

# Supplier Green Procurement Guidelines

[Manual for Management of Hazardous Chemical Substances in Products]

Version 1 Established February 1, 2008 Version 16.3 Revised January 27, 2022

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# Attachments

·Appendix 1	SEKONIC product prohibited and monitored substances list		
·Appendix 1	Annex Table 1 Exemptions of prohibited substances in products		
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·Appendix 2	RoHS 6 substance inclusion risk map by material (Reference)		
·Appendix 3	Material list descriptions (Frequently used materials)		
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Attachment 1-1	Warranty of chemical substance content in items supplied to SEKONIC*1 (Revised)		
Attachment 1-2	Written reply to results of survey of "Contained Chemical Substances" for items to be supplied to		
	SEKONIC*1		

<sup>\*1:</sup> Attachment 1-1 and Attachment 1-2 will be distributed when required.

#### 1. Purpose

The purpose of these guidelines is to ensure that our company fulfills its social responsibility by delivering products to market which strictly adhere to environmental regulations and are safe, high quality, and appealing by promoting reduced environmental burden in products as well as development, production, sales, service, and all work processes.

## 2. Basic green procurement policy

- 1) Environmental (E) concerns shall be given the same weight as quality (Q), cost (C), and delivery (D) concerns.
- 2) We promote green procurement with suppliers who actively work towards "reducing environmental burden" and use products and parts with low environmental burden including in manufacturing processes.
- 3) Design and manufacture products with low environmental burden.

# 3. Scope of application

These green procurement guidelines apply to all parts, materials, products, and other items procured by our company.

### [Product scope of application]

- 1) Products designed and manufactured by our company
- 2) Products for which our company consigns design or manufacturing to third parties, products which are sold as our company's products (trademark), and final products for which third party products are purchased and incorporated into our company's products which are then sold as final products
- 3) Products for which design or manufacturing has been consigned to our company
  The preceding notwithstanding, exclusion of parts and materials supplied by third parties shall be carried out in accordance with the required specifications in the green procurement guidelines of said third party.

#### [Part and material scope of application]

- 4) Parts and materials used in the above-noted products
- 5) Unit parts, part combinations, wiring (and cladding), semifinished products
- 6) Lubricants (oil), grease, solder, connectors, screws, and other auxiliary materials incorporated in parts and units
- 7) Paints, inks, adhesives, and other dried, solidified items and materials
- 8) Packing materials, vinyl bags, packaging materials, etc.

# 4. Definition of terms

1) Prohibited substances

Hazardous chemical substances that are strictly prohibited or controlled by the laws and regulations of mainly Japan, the United States, and the European Union.

2) Monitored substances

Substances which pose a risk of having an impact on the environment.

# 5. Requests to suppliers regarding management of included chemical substances in supplied items - Product related requirements

- Prohibited substances and monitored substances
   Hazardous substances which are prohibited substances or monitored substances regarding inclusion in products are stipulated in Appendix 1 SEKONIC product prohibited and monitored substances list.
- 2) Prohibited substances may not be included in products in concentrations exceeding the control standards (thresholds) or for any purposes other than exemptions.
- 3) If monitored substances are included in products, information on the inclusion of said substances must be provided to our company.
- 4) These prohibited substances and monitored substances are based on the controlled substances specified in domestic and international environmental laws and regulations and chemSHERPA (explained later).
- 5) Survey of included chemical substances

- Responses may be required for items specified by our company (figure numbers, etc.) or in formats designated by suppliers.
- chemSHERPA is an information distribution tool for the chemical substances included in products stipulated in the preceding item.
- Use chemSHERPA to report included chemical substances. Refer to Item 5 for acquisition methods. chemSHERPA is a public tool released as a chemical substances information distribution tool by the Ministry of Economy, Trade and Industry in October 2015.

Judge homogeneous materials in the chemSHERPA format.

- \*Homogeneous materials are plastics, ceramics, glass, metals, alloys, platings, cardboard, resins, coatings, and other materials which cannot be mechanically separated and have homogenous compositions throughout.
- Identification and indication of delivered products and product lots
  - When storing parts and materials, indicate on the inspection results form that the items are "GP compliant items" indicating that they comply with these "Green Procurement Guidelines".

GP compliant products: Indicates products which comply with the SEKONIC Green Procurement Guidelines (substances which are prohibited or monitored for inclusion in products). GP is an abbreviation for "Green Procurement".

