

**SUZUKI GREEN
Policy**

Suzuki

Green Procurement Guideline

October 1, 2013 Revised version

October 2013

Suzuki Motor Corporation

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Appendix <described in HP>

[Appendix 1] [Suzuki Controlled Chemical Substances List]

Related Document Forms

<available from our Purchasing Department or Green Procurement Promotion Section>

"Green Procurement Promotion Agreement"

"Environmental Survey Report A"

"Environmental Survey Report B"

"SOC Control System Self-Check Sheet" (New/Regular)

1. Introduction

Dear Suppliers,

We really appreciate your assistance for our R&D, production and purchasing activities.

Since we established "Green Procurement Guideline" in September 2003, we have been striving to protect global environment as our corporate social responsibility, gaining your kind understanding and close cooperation for which we would like to express our deepest gratitude.

In order to respond to new environmental preservation movements, such as tightening of regulations on environmental impact substances, we have so far reviewed and revised various standards and control criteria including "Green Procurement Guideline".

As part of the above efforts, we would like to inform you about the following revision of the Guideline.

Major points of the revision are as follows:

- (1) An item on "Establishment of SOC Management System" has been newly added.
- (2) A request for "SOC Reduction Efforts in Suppliers' Business Activities" has been added.
- (3) The previous item on "SOC-Containing Parts Replacement Procedures" has been covered in another standard.
- (4) Compliance with Suzuki Engineering Standard "SES N 2402 (SOC restriction)" has been added.
- (5) "SOC Management System Self-Check Sheet" form has been created and added.

To keep up with globalization of R&D, purchasing, production and sales activities, we will more aggressively promote the environmental protection activities not only in Japan, but also in all relevant countries and regions throughout the world.

Therefore, your understanding and further assistance for our activities would be highly appreciated.

October 2013
Suzuki Motor Corporation

2. Suzuki Global Environment Charter

Suzuki's environmental activities are guided by the Suzuki Global Environment Charter, which was established in March 2002 (revised in December 2006).

Based on the concept of this charter, we are systematically promoting environmental protection activities throughout the entire organization.

Suzuki Global Environment Charter

[Environmental Concept]

Knowing that the actions of each of us will bring about a great effect on our earth's future, Suzuki will make best efforts for environmental conservation in order to pass on to the next generation a clean environment and a bountiful society.

[Basic Environmental Policies]

- Strictly observe environmental laws and follow our own standards.
- Reduce environmental impact substances in our business activities and our products.
- Continuously improve our environmental management system.
- Aggressively promote environmental communications.

3. Concept of Green Procurement

3-1 Definition of Green Procurement

Suzuki defines "Green Procurement" as follows:

Green Procurement = "Purchasing Green Products from Green Suppliers"

<Green Products>
Parts, supplies material, raw materials, sub-materials, packaging materials, machinery and equipment (hereafter called "parts and others")

=

- Parts and others that conform to laws and regulations controlling environmental impact substances (substances of concern)
- Parts and others that do not contain prohibited substances and can be certified on that matter

<Green Suppliers>
Suppliers that are playing active roles in environmental protection

=

- Suppliers making efforts to establish Environmental Management System
- Suppliers making efforts to establish SOC Management System



3-2 Policy of Green Procurement

Based on the "Suzuki Global Environment Charter", we are playing active roles in global environmental protection through low carbon society and biodiversity conservatory, going hand-in-hand with our suppliers in order to realize a sustainable development society.

As one of the activities of executing our corporate social responsibility, we are promoting "Green Procurement".

Green Procurement Policy = "We Purchase Green Products from Green Suppliers"

3-3 Scope of Green Procurement Guideline

The Guideline shall apply to parts and others procurement and delivery activities for Suzuki's domestic plants, offices, etc.

(1) Starting date of application

The Guideline became effective on October 1, 2003.

(2) Coverage

The Guideline shall cover all suppliers that deliver parts and others to Suzuki's domestic plants, offices, etc (*).

