

Green Purchasing Guideline

世界の人びとに、「喜びと安心」を。



May, 2008

MITSUBA CORPORATION

Company Policy

Mission Statement

Together with those who support it, Mitsuba will provide pleasure and peace of mind to the people of the world by creating technology in harmony with society and the environment.

Management Policy

- 1. We will make Mitsuba the brand of choice on a global scale.**
- 2. We will use our technology as a driving force to take up the challenge of creating new markets.**
- 3. Mitsuba will bring out the best in its associates bring out the best in Mitsuba.**

Guidelines for Action

Vision, Challenge, Speed

Corporate Message

The Sprit of Technological Growth

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Return day

Contact of submission and question

Attached document

Appendix 1. Mitsuba regulated chemical substances list <GADSL>

Appendix 2. Mitsuba regulated chemical substances list <specific prohibited substances>

Appendix 3. Mitsuba regulated chemical substances list <self-regulated substances>

Form 1. "Mitsuba regulated chemical substances list" prohibited substances non-content declaration

Form 2. Environment management system self-evaluation form

Another paper: related laws and regulations etc.

1. Introduction

In the 21st century, the whole society has been increasingly raising awareness toward environmental issues, and urges companies to develop recycling oriented society. As an automotive electrical part manufacturer, we think we need to manage operations with the question “What does the society truly expect?” always in consideration.

Since we consider environmental protection as one of the most important management issues, we have been working on reducing impact on environment. Our products are made of materials provided by many suppliers. Therefore, to reduce impact on environment at all phases of business operation, environmental protection activities for only our company are not sufficient, but total environmental protection activities that include our suppliers are needed.

With these backgrounds, we would like to work on green purchasing – purchase materials that give less impact on environment, from environmental friendly suppliers, and put together green purchasing guidelines to cooperate closely together with our suppliers.

Green purchasing couldn't go forward without suppliers understanding. Please support and cooperate with our global environment protection activities that are suitable for 21st century.

Mitsuba Corporation

Yoshimasa Kimura, Director of Quality Assurance and Environmental Affairs

Yoshikazu Takahashi, Director of Purchasing

2. Our efforts toward environment

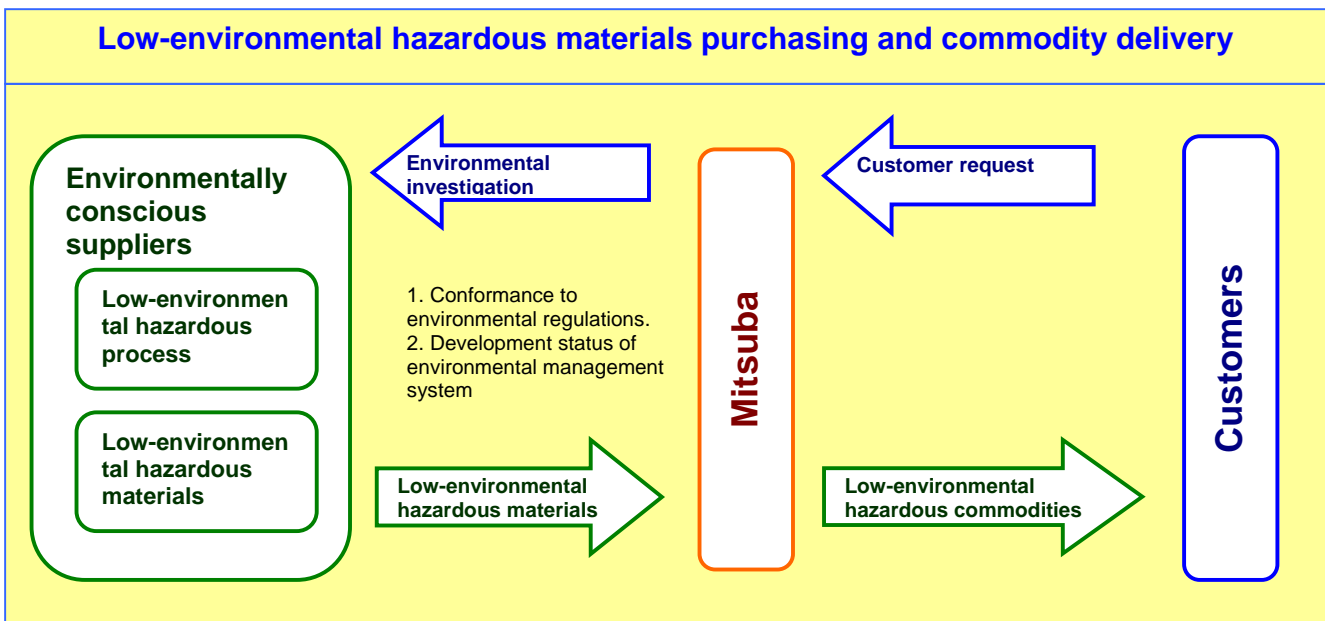
Mitsuba considers global environment protection as an important management issue, and have developed ISO14001 compliant system in our production sites since 1997. In November 2005, we completed the system development in our all sites in Japan including branch offices. We are promoting efforts to continuously reduce impact on environment within the company under the same environmental management system.

