NTT DATA Group
Green Procurement Guidelines

Formulated on June 2021

History of Revision

Date	Revision
June 2021	Newly established

Contents

Chapter 1. NTT DATA Group's Efforts to Address Climate Change

Based on its environmental policies and targets, NTT DATA has formulated a new vision, NTT DATA Carbon- Neutral Vision 2050, to achieve carbon neutrality in 2050.

1.1 NTT DATA Group Environmental Policy

Recently, we face serious global environmental problems. Companies are required to address environmental protection activities as one of top management issues and to contribute to solvie the environmental issues facing the earth and society. By providing systems and solutions, NTT DATA Group contributes to environmental protection by replacing or reducing the actual movement of people and goods, reducing energy consumption. At the same time, we take seriously the fact that our business activities have a significant impact on the environment, and we will continue and systematically promote environmental protection activities to contribute to the realization of a more affluent and harmonious society.

(1) Promoting Environmentally Friendly Business

In order to reduce the environmental impact of our business activities, we will set as quantitative objectives and targets as possible, and make continual improvements while periodically reviewing them.

1) We will continue to develop environment-friendly systems.
2) We will actively promote green procurement.
3) We are working to prevent pollution and reduce resource consumption by implementing resource and energy conservation measures, promoting the use and recycling of products, and reducing waste.

(2) Compliance with laws and regulations

We will comply with applicable environmental laws and regulations and other agreed matters in promoting business activities.

(3) Promotion of educational activities

Through environmental education and social contribution activities, we will raise awareness of environmental issues among employees and collaborators.

(4) Promotion of communication

We will actively promote environmental communication with our internal and external stakeholders.

1.2 NTT DATA Carbon- Neutral Vision 2050

Aiming to become carbon neutral in society in 2050, NTT DATA will contribute to the greening of customers and society as well as the reduction of greenhouse gas emissions through its own supply chain through Green Innovation.

[2 types of Green Innovation]

Green Innovation for clients and society enabling by IT

「Contributing to the Greening of Customers and Society toward Carbon Neutrality in Society by 2050」

By utilizing our company's digital technologies and collaborating with customers, we will contribute to making our customers and society carbon neutral and enhancing our resilience to climate change.

Green Innovation for GHG emissions reduction of our own IT supply chain

「Reduce greenhouse gas emissions in line with the SBT 1.5 ℃」

・Target by 60% from Scope 1 and 2 and 55% from Scope 3 by fiscal 2030 (compared to fiscal 2016)」

・Promote carbon neutrality throughout the entire life cycle of IT system provision, including the construction of large-scale mission-critical systems, operation of data centers, and optimization of in-house systems through digital utilization.

1.3 Initiatives to Achieve SBT 1.5 ℃ Target (Green Innovation of IT)

「Corporate Greenhouse Gas Emissions Reduction Targets (SBT) Based on the NTT DATA Group Agreement」

NTT DATA Group established greenhouse gas emissions reduction targets for 2030 and received certification from the Science Based Targets (SBT) initiative.

NTT DATA Groupe's greenhouse gas emission reduction targets	Scope 1 and Scope 2 60% reduction from FY 2016 level by FY 2030 (1.5℃ target)
	Scope 3 55% reduction from FY 2016 level by FY 2030

1.4 Participation in and approval of the Initiatives

NTT DATA Group will actively participate in various initiatives both in Japan and overseas to address climate change. For the latest information, please visit 「NTT DATA's Web Site > Sustainability > Environment」.

「CDP Supply Chain Program」

On April 2021, NTT DATA joined CDP Supply Chain program. We are pushing forward activities to carbon neutral through supply chain by 2050, with CDP and companies leading climate action activities.

「TCFD (Task Force on Climate-related Financial Disclosures)」

NTT DATA announced to support TCFD recommendations on March, 2021. Positioing Climate issue as one of top management issues, we push forward climate action through our business, and we have highly transparency on climate activities exteranlly.

「Science Based Targets / Business Ambition for 1.5 °C」

On June 2020, NTT DATA set SBT 1.5°C, which is registered by SBT.On March 2021, NTT DATA declared to support SBT Business Ambitiion for 1.5°C.

「Challenge Zero」

On April 2021, NTT DATA joined Challenge Zero activities of Japanese Business Federatuion, aiming to achieve the goal of Paris Agreement, decarbonalaizing sosiety by 2050, by acceleratin green innovations.

