

# Canon Management Standards for Timber Products

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# Management Standards for Timber Products

## 1. Purpose

These “Management Standards for Timber Products” (“Standards” below) stipulate the requirements for managing articles that contain material originating from timber. The purpose of these Standards is to contribute to the preservation of the global environment through the sustainable utilization of forest resources.

Within the global environment, forests play a number of vital roles that include curbing global warming, protecting biodiversity, preserving water resources and soil, and managing floods and other natural disasters. Consequently, there is a strong call for forests to be preserved.

For forest resources to be sustainably utilized, it is crucial that the cultivation and preservation of forests as well as the harvesting of timber be placed under appropriate management. The Canon Group (“Canon” below) hereby requires that any timber used in Canon products (or OEM products; same applies hereinafter) or in articles that make up the packaging of those products (excludes material that incorporate the use of recycled materials) has to have been harvested in accordance to “laws and regulations pertaining to forestry management,” etc. (in other words, “legally harvested”).

Moreover, to that end, Canon has issued these Standards to ask concerned suppliers to comply with its requests related to articles that contain material originating from timber.

## 2. Scope of Application

These Standards shall apply to articles that contain material originating from timber (\*Said material do not include those that incorporate the use of timber originally disposed of as waste or materials recycled from timber products.).

\*For example, articles that contain material originating from timber that, in turn, originates from 100%-recycled materials fall outside the scope of application of these Standards. Should those material incorporate the use of both recycled materials and virgin materials, the requirements under these Standards only apply to the material originating from virgin materials.

Ex.: “Material originating from timber” refer to those made of paper, cardboard, etc. in addition to those formed out of timber .

## 3. Explanation of Terms

### 1) Recycled materials

Materials manufactured from timber originally disposed of as waste or manufactured from timber products

### 2) Virgin materials

Newly-harvested timber

## 4. Requirements under These Standards

Said requirements consist of the following two components:

### 1) Request for guarantee of traceability

Based on the purpose of these Standards, should articles procured by Canon contain material originating from timber (excludes material that originate from recycled materials), said material must consist of timber that has been “legally harvested.” In order to enforce compliance with this requirement, Canon requests that its suppliers guarantee the traceability of the timber serving as the raw materials for those material throughout the entire manufacturing process for the articles in question, beginning from the timber-harvesting stage.

This request applies to all cases where articles procured by Canon contain material originating from timber (excludes material that originate from recycled materials).

2) Request for provision of information and declaration

For purposes of verifying evidence of the “guarantee of traceability,” Canon asks its suppliers to comply with the “provision of information and submission of a written declaration” (Refer to “5. Details of “Request for Provision of Information and Declaration”) as necessary\*.

\*Cases including but not limited to those where Canon products are subject to regulations of each country / region on timber products

5. Details of “Request for Provision of Information and Declaration”

Should the “provision of information and a declaration” be necessary, Canon shall request them from the suppliers in question. In such cases, said supplier will be asked to provide the following information and submit a written declaration with regards to material originating from timber on a per-article basis.

[Information]

- 1) Name of manufacturer
- 2) Percentage of recycled material content
- 3) Country/region where timber was harvested (If necessary<sup>1</sup>), the regional division under that country/region and pertinent harvesting rights)
- 4) Name of timber plant (scientific name)
- 5) Documents, etc. proving that the timber in question is compliant with applicable legal regulations<sup>2</sup>

[Written Declaration] (Contents)

That the information provided for 1) through 5) above is accurate.

That the material originating from timber for the article in question consist of timber that was harvested using methods that are compliant with the laws of the country/region in which the timber was harvested, and do not contain timber that was harvested in violation of the law.

Note<sup>1</sup>: Information on the regional division under the country/region in question must be provided in cases where the risk of illegal harvesting differs among regional divisions. Information on the pertinent harvesting rights must be provided in cases where the risk of illegal harvesting differs among harvesting rights.

Note<sup>2</sup>: Documents indicating that the timber in question originates from forests that have received reliable third-party certification (specifically, the Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC)), certificates issued by a local government body or another public or quasi-public organization, etc.

<Forms for Provision of Information/Written Declaration>

As a general rule, the information and written declaration indicated above should be submitted using the forms sent by Canon.

6. Management of Changes

1) Informing Canon upon making changes

(1) Canon should be informed in advance of scheduled changes to the nature of articles for which Canon requested the provision of information and the submission of a written declaration.

(2) Moreover, after said changes have been made, Canon asks that information on those articles and a written declaration that reflects those changes be resubmitted.

2) Verifying presence of changes

Separate of being informed of changes by suppliers as stipulated in 1) above, Canon may take the liberty of verifying the presence of any changes from its end, and will request the cooperation of its suppliers upon doing so.

In the event that a business partner had failed to inform Canon of changes that were made, Canon will ask that suppliers to promptly resubmit information on the relevant articles and a written declaration that reflects those changes.

## 7. Handling of Information

Information provided by suppliers will be shared within the Canon Group. Additionally, for purposes of providing information via its supply chain and disclosing information to the authorities, its customers, etc., based on the information provided by its suppliers, Canon may disclose information on timber products for delivery to a third party as part of information related to its products. However, this does not apply to personal information provided by suppliers.

Suppliers who would be inconvenienced by the disclosure of the above are asked to contact Canon on the matter.

Information on Canon's policy on the handling of personal information can be found on its official website.

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