

Citizen Group
Green Procurement Guidelines

Revision 11 - Issued August 27th 2018

CITIZEN CHIBA PRECISION CO., LTD.

1. Objective of The Guidelines

This “Citizen Group Green Procurement Guidelines” is the guideline for companies which belong to Citizen Group (Companies, hereafter) in order to purchase Green procurement items preferentially from Green suppliers.

In this document, the term ‘Green supplier’ refers to suppliers actively engaged in environmental management activities, and ‘Green procurement items’ refers to procured items (e.g. products, parts, component materials, mixtures, raw materials, packaging, subsidiary materials and so on) conformable to relevant environmental legislation, and having lower environmental load.

2. Scope of Application of The Guidelines

The Guidelines apply to products as well as parts, raw materials, packaging materials used for the final products, accessories and other items that constitute the products of Companies. The scope of the Guidelines does not include facilities or office supplies and are procured under other guidelines.

3. Green Procurement Guidelines

(1) Evaluation of Procured Products

The Citizen Group classifies chemical substances included in procured products as Rank 1, 2, or 3 according to their risks. Chemical substances in procured products are to be controlled in accordance with the relevant Rank.

1) Chemical Substance Control Standard Rank 1

Substances for which any inclusion in products is prohibited. Noted in Annex I.

2) Chemical Substance Control Standard Rank 2

Substances for which inclusion in products is restricted by legislations (e.g. threshold values, inclusion portions). Noted in Annex II.

3) Chemical Substance Control Standard Rank 3

Substances for which the amount and portion included are known and controlled, and for which accurate information is required to be submitted.

Substances notes in Declarable Substances Reference List by JAMP (Joint Article Management Promotion-consortium, URL: <http://www.jamp-info.com/>) in principle. Noted in Annex III.

(2) Evaluation of Suppliers

1) Environmental Control System

With or without certifications like ISO14001 verified by external authorities, Companies will check if their suppliers have an environmental management system or have a concrete plan to get it.

2) Non-use of Toxic Substances in the Process (Chemical Substance Control Standard Rank 4)

Companies will check if their suppliers verify that ozone depleting substances and organochlorine detergents (noted in Annex IV) are not used in the manufacturing process.

4. Requests to Suppliers

(1) Verification of Green Procurement Products

- * Products including substances listed in Rank 1 and 2 are not allowed to be purchased. Suppliers are requested to submit Companies “Certificate of Non-use of Prohibited Substances” for Rank 1, and “Certificate of the Absence of Conditionally Restricted Substances” for Rank 2, prior to commencing any transaction. The submission documents can be downloaded from the following URL.

<http://www.citizen.co.jp/social/approach/environment/green.html>

- * Suppliers are requested to submit Companies an information transfer sheet (chemSHERPA-AI/CI), which is recommended by JAMP for each product delivered to the Companies. Note that full disclosure of all constituents is required. If the total of all disclosed constituents is not 100%, or if there are any items for which constituents cannot be identified (e.g. noted as ‘synthetic resins’, ‘pigments’), resubmission will be required each time the JAMP Declarable Substances Reference List are changed.

Refer to the following URL for information transmission sheets recommended by JAMP.

<https://chemsherpa.net/>

- * Depending on the individual product or application, submission of documents relating to content not included in The Guidelines may be required.

(2) Verification of Supplier’s Environmental Management System, and Non-use of Toxic Substances in Manufacturing Processes

- * Submission of a “Survey of Green Procurement and Environmental Activities” is requested.

The form can be downloaded from the following URL.

<http://www.citizen.co.jp/social/approach/environment/green.html>

- * The environmental management system is supervised and inspected as necessary. In such cases, the supplier is notified, and an agreement obtained, beforehand.

(3) Submission of Documents

Companies responsible notifies how to submit the documents individually to suppliers.

(4) Updating of Submitted Documents

Resubmission of each certificate and information transmission sheet may be required when relevant legislations or standards have been changed.

5. Contact

Contact the following for answers to any questions related to the “Citizen Group Green Procurement Guidelines”.

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Annex I Substances for Which Inclusion is prohibited under Chemical Substance Control Standard Rank 1.