Chapter 2. Endeavors by Our Suppliers

NTT DATA Group, to realize the policies and visions in Chapter 1, is united to make endeavors for the environmental activities. We facilitate the procurement in consideration to the influence over the environments (green procurement) as part of our environmental activities. We ask our suppliers to cooperate with us in the environmental activities by NTT DATA Group for the preservation of the global environment.

Here in this section, we show you our basic norms in relation to the green procurement of the NTT DATA Group. Please note that precedence should be given to the request from the specific company if any of the companies in the NTT DATA Group presents you a norm unique to it (i.e., guidelines, specifications, drawings, etc.) or if such company ask you a request that is different from the guidelines stated here in this document because of the law of the nation or an ordinance of the municipality where the company resides, any regulation, or the like or because of some requirements from a customer.

2.1 Applicable Scope

The guidelines stated here apply to the products and services procured by the NTT DATA Group.

2.2 Definition of Terms

The terms used in the guidelines in this document should be interpreted according to JIS Q 14001/ISO 14001; however, the following terms have the following meanings.

・Product assessment: To assess the environmental influence given by a product in the phase of the designing of the product with respect to each phase of the procurement of parts and/or materials, the production, the physical distribution, the use, the recycling, the disposal of wastes, etc., to modify the designing of the product if necessary, and thus to make efforts to reduce the influence over the environment.

・Biomass plastic: The plastics produced by synthesizing, chemically or biologically, the recyclable biomass resources as materials.

2.3. Endeavors by Our Suppliers

2.3.1 Building and Operating an Environmental Management System

We ask our suppliers to build and operate an environmental management system as part of the endeavors to reduce the environmental loads in business activities.

To build an environmental management system, please see the following materials.

ISO14001, EMAS, KES, Eco Action 21, Eco Stage, etc.

2.3.2 Endeavors for Reducing the Environmental Loads

(1) Reducing Greenhouse Gas

We ask our suppliers to grasp, and to specify the target of, the amount of the greenhouse gas emissions emitted from their business activities and the whole supply chain and also to make endeavors to reduce it.

In addition, we ask our suppliers to use, whenever possible, recyclable energy for the energy they need to use.

The NTT DATA Group, for its procurement, gives precedence to those suppliers that have ongoing endeavors to reduce greenhouse gas.

(2) Endeavors for resource circulation

We ask our suppliers to grasp the amount of the wastes in their business activities and to reduce them as much as possible and, at the same time, to grasp the ways of their disposal (material recycling, thermal recycling, the ways of final disposal, etc.) and the recycling ratio.

(3) Endeavors for the Preservation of Biodiversity

We ask our suppliers to consider the preservation of biodiversity with respect to the materials they use and, further, to make endeavors with their stakeholders (employees, municipalities, experts from NGOs, etc.) for the activities to preserve the ecosystem in and outside their offices and to preserve rare animals and plants.

(4) Disclosing the Information on Environmental Preservation

We ask our suppliers to disclose the information on their activities to preserve the environment covering the information on items (1) through (3) stated above.

In addition, we, the NTT DATA Group, ask our suppliers to provide us with such information upon our request even in the case they do not usually disclose such information.

(5) Facilitating the Endeavors in the Supply Chain

We ask our suppliers to encourage their supply chains to join us in the activities to preserve the environment as stated in section 2.3.1 and in items (1) through (4) above.

2.3.3 Surveys with Our Suppliers

We, the NTT DATA Group, ask our suppliers to take a positive attitude in our surveys on the state of their endeavors upon our request.

(Questionnaires, on-site surveys, etc.)

2.4 Endeavors in Relation to Products

We ask our suppliers to conduct their product assessments.

In this section, we are describing several major items we would like our suppliers to consider in their product assessments.

We, besides these items, ask our suppliers to voluntarily adopt such designs that reduce the influence over the environment.

2.4.1 Materials

(1) Unifying the Materials

We ask our suppliers to unify the types and varieties of the materials they use for their products whenever possible.

(2) Choosing the Materials

We ask our suppliers to choose such materials that are easily recycled and to avoid, whenever possible, the composite materials etc. that are difficult to recycle.

Furthermore, we ask our suppliers to use reused materials (recycled materials) whenever possible for the materials they use for their products.

【Choosing Plastic Materials】

We ask our suppliers to follow the instructions below to choose plastic materials.

