

SUZUKI GREEN
Policy

SUZUKI PHILIPPINES INCORPORATED
Green Procurement Guideline

June 2, 2025 Revised Version

SUZUKI PHILIPPINES INCORPORATED

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Appendix 1 [Suzuki Controlled Chemical Substances List]

Related Document Forms

<available from our Purchasing or Green Procurement Promotion Section>

"SPH Green Procurement Promotion Agreement "

"Environmental Survey Report A"

"Environmental Survey Report B"

"SOC Management System Self-Check Sheet" (New/Regular)

1. Introduction

Dear Suppliers,

Suzuki Group is realizing that actions of each and every one of us have a great effect on our earth's future in order to pass on to the next generation a clean environment and bountiful society, so we are making every effort to preserve our environment.

And we, SUZUKI PHILIPPINES INCORPORATED commit itself in promoting "production of small and subcompact vehicles" and "development of environmentally benign products" needed by customers based on the slogan, "Small Cars for a Big Future", and make efforts to be "Smaller, Fewer, Lighter, Shorter, and Cleaner" on every side and works for the efficient, well-knit and healthy management.

We shall establish our compliance for law, regulation, and standard in order to implement this management. Also, we shall construct trust relationship with customers, suppliers, shareholders, communities and our employees.

We have published "Green Procurement Guideline" to procure parts, materials and others with no/less environmental pollutant under this condition.

We would like to request you, suppliers to understand this condition, and agree our "Green Procurement Guideline".

JUNE 2025
SUZUKI PHILIPPINES INCORPORATED

2. Environmental Charter

SUZUKI PHILIPPINES INCORPORATED environmental activities are guided by the Suzuki Global Environment Charter, which was established in March 2002 (revised in December 2006).

Based on the concept of Environment Charter, we are systematically promoting environmental protection activities throughout the entire organization.

Suzuki Global Environment Charter

[Environmental Concept]

Knowing that the actions of each of us will bring about a great effect on our earth's future, Suzuki will make best efforts for environmental conservation in order to pass on to the next generation a clean environment and a bountiful society.

[Basic Environmental Policies]

- Strictly observe environmental laws and follow our own standards.
- Reduce environmental impact substances in our business activities and our products.
- Continuously improve our environmental management system.
- Aggressively promote environmental communications.

3. Concept of Green Procurement

3-1 Definition of Green Procurement

SUZUKI PHILIPPINES INCORPORATED defines "Green Procurement" as follows:

Green Procurement = "Purchasing Green Products from Green Suppliers"

<Green Products>

Parts, Accessories, Raw Materials, Direct Consumable, Packaging Material, & Machinery Equipments (hereafter called "parts and others")

=

- Parts and others that conform to laws and regulations controlling environmental impact substances (substances of concern)
- Parts and others that do not contain prohibited substances and can be certified on that matter

<Green Suppliers>

Suppliers that are playing active roles in environmental protection

=

- Suppliers making efforts to establish Environmental Management System
- Suppliers making efforts to establish SOC Management System

3-2 SUZUKI PHILIPPINES INCORPORATED Green Procurement Policy

Based on the "Suzuki Global Environment Charter", we are playing active roles in global environmental protection through low carbon society and biodiversity conservation, going hand-in-hand with our suppliers in order to realize a sustainable development society. As one of the activities of executing our corporate social responsibility, we are promoting "Green Procurement".

Green Procurement Policy = "We Purchase Green Products from Green Suppliers"

3-3 Scope of Green Procurement Guideline

The Guideline shall apply to parts and others procurement and delivery activities for SUZUKI PHILIPPINES INCORPORATED plant.

(1) Starting date of application

The Guideline will become effective on 1st January 2025

(2) Coverage

The Guideline shall cover all suppliers that deliver parts and others to SUZUKI PHILIPPINES INCORPORATED plant.

For the parts and others that are delivered to our overseas plants, we also encourage the relevant suppliers for global environmental protection activities.

3-4 Green Procurement Promotion System

The "Green Procurement Promotion System" established in SUZUKI PHILIPPINES INCORPORATED is aggressively promoting Green Procurement through good communication with relevant stakeholders.

4. Requests to Suppliers

The following activities for Green Procurement are requested in order to ensure "procurement of Green products from Green suppliers" in accordance with SUZUKI PHILIPPINES INCORPORATED Green Procurement Policy.

The requested items consist of (1) "Compliance with Environment Related Regulations", (2) "Establishment of Environmental Management System", (3) "Establishment of Substance of Concern (SOC) Management System", (4) "Environmental Efforts in Suppliers' Business Activities", (5) "Submission of Green Procurement Related Documents" and (6) "Others".

Although "Establishment of SOC Management System" is separated from "Establishment of Environmental Management System" in this guideline, you may incorporate the SOC management in the Environmental Management System or Quality Management System.

The requested activity items are listed below by category of suppliers.

As the requested activities vary depending on the category of supplier, please carefully check the following "Green Procurement Activity List".