#### Packaging material precautions

Product packaging materials must also comply with these Green Procurement Guidelines.

The reason for this is that non-compliant chemical substances included in packaging materials can be transferred (penetrate) or shift to products, so chemical substances included in packaging materials (including ink used to print on packing materials and packaging materials, labels, adhesive tape, etc.) must comply with a) and b) below.

- In accordance with the Container and Packaging Material Directive, the total content of lead, cadmium, mercury, and hexavalent chromium in packing material, packing material component parts, and substances must be within a weight ratio of 100 ppm or less.
- b) Use of polyvinyl chloride (PVC) and PVC copolymers as resin packaging materials is prohibited.

# Requests to suppliers regarding environmental management systems - Management process requirements

It is requested that the following management system be implemented in accordance with the Guidelines for Chemical Substances Included in Products issued by the Joint Article Management Promotion-consortium (JAMP).

- Construct ISO9001 (Quality) and ISO14001 (Environmental) compliant or equivalent management systems for factories, offices, etc. where products are developed, manufactured, or sold
- 2) Promptly cooperate with and implement the survey of chemical substances included in products issued by our company
- 3) Management systems should be capable of maintaining appropriate traceability and followup surveys from the raw material stage
- 4) Conclude agreements, etc. related to transactions Conclude agreements which clearly state the intention to maintain regard for the environment when beginning new transactions
- 5) Submit a Survey Sheet for Corporate Assessment of Environment Related Activity (Form 1).

#### 7. Information distribution tool (chemSHERPA)

chemSHERPA website top page

URL: https://chemsherpa.net/chemSHERPA

chemSHERPA data creation support tool download page (Make sure to download the latest version) URL: https://chemsherpa.net/tool/

# SEKONIC CORPORATION

- 3) chemSHERPA explanatory video: Overview explanation edition (Japanese version, English version, Chinese version)
  - URL: <a href="http://www.meti.go.jp/policy/chemical\_management/other/douga\_gaiyou.mp4">http://www.meti.go.jp/policy/chemical\_management/other/douga\_gaiyou.mp4</a>
    URL: <a href="http://www.meti.go.jp/policy/chemical\_management/other/douga\_gaiyou\_EN.mp4">http://www.meti.go.jp/policy/chemical\_management/other/douga\_gaiyou\_EN.mp4</a>
    URL: <a href="http://www.meti.go.jp/policy/chemical\_management/other/douga\_gaiyou.mp4">http://www.meti.go.jp/policy/chemical\_management/other/douga\_gaiyou.mp4</a>
- 4) The above websites also provide video sites with other reference operation methods, and other information.

### 8. Applicable laws and regulations

- 1) Japan Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc. Class 1 Specific Chemical Substances
- 2) United States Toxic Substances Control Act (TSCA) (Substances which are prohibited or restricted for use Article 6)
- 3) EU ELV Directive 2011/37/EU
- 4) EU RoHS Directive 2011/65/EU (ANNEX II)
- 5) EU POPs Regulations (EC) 2019/1021 (ANNEX I)
- 6) EU REACH Regulations (EC) No. 1907/2006 Candidate List of Substances of Very High Concern for Authorisation and Annex XIV (Candidate List of Substances for Authorisation)
- 7) REACH (EC) No. 1907/2006 Annex XVII (Restricted Substances)
- 8) GADSL
- 9) IEC62474

#### Other

- 10) California, United States Proposition 65
- 11) Other relevant laws and regulations may be included when applicable.

