

# **Standards for Purchasing Environmentally Friendly Products**

**(Ver. 3)**

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**Revised: April 2018**

**Purchasing Division, TOTO Ltd.**

**TOTO**

## 1. Introduction

The TOTO Group is working to reduce the environmental loads placed on the environment by purchasing low-load, environmentally friendly products (Eco-products, etc.) that are used in our corporate activities.

The TOTO Group prioritizes the purchase of environmentally friendly products based on the following criteria.

## 2. Scope of Application

This set of criteria applies to procurement activities carried out by procurement divisions of the TOTO Group, which will conduct Green Procurement based on the “Evaluation and Selection Criteria” and “Evaluation and Selection of Supplied Goods” specified in the following.

## 3. Evaluation and Selection Criteria

### (1) Evaluation subject

Supplied goods subject to evaluation are components and other goods that constitute the products of the TOTO Group and general goods purchased.

Components and other goods that are a part of products

*Products, components, materials, packing materials, and subsidiary materials that accompany products*

General goods purchased

*Office supplies, toilet paper, work uniforms, office equipment, safety and health products, etc.*

### (2) Evaluation method

Supplied goods subject to evaluation are evaluated during cost estimation.

If re-evaluation becomes necessary due to changes in evaluation criteria or other reasons, evaluation will be performed as appropriate.

Evaluation items basically include the following, and some supplied goods will be prioritized in purchases based on evaluation of their environmental loads. Other evaluation items may be added in accordance with supplied goods if deemed appropriate.

### (3) Evaluation items

The procurement criteria apply to each category of item presented below.

Components, etc. that are a part of products	Understand and evaluate chemicals contained in the products and appropriately control them Details are presented in the “Chemical Substances Management Standards (Products Edition).”
General goods purchased	Japan shows Annex1 in “Green Procurement Criteria for General Purchases” Other country : General purchases give priority to supplied goods that satisfy the following conditions. (1) Has durability and life-extending measures are taken (2) Has a system or function for reducing environmental loads (3) Resource- or energy-saving through use of recycled materials or components or size reduction are conducted (4) Packaging materials are also resource-saving and recyclable (5) In the production and resource collection process, noise, vibration, odor

	<p>and discharge of environmental pollutants, etc. are limited, and no adverse effect on the environment is evident</p> <p>(6) Elements of environmental load such as chemicals, air pollution, water pollution, and soil contamination associated with disposal are limited, treatment and disposal are easy, and recycling design has been established</p> <p>(7) Environmentally friendly measures of transportation are taken</p>
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#### 4. Operation

- 1) Details of evaluation and related information concerning suppliers will be used only within the TOTO Group and will not be disclosed to any external party.
- 2) These standards will be revised as appropriate depending on changes in societal or legal conditions.

## Green Procurement Criteria for General Purchases

### 1. Procurement Criteria

General purchases give priority to supplied goods that satisfy the following conditions.

- (1) Certified for Eco Mark, Green Mark, or other environmental labels
- (2) Registered in the GPN Database of the Green Purchase Network (GPN)
- (3) Complies with the GPN purchasing guidelines
- (4) Registered as a recommend product of TOTO Purchasing Division
- (5) Specified as an environmentally friendly product based on the company's own standards

Supplied products particularly subject to TOTO's procurement criteria are listed below.

Product	Procurement Criteria
Copier paper, business cards, notebooks, product catalogs	Large ratios of waste paper pulp or environmentally friendly virgin pulp are used
Toilet paper	100% recycled paper
Work and office uniforms	Materials contain 50% or more recycled PET resin *Except for some workplaces where there would be a safety risk
Copiers, printers, fax machines, PCs	Conform with International Energy Star Program standards
Office furniture	Designed for easy disassembly after use to facilitate material recycling
Safety and health care products	Designed to facilitate material recycling after use