- We ask our suppliers to choose any of the following materials in consideration to the recyclability if they need to use plastic materials.
  - Polyethylene
  - Polypropylene
  - Polystyrene
  - Polyester
- Please avoid, whenever possible, using plastics for the products etc. to be provided to our customer. If they need to use plastics, we ask them to minimize the amount and to use reused materials (recycled materials) and/or biomass plastics whenever possible.

(3) Reducing the Use of Harmful Substances

Observer the laws and regulations and, in principle, please do not use any harmful substances or anything that will require any special treatment for disposal for any products. We, the NTT DATA Group, ask our suppliers to clarify the name of the harmful substance and its amount if they need to use any such substances and/or things and, upon our request, to elucidate the methods of the prevention of possible leak during the use, the separation from products, the transport, the recycling, and the disposal.

The NTT DATA Group classifies, into three categories the harmful substances that may be included in products.

・Banned substances: The substances we prohibit from being included in any product.
The substances that clearly have harmful influence over the environment and human health and are prohibited from being produced under the regulation of the law, which are specified by the NTT DATA Group.

・Inhibited substances: The substances that should be inhibited from being included in any product.
The substances that clearly have harmful influence over the environment and human health and are controlled under the regulation of the law (including the laws overseas) and the substances the NTT DATA Group specifies in consideration to the social situations and technological trends.

・Controlled substances: The substances whose content in products should be controlled.
The substances that clearly have harmful influence over the environment and human health and their use conditions are controlled under the regulation of the law, which are specified by the NTT DATA Group.

① Specifying Harmful Substances

Harmful substances are specified as follows.

・The procurement for the purpose of the use in Japan is performed as listed in Table 1.

・The procurement for the purpose of the use in a country or region outside Japan must conform to the regulation of the law in the applicable country. The inhibited substances include the substances specified by NTT as listed in Table 1.

・The list of harmful substances are available also in "Information on Controlled Substances" of chemSHERPA operated by Joint Article Management Promotion-consortium (JAMP).
【chemSHERPA website】https://chemsherpa.net/

We ask our suppliers to confirm the latest laws and ordinances they use.
Please try to avoid using the substances that are clearly harmful (chronic oral toxicity, chronic inhalation toxicity, carcinogen, reproductive toxicity, etc.) even if they are excluded from Table 1.

Table 1

Banned substances	The Class I specified chemical substances provided in the Act on the Regulation of Manufacture and Evaluation of Chemical Substances, Article 2, paragraph 2.	The Act on the Regulation of Manufacture and Evaluation of Chemical Substances
	The prohibited substances provided in the Industrial Safety and Health Act, Article 55.	Industrial Safety and Health Act
	The harmful substances provided in the Water Pollution Prevention Act, Article 14-3 which are the substances whose purification norm is defined as "not detected" in Appended Table 2 of the Regulation for Enforcement of the said act.	Water Pollution Prevention Act
	The specific substances provided in the Act on the Protection of the Ozone Layer Through the Control of Specified Substances, etc. and Other Measures, Article 2 which are defined in the Appended Table of the Order for Enforcement of the said act. However, Group I in Annex to Protocol C is excluded.	The Act on the Protection of the Ozone Layer Through the Control of Specified Substances, etc. and Other Measures
	The substances provided in the Act on Special Measures against Dioxins, Article 2, paragraph 1.	The Act on Special Measures against Dioxins
	The substances provided in the Act on Special Measures concerning Promotion of Proper Treatment of PCB Wastes, Article 1.	The Act on Special Measures concerning Promotion of Proper Treatment of PCB Wastes
Inhibited substances (The specifications by the banned	The metal, chemicals, etc. included in the requirements of the specific harmful industrial wastes provided in the Order for Enforcement of the Waste Management and Public Cleansing Act, Article 2-4, paragraph 5 which are provided in Appended Table 2 of the Regulation for Enforcement of the said act.	The Order for Enforcement of the Waste Management and Public Cleansing Act

