

# **Green Procurement Guideline (For suppliers)**

**Version 6.0**

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Procurement Management Division  
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## **Related documents**

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

## **1. Introduction**

NTT Electronics Corp. (hereafter, NEL) 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 the NEL 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 NEL products, to packing materials used for shipping of NEL products \*1, and also to their suppliers.

\*1: "Parts and materials, and packing materials" hereunder shall correctively mean parts/ raw materials/ half-finished products/ units/ apparatuses/ cable/ display material (ink, label etc.) that are incorporated in NEL products and packing materials for NEL 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 NEL.

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

## **4. Requirements for Suppliers**

NEL 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) Executing the Green procurement or planning to start it.
- (3) Ability to manage and control chemical substances contained in parts and materials, and packing materials.
- (4) Cooperating in our survey of chemicals, etc. in response to our request.
- (5) Cooperation and support to our activities, reducing the environmental impact of our products, such as introducing the lead-free process, and so on.

## **5. Requirements for parts, materials, and packing materials**

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

### Assessment items for parts and materials, and packing materials

The Specific Chemical Substances are specified in "Chemical Substances Management

Standard".

- (1) "Banned substances contained in and/or added to" should not be contained in products. And "Banned substances used in production process" should not be used in their production process.
- (2) The Information on "Specific substances" shall be clearly identified.
- (3) The Information on their names of materials and their quality of materials shall be clearly identified.
- (4) 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 (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
- (5) NEL 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.
- (6) 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" and "NEL specific 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  
NEL will evaluate suppliers based on the information about supplier's environmental conservation activities.
- (2) Assessment on parts and materials, and packing materials  
NEL 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**

- 1<sup>st</sup> version: Established on Oct.21, 2003 / Enforced on Nov.10, 2003
- 2<sup>nd</sup> version: Established on Mar.22, 2005 / Enforced on Apr.1, 2005
- 3<sup>rd</sup> version: Established on Feb.26, 2010 / Enforced on Mar.1, 2010
- 4<sup>th</sup> version: Established on Jan.24, 2014 / Enforced on Feb.1, 2014
- 5<sup>th</sup> version: Established on Sep.16, 2016 / Enforced on Oct.1, 2016
- 6<sup>th</sup> version: Established on Sep.13, 2017 / Enforced on Oct.1, 2017

Revision record

Item	Revised contents
Cover	The division name was changed.