		Categories of suppliers				
		Contained in our products		Not contained in our products		
		Direct Parts	Indirect Material & Chemicals	Accessories	Packaging materials	Machinery Equipment
4-1	Compliance with Environmental Regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4-2	Establishment of Environmental Management System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4-3	Establishment of SOC Management System					
	(1) Appointment of person in charge of SOC Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	(2) IMDS data input Or specific forms of documents designated by SUZUKI PHILIPPINES INCORPORATED shall be submitted.	<input type="radio"/>	<input type="radio"/>	-	-	-
	(3) Compliance with Suzuki Engineering Standard "SES N 2402" Non-use of prohibited substances <*1>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-	-
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	(4) Control of Tier 2 and other suppliers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	(5) Implementation of audit by SUZUKI PHILIPPINES INCORPORATED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-
4-4	Environmental Efforts in Suppliers' Business Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4-5	Submission of Green Procurement Related Documents					
	(1) "SPH Green Procurement Promotion Agreement"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-
	(2) "Environmental Survey Report A" and "Environmental Survey Report B"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	(3) "SOC Management System Self-Check Sheet"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-	-
4-6	Others (*2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(*1) Refer to "Suzuki Controlled Chemical Substances" (Appendix 1).

(*2) In the case where imported products or parts may contain asbestos, an asbestos-free certificate is separately required, and sampling inspection is performed to check if it is contained or not.

4-1 Compliance with Environmental Regulations

Suppliers are requested to abide with all applicable Environmental laws and regulations.

4-2 Establishment of Environmental Management System

We prioritize business relations with suppliers that are playing active roles in environmental protection (by implementing the following item 1 or 2).

* Refer to 4-5 (2) "Environmental Survey Report A" and "Environmental Survey Report B".

(1) Having already acquired an external certificate of Environmental Management System

* The external certificates include ISO 14001 (international)

(2) Having not acquired any external certificate of Environmental Management System, but making efforts to establish own Environmental Management System

Other priorities are as follows:

- (1) Little noise, vibration or bad odor during use
- (2) Low levels of chemical, air, water, and land contamination during disposal
- (3) Resource or energy saving realized through the use of recycled materials or parts or downsizing
- (4) Employment of recyclable design
- (5) Disclosure of environmental data on Direct Consumables
- (6) Efforts for resource saving, recycling, weight reduction and chemical substance reduction also concerning packaging materials.

4-3 Establishment of Substance of Concern (SOC) Management System

SUZUKI PHILIPPINES INCORPORATED will preferentially do business with suppliers that are making efforts for SOC management.

* Refer to 4-5 (3) "SOC Management System Self-Check Sheet".

- (1) Suppliers are requested to assign a person in charge of SOC management.
- (2) Also, a person in charge of International Material Data System (IMDS) data input shall be assigned for entering the data on chemical substances contained in products at the request of SUZUKI PHILIPPINES INCORPORATED (Or specific forms of documents designated by SUZUKI PHILIPPINES INCORPORATED shall be submitted.)
<Need for IMDS>
 - (i) To confirm (demonstrate) non-use of prohibited substances
 - (ii) To check for inclusion of Substance of Very High Concern (SVHC) and if any, to figure out the contents (Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) regulation in Europe)
 - (iii) To calculate the recyclability and recoverability (End-of-Life Vehicles (ELV) Directive in Europe)
 - (iv) To calculate shredder-dust reference weight (Japanese legislation to automobile recycling)

With regard to SOC certification, SUZUKI PHILIPPINES INCORPORATED request suppliers to enter the data on environmental impact substances contained in all parts and materials delivered to SUZUKI PHILIPPINES INCORPORATED.

(3) Suppliers are requested to conform to Suzuki Engineering Standard "SES N 2402".

Also, they are requested not to use the prohibited substances indicated in "Suzuki Controlled Chemical Substances List" (Appendix 1)

Suppliers are requested not to use the prohibited substances indicated in "Suzuki Controlled Chemical Substances List" (Appendix 1).

<Categories of suppliers>
Parts, Raw Materials, Direct Consumable, Accessories,

<Categories of suppliers>
Packing/Packaging materials, Machinery and equipment

(4) Control of SUZUKI PHILIPPINES INCORPORATED Tier 1 suppliers on Tier 2 and other suppliers

Since the automobile industry has a very broad base consisting of a large number of subcontractors, cooperation among the entire supply chain including Tier 2 and other suppliers is necessary.

SUZUKI PHILIPPINES INCORPORATED only request Tier 1 suppliers to take this activity forward with Tier 2, Tier 3 and other suppliers (sub contractors) and request them to confirm to applicable environmental laws and regulations, Establish EMS and SOC management system and make efforts to reduce SOC in their business activities.

(5) Implementation of audit by SUZUKI PHILIPPINES INCORPORATED

Apart from the conventional Quality Audit on parts and others, there may be cases where audits on Environmental Management System and SOC Management System are conducted, on which your cooperation is requested.

