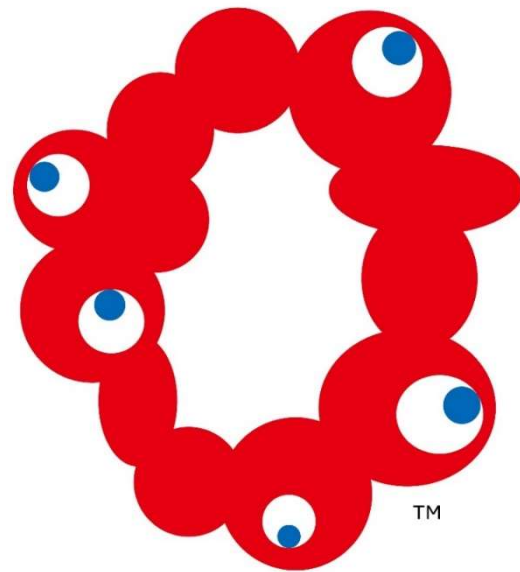


# Code of Sustainable Procurement



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

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## Terminology

Term	Definition
Goods and services	Items and services (including services provided electronically) concerning the construction of pavilions, building materials, supplementary materials, equipment, supplies, consumables, etc.
Licensed merchandise	Items which licensees manufacture, sell, etc. based on license agreements with the Organiser of the World Expo 2025.
Supplier	A business operator contracted by the Organiser of the World Expo 2025 to provide goods and services (primary supplier).
Licensee	A business operator engaging in the manufacture, sales, etc. of the official licensed merchandise that carries the logo etc. of the Expo 2025 Osaka, Kansai, Japan.
Supply chain	Business operators (e.g., secondary/tertiary suppliers) that carry out the manufacture, distribution, and other supply stages, including the harvest of feedstocks, before the goods are delivered to Suppliers, Licensees, or Pavilion Organisers.
Sponsor	Enterprises that provide know-how, goods/services, or funding required for the operation of the Expo 2025 Osaka, Kansai, Japan.
Pavilion Organisers	The government of Japan; the Organiser of the World Expo 2025; foreign governments and international organisations, and other institutions (Official Participants) and enterprises and local governments (Non-official Participants) that have signed the Participation Contract with the Organiser of the World Expo 2025 for their participation in the Expo; business operators that have signed the Commercial Participation Contract with the Organiser of the World Expo 2025 for their participation through Commercial Activities (Concessionaires); and other agents that otherwise participate in the operation of Pavilions at the Expo (including participants of the Future Society Showcase Project, TEAM EXPO2025, various events, and publicity/promotion activities)

Licensee-contracted business operator	Business operators directly contracted by Licensees.
Pavilion-contracted business operator	Business operators directly contracted by Pavilion Organisers.
Manufacture, distribution, etc.	The process involving the harvesting of feedstocks, manufacturing, production, construction, distribution, and other operations, whether they take place in Japan or otherwise, involved before the delivery (including by electronic means) of goods or provision of services to the Organiser of the World Expo 2025, the sales of licensed merchandise, or the delivery of goods or provision of services to the Pavilion Organisers (note that, while it would be important to encompass the entire lifecycle (or a value chain) of products from the raw material production to the disposal of the products from the sustainability perspective, the Procurement Code shall limit its scope, to avoid ambiguity, to the point where Goods and services are delivered to the Organiser of the World Expo 2025, Licensed merchandise are sold, or goods and services are delivered to the Pavilion Organisers).
Value chain	The entire lifecycle of products and services, covering from the cultivation of feedstocks, manufacturing, distribution, storage, and provision of services and use of products, including their development stages, to the disposal, recycling, and other end stages
Inclusive	Referring to the state in which diverse people are accepted by others without being subjected to discriminations or harassments.
Offset scheme	A method of offsetting the effects of CO <sub>2</sub> footprints by means of carbon credits. The carbon credit is the emission-equivalent credit in relation to projects such as upgrading boilers, introducing solar generation systems, and managing forests, approved through the MRV (monitoring, reporting, and verification) process so that it can be traded between national governments, private businesses, and other agents. Its value is determined by subtracting the amount of the project's actual footprint (project footprint) from the estimate of the emissions based on the non-existence of the project, prospective

	carbon absorption and removal, etc. (baseline footprint).
Due diligence	A perpetual process to assess corporations in terms of their negative impacts of possible illegal acts, human rights violations, environmental pollution, and other factors through their business operations and through business with supply chain, implement measures based on the assessment results, and review the measures about their effectiveness
Women's empowerment	Realization of women's potential to change their social, economic, and political standing by being autonomous agents who have the rights and abilities to direct their personal and social lives, and by participating in decision-making processes at various levels.
Reproductive health and rights	Sexual and reproductive health and rights. The rights encompass the right to freely determine the number of children to have, the frequency of pregnancy, and the timing of childbirth, and the basic rights to have access to information and means to realize these.
Work-life balance	A state in which a balanced distribution of time is achieved between personal and professional life. In Japan, following the enactment of the Act on the Promotion of Female Participation and Career Advancement in the Workplace (Act No. 64 of 2015), the national government etc. promote the procurement practice to favour suppliers that promote better work-life balance.

# 1. Overview

The Japan Association for the 2025 World Exposition (hereinafter referred to as “the Organiser of the World Expo 2025”) shall pursue initiatives to attain the SDGs through its organisation of the International Exposition, Expo 2025 Osaka, Kansai, Japan (hereinafter referred to as “the Expo”), held under the theme of “Designing Future Society for Our Lives.”

This Procurement Code is designed to reduce the risks related to the environmental, social, and economic impacts of the Expo and aims to spread positive influences of its sustainable practices, leaving a valuable legacy in the environmental, social, and economic domains. With this in mind, the Organiser of the World Expo 2025 shall endeavour to make all procurement processes, encompassing the pre-event planning phase, the Expo event period, and after the event, a part of its contributions towards the attainment of a zero-carbon society, development of a sound material-cycle society, establishment of symbiotic relationships in nature, and preservation of the optimal environment. It shall introduce the technology to minimise CO2 emissions and energy consumption, deploy renewable energy, and mitigate greenhouse gas emissions in relation to the manufacture, distribution, etc. of Goods and services, as well as reduce the footprint of the entire value chain throughout their lifecycles. The Organiser shall prioritise the minimisation of waste, thereby promoting “3R” practices and circular economy by proactively using recycled materials and reusable/recyclable components, among other initiatives, to realise a “sustainable Expo operation.”

