Ajinomoto Group
Guidelines for Procurement of Environmentally Responsible Paper

1. Introduction
The forests of the world are currently being lost at a rapid pace each year. Forests are not only a source of timber; they also serve as vital habitats for a wide variety of living things. Due to their capacities to store water and serve as sinks for carbon dioxide that is causing global warming, forests play a vital role in purifying water, preventing disasters (such as those resulting from soil erosion), and in stabilizing climate. Forests are also essential as places that foster recreation and culture. For these reasons, deforestation poses a major threat to the health of ecosystems and to the quality of our lives, and the conservation of forests has therefore become an important issue worldwide.

The business activities of the Ajinomoto Group are related to forests in a variety of ways. In particular, our operations involve the use of a large amount of paper, which is manufactured using substantial quantities of wood. As a company that aims to help build a sustainable society, we will work to ensure that our business activities do not lead to deforestation and/or forest degradation inside or outside Japan, through reducing the volume of paper that we use, establishing the "Ajinomoto Group Guidelines for Procurement of Environmentally Responsible Paper," and promoting the utilization of paper manufactured from appropriate raw materials.

2. Scope of Guidelines
Paper used by the Ajinomoto Group
- Office-use paper (copier paper, envelopes, product brochures, printed materials, etc.)
- Paper used for containers and packaging (including packing materials used for transportation of products)
- Paper used for promotional materials (signage, furniture, point-of-purchase advertisements, etc.)

3. Policies

Policy 1: When purchasing paper, preference will be given to paper certified by a third party as having been produced using timber harvested without the destruction of environmentally and socially High Conservation Value Forests (HCVFs); or to 100% recycled paper.
Specific Items Complying with this Policy: Paper certified by the Forest Stewardship Council (FSC) or 100% recycled paper

Policy 2: When paper meeting the conditions of Policy 1 cannot be procured, the Ajinomoto Group will purchase paper that is verified by suppliers as well as Ajinomoto Group as having been produced using timber harvested without the destruction of HCVFs.
Specific Items Complying with this Policy: Paper produced with timber that is certified as the Controlled Wood by FSC or verified to meet equivalent conditions of the Controlled Wood as well as recycled materials.

Policy 3: The following types of paper will not be purchased:
- Paper products for which it cannot be ascertained that appropriate procedures have been followed in regard to the logging of the timber used as raw material, in keeping with the
forest-related laws and regulations of the nation and region where the timber is sourced.

**Note:** These policies are established for the procurement of environmentally responsible paper using timber, and are not intended to limit the use of environmentally responsible paper made of nonwood pulp.

### 4. Guiding Approach

- The content of this policy is to be reviewed periodically.
- In order to procure paper complying with this policy, we will exchange information and undertake necessary efforts and cooperative activities with relevant parties including suppliers, external professionals, NGOs and corporations sharing the same values.
- In order to ensure the procurement of paper complying with this policy, quantitative targets and action plans will be established, and annual reports of progress will be made public.
- In procuring paper complying with this policy, preference will be given to working with suppliers having responsible paper procurement policies.
- Ajinomoto Group will purchase environmentally responsible paper that meets conditions set by Ajinomoto Group as equivalent to Policy 2 where paper meeting the Policy 1 and Policy 2 is not available.

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1. A High Conservation Value Forest (HCVF) is defined as a forest that meets at least one of the following criteria. (Refer to 15.0 Supporting Information, The GFTN Guide to Legal and Responsible Sourcing, http://sourcing.gftn.panda.org/)

**Environmental values:**
- Forest areas containing globally, regionally or nationally significant concentrations of biodiversity values (e.g. endemism, endangered species, refugia).
- Forest areas containing globally, regionally or nationally significant large landscape level forests, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.
- Forest areas that are in or contain rare, threatened or endangered ecosystems.
- Forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control).

**Social values:**
- Forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health).
- Forest areas critical to local communities’ traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).