4-4 Environmental Efforts in Supplier's Business Activities

Suppliers are requested to make the following efforts for reducing environmental impact substances in their business activities.

- (1) Reduction of CO₂ emission
- (2) Reduction of VOC emission
- (3) Reduction of waste
- (4) Reduction of water consumption
- (5) Promotion of energy saving

* Submission of relevant data on the above items is not required.

4-5 Submission of Green Procurement Related Documents

(1) "SPH Green Procurement Promotion Agreement"

To strengthen mutual understanding on Green procurement, suppliers are requested to submit "SPH Green Procurement Promotion Agreement" (hereafter called "Agreement") as evidence of agreement about "SPH Green Procurement Guideline" (which is subject to occasional revision).

- (1) New suppliers shall submit it before starting business with us.
- (2) Regular suppliers that have not submitted it yet shall submit it immediately.

* For the "Agreement" form, contact our Purchasing Department or Green Procurement Promotion Section.

* In the case where "SPH Green Procurement Guideline" is revised, SUZUKI PHILIPPINES INCORPORATED will provide a revision notice. Suppliers that have already submitted the Agreement shall check the revised guidelines, and if any objection against the revision, shall contact us within 90 days after our revision notice e-mail date. If we receive no contact or inquiry within that time limit, it is deemed that the revised version has been accepted.

(2) "Environmental Survey Report A" and "Environmental Survey Report B"

* For "Environmental Survey Report A" and "Environmental Survey Report B", contact SUZUKI PHILIPPINES INCORPORATED.

These reports are related to suppliers' "Establishment of Environmental Management System".

- (1) New suppliers are requested to submit the reports at the time of supplier selection.
 - "Environmental Survey Report A" required for confirmation of external certificate of Environmental Management System
 - "Environmental Survey Report B" required for confirmation of current status of voluntary establishment of Environmental Management System

** Suppliers that have already acquired an external certificate are requested to submit "Environmental Survey Report A".*

Suppliers that have not acquired an external certificate yet are requested to submit both "Environmental Survey Report A" and "Environmental Survey Report B".

- (2) Regular suppliers, that have newly acquired, renewed or altered an external certificate of Environmental Management System or are forced to cancel it, are requested to the above report.

(3) "SOC Management System Self-Check Sheet"

* For "SOC Management System Self-Check Sheet", contact SUZUKI PHILIPPINES INCORPORATED

This check sheet is used for survey on the current status of "Establishment of SOC Management System".

- (1) New suppliers are requested to submit the reports at the time of supplier selection. < New Items > After starting business with us, the new suppliers shall follow the procedure described in the next paragraph "(2) Regular suppliers".
- (2) Regular suppliers are requested to perform a self check on < Regular Items > once a year and submit the check sheet to us upon request.

4-6 Others

In the case where imported products or imported parts may contain asbestos, an asbestos-free certificate is separately required, and sampling inspection is performed to check if it is contained or not.

In such a case, our person in charge will inform the relevant supplier(s) about the required documents and other requests, for which cooperation will be appreciated.

5. Others

5-1 Handling of "SPH Green Procurement Guideline"

The Guideline is announced and revised as follows.

- (1) "SPH Green Procurement Guideline" is available on website.
※website: <https://www1.suzuki.com.ph/about-us>
- (2) In the case of revision of the Guideline and "Suzuki Controlled Chemical Substances List (Appendix A-1)", Production Purchasing Group of SUZUKI PHILIPPINES INCORPORATED will provide all suppliers with the relevant information by e-mail.
After revision, the revised document will become effective.

5-2 Handling of Submitted Data

All of the data submitted by suppliers will be used only within SUZUKI PHILIPPINES INCORPORATED as confidential information and will not be disclosed outside the company.

It should be noted, however, such information may be provided to a governmental agency or public environment related organizations such as certification body if such a request is made.

5-3 Contact and Recipient of Documents

Production Purchasing Group

126 Progress Avenue, Carmelray Industrial Park 1,
Carmeltown, Canlubang, Calamba City, 4028, Laguna, Philippines

TEL No. (02) 8462-5000

5-4 Revision Record

	Date of Revision	Revision Detail
Established	Jan/1/2025	
1st revision	June/2/2025	1. Change "SPH" to SUZUKI PHILIPPINES INCORPORATED in front page & in all pages with SUZUKI PHILIPPINES INC. were completed to SUZUKI PHILIPPINES INCORPORATED 2. Remove the word Established in front page 3. Change Date of effectivity from 1st November 2024 to 1st January 2025 (page 3) 4. The list of requested items under 'Request to Suppliers' on page 4 has been revised from bullet points to a continuous sentence format. 5. Deleted at (page 4) in the data matrix <*3> under Machinery Equipment because it was typographical error 6. Added meaning of SHVC, REACH and ELV (page 5) 7. Compressed page from 9 pages to 8 pages 8. Replaced the word "feature" to "future" to correct the sentence (page 1)
2nd revision		
3rd revision		
4th revision		