

Green Procurement Guidelines



November 1, 2006



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

Toshiba Group's Basic Policy for the Environment

Recognizing the Earth is an irreplaceable asset and it is humankind's duty to hand it on to future generations in a sound state, Toshiba Group contributes to the development of a sustainable society by pursuing creation of new values and symbiosis with the Earth, in accordance with Toshiba Group's Environmental Vision.

Promotion of 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 environmental aspects of its business activities, products and services, and specifies objectives and targets with respect to 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, industry guidelines it has endorsed, and its own standards concerning the environment.
5. Toshiba strives to enhance the awareness of all its employees with respect to the environment and requires that they make a practical contribution to the environment through their work.
6. Toshiba operates globally, and accordingly, promotes environmental activities throughout Toshiba Group.

Development and provision of environmentally conscious products and services, and reduction of environmental impacts of 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 conscious products and services which contribute to the reduction of 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.

Responsibility as a member of the global community

1. Toshiba contributes to society through its environmental activities, which include the development and provision of excellent, environmentally conscious technologies and products and cooperation with society at large and with local communities.
2. Toshiba is committed to maximizing disclosure and transparency in communication with stakeholders and society at large in order to facilitate mutual understanding.

Foreword

“Committed to People. Committed to the Future. Toshiba”: inspired by its corporate slogan, Toshiba Group is vigorously promoting CSR activities. Naturally, environmental management is central to that drive. In accordance with Toshiba Group’s Basic Policy for the Environment, we are working to protect the environment by stressing “creation of new value” and championing “symbiosis with the Earth” throughout our business processes and products.

Environmental management involves tackling various issues. We believe that we have a responsibility to perform comprehensive assessment of environmental impacts of our products throughout their life cycles in every phase from manufacturing and usage of products through to recycling of end-of-life products. Toshiba Group is promoting green procurement as a measure in the manufacturing phase.

The objective of green procurement is to procure products, parts and components, materials, etc. with minimal environmental impacts from suppliers that are vigorously promoting protection of the environment. In order to promote business in such a way that environmental impacts and risks are reduced, such as the use of hazardous chemical substances, activities throughout the entire supply chain are necessary. For that purpose, the cooperation of suppliers, which are our business partners, is essential. With this in mind, we have thoroughly revised the Green Procurement Guidelines so as to attune them to the needs of the era.

In our endeavors to achieve a sustainable society, we invite our suppliers to share our environmental goals and to work hand in hand with us to make green procurement a resounding success.

Corporate Procurement Div.
Corporate Environment Management Div.
Toshiba Corporation

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I. Objective of the Guidelines

1. Objective

With regard to products, parts and components, materials, etc. constituting merchandise marketed by Toshiba Group, the objective is to procure items with minimal environmental impacts from suppliers that vigorously promote environmental protection.

2. Requests to suppliers

(1) Promotion of environmental protection by suppliers

We request suppliers to vigorously engage in environmental protection (establishment of an environmental policy, putting systems in place, provision of training and education, etc.)

(2) Supply of products, parts and components, materials, etc. with minimal environmental impacts

We request suppliers to implement thorough management of chemical substances in products. Reflecting the emphasis we place on the matters agreed by the Japan Green Procurement Survey Standardization Initiative (JGPSSI), we request suppliers to implement management in accordance with the Guidelines for the Management of Chemical Substances in Products issued by JGPSSI.

1) Establishment of a structure for management of chemical substances in products

2) Procurement of parts and components and materials with minimal environmental impacts (green procurement), including reduction in use of hazardous chemical substances

Toshiba Group 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 items procured by Toshiba Group, in principle	(Appendix 1) (34 materials/substances)
Rank B Managed materials/substances	Substance groups for which efforts should be made to reduce environmental impacts by means of reduction of use and substitution or recovery and detoxification by a closed system	(Appendix 2) (20 materials/substances)

We may request suppliers to implement management of substances other than those mentioned above separately.

