

Green Procurement Guidelines

(Ver. 5)



January 1, 2017

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

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1. Foreword

“Committed to People. Committed to the Future. Toshiba”: inspired by its corporate slogan, the Toshiba Group is vigorously promoting CSR (Corporate Social Responsibility) activities. Naturally, environmental management is central to that drive. In accordance with the Toshiba Group’s 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.

Based on this idea, we have formulated Toshiba Environmental Vision 2050 and managed specific environmental activity items and their target values by backcasting from the ideal state in 2050. 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. The Toshiba 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.

Corporate Procurement Office
Corporate Environment Management Office
Toshiba Corporation

2. The Toshiba Group's Basic Policy for the Environment

Recognizing our responsibility to maintain the health of the global environment as an irreplaceable asset for future generations, Toshiba contributes to the development of a sustainable society by promoting environmental activities designed to achieve a world that is low carbon, recycling-based and environmentally harmonious.

◆ Promoting environmental management

1. Toshiba considers environmental stewardship to be one of management's primary responsibilities and promotes environmental activities in harmony with economic activities.
2. Toshiba assesses the impacts of its business activities, products and services on the environment, including with regard to biodiversity, and specifies objectives and targets concerning the reduction of environmental impacts and prevention of pollution.
3. Toshiba strives to continuously improve environmental management through internal audits and reviews of activities.
4. Toshiba complies with all laws and regulations, the industry guidelines it has endorsed, and its own environmental standards.
5. Toshiba strives to enhance the awareness of all its employees concerning the environment and requires that they make a practical contribution to the environment through their work.
6. Toshiba operates globally, and hence promotes environmental activities throughout the Toshiba Group.

◆ Providing environmentally-aware products and services and reducing their environmental impact through business activities

1. Toshiba recognizes that natural resources are finite and implements vigorous environmental measures to promote their effective and practical use, in terms of both products and business processes.
2. Toshiba develops and provides environmentally-aware products and services, which help reduce environmental impacts throughout their life cycles.
3. Toshiba strives to reduce the environmental impacts of all business processes, encompassing design, manufacturing, logistics, sale, and disposal, with a particular focus on the prevention of global warming, efficient utilization of resources and control of chemical substances.

◆ As a corporate citizen of planet Earth

1. Toshiba contributes to society through its environmental activities, which include the development and provision of excellent, environmentally-aware technologies and products in cooperation with

society at large and local communities.

2. Toshiba is committed to maximizing disclosure and transparency in communication with stakeholders and society at large to facilitate mutual understanding.

3. Objective of the Guidelines

In accordance with the Toshiba Group's 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 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 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. The Toshiba Group's Green Procurement Standards

The Toshiba 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, the Toshiba Group establishes the Group's common green procurement standards and promotes the Group's green procurement as described below.

4.1 Construction of the Environmental Management System (EMS)

As part of its efforts to promote environmental management, the Toshiba 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.

4.2 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 : <http://www.jamp-info.com/>

4.3 The Toshiba Group Environment-Related Substance List

Toshiba Group has established the “The Toshiba Group Environment-Related Substance List,” 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 the 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, the Toshiba Group requests suppliers, our business partners, to positively engage in the “promotion of environmental protection by suppliers,” “supply of products, parts and components, materials, etc. with minimal environmental impact,” “conclusion of agreements for securing environmental quality of procurement items” and “cooperation in various surveys.” We request suppliers to understand our requests and survey objectives and cooperate with us. Due to circumstances such as industry trends, details of our requests to suppliers may differ among Toshiba Group companies and are described in the Green Procurement Guidelines issued by

the office in charge of procurement of Toshiba Group companies, Toshiba in-house companies, divisions, establishments, factories, etc. (The contents described in the Green Procurement Guidelines issued by the office in charge of procurement in Toshiba Group companies, Toshiba in-house companies, divisions, establishments, factories, etc. shall take precedence over those described in this document.)

5.1 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.)

5.2 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:

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

5.3 Conclusion of agreements for assuring environmental quality of procurement items

To ensure the environmental quality of procurement 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.

5.4 Cooperation in surveys

5.4.1 Survey of suppliers' environmental protection activities

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:

<Survey items>

Situations regarding the following:

- (1) Gaining of ISO 14001 certification
- (2) Green procurement activities
- (3) Environmental protection activities
 - a) Environmental policy

- b) Organizations and plans
- c) Environmental aspects of the business and systems
- d) Information disclosure and training and education
- (4) Others

5.4.2 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.

5.4.3 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>

- (1) Confirmation of the non-use of prohibited materials/substances via the "Declaration of Use/Non-use of Environment-Related Substances"
- (2) 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 (one of the regulations on chemical substances) (MSDS plus, AIS form,*3)
- (3) Survey on the analysis and evaluation results
- (4) 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: MSDS-plus and AIS (Article Information Sheet) are basic information transmission sheets recommended by JAMP to transmit information on the chemical substances contained in products.

