

TOKAI RIKA GROUP GREEN PURCHASING GUIDELINE



 TOKAI RIKA

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Table of contents

I . Introduction	P1
II . Environmental efforts of Tokai Rika	P2
1. Carbon-neutral Strategy 2030	P3
2. Environmental action plan	P4
IV. Requests for our business partners	P5
1. Establishment of environmental management system	P6
(1) Establishment of environmental management system	
(2) Promotion of environmental management throughout product life cycle	
2. Management of parts and materials delivered to Tokai Rika	P8
(1) Management of SOC *1 in products and packaging materials	
① Management of material data such as SOC at development / design stage	
② Management of SOC at mass production stage	
③ Material labeling on plastic / rubber parts	
④ Establishment of SOC management system	
(2) Management of SOC used at plant or distribution base	
① Management of SOC for delivered or brought in materials	
② Management of SOC in raw materials and indirect materials	
(3) Change of delivered goods or packaging materials to low-CO2 materials	
3. Reduction of CO2 emissions and packaging materials for logistics	P12
(1) Logistics outsourced from Tokai Rika	
(2) Delivery logistics by business partners	
4. Environmental efforts related to business partners' activities	P13
(1) Compliance with environmental laws and regulations	
(2) Improvement of environmental performance	
(3) Setting environmental goals	
Laws and regulations on chemicals	P16
Terminology	P18

*1 Substances of Environmental concern

I . Introduction

Tokai Rika Group carry out corporate activities based on our business philosophy of "To create products to satisfy customers and to contribute to a higher quality of life", while aiming for mutual development based on relationships of trust with business partners.

In 1993, we first set mid-and-long term environmental targets to reduce greenhouse gases, waste and substances of concern (SOC), aiming to be a company that is friendly to people and the environment. In 2003, we released the first edition of Green Purchasing Guideline to inform our business partners about our environmental policy and make efforts with Tokai Rika.

Damage scale of natural disasters has expanded at the world level due to climate change caused by global warming in recent years. To minimize the impact, the automotive industry, a major source of CO₂ emissions, is fully committed to realizing carbon neutrality throughout the supply chain. We have formulated the "Carbon-neutral Strategy 2030" as a milestone to as a milestone to reduce CO₂ emissions to virtually zero by 2050, and are strengthening our efforts from a life cycle perspective.

This Green Purchasing Guideline call for setting environmental targets regarding energy CO₂ and greenhouse gases, and for changing delivered products to low- CO₂ materials. In order to promote these efforts, we would like to make efforts such as zero environmental violations and reduction of environmental load as an important foundation, and further strengthen cooperation with our business partners.

We would like to ask all business partners to understand the rapid changes in the environment and the importance of environmental activities, and to cooperate in efforts based on this guideline.

Purchasing

General Manager ~Group

Taro Kondo

II. Environmental efforts of Tokai Rika

Tokai Rika's environmental activities are based on our business philosophy and defined in Environmental slogan and policy described below. Green procurement is one of the important activities required by environmental efforts throughout the supply chain. We ask for your cooperation in promoting environmental activities together with us.

Environmental slogan



Environmental policy

1. Take the initiative in promoting activities on all fronts

Holistic activities: Continuous improvement of EMS and promotion of activities related to carbon neutrality, a circular economy, and nature positive throughout the lifecycle

2. Pursue environmental technologies for the future

3. Go beyond legal compliance to enrich local nature

4. Increase and expand our circle with society

5. Everyone thinks and acts for the Earth

1. Carbon-neutral Strategy 2030

With the aim of establishment of a carbon-neutral society, we have set a new environmental target to reduce CO₂ emissions to virtually zero by 2050, and have formulated the “Carbon-neutral Strategy 2030” as a milestone. We will expand our strategy from the conventional Plant CO₂ reduction and aim to contribute to carbon neutrality of the entire life cycle from the perspective of Products, Production, Procurement and Logistics.



Products strategy By establishment and implementation of LCA system, expanding the use of low-CO₂ materials, and expanding the use of biomass plastic we will reduce product CO₂ by 10% by 2030 and 30% by 2040.