These activities are now becoming company-wide activities, beginning with prevention of global warming, achievement of zero-emission, and reduction / recycling of packing materials, to reducing impact on environment in core businesses of each department.

However, many of these efforts relate with producing sites of Mitsuba, to realize continuously reducing impact on environment that ISO14001 environmental management system expects, viewpoints of use and disposal are more important as well as producing stage.

Recent movement of prohibiting Substance of Concern (SOC) starting from “Europe ELV directives 2000/53/EC” issued by European Commission is the best example. In addition, “RoHS directive 2000/53/EC”, “76/769/EEC” and “Law Concerning the Examination and Regulation of Manufacture, etc of Chemical Substances”, domestic law, and we need to conform to “Europe REACH directives EC/1907/2006.”

In view of the circumstances, we established “Mitsuba Green Purchasing Guidelines” and facilitate activities with two main themes - development and implementation of environmental management system, elimination of SOC in materials.



2. 1. Environmental declaration

We will work to achieve a continuous harmonization with our natural environment by means of technical developments harmonized with society and the environment, aim to realize rich and stable environment.

1. We will make an effort to save resources and energy in all corporate activities, development, production and sales.
2. We will make an effort to reduce and correct-process disposals and contaminants.
3. We will make an effort to harmonize with local environment and secure stable living environment.

2. 2. Action Guideline

Followings are specific guidelines to get “Environmental declaration” into action.

1. Aim to save and use effectively limited sources.
2. Promote to save energy in all corporate activities, fulfill the responsibility for prevention of the global warming.
3. Change ozone-unfriendly substances to protect ozone layer.
4. Control adequately chemical substances and eliminate harmful chemical substances, include use to products.
5. Arrange environment management system and make an effort to comply with in-house rules, stricter than regulation.
6. Take part in social activities relate with environment.

3. Concept of green purchasing

3. 1. Basics concept

Mitsuba Corporation has been cooperated in quality and delivery by suppliers. We require reducing environmental hazard in lifecycle of purchasing, producing, usage and disposal, including supply chain. In particular, chemical substances control at commodities, energy saving and prevention of environment pollution.

Please cooperate with green purchasing to respond these requirements.

We would purchase from suppliers cooperating green purchasing preferentially.

3. 2. Scope

Suppliers deliver purchasing goods for transportation machine-related products.

- * Materials
- * Parts
- * Indirect materials

3. 3. Green purchasing adoption criteria

(1) Materials

Shall be complied with appendix "Mitsuba regulated chemical substances list."

(2) Environmental management system

Shall be complied with ISO 14001 or establish environmental management system conform to it.

* We would regard Eco Action 21, Eco stage and EMS standard (KES) are complying with ISO 14001.

In case ISO 14001 is not certified, organization shall satisfy following items.

1. Shall have environment-related corporate philosophy, policy, purpose, goal and implementation plan to achieve them.
2. Environmental-related organization and responsible person shall be designated, control environment shall be implemented appropriately.
3. Shall comply with corresponding items of "Low-related with plant and premise" of related regulations on appendix.
4. Environmental protection shall be worked on positively, about following items
 - a. Energy control
 - b. Disposal control
 - c. Environment-related emergency response control.
 - d. Chemical substances control.
5. Environmental protection-related emergency response shall be established.
6. Environmental-related training and enlightenment shall be implemented.
7. Shall have environmental protection activities promotion status check system.

