

**TOSHIBA**

# **Green Procurement Guidelines**

**Toshiba Infrastructure Systems & Solutions Corporation  
Green Procurement Committee**



**December 2022**

Committed to People,  
Committed to the Future. **TOSHIBA**

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# 1. Foreword

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"Committed to People, Committed to the Future." is the long standing Basic Commitment of 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 environmental issues and other social issues with our highly reliable products and services, thereby realizing a sustainable society, and to further increase corporate value. To achieve these goals, we believe that it is important to respond to global trends from a long-term viewpoint.

Based on this idea, Toshiba Group has formulated "Environmental Future Vision 2050" as a new long-term vision from a global perspective that responds to such issues as carbon neutrality 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 Group considers "response to climate change" in particular to be our top priority task for the Group's environmental management, and we aim to achieve carbon neutrality throughout the entire value chain by FY2050. This vision is in line with Toshiba Group's Basic Policy for the Environment and represents the ideal situation for 2050 as envisioned by the Group.

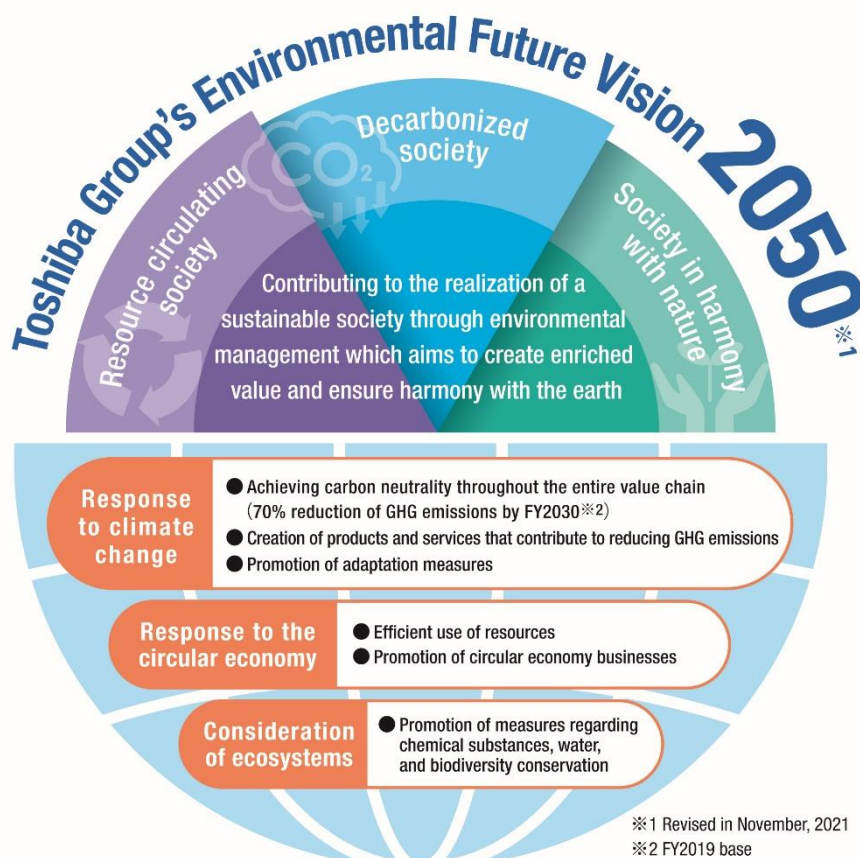
To realize Environmental Future Vision 2050, it is essential to consider the environment throughout the entire supply chain. Green procurement, which involves procuring products, parts and components, and materials and services, etc. with minimal environmental impacts from suppliers that proactively promote environmental management, is a high priority initiative for Toshiba Group. The Guidelines present Toshiba Group's basic concept of green procurement and the specific content of our requests to suppliers. We invite our suppliers to work hand in hand with us to make green procurement a resounding success.

## 2. Toshiba Group's Environmental Future Vision 2050

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," Toshiba Group's long-term environmental vision, Environmental Future Vision 2050, aims to realize a sustainable society—in other words, a decarbonized society, a resource circulating society, and a society in harmony with nature. As for specific areas of activities, we have selected response to climate change and resource issues in both business activities and products and services, management of water resources and chemical substances, and conservation of biodiversity. Under "response to climate change," we aim to achieve carbon neutrality throughout the Group's entire value chain by FY2050. As a milestone, we aim to reduce GHG emissions by 70% by FY2030 compared to the FY2019 level.

