

Explanation of Questionnaire for  
Mitsubishi Electric Group  
Green Accreditation and CSR Procurement

**Material Department of Mitsubishi Electric  
Corporation**

**Prepared in August 2021**

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# 1. Investigation purpose and object

## (1) Purpose

- Mitsubishi Electric Group uses *Green Accreditation and CSR Procurement Questionnaire* (hereinafter referred to as “Questionnaire”) to investigate whether the supplier’s environment and CSR measures are implemented according to our company’s guidelines (Green Purchase Standard and CSR Procurement Guidelines) or not. For environmental measures, issue “Green Certificate” to the suppliers conforming to the certification standard. While on the other hand, provide individual support for the suppliers failing to reach the certification standard, so as to enhance its environmental measures. In addition, for CSR, make feedback of the evaluation result, and make communication on the items of low evaluation, and implement rectification.
- The investigation items are as follow.
  - Question I. Measures for environment management system
  - Question II. Management of the products containing chemical substances as delivered by Mitsubishi Electric Group (products of the supplier), and measures for environment related regulations
  - Question III. CSR measures
- Contents of this investigation serve as an item for evaluation of the suppliers, therefore, in case of error or change in the record, please submit the revised version timely.

## (2) Investigation object

This investigation is implemented toward the main suppliers and new suppliers engaged in the following businesses.

Green Accreditation Investigation (question I-II): manufacturers, processing outsourcers, engineering outsourcers and companies

CSR measures (Question III): take all businesses as the object

\*Basically, we ask for the above answer, but if you would like to Changed the scope of the survey, please consult with Our Company in advance.

## (3) Term of validity of the investigation contents

Term of validity of the contents answered by the suppliers is 3 years. Upon expiration of the term of validity, our party will implement investigation again.

## (4) Use of personal information

Our company abides by stipulations on use of personal information, and agrees on using the information within the notified scope. After submitting this questionnaire, if you request to delete the submitted personal information, please contact the following administrators.

### 1. Use purpose of personal information of the suppliers

Our company adopts appropriate protection measures for information sending and receiving with the suppliers at the time of release and acquisition of the questionnaire, registration to the database, and transmission of investigation result.

### 2. Provide personal information of the customers for various companies of our group

For the personal information of the suppliers provided for information sending and receiving with various companies of our group, various companies of our group will also browse and use it. When used within various companies of our group, our company will make supervision.

### 3. Relevant administrators acquiring personal information of the suppliers through this notice

(E-mail: Pud.Greenprocurement@mf.MitsubishiElectric.co.jp)

## 2. Before answering

(1) Specify the company name, enterprise name, name of the filling personnel and the E-mail address

After answering the questionnaire, our company will send a certificate, please specify the information of this item.

(2) Cautions for agreeing to use personal information and for filling in the answers

As for the investigation purpose and use of personal information, if you agree, please input “1” in the answer column.

(3) Select business content of your company

We use one questionnaire-sheet to investigate Green Accreditation and CSR initiatives. This questionnaire has been pre-set that your company can answer only corresponding questions by selecting the business contents.

After completing input of (1)~(3), you can entry our questionnaires.

### [Options for business contents]

Business Contents Number	Description
1	Manufacturing company of production materials (*1) (*1) Production materials: refer to the raw materials, components, modules, OEM and packaging materials embedded in products of Mitsubishi Electric Group.
2	Processing and assembly outsourcers of the production materials (including engineering outsourcers, and manufacturing companies of molds), except the materials supplied and designated by Mitsubishi Electric Group, there are purchased products of the company.
3	Processing and assembly outsourcers of the production materials (including engineering outsourcers, and manufacturing companies of molds), all materials are supplied by Mitsubishi Electric Group, or there are no material suppliers.
4	Company [please send and recover this questionnaire to / from suppliers of your company]
5	Other business contents (personnel dispatching, software, etc.), there are suppliers of materials, components, services, etc.
6	Other business contents (personnel dispatching, software, etc.), there are no suppliers of materials, components, services, etc.

### 3. Explanation to and elevation criteria for various questions

Explain the contents of various questions and specify the elevation criteria in this chapter. The evaluation scores have been listed, however, since scoring for each business content may be different from each other; therefore, please use the scores for reference only. If you select "b: Partially agree", please answer the reasons why you do not agree in Question IV. If you select "c: Disagree all" the questions are ended, so that your company is not accredited.

#### Questions related with Green Accreditation (Question I and Question II)

The questions related with Green Accreditation consist of “Question I: Measures for environment management” and “Question II: Measures for environment related regulations”. In Question 0, after selecting consent with the measures for matters entrusted by our company, please answer the questions in the questionnaire.

[Investigation flow]

■ The case of business contents 【1】

If having acquired third-party certification: answer : Question I-1 → Question I-2(10)→Question I-3 or I-4~5

If having not acquired third-party certification: answer : Question I-1 → Question I-2(1)-(10) →Question I-3 or I-4~5

■ The case of business contents 【2】 ~ 【4】

If having acquired third-party certification: answer: Question I-1 →Question I-3 or I-4~5

If having not acquired third-party certification: answer: Question I-1 → Question I-2(1)-(9) →Question I-3 or I-4~5

#### (1) Question I: Investigation on measures for environment management (score: 105)

##### ① **Rhetorical question on environment management system [Question I -1] or [Question I -2(1)-(9)]**

[Question I-1] Explanation to rhetorical question on environment management system

“Environment Management System” (hereinafter referred to as “EMS”) is one of the company’s management systems, and is a management system on environment management. Our company recommends acquiring third-party certification system, however, though failing to acquire such certification, if reaching above a certain score in answering Question I-2, Green Accreditation from Mitsubishi Electric Group could also be acquired.

