

# **GREEN PROCUREMENT GUIDELINES**

## **(FOR PRODUCTS AND SECONDARY SUPPLIES)**

### **ver. 6.0**

#### **1. Objective**

Based on our management philosophy, “creating value in tune with the times”, we at the Ryoyo Group (Ryoyo Electoro Corporation and the subsidiary) are engaged in various initiatives to fulfill our corporate social responsibility (CSR).

Chemical substances have a damaging effect on the human body and ecosystems, and their inclusion in products and secondary supplies is an object for concern. The Ryoyo Group has thus established guidelines that promote green procurement to help realize a sustainable society.

These Guidelines present specific requirements to our suppliers and outsource contractors upstream of our supply chain, which plays the most vital part in the Ryoyo Group’s promotion of green procurement.

Ryoyo Group makes it a priority to deal with suppliers and outsource contractors who has appropriately established, managed and operated green procurement system including corresponding with laws and regulations related to chemical substances.

We request every effort to understand the content of these guidelines and comply with our overall mission for our suppliers and outsource contractors who has not developed or managed a green procurement system.

#### **2. Scope**

These Guidelines apply to all suppliers and outsource contractors of the Ryoyo Group.

They also apply to all products and secondary supplies falling under categories (1) and (2) below, and those that the Ryoyo Group procures from said suppliers and outsource contractors.

- (1) Products and accessories we procure from suppliers for selling purposes (including added secondary supplies)
- (2) Secondary supplies added by outsource contractors to products to be sold by the Ryoyo Group

\* Secondary supplies refers to any packing supplies that our supplier or outsource contractors uses in order to protect or identify products.

Examples: trays, magazine sticks, reels, stoppers, rubber bands, humidity indicator cards, silica gel, wooden crates, cardboard boxes, cushioning materials, adhesive tapes, bundling bands, marker ink, labels, delivery notices etc.

### **3. Selection Requirements and Demands Postulated**

In order to promote green procurement, the Ryoyo Group selects products and secondary supplies based on perspectives (1) and (2) below, and designate them as requirements.

(1) The development and compliance status of systems at supplier and outsource contractor operations for managing chemical substances

- Based on trade contents, we may individually request the following required actions:
  - (a) Compliance with various laws and regulations related to chemical substances (such as the RoHS Directive and REACH regulations).
  - (b) Compliance with requirements, such as guidelines, established independently by the Ryoyo Group and customers of the Ryoyo Group.
  - (c) Response to inquiries or audits implemented by the Ryoyo Group and customers of the Ryoyo Group related to the development and compliance status of systems for managing chemical substances.
  - (d) Sign agreements with the Ryoyo Group related to quality and environment.
  - (e) Compliance with self-imposed management standards on chemical substances by your upstream suppliers.
  - (f) Periodic implementation of related inquiries and audits for systems of your upstream suppliers in order to manage chemical substances.
  - (g) Development of a system for relaying information (such as customer requirements) to your upstream suppliers.

(2) Status of inclusion and management of chemical substances in products and secondary supplies

- Based on the type of product or secondary supply to be procured, we may separately request the following actions:
  - (a) Compliance with management standards for chemical substances established independently by the Ryoyo Group and customers of the Ryoyo Group.
  - (b) Management of information related to chemical substances included in your products and secondary supplies, and disclosure of such information to the Ryoyo Group.
  - (c) Issuance of applicable proof (such as a non-inclusion warranty), preparation of a scheme for management of chemicals in products (such as a “chemSHERPA”) if available, submission of an analysis data (e.g. ICP data) and response to individual inquiries from customers of the Ryoyo Group.
  - (d) Management of manufacturing history information, and disclosure of such information to the Ryoyo Group as required.
  - (e) Prior notification when constituent chemical substances are to undergo change.

#### 4. Management Standards on Chemical substances

For the management standards for chemical substances established independently by the Ryoyo Group, please refer to the attached Management Standards on Chemical Substances.

#### 5. Contact Information for Inquiries

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#### 6. Establishment and Revision History

Date	Ver.	Revised Contents
August 1, 2006	NT06-V01	Initial establishment
August 1, 2010	NT06-V02	Objective revised, scope expanded, requirements revised and added, and contact information changed.
February 1, 2013	NT06-V03	Partial change of words.
December 1, 2016	NT06-V04	Change of words and contact information.
May 1, 2018	NT06-V05	Change of contact information.
September 11, 2018	NT06-V06	Change of link and contact information.

Documentation is available for download from the following address:

Japanese, English and Chinese

<https://www.ryoyo.co.jp/corporate/csr/c-control>