



**Tokyo 2020 Olympic and Paralympic Games  
Sustainable Sourcing Code  
(3rd edition)**

TOKYO 2020

## **Table of Contents**

1. Objectives
2. Scope
3. Principles of Tokyo 2020 Sustainable Sourcing
4. Standards for Sustainability
5. Verification Procedure
6. Grievance Mechanism
7. Individual Codes for Core Products/Services
8. Others

Appendix 1: Glossary of terms

Appendix 2: Individual codes for core products/services

Major references

Code development process

History of revisions

### **1. Objectives**

The Tokyo Organising Committee of the Olympic and Paralympic Games (hereinafter “Tokyo 2020”), will pursue a wide variety of initiatives concerning sustainability in environmental, social economic and other terms for the Tokyo 2020 Games, based on the Tokyo 2020 Sustainability Plan (Version 2) (formulated in June 2018).

To this end, Tokyo 2020 believes that, in the procuring process in the preparation and operational phases of the Games, it should fulfill its social responsibilities through procurement with consideration for sustainability, as well as economic rationality, while concentrating its sourcing efforts on products and services really essential to the delivery of the Games. To clarify principles for elaborating specific procurement methods, Tokyo 2020 established the Fundamental Principles for the Sustainable Sourcing Code in January 2016.

Moreover, the Sustainable Development Goals (SDGs), adopted at the UN General Assembly in the meantime, include the goal of “ensuring sustainable consumption and production patterns.” Efforts in sustainable sourcing for the Tokyo 2020 Games will bequeath the legacy of the reform of consumption and production patterns in the entire society, including the introduction and promotion of sustainable practices in the private and public sectors.

Under the above-mentioned Fundamental Principles, the Sustainable Sourcing Code is aimed at defining standards and operational procedures for ensuring procurement with respect to international agreements and codes of conduct in relevant fields of sustainability (including the Sustainable Development Goals, Paris Agreement, Universal Declaration of Human Rights, ILO

Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy, which includes ILO Core Labour Standards, United Nations Global

Compact, OECD Guidelines for Multinational Enterprises, and United Nations Guiding Principles on Business and Human Rights), and in consideration of compliance with laws and regulations; environmental issues, including global warming and depletion of natural resources; human rights and labour issues; promotion of fair business practices; invigoration of regional economies; and positive contribution in other fields.

Tokyo 2020 will promote all stakeholders' efforts to ensure the compliance with the Sustainable Sourcing Code in collaboration with parties involved, including suppliers, licensees and supply chains, and encourage expansion of initiatives similar to Sustainable Sourcing Code-based ones and widespread recognition of the importance of sustainability among various parties in the society, including delivery partners and suppliers, with the aim of creating a society that helps ensure sustainable consumption and production patterns, as SDGs advocate.

**2. Scope**

The Sourcing Code covers the entire range of products and services procured by Tokyo 2020 and licensed products (hereinafter “procured products, etc.”), including products and services procured from partner companies.

Tokyo 2020 requires all suppliers and licensees to comply with the Sourcing Code in producing and distributing procured products, etc. Furthermore, Tokyo 2020 requires suppliers and licensees to encourage their supply chains to comply with the Sourcing Code.

Suppliers and licensees shall follow the procedure provided in “5. Verification Procedure” in complying with the Sourcing Code and encouraging supply chains to do so.

**3. Principles of Tokyo 2020 Sustainable Sourcing**

To achieve sustainability in preparing and operating the Games, Tokyo 2020 implements sustainable sourcing practices according to the following four principles that imply the concept of transparency and due diligence.

« Four principles »<sup>i</sup>

Tokyo 2020 places the utmost importance on:

- (1) how procured products, etc. are supplied;
- (2) the origin of procured products, etc. and the resources they are made of;
- (3) compliance with the Sourcing Code throughout the supply chains; and
- (4) the effective use of resources.

While striving to strain the amount of procurement, Tokyo 2020 makes sure that procured products, etc. are safe and hygienic for all people involved, including athletes, staff members and spectators, and are fully considerate of the religious and cultural diversity of these people, preventing discrimination and harassment.

#### **4. Standards for Sustainability**

Based on the above four principles, Tokyo 2020 has set the following standards for sustainability, which suppliers and licensees, and their supply chains (hereinafter “suppliers, etc.”), are required to meet concerning procured products, etc.

##### **(1) General affairs**

###### **i. Compliance with laws and regulations**

Suppliers, etc. shall comply with relevant national and international laws, regulations, etc., throughout the production, distribution and other processes of procured products, etc.

###### **ii. Ban on retaliatory actions**

Suppliers, etc. shall not take retaliatory actions against those who have reported violation of laws and ordinances, discrimination, infringement of the Sourcing Code, etc.

##### **(2) Environment**

Amid ongoing development of environment-related laws, regulations, policies, guidelines and the like in Japan, Tokyo 2020 will implement its sourcing practices in accordance with the Act on Promotion of Procurement of Eco-Friendly Goods and Services by the State and Other Entities (Act No. 100 of 2000) in principle, and will require procured products and services to meet the standards provided for in the policies that the Government of Japan, the Tokyo Metropolitan Government and other public parties have developed to reduce environmental burdens (e.g. the national government’s Basic Policy for the Promotion of Procurement of Eco-Friendly Goods and Services, the Tokyo Metropolitan Green Purchasing Guidelines and the Tokyo Metropolitan Procurement Policy for Eco-products (for public work)).

Tokyo 2020 will also set desired levels of environmental performance, etc. of individual products and services, considering the goals established in the Tokyo 2020 Sustainability Plan.

Additionally, due consideration should be given to reducing environmental burdens not only through the performance of products and services themselves but also throughout their production, distribution and other processes.

###### **i. Energy savings**

Suppliers, etc. should take measures to reduce energy consumption throughout the

production, distribution and other processes of procured products, etc. Examples of possible measures include use of low carbon materials, introduction of highly energy-saving facilities and logistics systems, thermal insulation of buildings, and introduction of energy management systems.

ii. Use of low carbon / carbon-free energy

Suppliers, etc. should use energy with low CO<sub>2</sub> emission factors throughout the production, distribution and other processes of procured products, etc. Examples of possible measures include use of electricity and heat generated from renewable energy sources or lower CO<sub>2</sub>-emitting fuels, such as natural gas.

iii. Reduction of greenhouse gas emissions by other means

Suppliers, etc. should take measures to reduce greenhouse gas emissions throughout the production, distribution and other processes of procured products, etc. Examples of possible measures include replacement of fluorocarbon-based freezers and refrigerators with non-fluorocarbon ones (natural refrigerant-based ones), and use of carbon offset schemes.

iv. Promotion of the 3 Rs (“Reduce, Reuse, and Recycle”)

Suppliers, etc. should ensure that procured products, etc. will be reusable and/or recyclable after the Games by using multipurpose parts/materials, and adopting easily detachable or dismountable structures.