The Organiser of the World Expo 2025 shall also strive to achieve an “inclusive Expo operation” by providing an environment which will encourage a diversity of participants, including visitors and staff members, to proactively participate with peace of mind and disseminate diverse ideas that are in alignment with the Expo Theme.

With these objectives in mind, this Code of Sustainable Procurement shall provide for the standards and operational methods in order to realise the best practicable procurement, for the realisation of a sustainable society, that respects sustainability-related international agreements and codes of conduct from different sectors (including the Sustainable Development Goals, Paris Convention, Osaka Blue Ocean Vision, Universal Declaration of Human Rights, UN Guiding Principles on Business and Human Rights, ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (including ILO core labour standards), and OECD Guidelines for Multinational Enterprises) and that also takes into consideration the contribution towards compliance with laws and regulations, prevention of global warming, resource depletion, and other environmental issues as well as problems concerning human rights and labour, realisation of decent work (rewarding and dignifying work), promotion of fair competition and business practices, and stimulation of active local economies.

The Organiser of the World Expo 2025 shall also encourage the compliance with this Procurement Code as a concerted effort among Suppliers, Licensees, Pavilion Organisers, and other stakeholders, including the

supply chains, while promoting an expansion of initiatives similar to this Procurement Code to attain the SDGs and firmly establish a sustainability-oriented mindset in wider society, from the central and local governments which provide financial and other forms of support to planning and organising the Expo to the suppliers.

## **2. Scope**

This Procurement Code applies to everything that is procured by the Organiser of the World Expo 2025, including Goods and services and Licensed merchandise (hereinafter referred to as “Procured goods etc.”). It also includes the procurement from Sponsors.

The Procurement Code also applies to the Procured goods etc. which Pavilion Organisers procure in relation to the Expo.

The Organiser of the World Expo 2025 shall request Suppliers, Licensees, and Pavilion Organisers to comply with the Procurement Code as they engage in the manufacture, distribution, etc. of Procured goods etc. The Organiser of the World Expo 2025 shall require these Suppliers, Licensees, and Pavilion Organisers to encourage their respective supply chains also to comply with the Procurement Code, including by making appropriate arrangements in their contracts with these business operators.

## **3. Sustainability standards**

The Organiser of the World Expo 2025 shall set forth sustainability standards as follows, detailing the requirements in relation to Procured goods etc. which Suppliers, Licensees, Pavilion Organisers, and their respective supply chains (hereinafter collectively referred to as “Suppliers etc.”) are to observe:

### **(1) General provisions**

#### **1.1 Compliance with laws and regulations**

Suppliers etc. must comply with laws and regulations applicable in Japan or other countries, and respect international statutory requirements, when engaging in the manufacture, distribution, etc. of Procured goods etc. Where there exists a conflict between international statutory requirements and local laws and regulations, they must pursue a way in which the local laws and regulations are complied with while the international statutory requirements are respected.

#### **1.2 Prohibition of retaliatory actions against whistleblowers**

Suppliers etc. must not take retaliatory actions against whistleblowers for making a report concerning their acts of violation of laws and regulations or noncompliance with the Procurement Code. Suppliers etc. shall also make efforts to have a system in place to receive such a report and take appropriate actions.



## **(2) The environment**

In view of the ongoing progress made in the development of laws, policies, and guidelines for the environment in Japan, it is required in principle that the procurement activities for the Expo conform to the Act on Promotion of Procurement of Eco-Friendly Goods and Services by the State and Other Entities (Act No. 100 of 2000), and that Procured goods etc. meet the policies etc. of the governments of Japan and Osaka for reducing environmental impact (including the national government's Basic Policy for the Promotion of Procurement of Eco-friendly Goods and Services and Osaka Prefectural Government's Osaka Green Procurement Policies).

The Code also requires that, apart from Goods and services in themselves, arrangements shall also be made throughout the lifecycle of the entire value chain, including in their manufacturing and distributing processes, to lessen their environmental impact.

### **2.1 Promotion of enhanced energy efficiency**

Suppliers etc. shall make efforts to reduce their energy consumption through the manufacture, distribution, etc. of Procured goods etc. This includes, for example, the installation of high-energy-efficiency equipment and logistics systems, insulation of the buildings, and introduction of energy management systems.

### **2.2 Utilisation of low- or zero-carbon energy**

Suppliers etc. shall make efforts to utilise the energy sources that have lower CO<sub>2</sub> footprints for their manufacturing and distribution of Procured goods etc. Examples include the electric power and heat derived from renewable energy.

### **2.3 Employment of other methods to reduce greenhouse gas emissions**

Suppliers etc. shall make efforts to reduce greenhouse gas emissions through the manufacture, distribution, etc. of Procured goods etc. This includes, for example, the adoption of alternative chillers using CFC-free coolants (natural coolants) and the introduction of carbon-offset schemes.

### **2.4 Use of the feedstocks etc. that contribute to the mitigation of greenhouse gas emissions across the entire value chain**

Suppliers etc. shall make efforts, in their manufacture, distribution, etc. of Procured goods etc., to select and use feedstocks, components, and fuels from the viewpoint of LCA (lifecycle assessment) to contribute to the mitigation of greenhouse gas emissions across the value chain. Such efforts include the use of low-carbon materials such as low-carbon concrete and recycled steel materials.

### **2.5 Promotion of 3R initiatives (Reducing, Reusing, and Recycling) + Renewable and circular economy**

Concerning the Procured goods etc., Suppliers etc. shall make efforts to reduce waste by efficiently using the

feedstocks and making the most of the products' lives while ensuring that their products are designed for easy reuse/recycle after the Expo by adopting generic components and designing structures that are easy to dismantle, detach, or disintegrate. Suppliers etc. shall use recycled products and feedstocks containing recycled resources for their manufacture, distribution, etc. of Procured goods etc. They shall also endeavour to make best use of the resources they consume even by recovering energy from un reusable/unrecyclable waste. Suppliers etc. shall ensure the implementation of "3R+Renewable (switch to renewable energy) and appropriate disposal measures for the waste that is generated after the maximum efforts are made. Furthermore, they shall consider effective use of their stocks to reduce their resource deployment and consumption from a med-to-long term perspective, moving towards the circular economy.

**2.6 Reduction of containers and packaging or adoption of recycled materials and plant-derived materials**  
Suppliers etc. shall make efforts in pursuing the manufacture, distribution, etc. of Procured goods etc. to minimize their use of containers and packaging for their products, as well as boxes for packing them and pallets, packing, and other materials for transportation. They shall also make use of recycled and plant-derived materials as well as such packaging materials that are easy to reuse or recycle.