Relevant legislation:

* The Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc. (hereafter, the “Chemical Substances Control Law”) Class 1 Specific Chemical Substances

* Industrial Safety and Health Law, Substances Prohibited for Manufacture

* The Law Concerning the Protection of the Ozone Layer Through the Control of Specified Substances and other Measures, Specific Substances (excluding Annex C-I of the Montreal Protocol)

	Chemical substances	CAS No.	Primary legislation	Primary environmental effects	Primary applications
1	Aldrin	309-00-2	(*1)	Persistence, high accumulability	Insecticides
2	Endrin	72-20-8	As above	As above	Insecticides
3	Chlordanes		As above	As above	Termite disinfectants etc.
4	Diieldrin	60-57-1	As above	As above	Insecticides
5	Hexachlorobenzene	118-74-1	As above	As above	Raw material for insecticides etc
6	DDT	50-29-3	As above	As above	Insecticides
7	N,N'-Ditolyl-p-phenylenedia mine		As above	As above	Antioxidants for rubber, styrene-butadiene rubber
8	2,4,6-Tri-tert-butylphenol	732-26-3	As above	As above	Antioxidants and other additives (limited to lubricating oils and fuel oils) , lubricating oil
9	Toxaphene	8001-35-2	As above	As above	Insecticides, mite control agents (in agricultural and livestock farming applications)
10	Mirex	2385-85-5	As above	As above	Flame retardants for resins, paints, paper, electrical products etc., insecticide, ant repellent
11	Bis(tributyltin) oxide	56-35-9	As above	As above	Antifouling agent for fishing nets, and boat hulls etc.
12	Polychlorinated biphenyls (PCB)		As above	As above	Insulating oils etc.
13	Polychloronaphthalenes (with 2 or more chlorine atoms)		As above	As above	Machine oils etc.
14	Dicohol	115-32-2	As above	As above	Mite preventative agents
15	Hexachlorobuta-1,3-diene	87-68-3	As above	As above	Solvents
16	2-(2H-1,2,3-Benzotriazole-2-yl)-4,6-di-tert-butylphenol	3846-71-7	As above	As above	UV light absorbents
17	Perfluoro (octane-1-sulfonic acid)(PFOS) or its salts		As above	As above	Water and oil repellants, surfactants
18	Perfluoro (octane-1-sulfonyl) = fluoride (PFOSF)	307-35-7	As above	As above	PFOS raw material
19	Pentachlorobenzene	608-93-5	As above	As above	Agricultural chemicals, by-products
20	alpha-Hexachlorocyclohexane	319-84-6	As above	As above	Lindane by-product
21	beta-Hexachlorocyclohexane	319-85-7	As above	As above	Lindane by-product
22	gamma-Hexachlorocyclohexane	58-89-9	As above	As above	Agricultural chemicals,

	ne (also known as Lindane)				insecticides
23	Chlordecone	143-50-0	As above	As above	As above
24	Hexabromobiphenyl	36355-01-8	As above	As above	Flame retardants
25	Tetrabromodiphenyl ether		As above	As above	As above
26	Pentabromodiphenyl ether		As above	As above	As above
27	Hexabromodiphenyl ether		As above	As above	As above
28	Heptabromodiphenyl ether		As above	As above	As above
29	Endosulfan	115-29-7	As above	As above	Agricultural chemicals
30	Hexabromocyclododecane (HBCD)	3194-55-6	As above	As above	Flame retardant treatment for textiles, flame retardant beads for EPS, flame-proofed textiles and curtains
31	Pentachlorophenol and its salts and esters		As above	As above	Wood antiseptics, Insecticides and fungicides
32	Polychlorinated linear paraffin(having 10 to 13 carbon atoms and containing more than 48% of chlorine by total weight)		As above	As above	Flame retardants
33	Decabromodifenyl ether		As above	As above	As above
34	Asbestos		(*2)	Carcinogenic	Insulator, filler, thermal insulation
35	Bis(chloromethyl) ether	542-88-1	As above	As above	Dyes, Pigments
36	4-Aminodiphenyl	92-67-1	As above	As above	Pigments
37	4-Nitrodiphenyl and its salts		As above	As above	Dye intermediate
38	Benzidine and its salts	92-87-5	As above	As above	Dyes, Hardener
39	beta-Naphthylamine and its salts	91-59-8	As above	As above	Dyes, Antioxidant intermediate
40	Yellow phosphorous		As above	Flammability, acute toxicity	Matches
41	Benzene adhesive (greater than 5% benzene)		As above	Carcinogenic	Rubber adhesive
42	Ozone depleting substances (*3)		Ozone Layer Protection Law	Ozone layer destruction	Refrigerants, foaming agents, extinguishing agents

(*1) Chemical Substances Control Law

It is known that Class I specific chemical substances are produced as a by-product in the manufacturing process. In doing so, please comply with the standards presented by administrative agencies in accordance with the principle of BAT (Best Available Technology).

(*2) Industrial Safety and Health Law

(*3) Ozone depleting substances listed in the Montreal Protocol.

Annex II Substances for Which Inclusion is restricted under Chemical Substance Control Standard Rank 2.

Relevant legislation: Directive 2011/65/EU (RoHS) AnnexII, Annex III, Annex IV

However, Annex II is subject to revision directive 2015/863 / EU.

