

Tokyo 2020's steps to securing sustainability

The Tokyo 2020 Organising Committee (hereinafter referred to as "Tokyo 2020") will take steps to secure sustainability in the process of selecting suppliers that supply goods and/or services. If you are a business operator who wishes to participate in the procurement project of Tokyo 2020, please carry out the following correspondence.

1. Submission of checklist

- (1) From the viewpoint of reducing the risk of selecting business operators that find it difficult to comply with the Tokyo 2020 Sustainable Sourcing Code (hereinafter referred to as the "Sourcing Code") as suppliers, Tokyo 2020 will review how applicants are working on sustainability. Business operators who wish to participate in the procurement project of Tokyo 2020 will be asked to fill in and submit the attached "Checklist of sustainability initiatives" (hereinafter referred to as the "checklist").

This checklist is not merely for use by Tokyo 2020 as a tool for risk management. Business operators can make use of it, to deepen their understanding of the Sourcing Code, review their own sustainability efforts, and strive toward higher standards.

- (2) In filling in the checklist, please refer to the "Entry example" and "Commentary of Sourcing Code" (*English translation of Commentary is in preparation) in addition to the following points.

(Points to note in filling in the checklist)

- The checklist is in line with the items of the Sourcing Code. Please check all the boxes applicable and enter descriptions in the "Description/Explanation on initiative details" column.
- In addition to what you are working on at the moment, you can describe the efforts that you are planning in the near future.
- The efforts described in the checklist could include a wide variety of contents, and there is no obligation to take specific content/level measures.
- If you check the "We are not making or planning any efforts" box (including the case where you cannot work on the topic due to the nature of the business), please describe the reason in the "Description/Explanation on initiative details" column.
- If your sustainability efforts are disclosed through a CSR report or other means, please indicate the place of publication (URL etc.).
- In the event of "product" procurement, please describe in the "Manufacturing facility of the products to be delivered" column.

- (3) Please submit in conjunction with the bid participation statement. Please check the detailed timing and method of submission by tender manual, etc.

- (4) Based on the submitted checklist, Tokyo 2020 will review the efforts on sustainability of the applicants from the viewpoint of the risk that serious problems in compliance with the Sourcing Code may occur, considering the contents of the procurement. (Even if there are items you are not working on at the moment, we will consider what you are planning to do in the near future or the reasons why you do not plan to work on them.) When reviewing the checklist, we may contact you for additional information or confirmation.
- (5) Regarding successful bid candidates after bidding or estimation, Tokyo 2020 may conduct detailed reviews through hearings, etc. before concluding a contract.
- (6) As a result of the reviews in (4) and (5) above, we may not conclude a contract if it is determined that compliance with the Sourcing Code is extremely difficult. It should be noted that, by concluding a contract, we do not guarantee that cases of non-compliance with the Sourcing Code will not occur among the business operators selected as suppliers.
- (7) We may follow up on the contents of the checklist even after the conclusion of the contract.
- (8) We will not disclose the checklist or provide it to third parties.

2. Submission of commitment letter

In concluding a procurement contract with Tokyo 2020, you will be required to submit a written commitment in order to confirm that you understand the Sourcing Code and take appropriate measures to comply with it. If you become a successful bidder, please sign and seal the attached "commitment letter" and promptly submit it to the procurement manager of Tokyo 2020.

3. Contact

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Sustainability Operation Team
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