

Fujifilm CSR Procurement Guideline
For suppliers

v1.0

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FUJIFILM Corporation
CSR Div.

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1. Introduction

We value your high-quality products and services, and we appreciate your business with us.

As you are likely aware, in recent years, societal and market expectations for the CSR* activities of global companies have expanded to not only include the practices of those companies, but those of their supply chain partners as well. Fujifilm understands these circumstances, and in March 2015, we moved to strengthen our CSR perspective in our procurement policy, while also drafting the Request to Suppliers, in which we summarized the CSR-related matters that we would like our supply chain partners to put into practice.

This CSR Procurement Guidelines document was created based on the philosophy and policy of Fujifilm, and it offers an explanation for our business partners to put these guidelines into practice to promote CSR, as well as a checklist of items to perform a self-assessment. We hope that your company can use this document to examine your own efforts.

We appreciate your continued cooperation and understanding.

June 2015
FUJIFILM Corporation

*CSR: This stands for Corporate Social Responsibility. There are also cases in this document where CSR, according to the context, is used as the practice of Corporate Social Responsibility.

2. Definition of Terms

The following terms shall be used with the following meanings in this document.

1) “Fujifilm” and “Fujifilm Group”

- “Fujifilm” shall refer to FUJIFILM Corporation and its affiliates.
- “Fujifilm Group” shall refer to FUJIFILM Holdings Corporation and the companies that operate under its umbrella (FUJIFILM Corporation, Fuji Xerox Co., Ltd., Toyama Chemical Co., Ltd., FUJIFILM Business Expert Corporation, FUJIFILM Intellectual Property Research Co., Ltd. and their affiliates).

2) “Employee” and “Worker”

- “Employee” shall refer to an individual who has a work contract with and works for a company. This shall refer to full-time employees, part-time and contracted employees, and short-term part-time employees.
- “Worker,” in addition to being a “Employee,” shall refer to an individual who works in an office based on a working relationship with a third party, and shall, in addition to “Employees,” include dispatched workers and contract company employees.

3. Fujifilm Procurement Policy

Fujifilm Group Procurement Policy

The Fujifilm group will conduct its procurement based on the basic concepts listed below, while building mutual trust and respect with suppliers.

1. We will engage in ethical trading in compliance with laws, regulations and social norms, paying full considerations to perspectives including human rights, environment, occupational health and safety.
2. We will treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations. We will provide trading opportunities to all domestic and overseas suppliers, and actively consider procurement from newcomers.
3. We will conduct procurement activities with reputable and reliable suppliers which are selected from comprehensive perspectives including quality, price, delivery time, technical capabilities, CSR activities and business continuity.

Note that 'procurement' under this policy covers not only the procurement of parts and materials for products, but also various trade activities such as procurement of indirectly related materials, maintenance and management service of facilities.

Request to Suppliers

At the Fujifilm Group, we aim to develop business activities together with our suppliers for which the importance of social responsibility and corporate morality is recognized and understood by those with whom we are building stronger partnerships as we implement fair dealings.

The suppliers with whom Fujifilm Group wishes to build stronger partnerships are businesses that comply with laws, regulations, and social standards, and those that proactively implement the following details that are included in important CSR action items.

These details conform to the Charter for Corporate Behavior and the Code of Conduct observed by the Fujifilm Group, but they may be reviewed, as appropriate, in the future in accordance with the changes in communication with our suppliers and the social environment. We request your cooperation in applying these details to activities within your company.

[Important CSR action items]

- Respecting basic human rights
- Open, Fair and Clear Corporate Activities
- Environmental Conservation and Protection
- Construction of Management Systems and Mechanisms

*****Details are in the following page.*****

URL: <http://www.fujifilmholdings.com/en/sustainability/vision/procure.html>

4. Explanation of Required CSR Requirements and Checklist/ Examples for Self-Assessment

In order for Fujifilm to understand the CSR efforts of our business partners based on the contents of the Request to Suppliers, we may ask your company to perform a (written) self-assessment prior to doing business with you or shortly after we begin to do business with you. We may also visit your company to directly check its CSR efforts. The following checklists provide an example of matters that we would like to check, and we may also check other related matters.