substances apply if a substance is also a banned substance.)	The substances provided in the Act on Promotion of Global Warming Countermeasures, Article 2, paragraph 3 and the Order for Enforcement of the Act which come under Article 2, paragraph 5 of the said act.	The Act on Promotion of Global Warming Countermeasures
	The harmful substances provided in the Water Pollution Prevention Act, Article 14-3 which are excluded from the substances whose purification norm is defined as "not detected" in Appended Table 2 of the Regulation for Enforcement of the said act.	Water Pollution Prevention Act
	The specific substances provided in the Act on the Protection of the Ozone Layer Through the Control of Specified Substances, etc. and Other Measures, Article 2 which are defined in the Appended Table of the Order for Enforcement of the said act as Group C in Annex to Protocol C.	The Act on the Protection of the Ozone Layer Through the Control of Specified Substances, etc. and Other Measures
	The specific harmful substances provided in the Soil Contamination Countermeasures Act, Article 2 which are the substances provided in the Order for Enforcement of the said act, Article 1.	Soil Contamination Countermeasures Act
	Regulations overseas specified by the NTT DATA Group (Substances specified by the RoHS direction or the REACH regulation)	RoHS direction REACH regulation
	"Conflict materials" are specified as the substances specified by the NTT DATA Group in consideration to the social situation and technological trends. *The listed companies in the US are obliged to disclose the state of the use etc. of the products included in "conflict materials" produced in the Democratic Republic of the Congo or in any of the countries nearby. ("Conflict materials" refers to tantalum, tin, gold, tungsten, and other minerals specified by the Secretary of State in the US.)	-

Controlled substances (The specifications by the banned substances and inhibited substances apply if a substance is also a banned and/or inhibited substance.)	Class 1 and Class 2 materials in Appended Table 3 of the Order for Enforcement of the Industrial Safety and Health Act.	Industrial Safety and Health Act
	The substances provided in Article 2, paragraph 2 of the Act on Confirmation, etc. of Release Amounts of Specific Chemical Substances in the Environment and Promotion of Improvements to the Management Thereof which come under Article 5 (excluding item 3 and item 4) of the Order for Enforcement of the said act and the substances provided in Article 2, paragraph 3 of the said act which come under Article 6 (excluding item 3 and item 4) of the Order for Enforcement of the said act.	PRTR Act

② Controlling the Content of Harmful Substances

We ask our suppliers to control the content results etc. of the banned substances, inhibited substances, and controlled substances included in products. In addition, we ask our suppliers to provide each relevant company from the NTT DATA Group with the information on such control upon the request from such company.

The information listed in Table 2 is, in principle, included in the information on the control that should be provided.

- Basic Information: The information that should be controlled with respect to banned substances, inhibited substances, and controlled substances.
- Additional information: The information that should be controlled with respect to inhibited substances and controlled substances.

Table 2

	Controlled Information	Banned Substance	Inhibited Substance	Controlled Substances
Basic information	・Harmful substance contained/not contained	○	○	○
Additional information:	・Concentrations of harmful substance ・The amount of the harmful substance used (included) in one set (or unit) of a product ・The purpose of using the harmful substance and the location of the use ・The possibility of the leak of the harmful substance into the environment during the use (operation) or the disposal of the product ・The method of separating the location of the use of the harmful substance ・The method of recycling and disposal ・The method of reducing the use of the harmful substance (the availability of any substitute) And so forth		○	○

(4) Biodiversity

We ask our suppliers to consider the biodiversity if any substance coming from a living thing is used.

(5) Exhaustible Resources and Scarce Resources

Please make efforts to reduce the use of exhaustible resources and scarce resources whenever possible and procure materials in a sustainable manner.

In addition, we ask our suppliers to clarify the name of the substance and its amount of use and, upon the request from NTT DATA Group, to explain the methods of the prevention of possible leak during use, the separation form products, the transport, the recycling, and the disposal.

2.4.2 Designing Products

(1) Saving Energy

We ask our suppliers to design the consumption of the energy (electric power, fossil fuel) to be reduced as much as possible.

① The specific equipment specified in "Act on the Rational Use of Energy" should have the performance conforming to the said act.

In addition, the products that come under any of the following standards and/or that are stated in the guidelines should have the performance conforming to such standards and/or guidelines.

- "International Energy Star Program"
- "NTT DATA Group Energy Saving Performance Guidelines"

② The Performance That Should Be Suppressed

- Average power consumption: The average of the electric power used under the posted use conditions.
- Calorific value: The calorific value in the device under the posted use conditions.
- Maximum power consumption

(2) Weight Reduction

We ask our suppliers to reduce the mass as much as possible.

(3) Making the Serviceable Life Longer

We ask our suppliers to make longer the serviceable life of products as much as possible.

(4) Easiness of Disassembly

We ask our suppliers to make the composition of products to be, as much as possible, easily disassemble into reusable parts and/or recyclable materials.

