



TOSHIBA

Green Procurement Guidelines

Ver. 9.0

April 1, 2021

Toshiba Digital Solutions Corporation

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1. Foreword

"Committed to People, Committed to the Future." is the long standing Basic Commitment of the Toshiba Group, a statement that expresses our enduring credo to contribute to the development of society through our business. Since our founding, with the venture spirit that has inspired Toshiba for many generations, Our Purpose has been to combine the power of invention with our expertise and desire for a better world, to tackle increasingly complex and serious social issues, and to turn on the promise of a new day.

It is essential for Toshiba Group to contribute to resolving social issues, along with achieving the SDGs, with our highly reliable services and cutting-edge technologies, and further increase corporate value.

Based on this idea, in 2020, Toshiba Group has formulated "Environmental Future Vision 2050" as a new longterm vision from a global perspective that responds to such issues as decarbonization and the transition to a circular economy. With the goal of "contributing to the realization of a sustainable society through environmental management which aims to create enriched value and to ensure harmony with the earth," it aims to realize a sustainable society—in other words, a decarbonized society, a resource circulating society, and a society in harmony with nature — by promoting the implementation of initiatives in three areas: "response to climate change," "response to the circular economy," and "consideration of ecosystems."

Toshiba Digital Solutions Group also considers environmental considerations to be a top priority in developing its digital solutions business, and has established the Toshiba Digital Solutions Group Basic Environmental Policy.

Environmental management involves tackling various issues. We believe that we have a responsibility to perform a comprehensive assessment of the environmental impacts of our products throughout their life cycles and in every phase, from product manufacturing and usage through to recycling of end-of-life products. Toshiba Digital Solutions Group is promoting green procurement as a measure during the manufacturing phase.

Green procurement involves procuring products, parts and components and materials, etc. with minimal environmental impacts from suppliers that vigorously promote environmental protection. To promote business in a way that reduces the environmental impacts and risks of hazardous chemical substances, activities encompassing the entire supply chain are necessary, for which the cooperation of suppliers, our business partners, is essential.

With this in mind, we have revised the Green Procurement Guidelines in line with contemporary needs. In our endeavors to achieve a sustainable society, we invite our suppliers to share our environmental goals and work hand in hand with us to make green procurement a resounding success.

2. Basic Policy for the Environment

Please refer to our website (URL below; Japanese only).

URL : <https://www.global.toshiba/jp/company/digitalsolution/about/csr/initiatives/environment.html>

3. Objective of the Guidelines

In accordance with the Basic Policy for the Environment, we are working to protect the environment by stressing the “creation of new value” and championing “symbiosis with the Earth” throughout our business processes and products. As part of these efforts, Toshiba develops and provides environmentally-aware products and services, which help reduce environmental impacts throughout their life cycles. Green procurement is essential for that purpose.

The Guidelines show The Toshiba Digital Solutions Group’s Green Procurement Standards, a basic concept of the Group on green procurement, together with the specific contents of the Group’s requests to our suppliers concerning the supply of parts and components, materials, units, products, secondary materials, etc. (hereinafter collectively referred to as “supply items”).

The Toshiba Digital Solutions Group is working with global environmental protection activities in cooperation with our suppliers through the procurement activities under the Green Procurement Standards described in the Guidelines.

4. Toshiba Digital Solutions Group’s Green Procurement Standards

Toshiba Digital Solutions Group defines green procurement as procuring products, parts and components, materials, etc. with minimal environmental impacts from suppliers that vigorously promote environmental protection. For that purpose, Toshiba Digital Solutions Group establishes the Group’s common green procurement standards and promotes the Group’s green procurement as described below.

(1) Scope of application

These Guidelines shall apply to suppliers and procured items in relation to "procurement of materials, etc., related to products (Note 1)" and "procurement related to production activities" of Toshiba Digital Solutions Group (*); provided, however, that this shall not apply to cases in which individual responses are required for provision to customers, such as related laws and regulations of the destination country and customer specifications.

* Toshiba Digital Solutions Group (as of April 2021)

All companies listed in the link (URL). (Japanese only).

URL: <https://www.global.toshiba/jp/company/digitalsolution/about/gaiyou/group.html>

Note 1: All products sold by Toshiba Digital Solutions Group, including those manufactured and sold by OEM and ODM partners.

(2) Construction of the Environmental Management System (EMS)

As part of its efforts to promote environmental management, Toshiba Digital Solutions Group has been operating and constructing its environmental management system and obtaining ISO14001 certification. In procurement, suppliers positively engaged in environmental activities, including the construction of EMS, etc., are prioritized.

(3) The management of chemical substances in procurement items

The management of chemical substances in procurement items is implemented with emphasis on the agreement in the JAMP (*1) and in line with the Guidelines on Chemical Substances in Products” issued by the JAMP.