**2.7 Reduction of plastic product use and mitigation of its contamination of the environment**  
Based on the basic principles of 3R+Renewable stated in the "Resource Circulation Strategy for Plastics," Suppliers etc. shall, in their manufacture, distribution, etc. of Procured goods etc., reduce non-essential use and disposal of single-use plastic containers, packaging, and products and, where alternatives are possibly found, pursue the adoption of appropriate alternative recyclable resources, such as recycled materials/paper and bioplastics that retain or enhance the performance of the original materials.

**2.8 Contamination prevention, chemical substances control, and waste management**  
Suppliers etc. shall comply with relevant environmental laws and regulations in pursuing the manufacture, distribution, etc. of Procured goods etc., preventing contaminations of air, water, and soil, appropriately controlling chemical substances (including those contained in their products), and properly disposing of their waste materials. They shall also make efforts to prevent adverse effects on the environment and human health resulting from the manufacture, distribution, etc. of Procured goods etc.

**2.9 Cultivation of feedstocks with the awareness of resource conservation**  
Where Procured goods etc. involve forest/marine resources, Suppliers etc. shall not employ illegally produced resources. Similarly, they shall utilise such feedstocks in their Procured goods etc. that have been cultivated/harvested with the awareness of resource conservation, for example, to stop deforestation or forest degradation (to promote initiatives for zero-deforestation).

**2.10 Protection of biodiversity**  
Suppliers etc. shall not use in their Procured goods etc. feedstocks that are derived from the endangered species and other wild animals and plants for which measures of resource conservation and reproduction

security are not taken for ensuring their sustainable use. They shall also endeavour to reduce the impact on biodiversity and ecosystems through the manufacture, distribution, etc. of Procured goods etc., including the cultivation and harvest of feedstocks, by pursuing the protection of endangered species and other wild animals and plants, the production that imposes less impact on wildlife and their habitats, etc.

### **(3) Human rights**

The Organiser of the World Expo 2025 aims to achieve an inclusive Expo operation by providing an environment which will encourage a diversity of people to proactively participate with peace of mind and disseminate diverse ideas from the Expo.

#### **3.1 Compliance with and respect for international human rights standards**

Suppliers etc. must comply with, and respect, international human rights standards (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, UN Convention against Torture, 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 UN Declaration on the Rights of Indigenous Peoples), in relation to Procured goods etc.

#### **3.2 Prohibition of discrimination and harassment**

Suppliers etc. must eliminate any forms of discrimination and harassment based on races, nationalities, religious affiliations, gender, sexual orientations/self-identities, disabilities, or social standings<sup>i</sup> from the manufacture, distribution, etc. of Procured goods etc.

#### **3.3 Prohibition of the violation of rights of Indigenous peoples and local communities**

Suppliers etc. must respect the rights of Indigenous peoples and local communities in pursuing the manufacture, distribution, etc. of Procured goods etc. They must respect the right to agreement by free will based on sufficient prior information and must not illegally displace members of the Indigenous peoples and local communities by force or considerably damage their environment for living.

#### **3.4 Respect for the rights of women**

Suppliers etc. shall, in pursuing the manufacture, distribution, etc. of Procured goods etc., respect women's rights and make arrangements for promoting female participation, enhancing childcare leaves, etc. from the viewpoints of women's empowerment, equal opportunities for social participation between men and women, and reproductive health and rights.

### 3.5 Rights of persons with disabilities

Suppliers etc. shall, in pursuing the manufacture, distribution, etc. of Procured goods etc., respect the rights of persons with disabilities and make reasonable arrangements such as the promoting their employment, enhancing accessibility in workplaces, and adopting products produced by such persons, in order to support their economic and social participation. Where the provision of products and services is concerned, they shall consider the convenience and safety of people with disabilities to be ensured.

### 3.6 Respect for the rights of children

Suppliers etc. shall, in pursuing the manufacture, distribution, etc. of Procured goods etc., respect the rights of children and make arrangements for stopping child labour, ensuring safety of products and services intended for children, providing support to parents and guardians involved in childcare, among others, in order to support sound development of children.

### 3.7 Respect for the rights of social minority groups

Suppliers etc. shall, in pursuing the manufacture, distribution, etc. of Procured goods etc., respect the rights of people belonging to social minority groups, such as racial or cultural minorities, sexual minorities, and immigrant workers, in the same manner as they respect the rights of other people, and make arrangements for supporting those individuals for enjoying equality in economic and social rights while protecting their privacy according to their characteristics.

## **(4) Labour**

Given that labour is relevant to each and every step of manufacture and distribution, the Organiser of the World Expo 2025 shall pursue appropriate labour management and workplace environments to be ensured, in an effort to realise decent work, in the context of the global awareness of the problems concerning forced labour, child labour, long working hours, and employment of foreign workers. It shall also promote better work-life balance for workers.

### 4.1 Compliance with and respect for international labour standards

Suppliers etc. must comply with and respect international standards concerning labour (in particular, the basic principles and rights on labour promoted by the International Labour Organization<sup>ii</sup> (including the ILO core labour standards)) in relation to the manufacture, distribution, etc. of Procured goods etc.

### 4.2 Freedom of association and collective bargaining

Suppliers etc. shall ensure the fundamental rights of the workers engaged in the manufacture and distribution of Procured goods etc., such as the rights to freely associate and collectively bargain.

### 4.3 Prohibition of forced labour

Suppliers etc. must not employ any form of forced labour with wrongful physical or psychological restraints

or engage in human trafficking in pursuing the manufacture, distribution, etc. of Procured goods etc.

#### 4.4 Prohibition of child labour

Suppliers etc. must not employ any form of child labour in pursuing the manufacture, distribution, etc. of Procured goods etc.

#### 4.5 Prohibition of discrimination regarding employment and occupation

Suppliers etc. must not discriminate any worker engaged in the manufacture and distribution of Procured goods etc. in terms of their employment, wages, working hours and other conditions on the basis of their races, nationalities, religious affiliations, gender, sexual orientations/self-identities, disabilities, or social standings.<sup>iii</sup>

#### 4.6 Wages

Suppliers etc. must pay the workers engaged in the manufacture, distribution, etc. of Procured goods etc. at least the minimum wage stipulated by law.

Suppliers etc. shall also take it into consideration that the wages paid should reflect the value of the workers' labour and be sufficient for them to pay for their essentials.