We appreciate your understanding of the above and hope that your company can use this document to examine your own efforts.

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Respecting basic human rights

Respecting basic human rights

Respect basic human rights according to laws, regulations and international standards. Pay due considerations so that the company's activities would not directly or indirectly cause the infringement of human rights.

“Paying due consideration so that your company's activities do not directly or indirectly cause the infringement of human rights”. Work with your organization and go back through the supply chain to consider and assess what kinds of human rights infringements may occur in the supply process of raw materials related to your company's products.

[Checklist]

- 1) Your company has confirmed that none of the following is unlikely to occur in the operations your company is directly or indirectly involved in.
 - Minerals: Mined by children. Profits are used as a source of funding for armed/ malicious organizations.
 - Pulp/Lumber/Plant oils: There is an adverse impact on the lives of local people around the cultivation region.
 - Fuel/Construction: Mining or plant construction infringes on the rights of indigenous inhabitants.
- 2) Your company discloses information in accordance with laws and regulations as well as customer requests regarding "conflict minerals" procured and used by your company.

*What are Conflict Minerals?

There are concerns that mineral resources mined in the Democratic Republic of Congo (DRC) and its neighboring countries of Angola, Burundi, Central African Republic, the Republic of Congo, Rwanda, South Sudan, Tanzania, Uganda and Zambia are a source of funding for local armed groups that perpetrate violence, heinous crimes, such as child labor, and serious human rights violations against local populations as well as cause environmental destruction.

Non-Discrimination

Do not discriminate against anyone for reasons such as ethnicity, race, religion, political belief, thought and creed, gender, place of birth, family lineage, disability and age.

Discrimination is treating a person differently from another in employment, promotion, remuneration, training, and other conditions of employment on grounds other than reasonable factors, such as the individual's abilities, suitability, performance etc.

[Checklist]

- 1) There is no discrimination in wages, promotions, remuneration and training opportunities.
- 2) Your company has a non-discriminatory policy and the management has made such announcements.
- 3) Internal mechanisms and procedures regarding non-discrimination are fully explained to all workers.
- 4) There is a framework established for workers to report to your company in cases where they discover discriminatory acts.

Prohibition of inhumane treatment

Do not engage in any act that damages individual dignity (e.g. sexual harassment and power harassment), or treat anyone in an inhumane manner.

Inhumane treatment is physical punishment, sexual abuse, psychological or physical oppression, or tormenting or threatening with words.

[Checklist]

- 1) There is no inhuman treatment in the workplace.
- 2) Your company has a policy prohibiting inhuman treatment and the management has made such announcements.
- 3) There are initiatives in your company to prevent inhumane treatment, such as through educating workers and the management.
- 4) Internal mechanisms and procedures regarding the prohibition of inhumane treatment are fully explained to all workers.
- 5) There is a framework established for workers to make a report to your company in cases where they discover inhumane treatment.
- 6) There are disciplinary procedures for inhumane treatment.

Freedom of Association

Respect workers' right to organize and right to collective bargaining.

The right to organize refers to the freedom of association required for employees to form and operate an organization themselves so as to enter into a dialogue with your company on an equal basis regarding their working environment and treatment. "Organization" includes labor unions, workers' councils, and other workers' organizations. This also includes not only an organization of an enterprise, but also a trade or industrial organization (hereinafter collectively referred to as "labor union/council").

[Checklist]

- 1) Your company has a policy that respects employees' freedom of association.
- 2) The labor unions/councils and their members do not suffer from obstruction, discrimination, reprisal or harassment from your company.
- 3) The representatives of the labor unions/councils are chosen by democratic means.
- 4) Your company maintains good communication with the labor unions/councils.
- 5) When an employee is automatically enrolled in the labor unions/councils upon employment, the prior consent of the employee is obtained.
- 6) When there is a collective bargaining agreement, the agreed-to provisions of the agreement are observed during the effective period of the agreement.

Prohibition of forced labor and child labor

Do not engage in any form of forced labor and child labor.

Forced labor refers to all labor that is not undertaken through one's wishes, and can constitute any of the following examples.

