

Sustainable Procurement Self-Evaluation Questionnaire for Manufacturing														
Broad Category	Medium Category	Narrow Category	Topics based on the Global Compact (GC) and JEITA	Supplementary Notes	Applicable or N/A	Your Answer								
						Do you understand the law/regulation?	Has an appropriate policy been established?	Is the responsible person & implementation system clear?	Is the person's name & implementation system known in your company?	Is internal training conducted regularly?	Is the situation checked (investigated) regularly?	Is the situation (investigation) result analyzed and its effectiveness checked?	Do you have a mechanism for corrective actions related to this topic as necessary?	Do you know the situation of your business partners?
Environment	Climate change (GHG, energy)	Climate change (GHG, energy)	GC IV-5. Reduction of (30) GHG (greenhouse gases) Companies are expected to set independent reduction targets for greenhouse gases, such as carbon dioxide, methane and fluorocarbons, and make efforts to reduce them to help combat climate change.	Greenhouse gases (GHG) are mainly CO2, methane, nitrous oxide, and chlorofluorocarbon, but about 70 % is CO2, which is generated by using fossil fuels. This is about whether your company has a mechanism by which you can understand and reduce the amount of energy you use, and how you operate it. (For example, reducing the use of electricity or fossil fuels like gasoline and light oil.)	Applicable									
	Pollution and resources (air, wastewater, hazardous waste, waste reduction, raw materials, etc.)	Green procurement	Promotion of green procurement (procurement of environmentally friendly raw materials and materials) Companies should promote green procurement for coexistence with the environment, and strive to reduce their environmental impact.	Green procurement is procurement mechanisms that prioritize companies that actively provide products and services with low environmental impact, or that give consideration to the environment. This is about whether your company is working on green procurement systematically in an organized manner, and how it operates. (For example, are you working to promote the purchase of stationery and office equipment that is certified as environmentally friendly?)	Applicable									
		Chemical substance management	GC IV-2. Management of chemical substances indicated in laws and regulations, etc., in production processes, products, and services Companies should manage chemical substances in products and, moreover, ascertain and report the amount of handled chemical substances to the government.	This is about your mechanism for understanding and complying with laws and regulations (for example, the Japanese Act on the Regulation of Manufacture and Evaluation of Chemical Substances), and how it operates.	Applicable									
		Reduction of resource use and industrial waste, promotion of resource reuse/recycling and renewable energy	GC IV-4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.) Companies are expected to set independent targets for implementing resource conservation and energy savings, and to make efforts to effectively use sustainable resources and energies.	This is about whether you set independent targets for implementing resource conservation and energy savings in your company, for the continuous and effective use of resources and energy, and if so, how they operate. (For example, the use of clean power to save energy, promotion of purchasing hybrid vehicles for the company, saving resources through reuse, etc.)	Applicable									
			GC IV-6. Identification, management, reduction, and (31) responsible disposal or recycling of waste Companies are expected to set independent reduction targets for waste, and make efforts to reduce it.	This is about your company's efforts toward resource recycling (reduction of input resources such as paper, utilization of recycled products, waste reduction, etc.), and whether there is a mechanism for proper implementation of industrial waste treatment, and how it operates.	Applicable									
	Water security / water risk	Reduction of water usage and pollution prevention	GC IV-3. Control and reduction of waste water, sludge and air emissions Companies are expected to set targets at the level prescribed by law or more rigorous voluntary environmental impact reduction targets. In addition, efforts should be made to prevent pollution, to monitor and control waste water, (29) sludge and air emissions etc., and to reduce outflow.	This is about whether you have set independent targets for reducing water usage and emissions, if your company has a system for managing and preventing water pollution, and if so, how it operates.	Applicable									
	Biodiversity	Biodiversity	GC IV-7. Initiatives related to (32) biodiversity Companies are expected to conduct investigations into the direct and indirect impacts of business on the ecosystem, and make efforts to protect biodiversity and ensure its sustainable utilization.	This is about whether you have a system for corporate activities that take biodiversity into consideration, such as protecting nature and promoting the conservation of ecosystems, and if so, how it operates. (There are a wide range of possible activities, and some of them are easy to do. For example, restrictions on night lighting or rooftop greening. Some activities promote regional development and contribute to society, such as regional green space conservation and river environment conservation activities.)	Applicable									