Production strategy By substitution of greenhouse gases, improving existing production technology, and developing and introducing innovative production technology, we will reduce plant CO₂ by 60% and expand the utilization rate of renewable energy to 25% by 2030.

Logistics strategy Improvement of logistics, expand the use of biomass and biodegradable plastic for packaging materials, and switch more than 50% of logistics trucks owned by 2030 to environmentally friendly vehicles.

Procurement strategy By collaborating with business partners in Products, Production, and Logistics strategies, we will reduce supplier CO₂ by 30% by 2030.

2. Tokai Rika Group Environmental action plan

In order to contribute to establishing a sustainable society through business activities, we Tokai Rika Group promote environmental initiatives supported by three pillars: “establishment of a carbon-neutral society,” “establishment of a society in harmony with nature,” and “establishment of a recycling-based society.” We have formulated an environmental action plan as a mid-term plan to be renewed every five years, and are working on it with numerical targets, and work to improve environmental performance.



* The items and targets of environmental action plan are posted on [Tokai Rika website](#).

III. Requests for our business partners

Tokai Rika is promoting green purchasing activities to prioritize the purchase of products, parts, raw materials, indirect materials, packaging materials, equipment, etc. that have a low environmental impact. Business partners are requested to make certain efforts regarding the contents summarized in the table below as a response to strengthening environmental efforts in addition to legal compliance. We will confirm the status of your efforts as appropriate based on the contents described in Sections IV.1 to IV.4.

Requirements		○: Applicable partners					Page		
		Parts	Products	Indirect materials	Raw materials	Packaging materials		Logistics	Cleaning, Gardening Equipment, Construction
1. Establishment of environmental management system	(1) Establishment of environmental management system	○	○	○	○	○	○	P6	
	(2) Promotion of environmental management throughout product life cycle	○	○	○	○	○	○	P7	
2. Management of parts and materials delivered to Tokai Rika	(1) Management of SOC in products and packaging materials	① Management of material data such as SOC at development / design stage	○	○					P8
		② Management of SOC at mass production stage	○	○	○				P8
		③ Material labeling on plastic / rubber parts	○						P9
		④ Establishment of SOC management system	○						P9
	(2) Management of SOC used at plant / distribution base	① Management of SOC for delivered or brought in materials			○	○		○	P10
		② Management of SOC in raw materials and indirect materials			○	○		○	P10
	(3) Change of delivered goods or packaging materials to low-CO2 materials	○	○	○					P11
3. Reduction of CO2 emissions and packaging materials for logistics	(1) Logistics outsourced from Tokai Rika				○	○		P12	
	(2) Delivery logistics by business partners	○	○	○	○	○	○	P12	
4. Environmental efforts related to business partners activities	(1) Compliance with environmental laws and regulations	○	○	○	○	○	○	P13	
	(2) Improvement of environmental performance	○	○	○	○	○	○	P13	
	(3) Setting environmental goals	○	○	○	○	○	○	P15	

1. Establishment of environmental management system

Tokai Rika systematically manages and continuously improves environmental preservation activities. Business partners are requested to promote environmental preservation activities and establish an environmental management system that enables continuous improvement.

(1) Establishment of environmental management system

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○	○	○

Business partners are required to promote environmental preservation activities, establishment an environmental management system that enables continuous improvement, efforts to reduce environmental risks and improve environmental performance.

Furthermore, business partners are required to obtain or renew external certifications such as of "ISO 14001", "Eco-Action 21" *2 for the reliable promotion of environmental management.

Tokai Rika will confirm the status of your company's certification acquisition in the "Environmental Management System Survey Sheet" as appropriate.

Business partners are also expected to verify environmental management system at the upstream business partners (e.g. your tier 1 suppliers), give them advices and instructions as well as expand it the upstream suppliers, as needed, aiming at the realization of management of the entire supply chain.

In connection with this, in order to grasp the current state of environmental performance, business partners are requested to conduct self-audits once a year using the "Production Environment Data Sheet".

We may request business partners to submit the "Production Environment Data Sheet" as necessary, and conduct an audit to confirm the management status.

*2 Please ask Tokai Rika about applicable standards.