1. Forced labor that is imposed on someone against their wishes.
2. Bonded labor where a worker's freedom to leave their job is restricted due to debt.
3. Slave labor resulting from human trafficking.
4. Inhumane prison labor in harsh conditions.
5. Conditions where an employee is not granted the right to freely leave their job.
6. Act of obligating an employee to entrust their identification papers, passports or work permits to their employer.

[Checklist]

- 1) The conditions and procedures regarding employment and resigning are explained to employees.
- 2) An employee may resign from their job of their own accord after a notification period prescribed by law or company regulations has elapsed in cases where the worker applies to resign within the notification period
- 3) Your company does not retain the original copy of an employee's official identification papers, passport or work permit, except in cases where it is mandated by law. If such documentation is entrusted to the company, it is promptly returned when requested by the employee.
- 4) The labor resource dispatching company or job placement agency confirms that no illegal fees or deposit money is taken from the job applicant.
- 5) Your company checks whether staffing agencies and placement services take any illegal fees or deposit money from job applicants.
- 6) The free movement of an employee is not restricted outside of working hours.

Child labor is, generally speaking, the hiring of children who are less than the minimum working age stipulated through ILO (International Labour Organization) treaties or recommendations, and is failure to give careful consideration towards the health, safety or morals of young workers. The employment practices specified in the following chart is required.

<Age and Employment Practices>

Age	Definition of Terms	Employment Practice
Less than 15 years of age	The individual that is not age from among (1), (2) and (3) refers to a "child under the minimum working age."	A child under the minimum working age shall not be employed.
Minimum working age by law		
Age of completion of compulsory education		
Over permissible work age but less than 18 years of age	This refers to a "young worker."	Shall not be assigned work that may adversely affect the worker's health, safety or morals.

[Checklist]

- 1) There are no children under the minimum working age in the workplace.
- 2) Your company's position on prohibiting child labor is clear through company policies or announcements made by the management.
- 3) The age of a worker is checked with official documentation at the time of employment.
- 4) Your company gives due consideration to the health, safety and morals of employed young workers and protects them as stipulated by law (such as restricting dangerous or harmful work, prohibiting late-night shifts etc.).

Working hours

Take initiatives for controlling long working hours in consideration for workers' health.

A system for controlling long working hours is established for accurately managing working hours and preventing work hours from exceeding the legally-specified limits.

[Checklist]

- 1) The work hours of workers are accurately (and objectively) managed.
- 2) There is a framework for preventing work hours from exceeding legally-specified limits or limits agreed upon by labor and management.
- 3) Holidays stipulated by law are granted.
- 4) Annual paid vacation rights stipulated by law are granted.

Wages

Pay workers wages above the minimum level stipulated by law.

Minimum wage refers to a wage at a minimum level stipulated by wage-related laws in your company's country and or region. This also includes payments of other benefits, including overtime pay and legal benefits.

[Checklist]

- 1) The paid wage amount in the employment contract exceeds the minimum standards stipulated in your company's country/region.
- 2) Wage payments do not fall into arrears.
- 3) The wage calculation method is specified, and known by the employees.
- 4) A breakdown statement of paid wages is distributed to the employees.
- 5) Taxes and social insurance premiums are appropriately withheld at source.
- 6) There are no unreasonable salary deductions (e.g. "One day's worth of wages docked for an employee being an hour late" etc.).

*The expression "employee" is used in the Request to Suppliers; however, here this refers to a "worker" directly employed by your company.

Privacy

Do not collect personal information about workers and customers unrelated to business activities and transactions.

Insofar as there is no business need, even simply asking about matters that may lead to discrimination through hearing or investigating this information may constitute an infringement of human rights.

[Checklist]

- 1) Your company does not ask workers or customers any questions about political issues, religions, sexual orientations etc.
- 2) Your company does not make workers take pregnancy or HIV tests upon hiring.
- 3) Personal information obtained with a business need is handled appropriately in accordance with Personal Information provisions.
e.g.) health exam results, family situations etc.

Occupational health and safety

Comply with laws and regulations concerning industrial safety and health so as to prevent industrial accidents, promote worker safety and health, and establish a comfortable working environment.

Industrial safety and health refers to the duties carried out by your company to protect the life and health of workers from danger when they carry out their job. Continuous training and information provision to workers is particularly important.