*1: JAMP is an acronym for the Joint Article Management Promotion-consortium, a non-profit organization established in September 2006 to promote the construction of a mechanism for the smooth disclosure and dissemination of information on chemical substances in products in the supply chain. For details of its activities, please see the following URL: JAMP URL : <https://chemsherpa.net/>

(4) Toshiba Group List of Environment-Related Materials/Substances (in Products)

Toshiba Group has established the “Toshiba Group List of Environment-Related Materials/Substances (in Products)” and manages chemical substances in procurement items by classifying them into the following two categories:

Category	Definition	Materials/substances
Rank A (Prohibited materials/substances)	Materials/substances whose presence is prohibited in procurement items (including packaging) in Toshiba Group. Materials/substances whose use in products (including packaging) is prohibited or restricted by domestic and foreign laws and regulations.	Appendix 1
Rank B (Managed materials/substances)	Materials/substances whose environmental impact should be reduced, based on their actual usage, via reduction of use and substitution, or recovery and detoxification in a closed system	Appendix 2

Due to circumstances such as industry trends, the contents of management (materials/substances, management levels, threshold values, etc.) may differ among Toshiba group companies.

5. Requests to Suppliers

To promote green procurement, Toshiba Digital Solutions Group ask our suppliers, who are our business partners, to do the following.

(1) Promotion of environmental protection by suppliers

We request suppliers to vigorously engage in environmental protection (establishment of environmental policy, implementation of system, provision of training and education, etc.)

(2) Supply of products, parts and components, materials, etc. with minimal environmental impacts

Suppliers from which we receive items are requested to implement thorough management of chemical substances in products, including the following actions:

- a) Establishment of a system for management of chemical substances in products.
- b) Procurement of parts, components and materials with minimal environmental impacts (green procurement), including a reduction in the use of hazardous chemical substances.
- c) Response to Toshiba Group's survey on the usage of environment-related materials/substances (in products).

(3) Conclusion of agreements for assuring environmental quality of procurement items

we may request a supplier to submit an Agreement Concerning the Restriction of the Use of Specified Hazardous Substances as necessary.

(6) Cooperation in surveys

a) Survey of suppliers' environmental protection activities (EMS survey)

To strengthen partnerships with suppliers that are vigorously engaged in environmental protection activities, we conduct surveys of suppliers' environmental protection activities, mainly on the following items:

<Main items>

- Status of compliance with environmental laws and regulations, green procurement, etc.
- Acquisition of ISO 14001 (or equivalent) external certification
- If external certification has not been obtained, measures for environmental conservation items

<Evaluation criteria>

- The total evaluation points based on the survey results will be ranked, and priority will be given to procurement from suppliers with evaluation rank S or A.

Evaluation Rank	Selection Criteria
S	Priority transactions
A	
B	Subject to improvement request and guidance support
C	
D	

b) Surveys of suppliers' chemical substance management systems

We conduct surveys of suppliers' chemical substance management systems with the aim of having them establish/maintain systems to manage chemical substances in products.

c) Surveys of chemical materials/substances in procurement items

Prior to the approval of new procurement items and judgment as to whether existing procurement items require substitution, we conduct surveys concerning the presence of the chemical materials/substances in procurement items. The survey contents may change according to the types and necessity of supply items, with the main survey items as follows:

<Survey items>

- Confirmation of the non-use of prohibited materials/substances via the "Declaration of Use/Non-use of Environment-Related Materials/Substances (in Products)"
- Survey on the use/non-use and content of any substance of very high concern (SVHC, *2) to be a candidate for authorization under the EU REACH Regulations. (chemSHERPA®, *3)
- Survey on the analysis and evaluation results
- Other surveys necessary to ensure the matters requested as mentioned above

*2: A substance of very high concern (SVHC) is one meeting the standards in Article 57 of the EU REACH Regulations and selected as a candidate substance for authorization under the procedures in Article 59 of the Regulations.

*3: chemSHERPA® is a scheme for transmitting information on the chemical substances contained in products, which can be used throughout the supply chain.

Attachment 1: Toshiba Group list of environment-related materials/substances (in products)

(Appendix 1) Rank A: Prohibited materials/substances (category)