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. should also use recycled parts/materials and raw materials including recycled resources, and take measures to use resources effectively by minimizing, reusing and/or recycling wastes, using energy recovery systems when resources cannot be reused or recycled, and other means.

v. Reduced use of containers, packaging, etc.

Suppliers, etc. should take measures to minimize use of containers and packaging for individual products, and packing and shipping materials, including boxes and transport pallets, throughout the production, distribution and other processes of procured products, etc. They should also use reusable and/or recyclable containers and packaging, and packing and shipping materials.

vi. Prevention of contamination, management of chemicals, and waste disposal

Suppliers, etc. shall prevent contamination of the air, water, soil, etc., appropriately manage chemicals (including chemicals contained in products), and appropriately dispose of wastes throughout the production, distribution and other processes of procured products, etc., based on relevant environmental laws, ordinances, etc. They also should take measures to avoid the creation of adverse impacts on the environment and human health throughout the production,

distribution and other processes of procured products, etc.

vii. Collection of raw materials with consideration for resource conservation

If suppliers, etc. use resources deriving from forests, oceans, etc. for procured products, etc., they shall not use resources illegally collected or cultivated. They also should use raw materials collected or cultivated in consideration of resource conservation including the perspective of mitigating deforestation and forest degradation (the spread of efforts toward zero deforestation), for procured products, etc.

viii. Conservation of biodiversity

Suppliers, etc. shall not use raw materials for procured products, etc. derived from endangered animal and plant species at which no measures to protect resources or to ensure the reproduction of species are aimed. Throughout the production, distribution and other processes of procured products, etc., including collection or cultivation of raw materials, suppliers, etc. should take measures to reduce burdens on biodiversity and the ecosystem by conserving rare animals and plants, adopting production methods that have little adverse impacts on organisms and their habitats, and other means.

(3) Human rights

Tokyo 2020 strongly supports one of the fundamental principles of the Olympic Charter: “The enjoyment of the rights and freedoms set forth in this Olympic Charter shall be secured without discrimination of any kind, such as race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status.” It also places high priority on the perspectives of diversity and inclusion.

i. Compliance with and respect for international human rights standards

Suppliers, etc. shall comply with and respect international standards concerning human rights (in particular, the Universal Declaration of Human Rights; International Convention on the Elimination of All Forms of Racial Discrimination; International Covenant on Civil and Political Rights; International Covenant on Economic, Social and Cultural Rights; Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment; Convention on the Elimination of All Forms of Discrimination against Women; Convention on the Rights of the Child; Convention on the Rights of Persons with Disabilities; International Convention for the Protection of All Persons from Enforced Disappearance; Convention for the Suppression of the Traffic in Persons and of the Exploitation of the Prostitution of Others; and United Nations Declaration on the Rights of Indigenous Peoples) regarding procured products, etc.

ii. Ban on discrimination and harassment

Suppliers, etc. shall eliminate any forms of discrimination and harassment based on race,

nationality, religion, sex, sexual orientation, gender identity, level of ability, social status, etc.,<sup>ii</sup> throughout the production, distribution and other processes of procured products, etc.

iii. Ban on violation of the rights of local residents, etc.

Suppliers, etc. shall not illegally force local residents, etc. to leave their residences, or largely destroy the local living environment, throughout the production, distribution and other processes of procured products, etc.

iv. Respect for women's rights

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. should respect women's rights and give due consideration to making good use of the capabilities of women as human resources and developing childcare leave systems from the perspective of women's empowerment, promotion of a gender-equal society, and reproductive health/rights.

v. Respect for the rights of persons with disabilities

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. should respect the rights of persons with disabilities, and give due consideration to stimulating employment of persons with disabilities, creating a barrier-free workplace environment, and using products produced by persons with disabilities receiving vocational aid, in order to encourage them to participate in economic and social activities.

vi. Respect for children's rights

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. should respect children's rights, and give due consideration to ensuring safety in providing products and services for children, and supporting parents and guardians who take care of children, in addition to stopping child labour, in order to encourage children's healthy growth.

vii. Respect for the rights of social minorities

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. should respect the rights of social minorities, such as ethnic, cultural and sexual minorities (including LGBTs) and migrant workers, as fully as the rights of other people, and give due consideration to supporting these people to enjoy economic and social rights equal to the rights of other people, while taking into consideration the protection of privacy according to their characteristics.

#### (4) Labour

While labour is involved in each phase of production, distribution and other processes, and labour-related problems, including child labour, long working hours, and issues related to foreign

workers, have been pointed out both in Japan and abroad, Tokyo 2020 will require suppliers, etc. to ensure proper labour management and an appropriate working environment. In addition, promotion of good work-life balance is necessary.

i. Compliance with and respect for international labour standards

Suppliers, etc. shall comply with and respect international labour standards (the Fundamental Principles and Rights at Work advocated by ILO,<sup>iii</sup> which include the ILO Core Labor Standards, in particular) throughout the production, distribution and other processes of procured products, etc.

ii. Freedom of association and the right of collective bargaining

Suppliers, etc. shall secure the fundamental rights of workers engaged in the production, distribution and other processes of procured products, etc., such as freedom of association and the right of collective bargaining.

iii. Ban on forced labour

Suppliers, etc. shall not compel workers to engage in any forms of forced labour, or be involved in human trafficking, throughout the production, distribution and other processes of procured products, etc.

iv. Ban on child labour

Suppliers, etc. shall not make children work in any forms throughout the production, distribution and other processes of procured products, etc.

v. Ban on discrimination in employment and careers

Suppliers, etc. shall not practice any forms of discrimination against workers engaged in the production, distribution and other processes of procured products, etc. in employment, wages, working hours or other working conditions on account of race, nationality, religion, sex, sexual orientation, gender identity, level of ability, social status, etc. <sup>iv</sup>

vi. Wage

Suppliers, etc. shall pay at least the minimum wage provided for in relevant laws and ordinances to workers engaged in the production, distribution and other processes of procured products, etc.

Suppliers, etc. also should give due consideration to paying wages at a level that can cover the costs of each worker's living necessities.

vii. Ban on long working hours

Suppliers, etc. shall not set illegally long work hours for workers (or set long work hours that cause damage to workers' health and welfare for workers to whom working hour regulations, etc.



do not apply) throughout the production, distribution and other processes of procured products, etc.

viii. Safety and hygiene of workplaces

Suppliers, etc. shall create physically and mentally safe and healthy working environments and conditions, including the establishment of a safety and health committee and mental health care, for workers, etc. engaged in the production, distribution and other processes of procured products, etc. in accordance with laws and ordinances relevant to health and hygiene. Suppliers, etc. also should give due consideration to fostering working environments that bring workers a favorable work-life balance.

ix. Foreign and migrant workers

Suppliers, etc. shall conduct proper labour management of foreign and migrant workers (including technical interns) who work in the supplier's country for the production, distribution and other processes of procured products, etc. based on relevant laws and ordinances<sup>v</sup>, and shall not do illegal or unjust conducts such as paying no wages, setting illegally long work hours for them, depriving them of their passport, forcing them to return home, and collecting deposit money from them. Suppliers, etc. also shall notify each worker of his/her working conditions in a format written in the language that he/she can understand in accordance with laws, administrative directions, etc. Moreover, if suppliers, etc. have workers introduced or sent to them, they should check whether the businesses who introduce or send workers to them have been licensed based on laws and ordinances, or whether the said businesses illicitly violate the rights of foreign workers. Additionally, suppliers, etc. should take measures to provide favourable living environments for foreign workers, to establish systems for enabling foreign workers to easily file complaints and ask for consultation, and to collaborate with authorized labour-related organisations.