[Checklist]

- 1) Evacuation drills are inclusive of all workers and shifts.
- 2) Protective equipment necessary to work is provided for all workers and free of charge.
- 3) The fire extinguishing equipment stipulated by law is available.
- 4) The safety of the buildings (measures preventing structural deterioration, reinforcement against earthquakes etc.) is guaranteed.
- 5) Training is provided to workers on the safe handling of equipment, machinery and chemicals.
- 6) Health exams stipulated by law are administered and the results are communicated to the individual.
- 7) Clean toilets and drinking water are available at all times to workers.
- 8) Adequate disaster prevention measures and sanitary management are carried out not only for the workplace but also for welfare facilities, such as gymnasiums, halls, cafeterias, and dormitories.

Open, Fair and Clear Corporate Activities

Active communication

Engage in active communication to recognize and respond to the expectations and requests of business associates and workers.

Responding to the expectations and requests of business associates and workers refers to actively communicating, including both good issues and bad issues, and reflecting the content of this communication on business.

[Checklist]

- 1) Opportunities are created for regular communication between your company and workers regarding the working environment, including the safety and sanitary conditions.
- 2) There is an internal means of notification (a hot line etc.) to collect information from workers regarding discrimination, inhumane treatment and other malfeasance.
- 3) There is a framework established to take complaints and demands from business partners, including suppliers and customers, as well as the local population.

Disclosure of information

Disclose corporate information such as business activities and financial status without tampering or falsification to fulfill corporate accountability.

Corporate information, such as business activities and financial status, refers to information related to personnel management, occupational health and safety, working environment, business activities, corporate structure, financial status, financial performance, and risk-related information (e.g. damage from large-scale disasters, adverse effects on the environment and society, serious violations of law etc.).

Fulfilling corporate accountability is the disclosure, without falsification, of this information in accordance with laws and ordinances and industry standards.

[Checklist]

- 1) There is a framework for verifying that the above information is accurately recorded without being doctored or falsified.
- 2) The required disclosure and notification is carried out for information that must be disclosed or notified as stipulated by laws and ordinances.

Fair trading

Engage in fair, transparent and free competition as well as appropriate trading practices.

As acts interfering with competition, it is prohibited to make arrangements with another company in the same industry regarding the price, volume, sales locations etc. of products and services (cartels) and arrange successful bidders and bidding prices with other bidders (bid-rigging). Additionally, acquiring and using the trade secrets of other companies through illegal means and falsely labeling or labeling in a manner which misleads customers another company's products constitute acts of unfair competition.

[Checklist]

- 1) Your company has policies for fair trade practices and the management has made clear announcements regarding fair trade practices.
- 2) Workers are trained on fair trade practices and prohibitions against colluding through product price setting or other methods of avoiding competition.
- 3) Your company does not provide false or misleading product information or put false or misleading product advertisements.

Prohibit the abuse of superior bargaining position

Do not abuse superior bargaining position, causing disadvantage to business associates.

The abuse of superior bargaining position is the use of your company's position as a purchaser or entrustor to unilaterally decide or alter transaction conditions with suppliers, or impose unreasonable demands or obligations.

[Checklist]

- 1) Your company has policies for the prohibition of the abuse of a superior bargaining position and the management has made clear announcements regarding the prohibition of the abuse of a superior bargaining position.
- 2) Workers are trained on the prohibition of the abuse of a superior bargaining position.
- 3) There are internal rules and mechanisms in place to prevent the abuse of a superior bargaining position.
- 4) Your company adheres to all laws and ordinances of your country/region regarding the abuse of a superior bargaining position.

Preventing corruption

Approach public servants and government officials with utmost prudence and care so as not to become involved in bribery or other unethical actions.

Bribery is the provision of money, entertainment, gifts or other benefits and advantages to public servants and other similar individuals (hereinafter referred to as “public servants”) in exchange for the acquisition or continued retention of licenses and contracts, the acquisition of undisclosed information, and other business rewards.

Even in cases where no business reward is demanded, this shall also include any entertainment or gifts that exceed social courtesy towards public servants.

Illegal political contributions are the provision of political contributions where the above business rewards are demanded in return, and political contributions that do not observe proper procedures.

