

**Aichi-Nagoya 2026 Games**  
**CODE OF SUSTAINABLE PROCUREMENT**

**September 2024**

**AINAGOC**

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## Terminology

Term	Definition
Goods, services, and works	Works, construction and auxiliary materials, equipment, fixtures, supplies and a variety of services (including services provided electromagnetically)
Suppliers	Business operators contracted by AINAGOC to provide goods, services, and works (primary suppliers)
Licensees	Business operators engaging in the manufacture, sales, etc. of official licensed merchandise that carries the emblem, etc. of Aichi-Nagoya 2026 Games
Supply chain	The supply flow of products until they reach end consumers. In this Procurement Code, supply chain indicates business operators (e.g., secondary/tertiary suppliers) that carry out the manufacture, distribution, and other supply stages, including the extraction of raw materials, before the goods are delivered to suppliers, or licensee.
Licensed merchandise	Items which licensees manufacture, sell, or otherwise handle based on license agreements with AINAGOC
Sponsors	Enterprises that provide know-how, goods/services, or funding required for the operation of Aichi-Nagoya 2026 Games
Suppliers, etc.	Suppliers of goods, services and works procured by AINAGOC and licensees licensed by AINAGOC for licensed merchandise for Aichi-Nagoya 2026 Games
Manufacture, distribution, and other processes	The process involving the extraction of raw materials, manufacturing, production, construction, distribution, and other operations, whether they take place in Japan or otherwise, involved before the delivery (including by electromagnetic means) of goods or provision of services to AINAGOC or the sales of licensed merchandise (note that, while it would be important to encompass the entire lifecycle (or a value chain) of 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 AINAGOC or licensed merchandise is sold.)
Value chain	The entire lifecycle of products or services, ranging from the extraction of raw materials, manufacturing, distribution, storage, provision of services, and use of products, including their development stages, to the disposal, recycling, and other end stages

Term	Definition
Offset scheme	A method of offsetting the effects of CO2 footprint by means of carbon credits. The carbon credit is the emission-equivalent credit in relation to projects such as 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 (baseline footprint).
OCA	Olympic council of Asia
APC	Asian Paralympic Committee
Women's empowerment	Realisation 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, the timing of childbirth, and the basic rights to have access to information and means to realise these.
Decent work	Humane work that provides job satisfaction
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 of favouring suppliers that promote a better work-life balance.
Due diligence	A perpetual process to assess corporations in terms of the negative impacts of possible illegal acts, human rights violations, environmental pollution, and other factors through their business operations and through business with supply chains, implement measures based on the assessment results, and review the effectiveness of the measures
Traceability	A system of identifying the movement route of products by means of documents, etc. and tracking them to facilitate the investigation of the cause and the recall of them
Fairtrade	Aiming to independence and livelihood improvement of producers and workers in developing countries by continuously buying their materials and products at fair prices

# 1 Overview

AINAGOC shall pursue a wide range of initiatives for sustainability, encompassing the environmental, social, and economic areas through the organization of Aichi-Nagoya 2026 Games (hereinafter referred to as “the Games”) to be held under the “use of existing facilities” which is one of the concepts of the Games by reducing the environmental impact and effectively using local resources, while mainly utilising existing sports facilities for the competition venues and utilising existing accommodation facilities for the athletes’ village rather than building new ones.

To this end, AINAGOC formulates the Code of Sustainable Procurement (hereinafter referred to as “the Procurement Code”) with the aim of pursuing environmental, social and economic sustainability, in addition to economic rationality, through its procurement of goods, services, and works necessary to organize the Games.

The Sustainable Development Goals (SDGs) of the United Nations' 2030 Agenda for Sustainable Development set forth 17 Sustainable Development Goals. One of the goals is to “ensure sustainable consumption and production patterns.” The commitment to sustainability-oriented procurement at the Games will lead to a legacy of transforming consumption and production patterns in society at large, including the introduction and promotion of sustainable practices that maintain an appropriate balance between environment, society, and economy.

This Procurement Code shall provide for the standards and operational methods necessary in order to realise the best practicable procurement, which respects sustainability-related international agreements and codes of conduct (including the Sustainable Development Goals (SDGs), the Paris Agreement, the Universal Declaration of Human Rights, ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (including ILO Core Labour Standards), U.N. Global Compact, OECD Guidelines for Multinational Enterprises, UN Guiding Principles on Business and Human Rights) and also takes into consideration the contribution towards compliance with laws and regulations, prevention of such environmental issues as loss of biodiversity and climate change, prevention of human rights violations and labour issues, promotion of fair business practices, revitalization of regional economies and other issues.

AINAGOC shall also encourage compliance with this Procurement Code as a concerted effort among suppliers, licensees, and other stakeholders, including supply chains, while promoting an expansion of initiatives similar to this Procurement Code to achieve a society in which the sustainable consumption and production patterns envisioned by the SDGs are attained and firmly establish a sustainability-oriented mindset in wider society, including supply chains, as a legacy of the Games.

## **2 Scope**

This Procurement Code applies to everything that is procured by AINAGOC, including goods, services, and works, as well as licensed merchandise (hereinafter collectively referred to as “Procured Goods, etc.”). It also includes procurement from Sponsors.

