

**Dynabook Inc.**

**Guidelines for Green Procurement**

**Ver. 14.01**

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## 1. Basic Environmental Policy

Based on our Basic Environmental Philosophy, and in line with our Environmental Initiatives outlined in our Charter of Corporate Behavior and Code of Conduct, we work to reduce the environmental impact of all aspects of our business activities.

### **Basic Environmental Philosophy**

As a company that develops, designs, manufactures and sells computers, tablets and system solutions, we consider it paramount to use environmentally friendly methods as we develop our products and services and carry out our business activities, guided by the Dynabook Group's Business Philosophy of "With sincerity and creativity, we offer enhanced value and contribute to the development of society".

We are conscious that every company and individual must play a part in Environmental Conservation Initiatives, and in addition to complying with all environmental laws, regulations and regional agreements, we carry out environmental activities to achieve greater value, harmony with the planet, a low-carbon society, a circular society and a society that coexists with nature, with the aim of contributing to the building of a sustainable society.

### **Charter of Corporate Behavior**

#### **Contribution to Conservation of the Global Environment**

We will make efforts to further contribute to global environmental conservation by strengthening our development of proprietary technologies for protecting the global environment, and by carrying out business activities in an environmentally conscious manner.

## **Code of Conduct**

### **1. To Conserve the Environment**

- (1) We will comply with all applicable environmental laws, regulations, and regional agreements, and make voluntary efforts to practice effective use and saving of resources and energy, in the recognition that global environmental conservation is an essential facet of corporate and individual pursuits.
- (2) We will work aggressively to reduce greenhouse gas emissions in all business activities, to contribute to the prevention of global warming.
- (3) To deal with environmental issues on a global scale, we will promote the sharing and practical application of energy-saving actions and environmental conservation technologies among the Dynabook Group companies in each country and work to contribute to reducing environmental load.
- (4) We recognize that maintaining an eco-system where diverse living organisms coexist brings about a rich environment in which both corporations and individuals can operate and live. To that end, we will work actively to conserve biodiversity and promote the sustainable use of biological resources.
- (5) In order to promote communication with local residents and other stakeholders, we will engage in acquiring environmental information at an international level, and providing internal reports thereof, and work to actively make disclosure to the local community and other stakeholders.

### **2. To Develop Environmentally Conscious Products and Services, and Conduct Our Business Operations in an Environmentally Conscious Manner**

- (1) We understand the importance of internal company systems and the efforts needed to enhance measures based on the Basic Environmental Policy, and we will observe relevant internal company rules.
- (2) Toward the minimization of our consumption of natural resources such as energy, water, minerals, and the like, we will positively engage in reduction in the size and weight of products, use of recycled materials, and the development of products and services that contribute to energy-saving and long life of products.
- (3) We will work to compile information related to harmful substances that might damage the environment or human health, and will not, as a matter of principle, make use of these harmful substances in our products and services.
- (4) We will ensure proper use and control, and reduce our consumption of chemical substances in our business activities, including research, development, and manufacturing, at levels meeting or exceeding those stipulated by laws and regulations.
- (5) We will, as a matter of policy, design recycling-conscious products with structures that are detachable and decomposable and will use recyclable materials wherever possible.
- (6) As to the resources needed for business activities (equipment, raw materials, subsidiary materials, tools, etc.), to the extent possible, we will work to conduct our business in such a way as to select and purchase such resources that have the least adverse effect on the global environment, the local residents and employees.
- (7) We realize that waste material is a valuable resource, and we will actively take part in maximizing the 3Rs (reduce, reuse, recycle) and minimizing the amount of final waste disposal.

## 2. Purpose of Green Procurement

Based on the "Charter of Corporate Behavior" and "Code of Conduct", Dynabook Inc. is promoting activities to reduce the environmental impact in all aspects of its business activities. We encourage procurement of all items from business partners who are actively promoting environmental conservation, and under these Guidelines for Green Procurement, we decide to procure items that have a low environmental impact for the parts, materials, units, products, auxiliary materials, etc. that make up our products, thereby contributing to the conservation of the global environment and the creation of a recycling-oriented society.

## 3. Scope

These guidelines apply to business partners who supply all products that we procure and purchase. The products referred to here are as shown on the right.

In addition, they also apply to business partners to whom we only outsource the assembly of parts and materials supplied by our company, and the processing of materials, etc.