※Third-party certification systems recognized by our company:

ISO14001, Eco Action 21, Eco Stage (above Grade 2), KES

Add 50 scores when acquiring ISO14001. In addition, add 10 scores when completing corresponding part of the 2015 revised version. Add 35 scores if acquiring third-party certification other than the above-mentioned ones.

Tough failing to acquire third-party certification at present, it could also become score-awarding object if it is estimated to acquire third-party certification within 3 years in the future. (Add 20 scores if it is estimated to acquire ISO14001)

[Question I -1 Ratios] (point)

No	Content of Question	Options	Description of business 1, 2, and 4	Description of business 3
Perfect score			60	100
(1)	Has your company (your branch) been certified by any third-party on environmental management system, and audited for renewal as necessary?	a	60	100
		b	40	60
		c	0	0
(4)	[Select b, c in (1)] Please answer about the third party certification acquisition plan in your next 3 years at your company (your branch).	a	20	[Select b in(1)] :40
				[Select c in(1)] :30
		b	15	[Select b in(1)] :30
				[Select c in(1)] :20
		c	15	[Select b in(1)] :30
				[Select c in(1)] :20
d	0	0		

[Question I-2] When failing to acquire third-party certification

Question I -2-(1) ①~②: Explanation to “enterprise philosophy and policy”

·Policy means the commitment of the top management to the external and the top order to the internal. The top management must have clear stand for environment. Even if the name is not environment policy, it is also feasible to mention environment in quality policy, president policy, annual policy and other documents.

· “Policy” must abide by regulations. In addition, it must contain the measures for preventing pollution such as “prevent public hazards”, “reduce wastes”, “promote sales of energy-saving products”, etc.

· The policy must be revised regularly according to activity condition and social changes.

[Policy example]

Our company manufactures electrical components, for which environment is one important subject. Our company and the staff are devoted to improving environment quality and reducing environment load through business activities.

1. Our company makes full grasp of the regulations and customers’ requirements related with business of our company, and strive to comply with them.
2. Our company makes proper management of the equipment and processes influencing the environment, so as to reduce influence on environment and try to avoid accidents.
3. Our company formulate plan and promote its implementation concerning the following items.
  - 1) Improve environmental performance of the product
  - 2) Improve the manufacturing quality, and reduce waste of materials
  - 3) Reduce electricity consumption
  - 4) Reduce the auxiliary materials and water used within the manufacturing process
4. Publicize and implement this environment policy toward the staff working at our company, and promote implementation of environmental activities.

Question I -2-(2): Grasp environmental factors (add score according to the selected quantity of the environment risks ought to be dealt with)

· This question is used for determining whether the actual condition has been grasped or not. The more selected, the more score will be added. (When selecting all: 4 scores)

Question I -2-(3): Measures for reducing environment load

When conforming to the following conditions, please implement measures for reducing environment load. Though not conforming, it will also be taken as score-awarding object if many items have been selected. (When selecting all: 8 scores)

	Item	Conditions where measures must be implemented
a)	<b><i>Air pollution</i></b>	When involving regulations on use of boilers, smelting furnaces, solvents, etc.
b)	<b><i>Water pollution</i></b>	When it needs to make declaration according to Water Pollution Prevention Law, Sewerage Act, etc.
c)	<b><i>Noise, vibration</i></b>	When it involves Noise Control Act, Vibration Control Act, etc., or when it is complained or instructed by neighbors or administrative organs
d)	<b><i>Soil protection</i></b>	When there are soil pollution, groundwater pollution, and buried wastes
e)	<b><i>Waste</i></b>	When there are above 100 t of wastes or industrial wastes needing

		special management every year
<i>f)</i>	<i>Use of energy (electricity, gas, fuel, etc.)</i>	When the 2 <sup>nd</sup> energy management designates factory or the company judges importance all by itself
<i>g)</i>	<i>Greenhouse gas emission</i>	When using SF6, HFC, PFC and other greenhouse gases other than CO2
<i>h)</i>	<i>Use of chemical substances</i>	When it needs to make declaration according to PRTR Act
<i>i)</i>	<i>Water taking (drainage basin, underground water), flood, low water</i>	When using water during the production
<i>j)</i>	<i>Harm biodiversity</i>	When failing to protect the greenbelts within the enterprise
<i>k)</i>	<i>Environment load of operating product</i>	When the company needs to provide SDS, or the operating product needs to be disposed in closed disposal site under strict control
<i>l)</i>	<i>Use of vehicles</i>	When there is specific shipper stipulated by the Energy Conservation Law or there are 30 or more vehicles
<i>m)</i>	<i>Electricity and wastes of building</i>	When it needs to implement energy-saving activity and reducing wastes
<i>n)</i>	<i>Use of packaging materials</i>	When there is bookkeeping obligation according to Container Packaging and Recycling Law

Question I -2-(4): Explanation to *Environmental Implementation Plan*

·In the implementation plan it needs to reflect the environment load, environmental factors, and regulations of the company, and specify the “responsible person”, “fulfilled schedule” and “fulfilled value”. In addition, the management level shall evaluate the performance and revise the plan every year or at the end of the plan. (It doesn’t need to be a detailed agenda, but the prepared plan must specify the implementation personnel and the implementation deadline).

