

MISUMI Group
SURUGA SEIKI CO., LTD.
Green Procurement Guidelines

Ver.1

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1. Introduction

To play our part in the creation of a recycling-oriented society and to comply with not only laws and regulations concerning environmental chemicals but also other environmental requirements with which it agrees to comply, SURUGA SEIKI CO., LTD. (hereafter “SURUGA SEIKI”) has drafted these Green Procurement Guidelines (hereafter “Guidelines”) on the basis of SURUGA SEIKI’s environmental policy.

Green procurement is the procurement of environment-friendly products, etc. designed with attention to safety, recyclability, and energy conservation, from suppliers which are actively implementing environmental preservation activities, including control of environmental chemicals.

2. Purpose

These Guidelines aim to improve the environmental quality of products through the promotion of environmental preservation activities and the reduction and elimination of environmental chemicals from procured materials. Therefore, these Guidelines will be applied to all of the products developed and sold by this Company and to the materials, parts, subsidiary materials, and packaging materials of which these products consist. (This excludes circumstances where materials, parts, or surface processing are specified by the customer.)

The cooperation of our suppliers is crucial in our promotion of green procurement. From the perspective of source control, we ask suppliers to follow these Guidelines. We also ask suppliers to instruct their own suppliers according to these Guidelines in order to ensure the chain of environmental quality assurance.

3. Criteria for Selection of Suppliers

SURUGA SEIKI promotes procurement from suppliers which are actively addressing the issues of environmental preservation and the control of environmental chemicals. In selecting suppliers, our assessment is based on the following criteria.

1) Environmental preservation activities

(1) Have acquired or are planning to acquire certification for the environmental management system (ISO 14001, KES, etc.).

(2) In the event that the company has not acquired certification, it is taking the following measures:

- Has enacted an environmental policy and pledged to perform ongoing improvements of environmental preservation activities and to comply with laws and regulations
- Ensures that all employees thoroughly carry out the environmental policy and that third parties can obtain this policy.
- Has established goals and targets for environmental preservation, and has an action plan.

2) Environmental chemical control efforts

(1) Must meet the following conditions regarding the specified substances (composed of "prohibited substances" and "controlled substances") listed in the attached chart, "SURUGA SEIKI Specified Chemical Substances."

- Can guarantee that the materials do not contain prohibited substances in excess of the stipulated amounts.
- Does not use, or is endeavoring to eliminate, prohibited substances throughout the entire manufacturing process.
- When controlled substances are used, tracks the amounts contained in materials.
- Can cooperate with surveys on the content level and use of controlled substances using the forms prescribed by SURUGA SEIKI.

(2) Suppliers could cooperate to reduce the amount of a specified substance to below the controlled values if it exceeds the level stipulated in the attached chart "Prohibited Substances' controlled Values".

(3) The attached "SURUGA SEIKI Exempted Items List" indicates items/uses that are exempted from the above controlled values.

These Guidelines will be revised whenever necessary in accordance with changes in laws and regulations, etc.