(5) Economy

Recently, fairness of business activities has become a focus of growing social interest. Moreover, sustainability is based on the three pillars of the environment, society and economy, the harmony of which is hoped for also in economic and business activities. Active efforts in procurement for the Games with involvement of small and mid-sized enterprises, which form the foundation of the Japanese economy, contribute to sustainable growth of the Japanese economy through developing new markets and acquiring further expertise. Moreover, it is also necessary to take into account the recovery and reconstruction of areas severely affected by the Great East Japan Earthquake, etc. Therefore, Tokyo 2020 places importance on approaches for fair business practices and invigoration of regional economies.

i. Prevention of corruption

Suppliers, etc. shall not be involved in corruption, such as bribery, throughout the production, distribution and other processes of procured products, etc.

ii. Fair business practices

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. shall comply with anti-trust acts and subcontracting laws, and shall not be engaged in unfair and uncompetitive business practices, such as dumping, beating down of prices, and bid-rigging, which are banned in these acts and other laws, ordinances, etc.

iii. Use of raw materials with no involvement with a conflict or crime

Suppliers, etc. shall not use any raw material for procured products, etc. which is involved with a conflict or crime or could be a money source of an armed force or criminal organization.

iv. Protection of intellectual property rights

Suppliers, etc. shall not violate the intellectual property rights (e.g. patent rights, copyrights, and design rights) and trade secrets of a third party, throughout the production, distribution and other processes of procured products, etc.

v. Responsible marketing

Suppliers, etc. shall not use misleading representations prohibited by laws and ordinances related to product labelling (for example, in Japan, the Act against Unjustifiable Premiums and Misleading Representations (Act No. 134 of 1962)), throughout the production, distribution and other processes of procured products, etc. Suppliers, etc. should give due consideration to consumers and society in the marketing process of procured products, etc. by avoiding use of discriminatory or misleading advertisements, restraining use of advertisements that will adversely affect children, and other means.

vi. Proper management of information

Throughout the production, distribution and other processes of procured products, etc., suppliers, etc. shall handle personal information based on relevant laws, and properly manage the confidential matters that they come to know during their business operations related to the Games to prevent these matters from being leaked outside through cyberattacks, internal frauds, etc. Suppliers, etc. also should take preventive measures, such as enhancing management of information access and establishing systems for preventing information leakage according to the levels of information security risks, and proactively building systems useful in case of information leakage, including ones for identifying the cause of leakage and minimizing resulting damage.

vii. Invigoration of regional economies

Involvement in sustainable sourcing for the Tokyo 2020 Games will provide valuable experience for small and mid-sized enterprises in Japan, and stimulate them to enhance and invigorate their own competitiveness in the global market, which leads to the sustainable development of their local communities. Tokyo 2020 will therefore encourage enterprises in Japan to make efforts for sustainable sourcing, in cooperation with the Tokyo Metropolitan Government,

which implements various initiatives, including Business Chance Navi 2020.

When outsourcing necessary functions and procuring raw materials for the production, distribution and other processes of procured products, etc., suppliers, etc. should give due consideration to providing business opportunities for domestic small and mid-sized companies and agricultural, forestry or fishery enterprises that take into account the environmental and social aspects of their business practices, as well as to using domestic products, by utilizing Business Chance Navi 2020 as a tool.

## **5. Verification Procedure**

### **(1) Understanding of the Sourcing Code**

Enterprises who want to be a supplier or licensee shall check the content of the Sourcing Code beforehand, by referring to and/or using explanations to be formulated separately by Tokyo 2020 or other means.

### **(2) Proactive commitment**

Enterprises who want to be a supplier or licensee shall commit to striving to comply with the Sourcing Code.

### **(3) Internal preparation for compliance with the Sourcing Code**

Suppliers and licensees should properly check and assess sustainability-related risks that they face, and take internal preparatory measures to comply with the Sourcing Code according to the levels of the assessed risks, before and after entering into a contract with Tokyo 2020. <sup>vi</sup>

### **(4) Dissemination**

Suppliers and licensees should take proper measures to appropriately disseminate the content of the Sourcing Code to their relevant executives and workers, and supply chains, before and after entering into contracts with Tokyo 2020.

### **(5) Encouragement of supply chains' efforts towards sustainability**

Suppliers and licensees should encourage their supply chains to comply with the Sourcing Code or other procurement policies equivalent to it, before and after entering into a contract with Tokyo 2020, aiming for compliance with the Sourcing Code through the production, distribution and other processes of procured products, etc. For this purpose, suppliers and licensees should properly check and assess sustainability-related risks that their supply chains face, and focus their efforts on the supply chains and fields that face higher risks concerning sustainability.

When encouraging their supply chains' efforts towards sustainability, suppliers and licensees should place high priority on communication with supply chains, in order to promote compliance with the Sourcing Code in collaboration with their supply chains, based on the principle of harmonious coexistence and co-prosperity.

To ensure the reliability of their initiatives in encouragement of and communication with their supply chains, suppliers and licensees should consider adding to their contracts with supply chains model provisions concerning sustainability to be formulated by Tokyo 2020 or other similar provisions.

(6) Record of compliance efforts

Suppliers and licensees should record their efforts to comply with the Sourcing Code, including encouragement of supply chains, as fully as possible before and after entering into contracts with Tokyo 2020, in order to be prepared to offer the record whenever they are asked to by Tokyo 2020.

Suppliers and licensees shall be prepared to offer information about the names and locations of facilities (including those owned by supply chains) where they produce procured products, etc. (in the assembling and finishing phases) and store them, in particular, whenever they are asked to by Tokyo 2020. Additionally, they should consider building a system for offering other kinds of information about such facilities as fully as possible, whenever they are asked to by Tokyo 2020.

(7) Disclosure and explanation of compliance efforts

Enterprises who want to be a supplier or licensee shall disclose and explain their efforts (including planned efforts) to comply with the Sourcing Code, including encouragement of supply chains, in the manners designated by Tokyo 2020 according to the types and volumes of procured products, etc. Also after entering into contracts with Tokyo 2020, suppliers and licensees shall disclose and explain their efforts whenever they are asked to by Tokyo 2020.