[Example of implementation plan]

Environmental factor	Objective	Implementation items	Undertaking	Agenda
Boiler, fuel	10% is reduced this year	Replace burner	A	August 25
		Prepare document of essentials	B	July 24
Reduce wastes	Defect rate is reduced by 5%	Improve the clamp	C	June 5
		Implementation test	D	June 6~July 15
Develop new	Introduce mass production	Design and development	E	September 15

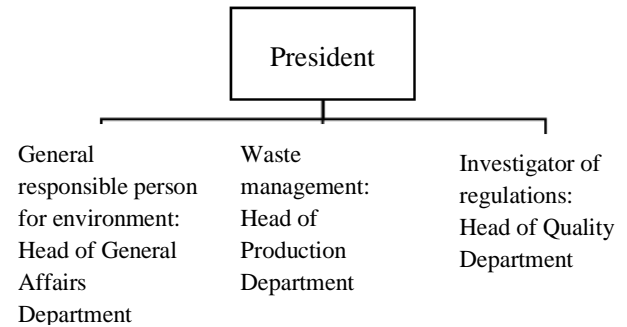


product	of ○○ model	Introduce mass production	F	November 12
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Question I -2-(5): Explanation to organization and system

Organization chart

·For environment management, it needs to determine the responsibility and organization system. Organization chart of environment management does not belong to staff level, and it is required to cover the top management (president, factory manager).



Question I -2-(6): Explanation to training and enlightenment

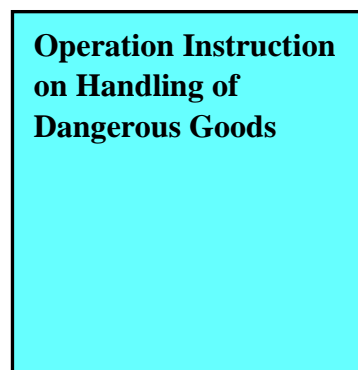
·The personnel operating the equipment having influence on the environment, and engaging in management of operation and information having influence on environment, etc. must be equipped with corresponding skills. Please publicize and implement the environment policy, regulations, customers’ requirements, etc. to the staff.

- ①: It needs to implement training toward the staff, and promote them to acquire various kinds of qualifications.
- ②: It needs to conduct training on industry dynamics and customers’ requirements related with operating products of the company.
- ③: It needs to stipulate the company mechanism and marching method of work in written form, such as the work stipulated by laws, authority / responsible person / undertaker of the organization, the training method, etc. (It shall be specified in the company rules that the dangerous goods should be handled by special personnel only.)

[Example: Prepare the list]

Name of laws and regulations	Correponding facilities and operations	Control content
Fire Protection Law	Storage of danagerous goods	Installation declaration
Noise Control Act	Compressor	Installation declaration
Waste Disposal Law	Enstrusted with waste disposal	Contract declaration

[Example: Prepare Operation Instruction]



Question I -2-(7): Explanation to “communication with internal and external of the company”

·Within the company, it needs to establish a mechanism of sharing environment information (regulations, customers' requirement, etc.) and the mechanism for dealing with customers and administrative organs.

①: It needs to determine the undertaking personnel and the report route.

Question I - 2-(8): Explanation to “deal with emergencies”

·Please grasp whether there is risk of leakage or fire during the work. In addition, please specify the countermeasures in case of accident.

·Within the company, it needs to grasp the accident and other conditions during the storage or transportation, and determine the countermeasures.

① and ②: There shall be tools for preventing accidents, and training shall be implemented regularly.

⑤: Though having occurred accidents, and in case of reporting of the accidents or illegal cases of other companies, self-inspection shall also be made to see whether there are similar conditions or not (when making regular inspection, please select “a: implemented”).

Question I -2-(9): Explanation to “internal inspection”

①: Generally it is required that internal inspection shall be implemented by the personnel beyond the undertaking department. Especially in order to abide by regulations related with the environment, it needs to establish regular inspection.

[Example of internal inspection]

·Whether chemical substances contained in the components have been investigated or not?

·Whether records are kept according to rules?

·Whether it is handled according to rules?

②: The inspection result must be in written form and be properly kept.

③: It needs to change the implementation plan and business procedure according to the inspection result.

Question I -2-(10) : Explanation to “activities for efficient use of energy”

• ① : To reduce Co<sub>2</sub> and greenhouse gas emissions(GHG), please calculate GHG emissions at your business site.

• ② : Please describe the amount of greenhouse gas emissions(GHG) which is apportioned to your production for our company as follow ;

②- i ) : The amount of GHG,converted Co<sub>2</sub>,with the burning of fuel.

②- ii ) : The amount of GHG ,converted Co<sub>2</sub>,with power consumption.

**[i.g]** (the total amount of GHG in the branch) × (the sales amount for our company ) ÷ (the total sales amount of your branch)

[Question I -2 Ratios] (point)

No	Content of Question	Options	Description of business 1, 2, and 4	Description of business 3
Perfect score			45  (Business No <b>【2】</b> and <b>【4】</b> : 40)	70
(1)	Company philosophy & policy			
①	Do you set an environmental management policy in your company policy?	a	1	2
		b	0	0
②- i	Did you confirm that your policy comply with any law?	a	1	2
		b	0	0
②-ii	Does your policy refer to pollution prevention?	a	1	2
		b	0	0
②-iii	Is your policy revised by your top management annually or at specific time?	a	1	2
		b	0	0
(2)	Understanding of current status about environmental aspect (risk)			
①	Does your company (your branch) have determined the environmental aspects that have a serious effect?	a	1	2
		b	0	0
②	(Selected "a" in ①) Please select the environmental risks that your company (your branch) should deal with.		5 or more: 4 points  2 ~ 4 pieces: 2points  1 or less: 0 points	5 or more: 5 points  2 ~ 4 pieces: 3 points  1 or less: 0 points
(3)	Actions to reduce environmental load			
①	Do you periodically analyze the environmental load?	a	1	2
		b	0	0

