

Sumitomo Chemical Group Sustainable Procurement Check Sheets

March 2009

 **SUMITOMO CHEMICAL Co., Ltd.**

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[How to Answer]

This check sheet is a tool to self-evaluate your company's sustainability activities regarding individual items that are referred in Sumitomo Chemical Group Sustainable Procurement Guidebook. This check sheet is provided as a form of questionnaire corresponding to the guidebook that enables you to grasp every sustainability activities on an item-by-item basis.

In the guidebook, five broad fields are selected, and several specific items branched off from each field.

This check sheet consists of three parts. 1. Input of corporate information. 2. Questions for general Sustainability, 3. Questions for each branched item.

Please refer to the guidebook when making your answer. If you come across unfriendly words/terms or jargons, it is recommended that you read the corresponding descriptions in the guidebook.

1. Input of suppliers (corporate/or manufacturer) information

The format provides a standard set of questions as default for the responder. When the requester needs to ask additional questions, please use the Unique Column.

2. Questions for general Sustainability

Please answer the coverage in of this field. When the requester instructs the coverage, please make an answer according to the instruction.

Question-1 to 4: Please evaluate yourself on 5 levels. The description of score-5, score-3 and score-1 are provided for your convenience. If your self-evaluation is intermediate, you can select score-4 or score-2.

3. In the Chapter- I to Chapter- V , Questions for branched items.

Questions consist of Categories A and B as follows:

➤ Category-A

The number of questions depends on the branched item.

"Category-A" is Sustainability management status and Sustainability Activity status related questions.

Please evaluate yourself on 5 levels. The description of score-5, score-3 and score-1 are provided for your convenience. If your self-evaluation is intermediate, you can select score-4 or score-2.

➤ Category-B

If is applied in the defined below, you must write the comments.

For examples, Violation is identified in the past for 2 years if is applied. Improving plan for Sustainability program

Contact for questions
Sumitomo Chemical Procurement Dept.
TEL +81 (0)3-5543-5242 FAX +81 (0)3-5543-5923

Company [/ Manufacturers] Information : Responder

[Requests to Suppliers]

Suppliers are requested to ensure that answers are made to the check sheets by a section responsible for sustainability, or an equivalent section.

Enter your Company/Manufacturers information.

Company Name	(Pls. fill in)
URL of Company Website	(Pls. fill in)
Scope of Your Reply	(1) Total group companies including domestic and overseas corporations, (2) Domestic group companies,(3) Others (Pls. Select) (Pls. fill in)

* Where the scope of your reply covers a part of your company this time, enter the name of facility(plant, office, etc) in the "Others" column.

* Manufacturers or commissioning manufacturers are required to choose "(3)Others" and complete "Check Sheets" once for its head office as well as for each manufacturing facility (plant) that raw materials and packaging materials provided to Sumitomo Chemical.

Country or region	(Pls. fill in)
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* The country or region where the company/facility concerned is located. Where the scope of your reply covers multiple countries, enter the country where the head office of your company is located.

Transaction raw materials and packaging materials	(Pls. fill in)			
Responsible Responder's Name	Responder's Full name	(Pls. fill in)	Responder's Position	(Pls. fill in)
	Section	(Pls. fill in)		

* Contact Person :No entry required if same as above

Contact Person*	Full name	(Pls. fill in)	Position	(Pls. fill in)
	Section	(Pls. fill in)		

Address	(Pls. fill in)		
Telephone	(Pls. fill in)	Fax	(Pls. fill in)
Responder's E-mail Address	(Pls. fill in)		
Date of Answer	YYYYMMDD (Pls. fill in)		

0 Overall Promotion of Sustainability

- Do you clearly declare the importance of Sustainability as a business policy of your company? (Pls. Select)
(5) Clearly declared, (3) Included in company policy but not sufficiently, (1) Not declared or no Sustainability policy
- Do you clearly designate an organization and manager responsible for sustainability promotion for the entire company? (Pls. Select)
(5) Clearly designated, (3) Assigned but ambiguous, (1) Not assigned
- Do you publicly announce the status of your sustainability promotion efforts? (Pls. Select)
(5) Publicly announcing, (3) Plan to announce, (1) Not accounted and no plan to announce
- Do you deploy your program regarding sustainability to suppliers? (Pls. Select)
(5) Deploying, (3) Plan to deploy, (1) Not deploying and no plan to deploy

I Compliance with laws and Ethics

[I-1] Compliance with various business laws

Suppliers are requested to fully understand relevant business laws and comply with these laws, in carrying out business operations.