(5) The Methods of Treatment That Should Be Avoided

We ask our suppliers to avoid, whenever possible, the treatments etc. described below for the plastics used for products. If any of these treatments is necessary, please provide us, the NTT DATA Group, with the information upon our request.

- Coating or plating on the surface of plastics
- Attaching a label etc. (This, however, does not apply to the case in which the material of the label is the same as the plastic material on the base and such label is attached without using any adhesive (adhesion etc.).
- Mixing tempered glass or other fillers

2.4.3 Indication

We ask our suppliers to place some indication of the information necessary for the recycling or other optimum disposal of products and parts such as the indication of a material name by using some method that will not easily lose such indication.

(1) Showing the Names of Plastic Materials

① Standards Referenced

・JIS K 6899-1 (ISO 1043-1)
"Plastics - Signs - Part 1: Basic Polymers and Their Characteristics"

・JIS K 6899-2 (ISO 1043-2)
"Plastics - Signs - Part 2: Fillers and Reinforcements"

・JIS K 6999 (ISO 11469)
"Plastics - Identification and Indication of Plastic Products"

② Signs of the Material Names

We ask our suppliers to indicate the signs of the material names conforming to JIS K 6899-1, JIS K 6899-2, and JIS K 6999 whenever possible for those molded products that comprise plastic materials to be used for products or parts.

③ Methods of Indication

We ask our suppliers to avoid, in principle, using a label for an indication. This, however, does not apply to the case in which the material of the label is the same as the plastic material on the base and such label is attached without using any adhesive (fusion etc.).

(e.g.)

・A sign is engraved on a metal mold and thus formed.
・Embossing is used.
・Melt-imprinting is used.

④ Location of Indication

We ask our suppliers to provide an indication that is easily visible at the time of disposal and/or disassembly.

(2) Indication in Relation to Harmful Substances

We ask our suppliers to provide detailed information by following J-Moss to provide the indication in relation to harmful substances.

J-Moss: JIS C 0950 "the marking for presence of the specific chemical substances for electrical and electronic equipment"

2.4.4 Packing Materials

Please consider the following instructions concerning packing materials whenever possible. In addition, to reduce the influence from packing materials over the environment, we ask our suppliers to consider the composition (designing) of products.

(1) Composition

We ask our suppliers to make the composition of packing materials to be, as much as possible, easily reusable repeatedly.

(2) Materials

We ask our suppliers to avoid, whenever possible, using plastics, to reduce the materials used, and to use reused materials (recycled materials) and the materials to be reused (paper, biomass plastics, etc.).

(3) Indication

We ask our suppliers to indicate the names of the materials of packing materials by using some method that will not easily lose such indication.

(4) Requirements in Relation to Plastic Packing Materials

We ask our suppliers to conform to section 2.4.3, item (1) to indicate the names of materials if plastic materials are used for packing materials.

2.4.5 Easiness in Waste Disposal

We ask our suppliers to design products in consideration not to cause influence over the environment in the vicinity etc. of the disposal facility or any other facility when the products (including the packing materials) are processed in some intermediate treatment and/or in the final disposal.

2.4.6 Method of Recycling and Disposal

We, the NTT DATA Group, ask our suppliers to prepare the steps of the recycling and disposal of the products and, upon our request, to provide us with the explanation. We ask our suppliers to adopt the method of material recycling as the method of recycling plastics whenever possible.

Chapter 3. Evaluating Our Suppliers

3.1 Evaluating Our Suppliers

We, the NTT DATA Group, evaluate our suppliers with respect to their activities for environmental protection and the products we procure based on our "company evaluation" and "product evaluation."

- Company evaluation: We evaluate the endeavors for the environment by our suppliers based on section 2.3, "Endeavors by Our Suppliers."
- Product evaluation: We evaluate the degree of the consideration to the environment with the products of our suppliers based on section 2.4, "Endeavors in Relation to Products."

3.2 Norms for the Evaluation

The norms of our evaluation are as follows for each item.

