

TOMOEGAWA
Green Procurement Standards

Version 2

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TOMOEGAWA CORPORATION

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I . TOMOEGAWA Group’s code of conduct

TOMOEGAWA CORPORATION (hereinafter referred to as the “Company) has established the following code of conduct to contribute to the realization of a sustainable society.

- We give full consideration to “harmony between business and the environment” as one of the priority issues, and make every possible effort to minimize our impact on environment, so as to achieve global environmental protection.
- We, as far as possible, reduce or prevent pollution by emissions to air, discharge to water, waste, disposal monitoring and adequate control measures.
- We make progress towards effective use of limited resources by responsibly using electricity, fuels, raw materials, land and water.
- We make efforts to reduce greenhouse gas emissions.
- We involve all members of Tomoegawa Group in practicing conservation efforts to ecology and nature.

II . About Green Procurement

1. Purpose

The standards are intended to provide the Company’s basic policy of green procurement, management standards, and operational contents. And to practice appropriate management of chemical substances in products by the entire supply chain in order to comply with laws and regulations related to chemical substances, satisfy the customer’s requirements, and reduce environmental burden.

2. Scope

The standards apply to all procured items (raw material, finished and semi-finished products, parts, accessories, packaging material) delivered to TOMOEGAWA CORPORATION through the supply chain and suppliers’ management of chemical substances in products and their activities about environmental preservation.

3. Basic Policy about Green Procurement

- (1) The Company procures items preferentially from suppliers who can provide information on chemical substances contained in products and their management.
- (2) The Company procures items preferentially from suppliers who can comply with the requirements of chemical substances in products and the management stipulated in the standards.
- (3) The Company procures items preferentially from suppliers who assure non-use of chemical substances prohibited by the Company.

4. Definitions of Terms

Terms	Definitions
Procured items	Items delivered to the Company by suppliers
Products	A chemical product, a part or an end product which is delivered to a customer as the outcome of business activities of the organization.
Raw material	A material constituting a part or the whole of a product that is delivered to and used by our customers, which includes solvents used in the Company's manufacturing processes
Packing material	A material that does not fall under the raw material of our products and is delivered to our customers as a part of our products. (containers and packaging materials (including cores and paper tubes))
Process parts	A part that is used in our processes but is removed when shipped from the Company, such as packaging materials, jigs, chemicals, and stationery
Chemicals	Chemical substances that are not directly used in our products or processes but used in the Company for inspection, equipment, or analysis.
Environment-related substances	Among chemical substances stipulated by law and regulations, other requirements, or external environmental information, those that are stipulated by the Company in managing chemical substances in products and composed of prohibited, restricted, and controlled substances. Substances that are defined in "Annex 1. List of environment-related substances for raw material survey" and "Annex 2. List of environment-related substances for packing materials survey.
Prohibited substances	Chemical substances prohibited to be used by domestic and foreign laws or prohibited to contain more than the threshold value. It is prohibited the use inside our company.
Restricted substances	Substances designated by the Company, among substances that are restricted use or content in products according to regulations, industry regulations, etc. Excludes prohibited substances specified in this list.
Concerned substances	Based on laws and regulations (including requests from customers), substances designated by the Company at the time of use or substances requiring product content information. Including substances specified individually by the Company. Excludes prohibited substances and restricted substances specified in this list.
Contained	The state that any chemical substances remain in a procured item, whether or not it is intentional.
Intentional use	The state that chemical substances are intentionally used in a procured item to bring out performance related to a specific function, appearance, maintenance or improvement of quality, and remain in the procured item.
Threshold	The maximum acceptable concentration is to be assured or controlled for chemical substances in the material or parts consisting of a procured item.
Article	An item of specific shape, appearance or design created during manufacture which substantially determines functions in final use rather than functions provided by its chemical composition.
Homogenous material	A material of uniform composition throughout or a material composed of multiple materials that cannot be mechanically discomposed or separated into different materials.
Conflict minerals	Six minerals of tin, tantalum, tungsten, gold, cobalt, and mica mined in the Democratic Republic of the Congo and the surrounding countries.