# 9. Revision history

Ver.	Date of revision	Revision location	Revision details (reason for revision)
1	February 1, 2008	_	First edition established
2	November 1, 2008	· P6, 15, Appendix 1, Annex Table 1, Form 2, Form 3 · P15, 16 · Attached Figure 1	Changed to add PFOS to prohibited substances     Deleted listed items from figure     Added Green Procurement Guideline Compliance     Flowchart
3	November 10, 2009	· P6, 8, 10, 11, 12, 14 · Appendix 1, Annex Table, 1, Form 2, Form 3, Form 4	<ul> <li>Added 6-1 REACH Regulation SVHC (substances of very high concern)</li> <li>Deleted 6-4-1-1 Number of prohibited and monitored substances</li> <li>Added 6-2-4 EU REACH Regulation handling</li> <li>Added 6-3-1 SVHC (substances of very high concern)         <ul> <li>Added ROHS Directive exemptions</li> <li>Added ozone depleting substance surveys</li> </ul> </li> <li>Added 6-4-2-3 4 REACH Regulation handling and         <ul> <li>Declaration of non-use of ozone depleting substances</li> <li>Added form 4 to 6-4-6 for handling of ozone depleting substances</li> <li>Added 7-3 Other</li> </ul> </li> </ul>
4	March 1, 2010	· Appendix 1, Annex Table 1, Form 2	<ul> <li>Revised prohibited substances: Revised PFOS exemptions</li> <li>Revised monitored substances: Added REACH regulation</li> <li>SVHC 2<sup>nd</sup> candidate substances</li> </ul>
4.1	April 12, 2010	· P22, 12. Implementation period	· Added recorder 2 type special measures
4.2	June 1, 2010	· P22, 12. Implementation period	· Added viscosity meter, acceleration sensor exemptions
5	July 20, 2010	· Appendix 1 Annex Table 1, Annex Table 2, Form 2	· Revised monitored substances: Added REACH regulation SVHC candidate substances
6	January 31, 2011	· Appendix 1, Annex Table 1, Annex Table 2	<ul> <li>Added and changed prohibited and monitored substances and revised version 6 accordingly</li> <li>Revised monitored substances: Added specific cobalt compounds (REACH regulation SVHC 4<sup>th</sup> candidate substances)</li> <li>Total revision of exemptions of prohibited substances in products (Appendix 1 Annex Table 1 and 2)</li> </ul>
7	October 1, 2011	· Appendix 1 Annex Table 1	Added and changed names of prohibited substances     Added monitored substances list     Added (REACH regulation SVHC 5th candidate substances)     Added special exceptions to prohibited substance exemptions, medical devices, monitoring and control equipment
8	April 2, 2012	· Appendix 1, Annex Table 1, Annex Table 2	Changed Dibutyltin compounds (DBT) from monitored substance to prohibited substance     Added 2 exemptions and changed some phrasing. Corrected errors     Added 3 monitored substances, other revisions

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9	April 1, 2013	Background, contents,	· Revised RoHS handling
		Appendix 1	· Adopted Joint Article Management Promotion-consortium
		· Annex Table 1, Annex	(JAMP) controlled substances
		Table 2	· Changed form to JAMP format
		· Form changed	· Added "copier-related parts and parts of other products",
		JAMP-AIS	and changed form 2 and form 3
		JAMP-MSDSplus	· Changed items, expressions, and errors in accordance with
		Form 2, Form 3	the above
		· Responsibilities of each	· Organization change handling
		division	
		· Division names	
9.1	November 25, 2013	· Contents	
		· Organization roles and	· Roles and responsibilities of control managers and each
		responsibilities	division
		· Internal audits	· Number of audits, product consigned manufacturing
		· Appendix 1, Annex Table	producer management
		1, Annex Table 2	· Revised prohibited substances list to version 9.1.
			(Also prohibited exemptions of cadmium in information
			equipment products)

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10	January 16, 2014	Cover, contents, revision history     Applicable item management     Hazardous controlled chemical substances in products	· Added definitions of articles, preparations, and substances · Hazardous controlled chemical substances in products (RoHS 6 substances to RoHS Directive substances) (Also prohibited exceptional use of cadmium in information equipment products) · Added examples of reporting format
		· Substances prohibited from use in manufacturing	Hazardous substances prohibited from use during product manufacturing     (Deleted Attachment 2, added separate explanation of reference laws and regulations)
		· Supplier requirements	· Added 6.2.5, added 6.3.6 applicable JIS 6.4.2 added material category clarification, deleted Form 4, added examples 6.5 added notes, added item 2)
		· Content determination	· 7.2 added item 5)
			· Total revision
		· Organization roles and responsibilities	<ul> <li>Added clarification of parts subject to packaging directives</li> <li>Added compliance declaration/technical document, corrected errors, other</li> <li>Added handling of receiving inspections</li> <li>Added 4M change handling</li> <li>Deleted number of internal audits (2 times per year), and changed to periodically</li> </ul>
		· Internal audits	· Added recorder and temperature and humidity recorder to product handling period
		· Implementation period	· Clarified "monitoring and control equipment" under product handling period
		· Applicable laws and regulations	· Added
		· Appendix 1 SEKONIC green procurement prohibited and monitored substance list	· Added 7 substances to 10th SVHC candidates
11	August 1, 2014	· Appendix 1, Forms 2 and 3	Revised Appendix 1 SEKONIC green procurement prohibited and monitored substances list, and forms 2 and 3 to version 16     Changed Attachment to Appendix, deleted 6.2.3. "List-
		<ul> <li>Implementation period</li> <li>Roles and responsibilities of each division</li> <li>Applicable laws and regulations</li> <li>Attached figure (flowchart)</li> </ul>	(Appendix 2)"  Changed monitoring and control equipment implementation period  Added item 8.2 2)  Product disposal  Added applicable laws and regulations and URL  Added Attached Figure 1 and Attached Figure 2 (trial)