4. Mitsuba regulated chemical substances list

Mitsuba regulated chemical substances list consist of following appendix table No. 1 to 3.

Appendix table	Control classification	Contents
No. 1	Prohibited and declared substances list	Complied with GADSL. There is only chemical substances group as reference.
No. 2	Specific prohibited substances list	Even though GADSL designates as declared substances, it is listed on this table, regarded as prohibited substances. (This table has priority of GADSL.)
No. 3	Self-regulated and declared substances list	Chemical substances not designated in GADSL and our company regulate prohibited and declared substances

5. Requests to suppliers

5.1. Cooperation with SOC investigation

Please cooperate with our investigation and inquiries about SOC in “purchased materials”.

- SOC non-content evidence
SOC non-content evidence is certificate include analysis data to certify any SOC is not containing. (Submitted once by each purchased products.)
- All compositions data such as IMDS and JAMA
All compositions data is rates of all compositions data of purchased products with unified database such as IMDS or JAMA.

5.2. Declaration of conformity to evaluation criteria regarding materials

We would like our supplier to declare that delivers “purchased products” to Mitsuba do not contain substances prohibited in “Laws regarding products” and appendix “List of regulated chemical substances related laws and regulations”.

Please report with attached document, Form No. 1 “Mitsuba regulated chemical substances list” prohibited substances non-content declaration.

Submit once by each supplier. If you do not submit, please submit it.

5.3. Self-assessment implementation in case environmental management system is not established

1. If your company does not obtain ISO14001, please describe establishment status of environmental management system and submit.
2. We would like to audit for some suppliers according to the result of environmental management system self-assessment sheet. In case we require auditing, please accept.
 - ISO14001 certification status would be confirmed with quality management system from Quality Assurance Dept.

Submission date

Attached document - Form No.1
“Mitsuba regulated chemical substances list” prohibited substances non-content declaration
Attached document – Form No.2
Environmental management system self-assessment sheet (If your company does not obtain ISO14001.) If some contents have changed, submit within a month from the change.

Submit or contact to:

Hisako Tajima

Mitsuba Corp., Purchasing Dept No.2, Purchasing Planning Section

E-mail: greenkobai@mitsuba.co.jp

TEL: 0277-52-0171

FAX: 0277-54-6920

However, Mitsuba green purchasing guideline and attached documents are disclosed at

Mitsuba corp. official website.

<http://www.mitsuba.co.jp/purchase/index.htm>

Form No.1

To: Mitsuba corp. purchasing dept.

**“Mitsuba regulated chemical substances list”
prohibited substances non-content declaration**

We would declare that purchased products delivering or will be delivered in the future to Mitsuba corp. (raw materials, parts, indirect materials, commodities, equipment, supplies materials) do not contain any substances prohibited in “Mitsuba regulated chemical substances list”

Also, we would declare to comply the guideline for additional substances at future revisions.

Date:

Supplier's name:

Responsible person's name (Signature):

Form No.4 Environmental management system self-assessment sheet

Company's name	Responsible person	Dept. / Post	Tel	
			Fax	
			E-mail address	

This "Environmental management system self-assessment sheet" is to confirm the status of supplier's environmental management system development establishment. And please use for ISO14001 obtainment preparation, as self-assessment for environmental.

