

## **Operation of “the Green Procurement Standards”**

The Canon asks suppliers to comply with the requirements prescribed in the Green Procurement Standards. Please confirm the following in regard to achieving compliance with the requirements. If any points are unclear, please contact the procurement and purchasing division of the Canon-group company with which you have dealings.

### **1. Positioning of the Green Procurement Standards**

The Green Procurement Standards are based on the basic trade agreement and prescribe Canon’s requirements for suppliers regarding green procurement activities performed as part of Canon’s efforts to conserve the global environment. Compliance with these Standards is one of the terms of business agreed between Canon and its suppliers.

### **2. Targets of suppliers’ environmental conservation activities**

Canon requests all the suppliers in the supply chain to construct and operate environmental management systems related to business activities and systems for management of chemical substances in products. This means that, in order to meet the requirements, Canon suppliers must properly verify that their own suppliers (this term includes all suppliers in the upstream of the supply chain, in the following as well) comply with the requirements.

### **3. Provision of information to Canon**

In the Green Procurement Standards, Canon asks all the suppliers in the supply chain to promptly provide information. Both Canon suppliers and their own suppliers are requested to notify Canon when they experience any of the cases specified in “3. Notification to Canon” in “7. Explanation of the Requirements”.

### **4. Verification of the status of compliance with the requirements**

Canon may request Canon suppliers and their own suppliers to allow entry into their offices or plants to verify the status of compliance with the requirements of the Green Procurement Standards. If a Canon supplier or its own supplier fails to achieve full compliance, Canon requests the supplier to make improvement. If improvement is found difficult, Canon may take action to curtail or suspend dealings.