- Company evaluation: Based on the list of the Company Evaluation norms (Table 3)
- Product evaluation: Based on the list of the Product Evaluation norms (Table 4)

Table 3 Company Evaluation

Guideline Item	Question	Evaluation
2.3.1 Building and Operating an Environmental Management System	Has an environmental management system been built and in operation?	1. An environmental management system has been in operation and certified by, and registered to, an external party such as ISO14001 etc. 2. An environmental management system conforming to the standards of ISO14001 etc. has been built and in operation. 3. An environmental management system is not built.
	If the answer is "1," fill in the information on the registration.	Title of standard/certification Certified by Certification number Effective period
	If the answer is "1" or "2," fill in the information on the applicable scope.	1. Company-wide 2. An organization Applicable scope ( )
	If the answer is "3," is there any plan for building one in the future?	By when will it be built? It will be built by ( ).
	Are there any means for coping with the laws, ordinances, and regulations in relation to the environment?	1. Yes, there are. 2. No, there are not.
	Are there any targets in relation to the designing and/or production of products in consideration to the environment?	1. Yes, there are. 2. No, there are not.
	Are there any action plans for attaining the targets concerning the environment?	1. Yes, there are. 2. No, there are not.
	Are the roles and the responsibilities for operating the environmental management system clear?	1. Yes, they are. 2. No, they are not.
	Is any training provided to the employees in relation to the operation of the environmental management system?	1. Yes, it is. 2. No, it is not.

	Is the information on the environmental preservation by the company disclosed?	1. Yes, it is. 2. No, it is not.
	Have the requirements for the environmental management system been defined explicitly?	1. Yes, they have. 2. No, they have not.
	Are there any means for coping with accidents and disasters?	1. Yes, there are. 2. No, there are not.
	Are the aspects important to control the environment (water quality, exhaust, chemical substance, waste, etc.) monitored and measured periodically?	1. Yes, they are. 2. No, they are not.
	Are any corrective preventive measures taken for not conforming items?	1. Yes, they are. 2. No, they are not.
	Are the records in relation to the controlling the environment kept and retained?	1. Yes, they are. 2. No, they are not.
	Is there any organization for internal environmental audits, and is it working?	1. Yes, there is. 2. No, there is not.
2.3.2 Endeavors for Reducing the Environmental Loads (1) Reducing Greenhouse Gas	Do you know the amount of the greenhouse gas emissions emitted from your business activities and the whole supply chain?	1. We know the amount of the greenhouse gas emissions. 2. We are planning to know the amount of the greenhouse gas emissions. 3. We do not know the amount of the greenhouse gas emissions.
	Are you trying to reduce the greenhouse gas emissions emitted from your business activities and the whole supply chain?	1. We are trying to reduce the greenhouse gas emissions. 2. We are planning to reduce the greenhouse gas emissions. 3. We are not trying to reduce the greenhouse gas emissions.
	Do you disclose, to the external parties, the information on your endeavors at greenhouse gas?	1. We disclose the information. 2. We are planning to disclose the information. 3. We do not disclose the information.

(2) Endeavors for resource circulation	Do you know the amount of the wastes in your business activities and try to reduce them as much as possible and, at the same time, to know the ways of their disposal (material recycling, thermal recycling, the ways of final disposal, etc.) and the recycling ratio?	1. We know the amount of the wastes, how to dispose of them, and the recycling ratio and try to reduce the amount of wastes and to improve the recycling ratio. 2. We are planning to know the amount of the wastes, how to dispose of them, and the recycling ratio. 3. We do not know the amount of the wastes or how to dispose of them.
(3) Endeavors for the Preservation of Biodiversity	Do you raise the awareness of your employees about the preservation of biodiversity and to make endeavors with your stakeholders (employees, municipalities, experts from NGOs, etc.) for the activities to preserve the ecosystem in and outside suppliers' offices and to preserve rare animals and plants?	1. We are in cooperation with external organizations such as NGOs in the endeavors for the preservation of biodiversity. 2. We are planning for endeavors for the preservation of biodiversity. 3. We do not make endeavors for the preservation of biodiversity.
(4) Disclosing the Information on Environmental Preservation	Do you disclose the information on your activities to preserve the environment covering the information on items (1) and (3) stated above?	1. We disclose the information in our report on the environment etc. 2. We are planning to disclose the information. 3. We do not disclose the information.
(5) Facilitating the Endeavors in the Supply Chain	Do you encourage your supply chains to join us in the activities to preserve the environment as stated in section 2.3.1 and in items (1) through (4) above?	1. We use our green procurement guidelines etc. to encourage our supply chain. 2. We are planning to encourage our supply chain. We do not encourage our supply chain.

