

(Appendix 2-5)

In addition to the Sustainable Sourcing Code, the below Sustainable Sourcing Code for Paper provides a framework for sustainable procurement of paper used for products, services, etc. procured by the Tokyo 2020 Organising Committee (hereinafter “Tokyo 2020”).

Sustainable Sourcing Code for Paper

1. The targets for this Sourcing Code are paper (including Japanese paper) to be used for items as follows:

Posters, handouts, pamphlets, books & reports, tickets, honorable certificates, copier paper, notebooks for business use, envelopes, business cards, toilet paper, tissues, paper napkins, paper bags, paper plates, paper cups, and casings for licensed products

2. Types of paper mentioned above in Section 1 are required to meet the conditions from (1) to (3) as follows from a perspective of sustainability:

(1) Wastepaper pulp is used as much as possible according to the applications and properties of products. ^(Note 1)

(2) In the case of using pulp other than wastepaper pulp (hereinafter “virgin pulp”), wood and other related materials for virgin pulp (incl. thinned wood, non-wood such as bamboo and reeds, and paper mulberry and paperbush for Japanese paper, and excl. lumbering chips, construction waste, forest scraps, and fiber from waste plants) satisfy the conditions from (i) to (v).

(i) Procedures for harvesting have been properly taken with reference to laws and regulations related to forests and other harvesting places of the country or region where the raw wood and other related materials were harvested.

(ii) Wood and other related materials are derived from a forest or other harvesting place which has been managed based on a mid-to-long-term plan or policy.

(iii) In harvesting, the ecosystem is conserved, and the environmentally important areas, under which peat lands and natural forests could fall, are properly conserved.

- (iv) In utilising forest or other related area, indigenous and other local peoples' rights are respected, and free, prior, and informed consent formation system has been secured.
 - (v) Safety and hygiene measures for workers who engages in harvesting have been properly taken.
- (3) The whiteness of the paper is not excessively high, the coating amount is not excessively great, and any processes which make paper recycling difficult have not been applied, according to the applications and properties of products. ^(Note 2)
3. Types of paper, for which virgin pulp that satisfies the conditions from (i) to (v) of (2) of Section 2 mentioned above is used, include FSC- and PEFC-certified paper (incl. SGEC-certified paper) ^(Note 3). In the event that suppliers need paper without any certification above, wood and other related materials, which are raw materials of the virgin pulp, shall be confirmed in terms of the conditions from (i) to (v) above through the procedure designated in the appendix.
4. Suppliers ^(Note 4) shall keep documents with the records of paper to be used in terms of (1) to (3) of Section 2 mentioned above until one year after the Tokyo 2020 Games, and submit such documents when Tokyo 2020 requires them to do so.
5. Suppliers are recommended to collect the information such as concerns related to the place of origin of raw materials and production business operator of said paper where possible, including the perspective of securing the traceability to the harvested area, and to utilise the collected information, with its credibility and objectivity in mind, in order to reduce the risk of procuring from a business operator that produces paper which does not meet the conditions of Section 2.
6. To reduce the risk of wood from illegal logging being distributed in Japan, with reference to the aim of the Act on Promotion of Use and Distribution of Legally-Harvested Wood and Wood Products, it is recommended that supply chains ^(Note 5) be wood related business operators registered based on the Act, and with regard to paper subject to the Act, suppliers should preferentially select one provided by the registered wood related business operators.

Note 1 and Note 2: For copier paper, notebooks for business use, etc., their wastepaper-blending ratio and whiteness may be specified, with reference to the Tokyo Green Purchasing Guide.

Note 3: The paper is needed to be continuously CoC-certified.

Note 4: For licensed products, “suppliers” means “licensees” (The same applies hereafter).

Note 5: They are limited to business operators in Japan, and fall under wood related business operators stipulated in the Act on Promotion of Use and Distribution of Legally-Harvested Wood and Wood Products.

Appendix (Confirmation procedure in the cases other than certified paper)

The confirmation procedure mentioned in the latter part of Section 3 of the Sustainable Sourcing Code for Paper (hereinafter “the Sourcing Code”) is as follows.

Concerning each of conditions from (i) to (v) of (2) of Section 2 of the Sourcing Code, paper makers (in the case of milling paper in Japan) and import business operators (in the case of importing paper having milled overseas) shall confirm the following matters by rational method in terms of accountability, and record the results in a written format.

- (i) Said wood and other related materials have been harvested through legally necessary procedures of the producing country or region.
- (ii) The forest or the related area, in which said wood and other related materials are harvested, has been approved for forest management or other related plans, or the land owner, etc. has a plan or a policy related to management and maintenance of the forest or the related area.
- (iii) Appropriate conservation measures have been taken for harvesting and other activities, in the cases where the forest or the related area is a habitat for any of rare plants and animals; and in the cases where the forest or the related area has any of important forests and areas to be protected, such as peat lands and valuable natural forests.
- (iv) Free, prior, and informed consent formation system has been secured in the cases related to the rights of indigenous and other local peoples over the forest or the related area in which said wood and other related materials are harvested.
- (v) Safe and hygiene working conditions are secured through health and safety education and training as well as appropriate safety gears provided for workers who engage in harvesting of said wood and other related materials.