#### 4.7 Prohibition of long working hours

Suppliers etc. must not subject workers to illegally-long working hours (or long working hours that may compromise the health and wellbeing of the workers to whom conventional regulations on working hours do not apply) for the manufacture, distribution, etc. of Procured goods etc.

#### 4.8 Workplace health and safety

Suppliers etc. shall ensure, according to the laws and regulations concerning workplace health and safety, working environments and conditions for the workers engaged in the manufacture and distribution of Procured goods etc. for their physical and psychological safety and soundness, such as the installation of a health and safety committee and the provision of mental health programmes. Suppliers etc. shall also make efforts to ensure that the working environments allow the workers to maintain good balance between their work and personal lives.

#### 4.9 Foreign and immigrant workers

Suppliers etc. shall appropriately manage the foreign and immigrant workers (including technical interns, specified skilled workers, and foreign students) working in their countries for the manufacture and distribution of Procured goods etc. pursuant to the relevant laws.<sup>iv</sup> They must not engage in illegal acts or misconducts towards these workers, such as withholding wages, demanding illegally long working hours, confiscating their passports, deporting them, and levying security deposits from them. They shall be required to issue the workers with the descriptions of working conditions in writing and in the language which the workers can understand. Suppliers etc. should, when they employ foreign and immigrant workers through

brokers or workforce outsourcing agencies, verify that these brokers and agencies are legally licensed to operate the brokerage/outsourcing, that they do not levy commissions from foreign and immigrant workers, and that they do not violate the rights of these foreign and immigrant workers. In addition, Suppliers etc. should make efforts to provide appropriate housing, develop a system that enable foreign and immigrant workers to easily access opportunities to file complaints or seek consultations, and liaise with the relevant authorities.

#### 4.10 Prevention of violence and harassment at workplace

Suppliers etc. must prohibit workplace violence and harassment in relation to the manufacture, distribution, etc. of Procured goods etc. and implement appropriate measures for the prevention of these.

#### 4.11 Proactive employment of disadvantaged people in the labour market

Suppliers etc. shall, in pursuing the manufacture, distribution, etc. of Procured goods etc., make arrangements to promote the employment of people with difficulties in finding jobs, such as people in need and single-parents.

### **(5) The economy**

There is a growing social interest in recent years to expect fairness in business activities. Moreover, sustainability is perceived to comprise three pillars of the environment, society, and economy, and it is expected that these three aspects are harmoniously integrated into corporate economic and business activities. For business entities including Suppliers etc. and other SMEs, which form a fundamental part of the Japanese economy, their proactive engagement in the procurement activities for the Expo will, in particular, offer them an opportunity to identify new markets and enhance their expertise, allowing them to contribute to a sustained economic growth of the country. For this reason, the Organiser of the World Expo 2025 shall also emphasise the importance of initiatives concerning fair business practices and the local economy.

#### 5.1 Prevention of corruption

Suppliers etc. must not allow themselves to be involved in acts of corruption such as bribery in pursuing the manufacture, distribution, etc. of Procured goods etc.

#### 5.2 Fair trade practices

Suppliers etc. must, in pursuing the manufacture, distribution, etc. of Procured goods etc., comply with the Antimonopoly Act and the Subcontract Act. They must not take part in unfair, anti-competition trade practices, such as dumping, fixing an unreasonable consideration for a subcontract, and collusive tendering.

#### 5.3 Use of feedstocks free from association with conflicts or crimes

For Procured goods etc., Suppliers etc. must not use feedstocks that are in any way related to armed conflicts or crimes, such as financing armed groups or criminal organisations.

#### 5.4 Protection of intellectual property rights

Suppliers etc. must not infringe third-party intellectual property rights (patent rights, copyrights, design rights, etc.) or business secrets in pursuing the manufacture, distribution, etc. of Procured goods etc.

#### 5.5 Responsible marketing

Suppliers etc. must not employ in marketing Procured goods etc. inadequate labelling that potentially compromises autonomous and rational consumer choice. Suppliers etc. should also give due consideration to consumers and society in pursuing the marketing of Procured goods etc. by, for example, avoiding discriminatory or misleading advertisements and restricting the advertisements that may have undesirable influences on children.

#### 5.6 Appropriate information management

Suppliers etc. must treat personal information pursuant to relevant laws in pursuing the manufacture, distribution, etc. of Procured goods etc. and appropriately manage confidential information in relation to the Expo which they obtain through the course of their operations to prevent leakage due to cyberattacks or internal fraud. Suppliers etc. should also make efforts to strengthen their data access control and establish a data leakage mitigation system appropriate to the data security risks, as well as to ensure measures are in place to investigate the cause and minimise the damage in case of information leakage.

#### 5.7 Stimulation of the local economy

Participation in the sustainable procurement required for the Expo offers the communities and SMEs in the host country a valuable experience that helps to attain international competitiveness and be invigorated, allowing local communities to thrive sustainably. Promoting local production and consumption as well as economic circularity within the host country also contributes to the efforts to reduce the greenhouse gas emissions. For this reason, the Organiser of the World Expo 2025 shall support initiatives to encourage communities and business operators in the host country to participate in sustainable procurement.

Suppliers etc. shall, when purchasing services and procuring feedstocks in relation to the manufacture, distribution, etc. of Procured goods etc., make efforts to secure opportunities for the local communities, SMEs, and business operators in agriculture, forestry, and fisheries that pursue sustainable vitalisation of the communities in the host country. They shall also endeavour to use products that are produced within the host country with sustainability in mind.

Where Suppliers etc. pursue the procurement that constitutes a government procurement applicable to the WTO Agreement on Government Procurement, they shall arrange such procurement while ensuring the compliance with the same Agreement.

## **4 Standards by items**

The following items shall be subject to 3 and 5 as well as the respective standards provided in Appendix:

### **(1) Wood materials**

### **(2) Paper materials**

## **5 How to ensure sustainable procurement**

### **(1) Understanding the Procurement Code**

Those who wish to be a Supplier, Licensee, or Pavilion Organiser shall review and understand the Procurement Code in advance.

### **(2) Declaration of commitment**

Those who wish to be a Supplier, Licensee, or Pavilion Organiser shall be required to submit a commitment form in advance to declare that they will be committed to comply with the Procurement Code.

