

# **Sumitomo Chemical Group Sustainable Procurement Guidebook**

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Sumitomo Chemical

 **SUMITOMO CHEMICAL Co., Ltd.**

# Introduction

## Sustainable Procurement (For Suppliers of Raw Materials and Packaging Materials)

Sumitomo Chemical has been striving to fulfill its responsibilities of being a member of society in every business aspect. Furthermore, Sumitomo Chemical positions the compliance with laws and company rules as one of the most important management principles. On the basis of this Policy, Sumitomo Chemical has been driving Sustainable Procurement initiative forward.

Sumitomo Chemical believes that suppliers are important business partners and that it is only able to promote sustainability throughout the entire supply chain with the understanding and cooperation of suppliers. In connection with sustainability efforts for all suppliers, Sumitomo Chemical has compiled five categories in the Sumitomo Chemical Group Sustainable Procurement Guidebook. In this regard, Sumitomo Chemical would like to ask all of its suppliers to cooperate in fully understanding its Basic Procurement Principles, as well as to comply with this Guidebook.

We consider it our social responsibility to conduct business activities based on compliance and self-responsibility. With this belief, we have established the “Sumitomo Chemical Charter for Business Conduct,” as shown below, on which our Compliance System is built.

### Sumitomo Chemical Charter for Business Conduct

1. We will respect Sumitomo’s business philosophy and act as highly esteemed “good citizens.”
2. We will observe national and international laws and regulations and will carry out activities according to our corporate rules.
3. We will develop and supply useful, safe products and technologies that will contribute extensively to the progress of society.
4. We will take voluntary and active initiatives to achieve zero-accident and zero-injury operations and to preserve the global environment.
5. We will conduct business transactions based on fair and free competition.
6. We will endeavor to make our workplaces sound and energetic.
7. Every one of us will make efforts to become a professional who has advanced skills and expertise in his or her field of responsibility.
8. We will actively communicate with our various stakeholders such as shareholders, customers, and regional communities.
9. We, as a corporate member of an international society, will esteem the culture and customs of each region around the world and contribute to the development of those regions.
10. We will strive for the sound development of our Company through business activities conducted in accordance with the guiding principles stipulated hereinabove.

### Basic Procurement Principles

Procurement Operations shall be carried out in accordance with the following basic principles

1. Procurement transactions shall be conducted on the basis of fair, equitable and transparent free competition without involving personal interests or arbitrary consideration.
  - i. Sumitomo Chemical Procurement Section shall conduct work with the spirit and attitude of fairness and equity without involving any arbitrary consideration toward or against suppliers.
  - ii. Sumitomo Chemical Procurement Section shall comply with all relevant laws, regulations and its company's internal rules, including spirit behind them, when conducting procurement transactions.
  - iii. Sumitomo Chemical Procurement Section shall neither make a request for quotations (hereinafter "RFQ") from suppliers from whom it has no intention to procure nor acquire information unnecessary for its procurement transactions.
  - iv. Sumitomo Chemical Procurement Section shall make business decisions on procurement by placing the highest priority on its company's interests and without involving personal emotion or interests.
  - v. Sumitomo Chemical Procurement Section shall make every endeavor to prevent acquiring illegally or divulging confidential information regarding suppliers.
  - vi. Sumitomo Chemical Procurement Section shall neither conduct procurement transactions with its company nor cause any interested person to transact with its company, without obtaining explicit prior permission from the company.
  - vii. Sumitomo Chemical Procurement Section shall not solicit or receive personal benefits from suppliers, such as being overly entertained or accepting gifts and gratuities beyond the extent of socially acceptable business practices.
2. Sumitomo Chemical Procurement Section shall select suppliers to transact with in accordance with the most appropriate and economically rational method and shall pursue maintaining sound business relationships with suppliers, aiming for mutual growth and development.
  - i. Sumitomo Chemical Procurement Section shall select suppliers who will be the best and most appropriate to its company after considering such factors as stability of management foundation, quality of Goods and Services, prices, supply stability, technology development capabilities and sustainability activities.
  - ii. Sumitomo Chemical Procurement Section shall negotiate with suppliers from the viewpoint of the entire Group and take responsibility on its words and actions in order to build mutual trust with suppliers.
3. Sumitomo Chemical Procurement Section shall strive to provide corporate services globally across the entire Group.
  - i. Corporate Procurement Section and Group Company Procurement Section shall perform their operations by communicating closely with related departments and affiliates within the Group.
4. Sumitomo Chemical Procurement Section shall strive to procure preferentially from those suppliers that are active in sustainability initiatives, with the aim of fulfilling its corporate social responsibilities and building healthy relationships with suppliers.
  - i. Sumitomo Chemical Procurement Section shall give the maximum possible consideration to the following when selecting suppliers.
    - Being in compliance with laws and social rules
    - Striving to prevent accident and ensure safety
    - Striving to protect the environment
    - Striving to respect human rights and eliminate discrimination