II. Agreements and Surveys

To achieve the objective mentioned above, Toshiba Group requests suppliers to take action with regard to the following: conclusion of agreements for assuring environmental quality of procurement items, surveys of suppliers' chemical substance management systems, surveys of chemical materials/substances in procurement items, and surveys of suppliers' environmental protection activities. We request suppliers to share our goals and to cooperate with us with respect to the conclusion of agreements and the conducting of surveys.

For details, suppliers are requested to contact the division they deal with.

1. Conclusion of agreements for assuring environmental quality of procurement items

In order to assure 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 Restriction of the Use of Specified Hazardous Substances.

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 for management of chemical substances in products.

3. Surveys of chemical materials/substances in procurement items

Prior to 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 listed in Appendix 3.

4. Survey of suppliers' environmental protection activities

In order to strengthen partnerships with suppliers that are vigorously engaged in environmental protection activities, we conduct surveys of suppliers' environmental protection activities.

Survey items

Situations regarding the following:

- (1) Gaining of ISO 14001 certifications
- (2) Green procurement activities
- (3) Environmental protection activities
 - 1) Environmental policy
 - 2) Organizations and plans
 - 3) Environmental aspects of the business and systems
 - 4) Information disclosure and training and education
- (4) Other

(Appendix 1): Prohibited materials/substances

No.	Material/substance category	Timing of prohibition for products of Toshiba Group	Threshold level for products of Toshiba Group	Threshold level for judgment as to whether it is necessary to respond to the procurement item chemical content survey
A01	Asbestos	Already prohibited	Regardless of concentration	Intentionally added
A02	Certain azocolourants and azodyes (only those that may release certain amines)	To be prohibited from 2010 onward	Regardless of concentration	Intentionally added
A03	Cadmium/cadmium compounds	Already prohibited	100 ppm	75 ppm or intentionally added
A04	Hexavalent chromium/hexavalent chromium compounds	Already prohibited	1000 ppm	1000 ppm or intentionally added
A05	Lead/lead compounds	Already prohibited	1000 ppm	1000 ppm or intentionally added 300 ppm for vinyl chloride cable only
A06	Mercury/mercury compounds	Already prohibited	1000 ppm	1000 ppm or intentionally added
A07	Ozone depleting substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	Substances other than HCFCs have already been prohibited. HCFCs to be prohibited from 2010 onward	Regardless of concentration	Class I: Intentionally added Class II, HCFCs: 1000 ppm
A08	Polybrominated biphenyls (PBBs)	Already prohibited	1000 ppm	1000 ppm or intentionally added
A09	Polybrominated diphenylethers (PBDEs)	Already prohibited	1000 ppm	1000 ppm or intentionally added
A10	Polychlorinated biphenyls (PCBs)	Already prohibited	Regardless of concentration	Intentionally added
A11	Polychlorinated naphthalenes (more than 3 chlorine atoms)	Already	Regardless of	Intentionally added

		prohibited	concentration	
A12	Radioactive substances	To be prohibited from 2010 onward	Regardless of concentration	Intentionally added
A13	Certain shortchain chlorinated paraffins	To be prohibited from 2010 onward	Regardless of concentration	Intentionally added
A14	Tributyl tin (TBT) and triphenyl tin (TPT)	To be prohibited from 2010 onward	Regardless of concentration	Intentionally added
A15	Tributyl tin oxide (TBTO)	Already prohibited	Regardless of concentration	Intentionally added
A16	4-Aminodiphenyl and its salt	Already prohibited	Regardless of concentration	Not surveyed
A17	Aldrin	Already prohibited	Regardless of concentration	Not surveyed
A18	Endrin	Already prohibited	Regardless of concentration	Not surveyed
A19	Yellow phosphor (match)	Already prohibited	Regardless of concentration	Not surveyed
A20	Chlordanes	Already prohibited	Regardless of concentration	Not surveyed
A21	N,N'-ditolyl-p-phenylenediamine, N-tolyl-N'-xylyl-p-phenylenediamine or N,N'-dixylyl-p-phenylenediamine	Already prohibited	Regardless of concentration	Not surveyed
A22	Dioxins	Already prohibited	Regardless of concentration	Not surveyed
A23	DDT	Already prohibited	Regardless of concentration	Not surveyed
A24	Dieldrin	Already prohibited	Regardless of concentration	Not surveyed
A25	Toxaphene	Already prohibited	Regardless of concentration	Not surveyed
A26	2,4,6-tri-t-butylphenol	Already prohibited	Regardless of concentration	Not surveyed
A27	Beta-naphthylamine and its salt	Already prohibited	Regardless of concentration	Not surveyed
A28	4-nitrodiphenyl and its salt	Already prohibited	Regardless of concentration	Not surveyed

