

Vehicle Energy Japan

Green Procurement Guidelines

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Vehicle Energy Japan Inc.
Procurement Division

PURPOSE

These Guidelines form part of the “Vehicle Energy Japan Supplier CSR Procurement Guidelines” and outline the cooperation requested of our business partners in promoting green procurement in accordance with VEJ’s environmental policy. The Guidelines consist of two main components: (1) requests for cooperation in surveys related to green procurement and CSR procurement, and (2) VEJ’s approach to and requirements for the management of chemical substances contained in products supplied to Vehicle Energy Japan.

* Green procurement: The preferential procurement of raw materials, parts, products, and services with a reduced environmental impact, taking environmental considerations into account.

* CSR: Corporate Social Responsibility

Please refer to the following page for our environmental policy.

[Toward a Sustainable Society : Vehicle Energy Japan Inc.](#)

For requirements for business partners regarding environmental initiatives, please refer to the Vehicle Energy Japan Supplier CSR Procurement Guidelines.

[Supplier CSR Procurement Guidelines : Vehicle Energy Japan Inc.](#)

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A. REQUEST FOR COOPERATION IN SURVEYS ON GREEN PROCUREMENT AND CSR PROCUREMENT

With the support of our business partners, Vehicle Energy Japan will continue to strengthen its efforts to deliver environmentally conscious products to society. To support these efforts, we request your cooperation in conducting supply chain due diligence and providing information on upstream suppliers.

1) Survey Procedure

(1) Survey Categories

The survey will be conducted in the following two categories.

- (i) Status of business partners' activities related to green procurement and CSR procurement
- (ii) Information on chemical substances contained in supplied products

(2) Survey Response Method

- (i) Please respond regarding your company's initiatives in accordance with the items in the separate CSR/Sustainability Questionnaire.
- (ii) Information on chemical substances contained in supplied products shall be registered in IMDS by the business partner, and the usage status shall be reported.

(3) Survey Frequency

- (i) VEJ will request completion of the CSR/Sustainability Questionnaire once per year. Suppliers are requested to review and update their responses as necessary.
- (ii) For chemical substance content information, VEJ will request updated information only as necessary, such as when applicable laws, regulations, or customer requirements are revised.

2) Survey Items

(1) General Management

- Status of CSR, environmental, and sustainability management systems
- Existence of a code of conduct addressing CSR, environmental, and sustainability matters
- Status of CSR, environmental, and sustainability education and training programs

(2) Labor Conditions and Human Rights

- Existence of labor conditions and human rights policy
- Status of education and training related to labor conditions and human rights
- Existence of a labor conditions and human rights management system

(3) Health and Safety

- Existence of a health and safety policy
- Status of education and training related to health and safety
- Existence of an occupational health and safety management system

(4) Business Ethics

- Existence of a business ethics policy
- Status of education and training related to business ethics

(5) Environment

- Existence of a corporate environmental policy
- Existence of environmental objectives and targets

- Status of environmental initiatives, including water management, air emissions management, sustainable resource management, and waste reduction
- Status of education and training related to environmental management
- Existence of an environmental management system and environmental certifications (e.g., ISO 14001)

(6) Personal Information Protection and Information Security

- Existence of rules and procedures for personal information protection and information security

(7) Responsible Procurement Activities

- Existence of CSR/sustainability requirements and policies for upstream suppliers
- Status of risk assessments conducted within the upstream supply chain

(8) Others

- Additional survey requirements may be introduced as needed to address changes in applicable laws, regulations, or other relevant circumstances.

B. MANAGEMENT OF CHEMICAL SUBSTANCES CONTAINED IN SUPPLIED PRODUCTS

1) Vehicle Energy Japan Controlled Chemical Substances

VEJ manages information on chemical substances contained in supplied products by classifying them into two categories: “**Prohibited Substance Groups**” and “**Controlled Substance Groups.**”

■ Concept of Vehicle Energy Japan Controlled Chemical Substances

Category	Controlled Substances	Main Laws and Regulations
Prohibited Substance Groups	- Chemical substances that are prohibited from being contained in supplied products. - Chemical substances whose use in products supplied to VEJ among substances whose use in products, including packaging materials, is generally prohibited under applicable domestic or international laws and regulations and that may be present in products supplied to VEJ. - Corresponds to “P” in the <i>Classification</i> column of the VEJ Product Chemical Substance Control List.	For details, refer to the VEJ Product Chemical Substance Control List. Please contact your VEJ purchasing representative regarding the VEJ Product Chemical Substance Control List.
Controlled Substance Groups	- Chemical substances whose use or content must be identified and appropriately managed in accordance with applicable domestic or international laws, regulations, or other requirements. - Includes substances for which recycling, recovery or proper treatment should be considered. - Includes substance groups whose content in supplied products may be restricted depending on the intended application or use. - Corresponds to all classifications other than “P” in the <i>Classification</i> column of the VEJ Product Chemical Substance Control List.	

VEJ may also request surveys regarding chemical substances used during manufacturing, storage, transportation, or other stages prior to delivery, even if such substances are not ultimately contained in the supplied products.

We request your cooperation in responding to such surveys to help ensure supply continuity and stable product supply.

2) Guarantee of Non-Containment of Chemical Substances in Supplied Products

VEJ requests its business partners to give due consideration to environmental protection and sustainability in

accordance with the basic agreements governing material transactions.

To support compliance with environmental requirements, VEJ may require suppliers to provide information regarding chemical substances contained in products and, where necessary, certify the absence of restricted or prohibited substances.

In principle, information on all chemical substances contained in products supplied to VEJ shall be registered in IMDS*.

Only when VEJ's design department acknowledges that registration in IMDS* is difficult for the supplier, the supplier shall complete and submit a "Certificate of Non-Containment and Non-Use."

"Non-containment" refers to a condition in which the relevant chemical substance is not present in the product, regardless of whether it could be introduced intentionally or as an unintended impurity, or in which the substance has been confirmed through reasonable verification procedures to be present at a concentration below the specified threshold value.

3) Concept for Managing Chemical Substance Content Information (Prohibition and Control)

When collecting information on chemical substance content, please use the best available methods that are reasonably practicable from both economic and technical perspectives

For Prohibited Substance Groups, the use of such substances is generally prohibited under applicable domestic and international laws and regulations; therefore, suppliers are required to guarantee their non-containment to ensure regulatory compliance.

For Controlled Substance Groups, appropriate management of chemical substance content information is required irrespective of whether the relevant substances are contained in the product.

Please also note that a finding that the relevant chemical substance was not identified during the investigation must also be reported.

4) Changes to Materials, Manufacturing Methods, or Chemical Substance Content Information

Suppliers shall provide prior written notice to VEJ of any proposed changes to supplied products, including changes to materials, manufacturing methods, manufacturing locations, major production equipment, or personnel responsible for manufacturing. Such notice shall include details of the proposed changes and an assessment of their potential impact. Suppliers must obtain VEJ's approval before implementing any such changes.

Suppliers shall also promptly notify VEJ if new information regarding chemical substance content is identified or if any previously reported chemical substance content information is found to be inaccurate, revised or otherwise changed.

5) Investigation and Calculation of Chemical Substance Content

Suppliers are required to investigate and calculate the chemical substance content of all materials, parts, and other supplied items in accordance with IMDS* requirements.

* IMDS: International Material Data System.

Any questions regarding compliance with these requirements should be directed to the VEJ purchasing representative.