A. Please self-check your actual status for the following questions.

A-1 Do you practice appropriate controls to avoid infringements on various business laws by fully understanding them in carrying out business operations? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-2] Prohibit impediment to free competition

Suppliers are requested not to impede fair, transparent, and free competition.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid anti-competitive and unfair practices such as cartel, collusive bidding, etc? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-3] Prohibit abuse of a superior position

Suppliers are requested not to create disadvantage for their suppliers by abuse of a superior position.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid abuse of a superior position, the violation of the National Contract Act in Japan (Japan) or other laws that prohibit abuse of a superior position (Oversea)? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-4] Prohibit corruption and bribery

Suppliers are requested to maintain a sound and normal relationship with politics and government administration without committing bribery and/or making illegal political donations.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid bribery, entertainment, and gifts that are beyond social discipline? (Pls. Select)

A-1. Do you practice appropriate controls to avoid making illegal political donation? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your Company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-5] Prohibit the offering and receiving of inappropriate profits and advantages

Suppliers are requested not to offer and/or to receive inappropriate benefits to/from stakeholders.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid the offering and receiving of inappropriate profits and advantages to/from customers? (Pls. Select)

(Pls. Select)

A-2. Do you practice appropriate controls to avoid supplying inappropriate benefits to an antisocial entity? (Pls. Select)

(Pls. Select)

A-3. Do you practice appropriate controls to avoid insider trading? (Pls. Select)

(Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-6] Respect intellectual property

Suppliers are requested not to infringe upon intellectual property rights.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid intellectual property infringements and the illegal reproduction of copyrighted work? (Pls. Select)

(Pls. Select)

A-2. Do you practice appropriate controls to avoid illegal procurement and utilization of trade secret of a third party? (Pls. Select)

(Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-7] Detect injustice promptly

Suppliers are requested to perform activities to prevent improper act, and to streamline the system to discover and to respond to improper act in an early stage.

A. Please self-check your actual status for the following questions.

A-1. Do you set up a dedicated liaison for whistle blowing? (Pls. Select)

A-2. Do you have concrete measures for the secrecy and protection for the whistleblowers? (Pls. Select)

[Evaluation Guide]

(5) = Pioneer programs are implemented positively towards a very high goal.

(3) = Ordinal programs are implemented.

(1) = No or few programs are implemented.

B. Please describe supplementation regarding this item, if necessary.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[I-8] Prevent the leakage of personal information, customer and third party confidential information

Suppliers are requested to appropriately control and protect, personal information and confidential information of employees, customers, and third parties.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid illegal usage or leakage of personal and confidential information? (Pls. Select)

[Evaluation Guide] (Violation herein means not only legal violation but also deviation from social disciplines)

(5) = No violation/problem is confirmed by periodical investigation and data/log check.

(3) = No violation is reported as far as we grasp, no investigation or data/log check were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

II Human Rights and Labor

[II-1] Respect human rights

Suppliers are requested to respect human rights of all persons and to prohibit harsh and inhumane treatment such as maltreatments and/or various harassments.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid activities against human rights such as inhumane treatments, abuses, physical punishment, sexual harassments, intimidating harassments? (Pls. Select)

[Evaluation Guide] (Violation herein means not only legal violation but also deviation from social disciplines)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

II-2 Prohibit discrimination

Suppliers are requested to prohibit discrimination during the process of job offering and hiring, and to endeavor the equal opportunity and fairness of treatment.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid discrimination in recruiting process or at employment? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, neither investigation nor audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

II-3 Regulate working hours

Suppliers are requested to regulate employee's working hours/holidays/vacations not to exceed the legal ceiling.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid work instruction exceeding the legal ceiling of working hours and illegal limitation of holidays or vacation leaves? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

II-4 Respect the rights to freedom of association

Suppliers are requested to respect the rights to freedom of association of employees, as means of employer-employee consultation, in order to settle working conditions and/or wage issues, etc.