[Checklist]

- 1) Your company has policies for the prevention of corruption and the management has made clear announcements regarding the prevention of corruption.
- 2) Workers are trained on the prevention of corruption.
- 3) There is an internal mechanism in place to properly check whether no inappropriate payments are made.
- 4) When making political contributions, your company follows proper procedures that comply with the laws and ordinances and sound business ethics of your country/region.

Gifts and Gratuities

Do not engage in acts that hinder the fairness in dealing with Fujifilm, e.g. giving/receiving gifts and entertainment.

Giving/receiving gifts and entertainment that hinder fairness refers to the following.

1. Gifts, prizes or prize money that exceed the range stipulated by law are provided to customers or received from suppliers.
2. Bribery-type activities, such as the provision or receipt of money or entertainment that exceeds the range of social courtesy, are carried out.
3. Insider trading activities are undertaken where the purchase or sale of your company's stock is carried out under the knowledge of important, undisclosed information.

[Checklist]

- 1) Your company makes sure that the prices and frequency of gifts and entertainment given or received to or from customers or suppliers do not exceed social standards.
- 2) There are company policies and internal regulations for the above purpose and workers are trained on these policies and regulations.
- 3) There is an investigative/auditing framework in place that can discover any provision of unjust benefits.

Dissociation with antisocial forces

Eliminate any ties with antisocial forces and organizations that threaten the order and safety of civil society.

Antisocial forces overseas refer to any criminals or terrorists listed on a country or region's official business blacklists, frozen asset lists or information on major criminals/terrorists or companies clearly involved with such criminals or terrorists.

[Checklist]

- 1) Your company has policies for dissociation with antisocial forces and the management has made clear announcements regarding dissociation with antisocial forces.
- 2) There are investigations of business partners to ensure they have not provided any benefits to antisocial forces.
- 3) Your company takes firm measures against racketeering by antisocial forces to earn unjust profits from citizens or companies through nefarious means, such as violence, threats or other nuisance-causing behavior.

Compliance with Import/Export Laws and Regulations

Comply with the import and export laws and regulations in each country relevant to the import and export of all cargo and services and the external disclosure of related technical information (including software and technical guidance).

Technology and goods restricted through laws etc. are parts, products, technology, equipment and software etc. subject to export restrictions based on international agreements (such as the Wassenaar Arrangement). Importing and exporting such technology and goods may, according to law, require procedures, such as the acquiring of licenses from the competent authorities.

[Checklist]

- 1) In importing and exporting technology and goods, your company thoroughly examines the laws and regulations of the relevant countries and regions in advance, and takes the required procedures.
- 2) The required information is accurately represented on invoices and declarations to customs.
- 3) The appropriate authorization of the place of origin is received based on the place-of-origin regulations of the importing country/region.

Quality and product safety

Pay full considerations to quality and safety in supplying goods and services to the market.

Your company takes responsibility as a manufacturer for designing and marketing products that are sufficiently safe. Additionally, your company not only adheres to laws and regulations related to product safety, but also pays consideration to normally-expected product safety.

National laws related to product safety include the Electrical Appliances and Materials Safety Act and the Consumer Product Safety Act. Safety standards are provided through the detailed rules of laws as well as industry trade associations, etc. Additionally, IEC standards and ISO standards, both of which are international standards, serve as the basis for safety standards of each country/region.

Measures to ensure product safety also include management of traceability (tracking the history of the materials, parts and processes) and prompt responses to resolve problems.

[Checklist]

- 1) There are company policies and internal regulations in place regarding product safety.
- 2) There are internal standards in place regarding product safety.
- 3) Workers are trained on product safety.

Information security

Manage and protect the confidential information of one's company and business associates appropriately.

Confidential information for a company generally refers to information that is disclosed through a written agreement (this includes data information recorded electromagnetically or optically) that the information is confidential, as well as information that is disclosed with verbal notification that the information is confidential.

Appropriate management and protection is management and protection which prevent confidential information from being dishonestly or unreasonably acquired, used, disclosed and leaked.

[Checklist]

- 1) There are company policies and internal regulations in place regarding the handling of confidential information.
- 2) Workers are trained on the handling of confidential information.
- 3) There are investigations/audits to check whether confidential information is appropriately managed and protected.
- 4) Confidential information provided by Fujifilm is appropriately managed based on a Non-Disclosure Agreement or Pledge.

