

## Paper Procurement Guideline

The Meiji Group supports zero deforestation, and procures paper according to the Meiji Procurement Policy, working with suppliers to engage in socially responsible activities.

### Scope of Application

- Paper used in Meiji Group products and packaging
- Office paper, including photocopier paper, printed matter and product brochures

### Principles for Action

1. We give priority to the use of environmentally friendly FSC<sup>\*1</sup>, PEFC<sup>\*2</sup>, and other forest certified and/or recycled paper.
2. When using non-certified/non-recycled paper, Meiji (alone or in conjunction with third parties) selects paper in compliance with a. through d. below:
  - a. All wood used is produced in compliance with laws and regulations of the country of production.
  - b. Laborers involved in cutting and harvesting labor under conditions that are appropriate and respect human rights.
  - c. Cutting and harvesting activities respect the land rights of indigenous peoples and others.
  - d. Produced under conditions that preserve environmentally important areas (ecosystems, peatlands, and natural forests) in production regions.
3. We notify suppliers that they are required to comply with the Paper Procurement Guideline. We take action as deemed necessary if we suspect suppliers of non-compliance.
4. We publish an annual report of our environmentally friendly paper usage and related initiatives.

<sup>\*1</sup> FSC (Forest Stewardship Council)

<sup>\*2</sup> PEFC (Programme for the Endorsement of Forest Certification Schemes)

Established in September 2019

Amended in February 2020