

Green Procurement Guideline (For suppliers)

Version 9.0

NTT Innovative Devices Corporation
Procurement Management Division
Quality Assurance Division

Index

1. Introduction.....	1
2. Scope.....	1
3. Basic concept of “Green procurement”.....	1
4. Requirements for suppliers.....	1
5. Requirements for parts, materials, and packing materials.....	1
6. Operation of Green procurement.....	2
7. Establishment and revision history.....	2
Ref. Main revised terms at 8 th Ed.....	3

Related documents

- 1) General Standard on Chemical Substances Management
- 2) General Standard on Chemical Substances Management, Annex

1. Introduction

NTT Innovative Devices Corporation is conducting environmental conservation activities based on our company's environmental policy. As part of the activities, we are promoting to providing the earth- and people-friendly products in order to create a recycling-oriented society. Reducing the environmental impact of our products is one of the major concerns in our activity. In order to promote this effort, it is essential to reduce the environmental impact of parts and materials and packing materials constituting our products.

This guideline describes the items that we would hope our suppliers to comply with or to take into consideration. We would like to ask our suppliers to cooperate with our environmental conservation activities on the basis of understanding the purport of our policy and guideline.

This guideline may be revised depending on the change in laws and social situation.

2. Scope

This guideline shall be applied to parts and materials incorporated into our products, to packing materials used for shipping of our products *1, and to their suppliers.

*1: "Parts and materials, and packaging materials" hereunder shall correctly mean part/ raw materials/ half-finished products/ units/ apparatus/ cable/ display material (ink, labels, etc.) that are incorporated in our products and packaging materials directly-contacting with them (trays, plastic bags, etc.), and packaging materials used for shipping of our products (boxes, trays, tapes, cushions, etc.).

3. Basic concept of "Green procurement"

Our "Green procurement" means that we procure environment-conscious products (parts and materials, and packing materials), e.g. energy and resource savings, reduction of use of harmful chemicals, and resource recycling, from the suppliers who are eager to promote the environmental preservation activities.

In order to achieve our "Green procurement", we indicate two requirements to our suppliers. One is a requirement for supplier's environmental management system, and another is a requirement for parts and materials, and packing materials to be delivered to us.

We will preferentially procure them from the suppliers who satisfy these requirements.

4. Requirements for Suppliers

We will assess our suppliers based on the following items and their environmental conservation activities.

Supplier Assessment Items

- (1) Establishing an environmental management system compliant with the ISO14001 or equivalent standard.
- (2) Approaching to reduction in the environmental impacts, such as greenhouse gas emissions, wastes, and resource consumption.
- (3) Establishing chemical substances management system and managing and controlling the information on chemical substances contained in parts and materials, and packing materials.
- (4) Clarifying the requirements with regard to the above (1)-(3) environmental conservation activities to their up-stream suppliers.
- (5) Cooperating in our survey of chemicals, etc. in response to our request.
- (6) Cooperating and supporting to our activities to reduce the environmental impacts of our products.

5. Requirements for parts, materials, and packing materials

We will assess parts and materials, and packing materials based on the following items. Especially, the items (1), (2), (3), and (4) are indispensable.

Assessment items for parts and materials, and packing materials

- (1) "Banned substances in production processes" should not be used in their production process.
- (2) "Banned substances" should not be contained in products.
- (3) The Information on "Controlled substances" shall be clearly identified.
- (4) The Information on "Constructional elements" and their materials shall be clearly identified.
- (5) In case of using molded plastics in products, the name of materials shall be indicated, as much as possible, in accordance with the JIS or ISO standards.

[Reference: Related standard on plastic material indication]

- JIS K6899-1 (ISO 1043-1) Plastic -- symbols and abbreviations, Section 1: basic polymers and their characteristics
 - JIS K6899-2 (ISO 1043-2) Plastic -- symbols and abbreviations, Section 2: fillers and hardeners
 - JIS K6999 (ISO 11469) Plastic -- identification and indication of plastic products
- (6) We shall request to our suppliers to design environment-conscious products aiming at the energy saving or resource saving, such as reducing the power consumption, miniaturization and weight saving.
 - (7) Easy-to-recycle materials or low environmental impact materials shall be used in the packing materials positively. (e.g. Polyethylene, Polypropylene, Polystyrene, Polyester, or Biodegradable plastic, etc.)

(Note 1) As for "Banned substances in production processes", "Banned substances", and "Controlled substances", please refer to our "General Standard on Chemical Substances Management".

(Note 2) For indicating the name of plastic material, there are various methods, molding with a metal mold with the material name carved on, embossing and melt-imprinting. Indication by label is not used in principle, however, there is an exceptional case for using the label indication of which material is the same as that of the plastic base and when it is attached without using an adhesive agent (i.e. being welded).

6. Operation of Green procurement

- (1) Assessment on supplier's activities

We will evaluate suppliers based on the information about supplier's environmental conservation activities.

- (2) Assessment on parts and materials, and packing materials

We will evaluate parts and materials, and packing materials based on the information about chemical substances. Please disclose the information when we ask. Documents to be submitted are shown in "General Standard on Chemical Substances Management (For suppliers)".

7. Establishment and revision history

1st version: Established on Oct.21, 2003 / Enforced on Nov.10, 2003

2nd version: Established on Mar.22, 2005 / Enforced on Apr.1, 2005

3rd version: Established on Feb.26, 2010 / Enforced on Mar.1, 2010

4th version: Established on Jan.24, 2014 / Enforced on Feb.1, 2014

5th version: Established on Sep.16, 2016 / Enforced on Oct.1, 2016

6th version: Established on Sep.13, 2017 / Enforced on Oct.1, 2017

7th version: Established on Jun.14, 2019 / Enforced on Jul.1, 2019

8th version: Established on Sep.15, 2021 / Enforced on Oct.1, 2021

9th version: Established on Sep.12, 2023 / Enforced on Sep.12, 2023

Ref. Main revised terms at 9th Ed

Name changed to NTT Innovative Devices Corporation