



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS (HK) LIMITED

GUIDANCE NOTES FOR CONTRACTORS, CONSULTANTS AND SUPPLIERS ON ENVIRONMENTAL PROTECTION & OCCUPATIONAL HEALTH & SAFETY (OHS) & INFORMATION SECURITY CONFORMANCE

Konica Minolta Business Solutions (HK) Ltd. (“Konica Minolta”) is committed to providing the best service of design and development of office automation products to our customers in a timely, effective, cost-effective, environmentally friendly and with occupational health and safety approach. In pursuing our quality services, we are also committed to fulfilling all customer’s requirements and complying with the applicable legislations as well as other applicable requirements.

We are committed to preventing pollution and as far as practicable to adopting Reduce, Reuse, Recycle & Replace. Besides we are also committed to providing our products and services in a healthy and safety manner.

We will achieve the above through the implementation of an Integrated Management System in compliance with ISO 9001:2015, ISO 14001:2015 & ISO45001:2018 management systems.

We will provide adequate resources as well as training to all staff to ensure that the Integrated Management System is fully understood, effectively implemented and continually improved to achieve our quality, environmental & OHS objectives.

We strictly adhere to our Integrated Management System Policy and request all our Contractors, Consultants and Suppliers to follow the following environmental & OHS requirements as stipulated by the ISO 14001:2015 & ISO45001:2018 standards as detailed below:

- Comply with all the relevant legislations and other requirements;
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) wherever appropriate, to be both energy and resource efficient;
- Minimize the production of all kinds of waste wherever applicable;
- Reuse and recycle materials/wastes wherever possible;
- While working on any of Konica Minolta’s premises, all Contractors, Consultants and Suppliers are required to ensure that all waste materials are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages;
- While working for Konica Minolta, all Contractors, Consultants and Suppliers shall ensure that all facilities, equipment, etc. deployed are properly maintained and comply with all the relevant environmental legislations and other requirements;

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- While working for Konica Minolta, all Contractors, Consultants and Suppliers shall ensure that all solid wastes are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages;
- All potential Contractors, Consultants and Suppliers shall identify and assess their environmental aspects relevant to their work;
- All potential Contractors, Consultants and Suppliers shall perform their jobs in a health and safety manner and comply with the relevant Rules and Regulations regarding the OHS aspects;
- All Contractors, Consultants and Suppliers should endeavor to minimize their impacts on the environment and implement applicable measures which will protect and conserve the environment and perform the job in an OHS manner;
- All Contractors, Consultants and Suppliers should not disclose any Konica Minolta's information to other parties without Konica Minolta's acknowledgment; and
- All Contractors, Consultants and Suppliers should have acceptable level of information security in place to prevent any information loss and leakage.

Please complete the following and return this signed Guidance Notes by email BHKG_Procurement@gcp.konicaminolta.com / by fax to 2565 2164.

To : Konica Minolta Business Solutions (HK) Ltd.

From: _____ (Company Name)

We understand the environmental and occupational health policies of Konica Minolta Business Solutions (HK) Ltd. and shall follow the environmental, OHS, Information Security requirements as stipulated above.

Signature & Company Chop

Name: _____

Title: _____

Date: _____

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