# **SEKONIC CORPORATION**

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12	June 1, 2015	· Corrected errors (overall)	· Corrected expression, missing indications, and errors, and
			added explanations to each item
		· 4. Hazardous controlled	· Added "4) Scope of application"
		chemical substances in	
		products	
		· 6. Requirements for	· Added requirement items for 6.2.5 Instruction manual
		suppliers	(printed/CD types)
			· Added 6.3.6. Plastic material name display
			· Deleted 6.4.2 "Forms 2, 3, and 4", and made consistent with
			JAMP report format
			· Added 6.5 Product consignment manufacturer "2) Criteria
			for selection of own procurement sources"
		7.6	
		· 7. Content determination	· Added 7.2 5) "Metal conversion"
			· Added 7.4 3) "Biocidal Products Directive"
		· 8. Roles and	· Added 3) Development division " <sup>(1)</sup> Design changed", " <sup>(1)</sup>
		responsibilities of each	GP data judgement"
		division	Added 4) Purchasing division "6 4M changes", "7
			Production transfer", "® Procured item discontinuance
			handling"
			Added 5) Quality management division "③ First part
			handling"
			Added handling of "Auxiliary material discontinuance" "6
			Supply parts" to "⑤ Auxiliary material, etc. procurement"
			Added criteria to 7) Manufacturing division "4 4M change
			handling"
			Added criteria to 8) Manufacturing technology division "4
			4M change handling"
			Added 9) "Consigned manufacturing product green
			procurement handling"
		· 12. Product handling	· Added handling for "Recorders" and "Temperature and
		=	humidity recorders"
		period	
		· Appendix 1 Annex Table	Revised Appendix 1 SEKONIC product prohibited and
			monitored substances list
			*RoHS regulation exemptions and period changed, revised
			and deleted
			Added "REACH regulation 12th SVHC candidate list"
			Changed "free-cutting steel" to "machining steel"
			Response to abolition of Denmark phthalate regulations,
			reviewed applications, deleted duplicates, handled
			non-displayed, other
		· Procurement Guideline	· Reflected above changes
		Compliance Flowchart	
13	February 8, 2016	· Issued revised version for	· Advance issue
		in-house edition only	

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13.0	May 10, 2016	*Reissued Version 13 as	*Partial revision to coincide with issue of external versions
		Version 13.0	(Japanese, Chinese, and English versions).
		· 4. Hazardous controlled	· Clarified 3) Report formats
		chemical substances in	· Added items 4.3 and 4.4
		products	· Changed 6.1.3 14) "Parts" to "Items"
		· 8. Roles and	· Added 2) "exposure meter, illuminometer" to "③ GP
		responsibilities of each	requirements for consigned manufacturers "
		division	· Added 2) "⑦ GP requirements contact for received
		division .	products"
			· Deleted 4) "② Advance verification of prohibited
			substances via estimates", and adjusted numbering
			(*Because in reality this actually proves very difficult)
			· Added "Cooperation with developing division" and
			"Revision and deletion of applicable laws and regulations"
			to 4) "4 Included hazardous substances survey"
			· Added 10) "Manufacturing technology division"
			· Added 4) "⑤Advance disclosure for revision and deletion
			of applicable laws and regulations".
			· Added 4) "Cooperate with the Development division to
			resolve issues which occur during surveys."
			· 7) REACH Annex XIV Substances for Authorisation
		· 13. Added Applicable	· 18) EPEAT/IEEE 1680.2
		laws and regulations	19) Blue Angel Mark
		· Deleted "Designated devices"	20) Environment Certification Mark
		· Appendix 1, Annex Table 1, Annex Table 2	Added 5 types of "REACH regulation 14th SVHC candidate substances" and added additional SVHC substances     Added substances in accordance with revision of IEC62474
			registered substances · Added prohibition, monitoring, and substance registration
			for PFOA types, its salts and esters
			· Added 2 items, added monitoring and restricted substance
			registration, added additional clarification
			Added Industrial Safety and Health Act, Poisonous and
			Deleterious Substances Control Act, Chemical Substances
			Control Law class 1 chemical substances, POPs convention,
			and exemptions resulting from the above
		· Added Appendix 2	· RoHS 6 substance inclusion risk map by material (Reference)
		· Added Appendix 3	· Material list descriptions (Frequently used materials)
		· Added Appendix 4	· Appendix 4 "REACH SVHC (Substances of Very High
			Concern) candidate substances" (up to 14)
		· Added Attachments 1-1	· Attachment 1-1 "Warranty of chemical substance content in
		and 1-2	items supplied to SEKONIC"
			· Attachment 1-2 "Warranty and survey result response for
			chemical substance content in items supplied to SEKONIC"
		· Added notes, corrected	· Added applicable laws and regulations, corrected CAS No.,
		errors, made phrasing	unified expressions, streamlined, etc.
		more consistent	
		· Renumbered pages	· Moved "0.3 Revision history" to last page and revised page
			numbers