5. Request to suppliers

1) Submission of information on chemical substances contained in products

- ① To assure chemical substances contained in the product by the entire supply chain, information on the contained chemical substances needs to be transmitted correctly. The Company requests suppliers to provide and assure “Annex 1. List of environment- related substances for raw material survey,” “Annex 2. List of environment-related substances for packing materials survey,” and information on the contained chemical substances and the content rate covered by the management requested by our customers. For submission of such information, please provide information within the due date provided by the Company to suppliers, which is determined based on the date that the Company provides information for the customer.
- ② In providing information, please use “Format 1. Non-use of Prohibited Substances Warranty,” “Format 2. Report of Chemical Composition Related to Environmental Acts (Raw Materials),” “Format 3. Report of Chemical Composition Related to Environmental Acts (Packing Materials),” or a format specified by the applicable department in the Company.
- ③ If additional laws and regulations should be complied, or additional chemical substances should be added due to legislative amendment or customer requirements, the Company additionally presents the above list of substances, Warranty, and reports, which should be replied.

2) Establishing a management system for chemical substances contained in products

- ① The Company requests suppliers to establish and maintain a management system for chemical substances contained in products. Please refer to “Annex 3. Supplier’s Management System for Chemical Substances in Products” for the detailed requirements. Basically, it conforms to JIS Z 7201 “Management of Chemical Substances in Products – Principles and Guidelines” and “Guidelines for the management of chemicals in products” defined by Joint Article Management Promotion-consortium (JAMP).
- ② The Company requests suppliers to submit “Format 4. Survey Questionnaire about Quality Control, Environmental Preservation, Chemical Substances in Products” for the supplier’s management conditions of chemical substances in products.
- ③ The Company may request suppliers to cooperate with verification of the supplier’s management conditions of chemical substances in products (visit audit), as necessary.

3) Initiatives for environmental preservation

- ① As stated in the Sustainable Procurement Guidelines, the Company requests suppliers to take the initiative to comply with environment-related laws and regulations, reduce the emission of greenhouse gas, promote resource and water circulation, and preserve biodiversity.
- ② The Company requests suppliers to submit “Format 4. Survey Questionnaire about Quality Control, Environmental Preservation, Management of Chemical Substances in Products” for these initiatives.

4) Conflict minerals policy

①TOMOEGAWA CORPORATION regards the conflict minerals problem as an important issue to be considered and will not use procured items containing tin, tantalum, tungsten, gold, cobalt, and mica which lead to violation of human rights and environmental destruction and become a source of funds for armed groups in the Democratic Republic of the Congo and surrounding countries.

②Please cooperate with the Company in the collection and transmission of information on procured items (as per RMI_CMRT and RMI_EMRT).

5)Receipt of green procurement standards

The Company requests suppliers to return “Format 5. TOMOEGAWA Green Procurement Standards _ Receipt” for the green procurement standards.

6. Documents to be Submitted

The Company requests suppliers to submit any or all of the following documents at the time of conclusion of a contract, revision of the Company’s procurement standards, amendment of chemical substances/environmental preservation laws, or customer’s requests.

- ①“Format 1. Non-use of Prohibited Substances Warranty,” “Format 2. Report of Chemical Composition Related to Environmental Acts (Raw Materials),” “Format 3.Report of Chemical Composition Related to Environment Acts (Packing Materials)” or an answer sheet stipulated by a department in the Company
- ②“Format 4. Survey Questionnaire about Quality Control, Environmental Preservation, Management of Chemical Substances in Products”
- ③“Answer Sheet for Response to Conflict Minerals (RMI_CMRT and RMI_EMRT)
- ④“Format 5. TOMOEGAWA Green Procurement Standards _ Receipt”

7. Revision History

Version	Established/revised on	Description and reason
Version 1	February 12, 2021	Newly established
Version 2	January 1, 2024	Modification of wording by expanding the scope of conflict minerals Reinforcement of initiatives for environmental preservation by introducing sustainable procurement guidelines

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