

Green Procurement Standard

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Oki Electric Industry Co., Ltd.

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= Appendices =

The following appendices are included in this Green Procurement Standard. The latest version is available on the OKI Group's Green Procurement Standards website.

Green Procurement Standard: <https://www.oki.com/en/eco/procurement>

Chemical substances to be investigated

Substance of Very High Concern (SVHC) Content Confirmation Form (Form-C)

Supplier's Check Sheet for Management System of Chemical Substances in Products (Form-D)

Green Procurement Standard

1. Environmental Management of OKI Group

The OKI Group practices environmental management and aims to reduce environmental loads and realize a recycling-based society under the environmental policy in order to achieve a better global environment and pass that down to the next generation.

OKI Group Environmental Policy

<http://www.oki.com/en/eco/management/policy.html>

2. Concepts concerning Green Procurement of OKI Group

2.1 Purpose

This standard describes the concepts concerning Green Procurement of the OKI Group and standards of specific requirements, as well as their operations.

If the OKI Group asks for something different than the content in this Green Procurement Standard due to laws, regulations, forms of business, customer requests, etc., that shall have priority.

2.2 Scope

This standard applies to all environmental conservation activities of suppliers and procured items in 1 to 3, below.

However, it does not apply if OKI Group and the supplier agree that shall this standard will not apply.

Also, it does not apply to OA devices, stationary goods, and office supplies used within the OKI Group.

- 1) Product parts
- 2) Packaging parts
- 3) Other-company products shipped together with OKI Group products, composing a system, or otherwise sold as part of a set. (including add-ons or replacement parts).

2.3 Terms and Definitions

Intentional addition

The intentional addition of substances intends to improve characteristics, the external appearance or performance (such as plating, flame retardants, etc.).

Impurities

Chemical substances unintentionally contained. These are substances naturally included in raw materials that cannot be adequately removed due to technical constraints during the purification processes of industrial materials or substances that emerge during synthesis reaction processes.

Contained quantity

Provide responses based on the actual measured values, logical values, calculated values or design values. If any dispersion of contained quantity exists in manufacturing, provide responses using maximum values.

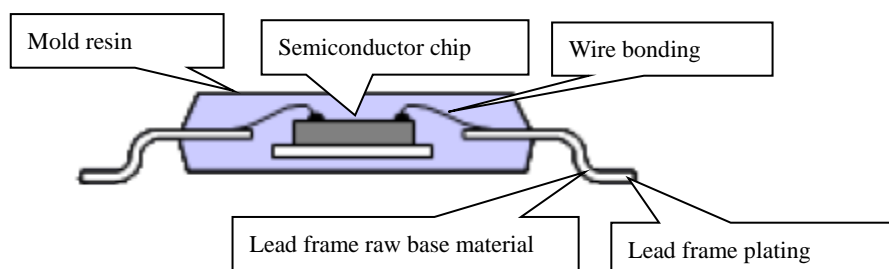
Cases such as when subject substances adhere to (come in contact with) parts or materials are also considered to be “containing.”

Homogeneous material

Materials in part compositions that cannot be mechanically dismantled. Mechanical

dismantlement means screw removal, cutting, destruction, and crushing, etc. A practical example is shown below.

Example Lead frames and lead frame surface processes (plating) of semiconductors are considered to be separate sections.



Threshold

A boundary value to judge whether the relevant chemical substances are contained in product parts and packaging parts or not. The threshold is shown with ppm and mass [%] (wt%).

SVHC

It stands for Substances of Very High Concern. Substances of chemical substances having carcinogenicity, mutagenicity, reproductive toxicity, and bioaccumulation potential, etc., which are defined by European Chemicals Agency (ECHA), and are to be added in stages.

CMS

It stands for Chemical Management System. It indicates a control system for chemical substances contained in products, which is required for appropriately controlling contained chemical substances in each stage from material procurement to shipping regarding with deliverables to our company.

Referred as “CMS” hereafter in this standard.

JAMP

It stands for Joint Article Management Promotion-consortium. Cross-sectional conference that appropriately manages the information of chemical substances, etc. contained in articles (the other name of parts and molded items, etc.), and creates and diffuses a system for the smooth disclosure and communication in the supply chain.