②	【Selected "a" in ①】 Is there anything that your company (your branch) is working on to reduce environmental load items on the right?		10 or more: 8 points 6 ~ 9 pieces: 5 points 2 ~ 5 pieces: 3 points 1 or less: 0 points	10 or more: 9 points 6 ~ 9 pieces: 6 points 2 ~ 5 pieces: 4 points 1 or less: 0 points
③	Do you regularly check compliance with environmental regulations and environmental load at your suppliers?	a	1	2
		b	0	0
④	【Select "a" in ③】 Are you encouraging your suppliers to take measures to reduce environmental load?	a	1	2
		b	0	0
(4)	Action plan for environmental conservation			
①	Are you planning an action plan and periodically checking progress?	a	1	2
		b	0	0
②	【(4) Selected "a" in ①】 Does the action plan include the reduction of environmental load items?	a	1	2
		b	0	0
③	【(4) Selected "a" in ①】 Does the action plan indicate the organization or person responsible for the activity, schedule to achieve, achievement value?	a	1	2
		b	0	0
④	【(4) Selected "a" in ①】 Are you evaluating achievements by the management level every year or at the end of the plan?	a	1	2
		b	0	0
(5)	Organization and Structure			
①	Do you clarify the responsible person • the person in charge, the external contact for environmental management?	a.	1	2
		b	0	0
②	Does the person responsible for	a	1	2

	environmental management include the plant manager or any top management?	b	0	0
(6)	Education & Edification			
①	Do you regularly have necessary education for employees?	a	1	2
		b	0	0
②	Are you informing employees of environmental issues related to the society or customers, and checking their understanding level?	a	1	2
		b	0	0
③	Are you documented the procedures of work for employees, and performing review it regularly?	a	1	2
		b	0	0
(7)	Internal and external communication			
①	Is environmental information closely notified, reported and shared within the company?	a	1	2
		b	0	0
②	Regarding concerning environmental conservation activities being implemented at your company, do you publish it on occasions such as homepages, booklets, briefing sessions to stakeholders?	a	1	2
		b	0	0
(8)	Response in emergency			
①	Do you check whether there is a danger of leakage of chemicals, oil etc. and fire in your operation?	a	1	2
		b	0	0
②	Are you implementing concrete preventive measures to prevent accidents?	a	1	2
		b	0	0
③	Are manuals prepared so that you can respond promptly when an accident	a	1	2
		b	0	0

	occurs?			
④	Did accidents related to environmental conservation occur in the past three years?	a	1	2
		b	0	0
⑤	Do you conduct activities for improvement to prevent recurrence after accidents occur?	a	1	2
		b	0	0
⑥	If there is an accident of environmental conservation at your supplier, is there any concrete measures to avoid risk so that its production will not be affected?	a	1	2
		b	0	0
(9)	About internal inspection			
①	Are you regularly inspecting or measuring whether there is no environmental pollution?	a	1	2
		b	0	0
②	Do you keep records of the inspection results in documents?	a	1	2
		b	0	0
③	Do you conduct continuous improvement based on inspection results?	a	1	2
		b	0	0
(10)	About activities for efficient use of energy (Answer only Business contents 【1】)			
①	Do you manage the amount of greenhouse gas emissions(GHG) which you discharge at the time of production manufacturer in your business site ?	a	1	—
		b	0	—
②	(If answered "a" in ①) Please describe the amount of greenhouse gas emissions(GHG) which is apportioned	—	If enter the figure in i ) and ii ) ,2 points will be added each	—

	to your production for our company in last year.		question.	
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**(2) Investigation related with measures for managing products containing chemical substances**

**[Question I -3] or [Questions I -4 to I -5] (Perfect score: 40 points)**

**[Survey flow]**

**Question I - 3 Implement self-declaration of conformity → Response End (Point value: 40)**

**Question I - 3 Not implemented the Declaration of Self-Conformance → Reply to Questions I -4 and I -5**

**(For business 4, I -4 only)**

**■Question 1-3 Publish self-declaration of conformity according to guidelines on management of products containing chemical substances (Point value: 40)**

Mitsubishi Electric Group requires the suppliers to implement management within their own companies according to *Guidelines on Management of Products Containing Chemical Substances - the 3<sup>rd</sup> Version* (publish self-declaration of conformity). If published, add 40 scores. If not published, it needs to answer Question I-4 or I-5 (if being business 1 and 2, both I-4 and I-5 shall be answered).

**■Question 1-4 Measures for delivering goods to our company (Point allocation: 40 points/Point allocation for Business Description 4: 20 points)**

Question I -4-(1): Explanation to “formulation and implementation records of stipulations” (Point allocation: 4 points/Business Type 4: 8 points)

- Every time when revising the policy and when relevant regulations are corrected, please revise various stipulations.
- Please record the implementation date, inspection personnel, and the inspected items. In addition, in order to determine the inspection condition, please stipulate the storage documents and workplace, so as to be available to many persons.

Question I -4-(2): Explanation to “management of the products containing chemical substances as purchased by your company” (Point allocation: 2points/Business Type 4: 4points)

- Please confirm the information of containing chemical substances in SDS and non-use warranty, etc. attached to the purchased products, and be sure to confirm the products conform to the purchase specification.
- If being newly-purchased products, and especially when there is no containing information attached, please be sure to acquire the containing information. In addition, when ordering designated model (select the content, etc.), please confirm the model is consistent, and for metal parts, please confirm the JIS standard and the specification are consistent. When changing batch No. of “equivalent products”, please also confirm the conformity.

- In order to prevent mixing of the matched RoHS and unmatched RoHS parts due to wrong taking, please distinguish the receiving shelves, and when making temporary custody in the storage, please take measures such as labeling, etc.