A29	Bis(chloromethyl)ether	Already prohibited	Regardless of concentration	Not surveyed
A30	Hexachlorobenzene	Already prohibited	Regardless of concentration	Not surveyed
A31	Benzidine and its salt	Already prohibited	Regardless of concentration	Not surveyed
A32	Benzene	Already prohibited	Regardless of concentration	Not surveyed
A33	2-(2H-1,2,3-benzotriazolyl-2-yl)-4,6-di-tert-butylphenol	Upon its inclusion in the scope of the Law concerning the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc.	Regardless of concentration	Not surveyed
A34	Mirex	Already prohibited	Regardless of concentration	Not surveyed

* To be prohibited from 2010 onward: Use for the applications banned by laws and regulations has already been prohibited.

(Appendix 2): Managed materials/substances

No.	Material/substance category	Threshold level for judgment as to whether it is necessary to respond to the procurement item chemical content survey
B01	Antimony/antimony compounds	1000 ppm
B02	Arsenic/arsenic compounds	1000 ppm
B03	Beryllium/beryllium compounds	1000 ppm
B04	Bismuth/bismuth compounds	1000 ppm
B05	Brominated flame retardants (other than PBBs or PBDEs)	1000 ppm
B06	Nickel (external applications only)	1000 ppm
B07	Certain phthalates	1000 ppm
B08	Selenium/selenium compounds	1000 ppm
B09	Polyvinyl chloride (PVC)	1000 ppm

B10	Zinc compounds	Not surveyed
B11	Chlorinated paraffins (other than certain shortchain chlorinated paraffins (A13))	Not surveyed
B12	Trivalent chromium/trivalent chromium compounds	Not surveyed
B13	Cyanogen compounds	Not surveyed
B14	Nickel (other than nickel for external applications (B06))/nickel compounds	Not surveyed
B15	Perfluorocarbons (PFCs)	Not surveyed
B16	Hydrofluorocarbons (HFCs)	Not surveyed
B17	Halogenated resin additives (other than brominated flame retardants (A08, A09, B05))	Not surveyed
B18	Manganese compounds	Not surveyed
B19	Organic tin compounds (other than tributyl tin and triphenyl tin (A14))	Not surveyed
B20	Sulfur hexafluoride (SF6)	Not surveyed

(Appendix 3): Chemical materials/substances subject to the procurement item chemical content survey

