

**Furukawa Electric Group  
Green Procurement Guideline**

2nd edition

September 2019  
Furukawa Electric Co., Ltd.

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## 1. INTRODUCTION

Recently social demands, commencing with the tightening of global environmental regulations and with the increasing global environmental problems, are becoming more diverse and the scope of social responsibilities required of companies has been expanding.

Furukawa Electric Group has been promoting the environmental conservation activities and the green procurement based on the Furukawa Electric Group Basic Environmental Policy. Furukawa Electric Group recognizes that the green procurement is an important issue for the environmental conservation activities and is one of the corporate social responsibilities, and procure environment-friendly products preferentially and continuously from our business partners who are active in the environmental conservation activities. Furthermore, the United Nations integrated goals SDGs (Agenda 2030) were adopted in 2015, and Furukawa Electric Group also has been required to solve the issues in business activities and in products services. In order to minimize chemical risk by 2020 and to respond to the tightening and the worldwide spreading of European chemical substances regulations, Furukawa Electric Group has decided to move to the JAMP<sup>\*1</sup> operated chemSHERPA<sup>\*2</sup>, which is a cross industry information scheme for the chemical substances in products. We appreciate your understanding and cooperation.

\*1; Japan Article management Promotion-consortium.

\*2; chemSHERPA web <https://chemsherpa.net/docs/description>

## 2. SCOPE OF APPLICATION

This guideline is applied to all the products procured by domestic affiliates of Furukawa Electric Group from our business partners (hereinafter referred to as the partners).

## 3. TERM DEFINITION

The terms used in this guideline are based on “ISO14001 (JIS Q 14001) Environmental Management System”, “ISO9001 (JIS Q 9001) Quality Management System”, “JIS Z 7201:2017 Management of Chemicals in Products - Principles and guidelines” and others shown below.

- 1) Product environmental assessment: This represents an evaluation that takes into account the environmental impact reduction throughout the lifecycle from product concept designing, manufacturing, distribution, use, to disposal, etc.
- 2) Procurement products: Furukawa Electric Group classifies and manages office supplies / work supplies procured by “non-production departments” and production materials procured by “production departments”. Procurement products for production materials, etc. represents all or part of raw materials, parts, intermediate products, finished products, packaging materials, etc. and their accessories and repaired goods that configure Furukawa Electric Group’s products.

- 3) Management of the chemical substances in products: Refer to the latest version of chemSHERPA Chemical substances management guideline. (Hereinafter referred to as the Management Guide.)
- 4) Managed substances: This represents targeted chemical substances for information provision and the managed substances are specified by the management standards (legal regulations / industry standards). Refer to the latest version of chemSHERPA Managed substance list.

#### 4. REQUEST TO THE PARTNERS

##### 4.1 Establishment of an Environmental Management System

We request the partners, who manufacture and sell the products procured by Furukawa Electric Group, to develop an environmental management system<sup>\*3</sup> that satisfy the ISO14001 equivalent requirements.

<sup>\*3</sup>; Environmental management systems based on a third-party certification registration system such as Eco-action 21, ECO station and KES are also equivalent.

##### 4.2 Implementation of Environmental Conservation Activities

Regarding the environmental conservation activities based on precautionary principles on the environmental pollution, improvement of the environmental management system and of the environmental performances shall be surely implemented.

##### 4.3 Implementation of the Environmental Assessment for products

On implementing the environmental assessment for products, each of the following items shall be addressed.

- ① Compliance with relevant laws and regulations  
Raw materials that make up the procured products.  
Compliance with the laws and the regulations related to the parts and their manufacture and sale.
- ② Implementation of surveys for the chemical substances in products  
Surveys shall be implemented for the managed substances in products by using the Management Guide and other tools.
- ③ Facilitation of discarding and disposing  
In waste treatment, all environmental impacts such as the content of the managed substances, greenhouse gas emissions, air pollution, water pollution, soil pollution shall be minimized.  
Designed to be easy for separation and disassembly.  
The material name shall be displayed on the plastic products.

- ④ Resource saving and energy saving  
Reduction in size and weight at a production phase and at a product itself based on a design development.  
Resource saving and energy saving shall be in consideration for such as life elongation, reduction of scarce resource usage, etc.
- ⑤ Recycling  
Recycled resources / reused parts shall be used in maximum.  
Recycling / reuse shall be considered in designing.
- ⑥ Packaging materials subjected to the environment-friendliness  
Raw materials that make up the packaging materials shall not contain the managed substances, and environment-friendliness such as usage of recycled materials, resource saving, energy saving, etc. shall be subjected.
- ⑦ Transportations subjected to the environment-friendliness  
Transportation shall be subjected to the environment-friendliness such as greenhouse gas emissions, etc. regarding procurement of raw materials and shipment of products.

#### 4.4 Information Provision and Risk Communication

- ① Cooperation in products survey  
Cooperation is requested with the survey for the chemical substances in products to be procured.
- ② Confirmation of the partner's management system  
The partner's management system shall be self-inspected and self-audited.  
If environmental incompatibility is found in products, it shall be reported promptly.  
And, cooperation for on-site audit after a separate consultation is requested.
- ③ Spontaneous information provision on the managed substances  
Spontaneous information provision is requested about information on ingredients of procured products obtained after a transaction and considerations on disposal, also about updates regarding accidents and violations by other companies.