For the parts and others that are delivered to our overseas plants, we also encourage the relevant suppliers for global environmental protection activities.

* Domestic offices, plants, etc.

- | | |
|---|---|
| (1) Headquarters | (6) Osuga Plant |
| (2) Kosai Plant (including parts and KD plants) | (7) Motorcycle Technical Center |
| (3) Iwata Plant | (8) Sagara Proving Grounds |
| (4) Sagara Plant | (9) Shimokawa Proving Grounds |
| (5) Motorcycle plants (Toyokawa and Takatsuka) | (10) Development Dept., Yokohama Laboratory |

3-4 Green Procurement Promotion System

The "Green Procurement Promotion Section" newly established in our Purchasing Department is aggressively promoting Green Procurement through good communication with relevant in-house departments.

4. Requests to Suppliers

The following activities for Green Procurement are requested in order to ensure "procurement of Green products from Green suppliers" in accordance with Suzuki Green Procurement Policy.

The requested items consist of (1) "Compliance with Environment Related Regulations", (2) "Establishment of Environmental Management System", (3) "Establishment of SOC Management System", (4) "Environmental Efforts in Suppliers' Business Activities", (5) "Submission of Green Procurement Related Documents", and (6) "Others".

Although "Establishment of SOC Management System" is separated from "Establishment of Environmental Management System" in this guideline, you may incorporate the SOC management in the environmental management system or quality management system.

The requested activity items are listed below by category of suppliers.

As the requested activities vary depending on the category of supplier, please carefully check the following "Green Procurement Activity List".

Green Procurement Activity List	Categories of suppliers				
	Contained in our products		Not contained in our products		
	Parts	Materials Sub-materials	Supplies materials	Packing materials Packaging materials	Machinery Equipment
4-1 Compliance with Environmental Regulations	○	○	○	○	○
4-2 Establishment of Environmental Management System	○	○	○	○	○
4-3 Establishment of SOC Management System					
(1) Appointment of person in charge of SOC Management	○	○	○	○	○
(2) IMDS data input	○	○	-	-	-
(3) Compliance with Suzuki Engineering Standard "SES N 2402"	○	○	○	-	-
Non-use of prohibited substances <*1>	○	○	○	○	○
(4) Control of Tier 2 and other suppliers	○	○	○	○	○
(5) Implementation of audit by Suzuki	○	○	○	○	-
4-4 Environmental Efforts in Suppliers' Business Activities	○	○	○	○	○
4-5 Submission of Green Procurement Related Documents					
(1) "Suzuki Green Procurement Promotion Agreement"	○	○	○	○	-
(2) "Environmental Survey Report A" and "Environmental Survey Report B"	○	○	○	○	○
(3) "SOC Management System Self-Check Sheet"	○	○	○	-	-
4-6 Others (*2)	○	○	○	○	○

(*1) Refer to "Suzuki Controlled Chemical Substances" (Appendix 1).

(*2) In the case where imported products or parts may contain asbestos, an asbestos-free certificate is separately required, and sampling inspection is performed to check if it is contained or not.

4-1 Compliance with Environmental Regulations

Suppliers are requested to conform to environmental laws and regulations as part of corporate social responsibility (CSR).

4-2 Establishment of Environmental Management System

We prioritize business relations with suppliers that are playing active roles in environmental protection (by implementing the following item 1 or 2).

* Refer to 4-5 (2) "Environmental Survey Report A" and "Environmental Survey Report B".

- (1) Having already acquired an external certificate of Environmental Management System
* The external certificates include ISO 14001 (international), ECO-ACTION 21 (Japan), and ECO-STAGE (Japan).
- (2) Having not acquired any external certificate of Environmental Management System, but making efforts to establish own Environmental Management System

Other priorities are as follows:

- (1) Little noise, vibration or bad odor during use
- (2) Low levels of chemical, air, water, and land contamination during disposal
- (3) Resource or energy saving realized through the use of recycled materials or parts or downsizing
- (4) Employment of recyclable design
- (5) Disclosure of environmental data on sub-materials
- (6) Efforts for resource saving, recycling, weight reduction, and chemical substance reduction also concerning packaging materials

4-3 Establishment of SOC Management System

Suzuki will preferentially do business with suppliers that are making efforts for SOC management.

