Fujitsu
Responsible Procurement Charter

shaping tomorrow with you

About Fujitsu

Fujitsu is the leading Japanese information and communication technology (ICT) company, offering a full range of technology products, solutions and services. Approximately 130,000 Fujitsu people support customers in more than 100 countries. We use our experience and the power of ICT to shape the future of society with our customers. Fujitsu celebrates and respects different cultures within our organization and its supply chain and has signed up to the UN Empowering Women principles. Whilst Fujitsu have signed up to the LGBTI[1] UN Business Standards which support the business community tackle discrimination against lesbian, gay, bi, trans and intersex people, we also embrace differences around the world, comply with local laws and respects all religions and cultures.

Fujitsu and the Responsible Business Alliance

The Responsible Business Alliance (RBA) is the world's largest industry coalition dedicated to corporate social responsibility in global supply chains.

Fujitsu Group joined the Responsible Business Alliance (RBA) in March 2017. Together with our partners, our strategy is to further strengthen initiatives related to CSR in our supply chain through the framework of RBA.

The Fujitsu Group has adopted the RBA Code of Conduct as its CSR Procurement Guideline. We expect our suppliers to support the Fujitsu Group CSR Procurement Guideline and conduct their worldwide operations in a socially and environmentally responsible manner.

The Fujitsu Supply Chain and Responsible Business Alliance

Large and strategic suppliers to Fujitsu are expected to acknowledge their adherence to, and flow down to their supply chain, the RBA Code of Conduct. We recognize that our Small/Medium Enterprise[2] suppliers may not be able to demonstrate full compliance with the RBA Code of Conduct; however, we do ask that they embrace the ethos of the Code, and join us on a journey to work towards compliance.

Fujitsu have therefore developed this Responsible Procurement Charter to facilitate this journey. We expect all SME suppliers to Fujitsu to aspire to this set of principles, not only in their own organization, but also throughout their supply chains.

This Responsible Procurement Charter will be discussed during service review meetings so that both parties can fully understand the progress being made and agree how we can work together to drive improvements throughout the supply chain.

The Charter is made up of five sections. Sections 1, 2, and 3 outline standards for Labor, Health & Safety, and the Environment respectively. Section 4 details standards relating to business ethics, and Section 5 outlines the elements of an acceptable system to manage conformity to this Charter.

[1] LGBTI: Lesbian, Gay, Bi, Trans, Intersex as defined by the UN Business Standards.

[2] A small or medium-sized enterprise, or SME, as defined by the European Commission is a business or company: that has fewer than 250 employees; and has either (a) annual turnover not exceeding €50 million (approximately £40 million) or (b) an annual balance-sheet total not exceeding €43 million (approximately £34 million)

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1. Labor

1.1 Freely Chosen Employment

We do not use forced labor and we allow workers to leave our employment in accordance with the terms of their contract of employment.

We will support and respect the protection of internationally proclaimed human rights and ensure human rights laws are adhered to. Any violations will be investigated and taken seriously.

Workers will be provided with a written employment agreement in their native language and any changes will only be made in agreement with the worker, and/or in accordance with local legislation.

Neither we, nor our agents will hold, destroy, or deny access by employees to their identity or immigration documents unless required by law.

Workers will not be required to pay employers, agents' recruitment fees, or other related fees for their employment.

1.2 Young Workers

We do not use child[3] labor as defined by local law.

Workers under the age of 18 (Young Workers) should not perform work that is likely to jeopardize their health or safety, including night shifts and overtime.

1.3 Working Hours

The working hours of our employees will not exceed the maximum set by local law.

1.4 Wages and Benefits

We will pay all workers in line with applicable laws, including minimum wages and overtime. We will provide a clear statement to employees as to how payments are calculated.

1.5 Humane Treatment

We will ensure there is no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment within our own organization or throughout our supply chain. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

[3] The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported.

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1.6 Non-Discrimination

We have a zero-tolerance policy towards all forms of discrimination and/or harassment.

