

Fujitsu Services Limited Supplier Standards Manual

Version 1.0

Version History		
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May 2009	1.0	Original version

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1. INTRODUCTION

This Supplier Standards Manual (“Manual”) contains the policies and standards that Fujitsu Services Limited (“Fujitsu”) requires its suppliers to meet.

The supplier’s agreement with Fujitsu makes reference to this Manual and the supplier is under a contractual obligation to comply with each of the policies and standards contained within. Where the supplier fails to comply with the terms of this Manual then the supplier will be in breach of its agreement with Fujitsu.

This Manual may be updated from time to time by Fujitsu. It is the responsibility of the supplier to ensure it is aware of the current version, which can be downloaded from <http://www.fujitsu.com/uk/about/purchasing/>

2. CORPORATE RESPONSIBILITY

2.1 Ethical Trading

The Supplier agrees that it will maintain the highest standards in transacting business with Fujitsu and other third parties. In particular, the Supplier will not give payment or anything of value, either directly or indirectly, to an official of a foreign government or political party for the purpose of influencing an act or decision in his official capacity, or inducing the official to use his or his party's influence with that government, to obtain or retain business. Upon Fujitsu's request, the Supplier agrees to provide written certification of compliance with this paragraph.

2.2 Employment Practices

The Supplier agrees that it will maintain the highest standards of employment. The Supplier will conform to a recognised code such as the Ethical Trading Initiative Base Code or an equivalent. Upon Fujitsu's request, the Supplier agrees to provide written certification of compliance with this paragraph.

2.3 Environmental Policies

The Supplier will identify and, where commercially acceptable, purchase environmentally preferable products and seek practical and innovative solutions to environmental issues in individual contract specifications for the supply of business products and services. The Supplier's focus will be on products and services that reduce total material consumption, fossil fuel energy requirements, transportation and waste to lay the foundation for sound, long-term relationships.

2.4 Corporate Responsibility Questionnaire

Fujitsu reserves the right to assess the Supplier's social, ethical and environmental policies by means of a questionnaire that the Supplier will complete. This will provide a reasonable level of information to enable Fujitsu to undertake an initial assessment of the Supplier's performance on its corporate responsibility.

This may lead to direct discussions with the Supplier on areas of concern and/or the development of relationships where potential for performance improvement has been identified.

The questionnaire subject areas may include:

- human rights
- ethical trading initiative and/or SA8000
- geographical locations
- HR policy/code of conduct
- employment practices – specific issues
- diversity
- compliance
- social products
- environment
- environmental management (environmental management systems, reporting and legal compliance)
- take-back (electronic and electrical equipment)
- environmental supply chain management