To achieve the Vision, we have formulated Environmental Action Plan and are promoting activities in the selected areas and managing progress while reviewing the Plan every few years.

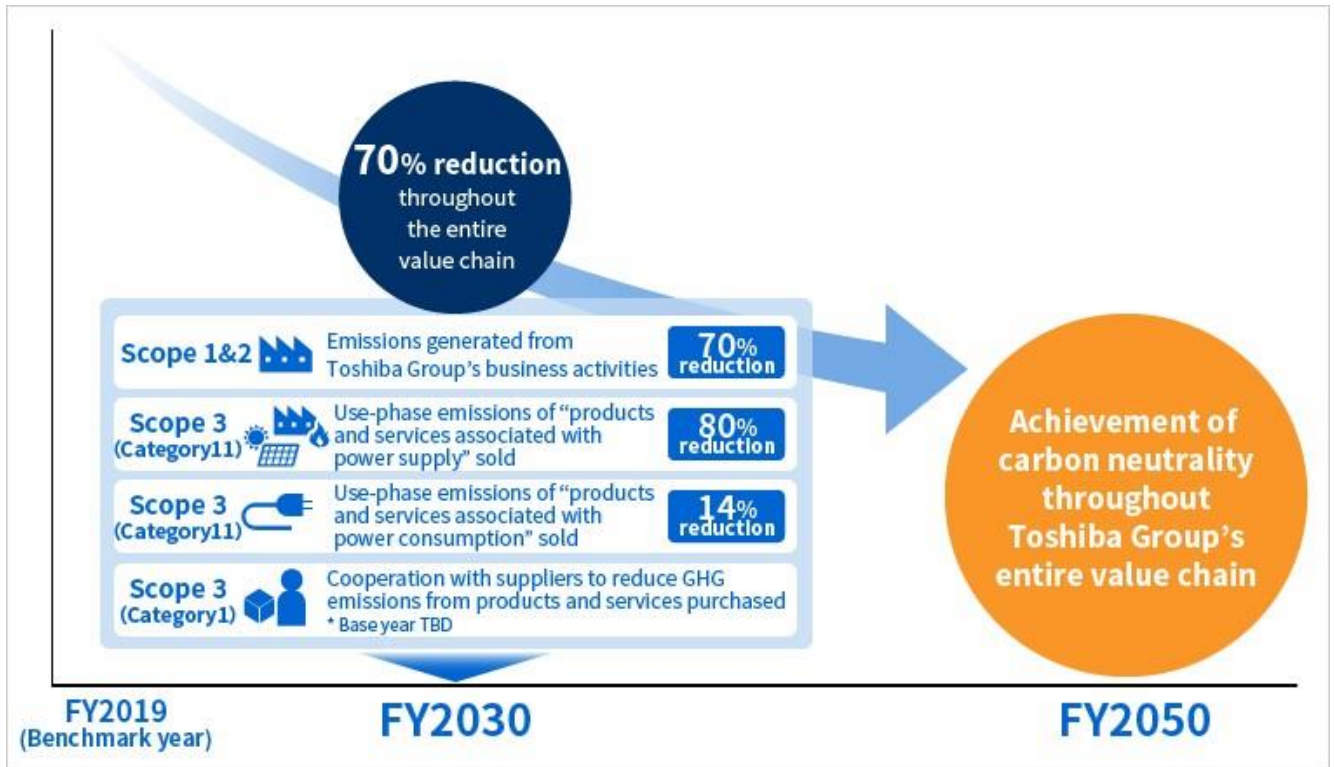
### ■ Toshiba Group's Environmental Future Vision 2050



Toshiba Group's Environmental Future Vision 2050:

<https://www.global.toshiba/ww/environment/corporate/vision/vision2050.html>

## ■ Breakdown of Greenhouse Gas Reduction Targets Toward Carbon Neutrality



## ■ Toshiba Group's Environmental Action Plan:

<https://www.global.toshiba/ww/environment/corporate/vision/plan2.html>

## 3. Purpose of Green Procurement

In collaboration with our suppliers, Toshiba Group aims to procure products, parts and components, and materials and services, etc. with minimal environmental impacts from suppliers that proactively promote environmental management. Through such efforts, we will create environmentally conscious products and services that contribute to reducing environmental impacts throughout their life cycles, thereby contributing to the realization of a sustainable society—in other words, a decarbonized society, a resource circulating society, and a society in harmony with nature, as envisioned in Environmental Future Vision 2050.