Chemical Substance

Element substance and chemical compound, which exist naturally, or which are obtained from the production process. Including impurities arising from additive agents, or from the process of the additive usage required for ensuring the stability. However, solvents, which can be resolved without affecting the stability of an individual chemical substance or the change in composition, are not included.

e.g. Lead oxide, nickel chloride, benzene

Mixture

Substances that two kinds or more chemical substances are intentionally compounded. Also called preparation.

e.g. Solder materials, paint, ink, adhesive, metal alloy

Article

A product or merchandise item that has been formed into a specific shape or design and whose chemical composition does not change during its final use. Those that come in the

form of liquid or powder are excluded.

e.g. The main unit of a personal computer, keyboard, or other molded objects

Product Parts

All items such as components, materials, finished products (including OEM and ODM products), and units, etc., to be installed or attached to products manufactured in OKI Group

OEM: Original Equipment Manufacturer

ODM: Original Design Manufacturer

Packaging Parts

All items made of every kind of materials used for protection, handling and delivery of products shipped by the OKI Group and product parts procured by it. The term refers to both of the following.

Packaging parts for product parts: Packaging materials used for protection and handling of product parts procured by the OKI Group.

Packaging parts for shipped products: Packaging materials used when the OKI Group ships products to customers

e.g. Cardboard, cushioning materials, bags (poly and plastic bags, etc.), adhesive tape, desiccant, pallet (made of wood or plastic), sheets for pallet wrapping (Refer to Table 1 "Examples of Packaging Parts" in Appendix "Chemical substance groups to be investigated" of this Green Procurement Standard.)

Deliverables

All of product parts and packaging parts to be delivered to the OKI Group from suppliers (including packaging materials for product parts).

SDS

Safety Data Sheet: A document providing information on the properties and handling of applicable chemical substances, etc., when products containing chemical substances suspected of being harmful are transferred or provided to another business.

GHS

The Globally Harmonized System of Classification and Labelling of Chemicals
The internationally recommended system for classifying and labeling the hazards of chemicals.

Communicating information by label

The communication of information by picture label and its content as stipulated in JIS Z 7253 (Hazard Communication of Chemicals Based on GHS—Labelling and Safety Data Sheet (SDS)).

Hazard class

Wording assigned to each GHS hazard class and hazard category as established for "physical and chemical hazards," "health hazards," and "environmental hazards." The wording indicates the hazardous properties of the relevant chemicals and the degree of hazard.

Pictogram

A picture assigned to each GHS hazard class and hazard category.

SCIP information

Information required by the EU Waste Framework Directive (WFD) to be registered in the ECHA database for SVHC contained in molded products marketed in the EU.

2.4 Management of Contained Chemical Substances

Banned substances

The “Banned substances” mean chemical substances which must not be contained in product parts. As a rule, the OKI Group does not purchase any items if such substances are contained. In circumstances when the OKI Group has permitted such content or if the OKI Group has specified a threshold on drawings or specifications, then such content or levels will be given priority. Moreover, the OKI Group permits any chemical substance contained in the deliverables if corresponding to exemptions of RoHS Directive or legal regulations. Packaging materials used for products supplied to the OKI Group are excluded if they are discarded or collected after delivery and there is no risk of migration or contamination of prohibited substances due to contact with the contents.

If a banned substance is contained even though there is no report in the response, and we incur damages because of it, we may be held liable for contractual non-conformity based on the contract with our suppliers. Even if the supplier is a trading company, the supplier is required to guarantee the contents of its response, including the concentration and content of substances, based on the contract.

Reportable substances

The “Reportable substances” mean chemical substances whose content in product parts and packaging parts (intended use, usage area, concentration, etc.) must be reported. Substances that overlap with Banned substances will be given priority to be treated as banned substances. Packaging materials used for products supplied to the OKI Group are excluded if they are discarded or collected after delivery and there is no risk of migration or contamination of reportable substances due to contact with the contents.

Chemical substances that are not reported in the survey responses from suppliers are considered to be below the thresholds. If a reportable substance is contained even though there is no report in the response, and we incur damages because of it, we may be held liable for contractual non-conformity based on the contract with our suppliers. Furthermore, even if the supplier is a trading company, the supplier is required to guarantee the contents of its response, including the concentration and content of substances, based on the contract.

