



		Owner: Anna James	Area: Quality
		Prepared by: Anna James	Approved by: Mike Heath
		Implementation Date:	12/09/2017
PRC# 000671	Rev# 1.01	Last Reviewed/Update Date:	31/03/2021
UNCONTROLLED WHEN PRINTED 4/1/2021 1:37 PM			Page 1 of 4
<b>TITLE: GREEN PROCUREMENT GUIDE</b>			

SMC's Corporate philosophy is that 'the preservation of the global environment is the most important issue for all human beings and efforts to ensure a comfortable environment must be made through all our business activities.'

SMC develops and supplies sustainable products and is committed to continuous improvement in our environmental performance, considering the life cycle of our products, from the extraction of raw materials to their end of life disposal.

### **Purpose**

SMC first implemented this Green Procurement Guide in 2017 and since then, has taken many steps to make further improvements to our Environmental performance. Successful Green Procurement can only be fully achieved by working alongside our suppliers, so it is therefore essential that all our suppliers commit to supporting SMC in achieving relevant environmental goals.

### **Scope of Green Procurement**

This guide applies to the procurement of raw materials, component parts, semi-finished products, finishes, chemicals, packaging materials and any other substances that are either used in the design, manufacture or delivery of our products. Priority will be given to the products with the **least environmental impact** alongside price and Quality.

### **Definitions**

Environmental Impact Substance - A substance, which does or could give rise to an adverse impact on the environment or human health.

Prohibited Substance - An environmental impact substance, which is prohibited from use immediately due to legislation or at the request of the customer. E.g. RoHS regulations (Restriction of Hazardous Substances).

Disused Substance - An environmental impact substance, which is going to be prohibited from use by forthcoming legislation or at the request of the customer at a specified future date.

Reduced Substance - An environmental impact substance, whose content will be reduced by SMC should this be required by customers.

Controlled Substance - A substance which needs to be reported on at the time of delivery should the customer require this.



		Owner: Anna James	Area: Quality
		Prepared by: Anna James	Approved by: Mike Heath
		Implementation Date:	12/09/2017
PRC# 000671	Rev# 1.01	Last Reviewed/Update Date:	31/03/2021
UNCONTROLLED WHEN PRINTED 4/1/2021 1:37 PM			Page 2 of 4
<b>TITLE: GREEN PROCUREMENT GUIDE</b>			

### **SMC Product Considerations for Green Procurement**

SMC aims to reduce the requirement for use of Environmental Impact Substances by looking for suitable alternatives.

All activities carried out by SMC will be done so in a manner that reduces the generation of waste, noise, vibrations, unpleasant odours and gases toxic to the environment and human health.

All products manufactured by SMC will also be designed to minimize the above whilst used by the customer, and at end of life waste disposal.

### **Reduction of toxic gases**

SMC aims to minimise all greenhouse/toxic gas emissions emitted by processes carried out in the promotion of products through petrol/diesel from salespersons' company car use, the manufacture of our products, through natural gas and electricity usage and the delivery of our products by road, sea or air.

SMC designs products in a way that minimizes the energy requirement of the finished product when used for its intended purpose.

### **Reduction of raw materials**

SMC aims to minimize the use of raw materials through the following means

- by reducing the size and weight of products
- by reducing the number of component parts
- by reducing the variety of materials used
- by reducing the use of composite materials
- by increasing the use of recycled materials
- by reducing the size of printed circuit boards
- by ensuring products are built for longevity
- by reducing the product failure ratio and by making improvements in productivity
- by reducing the quantity of packaging materials, by re-using packaging where possible and by sourcing more sustainable packaging alternatives

### **Waste**

SMC aims to reduce waste by following the waste hierarchy. By products of manufacturing processes and other factory/office activities will be re-used or recycled where possible. Hazardous waste is segregated, and waste contractors chosen who minimise waste to landfill.



		Owner: Anna James	Area: Quality
		Prepared by: Anna James	Approved by: Mike Heath
		Implementation Date:	12/09/2017
PRC# 000671	Rev# 1.01	Last Reviewed/Update Date:	31/03/2021
UNCONTROLLED WHEN PRINTED 4/1/2021 1:37 PM			Page 3 of 4
<b>TITLE: GREEN PROCUREMENT GUIDE</b>			

By reducing the quantity of materials in manufactured products, and the use of hazardous substances, SMC also aims to reduce waste for customers at the point of end of life of products purchased.

### Disclosure of Information

SMC is happy to disclose any information required with regards to environmental performance. This includes Environmental Policy, material descriptions for parts, battery descriptions, carbon footprint, waste disposal methods and details of the ISO 14001 certified management system.

### Supplier Selection

When selecting Suppliers, SMC will evaluate their environmental management system considering the following criteria;

- an environmental management system has or will be established
- all relevant environmental legislation and regulations are complied with
- the Supplier's Top Management recognises SMC's Green Procurement requirements
- the Supplier's Top Management displays an understanding of the environmental impacts of substances supplied to SMC and shows willingness to reduce those impacts
- any changes that affect environmental management will be communicated in a timely period.

Quality, price, delivery and service are also taken into consideration as part of the selection process. A Supplier with ISO14001 certification will be given priority over suppliers of similar standards.

### Supplier Requirements

The Supplier is encouraged to establish and maintain an environmental management system and SMC will provide assistance with this if required. SMC shall, as appropriate, undertake a factory audit to evaluate the Environmental Management system. During this audit improvements may be identified, and the Supplier should manage the implementation of these.

### Environmentally Beneficial Activities

The Supplier is required to consolidate deliveries to SMC. This will result in;

- reduced transport miles
- reduced fuel consumption
- reduced emissions



		Owner: Anna James	Area: Quality
		Prepared by: Anna James	Approved by: Mike Heath
		Implementation Date:	12/09/2017
PRC# 000671	Rev# 1.01	Last Reviewed/Update Date:	31/03/2021
<b>UNCONTROLLED WHEN PRINTED 4/1/2021 1:37 PM</b>			Page 4 of 4
<b>TITLE: GREEN PROCUREMENT GUIDE</b>			

- reduced costs

The Supplier is required to minimise the amount of packaging used when supplying goods to SMC. All packaging supplied should be readily recyclable. In some cases returnable reusable packaging can be introduced and if this is appropriate SMC will discuss this with the Supplier.

**Confidentiality**

The results of audits and evaluations provided by suppliers is treated as confidential and will not be disclosed to other parties. However, the environmentally related data for purchased materials (material declarations, safety data sheets, composition tables etc.) may be used in reports to our customers.

**Notes**

SMC's specified environmental impact substances are subject to change, which may be due to legislation or customer demands.

**Please sign to declare you have read and understood the information above, and will comply to this guide as much as reasonably practicable.**

**Signature .....**

**Name .....**

**Date .....**

REVISION HISTORY						
Revision No.	Date	Pages	Reason for revision	Prepared	Checked	Approved
1.00	06/10/2017	4	Document created	Umaa Mistry	Mike Heath	Mike Heath
1.01	31/03/2021	4	Document updated	Anna James	Mike Heath	Mike Heath