## 4. Scope of Application of Green Procurement

The Guidelines apply to all products, parts and components, and materials, etc. (hereinafter collectively referred to as "supply items") to be delivered as well as services to be provided to Toshiba Group.

## 5. Requests to Suppliers

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This section describes specific requests to suppliers. We request that suppliers engage in activities in accordance with the Green Procurement Standards defined by Toshiba Group as well as to conclude agreements with us for assuring environmental quality of supply items and to cooperate in various surveys. We also ask our suppliers to request their suppliers to understand the Guidelines and to promote activities accordingly.

### 5.1 Promotion of environmental management in accordance with Toshiba Group's Procurement Standards

We will prioritize transactions with suppliers who more actively promote environmental management in accordance with the following procurement standards defined in connection with Environmental Future Vision 2050 (\*1).

#### (1) Construction of an environmental management system

The company has constructed an environmental management system in accordance with ISO14001:2015 or equivalent and has obtained or is preparing to obtain a third-party certification.

#### (2) Formulation of a basic environmental policy

The company has established its own basic environmental policy that describes the company's thoughts on the environment in detail and has shared this basic policy within the company.

#### (3) Promotion of environmental impact reduction activities

The company is engaging in the following activities to reduce environmental impacts that are related to "response to climate change," "response to the circular economy," and "consideration of ecosystems," which are the initiatives of Environmental Future Vision 2050.

##### (a) Response to climate change

- (a)-1 Has set the company's own GHG emissions reduction target(s) for Scope 1 (\*1) and Scope 2 (\*2) and is managing progress.
- (a)-2 Has set a GHG emissions reduction target for Scope 3 (\*3), which refers to emissions from other companies related to the company's activities, and is managing progress.
- (a)-3 Has set a target aimed at achieving carbon neutrality within the company or its value chain.
- (a)-4 Discloses information on (a)-1, (a)-2, and/or (a)-3 above to parties outside the company.
- (a)-5 Has requested that the company's primary suppliers reduce their GHG emissions.

##### (b) Response to the circular economy

- (b)-1 Has set (quantitative and/or qualitative) activity target(s) for waste management in the company's business activities and is managing progress.
- (b)-2 Is endeavoring to reduce waste from the company's business activities.
- (b)-3 Has set (quantitative and/or qualitative) activity target(s) for resource management regarding products and services that the company manufactures or provides as well as packing and packaging materials, and is managing progress (\*4).

(b)-4 Is working to save or reuse resources regarding products and services that the company manufactures or provides as well as packing and packaging materials.

**(c) Consideration of ecosystems**

(c)-1 Has set (quantitative and/or qualitative) activity target(s) for chemical substance management in the company's business activities and is managing progress (\*5).

(c)-2 Has set (quantitative and/or qualitative) activity target(s) for chemical substance management regarding products and services that the company manufactures or provides, and is managing progress (\*6).

(c)-3 Has set (quantitative and/or qualitative) activity target(s) for proper management of water resources in the company's business activities and is managing progress (\*7).

(c)-4 Has set (quantitative and/or qualitative) activity target(s) for the company's biodiversity conservation activities and is managing progress (\*8).

**(d) Other management items**

(d)-1 Has constructed a management system for environmental risks, and has procedures in place for preventive and corrective measures (\*9).

(d)-2 Provides employees with environment-related education, including on legal compliance management (\*10).

**(4) Promotion of management of chemical substances in products delivered to Toshiba Group**

The company is conducting the following activities to promote delivery of products as well as parts and components, etc. with minimal environmental impacts.