Attachment 1: The 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 the Toshiba Group	Threshold of concentration to be prohibited in supplies to the Toshiba Group
A01	Asbestos	Already prohibited	Prohibition of intentional addition
A02	Certain azocolourants and azodyes (only those that may release certain amines)	Already prohibited	Prohibition of intentional addition
A03	Cadmium and cadmium compounds	Already prohibited	Prohibition of intentional addition, and 100 ppm (*1, *2)
A04	Hexavalent chromium compounds	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1, *2)
A05	Lead and lead compounds	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1, *2)
A06	Mercury and mercury compounds	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1, *2)
A07	Ozone depleting substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	Already prohibited	Prohibition of intentional addition
A08	Polybrominated biphenyls (PBBs)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1)
A09	Polybrominated diphenylethers (PBDEs)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*1)
A10	Polychlorinated biphenyls (PCBs)	Already prohibited	Prohibition of intentional addition
A11	Polychlorinated naphthalenes (more than 3 chlorine atoms)	Already prohibited	Prohibition of intentional addition
A12	Radioactive substances	Already prohibited	Prohibition of intentional addition

No.	Material/substance category	Timing of prohibition in supplies to the Toshiba Group	Threshold of concentration to be prohibited in supplies to the Toshiba Group
A13	Certain short chain chlorinated paraffins (with a carbon chain length of between 10 and 13)	Already prohibited	Prohibition of intentional addition
A14	Tributyl tin (TBT) and triphenyl tin (TPT)	Already prohibited	Prohibition of intentional addition
A15	Tributyl tin oxide (TBTO)	Already prohibited	Prohibition of intentional addition
A16	4-Aminodiphenyl and its salt	Already prohibited	Prohibition of intentional addition
A17	1,2,3,4,10,10-hexachloro-1,4,4a,5,8,8a-hexahydro-exo-1,4-endo-5,8-dimethanonaphthalene (also known as Aldrin)	Already prohibited	Prohibition of intentional addition
A18	1,2,3,4,10,10-hexachloro-6,7-epoxy-1,4,4a,5,6,7,8,8a-octahydro-endo-1,4-endo-5,8-dimethanonaphthalene (also known as Endrin)	Already prohibited	Prohibition of intentional addition
A19	Yellow phosphor (e.g. contained in match powder in some cases)	Already prohibited	Prohibition of intentional addition
A20	Mixture of 1,2,4,5,6,7,8,8-octachloro-2,3,3a,4,7,7a-hexahydro-4,7-methano-1H-indene, 1,4,5,6,7,8,8-heptachloro-3a,4,7,7a-tetrahydro-4,7-methano-1H-indene, and their analogous compounds (also known as Chlordane or Heptachlor)	Already prohibited	Prohibition of intentional addition
A21	N,N'-ditolyl-p-phenylenediamine, N-tolyl-N'-xylyl-p-phenylenediamine or N,N'-dixylyl-p-phenylenediamine	Already prohibited	Prohibition of intentional addition
A22	Dioxins	Already prohibited	Prohibition of intentional addition
A23	1,1,1-trichloro-2,2-bis(4-chlorophenyl) ethane (also known as DDT)	Already prohibited	Prohibition of intentional addition
A24	1,2,3,4,10,10-hexachloro-6,7-epoxy-1,4,4a,5,6,7,8,8a-octahydro-exo-1,4-endo-5,8-dimethanonaphthalene (also known as Dieldrin)	Already prohibited	Prohibition of intentional addition
A25	Polychloro-2,2-dimethyl-3-methylidenebicyclo[2.2.	Already	Prohibition of intentional

