

Mitsubishi Estate Group Green Procurement Guidelines

1. Objective

The Mitsubishi Estate Group is dedicated to coexistence with the global environment and reducing the effect of its businesses on the global environment based on the Mitsubishi Estate Group Basic Environmental Policy and the Mitsubishi Estate Group Environmental Management Regulations. To that end, the company aims to carry out green procurement, i.e. the procurement of materials and equipment with a low environmental impact and the adoption of low-impact construction methods. It has established these guidelines to explain its policies to each business group and Group company as they draw up their standards.

2. Scope

These guidelines shall apply to all products, services, designs and construction work procured by the Mitsubishi Estate Group.

3. Basic Policy

The following items constitute the basic green procurement policy.

- a. Conservation of Energy and Resources
We use metal resources and fossil fuels sparingly and consume less energy.
- b. Reduction in Environmental Pollutants
We aim to cut down on the use and emission of materials that affect human health and the global environment.
- c. Preservation of Biodiversity
We endeavor to preserve biodiversity and use materials sustainably.
- d. Long-Term Usability
We consider an increase in durability as well as ease of repairs and part replacement and use products with long service lives.
- e. Recyclability

We use products that are recyclable with a system in place for recovery and reuse.

f. Usage of Recycled Material

We aim to use reclaimed materials and recycled parts.

g. Ease of Treatment and Disposal

We consider the ease of treatment and disposal of waste and the burden on incineration facilities and landfills.

h. Curtailment of Total Amount of Procurement

We aim to reduce the total amount of procurement by considering the necessity of the goods and services procured. We also use procured items thoroughly and effectively and procure them systematically.

To determine the environmental impact of the services and products we procure, we evaluate them comprehensively to see the different ways in which they affect the global environment across their entire life cycle from the collection of raw materials and resources to disposal.

4. Environmental Matters to Confirm

4.1 Office Supplies

When purchasing office supplies, as a principle we prioritize items that meet the following standards.

- a. Products with widely recognized environmental labels (e.g. Eco Mark, Green Mark, FSC logo, recycled paper symbols, etc.).
- b. Products that conform to the Act on Promoting Green Procurement.
- c. Products that meet the criteria of the Act on Promoting Green Procurement and are registered in Eco Product Net (the Green Purchasing Network Database).
- d. Products labeled with the manufacturer's own environmental label.

4.2 Products Apart from Office Supplies

When purchasing products other than office supplies, we prioritize items that meet the standards listed under 4.1 as well as the environmental considerations below.

- a. Conservation of Energy and Resources
Products that take less energy and fewer resources (metal, fossil fuels, etc.) to manufacture and consume less energy and fewer resources during use.

- b. Reduction in Environmental Pollutants
 - i) Products which have cut down on the use of substances (e.g. hazardous chemicals, heavy metals, ozone-depleting substances, etc.) that negatively affect the global environment or human health, or that have replaced them with other substances.
 - ii) Products designed to emit or generate as few nitrogen oxides and dioxins as possible when incinerated or otherwise disposed of.

- c. Preservation of Biodiversity
 - i) Products that preserve biodiversity and make an effort to use materials sustainably.
 - ii) Timber products certified by forest certification systems that can verify that they are from properly managed forest resources, with consideration given to increasing the use of Japan-grown timber.
 - iii) Products made from plant ingredients cultivated organically using no or low pesticides and/or organic fertilizer, or made from animal ingredients raised organically in an environment with as little drug use as possible.

- d. Long-Term Usability
Products that are durable, easy to repair or have easily replaceable parts, with thorough maintenance or repair services, high upgradeability or high scalability.

- e. Recyclability
 - i) Products that use easily recyclable materials.
 - ii) Products designed so that their raw materials can be separated, disassembled or dismantled easily.
 - iii) Products with a system in place for recovery and recycling after use.

- f. Usage of Recycled Material
Products that use reclaimed materials and recycled parts.

- g. Ease of Treatment and Disposal
 - i) Products that can be separated into burnable and non-burnable waste at time of

disposal and where toxic substances can easily be separated and removed.

- ii) Products designed with the burden on landfills and incineration facilities in mind.

- h. Reusability

- i) Products designed to be reusable.
- ii) Products with a system in place for recovery and reuse after use.

4.3 Services

When requesting outsourced services, we will seek environmentally conscious proposals from suppliers and prioritize those suppliers who clearly specify in their specification document that they actively consider the environment and use materials and equipment with a low environmental impact in the course of their business.

4.4 Building Design and Construction

When it comes to building construction, the Mitsubishi Estate Group seeks to reduce the volume of many materials used and understand the various direct and indirect effects of the building on the world environment throughout its life cycle. Accordingly, we will prioritize the procurement of ecologically friendly building materials as well as materials, equipment and construction methods that contribute to a lower environmental impact from design and construction companies. We will also request proposals for environmentally conscious technology and adopt them as much as possible.

We will consider the following environmental issues when selecting building designs and construction.

- a. Building designs that reduce and/or rationalize energy and resource consumption.
- b. Building designs that control or reduce materials emitted into the atmosphere.
- c. Building designs with features that encourage the reduction, control and recycling of waste during building administration.
- d. Building designs that conserve and promote green environments.
- e. Thoroughness of measures to reduce, recycle and correctly dispose of waste material during demolition.

- f. The reduction and/or rationalization of energy and resource consumption during demolition or new building construction.
- g. The reduction or suppression of air pollution during demolition or new building construction.

5. Points to Note When Selecting Business Partners

We consider quality, price, reliability and technical skill when selecting business partners. We will also consider the progress of environmentally friendly initiatives by the partner candidates as one of the selection criteria.

The environmental issues we endeavor to check in the selection process are listed below. Evaluation is carried out on the basis of published information, survey results and other means.

- a. Environmental management system: The implementation of an environmental management system such as ISO 14001, Eco Stage or Eco Action 21, or the holding of a third-party certification.
- b. Compliance with standards, laws and regulations concerning the environment.
- c. Implementation of energy and resource conservation.
- d. Appropriate management and reduction of hazardous chemicals, etc.
- e. Undertaking of biodiversity preservation initiatives.
- f. Manufacture and sale of eco-friendly products.
- g. Implementation of green procurement.
- h. Distribution using packaging or crating with as low an environmental impact as possible.
- i. Delivering of goods using low-fuel consumption and low-emission vehicles.
- j. Control of waste generation and implementation of recycling.

- k. Proactive public announcement and provision of information on the status of the company's environmentally conscious initiatives.

Supplementary Provisions

1. These guidelines will be revised as needed according to changes in social conditions.
2. These guidelines take effect from November 1, 2011.

In effect as of November 1, 2011