**(a) Construction of a management system for chemical substances in supply items**

The company has established response procedures in the event of non-compliance, etc. with respect to its chemical substance management regulations, etc.; has ensured that all parties concerned in the organization are aware of such procedures; and thoroughly investigates the causes and implements recurrence prevention measures.

**(b) Management of chemical substances in supply items**

The company is aware of the two categories, namely "Rank A (Prohibited materials/substances)" and "Rank B (Managed materials/substances)" (listed in the table below) defined by Toshiba Group for the purpose of managing chemical substances in supply items, and manages chemical substances belonging to each of these categories in accordance with Toshiba Group List of Environment-Related Materials/Substances (in Products). (Appendix 1, Appendix 2).

## ■ Two categories of chemical substance management

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

### 5.2 Conclusion of agreements for assuring the environmental quality of supply items

To ensure the environmental quality of supply items, we request each supplier to conclude a Quality Assurance Agreement prior to transactions. In addition, we may request a supplier to submit an Agreement Concerning the Restriction of the Use of Specified Hazardous Substances as necessary.

### 5.3 Cooperation in surveys

To confirm the status of suppliers' initiatives concerning "5.1 Promotion of environmental management in accordance with Toshiba Group's Procurement Standards" above, we ask suppliers to cooperate in various surveys, including regarding the following items:

#### (1) Evaluation of suppliers' environmental management

To strengthen partnerships with suppliers that are proactively engaged in environmental management activities, we periodically evaluate the status of environmental management activities by suppliers. We determine ranks based on the response results, and we prioritize procurement from suppliers who are rated highly. For suppliers with low ratings, Toshiba Group may plan remediation activities, make requests for remediation, and provide guidance and assistance. In addition, if a supplier does not make improvements according to the remediation plan despite receiving a request for remediation and the provision of guidance and assistance, we may stop transactions with said supplier.

#### (2) Surveys of chemical materials/substances in supply items

Prior to the approval of new procurement items from suppliers 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 main items of the surveys are as follows:

- 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, \*11) to be a candidate for authorization under the EU REACH Regulation (chemSHERPA®, \*12)
- Survey on the analysis and evaluation results

Survey form and submission/filling Instructions on chemical materials/substances in supply items will be posted at the following URL as a separate list.



URL:

[https://www.global.toshiba/content/dam/toshiba/jp/procurement/infrastructure/green/data/separate\\_list\\_en.pdf](https://www.global.toshiba/content/dam/toshiba/jp/procurement/infrastructure/green/data/separate_list_en.pdf)

Notice: The survey may be requested with different forms by our business divisions or operations. In such a case, we will provide additional submission and filling instructions for the differences from this Guideline respectively.

### **(3) Other surveys necessary to ensure "5.1 Promotion of environmental management in accordance with Toshiba Group's Procurement Standards" above**

- \*1: Direct emissions from owned or controlled sources (e.g., fuel combustion and industrial processes).  
<https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>
- \*2: Indirect emissions from the generation of purchased energy (e.g., electricity, heat, or steam).  
<https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>
- \*3: All indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream.  
<https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>
- \*4: The amount of resources saved and plastic resources recycled in products manufactured or provided by the company as well as packing and packaging materials, promotion of circular economy businesses, etc.
- \*5: The amount of chemicals emitted during the company's business activities.
- \*6: Management of specified chemical substances contained in products manufactured or provided by the company.
- \*7: The amount of water received, waste water recycled, rain water used, etc.
- \*8: Biodiversity conservation activities in and outside production or business sites, etc.
- \*9: Development and formulation of company-wide policies and regulation on environment-related legal compliance management, and implementation of legal compliance management in accordance with such policies and regulations.
- \*10: Promotion of awareness-raising education on legal compliance, including sharing of the latest trends in legal regulations, the company's environmental risk management system, and case studies on accidents that have occurred within the company, etc.
- \*11: Substance of Very High Concern (SVHC). Substances that fall under the criteria defined in Article 57 of the EU REACH Regulation and that have been selected as candidate substances for authorization according to the procedure defined in Article 59 of said regulation.
- \*12: A scheme for communicating information on the chemical substances contained in products; this scheme is available across the supply chain.

