

**MISUMI Group Inc.**  
**SURUGA SEIKI CO., LTD.**  
**Green Procurement Guideline**

**Ver.2**

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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 specified chemical substances but also other environmental requirements, SURUGA SEIKI CO., LTD. ((hereafter “SURUGA”) has formulated this “Green Procurement Guideline” based on SURUGA SEIKI’s Environmental Policy.

Green procurement is the procurement of environment-friendly products, which are designed with attention to safety, recyclability, and energy saving; from suppliers which are actively implementing environmental preservation activities, including management of specified chemical substances.

## 2. Purpose

This Guideline aims to improve the environmental quality of products through the promotion of environmental preservation activities and the reduction and elimination of specified chemical substances from procured materials. Therefore, this Guideline will be applied to all the products developed and sold by us and to the materials, parts, auxiliary materials, and packaging materials.

(This excludes circumstances where materials, parts, or surface processing are specified by the customers.)

The cooperation of our suppliers is crucial in our promotion of green procurement. From the perspective of source control, we ask suppliers to adhere to this Guideline.

We also ask suppliers to instruct their own suppliers according to this Guideline in order to ensure the chain of environmental quality assurance.

### 3. Selection Criteria of Suppliers

We promote procurement from suppliers which are actively addressing the issues of environmental preservation and the management of specified chemical substances.

In selecting suppliers, our assessment is based on the following criteria.

#### **1) Environmental preservation activities**

- (1) ① Have acquired or are planning to acquire certification for the environmental management system (ISO 14001, Eco Action 21, etc.).
- (2) ② If certification has not been acquired, then following measures should be taken:
  - 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 objectives and goals for environmental preservation and has an action plan.

#### **2) Specified chemical substance management activities**

- (1) Must meet the following conditions regarding specified contained substances (made up of “prohibited substances” and “controlled substances”) listed in the Attachment, “Specified Chemical Substances”
  - Can guarantee that the materials do not contain prohibited substances in excess of the stipulated amounts.
  - Not using or are endeavoring to eliminate prohibited substances contained throughout the entire manufacturing process.
  - When controlled substances contained are used, amounts contained in the materials are tracked.
  - Able to cooperate with surveys on the content level and usage of controlled substances contained using the forms prescribed by us.
- (2) Can cooperate to reduce the amount of a specified substance to below the controlled values, if it exceeds the level stipulated in the Attachment, “Specified Chemical Substances’ Evaluation Standard”.

Attachment “Exempted Items List” indicates usage exemption

This Guideline will be revised whenever necessary in accordance with changes in laws and regulations.