Question I -4-(3): Explanation to “confirmation system of ex-factory conformity” (Point allocation: 4 points/Business Type 4: 8 points)

- Please conduct batch management within various procedures, so as to be able to confirm the scope of non-conforming products.

Question I -4 - (4): Explanation of "Have you submitted "Level I Substance Non-Use Certificate" defined by OCompany?" (Point allocation: 6 points/Business Type 4: 12 points)

- Mitsubishi Electric Group prohibits any purchased product from containing and being attached with Level I substance. Please be sure to confirm whether there is Level I substance contained, and submit non-use warranty.

※“Level I substance” and “non-use warranty” are published on homepage of our company.

List of chemical substances:

<https://www.mitsubishielectric.com/en/about/procurement/green/downloads/index.page>

■ **Question I -5 Management on chemical substances contained in products of your company (Point value: 20)**

Question I -5-(1): Explanation to “prevent mixing of prohibited substances and use of abandoned substances” (Point value: 8 points)

- Please acquire containing information in the design & development stage, and implement product design based on the components conforming to requirements.
- When the production line using control substances and the production line using prohibited substances, it needs to take proper measures for preventing mixing within various manufacturing procedures.

Question 5-(2): Explanation to “confirmation of containing of prohibited substances and use of abandoned substances” (Point value: 6 points)

- Formulate rules on change management, and publicize and implement toward related personnel.
- When the material is changed, please be sure to contact our company.
- When receiving updated information of the contained substance from the suppliers, please be sure to inform the updated information.

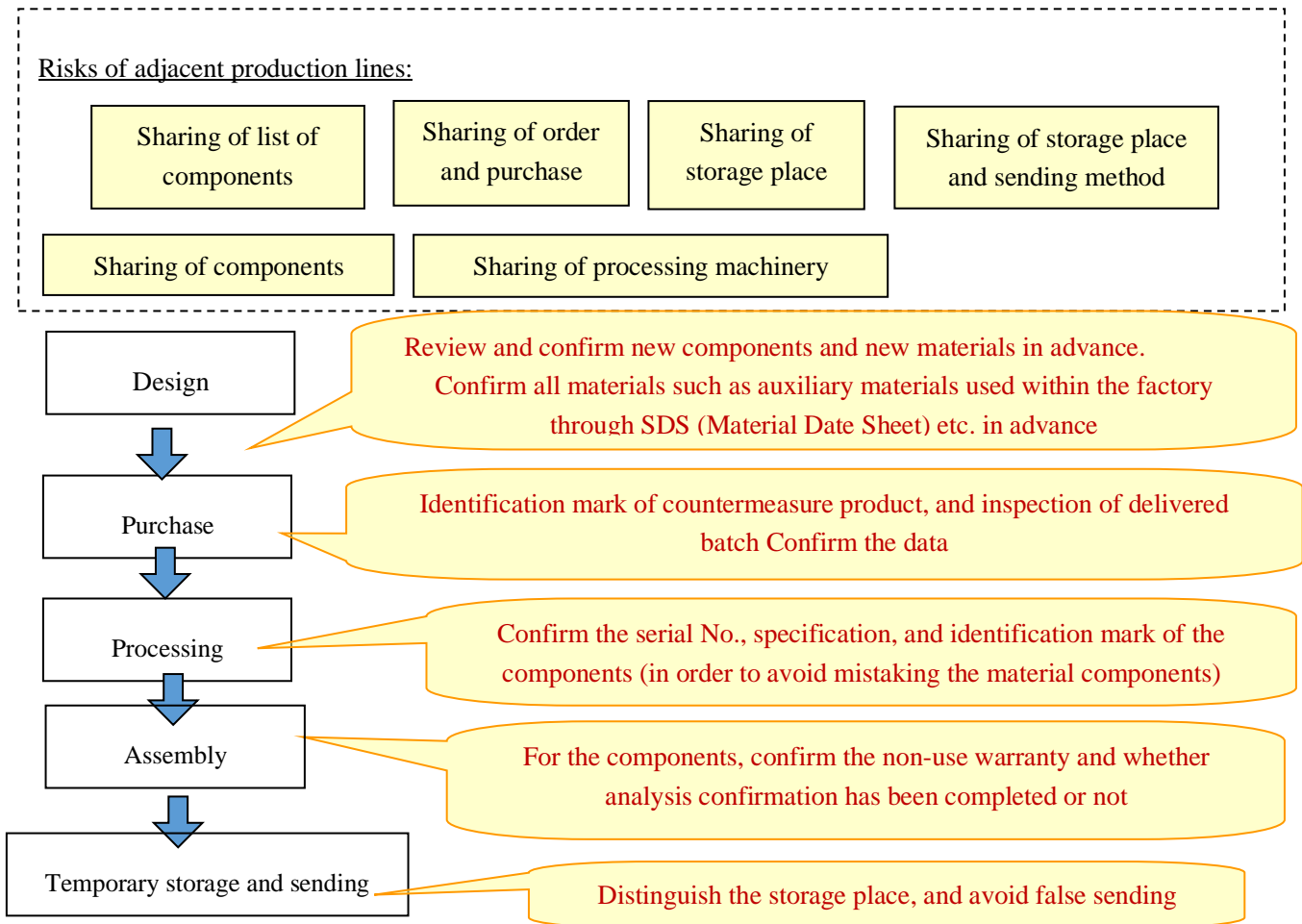
Question 5-(3): Explanation to “handling of non-conforming products” (Point value: 6 points)

- Please manage the batch No. and production line through date and time, so as to determine the batch of occurrence.
- It shall be stipulated in rules to contact our company and publicize and implement toward related personnel.
- Please take measures to handle non-conforming products, so as to avoid it from flowing back to the production line.

In addition, investigate the cause for the non-conformity to avoid recurrence.