## <Appendix 1>

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

#### Rank A: Prohibited materials/substances

No.	Material/substance category	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A01	Asbestos	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)	0.003wt% (30 ppm) for each generated certain Amine	EU REACH Regulation (Annex XVII)
A03	Cadmium and cadmium compounds	0.01wt% (100 ppm) (*1, 2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A04	Hexavalent chromium compounds	0.1wt% (1000 ppm) (*1, 2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A05	Lead and lead compounds	0.1wt% (1000 ppm) (*1, 2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A06	Mercury and mercury compounds	0.1wt% (1000 ppm) (*1, 2)	EU RoHS Directive, EU REACH Regulation (Annex XVII), EU Packaging Directive
A07	Ozone depleting substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	Prohibition of intentional addition	Montreal Protocol, JPN Ozone Layer Protection Law
A08	Polybrominated biphenyls (PBBs)	0.1wt% (1000 ppm) (*1)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A09	Polybrominated diphenylethers (PBDEs)	Prohibition of intentional addition (only for 4-7, 10 bromine atoms), or 0.1wt% (1000 ppm) (*1)	JPN CSCL (Class 1) (*7) U.S. TSCA PBT Rules (*8) EU RoHS Directive
A10	Polychlorinated biphenyls (PCBs)	Prohibition of intentional addition	JPN CSCL (Class 1) (*7), EU POPs Regulation
A11	Polychlorinated naphthalenes (more than 1 chlorine atoms) (*3)	Prohibition of intentional addition	JPN CSCL (Class 1) (*7) EU POPs Regulation
A12	Radioactive substances	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)	Prohibition of intentional addition, or 0.1wt% (1000 ppm)	JPN CSCL (Class 1) (*7), EU POPs Regulation

No.	Material/substance category	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A14	Tributyl tin (TBT) and triphenyl tin (TPT)	0.1wt% (1000 ppm) of tin in the part (*4)	EU REACH Regulation (Annex XVII)
A15	Tributyl tin oxide (TBTO)	Prohibition of intentional addition, or 0.1wt% (1000 ppm) of tin in the part (*4)	JPN CSCL (Class 1) (*7), EU REACH Regulation (Annex XVII)
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-2-yl)-4,6-di-tert-butylphenol (UV-320)	Prohibition of intentional addition	JPN CSCL (Class 1) (*7)
A34	(deleted)		
A35	(deleted)		
A36	(deleted)		
A37	Perfluoro (octane-1-sulfonic acid) (also known as PFOS) or its salt	Prohibition of intentional addition, or 0.1wt% (1000 ppm) (in the case of coated material, 1 microgram/m <sup>2</sup> )	JPN CSCL (Class 1) (*7), EU POPs Regulation
A38	Perfluoro (octane-1-sulfonyl) fluoride (also known as PFOSF)	Prohibition of intentional addition, or 0.1wt% (1000 ppm) (in the case of coated material, 1 microgram/m <sup>2</sup> )	JPN CSCL (Class 1) (*7) EU POPs Regulation
A39	Polychlorinated terphenyls (PCTs)	0.005wt% (50 ppm)	EU REACH Regulation (Annex XVII)
A40	Tri-substituted organostannic compounds (excluding A14 and A15)	0.1wt% (1000 ppm) of tin in the part (*4)	EU REACH Regulation (Annex XVII)
A41	Dimethyl fumarate (DMF)	0.00001wt% (0.1 ppm)	EU REACH Regulation (Annex XVII)
A42	(deleted)		
A43	(deleted)		
A44	(deleted)		
A45	(deleted)		
A46	(deleted)		
A47	Dioctyltin compounds (DOT)	0.1wt% (1000 ppm) of tin in the part (*4, 5)	EU REACH Regulation (Annex XVII)