Table 4 Product Evaluation

Guideline Item	Question	Evaluation
2.4.1 Materials (1) Unifying the Materials	Do you unify the types and varieties of the materials you use for your products whenever possible?	1. Yes, we do. 2. No, we do not.
(2) Choosing the Materials	Do you choose such materials that are easily recycled and avoid, whenever possible, the composite materials etc. that are difficult to recycle?	1. Yes, we do. 2. No, we do not.
	Do you use reused materials (recycled materials) whenever possible for the materials you use for your products?	1. Yes, we do. 2. No, we do not.
	Do you use the recommended plastic materials for the molded products made of plastic materials?	1. Yes, we do. 2. No, we do not.
	Do you avoid plastics whenever possible and minimize them when you use them?	1. Yes, we do. 2. No, we do not.
	Do you use reused materials (recycled materials) and biomass plastics whenever possible?	1. Yes, we do. 2. No, we do not.
(3) Reducing the Use of Harmful Substances	For the substances and the compounds that require special disposal treatment, do you observe the laws and regulations formulated in the country and region where the relevant companies of the NTT DATA Group reside and try not to use harmful substances?	1. Yes, we do. 2. No, we do not.
	Can you control the content of the banned substances (specified by us) and present the information on such control?	1. Yes, we can. 2. No, we cannot.
	Do you use any of the banned substances (specified by us)?	1. Yes, we do. 2. No, we do not.
	Can you control the content of the inhibited substances (specified by us) and present the information on such control?	1. Yes, we can. 2. No, we cannot.

	Do you use any of the inhibited substances (specified by us)?	1. Yes, we do. 2. No, we do not.
	Do you reduce the products that use any of the inhibited substances?	1. Yes, we do. 2. No, we do not.
	Can you control the content of the controlled substances (specified by us) and present the information on such control?	1. Yes, we can. 2. No, we cannot.
(4) Biodiversity	Do you consider the biodiversity if any substance coming from a living thing is used?	1. Yes, we do. 2. No, we do not.
(5) Exhaustible Resources and Scarce Resources	Do you make efforts to reduce the use of exhaustible resources and scarce resources whenever possible and procure materials in a sustainable manner?	1. Yes, we do. 2. No, we do not.
2.4.2 Designing Products (1) Saving Energy	Do you have the electric power performance that observes, and conforms to, the laws etc. (the Act on the Rational Use of Energy, International Energy Star Program, NTT DATA Group Energy Saving Performance Guidelines)?	1. Yes, we do. 2. No, we do not.
	Do you suppress the energy consumption (power consumption) while using products?	1. Yes, we do. 2. No, we do not.
(2) Weight Reduction	Do you design products in consideration to their compactization, weight reduction, etc. whenever possible?	1. Yes, we do. 2. No, we do not.
(3) Making the Serviceable Life Longer	Do you try to make longer the serviceable life of products as much as possible?	1. Yes, we do. 2. No, we do not.
(4) Easiness of Disassembly	Do you make the composition of products to be, as much as possible, easily disassemble into reusable parts and/or recyclable materials?	1. Yes, we do. 2. No, we do not.
(5) The Methods of Treatment That Should Be Avoided	Do you try not to adopt "The Methods of Treatment That Should Be Avoided" specified by NTT?	1. Yes, we do. 2. No, we do not.

	Can you present the information on "The Methods of Treatment That Should Be Avoided" if any such method is adopted?	1. Yes, we can. 2. No, we cannot.
(6) Easiness in waste disposal	Do you design products in consideration not to cause influence over the environment in the vicinity etc. of the disposal facility or any other facility when the products are processed in some intermediate treatment and/or in the final disposal?	1. Yes, we do. 2. No, we do not.
(7) Method of Recycling and Disposal	Can you to prepare the steps of the recycling and disposal of the products and, upon the NTT DATA Group's request, to provide us with the explanation?	1. Yes, we can. 2. No, we cannot.
	Do you adopt the method of material recycling as the method of recycling plastics whenever possible?	1. Yes, we do. 2. No, we do not.
2.4.3 Indication (1) Showing the Names of Plastic Materials	Do you use provide the indications of the signs of the material names conforming to the JIS Standards for the molded products made of plastic materials?	1. Yes, we do. 2. No, we do not.
	Do you try, in principle, not to use labels to indicate the names of plastic materials?	1. Yes, we do. 2. No, we do not.
	For the location of the names of plastic materials, do you provide an indication that is easily visible at the time of disposal and/or disassembly?	1. Yes. We provide indications in easily visible locations. 2. No. We do not provide indications in easily visible locations.
(2) Indication of Harmful Substances	Do you provide detailed information by following J-Moss to provide the indication in relation to harmful substances?	1. Yes, we do. 2. No, we do not.
2.4.4 Packing Materials	Do you use such packing materials that have a repeatedly reusable composition?	1. Yes, we do. 2. No, we do not.
	Do you use reused materials (recycled materials) and biomass plastics for packing materials whenever possible?	1. Yes, we do. 2. No, we do not.