### 5. FURUKAWA ELECTRIC GROUP GREEN PROCUREMENT (IMPERATIVE)

Regarding the green procurement of Furukawa Electric Group, refer to Section 5.1 for office supplies / work supplies, etc. and Section 5.2 for production materials.

#### 5.1 Green Procurement of Office Supplies / Work Supplies, etc.

- ① Scope of application

Among the office supplies / work supplies purchased by Furukawa Electric Group, applicable items are listed in “Furukawa Electric Group Green Procurement Standard for Office Supplies / Work Supplies” which is shown at the back of this document.

② Application criteria

Products granted an environmental label shown in the “Furukawa Electric Group Green Procurement Standard for Office Supplies / Work Supplies” are selected and are registered in the Furukawa Electric Purchasing System, then those are purchased with priority. In addition, on catalogue-registration, we will request to present a document showing that the eco-label is granted. Beyond that, products that are judged to meet certain standards are being individually catalogue-registered according to the procedure specified separately.

③ Citation standard

We cite the eco-labels certified by organizations concerned that comply with the international standard ISO14020 series (Types I to III), the Ministry of the Environment “Basic Policy for the Promotion of Procurement of Eco-Friendly Goods and services” or “Environmental Reporting Guidelines”.

## 5.2 Green Procurement of production materials, etc.

In connection with the Green procurement guidance in Section 4.3 ① to ③, Furukawa Electric group is being requested to collect information on the chemical substances in products for procuring production materials, etc. and to promptly provide them to customers. We request your cooperation as follows.

① Purpose

In order to ensure proper management for the managed substances in delivered products such as production materials procured by Furukawa Electric Group, and to provide promptly such information to customers, we are aiming to obtain information and analytical data on the chemical substances in products related to management substances by utilizing the standards and the tools stipulated by industry groups.

② Scope of application

This Guideline applies to all raw materials, parts, finished products, and packaging materials used in Furukawa Electric Group products, and to transportation pallets, jigs, and subsidiary materials, etc. used in all production processes of Furukawa Electric Group factories and in outsourced processing.

③ Provision of information related to the chemical substances in products

We request to submit the survey result for the containing status of the managed substances in products, held by using the data ration supporting tool by chemSHERPA, to the contact of Furukawa Electric Group.

- ④ Establishment and operation of a management system for the chemical substances in products.

With the establishment of the management system for the chemical substances in products, we make a judgement decision that the related data is not transient, but is properly managed with consistency and continuity. Here, please make an improvement and an operation through a self-inspection using the Management Guide.

## 6. OPERATION OF THE GREEN PROCUREMENT GUIDELINE

- ① Regarding the environmental requirements specified in the basic contract, memorandum, purchase specifications, drawings, etc., which are specified separately from this Guideline, we will make a judgement by comparing with the applicable laws and regulations.
- ② The confidentiality of the provided information will be strictly handled and stored with sufficient consideration.
- ③ Products selection and procurement will be conducted based on the provided information.
- ④ Changes in the provided information or new information shall be promptly provided the content to the requester.
- ⑤ Questions, etc. related to this Guideline shall be checked with the requester.

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MONOZUKURI Innovation Div.

Procurement Dept.

Safety & Environment Promotion Dept. Environmental Section






2-3, Marunouchi 2-chome, Chiyoda-ku, Tokyo 100-8322 Japan

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**Table 1 Green procurement standard for office supplies / work supplies, etc. in Furukawa Electric Group (September 2019)**

< List of applicable environment labels (ISO14020 series type I to III) >

Eco Mark	Green Mark	Green Purchasing Network	Energy saving labeling system	International ENERGY STAR® Program
				

\* There is no fixed environmental label for the Green Purchasing Law.

< List of applicable products for office supplies / work supplies >

1: Paper		3: Office Furniture
Copier paper		Chairs
Toilet paper		Umbrella stands
Tissue paper		Coat hangers
Forms paper		Blackboards
2: Stationary		Storage furniture (without shelf)
Office machine cleaner	Book binding tapes	Shelves
Office machine filters (with frame)	Adhesive label	Desks
OHP film	Binding string	Whiteboards
Photo albums (including refills)	Desk pads	4: Office Equipment
Indexes	Name plates, Name tags	Batteries
Stamp cases	Notebooks	Recording medias
Paints	Glue (liquid, paste, solid) (tape)	Copiers
Paint brushes	Binders	Paper shredders
Pencils	Scissors	Scanners
Pencil sharpeners (manual)	Official seal, Date stamp	Displays
Card cases	Hole punchers (manual)	Electronic Table Calculators
Picture frame	Filing supplies	Cartridges
Cutting mats	Files	Computers
Graph paper, Drafting paper	Self-stick removable notes, film	Fax machines
Erasers	Bookstands	Printers
Blackboard erasers	Ball-point pens	5: Lighting
Waste bins	Marking pens	LED lighting equipment
Office correction tool	Magnets (ball, bar)	Fluorescent lamps
Business envelopes	Paper cutters with round blades	Light bulb-shaped lamps
Mechanical pencils	Business cards	6: Fire Extinguishers
Mechanical pencil lead	Media cases	Fire Extinguishers
Rulers	Malt cases (sponge case)	7: Work supplies
Ink pads	Reinforcement labels	Recycled work supplies
Staplers	Letter cases	