	Chemical substances	Threshold value	Primary environmental effects	Primary applications
1	Cadmium and its compounds	0.01%	Kidney dysfunction Reproductive defects Carcinogenic	Pigments, anti-rust treatments, batteries
2	Hexavalent chromium compounds	0.1%	Carcinogenic	Pigments, paints, inks, catalysts
3	Lead and its compounds	0.1%	Central nervous system dysfunction Carcinogenic	Rubber curing agents, pigments, solder, plating
4	Mercury and its compounds	0.1%	Brain defects Mental disorders	Luminescence materials, electrical contacts
5	PBBs	0.1%	Bioaccumulative Production of Dioxins during combustion	Flame retardant
6	PBDEs	0.1%	Bioaccumulative Production of Dioxins during combustion	Flame retardant
7	Di (2-ethylhexyl) phthalate DEHP	0.1%	Serious influential anxiety to environment Reproductive toxicity	Plasticizers for resin, Paints, pigments, adhesives, lubricating oil additives
8)	Butyl bezy phthalate BBP	0.1%	As above	As above
9	Dibutyl phthalate DBP	0.1%	As above	As above
10	Diisobutyl phthalate DIBP	0.1%	As above	As above

• Regardless of whether it is intentional or not, content rate can be kept below the threshold value.

• Applications exempted from the restriction are listed in Annex III and Annex IV of the RoHS directive.

Relevant legislation: 1907/2006/EC (REACH) Annex XVII

ENTRY No.	Chemical substances	Threshold	主な有害性	制限用途
27	Nickel	0.88 μ g/cm ² /week	Skin allergy	Molded articles that come into contact with the skin directly and for a long time.
43	Specific azo dye	30mg/kg(30ppm)	Carcinogenic	Textile and leather which are expected to come into direct contact with the skin or oral cavity for a long time
47	Hexavalent chromium	3mg/kg(3ppm)	Carcinogenic	A leather part of a molded article including leather which is supposed to come into contact with the skin
50	Polycyclic aromatic hydrocarbons	1mg/kg(1ppm)	Carcinogenic	Molded articles containing rubber and plastic parts that directly contact the skin and oral cavity for a long period of time and repeatedly
61	Dimethyl fumarate	0.1mg/kg(0.1ppm)	Skin irritation	articles
63	Lead	500mg/kg(500ppm)	Central nervous system dysfunction Carcinogenic	Exterior parts of the watch touching the skin

• Within Anenex XVII, there is a fear that it is contained in the products of our group. For details of restrictions refer to the original text.

Annex III JAMP Declarable Substances Reference List

Relevant Standards	Code
Chemical Substances Control Law, Class I Specified Chemical Substances	LR01
Toxic Substances Control Act : TSCA Article 6	LR02
Directive 2000/53/EC (ELV)	LR03
Directive 2011/65/EU (RoHS), Annex II Restriction of Hazardous Substances	LR04
Regulation (EC)No 850/2004 (POPs), Annex I	LR05
Regulation (EC) No 1907/2006 (REACH), SVHC on the Candidate List	LR06
Regulation (EC) No 1907/2006 (REACH), Annex XVII	LR07
Global Automotive Declarable Substance List (GADSL)	IC01
IEC 62474 DB Declarable Substance groups and Declarable Substances	IC02

Relevant Standards

- LR01 A Japanese law to establish a system for evaluating the properties of new chemical substances before their manufacture or import.
- LR02 An US act: Toxic Substances Control Act
- LR03 An EU directive designed to reduce the environmental impact of End of Life Vehicles.
- LR04 An EU directive regulating hazardous substances included in electrical and electronic devices, and prohibition of use of substances.
- LR05 An EU regulation based on international treaties covering persistent organic pollutants such as PCBs and DDT.
- LR06 An EU regulations related to chemical substances and their safe use, handling, and application.
- LR07
- IC01 A substance control list designed to reduce environmental impact in the automobile life cycle.
- IC02 An international standard related to procedures for disclosure of included substances determined by the International Electrotechnical Commission (IEC) TC111 Committee.

Annex IV Substances Relevant to Chemical Substance Control Standard Rank 4 and Prohibited for Use in Manufacturing Processes (*1)

	Chemical substances	Primary legislation	Primary environmental effects	Primary applications
1	Ozone depleting substances (*2)	Ozone Layer Protection Law	Ozone depletion	Detergents and refrigerants
2	Organochlorine detergents (*3)	Soil Contamination Countermeasures Law	Soil contamination	Detergents

(*1) Except being used only in a hermetically sealed state (e.g. cooling medium in chillers).

(*2) Ozone depleting substances prohibited for use are in manufacturing processes in accordance with Montreal Protocol.

(*3) Organochlorine detergents prohibited for use in manufacturing processes are as follows;
 chloroethylene, carbon tetrachloride, 1,2-dichloroethane, 1,1-dichloroethylene,
 cis-1,2-dichloroethylene, 1,3-dichloropropene, dichloromethane, tetrachloroethylene,
 1,1,1-trichloroethane, 1,1,2-trichloroethane, trichloroethylene,