Reportable substances may be designated as prohibited substances in the future, so please consider alternative preparations if they are contained.

Banned Substance Group for using in the production process

Chemical substances used in the production process (cleaning, degreasing, catalyzing and dissolution, etc.) at our supplies for product parts and packaging parts procured by the OKI Group, which is regulated by laws including Law concerning the Protection of the Ozone Layer through the Control of Specified Substances and Other Measures, etc. If these substances are used, the OKI Group will request for improving the operation, and if no appropriate improvement comes out, we might reconsider business relationship to such partners.

Management of transferability of phthalates in production processes

Please manage so phthalates are not transferred to product parts and packaging parts procured by the OKI Group by contacting resin or rubber materials (conductive mat, conveyor belt mat, tape, work gloves, storage/transport pallet/box, etc.) in supplier production processes or warehouses.

2.5 Concepts of “Contained” and Subject Substances

- 1) In terms of the criteria for contained chemical substances

The existence of chemical substances contained in product parts and packaging parts shall

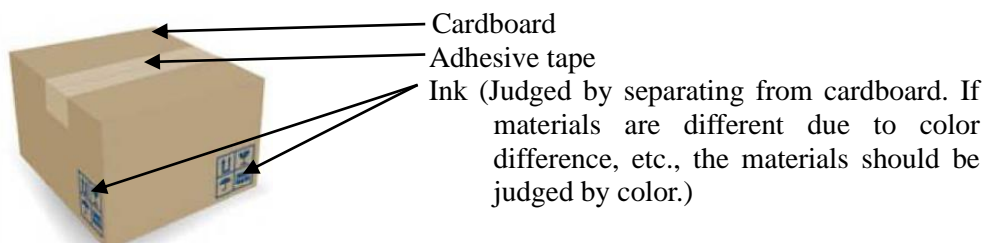
be judged based on the criteria shown in Table 1.

Table 1 Criteria for contained chemical substances

	Threshold	Judged as “Contained”	Judged as “Not Contained”
Banned substances and reportable substances	Setting by both intentional addition and numerical values	Intentional addition (regardless of size of contained quantity) There is no intentional addition but the rate of content as impurities exceeds threshold values	There is no intentional addition and the rate of content as impurities are below threshold values
		The rate of content = (mass of applicable chemical substances) / (mass of homogeneous material, article, product part, or product with applicable chemical substance contained)	
	Setting by numerical values only	If the rate of content exceeds the threshold.	If the rate of content is the threshold or less
		The rate of content = (mass of applicable chemical substances) / (mass of homogeneous material, article, product part, or product with applicable chemical substance contained)	
	Intentional addition only	Intentional addition (regardless of size of contained quantity)	No intentional addition

2) Judgment for the total rate of content for four types of heavy metals in packaging parts

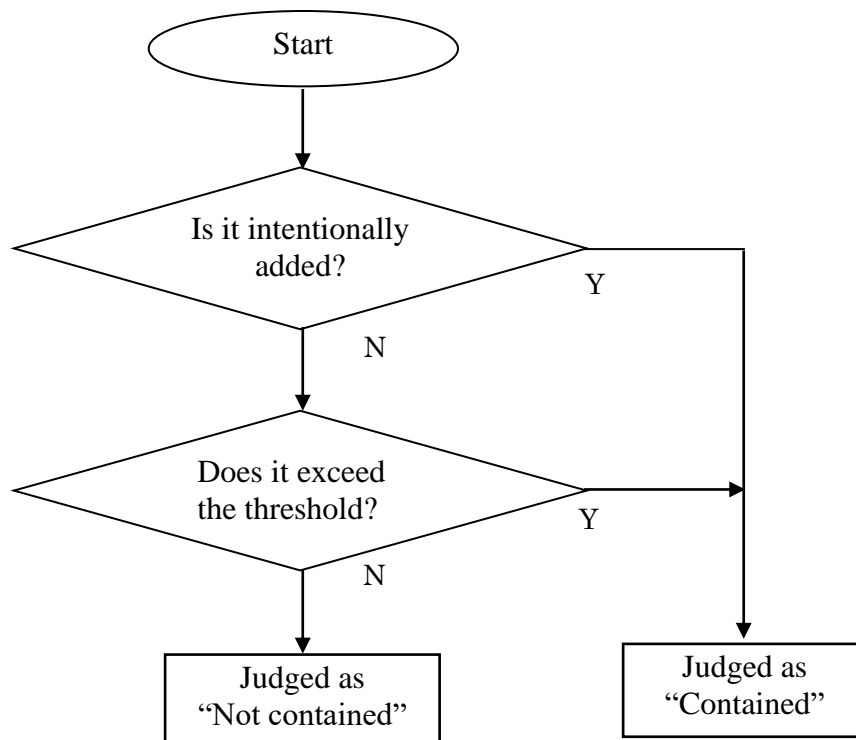
Judgment is performed by the total rate of content for four types of heavy metals (cadmium, lead, mercury, hexavalent chromium) to the mass of each packaging part. In addition, inks and paints printed or marked on packaging parts are also treated as packaging parts respectively. The example of the Judgment for Rate of Content is as follows.



