



Tokyo 2020 Olympic and Paralympic Games  
Fundamental Principles  
for the Sustainable Sourcing Code

January 2016

The Tokyo Organising Committee  
of the Olympic and Paralympic Games

## 1. Positioning

The Tokyo Organising Committee of the Olympic and Paralympic Games (hereinafter referred to as “Tokyo 2020”) considers it important to fulfill its social responsibilities in the procurement process of products and services required for the planning and operations of the Tokyo 2020 Olympic and Paralympic Games (hereinafter referred to as “the Tokyo 2020 Games”). Tokyo 2020 will not only comply with all relevant laws and regulations, but also take into full account the impact of its procurement process on the following aspects: environmental issues including climate change, depletion of natural resources and biodiversity loss; human rights and labour issues; unfair business practices, etc.

Therefore, to ensure the sustainable sourcing of products and services deemed vital to the successful delivery of the Tokyo 2020 Games and in consideration of economic rationality, fairness and equity, Tokyo 2020 will create the Tokyo 2020 Sustainable Sourcing Code (hereinafter referred to as “the Sourcing Code”). The Tokyo 2020 Fundamental Principles for the Sustainable Sourcing Code (hereinafter referred to as “the Fundamental Principles”) sets out the fundamental principles that provide guidance on establishing specific contents of the Sourcing Code.

## 2. Scope

- (1) The Sourcing Code covers all products and services\*<sup>1</sup> as well as licensed products\*<sup>2</sup> (hereinafter referred to as “products, services, etc.”) that Tokyo 2020 procures.

Tokyo 2020 requires all suppliers\*<sup>3</sup> and licensees\*<sup>4</sup> to supply products, services, etc. in full compliance with the Sourcing Code.

Furthermore, Tokyo 2020 requires suppliers and licensees to ensure that their supply chains are in full compliance with the Sourcing Code.

\*1: The term “products and services” refers to the following: construction; building and indirect materials; overlay, furniture, fixtures and equipment (FF&E), consumable items; and various types of services.

\*2: The term “licensed products” refers to items produced by licensees according to their agreement with Tokyo 2020.

\*3: The term “suppliers” refers to business entities that provide products and services under contract to Tokyo 2020.

\*4: The term “licensees” refers to business entities that produce official products using the Games emblems, etc.

- (2) Tokyo 2020 requests the Tokyo Metropolitan Government and national government-related entities to respect the Sourcing Code with regard to products, services, etc. that they procure for the Tokyo 2020 Games.

### 3. Principles of Tokyo 2020 Sustainable Sourcing

To achieve sustainable Games, Tokyo 2020 takes measures to minimise the environmental impact of its procurement of raw materials, and all subsequent production, distribution, usage and disposal processes. In addition, Tokyo 2020 takes into consideration human rights, labour and other social issues during its procurement of products, services, etc.

Based on the above, Tokyo 2020 implements sustainable sourcing practices according to the four principles indicated below.

#### <Four Principles>

Tokyo 2020 places the utmost importance on :

- how products, services, etc. are supplied.
- the origins of products, services, etc. and the resources they are made of.
- compliance to the Sourcing Code throughout the supply chains.
- the effective use of resources.

Major requirements of each principle are as follows:

- (1) Place the utmost importance on how products, services, etc. are supplied.
- Tokyo 2020 places the utmost importance on respect for human rights. Therefore, Tokyo 2020 requires its suppliers and licensees to supply products, services, etc. that satisfy the following requirements throughout all stages of production through to final distribution: free from discrimination and harassment based on race, nationality, religion, gender, sexual orientation, physical impairment, as well as free from illegal forced eviction and other rights violations.
  - Tokyo 2020 places the utmost importance on consideration for appropriate labour management practices and working conditions. Therefore, Tokyo 2020 requires its suppliers and licensees to supply products, services, etc. that satisfy

the following requirements throughout all stages of production through to final distribution: free from forced and/or child labour, with assured occupational safety and health, and protection of workers' rights according to all relevant laws and regulations.

- Tokyo 2020 places the utmost importance on fair business practices. Therefore, Tokyo 2020 requires its suppliers and licensees to supply products, services, etc. that satisfy the following requirements throughout all stages of authorisation, production, and distribution: free from bribery and other corrupt practices, as well as free from unfair business practices including dumping and excessively hard bargaining.
- Tokyo 2020 places the utmost importance on environmental conservation. Therefore, Tokyo 2020 requires its suppliers and licensees to strive to supply products, services, etc. that satisfy the following requirements throughout all stages of production through to final distribution: use of low-carbon energy sources, promotion of energy-saving measures and the 3Rs (reduce, reuse, recycle), and mitigation of air, water, soil pollution and other environmental impacts.

(2) Place the utmost importance on the origins of products, services, etc. and the resources they are made of.

- With a view to contributing to environmental conservation, Tokyo 2020 requires its suppliers and licensees to strive to use raw materials that satisfy the following requirements: produced and/or harvested with full consideration for conservation of forest and marine resources as well as sustainable use of biodiversity; utilisation of low-carbon energy sources and promotion of energy-saving measures during all preparation processes; and full consideration given to mitigating air, water, soil pollution and other environmental impacts.
- Tokyo 2020 requires its suppliers and licensees to avoid using raw materials that have an adverse impact on human rights, local residents' lives, and social stability (for example, raw materials collected through forced labour, conflict minerals and illegally logged timber).
- Tokyo 2020 requires its suppliers and licensees to strive to reuse products, use raw materials containing recycled resources, and minimise the size of containers and packaging.

(3) Place the utmost importance on compliance to the Sourcing Code throughout supply chains.

- Tokyo 2020 requires its suppliers and licensees to strive to ensure compliance throughout their supply chains with this Sourcing Code, and ensure the traceability and transparency of products and services that Tokyo 2020 procures.

(4) Place the utmost importance on the effective use of resources.

- Tokyo 2020 exerts the utmost efforts to keep sourcing of resources to a minimum, and endeavour to utilise reused, leased or rented items to the maximum extent.
- Tokyo 2020 requires its suppliers and licensees to conduct the following: to supply materials and products that can easily be reused or recycled in accordance with the Japanese concept of mottainai (sense of avoiding waste), and to supply products, services, etc. prepared with full consideration to energy saving during use.
- Tokyo 2020 promotes reuse and recycling of procured products. When reuse or recycling is deemed impossible, Tokyo 2020 makes effective use of resources to the greatest extent practicable through energy recovery or other means.

#### **4. Future Measures**

Tokyo 2020 will establish details of the Sourcing Code based on the Fundamental Principles while collecting and compiling ideas, opinions and information from a variety of delivery partners<sup>\*5</sup>, and will make the results public as and when available.

Furthermore, through efforts aimed at ensuring sustainable sourcing of products and services required for the Tokyo 2020 Games, Tokyo 2020 will work hard to raise awareness among the general public – as well as among delivery partners and suppliers – of the necessity to live and work in a sustainable manner.

\* 5: Delivery partners are the local, regional and national government bodies, and private investors where relevant, that provide financial support and resources towards the planning and staging of the Games.