- Placing importance on work environment
5. Sumitomo Chemical Procurement Section shall strive to always meet quality requirements of its company' s internal sections that request purchase of Goods and Services.
    - i. Sumitomo Chemical Procurement Section shall stringently evaluate Goods and Services to be purchased and only enter into transactions that satisfy the requested quality.
  6. In performing Procurement Operations, the highest priority shall be given to safe and stable operation to realize zero-accident and zero-injury operations.
    - i. Sumitomo Chemical Procurement Section shall always place the highest priority on realizing safe and stable operation when making decisions in the course of Procurement Operations.
  7. In performing Procurement Operations, the highest consideration shall be given to customer satisfaction.
    - i. Sumitomo Chemical Procurement Section shall always perform its operations with customer-oriented business mindset in all aspects of its operations.
  8. Transparency of Procurement Operations shall be ensured.
    - i. Sumitomo Chemical Procurement Section shall implement procedures for Procurement Operations based on documentation.
    - ii. Sumitomo Chemical Procurement Section shall retain and keep under its control documents relating to Procurement Operations according to standards established in its company.
    - iii. Sumitomo Chemical Procurement Section shall make information disclosure in an appropriate and timely manner.

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# 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.**

Business laws means are generally referred to as “business laws,” which apply to certain businesses, and impose various duties upon relevant business enterprises, such as the submission of notifications or reports to, and the acquisition of permits or licenses from, government and municipal offices. You must understand the various business laws that regulate business activities, acquire or submit permits or licenses specified in the various business laws, and comply with the requirements specified in these laws, such as quality standards, markings, the submission of documents or periodical reports, and the preparation of transaction records.

## **[I-2] Prohibit impediment to free competition**

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

“Competition restrictive activities” mean acts of making prior agreements among companies in the same trade about product/service prices, quantities, sales areas, etc. (cartel), or prior arrangements with other bidders about a winning bidder and successful tender price (collusive bidding).

Furthermore, obtaining and utilizing trade secret of other companies in an illegal way, showing false indication and showing indication that confuses customers about other companies’ products are also referred as acts of unfair competition.

## **[I-3] Prohibit abuse of a superior position**

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

Abuse of a superior position means acts of unilaterally determining or changing trading conditions with suppliers or imposing irrational requests or obligations on suppliers by taking advantage of their superior position as a purchaser or outsourcer.

Procurement deals shall be fairly and faithfully conducted based on contracts without abuse of a superior position. In countries with legislation relating to abuse of a superior position, the relevant laws shall be observed. (E.g. National Contract Act in Japan)

## **[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.**

“Bribe-giving” means acts of offering money, entertainment, gifts, or other benefits/conveniences to public servants or equivalent persons (hereafter called public employees), in pursuit of some business advantage in return, such as approval and license, acquisition/maintenance of trading, or access to nondisclosure information.

In addition, “bribe-giving” includes entertainment or gift-giving that is beyond social discipline even if it does not solicit any business reward.

“Illegal political donation” means acts of contributing political donation requesting some business advantage in return, such as approval and license, acquisition/maintenance of trading, or access to nondisclosure information. The political donation not following the proper legal procedures is included.