Judgment for Rate of Content (Example)

Contained materials Packaging parts (Mass)	Cadmium (mg)	Lead (mg)	Mercury (mg)	Hexavalent chromium (mg)	Total (mg)	Calculation of rate of content (ppm)	Judgment
Cardboard (100g)	0	0	0	0	0	0	○
Adhesive tape (1g)	0	0	0	0	0	0	○
Ink (80mg)	0.005× 2 sides	0.001× 2 sides	0	0	0.012	0.012/80×10 ⁶ =150	×

3) Flowchart for the judgment of content of chemical substances in the case where two threshold that are intentional addition and a numerical value are set



- 4) Chemical substances to be investigated
Please refer to the Appendix "Chemical substances to be investigated" of this Green Procurement Standard.

2.6 Operation Flow

The operational procedure is shown below.

Activities	Suppliers	OKI Group
Distribution and explanation of Green Procurement Standard and response forms	Check of contents	Distribution and explanation
Submission and entry of responses	Submission	
Management of response data and documents		Storage management and data entry
Evaluation determination		Determination
Notification of evaluation results	Receipt of results	Notifying results (only when improvement is requested)

3. Requests for Our Suppliers

3.1 Documents to be submitted

(1) chemSHERPA-AI data

For product parts and packaging parts, the chemSHERPA-AI response requires both information on Composition and Compliance judgments (Including the SCIP information). If you receive a request from us for Composition information in Full Material Declaration (FMD), please provide the information in FMD.

Substances to be answered are those listed in the attached document “Chemical substance groups to be investigated” (*1) and chemSHERPA Declarable Substances. Please provide information on the content of substances other than those listed above, if suppliers have any information.

When creating chemSHERPA-AI data, please refer to the latest versions of the chemSHERPA-AI Input Support Tool, manuals, and the chemSHERPA Product Chemical Substance Information Usage Rules.

Data entry support tool: <https://chemsherpa.net/tool>

chemSHERPA Explanatory Materials: <https://chemsherpa.net/aboutchemsherpa/description>

For mixtures/substances, chemSHERPA-CI data is acceptable if it is difficult to answer with chemSHERPA-AI.

If the OKI Group specifies a survey response format other than chemSHERPA, please follow those instructions.

*1: Regardless of the revision date of the Appendix “Chemical substances to be investigated,” substances for which regulations have commenced due to amendments to laws, regulations, or treaties listed in the Appendix are also included. However, if a prohibition date is set prior to the legal regulation commencement date for any subject substance, that prohibition date shall apply. The “Chemical substances to be investigated” also includes substances that are not listed in chemSHERPA Declarable Substance list (marked with * in the No. of the Appendix). If any of these substances are included, please report them as “Except for Declarable Substances (including candidates)” in the chemSHERPA Composition information. If the threshold includes “intentionally added,” enter whether it is intentionally added or not in the comment field of the chemSHERPA Composition information.

*2: For packaging parts, all materials used in products shipped from the OKI Group are covered. When packaging parts for product components from suppliers are used for product shipments from the OKI Group, additional survey responses may be requested.