Documents to be submitted to Tokai Rika

Documents	Submission time
Environmental Management System Survey Sheet	At the time of opening your account or our request
Production Environment Data Sheet	

(2) Promotion of environmental management throughout product life cycle

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○	○	○

Tokai Rika is working to reduce the environmental impact of our overall corporate activities while evaluating the environmental friendliness of our products from the perspective of the life cycle from raw material procurement to product disposal. In this activity, it is necessary to grasp the environmental impact of the entire supply chain including business partners.

Business partners delivering products, parts, raw materials, or indirect materials related to the surveyed products selected by us may be requested to submit environmental data using the "Parts Production Environmental Sheet *³".

^{*3} This document is not attached to this guideline. It will be sent from Tokai Rika as needed.

Survey item and survey content

Survey item	Survey subject	Survey content
Environmental data on parts production (Per parts)	Selected by us	Energy consumption

Document to be submitted to Tokai Rika

Document	Submission time
Parts Production Environmental Sheet	August or September (Request from June to August)

2. Management of parts and materials delivered to Tokai Rika

As a company that uses chemical substances, Tokai Rika promotes not only legal and customer response but also appropriate risk management. Business partners are required to take the following actions, such as responding to tightening regulations, establishing an internal system, and providing information to us.

(1) Management of SOC in products and packaging materials

Tokai Rika has been implementing initiatives to manage SOC and improving recycling rate in accordance with domestic and overseas laws and regulations such as EU ELV Directive, EU REACH Regulation, EU RoHS Directive and Chemical Substances Control Law. Applicable business partners are required to deliver products in compliance with laws, regulations / Tokai Rika Standards pertaining to the following items, and report the history of their use to us.

① Management of material data such as SOC at development / design Stage

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○			

Business partners are required to:

- Manage information on use, reduction or elimination of SOC in accordance with TRES-D0110
- Enter product materials and chemicals data into JAPIA Standard Material Datasheet, IMDS or Raw Materials Composition Check Sheet by the designated date.
- See the latest GADSL for chemicals to be managed
- Tokai Rika manages chemicals in products on a global scale.

② Management of SOC at mass production stage

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○		

- Below are the major chemicals that Tokai Rika manages in accordance with legal and customer requirements.

Lead, cadmium, mercury, hexavalent chrome, asbestos, PBB, PBDE (1-9), Deca-BDE, HBCD, DEHP, DBP, BBP, DIBP, PFOA, PFOS, Arsenic, DMF, etc.

- Business partners are required to reduce or eliminate the chemicals above.
- Cooperate on SOC investigation or reporting upon request of the customers of Tokai Rika.

③ Material labeling on plastic / rubber parts

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○				

- In Europe, Japan, Korea, and USA

manufactures are legally required to label the ingredients of plastic or rubber parts.

- Tokai Rika ingredient labeling has been compliant with international standards since 1992 for plastic or thermoplastic elastomer parts weighing 100 g or more, and rubber parts weighing 200 g or more.
- Business partners are expected to label the ingredients of parts lighter than the above as much as possible.

④ Establishment of SOC management system

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○				

- Business partners are requested to conduct

self-audits once a year using the “Self-evaluation sheet for SOC management system”, which is available on Tokai Rika website.

Business partners are also requested to conduct self-audits when there is a change in the management system or Tier 2 supplier.

- Tokai Rika will conduct an audit as appropriate.

Related standards and documents to be submitted are listed below. Business partners are requested to be familiarized with the contents and take appropriate actions.

Related standards

Applicable business partners	Tokai Rika Standards *4
Parts Products Raw materials Indirect materials Packaging materials	<ul style="list-style-type: none"> · TRES-D0110 “Control Procedures for Substances of Environmental Concern” · TRES-D0022 “Material Marking on Plastic and Rubber Parts” · TRES-P0499 “List of Approved Oil Brands Available in the Process” · List of Approved Brands and List of Disapproved Brands (Disclosure on Tokai Rika website) · Suppliers Quality Assurance Manual

*4 For documents related to the TRES-D and the TRES-P, see the Supplier Quality Assurance Manual and contact Supply Chain Planning Div.