### **[I-5] Prohibit the offering and receiving of inappropriate profit and advantage**

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

Typical examples of “Inappropriate benefit offering/receipt” are as follows:

- Bribery activity such as offering or receiving a gift, award, prize money, etc. beyond the bounds of the law to/from a customer
- Providing or accepting money/valuables or entertainment beyond the social discipline
- Act of supplying inappropriate benefit to an antisocial force (criminal organization, terror organization, etc.) that adversely affects public order or sound activities.
- Insider trading by which stock of a company is traded based on the critical nondisclosure information about operations of a customer, etc.

### **[I-6] Respect intellectual property**

**Suppliers are requested not to infringe upon intellectual property rights.**

“Intellectual property rights” (IPR) includes patent rights, utility model rights, design rights, trademark rights, copyrights, trade secrets, and so on.

Prior to development, production, sale, and/or provision of a product/service, preliminary IPR survey shall be sufficiently conducted about the intellectual properties of third parties. The usage of a third party's intellectual property without permission constitutes an infringement of IPR, except for cases that have valid reasons,

Furthermore, illegal reproduction of computer software or another copyrighted work constitutes an infringement of IPR.

Likewise, illegal procurement and utilization of a trade secret of a third party also constitutes an infringement of IPR.

### **[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.**

“Activities to prevent improper act” means to train and enlighten employees as well as to create a rich communication in workplace.

Typical examples of measure for “system to discover and respond to improper act in an early stage” are as follows:

- Assign in-house and outside contact persons who handle improper act so that the top management can discover an improper act in an early stage.
- Try to ensure privacy of the whistleblower and protect the whistleblower appropriately.
- Quickly respond to an improper act, and provide the response result to the whistleblower.

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



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

Personal information means information on live individuals that can identify a specific person by name, birth date, and other descriptions in the information (including information that can be easily compared with other information to identify a specific person.) Appropriate control means construction and operation of the overall management scheme on personal information, including creation of regulations and guidelines to be observed by employees, making plans, implementing programs, internal audits, and reviews based on the management scheme.

Confidential information usually means information disclosed from a document, etc. (including electromagnetic- or optically-recorded data information) that that is deemed as confidential, or orally disclosed after confidentiality is notified.

Proper control means construction and operation of the overall management scheme on personal information, including creation of regulations and guidelines to be observed by employees, making plans, implementing programs, internal audits, and reviews based on the management scheme.

Appropriate protection means not unreasonably or improperly obtaining, utilizing, disclosing, or leaking confidential information.

## **II Human Rights and Labor**

### **[[II-1] Prohibit inhumane treatments and infringements of 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.**

Typical inhumane treatments are abuses, physical punishments, sexual harassments, and intimidating harassments (harassment by verbal abuse and intimidating acts).

And prohibit acts that harm the dignity of a person (the speech of harassing or bullying). That is unethical and in some cases, it will constitute an illegal act for which you may be forced to pay damages or compensation money to the victim. Therefore, you must completely eliminate this type of act or speech.

### **[[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.**

Discrimination means provision of differences in opportunities and/or treatment such as recruitment, promotion, reward and participation in trainings due to elements other than rational elements such as one's ability, competence, and achievement.

Typical elements of discrimination are race, ethnicity, nationalities, birthplace, color, age, gender, sexual orientation, disability, religion, political affiliation, union membership, marital status, and so on.

Additionally, when health examinations and pregnancy tests impair the fairness in equality of opportunity or treatment, such act is considered as discrimination.

### **[[II-3] Regulate working hours**

**Suppliers are requested to regulate employee's working hours/holidays/vacations not to exceed**

### **the legal ceiling.**

In this item, the following are the examples of proper control:

- Scheduled working days per year do not exceed the legal ceiling
- Working hours per week including overtime (except for emergency cases) does not exceed the legal ceiling
- Providing employees with at least one holiday per week
- Providing the rights of a vacation leave on an annual basis as specified in the law

### **[[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.**

Respecting the rights of employees to organize means of considerations for freedom of association, freedom to participate in labor unions according to laws, freedom to stage a protest, and freedom to participate in workers' council without revenge, threats, and/or harassments to employees.