### All the products Dynabook procures or purchases

#### (1) Direct material:

Parts and raw materials to be assembled in the Dynabook products

#### (2) Finished product:

Finished products Dynabook purchases and delivers to customers

#### (3) Semi-finished product:

Semi-finished products to be assembled in the Dynabook products

#### (4) Packaging material:

Packaging materials to pack the Dynabook products

#### (5) Indirect material:

Auxiliary materials such as chemical, gas etc. used in the manufacturing process

#### (6) Others:

Equipment and its consumption materials etc.

## 4. Requirements to business partners

### ● Promoting environmental conservation among business partners

We ask that business partners actively engage in environmental conservation. In procurement, we give priority to transactions with companies that are actively engaged in environmental conservation.

We envision the following activities as environmental conservation efforts by business partners.

- (1) Setting environmental policies
- (2) Developing an environmental conservation system
- (3) Systems for education and implementation checks

In these activities, we ask that you promote energy conservation, the 3Rs (reduce, reuse, recycle), and biodiversity conservation through reforestation.

Additionally, we request our suppliers to achieve the following third-party certifications to promote environmental conservation. Please provide us with your certificates when you achieve these certifications.

- (1) ISO14001 (Environmental Management System: EMS)
- (2) ISO45001 (Occupational Health and Safety Management System: OHSMS)
- (3) ISO50001 (Energy Management System: EnMS)

To understand the status of initiatives at our business partners, we will be conducting the following surveys. We appreciate your cooperation.

- (1) Document survey of initiatives
- (2) On-site survey of initiatives

## **5. Environment-related substance management**

We manage substances that may have an impact on the global environment as environmentally controlled substances.

To meet our requirements for the management of environment-related substances, we implement all the items listed below.

### **5.1 Policy on requirements for business partners**

We will provide the "Guidelines for Green Procurement" to all business partners who deliver products to us, and we ask that they comply with them. All business partners will be required to sign a "Pledge on Commitment to Guidelines for Green Procurement" when concluding a contract and when the Guidelines for Green Procurement are revised, and we will confirm that they will comply with the contents of the Guidelines for Green Procurement. The submission of the pledge will be requested by our responsible department.

The latest version of the "Guidelines for Green Procurement" can be viewed on our website below.

<https://dynabook.com/pc/env/eng/green/index.html>

### **5.2 Purchase specifications**

The purchasing specifications for parts and materials include compliance with the "Guidelines for Green Procurement".

### **5.3 Declaration of Use/Non-Use of Environmentally Related Substances**

To confirm that all products delivered by our business partners do not contain environmentally related substances, we require all business partners to submit a "Declaration of Use/Non-use of Environmentally Related Substances". The "Declaration of Use/Non-use of Environmentally Related Substances" will be requested by our responsible department when a new product is adopted or when the material or process of a product is changed. When the "Declaration of Use/Non-use of Environmentally Related Substances" is revised, we will request it to be submitted again.

### **5.4 Submission of substance inventory information**

To investigate the content status, we ask you to submit inventory information for substances contained in products delivered to our company at a weight ratio of 0.1% or more. The investigation will be requested at least once a year by the responsible department. Please fill out our "Substance Inventory Investigation Form" and submit it.

### **5.5 Submission of content analysis test data conducted by the supplier**

To confirm that the non-inclusion of environmentally-related substances is consistent with the information in the "Declaration of Use/Non-Use of Environmentally-Related Substances", please submit content analysis test data conducted by the supplier. The submission of content analysis data will be requested by our responsible department.

### **5.6 Design change notices, process change notices, and corresponding re-execution of action items**

If you change the design or process, please submit a change notification. After receiving the change notification, we will request the necessary items 5.1 to 5.5 above depending on the content of each change.

### **5.7 Supplier Audits**

To understand the management status of environment-related substances at our suppliers, we will check the submitted documents or conduct an on-site audit. There are two types of audits:

#### **(1) Green Audit**

This is conducted by our responsible department when a new supplier is hired and on a regular basis (once a year). You will be asked to fill out an audit questionnaire.

If we judge that on-site verification is necessary based on the results of the document audit, we will conduct an on-site audit.

#### **(2) CSR Management Evaluation 9 0**

This is an audit to evaluate the management system and operation status of CSR-related items, including the management of environment-related substances. This is conducted by our responsible department when a new supplier is hired and on a regular basis (once a year).

For CSR management evaluations, we request our suppliers to answer the audit questionnaire.

If we judge that on-site verification is necessary based on the results of the document audit, we will conduct an on-site audit.

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