(8) Check and monitoring of the status of compliance

Tokyo 2020 will check and monitor whether suppliers and licensees are complying with the Sourcing Code, when it recognises the necessity to do so according to the levels of risks to sustainability, before and after entering into contracts with suppliers and licensees.

Suppliers and licensees shall cooperate in the said check and monitoring by Tokyo 2020. If Tokyo 2020 recognises the necessity of further inspections as a result of the said check and monitoring, it may request suppliers and licensees to be audited by a third party designated by Tokyo 2020. If Tokyo 2020 requests supply chains to accept the check and monitoring of their status of compliance with the Sourcing Code, and the audit of their supply chains, suppliers and licensees also shall cooperate as fully as possible.

(9) Improvement measures

If it is revealed that a supplier or licensee is not complying with the Sourcing Code, Tokyo 2020 will require the said supplier or licensee to take improvement measures and submit a written improvement plan within a certain period of time. In such cases, the said supplier or licensee shall submit a written improvement plan within a designated period, implement the improvement measures according to the plan approved by Tokyo 2020, and report the results

to Tokyo 2020.

If it is revealed that a supply chain is not complying with the Sourcing Code, the supplier or licensee shall cooperate to encourage the supply chain to take improvement measures, in response to the request from Tokyo 2020.

If Tokyo 2020 recognises that a supplier or licensee has not taken proper improvement measures against its serious non-compliance with the Sourcing Code, Tokyo 2020 can cancel the contract with the said supplier or licensee. However, if a supply chain is not complying with the Sourcing Code, Tokyo 2020 will not cancel the contract with the supplier or licensee as long as the supplier or licensee encourages the supply chain properly based on the provisions of this Sourcing Code and the request from Tokyo 2020.

## **6. Grievance Mechanism**

To accept and properly deal with reports on non-compliance with the Sourcing Code (reports on cases of, and cases suspected of non-compliance with the Sourcing Code; hereinafter “report(s)”), Tokyo 2020 will establish a point of contact for accepting reports.

If a report is received, Tokyo 2020 will require the supplier, etc. on which the report has been filed to verify the facts concerning the reported case. If it is acknowledged that the case falls under non-compliance with the Sourcing Code, or is suspected as such, Tokyo 2020 will take necessary measures to resolve the case, including requiring the supplier, etc. to implement the improvement measures provided for in 5 above, or facilitating communication between the supplier, etc. and relevant stakeholders, if necessary.

More details of the procedure of accepting and dealing with reports are defined in “the Operational Standards of the Grievance Mechanism for the Sustainable Sourcing Code” formulated by Tokyo 2020 in April 2018.

## **7. Individual Codes for Core Products/Services**

In addition to the above sections 4 to 6, an individual code defined in the Appendix applies to each of the following products.

- Timber (Appendix 2-1)
- Agricultural products (Appendix 2-2)
- Livestock products (Appendix 2-3)
- Fishery products (Appendix 2-4)
- Paper (Appendix 2-5)
- Palm oil (Appendix 2-6)

## **8. Others**

Tokyo 2020 will request the Tokyo Metropolitan Government, national governmental bodies, etc. to respect the Sourcing Code concerning products and services procured by them for the Games.

Mainly to ensure transparency, Tokyo 2020 will disclose information about the status of implementation of sustainable sourcing. It will also revise the Sourcing Code if necessary in accordance with the concept of the PDCA (plan-do-check-act) cycle.

It is hoped that suppliers, etc. will not only observe the provisions of this Sourcing Code, but also appropriately identify the latest social challenges and needs, and strive to further enhance sustainability.

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- <sup>i</sup> For details on the four principles, refer to the Fundamental Principles for the Sustainable Sourcing Code (formulated in January 2016).  
(<https://tokyo2020.jp/jp/games/sustainability/data/sus-principles-EN.pdf>)
  - <sup>ii</sup> Including discrimination and harassment on account of colour, language, political or other opinion, national or social origin, and property.
  - <sup>iii</sup> These indicate the principles concerning the four fundamental rights ((a) freedom of association and the effective recognition of the right to collective bargaining, (b) the elimination of all forms of forced or compulsory labour, (c) the effective abolition of child labour, and (d) the elimination of discrimination in respect of employment and occupation) provided for in the ILO Declaration on Fundamental Principles and Rights at Work and Its Follow-up (1998).
  - <sup>iv</sup> The same as Note ii above.
  - <sup>v</sup> With respect to foreign technical intern trainees, in November 2017, in order to strengthen the supervisory system for supervising organizations and implementing organizations, as well as to protect technical intern trainees, "Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Act No. 89 of 2016) " entered into force.
  - <sup>vi</sup> To check and assess risks concerning sustainability, and address the risks, human rights due diligence, which the UN Guiding Principles on Business and Human Rights requires companies to put into practice, is useful as a model.

## Appendix 1: Glossary of terms

Certain key terms in this document are defined as follows.

Term	Definition
Products and Services	Construction; materials for construction; furniture, fixtures and consumables; a variety of services
Licensed products	Products manufactured, sold, etc. by a licensee in accordance with a license contract with Tokyo 2020
Supplier	A company contracted with Tokyo 2020 to provide products and services (tier 1 supplier)
Licensee	A company that manufactures, sells, etc. official products with use of the Games emblem, etc.
Delivery partner	A national government, prefectural/municipal government or private agency that provides financial and other support toward the planning and delivery of the Games
Supply chain	A company responsible for each phase in production, distribution and other processes, ranging from collection of raw materials to provision of them to suppliers / licensees (i.e. tier 2 supplier, tier 3 supplier, etc.)
Partner companies	Companies that provide expertise, products and services, and funds indispensable for operating the Tokyo 2020 Games and other related purposes, based on the sponsorship programmes of IOC and Tokyo 2020
Production, distribution and other processes	A process, including extraction of raw materials, manufacturing, construction, distribution, operations, etc. inside and outside Japan, up to the delivery of products and services to Tokyo 2020 or sales of licensed products. (Although it is important to see the overall life cycle from extraction of raw materials to disposal (i.e. value chain) with a view to sustainability, the scope of the service level of this Sourcing Code is defined up to the delivery of products and services to Tokyo 2020.)
Due diligence	Continuous process of assessing risks and adverse impacts created by violation of laws, ordinances, human rights, etc. in corporate activities, implementing necessary measures based on the results of the assessment, and reviewing the effects of the implemented measures
Women's empowerment	To empower women with rights and the capability of making decisions in their own lives, participating in the decision-making process at every level, and changing their social, economic and political circumstances

Reproductive health/rights	Health and rights in terms of sexuality and reproduction. Basic rights on freely and responsibly making a decision on the number of children to give birth to, pregnancy intervals, and timing of delivery of children, and making it possible to collect necessary information and take necessary measures for exercising these rights.
Work-life balance	Status of being in harmony between work and life. In Japan, since the Act on Promotion of Women's Participation and Advancement in the Workplace (Act No. 64 of 2015) came into effect, the national government and other parties have taken relevant measures, including procurement of products and services preferentially from companies that promote work-life balance, etc.