No	Mitsuba requirements	ISO requirements (reference)	Evaluation criteria	Evaluation
1	Environmental policy	Environmental policy (4.2)	1) Company has a company policy regarding environmental protection.	
			2) Company set a environmental protection policy, and pledges continual improvement and prevention of pollution	
			3) Company pledges regulatory compliance in the policy	
			4) The policy is documented, communicated to all employees, and is available to a third party	
2	Plan and organization	Objectives and targets (4.3.3) Environmental management program (4.3.4)	1) There is objectives / targets to realize the policy.	
			2) Organization / personnel in charge to realize objectives / targets are clear.	
			3) Action plans including means / methods to realize objectives / targets are developed.	
3	Evaluation of environmental impact and operational control	Environmental aspects (4.3.1) Operational control (4.4.6) Monitoring and measurement (4.5.1)	1) Company evaluates and determines how the following items impact on the environment with the business operations, and makes an effort for improvement	-
			① Air pollution	
			② Water contamination	
			③ Noise / vibration	
			④ Nonuse of prohibited substances (see List of regulated chemical substances)	
			⑤ Waste material	
			⑥ Energy (consumption of electricity / gas / fuel)	
2) Designated items (including equipment / operation) are controlled with designated responsible personnel.				
3) There is a product assessment system				
4	Compliance	Legal and other requirements (4.3.2)	1) Company identifies environment related laws / regulations, and industry rules, and control them.	
			2) Company properly controls facilities / equipment that are relevant to environment-related laws.	
5	Risk management	Emergency preparedness and response (4.4.7)	1) Response to emergency regarding environmental protection is developed, and its procedures are established.	
6	Education / training / release of information	Training, awareness, and response (4.4.2) Communication (4.4.3)	1) Training items necessary to realize objectives are developed, and employees are trained.	
			Those who assigned to work that would give high impact to environment are trained separately. And the trained operators are on the list	
			3) Company makes the information about its environmental protection efforts to the public.	
㉚	Handling of non-compliance	Nonconformance, corrective and preventive action (4.5.2)	1) Company has a procedure for correction and recurrence prevention when there is a nonconformance regarding environmental management system.	
㉛	Self-assessment	Environmental management system audit (4.5.4) Management review (4.6)	1) Progress of the plan and achievement of objectives are assessed by the company. And they are reported to the management.	
			2) Company incorporates the results from self-assessment to questions 1, 2, and strives for continual improvement	
㉜	Document control	Environmental management system documentation (4.4.4)	1) Responsibilities and procedures to carry out the above questions, are defined and documented.	

*Please fill in the evaluation column as follows. (Yes: No: X Not applicable: -

Appendix Related laws and regulations list (1/2)

Classification	Laws and regulations	Date of establishment	Overview
European products	EU ELV Directive (2000/53/EC)	18-Oct-00	Directive for environmental hazardous substances contained in disposal vehicles.
European products	RoHS Directive (2000/95/EC)	27-Jan-03	Directive for hazardous substances contained in electrical and electronic products.
European products	Restriction of Specified Hazardous Substances and Drugs Using-related Council Directive (76/769/EEC)	27-Jul-76	Sequentially regulate hazardous substances for health.
European products	REACH directive (EC1907/2006)	18-Dec-06	Directive for chemical substances "registration", "evaluation", "permission" and "restriction".
Japan	Basic Environment Law	19-Nov-93	Environment protection basic principle and measure.
Japan	Basic Law for Establishing the Recycling-Based Society	2-Jun-00	Specify basic items of recycling-based society creation, rules of each governmental agency and objective issue.
Japan	Law Concerning the Promotion of the Measures to Cope with Global Warming	9-Oct-98	Specify formulate goal achievement plan of Kyoto Protocol and actions to reduce glasshouse gas emission.
Japan	Law Regarding the Rationalization of Energy Use	22-Jun-79	Specify rationalization of factories, transportation, buildings, and machines energy use and necessary actions for general promotion of energy use.
Japan	Factory location Law	20-Mar-59	Specify to register factory location do not affect on environment protection.
Japan	Air Pollution Control Law	10-Jun-68	Regulate related air pollution by smoke, volatile organic compound and dust from factory, office and building demolition.
Japan	Diesel-power vehicle regulation in 8 prefectures and cities	1-Oct-03	Prevent air pollution caused by diesel-power vehicle at capital sphere.
Japan	Water Pollution Control Law	25-Dec-70	Regulate water discharged from factories or offices to public water area and penetrate into underground.
Japan	Sewerage Law	24-Apr-58	Intend to sewerage arrangement and sound development of city and regulate water quality.
Japan	Law for Combine Household Wastewater Treatment Facility	18-May-83	Regulate wastewater treatment facility setting, maintenance, cleaning, manufacturing and constructor registration system.
Japan	Noise Regulation Law	16-Aug-68	Regulate noise from factories, offices and construction sites.
Japan	Vibration Regulation Law	10-Jun-76	Regulate vibration from factories, offices and construction sites.
Japan	Offensive Odor Control Law	1-Jun-71	Regulate offensive odor occurred with business activities at factories and other offices.
Japan	Soil Contamination Countermeasures Law	29-May-02	Measure against soil contamination by specified hazardous substances and prevention of health damages.
Japan	Waste Disposal and Public Cleansing Law	25-Dec-70	Specify discharge of waste disposal and appropriate treatment
Japan	Law Concerning Special Measures against Dioxins	16-Sep-99	Specify basic standard for measure against dioxins, necessary regulation and actions for soil contamination.
Japan	Law for the Promotion of Effective Utilities of Resources	26-Apr-91	Specify used products and by-products occurrence control and recycling
Japan	Law Concerning Recycling Measures of End-of-life Vehicles	12-Sep-02	Specify end-of life vehicles recycling roles by car manufacturers and interested operators.
Japan	Law for Promotion of Sorted Collection and Recycling of Containers and Packaging	16-Jun-95	Specify measures for containers and packaging waste disposal control, sorted collection and recycling of conforming goods for collection standard.
Japan	Law for Recycling of Specified Kinds of Home Appliances	5-Jun-98	Specify measures for collection, transportation and recycling of waste disposal from specified kinds of home appliances.
Japan	Law Concerning the Promotion of Recycling Food Cyclical Resources	7-Jun-00	Specify food cyclical resources recycling, food waste disposal control, basic reduction items and measure for promotion of food cyclical resources.
Japan	Law Concerning Recycling of Materials from Construction Work	31-May-00	Specify measures for promotion of collection and recycling of materials from construction work.