[Example of measures for preventing mixing]



**Especially after being changed to countermeasure product, please handle (abandon) the old products timely to avoid mixing.**

**(2) Question II. Measures for environment related regulations (Rank 1: Pass, Rank 2: Fail.)**

Inquire your company's internal measures for environment regulations related with the contained chemical substances. Please answer the implementation condition of the measures of your company.

[Survey flow]

Question II. Select the environment regulations ought to be corresponded to in 1(1)

→ Answer the contents since the Question II.2

Question II. When selecting "no need for corresponding environment regulations" in 1(1):

→ The answer comes to an end (evaluation of this item will not be displayed)

① Question II. 2 "Compliance with the European RoHS Directive"

Question II. 2 (1) Do you understand the content of the European RoHS Directive?

- If the answer is "Do not understand", it is "Rank 2 (Fail)".

Question II. 2 (2) Substances regulated by European RoHS No.2 (PIG LEAD, MERCURY, Cadmium, Hexavalent Chromium, PBB, PBDE)

- If the answer is "b Contain in some products" or "c Not aware" the answer is "Rank 2 (Not compatible).

Question II. 2 (3) 4 phthalic ACID ester substances regulated by the European RoHS 2 Directive (DEHP, BBP, DBP, DIBP)

- Starting with the launch in July 2019, if a substance contains 4 phthalic ACID esters (DEHP, BBP, DBP, DIBP), which are newly designated as substances regulated by the European RoHS Directive (RoHS2), in excess of the regulated threshold, it will be exempted from certification. (However, RoHS2 exempted products (Including applications for extension of validity) are excluded.) If the answer is "c Not aware of affected products", it is "Rank 2 (Fail)".
- If you select "Rank 2 (Fail)", in question 2, if the scheduled completion date of substitution in Your Company exceeds "Alternative completion date requested by Our Company", the result is "b Contain in some products".

② Question II. 3 "Compliance with the European REACH Regulation"

Question II. 3 (1) Do you understand the content of the European REACH Regulation?

- If the answer is "b Do not understand", it is "Rank 2 (Fail)".
- Question II. 3 (2) If necessary, do you provide Our Company with information using the form for communication of information on chemical substances contained in products (chemSHERPA-AI/CI, IMDS/JAMA sheets)?
- In order to comply with the REACH Regulation in Europe, please understand this Regulation and provide Our company with information on chemical substances contained in products using chemSHERPA-AI/CI, IMDS/JAMA sheets as necessary. If the answer is "b Some items are not presented.", it is "Rank 2 (Fail)". For information on chemSHERPA, see <https://chemsherpa.net/> See.

Question II. 3. (3) Do you obtain the latest information from suppliers as necessary by using the communication format for chemical substances contained in products?

- Your company suppliers are also requested to use the communication tool to obtain the latest information as necessary. When Our Company issues an instruction and a reply is "b Not Collected" the reply is "Rank 2 (Fail)".

③ Question II. 4 "J-Moss Initiatives"

Question II. 4 (1) Do you understand the contents of J-moss?

- If the answer is "b Do not understand", it is "Rank 2 (Fail)".

Question II. 4 (2) Has Our Company instructed you as a procurement item subject to the inclusion mark?

- If the answer is "c Not aware", it is "Rank 2 (Fail)".

Question II. 4 (3) Have you submitted "content information document" or "Declaration of Conformity" of the 6 specified substances?

- If the answer is "b Some products have not been submitted", it is "Rank 2 (Fail)".

④ Question II. 5 "Efforts to Conform to Others Regulations"

- If Others requires you to comply with Our Company regulations, please provide Our Company with necessary documents such as a non-use warranty or a declaration of conformity. "Understanding the content of regulations" and "To submit the necessary documents" are required for each regulation. If the answer is "b Some products have not been submitted" or "c Not aware", "Rank 2 (Fail)" is entered.

### Investigation on CSR measures (Question III)

When answering, please select the option conforming to (or similar to) the measures implemented by your company within recent 3 years. Quotation part of CSR Procurement Guidelines has been listed in various questions of the questionnaire. Please answer the questions referring to the CSR Procurement Guidelines. If you select "b", please answer the reasons why you do not agree in Question IV. If you select "c" the questions are ended, so that all sections are scored "Rank D".

#### ■Score for each option (standard)

a: 2 scores; b: 1 score; c: 0 score or fail

※According to the contents of the rhetorical questions, some are provided with two answers of a or b or 4 answers of a~d, please use the above scores for reference. In addition, the rhetorical questions on “measures for human rights and labor”, “measures for safety and sanitation” are positioned as “important rhetorical questions”. For important rhetorical questions, it will be evaluated as Grade D (require rectification) though only one question is selected the answer c.

#### (1)Constitution of various rhetorical questions

##### When the business contents are 1 and 2:

1. Measures for human right and labor (total 8 questions, full score: 16)
2. Measures for safety and sanitation (total 4 questions, full score: 8)
3. Measures for fairness and ethics (total 9 questions, full score: 18)
4. Measures for quality and safety (total 2 questions, full score: 4)
5. Measures for information safety (total 3 questions, full score: 6)
6. Management system (total 8 questions, full score: 16)
7. Social contribution (1 question, non-scoring object)

**Business 3:** 3 Measures for fairness and ethics (8) and 6. Management system (2) don't need to be answered.

**Business 4:** 3 Measures for fairness and ethics (8) and 4. Measures for quality and safety don't need to be answered.※However, please send this questionnaire to the manufacturer to acquire its answers.

**Business 5 :** 3 Measures for fairness and ethics (8) and 4. Measures for quality and safety don't need to be answered.

**Business 6:** 3 Measures for fairness and ethics (8) and 4. Measures for quality and safety and 6. Management system (2) don't need to be answered.