## Major references

- Referenced related to international agreements and codes of conduct
  - 2030 Agenda for Sustainable Development (Sustainable Development Goals (SDGs))
  - Paris Agreements
  - Universal Declaration of Human Rights (UDHR)
  - ILO Core Labor Standards (CLS)
  - ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy
  - ILO Declaration on Fundamental Principles and Rights at Work and Its Follow-up
  - OECD Guidelines for Multinational Enterprises
  - United Nations Guiding Principles on Business and Human Rights (UNGPs)
  - International Convention on the Elimination of All Forms of Racial Discrimination (ICERD)
  - International Covenant on Civil and Political Rights (ICCPR)
  - International Covenant on Economic, Social and Cultural Rights (ICESCR)
  - Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (United Nations Convention against Torture)
  - Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)
  - Convention on the Rights of the Child (UNCRC)
  - Convention on the Rights of Persons with Disabilities
  - International Convention for the Protection of All Persons from Enforced Disappearance (ICPPED)
  - Convention for the Suppression of the Traffic in Persons and of the Exploitation of the Prostitution of Others
  - United Nations Declaration on the Rights of Indigenous Peoples
  
- References related to the Olympic and Paralympic Games
  - Olympic Charter
  - Olympic Agenda 2020
  - LOCOG Sustainable Sourcing Code
  - London 2012 Food Vision
  - Rio 2016 Sustainable Supply Chain Guide
  - Rio 2016 Taste of the Games
  
- References related to other international initiatives, standards, etc.
  - United Nations Global Compact
  - Children's Rights and Business Principles (CRBPs)
  - ISO 20121:2012 Event Sustainability Management Systems – Requirements with Guidance for Use
  - ISO 26000:2010 Guidance on Social Responsibility
  - ISO 20400 (draft) Sustainable Procurement – Guidance

Code development process

Tokyo 2020 had discussions necessary for formulating the Sourcing Code mainly in the working group comprising experts in the environment, human rights, labour, CSR, and other subjects.

During discussions, Tokyo 2020 tried to incorporate the opinions and inputs of diverse parties by calling for public comments multiple times, while conducting interviews with NGOs, governmental organisations, the owners of certification schemes, industry organisations, etc., according to themes.

Details about the working group members and the discussions are disclosed on the Tokyo 2020 website (<https://tokyo2020.org/en/games/sustainability/>).

History of revisions

June 13, 2016	Sustainable Sourcing Code for Timber formulated
March 24, 2017	Sustainable Sourcing Code (1st edition) formulated (including the Sustainable Sourcing Codes for Agricultural Products, Livestock Products and Fishery Products; and the revised Sustainable Sourcing Code for Timber incorporated in the Sourcing Code)
June 11, 2018	Sustainable Sourcing Code revised to 2nd edition, with the addition of the Sustainable Sourcing Code for Paper and the Sourcing Code for the Promotion of Sustainable Palm Oil, as well as with other minor fixes
January 15, 2019	Sustainable Sourcing Code revised to 3rd edition, due to an amendment of the Sustainable Sourcing Code for Timber

(Appendix 2-1)

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

### Sustainable Sourcing Code for Timber

1. This Sourcing Code applies to the following types of timber.
  - a) Sawn timber, laminated timber, cross-laminated timber, plywood, laminated veneer lumber and flooring timber, used as construction materials
  - b) Plywood panels used for concrete forms for construction purposes
  - c) Timber used for furniture (excluding recycled timber remnants and wood scraps, etc.)
  
2. For the purpose of sustainability, Tokyo 2020 places high priority on the following conditions (i) to (v) below concerning timber, and will procure timber that satisfies them. In particular, considerable effort should be devoted to promoting reuse of plywood panels used for concrete forms, and to ensuring that even reused plywood panels satisfy the following conditions (i) to (v), or as a bare minimum, condition (i).
  - (i) Timber that is harvested through an appropriate procedure with reference to relevant laws, ordinances, etc. of timber-producing countries or territories
  - (ii) Timber that derives from forests maintained and managed based on mid- to long-term plans or policies, and doesn't derive from conversion of forest to non-forest area such as farmland.
  - (iii) Timber that is harvested through logging activity that is considerate toward conservation of the ecosystem
  - (iv) Timber that is harvested through logging activity that is considerate toward the rights of indigenous people and other local residents
  - (v) Timber that is harvested by workers protected through appropriate safety measures
  
3. Timber with FSC, <sup>\*1</sup> PEFC, <sup>\*2</sup> or SGEN <sup>\*3</sup> certification is accepted in principle as one that satisfies conditions (i) to (v) in Section 2 at a higher level.
  
4. In the event that suppliers need timber without any certification specified in Section 3, they shall take the procedure designated in Appendix 1 to confirm and prove that

the procured timber satisfies conditions (i) to (v) in Section 2 .

5. In selecting from timber that suits Section 3 or 4, suppliers should preferentially select domestic timber in order to promote the domestic forestry industry and, through this, encourage the demonstration of the multifunctionality of forests.
6. Suppliers shall keep documents on the certification mentioned in Section 3 or the proof mentioned in Section 4, for a period of five years, and submit such documents when Tokyo 2020 requires them to do so.
7. Suppliers are recommended to collect the information such as concerns related to the place of origin and production business operator of said timber 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 timber which does not meet the conditions of Section 2.

\* 1: Forest Stewardship Council

\* 2: Programme for the Endorsement of Forest Certification schemes

\* 3: Sustainable Green Ecosystem Council

## Appendix 1: (procedure that shall apply to non-certified timber)

The procedure mentioned in Section 4 in the Sustainable Sourcing Code for Timber (hereinafter “the Sourcing Code) is as follows.

- (1) To confirm satisfaction of condition (i) in Section 2 of the Sourcing Code, suppliers shall adopt a legality verification method following the Guideline for Verification on Legality and Sustainability of Wood and Wood Products, formulated by Japan’s Forestry Agency on 15 February 2006. Suppliers also shall confirm the legality of plywood panels used for concrete forms by following the confirmation method for “plywood form” specified in the Basic Policy for the Promotion of Procurement of Eco-Friendly Goods and Services formulated by the Government of Japan (revised at a Cabinet Meeting on 2 February 2016).
- (2) Concerning each of conditions (ii) to (v) in Section 2 in the Sourcing Code, a forest owner, forestry cooperative or logging company, etc. in the case of domestic timber products, or an importer in the case of imported timber products, shall confirm the following matters by rational methods in terms of accountability, and record the results in a written format.
  - (ii) Confirm that forests from which the timber derives are managed according to an approved forest management plan, or an original plan devised by the forest owner, etc., and that the forests are not converted to non-forest area such as farmland.
  - (iii) Confirm that forests from which the timber derives are harvested through logging activity that is considerate toward conservation of valuable animal and plant species, if any there.
  - (iv) Confirm that people involved in forests from which the timber derives sincerely listen and respond to complaints and/or requests, if any, from indigenous people or other local residents.
  - (v) Confirm that the timber is harvested by workers who have received training on safety and hygiene, and properly wear safety outfits.
- (3) Each of the businesses within a supply chain shall issue a document that proves that the confirmation of the matters designated in (2) has been conducted concerning the procured timber. Final proof shall be thus offered through a series of successive issuances of the documents every time the timber is delivered between businesses within the supply chain.
- (4) Constructors reusing plywood panels for concrete forms shall submit a document that proves that the plywood panels are used ones.