No.	Material/substance category	Timing of prohibition in supplies to the Toshiba Group	Threshold of concentration to be prohibited in supplies to the Toshiba Group
	1] heptane (also known as Toxaphene)	prohibited	addition
A26	2,4,6-tri-tert-butylphenol	Already prohibited	Prohibition of intentional addition
A27	Beta-naphthylamine and its salt	Already prohibited	Prohibition of intentional addition
A28	4-nitrodiphenyl and its salt	Already prohibited	Prohibition of intentional addition
A29	Bis(chloromethyl) ether	Already prohibited	Prohibition of intentional addition
A30	Hexachlorobenzene	Already prohibited	Prohibition of intentional addition
A31	Benzidine and its salt	Already prohibited	Prohibition of intentional addition
A32	Benzene	Already prohibited	Prohibition of intentional addition
A33	2-(2H-1,2,3-benzotriazol-2-yl)-4,6-di-tert-butylphenol	Already prohibited	Prohibition of intentional addition
A34	Dodecachloropentacyclo [5.3.0.0(2,6).0(3,9).0(4,8)] decane (also known as Mirex)	Already prohibited	Prohibition of intentional addition
A35	2,2,2-trichloro-1,1-bis(4-chlorophenyl)ethanol (also known as Kelthane or Dicofol)	Already prohibited	Prohibition of intentional addition
A36	Hexachlorobuta-1,3-diene (also known as Hexachlorobutadiene)	Already prohibited	Prohibition of intentional addition
A37	Perfluoro(octane-1-sulfonic acid) (also known as PFOS) or its salt	Already prohibited	Prohibition of intentional addition
A38	Perfluoro(octane-1-sulfonyl) fluoride (also known as PFOSF)	Already prohibited	Prohibition of intentional addition
A39	Polychlorinated terphenyls (PCTs)	Already prohibited	Prohibition of intentional addition
A40	Tri-substituted organostannic compounds (excluding A14 and A15)	Already Prohibited	Prohibition of intentional Addition, and 1000 ppm

No.	Material/substance category	Timing of prohibition in supplies to the Toshiba Group	Threshold of concentration to be prohibited in supplies to the Toshiba Group
			(*3)
A41	Dimethyl fumarate (DMF)	Already prohibited	Prohibition of intentional addition
A42	Pentachlorobenzene	Already prohibited	Prohibition of intentional addition
A43	r-1,c-2,t-3,c-4,t-5,t-6-Hexachloro-cyclohexane (also known as α -Hexachlorocyclohexane)	Already prohibited	Prohibition of intentional addition
A44	r-1,t-2,c-3,t-4,c-5,t-6-Hexachloro-cyclohexane (also known as β -Hexachlorocyclohexane)	Already prohibited	Prohibition of intentional addition
A45	r-1,c-2,t-3,c-4,c-5,t-6-Hexachloro-cyclohexane (also known as γ -Hexachlorocyclohexane or Lindane)	Already prohibited	Prohibition of intentional addition
A46	Decachloropentacyclo (5.3.0.0 ^{2,6} .0 ^{3,9} .0 ^{4,8}) decane-5-one (also known as Clordecone)	Already prohibited	Prohibition of intentional addition
A47	Dioctyltin compounds (DOT)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*3)
A48	Dibutyltin compounds (DBT)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*3)
A49	6,9-Methano-2,4, 3-benzodioxathiepin, 6,7,8,9,10,10-hexachloro-1, 5,5a,6,9,9a-hexahydro-, 3-oxide (also known as Benzoepin or Endosulfan)	Already prohibited	Prohibition of intentional addition
A50	Hexabromocyclododecane (also known as HBCD)	Already prohibited	Prohibition of intentional addition
A51	Certain polycyclic aromatic hydrocarbons (PAHs)	Already prohibited	Only parts in contact with human bodies, and 1 ppm (*4)
A52	Bis (2-ethylhexyl)phthalate (DEHP)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*5)
A53	Dibutyl phthalate (DBP)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*5)
A54	Butyl benzyl phthalate (BBP)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*5)

No.	Material/substance category	Timing of prohibition in supplies to the Toshiba Group	Threshold of concentration to be prohibited in supplies to the Toshiba Group
A55	Diisobutyl Phthalate (DIBP)	Already prohibited	Prohibition of intentional addition, and 1000 ppm (*5)

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

(*1) The threshold of concentration to be prohibited means no intentional addition and the rate of content of each material/substance as an impurity. 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 threshold of concentration to be prohibited means no intentional addition and the rate of content of each material/substance as an impurity. 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 threshold of concentration to be prohibited means no intentional addition and the rate of content of each material/substance as an impurity. 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).

(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 (*6)
B13	Red phosphorus (flame retardant application in the resin)

(*6) 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.

Table of revisions

Established on: December 1, 1999

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November 1, 2006

April 1, 2011

February 1, 2015

Edition No.	Date of establishment/ revision	Reason and contents of revision
1	1999.12.1	Newly issued
2	2003.6.1	Review of contents and coverage of the list of environment-related materials
3	2006.11.1	Reviewed and totally revised the contents of the list of environment-related materials
4	2011.5.1	Totally revised by reviewing the list of environment-related materials and changing the control of contained chemical substances to the JAMP
4.1	2015.2.1	Review of contents and coverage of the list of environment-related materials
5	2017. 1. 1	Annex 1:Rank A: Prohibited materials/substances (category) Refine the Annotation (* 1) and (* 2) , Add (* 5) Annex2 : Rank B : Managed materials/substances (category) Replace annotation # (* 5) to (* 6)

TOSHIBA CORPORATION