Intellectual property rights

Respect other parties' intellectual property rights.

Intellectual property includes patent rights, utility model rights, design rights, trademark rights, copyrights, and trade secrets.

When carrying out development, production, sales and provision of products and services, an investigation into third-party intellectual rights is fully carried out in advance. Using a third party's intellectual property rights without its permission constitutes an infringement of the intellectual property rights, except in cases where there is a justifiable reason. Illegal duplication of computer software and other copyrighted materials constitutes an infringement of intellectual property rights.

Similarly, the acquisition and use by illegal means of a third party's trade secrets constitute an infringement of intellectual property rights.

[Checklist]

- 1) Your company carries out the required investigation in advance to assess if your business activities infringe the intellectual property rights of a third party.
- 2) Laws and ordinances are observed when acquiring and using the intellectual property rights of a third party.
- 3) Workers are trained to respect intellectual property rights.

Personal information

Appropriately handle the collection, storage, management, utilization and disposal of personal information.

Personal information is information concerning a living individual which can identify the individual through the name, birth date and other details contained in the information (including information that can identify a specific individual through simple comparison with other information).

Appropriate handling is handling which prevents personal information from being dishonestly or unreasonably acquired, used, disclosed and leaked.

[Checklist]

- 1) There are company policies and internal regulations in place regarding the handling of personal information.
- 2) Workers are trained on the handling of personal information.
- 3) There are investigations/audits to check whether personal information is appropriately managed and protected.

Environmental Conservation and Protection

Promotion of green procurement

Comply with the green procurement requirements stipulated by Fujifilm Group companies, and work toward building a mechanism and implementing initiatives and activities for appropriate management of chemical substances in products and environmental conservation.

Appropriate management of chemical substances in products includes, in addition to not allowing chemical substances prohibited by law to be included in products, adhering to the required labeling obligations, carrying out the required testing and evaluation, and providing information on chemical substances contained in products that should be managed.

In order to lessen our environmental impact and ensure the safety of products and chemical substances, Fujifilm sets and publishes green procurement standards for the full lifecycle of our products.

[Checklist]

- 1) Your company adheres to Fujifilm Green Procurement Standards.
- 2) The required in-house training is performed regarding Fujifilm Green Procurement Standards.

Prevention of global warming

Implement various measures including the reduction of greenhouse gas emissions so as to prevent global warming.

There are several types of greenhouse gases, and the Kyoto Protocol specifies six types: carbon dioxide, methane, nitrous oxide, HFC, PFC, and SF6.

[Checklist]

- 1) There are company policies and internal regulations in place regarding the reduction of greenhouse gas emissions and the management has made clear announcements regarding the reduction of greenhouse gas emissions.
- 2) The emissions usage of greenhouse gases in offices is recorded.
- 3) Voluntary targets are set and efforts are made towards the reduction of energy consumption and greenhouse gas emissions.
- 4) Use of renewable energy is promoted.

Waste regulations

Actively promote 3-R's (Reduce waste, Reuse and Recycle), and comply with laws and regulations concerning the disposal of waste.

The 3 R's refer to Reduce, Reuse, and Recycle.

[Checklist]

- 1) There are company policies and internal regulations in place regarding the 3 R's of waste and the management has made clear announcements regarding the 3 R's of waste.
- 2) The annual amounts of waste generated and recycled are recorded.
- 3) There are specific reduction goals in place and efforts are being made toward the reduction of waste.
- 4) When contracting out collection, transport, and disposal of industrial waste*, your company establishes a necessary framework and keeps records to prevent illegal dumping and ensure proper disposal.

*Industrial waste: This refers to cinders, sludge and waste plastic etc. generated by business activities as stipulated by the laws, ordinances and regulations of each country/region.

Prevention of environmental pollution

Comply with environmental laws and regulations to prevent air pollution, water contamination, noise, vibrations, foul smell and soil contamination.

As laws and regulations for preventing environmental pollution, nations have various environmental laws and regulations under the basic principles of the Basic Environment Act. Additionally, some local ordinances provide environmental standards. Each country/region also has its own laws, regulations, and guidelines for preventing environmental pollution. Complying with environmental laws and regulations means fully understanding all environmental laws related to your business activities and establishing systems for checking your company's compliance.