Document to be submitted to Tokai Rika

Documents or data	Submission time
Enter data into IMDS or JAPIA Standard Material Datasheet	Parts development / design stage or at the time of engineering change of production parts (At the time of our request)
Raw Materials Composition Check Sheet	At the time of Tokai Rika request
Product Inspection Method Material Inspection Method	Parts mass production stage
Packaging materials: Verification Report on SOC-free Material, or customer -designated form	At the time of customer request

(2) Management of SOC used in plant or distribution base

Tokai Rika is positively promoting the voluntary elimination or reduction of SOC used in our base including other than production process. Applicable business partners are requested to reduce or eliminate chemical substances for materials delivered or brought in, raw materials *5, indirect materials, and packaging materials *6 used at our operation bases.

*5 Raw materials that have environmental impacts in the case of physicality change
*6 Packaging materials delivered to distribution base

① Management of SOC for delivered or brought in materials

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
	○	○		○

Business partners are requested to:

- Don't contain any of the chemical substances shown in the "Use Banned Substances in Raw Materials and Indirect Materials List" specified on Tokai Rika website in delivered or brought in materials (including chemicals such as oils and pesticides attached to the equipment).
- Manage in the same way for packaging materials if they include intentional release of chemical substances such as insect repellent and rust preventive.

② Management of SOC in raw materials and indirect materials

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
	○	○		○

Business partners are requested to:

- Enter information necessary for prior assessment such as "Safety Data Sheet (SDS)" into the product registration system (PRTR-WORLD of Eco Research Co., Ltd.), when planning new adoption of all raw materials and indirect materials including evaluation / prototype.
- Report to Tokai Rika (BI) CN/CE Promote Strategy Dept. with the assigned product ID code (global ID) after entering.
- Immediately report the latest SDS to Tokai Rika (BI) CN/CE Promote Strategy Dept. at the time of SDS update.
- Enter by proxy or submit SDS to the recruitment planning Div. if system enter is difficult.

Related standards and documents to be submitted are listed below. Business partners are requested to be familiarized with the contents and take appropriate actions.

Related Documents

Applicable business Partners	Related Documents
Raw Materials Indirect Materials	<ul style="list-style-type: none"> • Use Banned Substances in Raw Materials and Indirect Materials List • How to join PRTR-WORLD system • List of Substances Managed by PRTR-WORLD system • SDS manual
Packaging materials	<ul style="list-style-type: none"> • Use Banned Substances in Raw Materials and Indirect Materials List • Control Procedures for Substances of Environmental Concern
Machines, Construction, Equipment, Gardening	<ul style="list-style-type: none"> • Use Banned Substances in Raw Materials and Indirect Materials List • SDS manual

Documents to be submitted to Tokai Rika

Document or data	Submission time
Data entry into SDS and PRTR-WORLD	At the time of planning new adoption of all raw materials and indirect materials
Verification Report on SOC-free Material	At the time of delivery of new packaging materials

(3) Change of delivered goods or packaging materials to low-CO₂ materials

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○		

Tokai Rika is working on initiatives including materials to reduce CO₂ in delivered goods, and applicable business partners may be requested to change the materials of delivered goods including packaging materials as needed.

Moreover, applicable business partners are requested to propose a positive material change to reduce CO₂.

Angles to reduce CO ₂	Examples
By actively utilizing recycled materials, reduce energy usage during material manufacturing	<ul style="list-style-type: none"> • Purchase plastic / metal materials containing in-house waste materials
By adopting low-CO ₂ materials, reduce energy usage during material manufacturing or product manufacturing	<ul style="list-style-type: none"> • Change to materials that can reduce material manufacturing CO₂ • Reduction of energy usage due to lower temperature during product manufacturing
By adopting Non-fossil resource materials, reduce energy usage during material manufacturing	<ul style="list-style-type: none"> • Change to biomass plastic made from wood • Application of Cellulose Nano Fiber to products

3. Reduction of CO₂ emissions and packaging materials for logistics

Tokai Rika proactively promotes reduction of CO₂ emissions and packaging materials in logistics including the supply chain. Applicable business partners are required to take the following actions.

(1) Logistics outsourced from Tokai Rika

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
		○	○	

Business partners outsourced logistics of our products and parts would be asked to understand our efforts for reduction of CO₂ emissions and packaging materials, and to cooperate with promotion of improvement together as a logistics partner.