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Group	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A01	Asbestos	Already prohibited	Prohibition of intentional addition	EU REACH Regulation (Annex XVII), JPN Industrial Safety and Health Law (Prohibition of Manufacturing)
A02	Certain azocolourants and azodyes (only those that may release certain amines)	Already prohibited	Prohibition of intentional addition, and 30ppm for each generated certain Amine	EU REACH Regulation (Annex XVII)
A03	Cadmium and cadmium compounds	Already prohibited	100 ppm (*1, *2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A04	Hexavalent chromium compounds	Already prohibited	1000 ppm (*1, *2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A05	Lead and lead compounds	Already prohibited	1000 ppm (*1, *2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A06	Mercury and mercury compounds	Already prohibited	1000 ppm (*1, *2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Group	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A07	Ozone depleting substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	Already prohibited	Prohibition of intentional addition	Montreal Protocol, JPN Ozone Layer Protection Law
A08	Polybrominated biphenyls (PBBs)	Already prohibited	1000 ppm (*1)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A09	Polybrominated diphenylethers (PBDEs)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1)	EU RoHS Directive, JPN CSCL (Class 1) (*6) U.S. TSCA PBT Rules(*7)
A10	Polychlorinated biphenyls (PCBs)	Already prohibited	Prohibition of intentional addition	EU REACH Regulation (Annex XVII), JPN CSCL (Class 1) (*6)
A11	Polychlorinated naphthalenes (more than 2 chlorine atoms)	Already prohibited	Prohibition of intentional addition	POPs Convention (Annex A), JPN CSCL (Class 1) (*6)
A12	Radioactive substances	Already prohibited	Prohibition of intentional addition	JPN Act on Prevention of Radiation Hazards due to Radioisotopes, etc JPN Nuclear Reactor Regulation Law
A13	Certain short chain chlorinated paraffins (with a carbon chain length of between 10 and 13)	Already prohibited	Prohibition of intentional addition, and 1000ppm	POPs Convention (Annex A), EU REACH Regulation (Annex XVII), JPN CSCL (Class 1) (*6)
A14	Tributyl tin (TBT) and triphenyl tin (TPT)	Already prohibited	Prohibition of intentional addition, and 1000ppm of tin in the part(*3)	EU REACH Regulation (Annex XVII),
A15	Tributyl tin oxide (TBTO)	Already prohibited	Prohibition of intentional addition, and 1000ppm of tin in the part(*3)	EU REACH Regulation (Annex XVII), JPN CSCL (Class 1) (*6)

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Group	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A16	(deleted)			
A17	(deleted)			
A18	(deleted)			
A19	(deleted)			
A20	(deleted)			
A21	(deleted)			
A22	(deleted)			
A23	(deleted)			
A24	(deleted)			
A25	(deleted)			
A26	(deleted)			
A27	(deleted)			
A28	(deleted)			
A29	(deleted)			
A30	(deleted)			
A31	(deleted)			
A32	(deleted)			
A33	2-(2H-1,2,3-benzotriazol-2il)-4,6-di-tert-butylphenol	Already prohibited	Prohibition of intentional addition, and 1000ppm	JPN CSCL (Class 1) (*6) EU REACH Regulation (Annex XVII)
A34	(deleted)			
A35	(deleted)			
A36	(deleted)			
A37	Perfluoro(octane-1-sulfonic acid) (also known as PFOS) or its salt	Already prohibited	Prohibition of intentional addition, and 1000ppm (in the case of coated material, 1 microgram/m2)	POPs Convention (Annex B), JPN CSCL (Class 1) (*6)

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Group	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A38	Perfluoro(octane-1-sulfonyl) fluoride (also known as PFOSF)	Already prohibited	Prohibition of intentional addition	POPs Convention (Annex B), JPN CSCL (Class 1) (*6)
A39	Polychlorinated terphenyls (PCTs)	Already prohibited	50ppm	EU REACH Regulation (Annex XVII)
A40	Tri-substituted organostannic compounds (excluding A14 and A15)	Already Prohibited	Prohibition of intentional Addition, and 1000 ppm of tin in the part(*3)	EU REACH Regulation (Annex XVII)
A41	Dimethyl fumarate (DMF)	Already prohibited	0.1ppm	EU REACH Regulation (Annex XVII)
A42	(deleted)			
A43	(deleted)			
No.	Material/substance category	Timing of prohibition in supplies to Toshiba Group	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A44	(deleted)			
A45	(deleted)			
A46	(deleted)			
A47	Diocetyl tin compounds (DOT)	Already prohibited	Prohibition of intentional addition, and 1000 ppm of tin in the part (*3, 4)	EU REACH Regulation (Annex XVII)
A48	Dibutyl tin compounds (DBT)	Already prohibited	Prohibition of intentional addition, and 1000 ppm of tin in the part (*3, 4)	EU REACH Regulation (Annex XVII)
A49	(deleted)			
A50	Hexabromocyclododecane (also known as HBCD)	Already prohibited	Prohibition of intentional addition, and 100ppm	POPs Convention (Annex A), JPN CSCL (Class 1) (*6)

No.	Material/substance category	Timing of prohibition in supplies to Toshiba Group	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A51	Certain polycyclic aromatic hydrocarbons (PAHs)	Already prohibited	1 ppm (*4)	EU REACH Regulation (Annex XVII)
A52	Bis (2-ethylhexyl)phthalate (DEHP)	Already prohibited	1000 ppm (*5)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A53	Dibutyl phthalate (DBP)	Already prohibited	1000 ppm (*5)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A54	Butyl benzyl phthalate (BBP)	Already prohibited	1000 ppm (*5)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A55	Diisobutyl Phthalate (DIBP)	Already prohibited	1000 ppm (*5)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A56	Phenol, isopropylated phosphate (PIP (3:1))	Already prohibited	Prohibition of intentional addition	U.S. TSCA PBT Rules (* 7)

“Intentional addition” means using chemical substances intentionally in forming supply items to bring about specific properties, appearance or quality.