[Checklist]

- 1) Your company complies with environmental laws and ordinances and has a framework for checking your company's compliance.
- 2) Your company has a framework for obtaining the latest information regarding the establishment and revision of laws and ordinances and complying with new laws and regulations.
- 3) Your company checks whether your business activities do not pollute or contaminate air, water or soil.

Conservation of natural resources

Work on the sustainable use of water and other natural resources such as forests, and the preservation of biodiversity through limiting the use of natural resources and promoting the cleanup of the environment.

The sustainable use of natural resources is the efficient use and recycling of limited resources. Preserving biodiversity is making efforts to ensure the diversity of species and family lines and protect the ecological balance in order to maintain ecosystem services enjoyed by human beings (supply, adjustment, culture, and infrastructure) for the future. Preserving biodiversity aims to protect wild animals and their habitats and avoid or minimize the impacts of use of ecosystem services on biodiversity.

[Checklist]

- 1) Your company investigates the risk of contamination and exhaustion of water resources in the areas of your business activities.
- 2) Voluntary targets are set and active efforts are made regarding the prevention of water contamination, as well as water conservation and re-use.
- 3) Pulp and lumber are procured from suppliers who have acquired forest certification, such as FSC* certification, or promote similar activities.

*FSC: Forest Stewardship Council

Construction of Management Systems

Management System

Construct mechanisms to improve business activities including risk management, with reference to international criteria and standards for management systems pertaining to labor and ethics, occupational health and safety, environment, quality control, and so on.

A management system refers to a systematic framework for promoting business activities which includes an organization system, planned activities, division of responsibilities, practices, procedures, processes, and management resources. This means that a management system makes continuous improvement through the Plan-Do-Check- Act (PDCA cycle): creating policies regarding labor/ethics, labor safety, environmental conservation, quality control etc., and carrying out, reviewing, and maintaining measures in line with those policies, .

Risk management refers to a series of processes of identifying and analyzing various business risks, assessing such risks in terms of frequency and impact, and taking measures for each risk level. Risk management also includes activities to minimize damage from risks.

[Checklist]

- 1) Management system frameworks regarding labor/ethics (SA8000 etc.), labor safety (OHSAS18001 etc.), environmental protection (ISO14001, EcoAction 21 etc.), quality control (ISO9001 etc.), information security (ISO27001, ISMS, P-Mark etc.) are employed.
- 2) Third-party certifications of management system required (for example, demanded by a customer etc.) for business activities have been acquired.
- 3) There is a framework in place to fully carry out risk management.
- 4) There is a BCP* in place to continue business in times of disasters.

*BCP: Business Continuity Plan

Internal and External Notification

Notify the importance of CSR promotion to employees, partner businesses, and stakeholders connected to business promotions.

In addition to your company's CSR activities, please notify your employees and partner businesses of the contents of this document, the importance of CSR activities and your company's request for promotion of CSR activities.

[Checklist]

- 1) Workers are notified of the contents of this document.
- 2) Suppliers and contractors are notified of the contents of this document.

5. Reference Materials

We referred to the following materials regarding terminology, expressions and checklist standards to reflect societal demands from a global perspective in the creation of this document.

1) Universal Declaration of Human Rights

Adopted and proclaimed by General Assembly resolution 217A (III) of 10 December 1948

2) Report of the Special Representative of the Secretary-General on the issue of human rights and transnational corporations and other business enterprises, John Ruggie - Guiding Principles on Business and Human Rights: Implementing the United Nations “Protect, Respect and Remedy” Framework (A/HRC/17/31, 21 March 2011)

3) ISO26000

4) The Ten Principles of the UN Global Compact

5) Ethical Trading Initiative Base Code

6) Convention on the Rights of the Child

7) OECD Guidelines for Multinational Enterprises

8) ILO Declaration on Fundamental Principles and Rights at Work

9) EICC (Electronic Industry Citizenship Coalition) Code of Conduct

10) JEITA (JEITA: Japan Electronics and Information Technology Industries Association) Supply Chain Guidebook