#### (2)Points allocated for each option

Please refer to the following for the allocation of points for each item. For important questions, select at least 1 c for rank D (Remediation Required).

##### 1. Key Questions

1. Human rights and labor initiatives: (1) - (8)
2. Safety and Health Initiatives : (1)Everything up to (4).
3. Fair and ethical approaches: (1) - (5), (6) -2, (9)  
\*(6) -2 is rank D if you select b.
4. Commitment to Quality and Safety : everything from (1) to (2)

5. Information Security Initiatives: (1) Everything up to (3).  
 6. management system : (1) -1, 2, 6, 7, (2)  
 \*6. (1)-6 and 7 are rank D when b is selected.

Ratios (Points)

1. Activities in human rights and labor

Questions		Point Distribution by Choice		
No	Items	a	b	c
(1)	Employment and recruitment of workers	2	1	Rank D
(2)	Employment of workers who do not meet minimum working age	2	1	Rank D
(3)	Compliance with Working Hours	2	1	Rank D
(4)	Payment of appropriate wages to employees	2	1	Rank D
(5)	Handling in accordance with international standards on human rights for workers	2	1	Rank D
(6)	Elimination of every discrimination against workers	2	1	Rank D
(7)	Concerning inappropriate disturbance from the company side regarding the right to form and participate in the labor union of employees	2	1	Rank D
(8)	Infringement of rights of local residents	2	1	Rank D

2. Safety and Health Initiatives

Questions		Point Distribution by Choice		
No	Items	a	b	c
(1)	In order to secure occupational safety, do you conduct risk assessment and implementation of measures to prepare for emergency?	2	1	Rank D
(2)	Do you promote employees to make appropriate remedies for disasters and diseases, investigate the cause and take appropriate measures, so that they can return to work?	2	1	Rank D
(3)	Do you implement countermeasures against disasters and diseases in the workplace on hygiene risks such as organisms harmful to the human body, chemical substances, noise, odors and physically loaded work?	2	1	Rank D
(4)	Do you provide hygienic facilities and meals and (if necessary) residence to employees?	2	1	Rank D

3. Measures related to fairness and ethics

Questions		Point Distribution by Choice			
No	Items	a	b	c	d
(1)	Occurrence of bribery and improper contributions, and insider trading	2	1	Rank D	—
(2)	Relationship with antisocial forces	2	1	Rank D	—
(3)	Abuse of dominant bargaining position and actions that have a disadvantage to business partners	2	1	Rank D	—
(4)	Involvement in cartel and bid-rigging	2	1	Rank D	—
(5)	Do you manage properly to prevent unauthorized use of intellectual property of another company and illegal reproduction of copyrighted work?	2	1	Rank D	—
(6)- ①	Do you regularly check to prevent illegal exports from regulated technologies and goods?	1	0	-	—
(6)- ②	Do you regularly check whether the necessary procedures such as notification to the administration and transaction review are being done when exporting regulated technologies and goods?	1	Rank D	-	—
(7)	Regardless of whether it is obligatory by laws to disclose important information related to corporate activities, do you try to actively disclose it to stakeholders?	1	0	-	—
(8)- ①	Are minerals of tantalum, tungsten, tin, gold and cobalt included in your products and processes?	2	1	0	—
(8)- ②	Do you present policies in regarding to Responsible Minerals procurement to your suppliers and conduct a refinery survey?	2	1	1	0
(9)	Do you set up a counter to report fraud, and have taken measures to protect the secret of the whistleblower, and to prevent reporters from retaliation?	2	1	Rank D	—

#### 4. Activities for quality and safety

Questions		Point Distribution by Choice		
No	Items	a	b	c
(1)	Do you confirm that you comply with laws and regulations related to product safety and meet the standards?	2	1	Rank D
(2)	For quality assurance of products, have you implemented the design, evaluation, and testing that	2	1	Rank D

	ensures safety, and have been able to establish a structure and traceability management so that you can respond promptly when problems occur?			
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### 5.Information Security

Questions		Point Distribution by Choice		
No	Items	a	b	c
(1)	Do you take any defense against computer viruses or cyber attacks?	2	1	Rank D
(2)	Do you properly managing personal information and are working on information leak prevention?	2	1	Rank D
(3)	Proper management of confidential information	2	1	Rank D

### 6.Management system

Questions		Point Distribution by Choice		
No	Items	a	b	c
(1)- ①	Do you set internal rules and policies that include promotion of CSR and continuous improvement? Are they well-known to employees?	2	1	Rank D
(1)- ②	Do you understand the laws, regulations and customer requirements that you should comply? Also, do you set a responsible department and management system to comply with them?	2	1	Rank D
(1)- ③	Do you assess risks and implement improvement activities in-house?	2	1	0
(1)- ④	Do you set improvement targets and implementation plans? Also, do you check progress regularly?	2	1	0
(1)- ⑤	Do you educate executives and employees who need to be thorough them?	1	0	-
(1)- ⑥	Do you prepare a system to receive and to make improvements on complaints from employees and stakeholders?	2	Rank D	-
(1)- ⑦	If problems are discovered, do you establish a process to take corrective actions?	2	Rank D	-
(1)- ⑧	Do you record the content of the activities, and manage it properly?	1	0	-
(2)	Do you encourage your direct suppliers about CSR activities, and check whether they practice the	2	1	Rank D