Moreover, to ensure improvement, business partners are required to aggregate your monthly results and consumption rate indicator (Fuel consumption, Transportation distance, Fuel efficiency etc.), and report on your activity status.

Documents to be submitted to Tokai Rika

Documents	Submission time
CO ₂ Emissions Report	Beginning of every month (At the time of our request)
Packaging Materials Consumption Report	

(2) Delivery logistics by business partners

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○	○	○

Business partners that deliver products, parts, raw materials, indirect materials, or equipment are requested to work on reduction of CO₂ emissions in logistics to us. In addition, business partners would be asked for your cooperation in our reduction activities for packaging materials as well.

Moreover, to quantitatively grasp the current status of CO₂ emissions and the effects of reduction efforts, business partners are required to aggregate your monthly results and consumption rate indicator (Fuel consumption, Transportation distance, Fuel efficiency etc.), and report on your activity status.

Documents to be submitted to Tokai Rika

Document	Submission time
CO ₂ Emissions Report	Beginning of every month (At the time of our request)

4. Environmental efforts related to business partners' activities

Tokai Rika is working on various environmental improvements by setting goals for environmental efforts including the supply chain, not just for us alone.

Business partners are requested to strive for positive environmental efforts in your business activities.

(1) Compliance with environmental laws and regulations

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○	○	○

Business partners are requested to comply with applicable environmental laws and regulations in business activities.

(2) Improvement of environmental performance

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
○	○	○	○	○

Business partners are requested to improve environmental performance in business activities. Although the submission of documents is not required, we may ask business partners about your environmental status via the Production Environment Data Sheet.

① Reduction of energy CO₂ emissions

Tokai Rika aims to reduce energy consumption throughout product life cycle including our business partners and the upstream business partners (e.g. your tier 1 suppliers). Business partners, regardless production or non-production, are required to reduce energy CO₂ emissions by reducing the amount of electricity and fossil fuels used and utilizing renewable energy.

Angles to reduce CO ₂	Examples
<Improvement of existing production technology> Elimination of waste of energy based on the current production method	<ul style="list-style-type: none"> Reduction of heat dissipation loss Collect and reuse waste heat Thoroughly stop when not in operation
<Development / introduction of innovative production technology> Step into how to make things and review from the root	<ul style="list-style-type: none"> Change of heat treatment method Paint-less, air-less, steam-less
<Thorough elimination of waste of production energy> Recognize waste and lead to improvement by visualizing energy at "Gemba"	<ul style="list-style-type: none"> Grasp the amount of energy for each line Thoroughly stop when not in operation Optimization of start-up time
<Use of renewable energy> Increase the proportion of renewable energy in power consumption	<ul style="list-style-type: none"> Introduction of solar power generation Electric power company's renewable energy menu contract

② Reduction of greenhouse gas emissions

Greenhouse gases affecting global warming include non-energy-derived CO₂, methane, nitrous oxide, alternative CFCs of HFC or PFC, sulfur hexafluoride and nitrogen trifluoride. Business partners are required to grasp the amount of greenhouse gas used in the production process and to reduce emissions.

③ Reduction of VOC emissions

Business partners are required to reduce VOC emission, which cause photochemical oxidants, by substituting or recovering the materials used.

④ Reduction of PRTR substance emissions

Business partners are requested to grasp the amount of movement and emissions for target substances stipulated by law as chemical substances that affect the global environment in general and to reduce the amount of emissions.

⑤ Reduction of waste generation amount

Business partners are required to promote design that is easy to recycle, reduction of defect rate, sale, etc., for waste generated by business activities.

⑥ Reduction of environmental impact due to water use

Business partners are required to consider reducing the environmental impact on "usage" and "water pollution prevention" and proceed with the plan in order to prevent future water resource depletion. Tokai Rika may request business partners to report your water usage.

⑦ Understanding and efforts to establish a society in harmony with nature

Business partners are requested to consider biodiversity and environmental conservation around business establishments, and to take the following measures to establish a society in harmony with nature.

- Indirect contribution to the establishment of a society in harmony with nature through the efforts
① to ⑥ above
- Implementation of activities to improve the natural environment, including collaboration and cooperation with regions and organizations working on nature conservation
e.g.) Greening activities such as tree planting and thinning, river beautification activities, ecology investigation in the neighborhood, etc.

