

Green Procurement Guideline

June 2021

SumiRiko Poland Sp. z o.o.

(modified based on the 4th edition of
Green Procurement Guideline
Sumitomo Riko Co., Ltd.)

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1. Preface

Sumitomo Riko Group recognizes that commitment to environmental problems is a common issue for all humankind and is essential to the existence and activities of a company. We have been striving to cope against climate change, build a circular society, and prevent human health hazards and environmental pollution caused by chemical substances.

Sumitomo Riko Group has been conducting our business activities in compliance with the laws and regulations of each country as well as the green procurement policies of our customers. However, in order to respond to the latest changes in environmental and chemical substance regulations, it is essential for us to expand our activities whole supply chain.

In this context, we have revised our Green Procurement Guidelines in order to connect our suppliers with our customers and to achieve environmental excellence throughout our supply chain.

We would like to thank you for your understanding and cooperation in our efforts towards realization of a sustainable society.

Sumitomo Riko Co., Ltd.
(from "Sumitomo Riko Group Procurement Guidelines "Preface"")

2. Purposes and scope of activities

2-1 Purposes of Green Purchasing

We aim to prevent climate change and achieve a recycling-oriented economy and society by linking customers and suppliers through addressing environmental issues related to Sumitomo Riko Group products in the entire supply chain.

2-2 Scope of Green Procurement Guidelines

These guidelines to be applied to all suppliers of Sumitomo Riko Group. The suppliers are requested to follow these guidelines according to type of business as described in the table below.

Scope of requests to suppliers		Type of business			
		Parts/supplies	Raw materials/auxiliary materials	Packaging/packaging materials/labels	Logistics
		○ = requested			
(1) Management system	[1] Environmental management system	○	○	○	○
	[2] Chemical substances control system	○	○	○	○
(2) Environmental Initiatives Related to Supplier Business Operation	[1] Compliance with law/regulations	○	○	○	○
	[2] Environment load reduction	○	○	○	○
(3) Reduction of environmental impact in logistics		○	○		○
(4) Reduction of packages/packaging materials				○	
(5) Product /material management and resource recycling	[1] Usage of restricted chemical substances	○	○	○	
	[2] Material indication of plastic/rubber parts (only for automobile parts)	○			
	[3] Environmental load information management concerning the production	○	○	○	
(6) Cooperation with survey		○	○	○	○

3. Requests to our suppliers

(1) Establishing an Environmental Management System

The suppliers are requested to establish a management system to operate and improve environmental activities and chemical substances management as the total supply chain in line with the Green Purchasing Guideline of Sumitomo Riko Group. We highly recommend suppliers to implement a certified Environmental Management System (for example ISO14001 or EMAS).

(2) Environmental Initiatives Related to Supplier Business Operation

[1] Compliance with law/regulations

We request our suppliers to establish structures and mechanism for ensuring and verifying legal compliance with applicable laws and regulations of each country and region concerning the environment preservation.

[2] Environment load reduction

Our suppliers need to take active initiatives to reduce environmental impact in their business operations. Such activities are:

- ✓ GHG (greenhouse gas) emissions reduction,
- ✓ VOC (volatile organic compounds) emissions reduction,
- ✓ waste reduction and promotion of resource recycling,
- ✓ water consumption reduction,
- ✓ contribution to preservation and enhancement of biodiversity.

(3) Reduction of environmental impact in logistics

Our suppliers are requested to make active efforts to reduce of CO2 emission from delivery logistics of your products/services to our company.

(4) Reduction of packages/packaging materials

Our suppliers are requested to take initiatives for optimization of the packages reduce usage of packaging materials delivered at our company.

(5) Product /material management and resource recycling

[1] Usage of restricted chemical substances

Our suppliers are requested to deliver production materials (parts, raw materials, auxiliary materials, and others*) in compliance with laws and "SumiRiko Poland Green Procurement Standard (Chemical Substances Procurement Standard)".

* Supplied materials from SumiRiko Poland are exempted from above request.
(Refer to "SumiRiko Poland Green Procurement Standard").

[2] Environmental Management through the whole Life Cycle

Our customers perform evaluation through whole life cycle of the final product. SumiRiko Poland may ask its suppliers for disclosure of environmental load data for example, energy consumption, waste /recycle amount, GHG emission concerning production and logistics of delivered products/materials, as well as water consumption in production process.

(6) Request for cooperation with the survey

We would like to kindly ask our suppliers to respond promptly to the above-mentioned questionnaires and cooperate with the on-site survey.

4. Application of the guidelines

In order to judge the appropriateness of supplied goods, SumiRiko Poland may request our suppliers to conduct the following surveys as necessary, in line with the content of these guidelines. We will not disclose to any third party the results of the survey, survey forms or other documents except for the purpose of the survey.

Scope of requests	How to apply
1. Establishment of management system	We will conduct survey by e-mail, sending form, interview or on-site visit.
2. Environmental Initiatives Related to Supplier Business Operation	
3. Reduction of environmental impact in logistics	
4. Reduction of packages/packaging materials	
5. Product /material management and resource recycling	Please refer: SumiRiko Poland "Chemical Substances Procurement Standard" For Production Supplies and its appendixes

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