

**Citizen Group**  
**Green Procurement Guidelines**

**Revision 14 Issued - October 8<sup>th</sup> 2021**

**Citizen Watch Co.,Ltd.**

## 1. Objective of the Guidelines

The "Citizen Group Green Procurement Guidelines" (hereinafter referred to as "the Guidelines") was established by our Company and its subsidiaries (hereinafter referred to as the "Citizen Group") to prioritize the purchase of products, parts, and raw materials with low environmental impact from suppliers that promote environmental management activities.

## 2. Scope of Application of the Guidelines

The scope of the Guidelines applies to the products, parts, raw materials, packing materials, packaging materials, accessories, etc. delivered to Citizen Group companies (hereinafter collectively referred to as "procured items").

However, equipment and office supplies are excluded.

## 3. Green Procurement Guidelines

### (1) Evaluation of procured items

We have established the following Chemical Substance Control Standard Ranks 1 to 4 for substances contained in procured items (hereinafter referred to as "chemical substances contained") according to their risks involved. The names, thresholds, standards, etc. of the chemical substances contained are described in the Annex posted at the following URL.

#### 1) Rank 1

These are standards for substances whose use in materials is prohibited.

#### 2) Rank 2

These are standards for substances whose use is restricted by conditions such as thresholds and content parts.

#### 3) Rank 3

These are standards for substances for which accurate information must be provided, as well as the identification and management of content and content parts.

#### 4) Rank 4

These are standards for substances that are prohibited from use in the manufacturing process of procured items.

URL of Annex: <https://www.citizen.co.jp/social/environment/green/index.html>

### (2) Suppliers' quality and environmental management systems

- 1) Suppliers are requested to establish the following quality/environmental management systems for the production and distribution of procured items, or develop specific plans to establish them.

- (i) Acquisition of certification (ISO, etc.) by external certification bodies
  - (ii) Establishment of other quality and environmental management systems other than (i), including proprietary quality and environmental management systems
- 2) Citizen Group may conduct an audit or investigation of your company's quality and environmental management system. In such cases, we ask for your cooperation in conducting the audit or investigation.

#### Requests to Suppliers

##### (1) Verification of chemical substances contained in procured items

- Suppliers are requested to verify that the procured items do not contain Rank 1 substances or Rank 2 substances that exceed the threshold values. Suppliers are requested to submit the "Declaration of Conformity to the Citizen Group Green Procurement Guidelines" available at the following URL after confirming 3(1) and 3(2) before starting transactions.

<https://www.citizen.co.jp/social/environment/green/index.html>

In the case that procured items contain substances for which the provision of Rank 3 information is required, Suppliers are requested to submit an information communication sheet for each procured item to each of the Citizen Group companies to which the procured items are to be delivered before delivery. If the inclusion of such substances is found after delivery, please submit the information communication sheet immediately.

The information communication sheet should be submitted in one of the following formats.

(As a general rule, please use Form A.)

##### **Format A:**

Suppliers are requested to obtain the chemSHERPA-AI/CI tool from the following URL, create a data file, and submit it.

In principle, 100% of the ingredients must be disclosed.

<https://chemsherpa.net/>

##### **Format B:**

Suppliers are requested to fill in and submit the information on the information communication sheet specified by us.

Please consult with each of the Citizen Group companies to which you will be submitting the information.

##### **Format C:**

Steel Inspection Certificate (Mill Sheet).

This is only required if the procured items are metal, ceramic, etc.

The Steel Inspection Certificate shall contain both standard values and actual manufacturing values.

- In addition to the information transmission sheet, depending on the individual procured items and their applications, we may request the submission of analytical test results to prove conformance to the Guidelines or documents related to contents not included in the Guidelines, as necessary.

(2) Handling of the Guidelines by Citizen Group companies

For specific information on how to use the Guidelines, please contact the Green Procurement Department of the Citizen Group company to which you are supplying the product.

(3) Updating submitted documents

In case the Guidelines is revised, please resubmit the Declaration of Conformity to the Citizen Group Green Procurement Guidelines.

In addition, when the Annex is revised, the supplier is requested to promptly submit the survey confirmation letter sent by each Citizen Group company.

4. Contact information

If you have any questions about the Guidelines, please contact below.

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Revision history of the Green Procurement Guidelines

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