

# Green Procurement Guideline

February 2017 - the 4th edition

Sumitomo Riko Co., Ltd.

## 1. Preface

Environmental protection has become one of the most important tasks in the business activities.

Sumitomo Riko group recognizes that the effort against environmental problems is the common task of humankind and is essential for the existence and activity of the companies, and has been trying to prevent climate change, health damages and environmental contamination by chemical substances, and to create a recyclable society.

Sumitomo Riko group performs activities in accordance with legal restraints of each country and the client's green purchasing policies. However, to correspond to the latest environmental regulations and the changes of chemical substances regulations, activities tracing back to all suppliers have become a must.

Based on such a background, we have revised the "Green Purchasing Guideline" to connect the suppliers and the clients, and to aim to be an environmentally superior company as the total supply chain.

You are kindly requested to cooperate with us, while understanding the effort to the environmental protection activities.

Sumitomo Riko Co., Ltd.

Purchasing Department  
Purchase Planning Department  
Environmental Management Department

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▪ Green Purchasing Standard (For product/parts)	[Annex-1]
▪ Chemical Substances Control System Check Sheet	[Annex-2]

## 2. Purposes/application scope/activities

### 2-1 Purposes of Green Purchasing

We aim to prevent the climate change and realize society of recycling-based economy by connecting the clients and the suppliers and by handling the environmental tasks concerning the Sumitomo Riko group products as the total supply chain.

### 2-2 Application scope/handling of Green Purchasing

This is to be applied to all suppliers of Sumitomo Riko group. The suppliers are requested to handle according to the following table for each business kind.

		Business kind of the suppliers			
		Parts/supplies	Raw materials/auxiliary materials	Packaging/packaging materials/labels	Logistics
Requests to suppliers					
(1) Creation of management system	[1] Environmental management system	○	○	○	○
	[2] Chemical substances control system	○	○	○	○
(2) Handling concerning the suppliers' business activities	[1] Environmental regulatory compliance	○	○	○	○
	[2] Environment load reduction	○	○	○	○
(3) Reduction of environmental load concerning logistics		○	○		○
(4) Reduction of packages/packaging materials				○	
(5) Containing substance management of the supplies and recycle handling	[1] Use restriction of chemical substances	○	○	○	
	[2] Material indication of resin/rubber parts (only for automobile parts)	○			
	[3] Environmental load information management concerning the production	○	○	○	
(6) Cooperation to the survey		○	○	○	○

### **3. Requests to the suppliers**

#### **(1) Creation of the management system**

The suppliers are requested to create the in-house system to operate and improve environmental activities and chemical substances management as the total supply chain. Also, you are requested to reflect the handling shown in the Green Purchasing Guideline of Sumitomo Riko group.

When acquiring outside certification, there are following systems, which we will provide information, as required.

- Environmental management ... ISO14001, Ecostage, Eco-Action 21, others.
- Chemical substances management ... ISO9001, IATF16949, others

#### **(2) Handling concerning the suppliers' business activities**

##### **[1] Regulatory compliance**

You are requested to create such structures by which you can grasp and abide by the laws/regulations of each country and each area concerning the environment preservation.

##### **[2] Environment load reduction**

You are requested to voluntarily aim for the environmental load reduction in the business field of the suppliers.

Examples: CO2 discharge reduction, waste reduction, VOC discharge reduction, water consumption reduction, ecosystem protection, others

#### **(3) Reduction of environmental load concerning logistics**

The suppliers are requested to make efforts for the voluntary reduction of CO2 discharge amount at the time of supplying to Sumitomo Riko group.

#### **(4) Reduction of packages/packaging materials**

The suppliers are requested to make efforts for the voluntary reduction, optimization of the packages, and packaging materials used at the time of supplying to Sumitomo Riko group.

#### **(5) Containing substance management of the supplies and recycle handling**

[1] Use restriction of chemical substances

The suppliers are requested to confirm the compliance to “Green Purchasing Standard” of the Sumitomo Riko group for the production materials (Parts/supplies, raw materials, auxiliary materials, and others) to be supplied to Sumitomo Riko group.

\* However the supplies and the designated materials from Sumitomo Riko group are to be confirmed by Sumitomo Riko group.

(Refer to the Annex “Green Purchasing Standard”).

[2] Material indication of resin/rubber parts (only for automobile parts)

The suppliers are requested to indicate material quality for the resins of 100 g or more and the rubber parts of 200 g or more to be supplied to Sumitomo Riko group.

[3] Environmental load information management concerning the supplies production

The customers of Sumitomo Riko group perform the life cycle evaluation of the final product.

Sumitomo Riko group may ask questions to the supplier concerning energy consumption concerning the supplies production and the logistics, discharge quantity to the air of CO<sub>2</sub> and water consumption concerning production, and the like. Please control information concerning these.

#### **(6) Cooperation to the survey**

When requested by Sumitomo Riko group, you are kindly requested the prompt answer to the above and the cooperation to our interview survey.

#### 4. Operation by Sumitomo Riko group

Sumitomo Riko group may ask you (suppliers) to conduct the following survey to judge the appropriateness of the supplies according to the purport of this guideline, as needed basis.

The documents like survey matters and survey sheets will not be disclosed to the third parties for purposes other than the intended one.

**(1) Creation of management system**

If required, we will confirm by e-mail, survey sheet or interview and others.

**(2) Handling concerning the suppliers' business activities**

If required, we will confirm by e-mail, survey sheet or interview and others.

**(3) Reduction of environmental load concerning logistics**

If required, we will confirm by e-mail, survey sheet or interview and others.

**(4) Reduction of packages/packaging materials**

If required, we will confirm by e-mail, survey sheet or interview and others.

**(5) Containing substance management of the supplies and recycle handling**

Annex-1 Operate according to the "Green Purchasing Standard".

Also, we will confirm according to the Annex-2 "Chemical Substance Control System Check Sheet",

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## Revision history

Year/month/day	Revision content
2005/9	Initial edition
2006/3/11	<p>The 2nd edition</p> <p>The description was revised to enlarge the target companies from Tokai Rubber Industries, Ltd. to the Tokai Rubber Industries group.</p> <ul style="list-style-type: none"> <li>• Change of wording Environment Control Substances → Environmental Load Substances</li> <li>• Annex-1 Laws and regulations list Because of law revision, description concerning electric power is deleted from the content of Energy Conservation Law.</li> </ul>
2015/3	<p>The 3rd edition</p> <p>Toyo Rubber Industries has changed into Sumitomo Riko Co. because of the company name change.</p> <ul style="list-style-type: none"> <li>• TRI-Group is changed into SUMITOMO RIKO-GROUP by the company name change.</li> <li>• Deleted the Procurement Planning Department.</li> </ul>
2017/2	<p>The 4th edition</p> <ul style="list-style-type: none"> <li>• The description is revised by reflecting the revision of the green purchasing documents of major customers.</li> <li>• “Green Purchasing Standard” is changed into the [Annex-1] of the Green Purchasing Guidelines.</li> <li>• “Request of creation of chemical substances control system” described in the Green Purchasing Standard is described in the Green Purchasing Guidelines.</li> <li>• Addition of [Annex-2] Chemical Substances Control check list.</li> </ul>