14	July 21, 2017	* 8. Applicable laws and regulations      * Appendix 1 Annex Table 1     "Exceptional use of prohibited substances in products (Annexed Document III)     "Specified exceptional use for medical devices and surveillance control apparatus" (Annexed Document IV)     * Appendix 1 Annex Table 2     "Names of substances designated in substance groups"	Clarified differences between internal and external use guidelines and revised locations Adopted same page structure for internal and external use guidelines  Handling of 4 added (EU) 2015/863 RoHS substances Handling of 16 <sup>th</sup> EU SVHC Candidate List Handling of EU REACH regulation Annex XIV [Substances for Authorisation] sunset date Handling of EU REACH regulation Annex XVII [Substances subject to regulation] (EU) 2016/1005 and EU) 2016/1017 Handling of IEC 62474 D13.0 Handling of revision to Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc. Handling of PAHs related requirements and ProdSG category 2 and 3 for AfPS GS label certification Prohibited use of red phosphorous in fire retardant applications Intentional prohibition of cobalt chloride II Handling of completion of US PFOA voluntary elimination program term Added missing explanations, corrected errors Revised substance groups in accordance with above changes Added applicable laws and regulations, corrected errors, etc.
15	February 1, 2019	· Other  · Guideline body text	Total revision Information distribution tool Changed JAMP-MSDSplus/ AIS to chemSHERPA-CI/AI Applicable laws and regulations Changed JAMP to chemSHERPA Corrected organization roles and responsibilities
		· Appendix 1 · Annex Table 1 · Annex Table 2 · Appendix 4	<ul> <li>Added substances</li> <li>Revised handling of exemptions</li> <li>Added substances</li> <li>Rewrote (added REACH ANNEX XIV)</li> <li>Included with Candidate List</li> <li>Made compliant with EU SVHC Candidate List 17, 18, 19 candidates</li> </ul>
		· Attachment 1-1	· Revised (Substance list deleted since it was repeated)

16	November 16,2020	Guideline body text	· Total revision
		P6	· Changed the download URL of chemSHERPA.
			· Updated Pops regulation item number.
		· Appendix 1	· Added substances
			· Revised only the legal name, not the individual substance name.
		· Annex Table 1	Revised handling of exemptions
		· Annex Table 2	· Added substances
		· Appendix 4	Rewrote (added REACH ANNEX XIV)
		Appendix 4	Included with Candidate List
			Made compliant with EU SVHC Candidate List 20,21,23
			candidates
		· Attachment 1-1	· Revised (SVHC Candidate List up to 23)
		Attachment 1-1	Revised (5 VIIC Candidate List up to 25)
16.1	July 9,2021	· Annex Table 1	· III 9(a)- I ,9(a)- II added
10.1	oury 9,2021	· Appendix 4	Made compliant with EU SVHC Candidate List 24
		прренам т	candidates
		· Attachment 1-1	Revised (SVHC Candidate List up to 24)
		7 ttuomiont 1 1	Revised (5 viie cuite duite List up to 21)
16.2	Sept 17,2021	· Appendix 4	'Made compliant with EU SVHC Candidate List 25
			candidates
		· Attachment 1-1	·Revised (SVHC Candidate List up to 25)
16.3	January 27, 2022	· Appendix 4	·Made compliant with EU SVHC Candidate List 26
			candidates
		· Attachment 1-1	Revised (SVHC Candidate List up to 26)
			L