(5) Each of the businesses involved shall keep relevant documents, including shipping records, receipts and proof documents concerning the timber, for a period of five years.

(Appendix 2-2)

In addition to the Sustainable Sourcing Code, the below Sustainable Sourcing Code for Agricultural Products provides a framework for sustainable procurement of agricultural products used for food and beverage services provided by the Tokyo 2020 Organising Committee (hereinafter “Tokyo 2020”).

### Sustainable Sourcing Code for Agricultural Products

1. This Sourcing Code applies to agricultural products as fresh foods (\*) and processed foods produced mainly with agricultural products.

Suppliers shall procure fresh foods that comply with this Sourcing Code, and, when procuring processed foods, select ones produced with agricultural products that comply with this Sourcing Code, as preferentially as possible.

\* Agricultural products listed as fresh foods in Appended Table 2 of the Food Labelling Standards based on the Food Labelling Act. Agricultural products as fresh foods include rice; barley, wheat, oats, and rye; miscellaneous cereals; beans; vegetables; fruits; and other agricultural products for food use (including products prepared, sorted, or washed in water after harvest, and products cut or frozen), as well as mushrooms, edible wild plants, and bamboo shoots.

2. For the purpose of sustainability, suppliers shall procure agricultural products that satisfy the following conditions (1) to (3).

(1) Agricultural products produced by taking appropriate measures to ensure the safety of the products with reference to relevant Japanese laws, ordinances, etc.

(2) Agricultural products produced by taking appropriate measures to ensure a harmonious balance between the agricultural production activity and the surrounding environment and ecosystem, with reference to relevant Japanese laws, ordinances, etc.

(3) Agricultural products produced by taking appropriate measures to ensure the safety of workers with reference to relevant Japanese laws, ordinances, etc.

3. Agricultural products certified under the ASIAGAP or GLOBALG.A.P. scheme are accepted as ones that satisfy conditions (1) to (3) of Section 2. Additionally, agricultural products certified under other certification schemes that Tokyo 2020 recognises as ones that satisfy conditions (1) to (3) of Section 2 are also accepted.

4. In the event that suppliers need agricultural products without any certification specified in Section 3, they shall prove that the agricultural products are produced as ones that satisfy conditions (1) to (3) of Section 2, based on GAP (Good Agricultural Practices) that follow the Guidelines on the Common Standard of GAP formulated by the Ministry of Agriculture, Forestry and Fisheries of Japan, and that third-party verification has been made by a public organisation, such as a prefectural government.
5. To further promote practices for a higher level of sustainability by agricultural producers, in addition to satisfying the conditions in Section 2, agricultural products produced through organic agriculture are recommended as excellent especially in environmental consideration. Moreover, agricultural products produced under the initiative of persons with disabilities, or in sites where people inherit traditional agricultural systems designated as important system by international organizations or national governments, including the Globally Important Agricultural Heritage Systems and Japanese Nationally Important Agricultural Heritage Systems, are also recommended.
6. In selecting from agricultural products that satisfy Section 2, suppliers should preferentially select domestic agricultural products in order to promote domestic agriculture and, through this, encourage agricultural communities to demonstrate their multifunctionality, and to reduce greenhouse gas emissions through shorter food mileage.
7. Concerning overseas agricultural products whose status of satisfaction of (1) to (3) in Section 2 is difficult to confirm, suppliers should preferentially procure traceable ones produced through sustainable measures recognised by Tokyo 2020, including agricultural products produced through fair-trade initiatives.
8. To ensure traceability, suppliers shall keep documents that prove that procured agricultural products suit Sections 3 to 7, until one year after the Tokyo 2020 Games, and submit such documents when Tokyo 2020 requires them to do so.



(Appendix 2-3)

In addition to the Sustainable Sourcing Code, the below Sustainable Sourcing Code for Livestock Products provides a framework for sustainable procurement of livestock products used for food and beverage services provided by the Tokyo 2020 Organising Committee (hereinafter “Tokyo 2020”).

### Sustainable Sourcing Code for Livestock Products

1. This Sourcing Code applies to livestock products as fresh foods (\*) and processed foods produced mainly with livestock products.

Suppliers shall procure fresh foods that comply with this Sourcing Code, and, when procuring processed foods, select processed foods produced with livestock products that comply with this Sourcing Code, as preferentially as possible.

\* Livestock products listed as fresh foods in Appended Table 2 of the Food Labelling Standards based on the Food Labelling Act; Livestock products as fresh foods include meat, milk, edible bird eggs, and other livestock foods (including products cut or sliced, and/or refrigerated or frozen).

2. For the purpose of sustainability, suppliers shall procure livestock products that satisfy the following conditions (1) to (4).

(1) Livestock products produced by taking appropriate measures to ensure the safety of the products with reference to relevant Japanese laws, ordinances, etc.

(2) Livestock products produced by taking appropriate measures to ensure eco-friendly livestock production activities with reference to relevant Japanese laws, ordinances, etc.

(3) Livestock products produced by taking appropriate measures to ensure the safety of workers with reference to relevant Japanese laws, ordinances, etc.

(4) Livestock products produced by taking appropriate measures to raise livestock animals in a comfortable environment with reference to the Animal Welfare-oriented Livestock Management Standards.<sup>i</sup>

3. Agricultural products certified under the JGAP<sup>ii</sup> or GLOBALG.A.P. scheme are accepted as ones that satisfy conditions (1) to (4) of Section 2. Additionally, livestock products certified under other certification schemes that Tokyo 2020 recognises as ones that satisfy conditions (1) to (4) of Section 2 are also accepted.

4. In the event that suppliers need livestock products produced without receiving any certification specified in Section 3, they shall prove that the livestock products are produced as ones that satisfy conditions (1) to (4) of Section 2 based on the GAP Acquisition Challenge System,<sup>iii</sup> and that a third party verification has been made.
5. To further promote practices for a higher level of sustainability by agricultural producers, in addition to satisfying conditions (1) to (4) of Section 2, livestock products produced through organic livestock production are recommended as excellent especially in environmental consideration. Moreover, livestock products produced based on the Farm HACCP, using the Ecofeed, in farms certified under the Pastorage Livestock Production Certification, or under the initiative of persons with disabilities are also recommended.
6. In selecting from livestock products that satisfy Section 2, suppliers should preferentially select domestic livestock products in order to promote the domestic livestock industry and, through this, encourage livestock-producing communities to demonstrate their multifunctionality, and to reduce greenhouse gas emissions through shorter food mileage.
7. Concerning overseas livestock products whose status of satisfaction of (1) to (4) in Section 2 is difficult to confirm, suppliers should preferentially procure traceable ones produced through sustainable measures recognised by Tokyo 2020.
8. To ensure traceability, suppliers shall keep documents that prove that procured livestock products suit Sections 3 to 7, until one year after the Tokyo 2020 Games, and submit such documents when Tokyo 2020 requires them to do so.

