



Green Procurement Guidelines

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First Edition

Tiger Corporation

Revision History

Rev. No.	Date of revision	Description
1 st edition	April 21, 2018	1 st edition released

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- Attached sheets -

Business Partner Investigation Sheet

Chemical Substance Content Investigation Sheet 1 (for all products and parts)

Chemical Substance Content Investigation Sheet 1-B (for electric/electronic equipment)

Chemical Substance Content Investigation Sheet 1-C (for parts used in products for children)

Chemical Substance Content Investigation Sheet 1-D (for textile products)

Chemical Substance Content Investigation Sheet 2 (for batteries)

Chemical Substance Content Investigation Sheet 3 (for packaging materials)

Audit Check Sheet

1 Purpose

The Green Procurement Guidelines are intended to present our idea of green procurement and define requirements to be met by business partners concerning green procurement and the procedure for green procurement. We make efforts to comply with the regulations of different countries on chemical substances contained in products and reduce environmental burdens according to this Guideline.

2. Scope

This Guideline applies to all purchased materials related to products supplied to us, including raw materials, parts processed by an outside contractor, packaging materials, and subsidiary materials.

3. Terms and Definitions

Business partner

Our primary supplier

Products supplied to us

All products or parts supplied to us

Product processed by an outside contractor

Parts manufactured by a subcontracting company with supplied materials, etc.

Packaging material

Material used to protect, transport, or store products and parts. Returnable containers are not categorized as packaging materials.

e.g.: corrugated cardboard cartons, Styrofoam pads, paper pads, bags (including poly bags and plastic bags), adhesive tape

Subsidiary material

Material that is necessary in the process of manufacturing products or parts but does not constitute them

e.g.: plating, soldering, tape, ink, grease, etc.

Nonconforming product

Product or part that does not meet our standards on chemical substances contained in products

Change related to chemical substance management

Change made to a document submitted to us, change of a material or subsidiary material, change made to a process, or other changes that affect chemical substance management

Green Procurement Guidelines

Refers to this Guideline. It defines requirements to be met by business partners and the procedure for green procurement in order that in procuring raw materials and parts necessary to manufacture products, we can select less environmentally hazardous ones.

Business Partner Investigation Sheet

Investigation sheet intended to grasp and evaluate business partners' levels of management of chemical substances contained in products

Chemical Substance Content Investigation Sheet

Investigation sheet intended to check whether or not products supplied to us conform to our standards

Audit Check Sheet

Check sheet intended to check business partners' levels of management of chemical substances contained in products in an audit

Impurity

Substance that is contained in a natural material and cannot be completely removed in the process of refining when the material is used as an industrial material, substance that is produced in the process of synthesis and cannot be technically removed, or undesired substance incorporated from outside in the process of production

Threshold value

Weight percentage of a substance in a homogeneous material (in ppm). A homogenous material refers to a material that cannot be further separated mechanically into other different materials.

Intentional addition

Refers to intentionally adding a substance to a part or material to give performance, a property, or a function or to maintain process conditions in a process.

Content

Weight percentage of a substance in a homogeneous substance (measured value or theoretical value). When measured values fluctuate, consider the maximum value as the content.

Restricted (response needed)

Term used for a chemical substance that is regulated by us and cannot be contained in excess of the threshold value. If such a chemical substance is contained in excess of the threshold value, it must be reported in the Chemical Substance Content Investigation Sheet.

Reportable (response needed)

Term used for a chemical substance that is regulated by us and must be reported in the Chemical Substance Content Investigation Sheet if it is contained in excess of the threshold value or added intentionally

Molding

Product given a certain shape, appearance, or design during manufacture that contributes more to the function of its final use than its chemical composition

Polymer

Polymeric chemical compound. The term polymer generally refers to a synthetic resin.

SVHC

Abbreviation for Substances of Very High Concern. The REACH defines SVHCs as substances of very high concern to human health and the environment such as carcinogenic, mutagenic, and reprotoxic (CMR) substances, persistent, bio-accumulative, and toxic (PBT) substances, and very persistent and very bio-accumulative (vPvB) substances, and specifies these SVHCs as substances requiring approval in the order of priority.

4. Procedure for Green Procurement

The procedure for green procurement is shown below:

Step to perform	Business partner	Tiger Corporation
<pre>graph TD; A[Present and explain the Green Procurement Guidelines and investigation sheets] --> B[Fill in and submit the investigation sheets]; B --> C[Evaluate the investigation sheets]; C --> D[Report the evaluation results (only when an audit is conducted or a request for corrective action is made)]; D --> E[Store submitted information]; E -.-> F[Request submission of the investigation sheets again (Conduct an audit as needed)];</pre>	Understand the contents	Present and explain
	Fill in and submit the investigation sheets	Check the contents and make evaluation
	Receive the results (Take corrective action as needed)	Report the results (Conduct an audit as needed)
		Store
	Fill in and submit the investigation sheets (Take corrective action as needed)	Make a request (Conduct an audit as needed)

5. Requests to Business Partners

(1) Building of a management system for chemical substances contained in products

Business partners are requested to make efforts to build, maintain, and improve a management system under which conformance of products and parts supplied to us to our standards on designated chemical substances is ensured, and appoint a person responsible for the management of chemical substances contained in products and an office/department to contact about them.

(2) Request for cooperation in investigations

To confirm your response to the request in (1), we would like to conduct investigations on your management system and chemical substances contained in products. Please cooperate in these investigations. We may ask you to submit certificates for materials or test reports, undergo an audit, or take corrective action as needed. If parts supplied by us are used, assume that they conform to our standards and investigate into other parts, work processes, and subsidiary materials for products in their final forms supplied to us. For details about the flow of our request for investigation, refer to 4. Procedure for Green Procurement. Submitted documents are used only to the extent necessary for our chemical substance management.

(3) Report of nonconforming products and changes related to chemical substance management

If nonconforming products are found or changes related to chemical substance management are made, please report the details of the nonconformity (including the product in question, the chemical substance in question, and the nonconforming lots) or the changes, which may be changes of persons in charge, changes made to submitted documents, changes of materials, or changes made to processes.