(2) Please submit the “Substance of Very High Concern (SVHC) Content Confirmation Form” (Form-C), “Supplier's Check Sheet for Management System of Chemical Substances in Products” (Form-D), and other survey documents must be submitted upon request from the OKI Group. Depending on your responses, we may conduct an audit. Based on the audit results, we may request operational improvements. If appropriate improvements are not made, we may review the terms of our business relationship.

3.2 Establishment of a Management System

We request that our business partners establish an environmental management system and a management system of chemical substances in products to ensure proper management of chemical substances contained in product parts and packaging parts, and to guarantee compliance with legal regulations.

3.3 Handling of Personal Information

Personal information provided from suppliers based on this standard shall be shared only within the OKI Group, and be used exclusively for the purpose of the evaluation of the suppliers and deliverables.

For the handling of personal information in our company, refer to the following URL.

OKI Group Privacy Policy (Japanese) URL: <http://www.oki.com/jp/privacy/>

4. Contact Us

Procurement Center, Production & Procurement Management Division
Management System Management Department

URL : <https://www.oki.com/cgi-bin/inquiryForm.cgi?p=018e>

Revision Record of “OPES 2080 Appendix-01 Green Procurement Standard”

Ver No	Establishment/ Revision Date	Reasons for revision and overview of changes
1	2002.9.12	First issue
2	2003.10.25	Review of substances subject to survey was conducted, due to the changes in the list of substances subject to survey, prepared by the “Japan Green Procurement Survey Standardization Initiative”
3	2006.5.29	Review of contents due to changes of survey format from “Japan Green Procurement Survey Standardization Initiative”
4	2006.8.23	Change of substances list due to additional substances on “Japan Green Procurement Survey Standardization Initiative”. Insertion of the content due to demand for in-house improvement, and corrected the mistakes
5	2008.3.14	Insertion of content of revision on “Japan Green Procurement Survey Standardization Initiative” and of the demand for in-house improvement, etc.
6	2009.9.4	<ol style="list-style-type: none"> 1. Addition of management sections including containment-managed substances and voluntarily-reported substances 2. Addition of SVHC (Substances of Very High Concern) as containment-managed substances and of new Confirmation Sheet of Containment-managed Substances (SVHC) 3. Addition of PFOS as containment-prohibited substances 4. Additional introduction of JAMP AIS as a report form 5. Addition of changes due to changes within the organization, etc.
7	2010.4.20	<ol style="list-style-type: none"> 1. Supporting of the update version of JGPSSI Survey Response Tool 2. Addition of SVHC (Substances for Very High Concern)
8	2010.8.30	<ol style="list-style-type: none"> 1. Supporting of the update version of JGPSSI Survey Response Tool 2. Additional introduction of JAMP MSDSplus as a report format 3. Changed “Contact Us” section information
9	2011.5.20	<ol style="list-style-type: none"> 1. Change of threshold of banned substances in Table 2 in accordance with JIG-101Ed4.0 2. Changed Japanese “Contact Us” telephone numbers
10	2011.10.31	<ol style="list-style-type: none"> 1. Addition of Form 10 Supplier’s Check Sheet for Management System of Chemical Substances in Products 2. Addition of controlled substances for packaging parts in accordance with JIG-201Ed1.0 3. Addition of substances under Low-Halogen JS709 (bromine-series and chlorine-series flame retardant, etc.) in accordance with JIG-101Ed4.1 4. Improvement of names of managed chemical substances Containment-prohibited substance => Banned substance Containment-inhibited substance => Reportable substance Containment-managed substance => Controlled substance
11	2012.1.31	<ol style="list-style-type: none"> 1. Response to V4.0 of the example of description for JAMP AIS/MSDSplus 2. New addition of JGPSSI Survey Sheet of Substances Contained in Packaging Materials 3. Change of Form 1 to 3 4. Others including response to JIG-101 Ed 4.1
12	2012.10.15	<ol style="list-style-type: none"> 1. limination and integration of forms to Form-A, B, C, and D 2. Addition of the evaluation items of resource circulation, prevention of global warming, biodiversity conservation to the environment conservation evaluation sheet as the evaluation of works for reducing environmental impacts. 3. Abolishment of Survey Sheet of Composition for Chemical Substances and List of Composition for Chemical Substances 4. Deletion of entry examples from the forms. Collected them into the list of entry examples, and Created another material as the reference document of Green Procurement Standard