We are wholly committed to creating an inclusive work environment in which every employee, customer, supplier or partner is able to contribute and thrive, irrespective of any identifying attribute including:

- age
- sex, gender identity or expression
- sexual orientation
- race or ethnic origin
- religious belief
- disability
- social background
- political affiliation
- marriage and civil partnerships
- carers and responsibility for dependents

When acting as an approved supplier to Fujitsu, this commitment will be demonstrated when interacting with any Fujitsu, Customer or Supplier employee, regardless of the location and jurisdiction.

We are committed to providing workplace adjustments for any employee with a disability or health condition to enable them to carry out their role effectively, reach their potential and contribute to our success. We will also provide adjustments for any customer, supplier, or partner to enable them to access our products and services.

We will endeavor to ensure the offerings of our organization are accessible. We expect those who are tendering for business with us to ensure their solutions are accessible; for example, by meeting the AA standards of the Web Content Accessibility Guidelines.

1.7 Freedom of Association

We shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities.

Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

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IDEAS

2. Health and Safety

2.1 Occupational Safety

Worker potential for exposure to safety hazards are to be identified, assessed and controlled, and ongoing safety training provided. Where hazards cannot be adequately controlled, workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with specific hazards.

2.2 Emergency Preparedness

Potential emergencies and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including: worker training and drills, appropriate fire detection and suppression equipment, clear and unobstructed egress adequate exit facilities and recovery plans.

2.3 Occupational Illness and Injury

Procedures are to be in place to prevent, manage, track and report occupational injury and illness.

2.4 Sanitation, food and housing

We will ensure workers are provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by our organization or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

2.5 Health and Safety Communication

We will ensure workers are provided with appropriate workplace health and safety information and training is given in the language of the worker, or in a language the worker can understand, for all identified workplace hazards that workers are exposed to. Workers shall be encouraged to raise safety concerns.

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3. Environmental

3.1 Environmental Permits and Reporting

We will ensure all required environmental permits (e.g. discharge monitoring), approvals and registrations are obtained, maintained and kept current and their operational and reporting requirements are to be followed.

Critical environmental concerns that pose a threat to our operations will be communicated to Fujitsu at the time of identification.

We will proactively communicate opportunities for changes to operations that could result in positive environmental impacts in the supply chain (providing such disclosure will not adversely impact our business or breach confidentiality).

3.2 Pollution Prevention and Resource Reduction

We will look to minimize or eliminate discharges of pollutants and generation of waste throughout our organization and supply chain.

We will reduce the use of fossil fuels, minerals, single use plastics and virgin forest products, and where possible, replace with renewable alternatives.

We will safeguard the natural environment by recycling or reusing our waste products wherever possible. Where this is not possible, we will ensure that waste is disposed of in an environmentally friendly way in line with local legislation.

To the best of our ability, we will disclose our key environmental data targets at an organizational level to enable our customers to understand our broader impact on the environment.

We will promote environmental sustainability both within our own organization and throughout our supply chain, through work practices, policies and training.

3.3 Hazardous Substances

We will ensure that chemicals and other materials posing a hazard to humans or the environment are identified, labelled and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

3.4 Energy Consumption and Greenhouse Gas Emissions

Energy consumption and all relevant greenhouse gas emissions (both direct emissions from owned or controlled sources, and indirect emissions from the generation of purchased energy) will be tracked and documented, at the facility and/or corporate level. We will endeavor to look for cost- effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

3.5 Procurement of Goods & Services

We will procure goods & services based on environmental sustainability.

We will consider environmental sustainability in our own procurement processes and promote best practice within our own supply chain.

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3.6 Single Use Plastics

As a supplier to The Fujitsu Group we will endeavor to reduce the use of single use plastics within our organization and within our supply chain.

We will look to achieve this by undertaking activities such as:

- Eliminating unnecessary packaging
- Replacing plastic packaging with sustainable alternatives such as cardboard or paper
- Encouraging your workforce to carry reusable drinks vessels
- Having reusable cutlery available in canteens and kitchen area

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4. Ethics

4.1 Business Integrity

We have a zero-tolerance policy towards all forms of bribery and corruption, including facilitation payments. This policy is communicated to our employees and third parties.