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<sup>i</sup> The Animal Welfare-oriented Livestock Management Standards, set by the Japan Livestock Technology Association through discussions with experts, are revised as needed, in accordance with the formulation and revision of codes by the World Organisation for Animal Health (OIE).

<sup>ii</sup> JGAP for livestock products, to be introduced by the Japan GAP Foundation in FY2017, is a comprehensive GAP programme for livestock products, which covers farm management, food safety, animal health, conservation of the environment, labour safety, respect for human rights, and animal welfare.

<sup>iii</sup> The GAP Acquisition Challenge System is planned to be introduced as a programme subsidized by the Ministry of Agriculture, Forestry and Fisheries of Japan in FY2017. The system aims to encourage livestock producers in Japan to acquire a JGAP certificate, by providing a list of necessary efforts for livestock producers to acquire a JGAP certificate, based on the checklists of the animal-raising hygiene management standards based on the Act on Domestic Animal Infectious Diseases Control; the hygiene practices for livestock products in primary production; the Animal Welfare-oriented Livestock Management Standards; and the code for eco-friendly agricultural production activities. Furthermore, the system ensures that a third party (the organization that implement this programme) will verify the items checked by producers themselves using the list.

(Appendix 2-4)

In addition to the Sustainable Sourcing Code, the below Sustainable Sourcing Code for Fishery Products provides a framework for sustainable procurement of fishery products used for food and beverage services provided by the Tokyo 2020 Organising Committee (hereinafter “Tokyo 2020”).

### Sustainable Sourcing Code for Fishery Products

1. This Sourcing Code applies to fishery products as fresh foods (\*) and processed foods produced mainly with fishery products.

Suppliers shall procure fresh foods that comply with this Sourcing Code, and, when procuring processed foods, select processed foods produced with fishery products that comply with this Sourcing Code, as preferentially as possible.

\* Fishery products listed as fresh foods in Appended Table 2 of the Food Labelling Standards based on the Food Labelling Act; Fishery products as fresh foods include fish, shellfish, marine and freshwater animals, marine mammals, and seaweeds (including round, semi-dressed, dressed, filleted and cut fish, sashimi (excluding assorted sashimi), shucked shellfish, frozen and/or unfrozen products, and live fish).

2. For the purpose of sustainability, suppliers shall procure fishery products that satisfy the following conditions (i) to (iv).

(i) Fishery products caught or raised in an appropriate manner with reference to the FAO Code of Conduct for Responsible Fisheries, laws, ordinances, etc. relevant to the fishery industry

(ii) Wild caught fishery products caught by fisheries for which target fishery resources are managed in a planned manner, and conservation of the ecosystem is taken into consideration, based on scientific data

(iii) Farmed fishery products raised by aquaculture which takes into consideration conservation of the ecosystem through planned maintenance and improvement of the farm environment, and is conducted with appropriate measures to ensure food safety, based on scientific data

(iv) Fishery products caught or raised by taking appropriate measures to ensure the safety of workers with reference to relevant laws, ordinances, etc.

3. Fishery products with MEL, MSC, AEL, or ASC certification are accepted as ones that satisfy conditions (i) to (iv) of Section 2. Additionally, fishery products certified under the eco-labelling certification scheme for fishery products that Tokyo 2020 recognises, making reference to certification by the Global Sustainable Seafood Initiative, as obedient to FAO's guidelines<sup>i</sup> are also accepted.
4. In the event that suppliers need fishery products without any certification specified in Section 3, any of the following methods shall apply to procured fishery products.
  - (1) Fishery products that are caught based on a national/local government-recognised plan for resource management, and whose satisfaction of condition (iv) in Section 2 has been confirmed through the procedure designated in the appendix
  - (2) Fishery products that are raised in farms managed based on a national/local government-recognised plan for maintenance and improvement of the fishery environment, and whose satisfaction of condition (iv) in Section 2 has been confirmed through the procedure designated in the appendix
  - (3) Fishery products whose satisfaction of (i) to (iv) in Section 2 has been confirmed through the procedure designated in the appendix, including fishery products caught or raised by fisheries or aquaculture based on improvement plans whose progress toward obtaining certifications specified in Section 3 can be monitored in a transparent and objective manner
5. In selecting from fishery products that satisfy Section 2, suppliers should preferentially select domestic fishery products in order to promote the domestic fishery industry and, through this, encourage fishery and fishing communities to demonstrate their multifunctionality.
6. Concerning overseas fishery products whose status of satisfaction of conditions (i) to (iv) in Section 2 is difficult to confirm, suppliers should preferentially procure traceable ones produced through any sustainable measures recognised by Tokyo 2020.
7. To ensure traceability, suppliers shall keep documents that prove that procured fishery products suit Sections 3 to 6, until one year after the Tokyo 2020 Games, and submit such documents when Tokyo 2020 requires them to do so.

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<sup>i</sup> • Guidelines for the Ecolabelling of Fish and Fishery Products from Marine Capture Fisheries. Revision 1.(2009)  
• Guidelines for the Ecolabelling of Fish and Fishery Products from Inland Capture Fisheries. (2011)  
• Technical guidelines on aquaculture certification.(2011)

## Appendix (confirmation procedure mentioned in (1) to (3) in Section 4)

The confirmation procedure mentioned in (1) to (3) in Section 4 in the Sustainable Sourcing Code for Fishery Products (hereinafter “the Sourcing Code) is as follows.

Concerning each of (i) to (iv) in Section 2 in the Sourcing Code, the fisher concerned or the fisheries cooperative to which the fisher concerned belongs in the case of domestic fishery products, or an importer in the case of imported fishery products, shall confirm the following matters by rational methods in terms of accountability, and record the results in a written format.

(i) Confirm that the catch or raising of the fishery product in question conforms to all the following items.

- Compliance with the FAO Code of Conduct for Responsible Fisheries
- Licence or permission to engage in fishing by any relevant authority (a national or regional government) based on national laws and ordinances, and compliance with regulations on fishing areas, fishing periods, fishing tools and methods, the amount of catches, the types of catches, etc.
- Compliance with resource management measures adopted by the Regional Fisheries Management Organizations (RFMOs), if the fishery is under international management

(ii) Confirm that the catch of the wild caught fishery product in question meets all the following requirements.

- Implementing measures in a planned manner to achieve a resource management goal (suspension of fishing, restriction on the catch of minimum-sized fish, restriction on fishing gears, etc., according to the conditions of target resources) based on scientific data
- Taking measures to avoid by-catch of non-target species and small-sized fish

(iii) Confirm that the raising of the farmed fishery product in question meets all the following requirements.