(3) Setting environmental goals

Products Parts	Raw materials Indirect materials	Packaging materials	Logistics	Cleaning Gardening Equipment Construction
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Business partners are requested to set environmental goals aimed at improving environmental performance.

Moreover, business partners are requested to disclose as much as possible so that they can be obtained by third parties including stakeholders.

① Energy CO₂ emissions and greenhouse gas emissions

Business partners are requested to set environmental goals looking the realization of carbon neutral in the future.

② Waste generation amount

Business partners are requested to set environmental goals aimed at reducing landfill waste and improving the recycling rate.

Laws and regulations on chemicals

(1) EU REACH Regulation (EC) No. 1907/2006

The Registration, Evaluation, Authorization and Restriction of Chemicals Regulation (REACH) took effect in 2007 to stipulate companies' responsibility for chemicals management throughout their supply chains. Businesses are required to identify chemicals they use and are contained in their products, and conduct risk assessments.

(2) EU CLP Regulation (EC) No. 1272/2008

The Regulation on Classification, Labeling and Packaging of substances and mixtures (CLP) took effect in 2009 to classify and label hazardous substances based on the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) rules. Chemical manufacturers and importers in Europe are required to classify chemical hazards, notify authorities, and label and package substances appropriately.

(3) EU ELV Directive (2000/53/EC)

The End of Life Vehicles (ELV) Directive, which took effect in 2000, stipulates the building of recovery networks that can restrict chemicals in products and raise recycling rates to minimize the environmental impacts of used vehicles. There are some exemptions for substances that have no reliable alternatives.

(4) EU RoHS Directive (2002/95/EC)

The Restriction of Hazardous Substances in Electrical and Electronic Equipment (RoHS) Directive, which took effect in 2003, restricts the use of hazardous substances such as lead, mercury, cadmium, hexavalent chromium, PBB, and PBDE in electrical and electronic equipment, with the aim of promoting waste recycling and reducing the impact on the environment and human health.

(5) EU Packaging and Packaging Waste Directive (94/62/EC)

The Packaging and Packaging Waste Directive, which took effect in 1994, stipulates the building of recovery and recycling systems for restricted use of chemicals in products and high recycling rates to minimize the environmental impact of packaging waste.

(6) US TSCA

The Toxic Substances Control Act (TSCA) was established in 1976 to reduce harmful effects of chemicals on human health and the environment. The US Environment Protection Agency (EPA) manages information on chemical substances and compounds, requires testing and evaluation, and regulates the manufacturing, import, use and disposal of designated chemicals.

(7) Chemical Substances Control Law

This act was established to assess and regulate the accumulateness, degradability, and toxicity of chemicals, conduct preliminary investigations on new industrial chemicals (new chemicals), and regulate the import and manufacturing of chemicals according to hazardousness.

Laws and regulations on chemicals (continued)

(7) PRTR

The Pollutant Release and Transfer Register (PRTR) system was established to examine, calculate and publish information on chemicals released or transferred from businesses handling a certain amount of specific hazardous substances.

Terminology

(1) Green purchasing

is a policy of priority purchasing of environmentally-friendly parts, materials, indirect materials, and office supplies from business partners who are committed to reducing the environment impacts of their business activities. Our green purchasing policy also applies to logistic services and machineries.

(2) Raw materials

are materials, such as steels, non-ferrous materials, and plastic, used at our or our business partners' plants to produce parts constituting products.

(3) Indirect materials

are materials, such as cutting oils, release agents, oils, and detergents, used at our or our business partners' plants to make products, but do not constitute products. Solders, adhesives, sealants, and greases are included in products but are classified as indirect materials.

(4) Packaging materials

are materials delivered to us to package products, and packaging materials used to transport products and parts.

(5) LCA (Life Cycle Assessment)

is a comprehensive methodology for assessing how products or services affect the environment throughout their life cycles from design to disposal. Or, LCA is a set of procedures for compiling and assessing the inputs, output, and potential environmental impacts throughout the life cycle of a product, from the acquisition of raw materials or the production of natural resources to final disposal.

