

NTT Group
Guidelines for Green Procurement

Revised April 2010

1. Overview

The NTT Group shall procure products taking into account their impact on the environment (green procurement). This guideline represents the NTT Group's basic stance toward green procurement and a general approach to environmental issues for the NTT Group and its suppliers to work toward on a continuing basis. Specific requirements and green procurement-related evaluations will be presented in separate technical specifications published by each NTT Group company.

2. Scope

This guideline is applicable to products procured by the NTT Group (excluding office supplies).

3. Definitions

3.1 Terms

Definitions of terms used in this guideline are either given below or taken from JIS Q-14001 and/or ISO-14001.

Product assessment: As used in this document, process implemented to reduce the environmental impact of a product through assessment of its impact on the environment during the following product implementation phases: parts and materials procurement, production, distribution, consumption, recycling, and disposal; and to modify design of the product if necessary.

4. Guidelines

4.1 For the Supplier

4.1.1 Environmental Policy

The supplier shall draft an environmental policy.

4.1.2 Environmental Management System

The supplier shall establish an environmental management system, and shall consult JIS Q-14001 and ISO 14001 for the establishment of this environmental management system.

4.2 Performance of Product Assessment

The supplier shall perform a product assessment. The main issues to be considered in the performance of the product assessment are presented below. In addition to the issues outlined in this section, the supplier shall also perform design and other processes deemed to reduce product impact on the environment.

4.2.1 Materials

(1) Uniformity of materials

To the extent possible, the supplier shall rationalize the material types used in the product.

(2) Selection of materials

When selecting materials to be used in the product, to the extent possible, the supplier shall avoid compounds and materials similarly difficult to recycle, and instead select easy-to-recycle products.

(3) Restriction of use of harmful materials

In principle, the supplier shall not use substances or compounds that require special disposal processes, such as industrial waste materials specifically designated as harmful. If used, the supplier shall clarify the name and amount of the harmful material utilized and, at the request of each NTT Group member, explain methods to prevent leakage during use, separation from the product, transportation, recycling and disposal.

4.2.2 Conservation of Resources

(1) Use of recycled materials

To the extent possible, the supplier shall utilize recycled materials in the product.

(2) Weight reduction

To the extent possible, the product shall incorporate weight reduction measures.

(3) Increased longevity

The supplier shall increase the longevity of its products and replacement parts.

4.2.3 Easy Disassembly

To the extent possible, the product shall have the structure that can easily be disassembled into re-usable parts and materials.

4.2.4 Marking

To the extent possible, the product and its component parts shall be marked with information required to perform recycling and appropriate waste disposal using a relatively non-disappearing method.

4.2.5 Energy Conservation

The product shall consume as little energy as possible.

4.2.6 Packaging Materials

To the extent possible, the following items shall be considered in the packaging process. To reduce the environmental impact of packaging, the supplier shall also take into account product structure (design).

(1) Structure

Packaging materials shall consist of a repeatable and reusable structure.

(2) Materials

Packaging materials shall utilize recycled materials, and shall be of as light a weight as possible.

(3) Marking

Packaging materials shall be marked with the name of the material using a relatively long-lasting method.

4.2.7 Ease of Disposal

To the extent possible, the supplier shall design the product not to impact the disposal facilities nor the environment surrounding such facilities during intermediate and final disposal of the product, including its packaging.

4.3 Recycling/Disposal Method

The supplier shall devise a recycling and disposal method for the product and, at the request of each NTT Group member, explain that procedure.

5. Supplementary Information

These guidelines are subject to revision as required according to change in the social conditions, new information, or other factors.

These guidelines shall apply to the following NTT Group companies:

- Nippon Telegraph and Telephone Corporation
- Nippon Telegraph and Telephone East Corporation
- Nippon Telegraph and Telephone West Corporation
- NTT Communications Corporation
- NTT DoCoMo, Inc.
- NTT DATA Corporation
- NTT Facilities, Inc.
- NTT COMWARE Corporation

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