(*1) The denominator when calculating a threshold value shall be for each homogeneous material. The threshold concentration of metal compound is the mass ratio of metal element to homogeneous material. For example, in the case of cadmium and its compounds, it is the concentration of cadmium element. Only applications exempt from the EU RoHS Directive (hereinafter RoHS) shall be exempt from the prohibition (including exemption applications accepted in future).

(*2) For packaging materials, the threshold of concentration to be prohibited shall be 100 ppm by weight for a total of four materials (cadmium and its compounds, hexavalent chromium compounds, lead and its compounds, and mercury and its compounds) for each homogeneous material composing the package. The threshold concentration of metal compound is the mass ratio of metal element to homogeneous material. For example, in the case of cadmium and its compounds, it is the concentration of cadmium element.

(*3) The numerator when calculating a threshold value shall be an equivalent for metal tin (Sn), and the denominator shall be for each molded item or its component (including mixtures only for DBT).

(*4) The target substance groups and uses are listed in the Annex XVII of the EU REACH regulations. However, only the applications allowed for use covered by the exemptions and time limits specified in the Annex XVII of the EU REACH Regulations shall be exempt from the prohibition of use.

(*5) The denominator when calculating a threshold value shall be for each homogeneous material. The applications that are out of scope of RoHS or are in scope of RoHS but have not yet been banned by RoHS or are exempted from RoHS shall be exempt from this regulation. (including exemption applications accepted in future).

(*6) CSCL : Chemical Substances Control Law of Japan

(*7) The regulations on the five persistent, bioaccumulative, and toxic (PBT) chemicals and PBT-containing products and articles in accordance with the TSCA (U.S. Toxic Substances Control Act) Section 6(h). At the moment, procurement items that are incorporated into articles whose destinations are clearly countries other than the U.S. are not subject to the regulations. In addition, among PIP (3:1), phase-in prohibitions and exemptions are excluded.

(Appendix 2) Rank B: Managed materials/substances (category)

No.	Material/substance category
B01	Antimony and its compounds
B02	Arsenic and its compounds
B03	Beryllium and its compounds
B04	Brominated flame retardants, other than PBBs (A08) and PBDEs (A09)
B05	Nickel and its compounds (only parts in contact with human bodies)
B06	Certain phthalates, other than DEHP (A52), DBP (A53), BBP (A54), DIBP (A55) and Designated phthalates (B12)
B07	Polyvinylchloride and its compounds (PVC)
B08	Selenium and its compounds
B09	Perfluorocarbons (PFCs)
B10	Hydrofluorocarbons (HFCs)
B11	Sulfur hexafluoride (SF6)
B12	Substances of Very High Concern (SVHC) under the EU REACH Regulations (*8)
B13	(deleted)
B14	The U.S. TSCA PBT Rules (5 substances) (excluding DecaBDE (A09) and PIP (3:1) (A56)) (* 9)

(*8) The Substances of Very High Concern (SVHC) selected under the procedures specified in the Article 59 of the EU REACH Regulations. The denominator shall be the total mass of a supply item or each component/material.

(*9) The regulations on the five persistent, bioaccumulative, and toxic (PBT) chemicals and PBT-containing products and articles in accordance with the TSCA (U.S. Toxic Substances Control Act) Section 6(h). At the moment, procurement items that are incorporated into articles whose destinations are clearly countries other than the U.S. are not subject to the regulations.

Form 1: EMS survey form

Please refer to our website (URL below).

URL : <http://www.toshiba-sol.co.jp/company/procure/procure-green.htm>

Form 2: (deleted)

Form 3: Declaration of Use/Non-use of Environment-related Substances

Please refer to our website (URL below).

URL : <http://www.toshiba-sol.co.jp/company/procure/procure-green.htm>

[Inquiry] Toshiba Digital Solutions Corporation

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The Group Procurement Management Division promotes green procurement in cooperation with the Human Resources & General Affairs Division, the division in charge of the environment.

This guideline is available on our website.
<http://www.toshiba-sol.co.jp/company/procure/procure-green.htm>

Table of revisions

Established on: April 1, 2021

Revised on:

Edition No.	Date of establishment / revision	Reason and contents of revision
1-8	-	No English version published
9.0	2021.4.1	Japanese version Ver. 9.0 published for the first time in English

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