### **(3) Development of a system for Procurement Code compliance**

Suppliers, Licensees, and Pavilion Organisers should conduct appropriate reviews and assessments of their business operations and supply chains in terms of the negative impact they may have on the sustainability of the environment, human rights, and other factors (the risks to sustainability) prior to the conclusion of the contract with the Organiser of the World Expo 2025 and also in the subsequent period, and ensure that countermeasures are provided according to the risks identified through the assessments and a system is in place to ensure the compliance with the Procurement Code.<sup>v</sup> They shall observe, in assessing and addressing the risks to sustainability, the due diligence required of them by the international guidelines, including the United Nations Guiding Principles on Business and Human Rights, OECD Guidelines for Multinational Enterprises, OECD Due Diligence Guidance for Responsible Business Conduct, and ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy.

### **(4) Dissemination**

Suppliers, Licensees, and Pavilion Organisers should, prior to the conclusion of the contract with the Organiser of the World Expo 2025 and also in the subsequent period, implement training, educational or otherwise appropriate opportunities to disseminate the content of the Procurement Code to their officers, employees, and members of the supply chains.



## **(5) Survey on supply chains and encouragement of their engagement**

Suppliers, Licensees, and Pavilion Organisers should, prior to the conclusion of the contract with the Organiser of the World Expo 2025 and also in the subsequent period, make efforts to engage their supply chains to ensure the Procurement Code is complied with through the manufacture, distribution, etc. of Procured goods etc. by requesting the members of their supply chains to comply with the Procurement Code or equivalent procurement policies. They should also make their best efforts to conduct surveys on their supply chains and encourage their engagement. In the process of these surveys and engagement efforts, Suppliers, Licensees, and Pavilion Organisers should appropriately verify and assess the risks to sustainability in their supply chains with reference to the due diligence required by international statutory requirements and mobilise their efforts on survey and engagement on the supply chains or sectors of higher risks.

In their efforts to survey and engage the supply chains, Suppliers, Licensees, and Pavilion Organisers should emphasise the importance of communication with the supply chains based on the principle of coexistence and coprosperity so that the compliance with the Procurement Code be realised in a concerted effort with the supply chains.

Suppliers, Licensees, and Pavilion Organisers must ensure that, in terms of the contracts with parties in their supply chains, the details necessary for implementing the surveys and engagement of, and communication with, the supply chains are provided in the specifications and other documents.

## **(6) Documentation of implementation**

Suppliers, Licensees, and Pavilion Organisers should, prior to the conclusion of the contract with the Organiser of the World Expo 2025 and also in the subsequent period, document as thoroughly as possible the efforts being made to ensure the compliance of the Procurement Code, including the efforts to survey and engage the supply chains, so that the records are readily available upon request of the Organiser of the World Expo 2025.

Suppliers, Licensees, and Pavilion Organisers shall make readily available upon request of the Organiser of the World Expo 2025, in particular, the names and addresses of facilities for manufacturing (in the assembly/finish stage) and for storage (including the facilities that belong to business operators in the supply chains) of Procured goods etc. They should also develop and implement a system that facilitates the provision of other information about these facilities as much as possible at the request of the Organiser of the World Expo 2025.

## **(7) Disclosure and explanation of implementation**

Those who wish to be a Supplier, Licensee, or Pavilion Organiser shall disclose and explain their efforts to

ensure compliance with the Procurement Code (including ones being planned), which also include the survey and engagement of their supply chains, in the manner specified by the Organiser of the World Expo 2025 based on the types, volumes, etc. of Procured goods etc. Likewise, after the contract being concluded, the Suppliers, Licensees, and Pavilion Organisers shall be required to disclose and explain the implementation of their initiatives if it is requested by the Organiser of the World Expo 2025.

Furthermore, given that the Expo supports the initiatives aimed at attaining the SDGs, the Organiser of the World Expo 2025 may request Suppliers, Licensees, and Pavilion Organisers to explain their special contributions to the attainment of the SDGs through the manufacture, distribution, etc. of Procured goods etc. When this is requested, the Suppliers, Licensees, and Pavilion Organisers shall be required to disclose and explain the implementation of their initiatives.

## **(8) Verification and monitoring of compliance**

The Organiser of the World Expo 2025 shall, before or following the conclusion of the contract with Suppliers, Licensees, and Pavilion Organisers, verify and monitor the compliance of Suppliers etc. with the Procurement Code when it deems necessary according to the levels of sustainability-related risks. Suppliers, Licensees, and Pavilion Organisers shall be required to cooperate in such verification and monitoring. If it is deemed necessary to conduct further investigations as a result of the aforementioned verification and monitoring, the Organiser of the World Expo 2025 may request the Suppliers, Licensees, and Pavilion Organisers to accept an audit conducted by the third party appointed by the Organiser of the World Expo 2025. Suppliers, Licensees, and Pavilion Organisers shall be required to cooperate with the Organiser of the World Expo 2025 and take necessary actions when it requests the verification and monitoring of the compliance with the Procurement Code or third-party audits to be conducted in their supply chains.

## **(9) Remedial measures**

If a Supplier, Licensee, or Pavilion Organiser is found in noncompliance with the Procurement Code, the Organiser of the World Expo 2025 shall demand said Supplier, Licensee, or Pavilion Organiser that they implement remedial measures and submit, within a specified period, an improvement plan. Where this is the case, the Supplier, Licensee, or Pavilion Organiser shall be required to submit its improvement plan within the designated period, implement their remedial measures according to the plan after it is approved by the Organiser of the World Expo 2025, and report the results of the implementation of the measures to the Organiser of the World Expo 2025.

If noncompliance with the Procurement Code is found in supply chains, relevant Supplier, Licensee, and Pavilion Organiser shall be required to cooperate with the Organiser of the World Expo 2025 and take necessary actions to communicate the request for making improvements to the members of the supply chains.

The Organiser of the World Expo 2025 may terminate the contract with a Supplier, Licensee, or Pavilion

Organiser if the Supplier, Licensee, or Pavilion Organiser is deemed to be insufficient in implementing improvements despite their significant noncompliance with the Procurement Code. The noncompliance in the supply chains of Suppliers, Licensees, and Pavilion Organisers will not be a reason for the contract termination as long as the Suppliers, Licensees, and Pavilion Organisers are making appropriate communication with their supply chains based on the provisions of this Procurement Code and requests of the Organiser of the World Expo 2025.

#### **(10) Additional measures designed for Pavilion Organisers**

To ensure the compliance with the Procurement Code not only in the supply chains of the Organiser of the World Expo 2025 but also those of Pavilion Organisers, Pavilion Organisers must clarify and instruct the following details in the specifications and other documents in relation to the business contract with the business operators directly engaged by them (hereinafter referred to as “Pavilion-contracted business operators”):

- (i) that the Pavilion-contracted business operator complies with the Procurement Code,
- (ii) that the Pavilion-contracted business operator cooperates with the Organiser of the World Expo 2025 in the verification and monitoring of their compliance statuses,
- (iii) that the Pavilion-contracted business operator accepts the audit of third-party designated by the Organiser of the World Expo 2025, and
- (iv) that the Pavilion Organiser may terminate the contract with the Pavilion-contracted business operator if the Pavilion-contracted business operator is deemed to be insufficient in implementing improvements despite their significant noncompliance with the Procurement Code.