* Refer to 4-5 (3) "SOC Management System Self-Check Sheet".

- (1) Suppliers are requested to assign a person in charge of SOC management.
- (2) Also, a person in charge of IMDS data input shall be assigned for entering the data on chemical substances contained in products at the request of Suzuki. (Or specific forms of documents designated by Suzuki shall
<Need for IMDS>
 - (i) To confirm (demonstrate) non-use of prohibited substances
 - (ii) To check for inclusion of SVHC and if any, to figure out the contents (REACH regulation in Europe)
 - (iii) To calculate the recyclability and recoverability (ELV Directive in Europe)
 - (iv) To calculate shredder-dust reference weight (Japanese legislation to automobile recycling)

With regard to SOC certification, Suzuki requests suppliers to enter the data on environmental impact substances contained in all parts and materials delivered to Suzuki.

Details of the relevant parts and entry deadlines will be forwarded to suppliers separately from "IMDS office".

[Suzuki IMDS Utilization Manual]

<https://www.mdsystem.com/magnoliaPublic/ja/public/faq/OEMInfo/Suzuki.html>

- (3) Suppliers are requested to conform to Suzuki Engineering Standard "SES N 2402".
Also, they are requested not to use the prohibited substances indicated in "Suzuki Controlled Chemical Substances List" (Appendix 1).
* For suppliers not having "SES N 2402 (SOC restriction)", contact our Purchasing Department or Green Procurement Promotion Section.

<Categories of suppliers>
Parts, materials/sub-materials, supplies materials

Suppliers are requested not to use the prohibited substances indicated in "Suzuki Controlled Chemical Substances List" (Appendix 1).

<Categories of suppliers>
Packing/packaging materials, machinery and equipment

- (4) Control of Tier 2 and other suppliers
Since the automobile industry has a very broad base consisting of a large number of subcontractors, cooperation throughout the entire supply chain including Tier 2 and other suppliers is necessary. Therefore, all of the suppliers including Tier 2, Tier 3 and other suppliers (subcontractors) are also requested to conform to environmental laws and regulations, establish Environmental Management System and SOC Management System, and make efforts to reduce SOC in their business activities.
- (5) Implementation of audit by Suzuki
Apart from the conventional Quality Audit on parts and others, there may be cases where audits on Environmental Management System and SOC Management System are conducted, on which your cooperation is requested.

4-4 Environmental Efforts in Suppliers' Business Activities

Suppliers are requested to make the following efforts for reducing environmental impact substances in their business activities.

- | | |
|-------------------------------|------------------------------------|
| (1) Reduction of CO2 emission | (4) Reduction of water consumption |
| (2) Reduction of VOC emission | (5) Promotion of energy saving |
| (3) Reduction of waste | |

* Submission of relevant data on the above items is not required.

4-5 Submission of Green Procurement Related Documents

- (1) "Suzuki Green Procurement Promotion Agreement"

To strengthen mutual understanding on Green procurement, suppliers are requested to submit "Suzuki Green Procurement Promotion Agreement" (hereafter called "Agreement") as evidence of agreement about "Suzuki Green Procurement Guideline" (which is subject to occasional revision).

- (1) New suppliers shall submit it before starting business with us.
(2) Regular suppliers that have not submitted it yet shall submit it immediately.

* For the "Agreement" form, contact our Purchasing Department or Green Procurement Promotion Section.

* In the case where "Suzuki Green Procurement Guideline" is revised, our Purchasing Department or Green Procurement Promotion Section will provide a revision notice. Suppliers that have already submitted the Agreement shall check the revised guidelines, and if any objection against the revision, shall contact us within 90 days after our revision notice e-mail date. If we receive no contact or inquiry within that time limit, it is deemed that the revised version has been accepted.