Japan	Law Concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures	20-May 88	Specify measures for specific substances production, discharging control and rationalization of use.
Japan	Law Concerning the Recovery and Destruction of Fluorocarbons	22-Jun-01	Specify measures for recovery and destruction of fluorocarbons, such as policy of recovery and destruction of fluorocarbons from specific products and responsible of vendors, to control ozone destruction and global warming.
Japan	Law Concerning the Examination and Regulation of Manufacture, etc. of Chemical Substances	16-Oct-73	Specify examination for manufacture and import of new chemical substances to prevent environment pollution of persistent harmful chemical substances.
Japan	Law concerning Reporting, etc. of Releases to the Environment of Specific Chemical Substances and Promoting Improvements in Their Management (Law for PRTR and Promotion of Chemical Management)	13-Jul-99	Specify measures for understanding of specific chemical substances releases to the environment, providing of specific chemical substances natures and handlings information from vendor.
Japan	High-Pressure Gas Safety Law	7-Jun-51	Specify high-pressure gas manufacturing, storage, sales, removal, handling, consumption, container manufacturing and handling regulation.
Japan	Poisonous and Deleterious Substances Control Law	28-Dec-28	Specify health poisonous and deleterious substances control from hygienic grounds.
Japan	Fire Defense Law	4-Jul-48	Specify fire prevention, warning, suppression, protect people's lives, bodies and properties.
Japan	Road Trucking Vehicle Law	1-Jun-51	Specify ownership of road trucking vehicle, ensuring safety, prevention of pollution, maintenance, sound development of auto service business.

* EU: European Union

RoHS: Restriction of Hazardous Substances

REACH: Registration, Evaluation, Authorization and Restriction of Chemicals

Revision date	Contents of revision
October 15, 2007 (Issued at November, 07)	<ul style="list-style-type: none"> * Changed languages in full according to the latest trend. * Changed Action Guideline. * Revised the name of the list of regulated chemical substances to "Mitsuba regulated chemical substances list". * Revised the contents of "Mitsuba regulated chemical substances list". * Definitions of terms are dispersed to each explanatory section. * Clarified submission of non-content declaration, environmental management system establishment status report, environmental management system self-assessment sheet. * Added related laws and regulations list.
May 16, 2008 (Issued at May, 08)	<ul style="list-style-type: none"> * Changed director of purchasing. * Changed submit or contact person.