
Environmental and Green Procurement Policy

BUSINESS AFFAIRS

NP-099

SEPTEMBER 2021

PURPOSE

This policy demonstrates the commitment by Nintendo Australia Pty Limited (NAL) to support environmental sustainability in accordance with environmental legislation and principles and to outline the framework for the Green Procurement of goods and services for Nintendo Australia Pty. Limited (NAL).

This Policy also incorporates that wherever practicable NAL purchases goods and services from vendors that meet its Green Procurement purchasing criteria (**Refer Appendix 1: Green Procurement Criteria Checklist**) and goods and services are selected with the objective of minimising their impact on the environment.

Nintendo's commitment is to engage the services of print/packaging vendors that meet selected criteria (**Refer Appendix 2: Vendor Selection Checklist**)

NAL will proactively work with its employees to develop knowledge, skills, behaviours and procedures to promote its commitment to this policy.

SCOPE

The scope of this policy applies to purchases (current and potential) of goods and services made by NAL. NAL continues to recognise the importance of protection of the environment and its obligations under Corporate Social Responsibility. Wherever practicable this policy is to be considered in the purchasing and vendor selection decision making process.

NAL's commitment to support environmental sustainability encompasses a responsibility for all Employees and extends to its relationships with business partners, contractors and vendors

This policy extends to vendors Nintendo engages to produce/provide but not limited to, the following:

- Print material for Marketing purposes.
- Print material for products – game sleeves, manuals etc
- Primary or Secondary packaging for its products. (Refer **Appendix 2** for definition)
- Products for employee use such as copy paper and stationery

Wherever practicable this policy is to be considered in the purchasing and vendor selection decision making process.

POLICY

NAL continues to be a signatory to the Australian Packaging Covenant Organisation (APCO) and aims to share the same principles of product stewardship and shared responsibility.



NAL is committed to ensuring that environmental considerations are included wherever practicable, from the product and packaging planning and development stages through to the end of the working life and disposal of the product and packaging. With these considerations in mind NAL seeks to minimise the impact on the environment as much as is commercially possible

NAL has an Environmental Committee whose focus is on achieving the following commitments.

NAL is committed to developing and using packaging that:

- Provides optimal protection for its products
- Meets legal requirements and market criteria for safety, quality and consumer acceptance
- Strives for the smallest possible impact on the environment

NAL's key objectives are to:

- Optimise packaging design to use minimal materials
- Increase the use of recycled/recyclable content
- Increase the use of materials from renewable sources
- Promote the recycling of packaging
- Engage with suppliers and stakeholders to minimise packaging waste throughout the lifecycle of its products.
- Minimise litter

This encompasses all environmental impacts of goods and services from beginning to end including:

- recycled, recyclable, biodegradable and reusable components
- minimal packaging, maintenance, waste, emissions, hazardous substances and transportation
- environmentally responsible disposal

Objectives within NAL regarding its environmental commitments also include internal paperwork and the correct disposal of these items. This includes:

- everything printed onsite
- paperwork received that was printed offsite
- note pad pages and other handwritten notes
- Point Of Sale materials

Shredding

Nintendo produces a multitude of documents during the ordinary course of business. In an effort to manage and deal with excess and unnecessary documents NAL has recognised the need to security destruct documents by shredding.

The shredding of excess and unnecessary documents for reuse and recycling is in alignment with this Policy.

All employees are responsible for shredding paperwork they produce or receive that is no longer required, as outlined in the Management of Personal Information Policy - NP-072 and Record and Archive Management Program - NP-010.

Employees and visitors performing work onsite must shred paperwork produced onsite (or brought with them) when no longer required. Employees are responsible for making their visitors aware of this requirement.

Employees using a shredder are responsible for emptying the contents into the nearest Visy Recycling blue bin when the waste container becomes full, if safe to do so. The employee should request help from co-workers if it is not safe for them to perform the task. When the Visy Paper Recycling blue bin is full, it is to be taken to the designated location (either above or below the stairs adjoining the warehouse) and swapped for an empty bin.