A. Please self-check your actual status for the following questions..

A-1. Do you practice appropriate controls to avoid unfair obstruction against the rights to freedom of association of employees?(Pls. Select)

A-2. Do you practice appropriate controls to avoid the unfair refusal of employer-employee consultation? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[II-5] Prohibit forced labor

Suppliers are requested to employ all employees on a voluntary basis, and not to commit forced labor.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid forced labor, labor for debt, slave labor, and inhumane prison labor? (Pls. select)

A-2. Do you practice appropriate control to avoid infringement of freedom of job turnover? (Pls. select)

[Evaluation Guide] (Violation herein means not only legal violation but also deviation from social disciplines)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls. fill in)

[II-6] Prohibit child labor

Suppliers are requested not to employ children who are under the lowest labor age and not to assign such jobs that impair children's development.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid hiring persons who are under the lowest labor age? (Pls. select)

A-2. Do you practice appropriate controls to avoid negligence of young labor protection from things such as night shifts and dangerous work? (Pls. select)

[Evaluation Guide] (Violation herein means not only legal violation but also deviation from social disciplines)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

[II-7] Pay appropriate wages

Suppliers are requested to pay legal minimum wage or more, and not to practice unfair wage deduction as means of a disciplinary action.

A. Please self-check your actual status for the following questions.

A-1. Do you practice appropriate controls to avoid wage payment below the legal minimum wage? (Pls. Select)

A-2. Do you practice appropriate controls to avoid unfair wage deduction? (Pls. Select)

[Evaluation Guide] (Violation herein means not only legal violation but deviation from social disciplines)

(5) = No violation/problem is confirmed by periodical investigation and audit.

(3) = No violation is reported as far as we grasp, no investigation or audit were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls. fill in)

III Prevent Accident and Occupational Health and Safety

III-1 Properly manage disasters and accidents

Suppliers are requested to prepare the emergency response measures for possible disasters and accidents in order to protect human lives, and to inform all-out to people in the workplace.

- A. Please self-check your actual status for the following questions..
- A-1. Do you practice appropriate preparations such as a response procedure and drills, for disasters and accidents such as large-scale earthquakes? (Pls. Select)
- A-2. Do you practice appropriate controls to inform the response measures to all people in workplace, include the business continuity plan for earlier recovery in your response plans? (Pls. Select)
- A-3. Do you include community according to emergent requests in response procedure , for disasters and accidents such as large-scale earthquakes? (Pls. Select)
- [Evaluation Guide]
(5) = Pioneer programs are implemented positively towards a very high goal.
(3) = Ordinal programs are implemented.
(1) = No or few programs are implemented.

- B. Please provide relevant information when your company corresponds to the cases below.
- Improving plan for sustainability program.

(Pls fill in)

III-2 Apply safety measures for equipment and instruments

Suppliers are requested to apply appropriate safety measures for equipment and instruments used in their company.

- A. Please self-check your actual status for the following questions.
- A-1. Do you practice appropriate controls to avoid negligence to apply safety measures for equipment and instruments by inspection? (Pls. Select)
- [Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)
(5) = No violation/problem is confirmed by periodical record-check and physical investigation.
(3) = No violation is reported as far as we grasp, no check or investigation were performed.
(1) = Big violation is identified or the actual condition/status is not grasped.

- B. Please provide relevant information when your company corresponds to the cases below.
- Violation is identified in the past for 2 years if is applied.
- Improving plan for sustainability program.

(Pls fill in)

III-3 Promote safety in the workplace

Suppliers are requested to evaluate their own safety risks and to ensure safety in the workplace with appropriate design, technique, and control method.

- A. Please self-check your actual status for the following questions.
- A-1. Do you practice appropriate evaluation of potential risks of accidents and health problems in workplace? (Pls. Select)
- A-2. Do you practice appropriate controls to avoid negligence of necessary safety measures in workplace? (Pls. Select)
- [Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)
(5) = No violation/problem is confirmed by periodical record-check and risk evaluation.
(3) = No violation is reported as far as we grasp, no check or risk evaluation were performed.
(1) = Big violation is identified or the actual condition/status is not grasped.
- B. Please provide relevant information when your company corresponds to the cases below.
- Violation is identified in the past for 2 years if is applied.
- Improving plan for sustainability program.

(Pls. fill in)

III-4] Promote hygiene in the workplace

Suppliers are requested to grasp the condition in the workplace related with biological and chemical harms, noise, and odor, which are harmful to health, and to provide appropriate measures.

A. Please self-check your actual status for the following questions..

A-1. Do you practice appropriate evaluation of potential risks of hygiene such as biological and chemical harms, noises, and odor? (Pls. Select)

A-2. Do you practice appropriate controls to avoid negligence of necessary hygiene measures in workplace? (Pls. Select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical record-check and risk evaluation.

(3) = No violation is reported as far as we grasp, no check or risk evaluation were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

III-5] Promote health maintenance programs for employees

Suppliers are requested to provide appropriate health maintenance programs for all employees.

