anti-competitive behaviour, anti-trust, and monopoly practices and their outcomes	◆	Our business	12
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	◆	Our commitment	1
MM11	Programmes and progress relating to materials stewardship	◇	Not applicable	
SO9	Operations with significant potential or actual negative impacts on local communities	◆	Our people	37

Performance indicators (continued)

GRI reference	Indicator description	Assessment	Reference	Page
Society (continued)				
SO10	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities	◆	Our people	37
Product responsibility				
PR1	Lifecycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures	◇	Not applicable	
PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their lifecycle, by type of outcomes	◇	Not applicable	
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements	◇	Not applicable	
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labelling, by type of outcomes	◆	Our business	15
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction	◆	Our business	16
PR6	Programmes for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship	◇	Not applicable	
PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes	◇	Not applicable	
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	◆	Our business	16
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	◆	Our business	15
Strategy and analysis				
1.1	Statement from the most senior decision-maker of the organisation	◆	Chief Executive Officer's review	8
1.2	Description of key impacts, risks, and opportunities	◆	Our business model	4
		◆	HSSE Committee Chairman review	9
Organisational profile				
2.1	Name of the organisation	◆	Front cover	
2.2	Primary brands, products, and/or services	◆	About Gem Diamonds	2
2.3	Operational structure of the organisation	◆	Our business	12
2.4	Location of organisation's headquarters	◆	Our business	12
2.5	Number of countries where the organisation operates	◆	Our business	12
2.6	Nature of ownership and legal form	◆	Our business	12
2.7	Markets served	◆	Our business	12
Report parameters				
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3.9	Data measurement techniques and the bases of calculations	◆	About this report	3
3.10	Explanation of the effect of any restatements of information provided in earlier reports	◆	Our business	12

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Report parameters (continued)				
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods	◆	About this report	3
3.12	Table identifying the location of the standard disclosures in the report	◆	GRI content index	44
3.13	Policy and current practice with regard to seeking external assurance for the report	◆	About this report	3
Governance, commitments and engagement				
4.1	Governance structure of the organisation	◆	Our business	12
4.2	Indicate whether the Chair of the highest governance body is also an executive officer	◆	Annual Report	
4.3	Number and gender of members of the highest governance body that are independent and/or non-executive members	◆	Annual Report	
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body	◆	Annual Report	
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives	◆	Annual Report	
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided	◆	Annual Report	
4.7	Process for determining the composition, qualifications, and expertise of the members of the highest governance body and its committees	◆	Annual Report	
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance	◆	Annual Report	
4.9	Procedures of the highest governance body for overseeing the organisation's identification and management of economic, environmental, and social performance	◆	Annual Report	
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance	◆	Annual Report	
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organisation	◆	Our sustainable development principles	
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organisation subscribes or endorses	◆	About this report Our business Our environment Our people	3 12, 15, 16 20 32
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organisations	◆	Our business	15
4.14	List of stakeholder groups engaged by the organisation	◆	Our people	41
4.15	Basis for identification and selection of stakeholders with whom to engage	◆	Our people	41
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group	◆	Our people	41
4.17	Key topics and concerns that have been raised through stakeholder engagement	◆	Our people	41

Appendix A

Operation	Waste stream	Trans-boundary movement of waste	Disposal method	Comments
Letšeng	Domestic and general waste (including inert industrial waste)	No	Wastes are separated and into recyclable and non-recyclable waste. Non-recyclable wastes are incinerated using an on-site EU emissions standards compliant incinerator.	A detailed integrated waste management plan was completed in 2013 and will be implemented in 2014.
	Hazardous waste	Yes	Waste oil generated on the site is collected and transported to South Africa under provisions of the Basel Convention for recycling. Oily rags and any additional used oil, is used as a fuel source for the on-site EU emissions standards compliant incinerator. Incinerator Ash is transported to South Africa under the provisions of the Basel Convention for landfilling.	
	Health care waste	No	Medical wastes are incinerated using an on-site EU compliant incinerator.	
	Sewage	No	Sewage is treated by means of an on-site sewage treatment plant and liquid effluent is discharged to the slimes dam.	Ongoing water monitoring is undertaken to confirm that the effluent discharged does not result in the contamination of water resources.
Ghaghoo	Domestic and general waste (including inert industrial waste)	No	Wastes are separated into recyclable and non-recyclable waste. Non-recyclable wastes are disposed of at a licensed landfill site in Lephepe.	Due to the fact that the Ghaghoo mine is located within the Central Kalahari Game Reserve, no waste may be disposed of on site.
	Hazardous waste	No	Used oils are collected and recycled by a licensed service provider. During 2013, all other hazardous wastes were stored in appropriately enclosed and contained facilities on site, until the trans-boundary movement of the waste to South Africa for disposal is approved.	The quantity of hazardous waste generated remained low in 2013, enabling on-site storage. Once full production commences and significant quantities of hazardous waste is produced, these wastes will be transported to a licensed facility in South Africa.
	Health care waste	No	Transported by medical service provider to a licensed facility in Gaborone for disposal.	All the necessary regulatory requirements are in place and continue to be met.
	Other: Reverse Osmosis Brine	No	Reverse Osmosis Brine is disposed of onto a lined evaporation pond.	A contamination transport model was conducted and concluded that the disposal of the brine and/or treated sewage effluent would have no material impact on the receiving groundwater environment and/or other water users.
	Sewage	No	Sewage is treated by means of an on-site sewage treatment plant and treated liquid effluent is discharged onto a lined grey water dam.	

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Appendix B

Waste generated per category	Year	Industrial waste (kg)	Hazardous waste disposed (kg)	General/ domestic waste disposed (kg)	Total volume of waste incinerated (kg)	Total volume of waste recycled (kg)
Letšeng	2010	137 500	4 428	138 349	18 299	82 338
	2011	78 959	1 763	118 456	27 167	85 627
	2012	92 592	1 191	929	388	15
Ghaghoo	2010	0	0	0	0	0
	2011	500	0	74 917	0	0
	2012	116	0	480	0	0
Other operations	2010	6 100	0	12 144	0	0
	2011	270	0	8 264	0	0
	2012	74 750	117 239	189 421	0	110 468

Appendix C

Benefit description	UK	RSA	Belgium	Mauritius	Lesotho	Botswana
Life insurance	–	–	–	–	–	–
On-site healthcare (in excess of first aid emergency assistance)	–	–	–	–	●	●
External healthcare/medical aid	–	–	–	–	–	–
Workman's compensation/similar	●	●	–	●	●	●
Disability/invalidity cover under workman's compensation/similar	●	●	–	●	●	●
Maternity/paternity leave	●	●	●	–	–	●
Retirement provision	–	–	–	–	●	●
Stock ownership/options	●	●	–	–	●	●
Social security	●	●	●	–	–	–

● Employees ○ Contractors – Not provided