Guidelines:

- Print only what is required; if you don't print it, you won't need to shred it.
- Only keep paperwork as long as required; archive only what must be archived, shred everything else. This also includes CD's and DVD's that are no longer required.
- If the shredder is not working, contact the Business Affairs Assistant to organise the repair.
- If you are unsure how to use the shredder please read the instruction booklet located inside the front door of the machine, or seek clarification from the Business Affairs Assistant, who will be able to demonstrate how the shredder works.

CHALLENGES

NAL is an importer of product from its Head Office in Japan as well as other manufacturing plants throughout the world. The majority of products arrive as finished packaged goods. NAL has limited influence on the packaging materials which are used on a global basis. However NAL is working closely with Nintendo Global CSR Procurement working group to discuss the best possible solutions for future packaging efficiency and sustainability.

For the comparatively small volume of product assembled in Australia, the packaging materials are produced locally and in accordance with the Green Procurement Purchasing Criteria Checklist (Appendix 1) and the Vendor Selection Checklist (Appendix 2)

RESPONSIBILITY

This policy is the responsibility of the Business Affairs Department. This policy is administered and maintained by the Director of Business Affairs and the Environmental Committee.

REVIEW SCHEDULE

This Policy will be amended as required, as changes in business practice take effect. Additionally, this policy will be scheduled for review every two years.

REFERENCES

- Purchasing Manual (BA-PUR-001M)
- Vendor Management Manual (BA-VM-001M)
- Management of Personal Information Policy NP-072
- Record Management Program NP-010.

APPENDIX 1

Green Procurement Purchasing Criteria Checklist

For all purchasing categories, there are general questions that can be asked as a way of:

- integrating existing purchasing practices so that there can be a unified approach;
- gathering better information on current and potential suppliers so that suppliers can be identified and scoped for further partnership development;
- developing appropriate criteria for assessing suppliers in regional areas; and
- disseminating information that has been gathered as a means for encouraging supplier activity.

Environmental Purchasing Criteria for goods and services.

- Is it essential to purchase the product or is an alternative available?

Resource Use and Recycling

- Is this a remanufactured product?
- Is the product free of any banned or restricted substances?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Durability

- Is the product repairable should it break down?
- If a consumable, what is the estimated life expectancy of the product?

Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Can you purchase the product in Bulk to save on transport emissions?

Vendor Environmental reporting

- Does the vendor have a Company Environmental Management System?
- Does the vendor report on their environmental performance against set targets?

Green claims "sustainable forests", "recyclable", "earth friendly"

It is important to verify claims made by the manufacturer and vendor.

- Obtain written documentation that backs up the claims of the vendor.
- Ask when was their documentation and process last reviewed and to what standard or accreditation?
- Can you obtain a copy of their environmental report or technical data?

Purchasing - Decision Making

The more affirmative answers to the above criteria questions, the more suitable the product/vendor.

Remember it will not be possible to purchase a green alternative for every product or service. Compromise may be required.

APPENDIX 2

Vendor Selection Checklist.

Quality – The vendor must meet Nintendo’s standards of quality and workmanship by comparing against approved international/local samples.

Environmental credentials –

For *Primary Packaging*, the vendor must fulfill the following prerequisite environmental accreditations/certifications;

- Forest Stewardship Council (FSC) accreditation
- Sustainable Green Print (SGP) accreditation
- ISO 14001 Environmental Management Systems (EMS) certification

Primary Packaging is defined as the material that first envelops the product and holds it. This usually is the smallest unit of distribution or use and is the package which is in direct contact with the contents. Vendors that supply this packaging are defined as - *Primary Packaging Vendors*.

For *Secondary Packaging* the vendor must fulfill the following prerequisite environmental accreditation;

- Forest Stewardship Council (FSC) accreditation

Secondary Packaging is defined as the layer outside the primary packaging, which is used to group primary packages together as well as for bulk handling, warehouse storage and transport shipping. Vendors that supply this packaging are defined as - *Secondary Packaging Vendors*.

Value for money – The vendor must represent value for money for the goods/services procured by Nintendo.

Ethical practice – The vendor must conduct business in a moral and ethical manner.

Reputation – The vendor must be reputable in their industry and have a proven track record with other reputable companies.

Timeliness – The vendor must adhere to prescribed deadlines (during the job brief) at all times.