#### **(11) Implementation of whistleblowing system (grievance mechanism)**

The Organiser of the World Expo 2025 shall implement a whistleblowing section to receive and properly respond to the reports concerning noncompliance with the Procurement Code (containing information about an actual case of noncompliance or facts that may suggest such noncompliance with the Procurement Code, with the scope extending to supply chains; hereinafter referred to as “reports”).

If reports are made, the Organiser of the World Expo 2025 shall request the reported Suppliers etc. to verify the facts and, should they be found or suspected to be in noncompliance with the Procurement Code, demand the remedial measures described in 9 above be implemented. Otherwise, it shall take necessary actions to resolve the noncompliance, such as prompting communication between the Suppliers etc. and relevant stakeholders.

## Appendix: Standards by items

### (1) Wood materials

Regarding the wood materials used for Goods and services procured by the Organiser of the World Expo 2025, Licensees, and Pavilion Organisers, the separate standards described below are provided from the viewpoint of sustainability, in addition to the Sustainability standards.

Licensees must ensure that these separate standards are complied with by the business operators directly engaged by them (hereinafter referred to as “Licensee-contracted business operators”) by specifying necessary requirements in the specifications in relation to the business contract with these Licensee-contracted business operators or by implementing other appropriate measures. Similarly, Pavilion Organisers must ensure that the separate standards are complied with by their Pavilion-contracted business operators by specifying necessary requirements in the specifications in relation to the business contract with these Pavilion-contracted business operators or by implementing other appropriate measures.

#### **Sustainable Procurement Standards for Wood Materials**

1. The Procurement Standards apply to the following wood materials:
  - A. Lumber, composite wood, cross laminated timber, plywood, laminated veneer lumber, and flooring boards used as building materials
  - B. Plywood boards used for building concrete moulds
  - C. Wood used for furniture (except recycled timber offcuts and waste building materials)
2. The wood materials described in 1. above shall be required to meet the following (i) to (v) from the sustainability point of view. Regarding the plywood for concrete moulds, Suppliers shall make efforts to reuse these and also meet (i) to (v) in the reuse, where (i) is a mandatory requirement.
  - (i) The timber should be logged through appropriate processes with reference to the forest-related laws and regulations of the country or territory where the tree is produced
  - (ii) The timber derives from the forests that are maintained and managed based on mid-to-long-term plans or policies
  - (iii) Logging is performed in such a way as the ecosystem is protected, the environmentally important areas, including quagmires and ancient woodlands, are appropriately conserved, and the timber is not from the forests converted into agricultural lands etc.
  - (iv) The forests are utilised in such a manner that the rights of the Indigenous peoples and local residents are respected and agreements are formed by their free will based on sufficient prior information
  - (v) The occupational health and safety are ensured for the workers employed for logging
3. Certified materials by FSC <sup>Note 1</sup>, PEFC <sup>Note 2</sup>, or SGECC <sup>Note 3</sup> are accepted in principle as highly compliant

with 2 (i) to 2 (v) above <sup>Note 4</sup>.

4. Materials not applicable to 3. above must have a proof that they have been verified with reference to the requirements of 2 (i) to 2 (v) above by the methods described in Supplement.
5. When selecting wood materials with reference to 3. and 4. above, Suppliers <sup>Note 5</sup> shall be required to consider the greenhouse gas emissions attributed to the transportation of the wood materials, resource cycles in the local communities, and contributions to the stimulation of active local economies.
6. Suppliers shall keep for 5 years the documents concerning the above 3. certification and 4. proof of the wood materials they use and submit these if requested by the Organiser of the World Expo 2025.
7. Suppliers shall gather as much information as possible about their wood materials in terms of their places of origin and remarks on the producers, from the perspective of their traceability to the logging sites, and, while paying sufficient attention to the credibility and objectivity of such information, leverage it to lower the risk of procuring from wood material producers that do not satisfy above 2.
8. Based on the understanding of the Act on Promoting the Distribution and Use of Legally Harvested Wood and Wood Products, it is recommended that the business operators involved in any part of the process from logging, manufacture, distribution, etc. to the delivery to the Suppliers <sup>Note 6</sup> are registered wood-related business operators as per the Act, and Suppliers shall prefer the registered wood-related business operators as a source in their choices of the wood materials to which the Act applies, in order to lower the risk of the distribution of illegally-logged timber in Japan.

Note 1: The Forest Stewardship Council

Note 2: The programme for the Endorsement of Forest Certification schemes

Note 3: The Sustainable Green Ecosystem Council

Note 4: The Organiser of the World Expo 2025 shall verify the standard compliance of the materials even if they are certified materials should it judge them highly unlikely to comply with 2 (i) to 2 (v) above.

Note 5: Where Licensed merchandise is concerned, replace “Suppliers” with “Licensee-contracted business operators.” Concerning Goods and services procured by Pavilion Organisers, replace “Suppliers” with “Pavilion-contracted business operators” (the same applies hereafter).

Note 6: This is limited to the business operators in Japan that qualify as the registered wood-related business operator defined in the Act on Promoting the Distribution and Use of Legally Harvested Wood and Wood Products

## **Supplement (Ways to provide proofs for non-certified materials)**

With reference to 4 of the Sustainable Procurement Standards for Wood Materials (hereinafter referred to as “the Procurement Standards”), details are given as follows:

(1) The point described in 2 (i) of the Procurement Standards shall be assessed legally with reference to the Guidelines for proving legality and sustainability of wood and wood products (issued 15 February 2006) by the Forestry Agency. Note that the legality of plywood for concrete moulds shall be proven in the same manner as the plywood frames provided for in the national government’s Basic Policies concerning the Promotion of the Procurement of Environmental Goods (amended in the cabinet meeting of 2 February 2016).

(2) As to 2 (ii) to 2 (v) of the Procurement Standards, forest owners, forestry cooperatives, or material producers in the case of timbers produced in Japan, and importers in the case of imported timbers, shall verify the following by reasonable means from the accountability point of view and issue the Supplier with the documented results or a third-party audit report that proves the results.