No.	Material/substance category	Brake lining and pad, insulator, filler, friction material, pigment, paint, talc	Threshold level requiring response to the survey
A 0 1	Asbestos	Pigment, dye, colorant	Intentionally added
A 0 2	Certain azocolourants and azodyes (only those that may release certain amines)	Pigment, corrosion-resistant surface treatment, electric/electronics material, optical material, stabilizer, plating material, pigment for resin, fluorescent agent for optical glass, electrode, soldering material	Intentionally added
A 0 3	Cadmium/cadmium compounds	Pigment, paint, ink, catalyst, plating, corrosion-resistant surface treatment, dye, paint drying agent, surface treatment, chromate treatment, enhancement of paint adhesion	75 ppm or intentionally added
A 0 4	Hexavalent chromium/hexavalent chromium compounds	Rubber hardener, pigment, paint, lubricant, plastic stabilizer, battery material, free cutting alloy material, optical material, X-ray shield, electric soldering material	1000 ppm or intentionally added
A 0 5	Lead/lead compounds	Fluorescent lamp, electric contact material, coloring pigment, corrosion inhibitor, switch, high-efficiency light emitter	1000 ppm or intentionally added 300 ppm for vinyl chloride cable only
A 0 6	Mercury/mercury compounds	Refrigerant, blowing agent, fire extinguishing agent	1000 ppm or intentionally added
A 0 7	Ozone depleting substances (CFCs, HCFCs, HBFCs, carbon tetrachloride, etc.)	Flame retardant	Class I: Intentionally added Class II, HCFCs: 1000 ppm
A 0 8	Polybrominated biphenyls (PBBs)	Flame retardant	1000 ppm or intentionally added
A 0 9	Polybrominated diphenylethers (PBDEs)	Insulating oil, lubricating oil, electric insulating medium, solvent, electrolyte	1000 ppm or intentionally added
A 1 0	Polychlorinated biphenyls (PCBs)	Lubricating oil, paint, plastic stabilizer (electrical characteristics, flame resistance, water resistance), flame retardant	Intentionally added
A 1 1	Polychlorinated naphthalenes (more than 3 chlorine atoms)	Optical characteristics (thorium)	Intentionally added
A 1 2	Radioactive substances	Vinyl chloride plasticizer, flame retardant	Intentionally added
A 1 3	Certain shortchain chlorinated paraffins	Stabilizer, antioxidant/ antioxidant, antimicrobial and antifungal agents, antifouling agent	Intentionally added
A 1 4	Tributyl tin (TBT) and triphenyl tin (TPT)	Antiseptic agent, antimold, paint, pigment, antifouling pigment, refrigerant, blowing agent, fire extinguishing agent	Intentionally added
A 1 5	Tributyl tin oxide (TBTO)	Pigment, paint, catalyst, lead-free soldering material, stabilizer, n-type dopant, flame retardant	Intentionally added
B 0 1	Antimony/antimony compounds	Pigment, paint, dye, glass antifoam agent, III-V semiconductor substrate, flame retardant	1000ppm
B 0 2	Arsenic/arsenic compounds	Ceramics raw material, alloy, catalyst, age-hardened alloy material, alloy material for springs, solder	1000ppm
B 0 3	Beryllium/beryllium compounds	Lead-free soldering material, soldering material	1000ppm
B 0 4	Bismuth/bismuth compounds	Flame retardant, package molding, PVC plasticizer, flame retardant	1000ppm
B 0 5	Brominated flame retardants (other than PBBs or PBDEs)	Surface treatment agent, nickel plating	1000ppm
B 0 6	Nickel (external applications only)	Plasticizer, dye, pigment, paint, ink, adhesive agent, lubricant	1000ppm
B 0 7	Certain phthalates	Photoreceptor, pigment, ink, catalyst, oxidant, semiconductor material, light receiving	1000ppm

		element, photocell	
B 0 8	Selenium/selenium compounds	Insulator, antichemical transparent covering material	1000ppm
B 0 9	Polyvinyl chloride (PVC)	Brake lining and pad, insulator, filler, friction material, pigment, paint, talc	1000ppm

Definitions of materials/substances subject to the survey are taken from JIG. Please note that the above list of chemical materials/substances may be changed if JIG is changed.

JIG: JIG is a set of common guidelines issued following discussions between the Green Procurement Survey Standardization Initiative (JGPSSI), the European Information, Communications and Consumer Electronics Technology Industry Associations (EICTA), and the Electronic Industries Alliance (EIA). The official name is "The Joint Industry Guide for Material Composition Declaration for Electronic Products".

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