

MISUMI Group

**SURUGA Production Platform Co., Ltd.**

## Green Procurement Guidelines

**Ver. 3**

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## 1. Introduction

At Suruga Production Platform Co., Ltd. (hereinafter referred to as "our company"), we recognize the preservation of the global environment as a critical issue in today's world. To contribute to the realization of a sustainable society, we are actively working to reduce our environmental impact.

Our company positions environmental conservation as a key management priority, establishes an environmental policy, and builds and operates an environmental management system. Based on this environmental policy, we have formulated the "Green Procurement Guidelines" (hereinafter referred to as "the Guidelines").

The Guidelines aim to promote the procurement of materials from suppliers who are actively engaged in environmental conservation to reduce the environmental impact of our products and services.

## 2. Purpose

The Guidelines aim to achieve the following objectives.

- Reducing Environmental Impact: We promote the procurement of environmentally friendly materials to reduce the environmental impact throughout our product lifecycle.
- Management of Specified Chemical Substances: We ensure rigorous management of specified chemical substances contained in our products to reduce their impact on the environment and human health.
- Promoting Environmental Management in the Supply Chain: We support our suppliers in building environmental management systems to promote environmental conservation activities throughout the entire supply chain.
- Contribution to Society: We contribute to the realization of a sustainable society

through our environmental conservation activities.

The Guidelines apply to all products developed and sold by our company, as well as the materials, parts, auxiliary materials, packaging materials, etc. that comprise them, except when materials, parts, or surface treatments are specified by the customer.

### **3. Supplier Selection Criteria**

#### **(1) Basic Principles**

We select our suppliers based on the following fundamental principles to contribute to the realization of a sustainable society.

##### **Environmental Conservation:**

Prioritize companies that actively engage in the preservation of the global environment and strive to reduce their environmental impact.

##### **Specific Chemical Substance Management:**

Prioritize companies that thoroughly manage specific chemical substances contained in products and can provide safe and reliable products.

##### **Respect for Human Rights:**

Prioritize companies that respect human rights and provide a work environment free from discrimination and harassment.

##### **Labor Environment:**

Prioritize companies that consider the safety and health of employees and provide appropriate working conditions.

##### **Ethical Standards:**

Prioritize companies with high ethical standards and thorough compliance with laws and regulations.

### Responsibility Throughout the Supply Chain:

Prioritize companies that strive to improve environmental conservation, respect for human rights, labor environment, and ethical standards throughout the entire supply chain.

## (2) Selection Criteria

Based on the above basic principles, the following items are evaluated:

### (a) Environmental Conservation Activities

- Status of certification acquisition or acquisition plan for environmental management systems (ISO14001, Eco Action 21, etc.)
- Status of formulation and publication of environmental policies, environmental targets, and environmental conservation activity plans
- Status of specific initiatives such as energy saving, waste reduction, recycling, and water resource protection
- Status of technological development and product development aimed at reducing environmental impact
- Status of initiatives to address climate change issues (greenhouse gas emission reduction targets, renewable energy utilization status, etc.)

### (b) Management of Specified Chemical Substances

- Establishment and management system for grasping the content status of controlled substances specified in the attached document "Specific Chemical Substances."
- Guarantee of non-content of prohibited substances, usage status in all manufacturing processes, and reduction plan
- Content measurement of controlled substances and cooperation system for surveys using the Company's designated forms
- Cooperation system for reducing content below control values based on the attached document "Evaluation Criteria for Specific Chemical Substance Content."

### (c) Respect for Human Rights

- Status of formulation and publication of human rights policies
- Status of implementation of education and training on employee human rights

- Status of initiatives to prevent child labor, forced labor, discrimination, harassment, etc.
- Grasp and response status of human rights violation risks in the supply chain

(d) Working Environment

- Status of compliance with working conditions such as working hours, wages, and holidays
- Status of construction of occupational safety and health management systems
- Status of development of employee health management and welfare systems
- Status of promotion of diversity and inclusion

(e) Ethical Values

- Status of formulation and publication of codes of conduct and ethics regulations
- Status of initiatives to prevent bribery, unfair competition, conflicts of interest, etc.
- Status of construction of legal compliance systems
- Status of establishment of internal reporting systems

(f) Supply Chain Responsibility

- Status of initiatives related to environmental conservation, respect for human rights, labor environment, and ethical standards throughout the entire supply chain
- Status of enlightenment activities and support systems for suppliers
- Status of construction of risk management systems in the supply chain

(3) Selection Process

- Document Screening: Evaluate the above selection criteria based on the submitted materials.
- On-site Survey: Visit the supplier's business site to confirm the situation as needed.
- Evaluation Committee: Make a comprehensive judgment based on the evaluation results and make a selection.

(4) Others

- The selection criteria will be reviewed periodically.
- Selected suppliers will be required to provide periodic status reports.
- If problems related to environmental conservation, specific chemical substance management, respect for human rights, labor environment, ethical standards, etc. are discovered, transactions may be reviewed.

The Guidelines will be revised as necessary due to changes in laws and regulations.

## Revision history

[illegible]