No.	Material/substance category	Threshold of concentration to be prohibited in supplies to Toshiba Group	Reference laws and regulations
A48	Dibutyltin compounds (DBT)	0.1wt% (1000 ppm) of tin in the part (*4, 5)	EU REACH Regulation (Annex XVII)
A49	(deleted)		
A50	Hexabromocyclododecane (HBCD)	Prohibition of intentional addition, or 0.01wt% (100 ppm)	JPN CSCL (Class 1) (*7), EU POPs Regulation
A51	Certain polycyclic aromatic hydrocarbons (PAHs)	0.0001wt% (1 ppm) of the plastic or rubber part (*5)	EU REACH Regulation (Annex XVII)
A52	Bis (2-ethylhexyl) phthalate (DEHP)	0.1wt% (1000 ppm) (*6)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A53	Dibutyl phthalate (DBP)	0.1wt% (1000 ppm) (*6)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A54	Butyl benzyl phthalate (BBP)	0.1wt% (1000 ppm) (*6)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A55	Diisobutyl Phthalate (DIBP)	0.1wt% (1000 ppm) (*6)	EU RoHS Directive, EU REACH Regulation (Annex XVII)
A56	Phenol, isopropylated phosphate (PIP (3:1))	Prohibition of intentional addition	U.S. TSCA PBT Rules (* 8)
A57	Perfluorooctanoic acid (PFOA), its salts and PFOA-related substances	1. PFOA and its salts Prohibition of intentional addition or 0.0000025wt% (25 ppb) of PFOA including its salts in an article or a mixture  2. PFOA-related compounds 0.0001wt% (1 ppm) of one or a combination of PFOA-related compounds, in an article or a mixture	JPN CSCL (Class 1) (*7), EU POPs Regulation
A58	Perfluorocarboxylic acids containing C9 to C14 (C9-C14 PFCAs), their salts and C9-C14 PFCAs-related substances	1. C9-C14 PFCAs and their salts Prohibition of 0.0000025 wt% (25 ppb) of C9-C14 PFCAs including their salts in an article or a mixture  2. C9-C14 PFCAs-related substances 0.000026 wt% (260 ppb) of one or a combination of C9-C14 PFCAs-related substances, in an article or a mixture	EU REACH Regulation (Annex XVII)

"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 the future).

- (\*2) For packaging materials, the threshold of concentration to be prohibited shall be 0.01wt% (100 ppm) 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) Polychlorinated naphthalene with 1 or more chlorine atoms is prohibited for products destined for the EU that require compliance with EU POPs regulations. Polychlorinated naphthalene with 2 or more chlorine atoms is prohibited for products for other regions.
- (\*4) 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). Intentional addition for biocides and industrial wastewater treatment applications is prohibited.
- (\*5) The target substance groups and uses are listed in Annex XVII of the EU REACH Regulation. However, only the applications allowed for use covered by the exemptions and time limits specified in Annex XVII of the EU REACH Regulation shall be exempt from the prohibition of use.
- (\*6) In the case of the scope of the EU RoHS Directive, it is prohibited to contain 0.1wt% (1000 ppm) or more of each homogeneous material for each substance. In the case of the scope of the EU REACH Regulation, the total content of phthalates is prohibited from containing 0.1wt% (1000 ppm) or more of the plasticized material. The applications that are out of scope of EU RoHS Directive or EU REACH Regulation, or are exempted from EU RoHS Directive or EU REACH Regulation shall be exempt from this regulation (including exemption applications accepted in the future).
- (\*7) CSCL: Chemical Substances Control Law of Japan
- (\*8) 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>

### Toshiba Group List of Environment-Related Materials/Substances (in Products) Rank B: Managed materials/substances (category)

No.	Material/substance category
B01	(deleted)
B02	(deleted)
B03	(deleted)
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	(deleted)
B08	(deleted)
B09	Perfluorocarbons (PFCs)
B10	Hydrofluorocarbons (HFCs)
B11	Sulfur hexafluoride (SF6)
B12	Substances of Very High Concern (SVHC) under the EU REACH Regulation (*9)
B13	(deleted)
B14	The U.S. TSCA PBT Rules (5 substances) (excluding DecaBDE (A09) and PIP (3:1) (A56)) (* 10)
B15	Next candidate substances for restriction under the EU RoHS Directive
B16	Next candidate substances for restriction under the Chemical Substances Control Law of Japan Class 1

- (\*9) The Substances of Very High Concern (SVHC) selected under the procedures specified in Article 59 of the EU REACH Regulation. The denominator shall be the total mass of a supply item or each component/material.
- (\*10) 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.

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