	Do you reduce the amount of the use of the packing materials using plastic materials whenever possible?	1. Yes, we do. 2. No, we do not.
	Do you provide the indication of the signs of the material names on the packing materials using plastic materials?	1. Yes, we do. 2. No, we do not.

Chapter 4. Miscellaneous

4.1 Green Procurement Guidelines - Q&A's

<In general>

No.	Question	Example of Answer
1	Are the revised Green Procurement Guidelines the mandatory conditions for procurements?	Our Green Procurement Guidelines are something that shows the basic ideas of the NTT DATA Group concerning our green procurement; they show general points. The banned substances and the like that are prohibited by the law and regulation are involved in the mandatory conditions we ask our suppliers to follow.
2	What is the applicable scope of the Green Procurement Guidelines?	The NTT DATA Group is the applicable scope. Please note that precedence should be given to the request from the specific company if any of the companies in the NTT DATA Group presents you a norm unique to it (i.e., guidelines, specifications, drawings, etc.) or if such company ask you a request that is different from the guidelines stated here in this document because of the law of the nation or an ordinance of the municipality where the company resides, any regulation, or the like or because of some requirements from a customer.

<2.4 Endeavors in Relation to Products>

(2.4.1 Materials, (2) Choosing the Materials)

No.	Question	Example of Answer
1	We want to know how those recommended materials have been chosen?	・Easiness of recycling (materials and thermal energy), ・The influence from the landfill over the environment, ・The influence from the production over the environment, ・Social trends, and more have been considered to make our decision.
2	ABS and PC are included in our recommended materials according to the standards of our company. Are we not allowed to use them? Why are they not included in the recommended materials of the NTT DATA Group? They both are the materials that are easy to recycle and easy to dispose of.	Use our recommended materials if doing so will not cause any difficulty to the functionality. ・ABS leads to causing cyan gas and has some other problems when we think about the thermal recycling. ・PC requires phosgene and other harmful substances at the stage of production. Furthermore, this substance needs more electric power in production than our recommended materials. Although it is not a material that should be avoided, we do not include it in our recommended materials.
3	PVC has its recycling technique established. PVC does not cause any problem, does it?	You cannot recycle this substance permanently. The substance someday will be possibly or probably sent to the thermal recycling. When the time has come, we cannot deny the possibility of the generation of dioxin. Even if high-temperature incinerators are introduced nationwide and it becomes possible to decompose dioxin completely, hydrogen chloride gas may damage incinerators and it is necessary to neutralize gas. With all things considered, we cannot say that the environmental load is small.

(2.4.1 Materials, (3) Reducing the Use of Harmful Substances)

No.	Question	Example of Answer
1	Are the banned substances not allowed to be involved? Not even a bit?	・Do not involve those substances intentionally. ・Do not adopt the method of production in which it is obvious with the current scientific standard that those substances are involved as a by-product or the materials that are produced in such method. These two are our preconditions.
2	Is an extremely small amount of heavy metal, which is included in metal plating or the like, within the scope of the control?	Yes, it is. ・The case where such substance is added intentionally and ・The case where you adopt the method of production in which it is obvious with the current scientific standard that those substances are involved as a by-product or the materials that are produced in such method are excluded from the scope of the control.
3	We want to know how dioxins have been added to the banned substances?	It has been revealed that dioxins are harmful to people, and the Act on Special Measures against Dioxins has been formulated; so, we have added them.

(2.4.3 Indication, (1) Showing the Names of Plastic Materials)

No.	Question	Example of Answer
1	How many grams, at the minimum, of a member requires the indication of the names of plastic materials?	We used to define that 25 grams or more of molded products required such indication in the detailed version formulated in January 98; however, we defined in the revisions in August 99 and later that such indication must be provided whenever possible.

4.2 Revision of the Guidelines

The guidelines are to be revised as required due to any change in the social situation, to any new knowledge, etc.

4.3 Inquiry Office

NTT DATA Corporation.
Procurement Department Planning Group
e-mail：partner@am.nttdata.co.jp