(ii): Verify that the forests where the timber in question is produced are certified with forest management plans etc. or maintained and managed by their owners etc. based on their own plans.

(iii): If rare species of flora or fauna are found in the forests where the timber in question is produced, verify that measures to protect them are in place, including logging procedures. Where there are quagmires, ancient woodlands, or other important forest areas that need protection, verify that measures for their conservation are in place. Also verify that the forests will not be converted to agricultural lands etc.

(iv): If the forests where the timber in question is produced involve the rights of Indigenous peoples etc., verify that agreements are formed with them by their free will based on sufficient prior information.

(v): Verify that the workers engaged in logging the timber in question are provided with a working environment where their health and safety are ensured through, for example, the provision of health and safety education and mandatory use of appropriate safety equipment.

(3) Business operators in each stage of the distribution path from logging to delivery of timber shall issue a document (certificate) to the immediate point of delivery to prove that the delivered timbers have been verified of the points set forth in (2) above, and the issuance of a certificate should be repeated in this manner at every point of delivery.

(4) The operators of building mould installation shall be required to prove in writing if they are reusing plywood boards for concrete moulds that they have already been used more than once.

(5) Each business operator shall be required to keep relevant documents of the wood materials for 5 years, including the shipping records and certificates.

## (2) Paper materials

Regarding the paper materials used for Goods and services procured by the Organiser of the World Expo 2025, Licensees, and Pavilion Organisers, the separate standards described below are provided from the viewpoint of sustainability, in addition to the Sustainability standards.

Licensees must ensure that these separate standards are complied with by their Licensee-contracted business operators by specifying necessary requirements in the specifications in relation to the business contract with them or by implementing other appropriate measures. Similarly, Pavilion Organisers must ensure that the separate standards are complied with by their Pavilion-contracted business operators by specifying necessary requirements in the specifications in relation to the business contract with these Pavilion-contracted business operators or by implementing other appropriate measures.

### **Sustainable Procurement Standards for Paper Materials**

1. These procurement standards apply to the following paper materials (including Japanese paper *washi*): Posters, fliers, pamphlets, books/reports, tickets, certificates, printing paper, administrative notebooks, envelopes, business cards, toilet rolls, tissue paper, paper serviettes, paper bags, paper plates, paper cups, packaging boxes for Licensed merchandise, and wrapping paper
2. The paper materials described in 1. above shall be required to meet the following (1) to (3) from the sustainability perspective:
  - (1) Recycled pulp is used to the maximum extent possible depending on the purpose and characteristics of the products. <sup>Note 1</sup>
  - (2) Where non-recycled pulp (hereinafter referred to as “virgin pulp”) is used, its feedstocks (including the by-products of forest thinning, non-timber materials such as bamboos and reeds, and washi materials such as kozo (paper mulberry) and mitsumata (Oriental paperbush); excluding timber offcuts, waste building materials, woodland waste, and waste plant fibres) shall be required to satisfy the following (i) to (v):
    - (i) The timber etc. are logged or otherwise harvested through appropriate processes with reference to the laws and regulations relating to forests and other cultivation sites of the country or territory where they are produced.
    - (ii) The timber etc. derive from the forests or other cultivation sites that are maintained and managed based on mid-to-long-term plans or policies.
    - (iii) Logging and other cultivation activities are performed in such ways as the ecosystem is protected, the environmentally important areas, including quagmires and ancient woodlands, are appropriately conserved, and the forests are not converted to agricultural lands etc.
    - (iv) The forests etc. are utilised in such a manner that the rights of the Indigenous peoples and local residents are respected and agreements are formed with them by their free will based on sufficient prior information.

(v) The occupational health and safety are ensured for the workers employed for logging or cultivation.

- (3) Depending on the purposes and characteristics of the products, the paper should not be brightened excessively, printed excessively, or processed in such a way that makes paper recycling difficult. <sup>Note 2</sup>

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3. The paper from virgin pulp shall be accepted as satisfying 2 (2) (i) to 2 (2) (v) above if it is FSC or PEFC (including SGEC) certified paper <sup>Note 3</sup>. If paper other than these certified papers is required, the points (i) to (v) must be verified about the timber etc. that are used to produce the virgin pulp as specified in Supplement.
4. Suppliers <sup>Note 4</sup> shall keep the documents concerning the above 2 (i) to (iii) for 1 year following the end of the Expo and submit these if requested by the Organiser of the World Expo 2025.
5. Suppliers shall gather as much information as possible about their paper feedstocks in terms of their places of origin and remarks on the producers, from the perspective of their traceability to the logging sites, and, while paying sufficient attention to the credibility and objectivity of such information, leverage it to lower the risk of procuring from paper producers that do not satisfy 2. above.
6. Based on the understanding of the Act on Promoting the Distribution and Use of Legally Harvested Wood and Wood Products, it is recommended that the business operators involved in any part of the process from logging, manufacture, distribution, etc. to the delivery to the Suppliers <sup>Note 5</sup> are registered wood-related business operators as per the Act, and Suppliers shall prefer the registered wood-related business operators as a source in their choices of the paper to which the Act applies, in order to lower the risk of the distribution of illegally-logged timber in Japan.

Notes 1 and 2: Printing paper, administrative notebooks, etc. may be subject to designated recycled pulp content and brightness with reference to the Osaka Prefectural Government's Green Procurement Policy.

Note 3: Certificates of Conformity (CoC) must be consecutive.

Note 4: Where Licensed merchandise (including the packaging boxes for Licensed merchandise) is concerned, replace "Suppliers" with "Licensee-contracted business operators." Concerning Goods and services procured by Pavilion Organisers, replace "Suppliers" with "Pavilion-contracted business operators" (the same applies hereafter).

Note 5: This is limited to the business operators in Japan that qualify as the registered wood-related business operator defined in the Act on Promoting the Distribution and Use of Legally Harvested Wood and Wood Products



## **Supplement (Ways to verify non-certified paper)**

With reference to the latter provision in 3 of the Sustainable Procurement Standards for Paper Materials (hereinafter referred to as “the Procurement Standards”), details are given as follows:

As to 2 (2) (i) through to (v) of the Procurement Standards, paper producers in the case of paper produced in Japan, and importers in the case of importing paper produced abroad, shall verify the following by reasonable means from the accountability point of view and issue the Suppliers with the documented results or a third-party audit report that proves the results.

(i): Verify that the timber etc. in question is logged or otherwise harvested through appropriate processes with reference to the laws and regulations relating to forests and other cultivation sites of the country or territory where they are produced.

