

CFP Communication Program

Rules for the handling of
ethical and confidential matter

Established on April 2, 2012

Document ID: R-13-01

Japan Environmental Management Association for Industry

<Purpose>

Article 1

- (1) This document prescribes the ethical norms under the CFP Communication Program (hereinafter called "the CFP Program") operated and managed by JEMAI (Japan Environmental Management Association for Industry), aiming to ensure fair and impartial operation and tasks under the CFP Program without being partial to any particular interest.
- (2) This document also prescribes the rules for "handling of confidential matters" to which the verifiers of Carbon Footprint of Products (hereinafter called "CFP"), the members of the working group on development of a draft of CFP-Product Category Rule (hereinafter called "CFP-PCR"), the CFP-PCR reviewers, the CFP system auditors, the committee members of the committee on CFP-PCR approval, the committee members of the CFP verification panel, the committee members of the review panel, and JEMAI (hereinafter collectively called the "parties involved") shall comply, as they are in a position to have access to confidential matters relating to manufacturing and sales of products of businesses.

<Ethical norms>

Article 2

The ethical norms in the CFP Program shall be prescribed as below:

1. Parties involved should make efforts to smoothly promote their works in good faith, in line with the objective of the CFP Program.
2. Parties involved are prohibited from committing any fraud, and shall act in an ethical and socially responsible manner, during the operation of the CFP Program.
3. Parties involved shall not receive any benefits or facilities such as invitations or gifts offered from any interested party.
4. Parties involved shall not implicitly request for a provision of benefits or facilities to any interested party.
5. Parties involved shall recognize the purpose and roles of the CFP Program, and always endeavor to maintain fairness and transparency of the CFP Program.
6. Parties involved shall not divulge any information that requires to be kept in confidence obtained through their works. This provision shall apply for an indefinite period.

<Non-disclosure agreement (NDA)>

Article 3

JEMAI shall ensure that each party involved makes a non-disclosure agreement with JEMAI.

<Handling of confidential matter>

Article 4

When the parties involved visit a company site of a business, they shall comply with the company regulations and shall be cautious of security issues.

Supplementary provision

This document shall come into effect on April 2, 2012.