We have evaluated our exposure to bribery risks and understand the risks our business faces.

We have procedures in place to prevent bribery in our business and in our supply chain. We will perform Due Diligence checks on all suppliers engaged by our organization.

All employees will receive appropriate training on all aspects of our Anti-Bribery & Corruption policy.

4.2 No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. We do not take advantage of competitors through unethical behavior or illegal means.

We do not use our position to secure an unfair advantage in dealings with business partners.

We record all gifts and hospitality, whether offered, accepted or refused. Significant gifts and hospitality are subject to management approval.

4.3 Disclosure of Information

We will ensure that business dealings are transparently performed and accurately reflected on our organization's business books and records. We understand and acknowledge that falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

4.4 Intellectual Property

We understand and acknowledge that intellectual property rights are to be respected; transfer of technology and knowledge is to be done in a manner that protects intellectual property rights; and, customer and supplier information is to be safeguarded.

4.5 Fair Business, Advertising and Competition

We do not enter into any agreements or discussions with our competitors regarding restrictions on pricing, production or sales volumes, customers, sales territories, or other matters that impede fair competition.

4.6 Protection of Identity and Non-Retaliation

We will ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers[4] is maintained, unless prohibited by law. We will endeavor to implement, or already have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

[4] Whistle-blower: Any person who makes a disclosure about improper conduct by an employee or officer of a company, or by a public official or official body.

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4.7 Responsible Sourcing of Minerals

We are committed to operating in a socially responsible way and endeavor to avoid the use of products containing conflict minerals (tantalum, tin, tungsten and gold) from any known conflict sources (e.g. Democratic Republic of the Congo and adjoining countries).

We will proactively require our suppliers to prove that minerals are either not from conflict-affected areas by obtaining proof of origin, or that their production and trade have not contributed to conflict financing or human rights abuses.

4.8 Privacy

We understand the regulations governing the handling of different types of information and we comply with those regulations. In addition, we acknowledge the vital importance of data security to our customers and those they serve. We have implemented security policies and procedures to prevent data loss and / or breach of confidentiality. We respect and comply with all applicable data protection laws and regulations of the territories in which we do business. We comply with relevant security standards applicable to the data we handle.

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5. Management Systems

5.1 Company Commitment

We have management procedures in place to ensure compliance with The Charter. These procedures aim to protect our reputation and the reputations of those with whom we do business.

We will adopt and communicate this Charter, and work with our customers to allow its effectiveness to be monitored.

5.2 Management Accountability and Responsibility

We will identify a Senior Executive Sponsor ensuring implementation and monitoring of performance against this Charter.

We record all gifts and hospitality, whether offered, accepted or refused. Significant gifts and hospitality are subject to management approval.

5.3 Legal and Customer Requirements

We respect and comply with all applicable laws and regulations of the territories in which we do business. We endeavor to understand all relevant laws and regulations prior to initiating any business, abide by their principles and ensure through our actions that we do not inadvertently violate those laws.

We also conform to socially accepted business practices, use common sense in our dealings, and are careful to check whether our commercial terms are in line with local requirements. Customs vary from country to country, therefore, in addition to understanding the laws and customs of our home territory, we also respect and familiarize ourselves with the laws, customs and local requirements of other territories in which we do business.

5.4 Improvement Objectives

We will strive to continuously improve in all areas of responsible business, and monitor and share the results of these improvements with our customers.

5.5 Supplier Responsibility

We make reasonable efforts commensurate with the size of our organization to flow the requirements of this Charter and monitor our supply base for compliance.

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Agreement

I confirm I have read the Responsible Procurement Charter and confirm our business activities will be conducted in accordance with the principles set out above.

Name: …….

Position: …….

Company: …….

Signed: …….

Date: …….

Contacts

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This document is based on the Responsible Business Alliance Code of Conduct, of which Fujitsu is a signatory. More information about the Responsible Business Alliance can be found below:

Responsible Business Alliance

Whilst Fujitsu does not endorse the below organizations, additional information can be found at the below links:

United Nations Global Compact
Stonewall
Trading for Good
Business in the Community

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