- Implementing measures in a planned manner to achieve a goal set for water and bottom material quality to improve the aquaculture area environment (monitoring of the aquaculture area environment, maintenance of records on aquacultural production, appropriate feeding, restriction on the rearing density, limitation of the number of fry stocked, etc.)
- Avoiding use of medicines other than fishery medicines, and using fishery medicines complying with laws, ordinances, etc., including the periods of ban on use

(iv) Confirm that the fishery product in question is caught or raised through taking the following measures appropriately with reference to relevant laws, ordinances, etc.

- Workers wear work clothes and protectors designed for safety, which are appropriately stored after use
- Working environment has been improved by placing signboards and/or allowing workers to have regular breaks
- Use of machines and equipment with safety devices, which are properly checked, inspected before use, used properly, and maintained and stored properly after use
- Chemicals and fuels used are properly stored, and properly disposed of

(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. <sup>(Note 1)</sup>

(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. <sup>(Note 2)</sup>
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. SGEN-certified paper) <sup>(Note 3)</sup>. 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 <sup>(Note 4)</sup> 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 <sup>(Note 5)</sup> 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.

(Appendix 2-6)

In addition to the Sustainable Sourcing Code, the below Sourcing Code for the Promotion of Sustainable Palm Oil provides a framework for sustainable procurement of palm oil (including palm kernel oil) used for products, services, etc. procured by the Tokyo 2020 Organising Committee (hereinafter “Tokyo 2020”).

### Sourcing Code for the Promotion of Sustainable Palm Oil

Palm oil is a vegetable oil used for diverse processed foods and chemicals. While concerns related to forest development and labour management at production sites are pointed out, people in Japan have so far paid very little attention to the sustainability of palm oil. Tokyo 2020, through business operators’ and consumers’ awareness of sustainable palm oil raised by formulating and implementing this Sourcing Code, aims to contribute to the long-term expansion of a movement on sustainable palm oil, which leads to the improvement at palm oil production sites.

1. The targets for this Sourcing Code are palm oil to be used as a raw material of processed food, frying oil (for cooking to provide food and beverage), soap & detergent products.

Suppliers shall procure the above-mentioned processed food and others made with the use of palm oil as a raw material that complies with this Sourcing Code as preferentially as possible, considering the amount of palm oil used for each product.

\* Products that are likely to contain palm oil are as follows:

i.e.) Edible oil, instant noodles, bread, pastry, margarine, shortening, creamer, frozen foods, vacuum-packed foods, dressing, curry roux, fried chicken, fried potatoes, snacks, chocolate, cookies, biscuits, candy, cakes, doughnuts, ice cream, soap, detergent, toiletries, shampoo, body soap, and toothpaste

2. To be regarded as having been produced in a sustainable manner, palm oil shall satisfy the following conditions from (i) to (iv).

(i) Relevant procedures are properly implemented with reference to laws and regulations related to the development and management of oil palm plantations of the producing country or region.

- (ii) In the development and management of oil palm plantations, the ecosystem is conserved, and the environmentally important areas, under which peat lands and natural forests could fall, are properly conserved.
- (iii) In the development and management of oil palm plantations, indigenous and other local peoples' rights related to the land are respected, and free, prior and informed consent formation system has been secured.
- (iv) In the development and management of oil palm plantations as well as in the management of palm oil mill, without any child labour or forced labour, plantation workers' proper working conditions are secured.

3. The ISPO <sup>(Note 1)</sup>, MSPO <sup>(Note 2)</sup>, and RSPO <sup>(Note 3)</sup> are schemes to certify efforts at palm oil production sites in line with the same concept as (i) to (iv) in Section 2 above.

- (1) While there are some cases where concerns in the effectiveness of these certifications have been pointed out, Tokyo 2020 makes palm oil which is certified by one of these certifications (hereinafter "certified palm oil") <sup>(Note 4)</sup> available for use from a perspective of supporting the efforts of wide-ranging palm oil producers including small scale farmers for the improvement of their production sites.
- (2) Relevant distribution management is needed to ensure that certified palm oil above mentioned in (1) is properly handed over at every stage.
- (3) For the cases where certified palm oil above mentioned in (1) is difficult to secure, Tokyo 2020 also makes a method to purchase credits based on these certifications corresponding to the amount of palm oil available for use.
- (4) Tokyo 2020 will continue to pay attention to the management situation of ISPO, MSPO and RSPO to confirm that it is appropriate to make them available in this Sourcing Code.
- (5) Palm oil certified by other certification schemes Tokyo 2020 recognises as ones at least equivalent to the three certification schemes mentioned above are also treated in the same manner.

4. In the event that suppliers need palm oil without any certification specified in Section 3, palm oil for which traceability to the plantation is secured, and for which a third-party confirmation on the conditions from (i) to (iv) in Section 2 above has been conducted through the procedure designated in the appendix, shall also be available.

5. Suppliers shall keep documents with the record of products mentioned in Section 1 above for which palm oil that suits Section 3 or 4 above is used until one year after the Tokyo 2020 Games, and submit such documents when Tokyo 2020 requires them to do so.

6. Suppliers are recommended to collect the information such as concerns related to the place of origin and production business operator of the palm oil to be used where possible, including the perspective of securing traceability to the plantation, 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 palm oil which does not meet the conditions of Section 2.

Note 1: Indonesian Sustainable Palm Oil

Note 2: Malaysian Sustainable Palm Oil

Note 3: Roundtable on Sustainable Palm Oil

Note 4: Palm oil managed through supply chain certification schemes such as Identity Preserved (IP), Segregated (SG), or Mass Balanced (MB) applies.

## Appendix (Confirmation procedure mentioned in Section 4)

The confirmation procedure mentioned in Section 4 of the Sourcing Code for the Promotion of Sustainable Palm Oil (hereinafter “the Sourcing Code”) is as follows.

A third-party entity shall confirm the following matters related to the conditions from (i) to (iv) in Section 2 of the Sourcing Code.

- (i) The plantation where said palm oil is produced complies with related rules, having been given a government-issued business license necessary for the management of a plantation based on relevant laws and regulations of the producing country or region.
- (ii) Appropriate conservation measures have been taken for the development and management of the oil palm plantation where said palm oil is produced in the cases where the plantation is a habitat for any of rare plants or animals and where the plantation has any of important forests and areas to be protected, such as peat lands and valuable natural forests.
- (iii) Free, prior and informed consent formation system has been secured for the development and management of the oil palm plantation where said palm oil is produced in the cases related to the rights of indigenous and other local peoples.
- (iv) No child labour or forced labour has been conducted, proper working conditions such as employment procedures and minimum wages for workers including migrant workers have been secured, and proper occupational safety measures have been taken in the development and management of the oil palm plantation as well as palm oil mill where said palm oil is produced.