A. Please self-check your actual status for the following questions..

A-1. Do you have appropriate health maintenance programs for employees such as a medical checkup? (Pls. select)

A-2. Do you practice necessary actions such as assignment of company doctors and/or medical equipment? (Pls. select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

(5) = No violation/problem is confirmed by periodical investigation and data/log check.

(3) = No violation is reported as far as we grasp, no investigation or data/log check were performed.

(1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.

- Improving plan for sustainability program.

(Pls fill in)

IV Environment

IV-1] Establish and apply an environment management system

Suppliers are requested to establish and implement an environmental management system.

A. Please self-check your actual status for the following questions..

A-1. Do you establish and implement an environmental management system? (Pls. select)

[Evaluation Guide]

(5) = The 3rd party certification (ex. ISO14001) is obtained for more than 3 consecutive years?.

(3) = ISO14001 or an equivalent environment management system is established and implemented.

(1) = Environment management system is not established yet.

B. Please provide relevant information when your company corresponds to the cases below.

- In the case that ISO certificate has been cancelled: Reasons for cancellation.

- In the case that ISO certificate has been awarded: Name of conferment organization.

(Pls fill in)

[IV-2] Control hazardous chemicals in manufacturing

Suppliers are requested to control chemical substances (used in manufacturing processes) defined by local laws and regulations.

A. Please self-check your actual status for the following questions..

- A-1. Do you practice appropriate controls that are specified by the law when you use hazardous chemicals? (Pls. select)
- A-2. Do you practice appropriate controls to avoid negligence of necessary procedure such as reporting to the government?(Pls. select)
- [Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)
- (5) = No violation/problem is confirmed by periodical investigation and data/log check.
- (3) = No violation is reported as far as we grasp, no investigation or data/log check were performed.
- (1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.
- Improving plan for sustainability program.

(Pls fill in)

[IV -3] Obtain government permits

Suppliers are requested to obtain necessary environmental permits defined by local laws and regulations, and to submit necessary reports to the government.

B. Please self-check your actual status for the following questions..

- A-1. Do you practice appropriate controls to avoid negligence of necessary notifications to government for facility/ equipment/ work that are specified by laws? (Pls. select)
- A-2. Do you practice appropriate controls to avoid negligence of assignment of responsible officers who have legally-defined qualifications? (Pls. select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

- (5) = No violation/problem is confirmed by periodical investigation and audit.
- (3) = No violation is reported as far as we grasp, no investigation or audit were performed.
- (1) = Big violation is identified or the actual condition/status is not grasped.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.
- Improving plan for sustainability program.

(Pls fill in)

[IV -4] Minimize environmental pollution (water, soil, air)

Suppliers are requested to be in compliance with local laws and regulations of drainage, sludge and air emissions, and to improve such environmental pollution and Greenhouse Gas reduction by voluntary criteria as needed.

A. Please self-check your actual status for the following questions.

- A-1. Do you practice appropriate controls with respect to amount of Chemical Oxygen Demand (COD) of drainage and air emissions of sulfur dioxide? (Pls. select)

[Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)

- (5) = No violation/problem is confirmed by periodical record-check and physical investigation.
- (3) = No violation is reported as far as we grasp, no check or investigation were performed.
- (1) = Big violation is identified or the actual condition/status is not grasped.

- A-2. Do you promote reduction programs to reduce greenhouse gas impacts such as carbon dioxide, methane, nitrogen dioxide, Chlorofluorocarbon-Replacing Material? (Pls. select)

[Evaluation Guide]

- (5) = Pioneer programs are implemented positively towards a very high goal.
- (3) = Ordinal programs are implemented.
- (1) = No or few programs are implemented.

B. Please provide relevant information when your company corresponds to the cases below.

- Violation is identified in the past for 2 years if is applied.
- Improving plan for sustainability program.

(Pls. fill in)

[IV-5] Promote waste reduction

Suppliers are requested to define a voluntary goal of the eventual waste reduction, and to implement continuous activities for further reduction.

A. Please self-check your actual status for the following questions.

A-1. Do you promote reduction programs to reduce such as waste treatment by incineration facilities? (Pls. select)

[Evaluation Guide]

(5) = Continuous activities programs are implemented positively towards a very high goal.

(3) = Ordinal programs are implemented.

(1) = No or few programs are implemented.

B. Please provide relevant information when your company corresponds to the cases below.

- Improving plan for sustainability program.