activities?			
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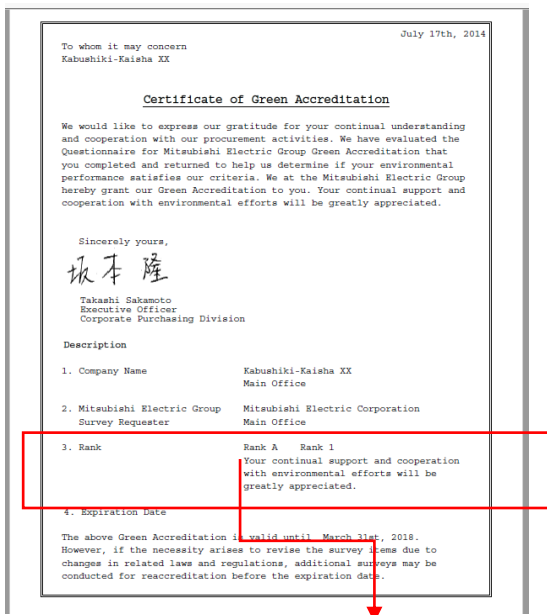
#### 4. About scoring results

Our company will score the questionnaire answered by your company, and inform the *Green Certificate (or Rectification Request)* and *Evaluation Results of Investigation on CSR Measures* to the E-mail address provided by your company.

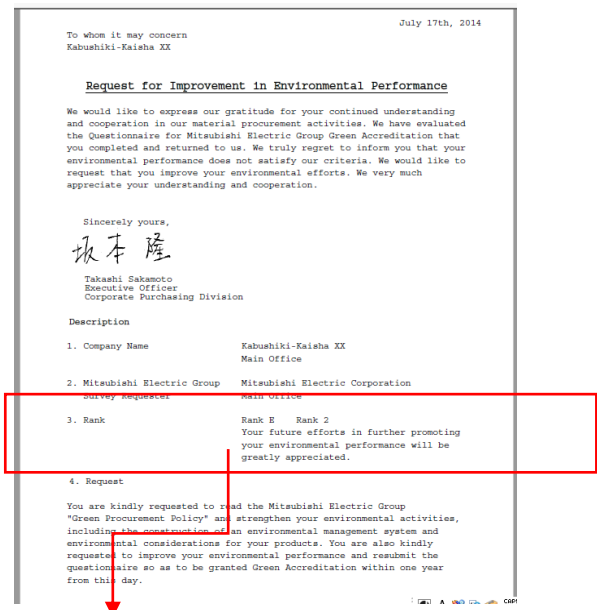
##### (1) Green Certificate (or Rectification Request)

###### ▼Green Certificate

Issued when reaching standard of our company.



###### ▼Request for improvement of environment measures (Rectification Request)



Marking of grade:  
 (Left) Evaluate questions related with environment management (Question I) / (Right) Evaluate measures for environment related regulations (Question II)

##### [Explanation to various grades]

###### (Left) Evaluate questions related with environment management (Question I)

Grade	A (excellent)	B (good)	C (acceptable)	D (not acceptable)	E (not acceptable)
Score	105~90	89~70	69~50	49~30	29~0

※If evaluated as Grade E, our company will terminate the transaction.

###### (Right) Evaluate measures for environment related regulations (Question II)

Grade 1	Grade 2
Certified	Fail

(2) Evaluation results of investigation on CSR measures (evaluation of Question III)

CSRへの取り組み調査に対する評価結果

貴社の「CSR (Corporate Social Responsibility) への取り組み」に対する弊社での評価結果を下記のとおりご連絡いたします。  
各評価項目における評価ランクをご確認の上、必要な項目につきましては、改善に向けた活動を実施いただきたく、ご対応の程、よろしくお願いたします。

1. 評価ランク

ランク	評価内容
A	優良
B	良
C	普通
D	要改善

2. 評価結果

No.	評価項目	評価
1	人権・労働慣行への対応	C
2	安全・衛生への対応	A
3	公正取引・倫理への対応	B
4	品質・安全性への対応	A
5	情報セキュリティへの対応	C
6	社会貢献活動への対応	C

※環境保全への対応は、グリーン認定判定結果により評価

以上

Evaluate each of the following items.

1. Measures for human rights
2. Measures for safety and sanitation
3. Fairness and ethics
4. Measures for quality management
5. Measures for information safety
6. Management system
- ※7. Social contribution does not serve as scoring object.

[Explanation to various grades]

Rank A	Rank B	Rank C	Rank D
Excellent	Good	Acceptable	Require improvement

[Ratios (Ranking and points [\* \* Greater than or equal to point])]

		Human rights and labor	Health and safety	Fairness and Ethics	quality and safety	Information Security	management system
Business 1 and 2	perfect score	16	8	19	4	6	16
	Rank A	14	7	15	4	5	14
	Rank B	12	5	12	3	4	11
	Rank C	8	4	8	2	3	9
Business 3	perfect score	16	8	15	4	6	14
	Rank A	14	7	13	4	5	12
	Rank B	12	5	10	3	4	10
	Rank C	8	4	7	2	3	8
Business 4	perfect score	16	8	15	-	6	16
	Rank A	14	7	13	-	5	14



	Rank B	12	5	10	-	4	11
	Rank C	8	4	7	-	3	9
Businesses 5	perfect score	16	8	15	-	6	16
	Rank A	14	7	13	-	5	14
	Rank B	12	5	10	-	4	11
	Rank C	8	4	7	-	3	9
Businesses 6	perfect score	16	8	15	-	6	14
	Rank A	14	7	13	-	5	12
	Rank B	12	5	10	-	4	10
	Rank C	8	4	7	-	3	8

## 5. About improvement measures

If evaluated as Grade “D” in the Rectification Request or Evaluation on CSR Measures, our company will require implementing improvement, and please assist in implementing rectification. (In principle, it is required to complete the improvement, and reach the standard of our company within 1 year.) After implementing the improvement, please submit the questionnaire again.

The end