(2) "Environmental Survey Report A" and "Environmental Survey Report B"

* For "Environmental Survey Report A" and "Environmental Survey Report B", contact our Purchasing Department or Green Procurement Promotion Section.

These reports are related to suppliers' "establishment of Environmental Management System".

(1) New suppliers are requested to submit the reports at the time of supplier selection.

- "Environmental Survey Report A" ⇒ For confirmation of external certificate of Environmental Management System
- "Environmental Survey Report B" ⇒ For confirmation of current status of voluntary establishment of Environmental Management System

* Suppliers that have already acquired an external certificate are requested to submit "Environmental Survey Report A".

Suppliers that have not acquired an external certificate yet are requested to submit both "Environmental Survey Report A" and "Environmental Survey Report B".

(2) Regular suppliers that have newly acquired, renewed or altered an external certificate or Environmental Management System, or are forced to cancel it are requested to the above report

(3) "SOC Management System Self-Check Sheet"

* For "SOC Management System Self-Check Sheet", contact our Purchasing Department or Green Procurement Promotion Section.

This check sheet is used for survey on the current status of "establishment of SOC Management System".

(1) New suppliers are requested to submit the reports at the time of supplier selection. <New Items> After starting business with us, the new suppliers shall follow the procedure described in the next paragraph "(2) Regular suppliers".

(2) Regular suppliers are requested to perform a self check on <Regular Items> once a year and submit the check sheet to us upon request.

4-6 Others

In the case where imported products or parts may contain asbestos, an asbestos-free certificate is separately required, and sampling inspection is performed to check if it is contained or not.

In such a case, our person in charge will inform the relevant supplier(s) about the required documents and other requests, for which cooperation will be appreciated.

5. Others

5-1 Handling of "Suzuki Green Procurement Guideline"

The Guideline is announced and revised as follows.

- (1) "Suzuki Green Procurement Guideline" is announced in the following Suzuki web site.
<http://www.suzuki.co.jp/about/csr/green/guideline/index.html>
- (2) In the case of revision of the Guideline and "Suzuki Controlled Chemical Substances List (Appendix 1)", our Purchasing Department or Green Procurement Promotion Section will provide all suppliers with the relevant information by e-mail.
After revision, the revised document will become effective.

5-2 Handling of Submitted Data

All of the data submitted by suppliers will be only used within Suzuki as confidential information and will not be disclosed outside the company.

It should be noted, however, such information may be provided to a governmental agency or public environment related organizations such as certification body of each country if such a request is made.

5-3 Contact and Recipient of Documents

Purchasing Manager or Green Procurement
Promotion Section (Purchasing Administration
Dept.) of Purchasing Division

300 Takatsuka-cho Minami-ku Hamamatsu,
Shizuoka 432-8611
TEL 053-440-2637/FAX 053-449-2298
E-mail greenproc@hhq.suzuki.co.jp

5-4 Revision Record

	Date of revision	Revision detail
Established	September 1, 2003	
1st revision	June 1, 2007	Changed the description of starting date of restricting four substances. Renewed the Controlled Chemical Substance list.
2nd revision	October 1, 2008	Abolished the Controlled Chemical Substances list and linked it to GADSL. Added RRR Directive and REACH regulations in the applicable laws and regulations with reference information.
3rd revision	May 1, 2011	Added packaging materials, machinery and equipment in the coverage. Added substances that are prohibited to be contained in products according to regulations listed in "Appendix 1: Major regulations applicable to the Guideline" but are not covered in GADSL.
4th revision	October 1, 2013	Specified the item on "Establishment of SOC Management System". Specified the compliance with Suzuki Engineering Standard "SES N 2402 (SOC restriction)". Added the request for "Suppliers' efforts for SOC reduction in their business activities". Created and added "SOC Management System Self-Check Sheet". Deleted "SOC-Containing Parts Replacement Procedures".