(Pls. fill in)

[IV-6] Promote resource and energy saving by reusing, reducing, and recycling (3R)

Suppliers are requested to define a voluntary goal of natural resources and energy saving, and to implement continuous activities for efficient usage.

A. Please self-check your actual status for the following questions..

A-1. Do you promote resource saving programs? (Pls. Select)

A-2. Do you promote energy saving programs? (Pls. Select)

[Evaluation Guide]

(5) = Pioneer programs are implemented positively towards a very high goal.

(3) = Ordinal programs are implemented.

(1) = No or few programs are implemented.

B. Please provide relevant information when your company corresponds to the cases below.

- Improving plan for sustainability program.

(Pls. fill in)

V Product Quality and Safety

[V-1] Establish and apply a quality management system

Suppliers are requested to establish and implement a quality management system.

A. Please self-check your actual status for the following questions..

A-1. Do you establish and implement a quality management system? (Pls. Select)

[Evaluation Guide]

(5) = The 3rd party certification (ex. ISO9001) is obtained more than 3 years consequently.

(3) = ISO9001 or an equivalent quality management system is established and implemented.

(1) = Quality management system is not established yet.

B. Please provide relevant information when your company corresponds to the cases below.

- In the case that ISO certificate has been cancelled: Reasons for cancellation.

- In the case that ISO certificate has been awarded: Name of conferment organization.

(Pls. fill in)

IV-2] Control hazardous chemicals in products

Suppliers are requested to control chemical substances (contained in products) defined by laws and regulations.

- A. Please self-check your actual status for the following questions.
- A-1. Do you practice appropriate controls with respect to the chemical substances that are to be managed with special care as defined by laws? (Pls. Select)
- A-2. Do you practice mandatory labeling and testing that are specified by the law for your products? (Pls. Select)
- [Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)
- (5) = No violation/problem is confirmed by periodical investigation and data/log check.
- (3) = No violation is reported as far as we grasp, no investigation or data/log check were performed.
- (1) = Big violation is identified or the actual condition/status is not grasped.
- B. Please provide relevant information when your company corresponds to the cases below.
- Violation is identified in the past for 2 years if is applied.
 - Improving plan for sustainability program.

(Pls. fill in)

IV-3] Provide accurate information on products and services

Suppliers are requested to provide accurate information on products and services to consumers and customers.

- A. Please self-check your actual status for the following questions..
- A-1. Do you practice appropriate controls to avoid provisions of false or incorrect information regarding your products and services? (Pls. Select)
- A-2. Do you practice appropriate controls to avoid untruthful/incorrect expressions and descriptions for your catalogs and ads? (Pls. Select)
- [Evaluation Guide] (*Violation herein means not only legal violation but also deviation from social disciplines*)
- (5) = No violation/problem is confirmed by periodical investigation and audit.
- (3) = No violation is reported as far as we grasp, no investigation or audit were performed.
- (1) = Big violation is identified or the actual condition/status is not grasped.
- B. Please provide relevant information when your company corresponds to the cases below.
- Violation is identified in the past for 2 years if is applied.
 - Improving plan for sustainability program.

(Pls. fill in)

IV-4] Prior consultation on manufacturing process change and Compliance with standards and specifications

Suppliers are requested to consult us about manufacturing process change relating to manufacturing procedures, manufacturing facilities, and raw materials in advance. Also, suppliers are requested to comply with standards and specifications.

- A. Please self-check your actual status for the following questions.
- A-1. Do you discuss with customers in advance in the event that the change of manufacturing procedures, manufacturing facilities, and raw materials is expected to affect quality or functionality of customer's products? (Pls. Select)
- [Evaluation Guide]
- (5) = Discuss with customers in advance and confirm there is no adverse effect on customer's products.
- (3) = Discuss with customers in advance.
- (1) = Implement the change by our own judgment.
- A-2. In the event of the change of manufacturing procedures, manufacturing facilities, and raw materials , do you confirm the quality is still equivalent through checking systems in accordance with prescribed procedures ? (Pls. Select)
- A-3. Do you comply with standards and specifications by checking quality through a prescribed quality-control test? (Pls. Select)
- [Evaluation Guide]
- (5) = Confirm there is no adverse effect on customer's products.
- (3) = Comply with standards and specifications by checking quality through a prescribed quality-control test..
- (1) = Not perform a prescribed quality-control test occasionally.
- B. Please provide relevant information when your company corresponds to the cases below.
- Violation is identified in the past for 2 years if is applied.
 - Improving plan for sustainability program.

(Pls. fill in)

[EOF]