13	2013.9.5	<ol style="list-style-type: none"> 1. Correct a density denominator partly for lead compound and chromic compound for banned substance. 2. Addition of substances under Proposition 65 DIDP&DnHP
14	2014.4.7	<ol style="list-style-type: none"> 1. JAMP-AIS was added to investigation tools. 2. Investigation tools for packaging materials were changed from the Former JGPSSI Survey Response tool for substances contained in packaging materials to AIS. 3. HBCDD was added to the list of banned substances for products.
15	2016.7.1	<ol style="list-style-type: none"> 1. Addition of chemSHERPA to the survey response formats 2. Deletion of Green Procurement (Former JGPSSI) Survey Response Tool 3. Addition of BNST to the list of banned substances for product parts 4. Reflection of the differences between the former JGPSSI and IEC 62474
16	2017.7.22	<ol style="list-style-type: none"> 1. Four substances (DEHP, BBP, DBP, DIBP) added as substances scheduled to be prohibited 2. Reflection of the differences from IEC 62474 (E.g., HBCDD reporting threshold changed from 1000 ppm to 100 ppm)
17	2018.7.22	<ol style="list-style-type: none"> 1. Four substances (DEHP, BBP, DBP, DIBP) changed to banned substances 2. Deletion of AIS and MSDSplus from survey response format 3. Deletion of BNST from banned substances 4. Division of Non-containing Guarantee into two types, as follows. 5. B1 for product parts and for packaging parts used when delivering to OKI Group 6. B2 for packaging materials used when the OKI Group delivers to customers
18	2018.9.25	<ol style="list-style-type: none"> 1. With regards to packaging parts, prohibited inclusion of phthalate esters is limited to resins and rubbers that come into direct contact the product. 2. The threshold (reporting level) of banned substances is made consistent with IEC62474.
19	2019.1.25	<ol style="list-style-type: none"> 1. Clarification of scope 2. Deletion of Environmental Vision 2020 3. Addition of management of transferability of phthalates in supplier production processes 4. Correction of mis-entry on PFOS threshold (reporting level) 1µg/m² or less → greater than 1µg/m² 5. DMF regulation criteria change and other legal criteria revision
20	2020.1.7	<ol style="list-style-type: none"> 1. Addition to banned substances of perfluorooctanoic acid (PFOA) and its salts, PFOA-related substances, and red phosphorus. (Table 2) 2. Clarified that PBDEs include decaBDE. 3. Added DIBP to Phthalate esters Group 1 and changed the reference to 4 substances, as well as changing from Table 3 Reportable Substances to Table 2 Banned Substances. 4. Changed the 4 phthalate ester substances (BBP, DBP, DEHP, DIBP) in Table 5 Packaging materials banned substance group from being banned individually to being banned both individually and in combination.
21	2021.1.8	<ol style="list-style-type: none"> 1. Added SCIP information submission required. 2. Deletion red phosphorus from prohibited substances. 3. PAHs substances added to the Reportable substance group.
22	2022.3.31	<ol style="list-style-type: none"> 1. Separate “Chemical substance groups to be investigated” from this Green Procurement Standard as appendices. - Changes in banned substances, etc. are described in the Appendix. 2. Change of contact information
23	2022.12.20	<ol style="list-style-type: none"> 1. Deletion of Form-B1, Form-B2, and Table 2. 2. Clarify the guarantee for trading companies (section 2.4)
24	2023.4.1	<ol style="list-style-type: none"> 1. Change of Contact
25	2024.1.5	<ol style="list-style-type: none"> 1. Deleted “Voluntarily reportable substances” from “2.4 Management of Contained Chemical Substances.” 2. Added notes to (1) For product parts and (2) For packaging parts in “3.1 Documents to be submitted.”

26	2024.10.1	1. Integrated explanations of banned substances for product parts and packaging parts in “2.4 Management of Contained Chemical Substances.” Reportable substances are also integrated in the same way. Integrated controlled substances into reportable substances.
27	2025.10.1	1. Integrate Form-A into other survey documents and revise related sections (Sections 2.5, 2.7, 3.1, 3.2)

*Since the 22nd edition and later, the surveyed chemical substance groups have been separated as annexes, please refer to the annexes for any changes in the target substances.