### **[[II-5] Prohibit forced labor**

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

Above-mentioned forced labor means all non- voluntary labor.

The followings are examples of typical forced labor:

- Labor that is against one's will
- Labor for debt that limits the freedom of job turnover due to unpaid debt, etc.
- Slave labor practiced as a result of trafficking of humans
- Inhumane prison labor in harsh environments including cases of prisoners

The following are also regarded as forced labor:

- Prohibition of voluntary job turnover
- Obligation to deposit identification cards/passports/work permit cards with employers

### **[[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.**

Generally, child labor means employment of persons who are under the lowest labor age and negligence of young laborer protection as specified in the treaty and/or recommendations of International Labor Organization (ILO).

For example, employment of persons who are under fifteen years old and violations of the law to protect young laborers are prohibited as the case of child labor in Japan. Limitation of night-shift work and dangerous work are concrete examples of protecting young laborers from employment that may impair their health, security, and morality.

Also, as for international cases, employments of persons who are under the lowest labor age and the violation of the obligation to protect as specified in each country's law apply to child labor.

In countries where there are no relevant laws, acts violating the lowest age treaty and/or recommendations of ILO are regarded as child labor (The rule of the lowest employment age is fifteen

years old: ILO treaty No.138.)

### **[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.**

The minimum wage means the lowest wage specified in each country's wage-related laws. In this item, payment of other allowance including overtime compensation and legal payment are included.

Improper wage reduction means the wage reduction violating labor-related laws, etc.

## **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.**

Typical examples of emergency response measures are as follows:

- Prompt reporting during an emergency
- Notification to employees
- Clarification of evacuation procedure
- Installation of evacuation facilities
- Storing of emergency medical products
- Installation of fire detecting system and fire containment device
- Securing external communication method
- Development of recovery plan
- Cooperation with communities at a time of disaster etc.

The following are ways to keep employees in the workplace informed:

- Implementation of emergency response education to employees (including evacuation drill)

Storing or posting emergency response procedure etc. within the reach of employees in the workplace is included

### **[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.**

Appropriate safety measures mean the management to prevent accidents and health problems occurring on the job.

The following are examples of appropriate control:

- Adoption of safety mechanisms such as called fail-safe, foolproof, and inter-lock
- Installation of safety devices and protective barriers
- Periodical inspection and maintenance of machinery

### **[III-3] Promote safe activities 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.**

The risk to safety in the workplace means potential risks of accidents and health problems on the job such as electric shock or other energy-caused accidents, fire, vehicles, slippery floor, or falling objects.

The following are examples of appropriate design, technology and control method:

- Monitoring dangerous places with sensors
- Blocking off sources of power to machinery by locking it (lock out)
- Setting the tag that specifies the prohibition of manipulating energy blocking device while the source of power is blocked (tag out)
- Provision of protective equipments such as glasses/hard hat/glove etc.

#### **[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.**

Chemical substances that are harmful to the human body include smoke, mist, dust, poison, nuclear radiation, and substances that cause chronic diseases (lead, asbestos etc.). And gross noise and odor are elements of this section are deemed as being harmful to the human body.

And the following are examples of the appropriate measures:

- Identification of chances to contact these harmful things and assessment
- Establishment and operation of management criteria
- Appropriate education on hygiene for workers
- Provision of protective devices to workers etc.

#### **[III-5] Promote health maintenance programs for employees**

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

Appropriate health management tries to prevent and detect employees' illness early by providing medical checkup at least according to the standard of law. Prevention of health problems due to overwork and care for mental health also need to be considered adequately.

## **IV Environmental Preservation**

#### **[IV -1] Establish and apply an environmental management system**

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

The environmental management system means the part of overall environmental management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources to promote environmental activities.

Environmental activities mentioned here forth means to develop, implement, achieve, review, and to maintain the environmental policy in order to promote the continuous improvement program using the so-called PDCA (Plan Do Check Action) closed-loop.

One of typical environmental management systems is ISO14001, which can receive a third-party

certificate.