(ii): Verify that the forests etc. for the production and harvest of the timber etc. in question are certified with forest management plans etc. or the landowner etc. have plans or policies for management and maintenance of the sites.

(iii): If rare species of flora or fauna are found in the forests etc. where the timber etc. in question are produced and harvested, verify that measures to protect them are in place, including logging procedures. Where there are quagmires, ancient woodlands, or other important forest areas that need protection, verify that measures for their conservation are in place. Also verify that the sites will not be converted to agricultural lands etc.

(iv): If the forests etc. where the timber etc. in question are produced and harvested involve the rights of Indigenous peoples etc., verify that agreements are formed with them by their free will based on sufficient prior information.

(v): Verify that the workers engaged in logging and harvesting the timber etc. in question are provided with a working environment where their health and safety are ensured through, for example, the provision of health and safety education and mandatory use of appropriate safety equipment.

## Main references

### > International agreements and codes of conduct

- The 2030 Agenda for Sustainable Development (Sustainable Development Goals: SDGs)
- Paris Convention
- The Universal Declaration of Human Rights
- The ILO Core Labour Standards
- The ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy
- The ILO Declaration on Fundamental Principles and Rights at Work and the follow-up of the Declaration
- The OECD Guidelines for Multinational Enterprises
- The OECD Due Diligence Guidance for Responsible Business Conduct
- The UN Guiding Principles on Business and Human Rights
- The International Convention on the Elimination of All Forms of Racial Discrimination (ICERD)
- The International Convention on Civil and Political Rights (ICCPR)
- The International Convention on Economic, Social and Cultural Rights (ICESCR)
- The Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (the Torture Convention)
- The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)
- The Convention on the Rights of the Child (CRC)
- The Convention on the Rights of Persons with Disabilities (CRPD)
- The International Convention for the Protection of All Persons from Enforced Disappearance (ICPPED)
- The Convention for the Suppression of the Traffic in Persons and of the Exploitation of the Prostitution of Others (the Convention for the Suppression of the Traffic in Persons)
- The UN Declaration on the Rights of Indigenous Peoples

### > Other international initiatives, standards, guidance, etc.

- The United Nations Global Compact
- The Children's Rights and Business Principles
- ISO 26000:2012 Event sustainability management systems — Requirements with guidance for use
- ISO 26000:2010 Guidance on social responsibility
- ISO 20400:2017 Sustainable procurement — Guidance
- The Handbook for Business Management that Respects Human Rights, the Japan Business Federation
- The Introduction to Environmental Due Diligence in Value Chain—with reference to OECD guidance, the Ministry of Environment of Japan
- International Labour Standards and Sustainable Sourcing Handbook, ILO and the Tokyo Organising Committee of the Olympic and Paralympic Games

## Preparation process

The Organiser of the World Expo 2025 deliberated the procurement code in a working group mainly comprising experts of the environment, human rights, labour issues, CSR, etc. In the process of deliberation, the working group consulted the public in an effort to have the code reflect a diversity of opinions and feedback.

## Revisions

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<sup>i</sup> <sup>iii</sup>These may be based, but not exclusively, on the person's skin colour, language, political and other opinions, national or social background, and financial assets.

<sup>ii</sup> The principles refer to the four principles proclaimed in the 1998 ILO Declaration on Fundamental Principles and Rights at Work and the follow-up of the Declaration (i. freedom of association and the effective recognition of the right to collective bargaining; ii. the elimination of all forms of forced or compulsory labour; iii. the effective abolition of child labour; and iv. the elimination of discrimination in respect of employment and occupation).

<sup>iv</sup> Concerning foreign technical interns, the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Act No. 89 of 2016) has entered into force since November 2017, for the purposes of strengthening the supervision of the supervising and implementing organisations as well as of the protection etc. of technical intern trainees.

<sup>v</sup> "The OECD Due Diligence Guidance for Responsible Business Conduct" describes the due diligence process and supporting measures in the following steps: (1) Embed responsible business conduct into policies and management systems; (2) Identify and assess actual and potential adverse impacts associated with the enterprise's operations, products or services; (3) Cease, prevent and mitigate adverse impacts; (4) Track implementation and results; (5) Communicate how impacts are addressed; and (6) Provide for or cooperate in remediation when appropriate.

Actual due diligence practices will be effective when conducted in a risk-based approach. Given that the impacts and risks of business activities considerably vary across different business areas, countries/territories, and operational sizes, this approach recommends that enterprises assess the risks to sustainability associated with their business activities and prioritise the areas in which the risks of adverse impacts are high, in order to address them, rather than taking a course of predetermined actions to the items in the Sustainability standards. As a prerequisite to adopting this approach, it is necessary to appropriately review and assess the sustainability risks in terms of the severity and likelihood of the negative impacts which their pursuit of business may impose on stakeholders such as local residents, workers, and consumers.

Following cases are some examples of required efforts:

- Assess and analyse the risks and opportunities associated with the enterprise's business activities and identify the business areas and supply chains of high importance.
- Provide the supply chain with a procurement guideline, specifying the requirements in relation to the environment, human rights, labour, and compliance.
- Ensure that, when concluding a new contract or renewing one with companies in the supply chain, the business contract has a provision that clearly mandates human rights due diligence.
- Conduct questionnaire surveys and verify various initiatives implemented in the supply chain in relation to the environment, human rights, labour, and other areas. Also, request members of the supply chain to practice the same initiative towards their upstream supply chains. Provide low-performing supply chains with instructions and training for improvement.
- Provide suppliers with support for developing management systems and rules by, for example, offering employee training materials and consultancy.
- Request major supply chains to conduct self-inspections using the CSR promotion guidebooks and self-

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assessment sheets prepared by the industry association.

- Provide relevant personnel within the organisation with expert instructions and training on supplier guidelines and supply chain management.
- Implement a dedicated office to receive reports on actual or potential deviation from the supplier guidelines or violation of applicable domestic/international laws and regulations.
- Regularly disclose the number of deviations from the supplier guidelines, results of supply chain survey, etc.

For more details, refer to relevant documents such as *The Handbook for Business Management that Respects Human Rights* by the Japan Business Federation, *The Introduction to Environmental Due Diligence in Value Chain—with reference to OECD guidance* by the Ministry of Environment of Japan, *International Labour Standards and Sustainable Sourcing Handbook* by ILO and The Tokyo Organising Committee of the Olympic and Paralympic Games, and ISO 20400 Sustainable procurement—Guidance.



**Bureau  
International  
des Expositions**

Japan Association for the 2025 World Exposition