(6) SOC (Substances of Environmental Concern)

is a general term for chemical substances that give a load (harmful) to the environment and people.

(7) VOC (Volatile Organic Compounds)

are substances, including paint solvents and adhesives solvents, which are volatile at ordinary temperatures and pressures. VOCs are usually defined as organic chemicals with boiling points below 250°C (482°F).

(8) JAPIA standard material datasheet

is an excel spreadsheet document for investigating materials and compounds contained in products, which is agreed by Japan Auto Parts Industries Association (JAPIA).

JAPIA Standard Material Datasheet and related documents can be obtained from:

<https://www.japia.or.jp/work/kankyou/japiasheet/>

(9) GADSL (Global Automotive Declarable Substance List)

is a list of controlled chemicals agreed to by the manufacturers of vehicles, parts and chemicals in Japan, USA, and Europe, used for IMDS. The latest GADSL can be obtained from: <http://www.gadsl.org/>.

Terminology (continued)

(10) SDS (Safety Data Sheet)

is a document that contains information necessary to safely handle chemicals and raw materials containing chemicals. SDS is required to comply with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) regulation of each country.

(11) GHS (Globally Harmonized System of Classification and Labeling of Chemicals)

is a global unified rule for the classification and labeling of chemicals (Japanese standard is JIS Z 7253). It is stipulated that chemicals should be classified according to the type and degree of hazard, and that labeling and SDS should be provided so that the information can be understood at a glance. For details, refer to Minister of the Environment website: <http://www.env.go.jp/chemi/ghs/>

(12) PBBs (Polybrominated biphenyls), PBDEs (Polybrominated diphenyl ethers), and Deca-BDE (Decabromodiphenyl ether)

are brominated flame retardants used for interior materials, seats, carpets, or electric and electronic parts.

(13) HBCDs (Hexabromocyclododecanes)

are brominated flame retardants used for seat coverings.

(14) PFOS (Perfluorooctanesulfonate)

is a fluorochemical surfactant used for semi-conductors, metal plating, or electric and electronic parts.

(15) DMF (Dimethyl fumarate)

is sometimes used as a fungicide for packaging materials. DMF is prohibited in Europe.

(16) Society in harmony with nature

is a society in which our social and economic activities are in harmony with nature, so that we can sustain biodiversity and continue to appreciate the blessings of nature and natural ecosystem for generations to come.

(17) Biodiversity

is the variety and variability of life. Efforts for biodiversity conservation include: the raising of biodiversity awareness throughout the supply chain starting from the mining of natural resources; biotopes and tree-planting in premises; the protection and breeding of rare animals and plants; and the reduction of the use of chemical pesticides and fertilizers.

(18) Supply chain

is the overall flow of producing products with inter-company activities, starting from the procurement of raw materials to selling them to consumers. The supply chain may include a design and development processes and disposal.

(19) Carbon neutral

is to absorb and offset the entire amount of greenhouse gas emissions such as CO₂ generated by business activities by forest absorption and collection / storage of CO₂.

(20) IMDS (International Material Data System)

is a system for registering / confirming used substance information on the Internet and is used in the automobile industry.

Terminology (continued)

(21) Circular economy

is an economic system that preserves and maintains the value of products, materials and resources for as long as possible, promotes the efficient use of resources in production and consumption, reduces the environmental impact of resource use, and minimizes the generation of waste and the release of harmful substances into the environment.

(22) Nature positive

is a global social goal of halting and reversing the loss of nature by 2030, and achieving full recovery by 2050, using 2020 as a baseline.

Issued by:
Supply Chain Planning Div.
Purchasing Group
Tokai Rika Co., Ltd.
Issued: October 2003
Revision 1: February 2005
Revision 2: June 2009
Revision 3: December 2011
Revision 4: April 2015
Revision 5: December 2016
Revision 6: October 2021
Revision 7: May 2025

Notes

1. All documents and information provided by our business partners remains disclosed.
2. This guideline may be subjected to the revision of laws, regulations or our rules.
3. For inquiry about this guideline, please contact:

Planning Dept. Supply Chain Planning Div. Purchasing Group Tokai Rika Co., Ltd.

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TOKAI RIKI CO.,LTD.