#### **[IV-2] Control hazardous chemicals in manufacturing**

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

The manufacturing process must be under control to manage the chemical substances that are specified as to be managed by the law. And grasping amount of emission to the external environment and reporting it to government, and trying to reduce the amount of emission of relevant substance are also necessary actions.

#### **[IV-3] Obtain environmental permits**

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

In the case of Japan, the following are examples of legal obligations to install officers who have legally-defined qualifications:

- Waste Disposal and Public Cleaning Law: Responsible officer of specially controlled industrial waste
- Law Concerning the Rational Use of Energy Qualified person for energy management in factories that use more than a certain level of energy
- Air Pollution Control Law etc.: Officer in charge of pollution control in the factories that emit chemical substances, dust, exhaust, and so on.

Officers in charge of poisons, specified chemical substances, and hazardous materials are also obliged to be installed depending on the chemical substances used in the business.

Government permits/licenses concerning environmental influence evaluation and facilities dealing with hazardous material may be needed depending on the contents of the business and location of the factory.

#### **[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.**

Voluntary criteria are required to have goals in order to reduce the environment impacts more than the standard defined by laws.

Besides preventing the occurrence of common nuisance, the following activities are good practices for further improvement: improvement of monitoring, controlling, processing of drainage/ sludge/ exhaust etc. and reduction of their amount. For example:

- Monitoring and controlling of Chemical Oxygen demand (COD) in drainage.
- Monitoring and controlling of sulfur dioxide in exhaust.

Greenhouse gases are carbon dioxide, methane, nitrogen dioxide, Chlorofluorocarbon-Replacing Material (HFC etc).

Setting voluntary goal for reduction, making plans, and surely implementing the plans for greenhouse gases are good practice of continuous reduction activities.

#### **[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.**

The eventual wastes are defined as valueless substance excreted from manufacturing building.

The chemical substances of manufacturing emission comply with local environmental law. Setting voluntary goal of reduction, making plans, and surely implementing the plans for the eventual wastes are good practice of continuous reduction activities. Waste water treatment by incineration facilities can be an example.

#### **[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 resource saving is to strive to effectively utilize resources. Typical programs are as follows:

- Reduction of waste and material usage to make the product
- Utilization of recycled resource and parts etc.

Energy saving is to strive to save the use of heat and electric energy. By saving energy, fuel resource such as oil, natural gas, coal, coke etc. can be used effectively.

3R stands for Reduce, Reuse, and Recycle.

## **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.**

The quality management system is a part of the overall quality management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources to promote quality assurance activities.

Quality assurance activities here mean to develop, implement, achieve, review, and to maintain the quality policy in order to promote the continuous improvement program using the so-called PDCA (Plan Do Check Action) closed-loop.

Some of the typical quality management systems are ISO9000 family.

#### **[V-2] Control hazardous chemicals in products**

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

The products must be under control to manage chemical substances that are specified as to be managed by the law. Additionally, mandatory labeling and testing must be performed.

#### **[V-3] Provide accurate information on products and services**

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

Typical examples of the accurate information are as follows:

- Accurate specification, quality, and handling procedures about products/services.
- Accurate information on substances contained within products and their components.
- Sales promotion such as catalogs and advertisements for a product/service shall not use untruthful/incorrect expressions and descriptions that mislead consumers/ customers, and shall not include information that slanders or infringes other companies or individuals.

#### **[V-4] Prior consultation on manufacturing process change and Compliance with standards and specifications**

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

Manufacturing process change refers to the modification of manufacturing procedures, manufacturing facilities, and raw materials. Although raw materials and packaging materials meet standards and specifications, they may affect the quality or functionality of customer's product. Therefore, in the event that the change of manufacturing procedures, manufacturing facilities, and raw materials is expected to affect quality or functionality, suppliers must consult it with us in advance. Compliance with standards and specifications of raw materials and packaging materials is a basic requirement for suppliers to achieve the functionality of customer's product. *Suppliers shall submit Supplier's Chemicals Information Documentation of raw materials* and the Specification Sheet of packaging materials which Sumitomo Chemical has approved. For actual delivery, suppliers shall inform their logistics companies of handling procedures, safety, and loading requirement of raw materials and packaging materials.

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