Environment management	Environment management	GC IV-1. Basic attitude toward environmental initiatives Companies are expected to be aware of environmental issues in (23) business processes and to establish systems to resolve them. They are also required to identify factors that have an impact on the environment and to take responsibility for managing them. Main international frameworks and norms: (24) Rio Declaration on Environment and Development, (8) Ten Principles of the UN Global Compact, (25) ISO 14001, (26) Paris Agreement, (27) Basel Convention (28) Major laws and regulations related to the environment: Japan: Basic Environment Act; Chemical Substance Control Law; Industrial Safety and Health Act; Water Pollution Prevention Act; Act on Advancement of Water Resources Development; Act Relating to the Prevention of Marine Pollution and Maritime Disasters; River Act; Waste Management and Public Cleansing Act; Basic Act on Establishing a Sound Material-Cycle Society; various recycling laws US: TSCA EU: REACH Regulation South Korea: Toxic Chemical Control Act; Occupational Safety and Health Act China: Provisions on the Environmental Management of New Chemical Substances Taiwan: Occupational Safety & Health Act	This is about whether you have an environmental management system (ISO14001, Eco Action 21, etc.) (regardless of whether or not it is certified) as a mechanism for recognizing and solving environmental problems. Promptly contact the relevant department of azbil Group and the Azbil environment promotion department (madoguchi-epo@azbil.com) if your office (plant) involved with azbil Group products receives orders for improvement or penalties related to environmental issues from a public institution.	Applicable										
	Elimination of child labor and forced labor Reduction of overtime work	GC III-6. Fair application of working hours, time off, and paid time off, etc. Companies should abide by working hours designated by law or agreed to in advance. They should ensure that employees' working hours are managed appropriately and that they are given the right to take paid time off. Employees should be given at least one day off per week.	This is about whether there is an employee work time management system (appropriate management of overtime work, encouragement to take paid leave and enforcement of minimum paid leave taking, etc.) and fair application of leave and paid leave in your company.	Applicable										
		GC III-7. Prohibition of forced labor Companies should avoid making people work against their will and making people do work that restricts their freedom to leave their jobs. Work coercion using unjustified means of restraint and compulsion of overtime work, etc., should not be practiced. In addition, (18) unjustified retention of identification documents, etc., and unjustified collection of (19) deposit should not be practiced.	This is about whether you have a system for preventing employment against a person's will, work with restricted freedom of leaving the job, forced labor using unreasonable means of restraint, forced overtime work, unfair holding of ID card, unfair collection of deposits, etc., and if so, how it operates.	Applicable										
		GC III-8. Prohibition of child labor Companies should avoid employing children under the legal working age in that country or region. In addition, children should not be made to perform work that could harm their health, safety, or morals.	This is about whether there is a system at your company to prohibit employment (including dispatch) of workers under the legal working age, and to prevent such workers from performing work that could harm their health, safety, or morals, and if so, how it operates.	Applicable										
	Labor practices	Equal opportunity and prohibition of discrimination	GC III-2. Prohibition of discrimination in the workplace Companies should not discriminate at the workplace, including during the recruitment process, based on race, nationality, gender, sexual orientation, age, ancestry, religion, ethnicity, immigration, the existence of a disability, etc., or any factors other than factors such as the applicant's abilities and aptitude.	This is about whether you have a system to prevent discrimination (including discrimination in the recruitment process) based on race, nationality, gender, sexual orientation, age, ancestry, religion, ethnicity, immigrant status, disability, or any other factor other than applicant's abilities and aptitude, and if so, how it operates.	Applicable									
			GC III-4. Prohibition of inhumane treatment Companies should respect employees' human rights. Inhumane treatment, such as abuse, physical punishment and harassment, is prohibited.	This is about whether your company conducts regular surveys to check for employee abuse, physical punishment, harassment, and other inhumane treatment.	Applicable									

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