AINAGOC shall request Suppliers, etc. and other parties to comply with the Procurement Code as they engage in the manufacture and distribution of Procured Goods, etc., the provision of services, and the execution of works.

AINAGOC shall require these Suppliers, etc. and other parties to encourage their respective supply chains to also comply with the Procurement Code, including by making appropriate arrangement in their contracts with these business operators.

### **3 Sustainability Standards (Common Standards)**

#### **3.1 General provisions**

##### **3.1.1 Compliance with laws and regulations**

Suppliers of goods, services, and works AINAGOC procures and licensees of licensed merchandise for the Games under a license agreement with AINAGOC shall comply with laws and regulations applicable in Japan or other countries, and respect international statutory requirements, when engaging in the manufacture, distribution, and other processes of Procured Goods, etc. Where there exists a conflict between international statutory requirements and local laws and regulations, they shall pursue a way in which the local laws and regulations are complied with while the international statutory requirements are respected.

##### **3.1.2 Prohibition of retaliatory action**

Suppliers, etc. shall not take retaliatory action against whistleblowers for making a report concerning their acts of violation of laws and regulations, discrimination, or noncompliance with the Procurement Code to regulatory agencies or contacts of AINAGOC.

## **3.2 The environment**

In view of the ongoing progress made in the development of laws, policies, and guidelines for the environment in Japan, AINAGOC shall, for its procurement, require in principle that Suppliers, etc. 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 goods, services, and works meet the standards set forth in policies, etc. of the government of Japan for reducing environmental impact (including the Basic Policy for the Promotion of Procurement of Eco-friendly Goods and Services).

The Code also requires that, apart from the performance of goods, services, and works themselves, arrangements shall also be made throughout the lifecycle of the entire value chain, including in manufacture, distribution, and other processes, to lessen their environmental impact.

### **3.2.1 Enhancement of energy efficiency**

Suppliers, etc. should make efforts to reduce their energy consumption throughout the manufacture, distribution, and other processes of the Procured Goods, etc. This includes, for example, the use of low-carbon materials, the installation of energy-efficient equipment and logistics systems, insulation of buildings, and introduction of energy management systems.

### **3.2.2 Utilisation of renewable energy**

Suppliers, etc. should make efforts to utilise energy sources that have lower carbon footprints for their manufacture, distribution, and other processes for the Procured Goods, etc. Examples include electric power and heat derived from renewable energy.

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

Suppliers, etc. should make efforts to reduce their greenhouse gas emissions throughout the manufacture, distribution, and other processes of the 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.

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

Concerning the Procured Goods, etc., Suppliers, etc. should make efforts to reduce waste by efficiently using raw materials and maximizing the products' lives while ensuring that their products are designed for easy reusing/recycling after the Games by adopting generic components and designing structures that are easy to dismantle, detach, or disintegrate. Suppliers, etc. should use recycled products and raw materials containing recycled resources for their manufacture, distribution, and other processes of the Procured Goods, etc. They should also endeavour to make best use of the resources they consume even by recovering energy from non-reusable/unrecyclable waste. Suppliers, etc. should ensure the implementation of "3R+Renewable (switch to renewable resources)" and appropriate disposal measures for the waste that is generated after the maximum efforts are made. Furthermore, they should consider effective use of their stocks to reduce their resource deployment and consumption from a medium- to long-term perspective, with a view to transitioning to a circular economy.



### **3.2.5 Reduction of containers and packaging and adoption of recycled materials and plant-derived materials**

Suppliers, etc. should make efforts throughout the manufacture, distribution, and other processes 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 should also make use of recycled and plant-derived materials as well as easily reusable or recyclable containers and packaging.

### **3.2.6 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” of Japan, Suppliers, etc. should, in their manufacture, distribution, and other processes of Procured Goods, etc., reduce non-essential use and disposal of single-use plastic containers, packaging, and products and, where alternatives can possibly be found, pursue the adoption of appropriate alternative recyclable resources, such as recycled materials and paper that retain or exceed the performance of the original materials.

### **3.2.7 Contamination prevention, chemical substance control, and waste management**

Suppliers, etc. shall, throughout the manufacture, distribution, and other processes of Procured Goods, etc., comply with relevant environmental laws and regulations to prevent contamination of air, water, and soil, appropriately control chemical substances (including those contained in their products), and properly dispose of their waste materials. They should also make efforts to prevent adverse effects on the environment and human health throughout the manufacture, distribution, and other processes of Procured Goods, etc.

### **3.2.8 Extraction of raw materials with consideration for resource conservation**

Where Procured Goods, etc. involve forest/marine resources, Suppliers, etc. shall not employ illegally extracted or cultivated resources for Procured Goods, etc. They should also utilise such raw materials 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).

### **3.2.9 Conservation of biodiversity**

Suppliers, etc. shall not use in their Procured Goods, etc. raw materials that are derived from 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 should also endeavour to reduce the impact on biodiversity and ecosystems throughout the manufacture, distribution, and other processes of Procured Goods, etc., including the cultivation and harvest of raw materials, by pursuing the protection of endangered species and other wild animals and plants through production that imposes less impact on wildlife and their habitats.

### **3.3 Human rights**

AINAGOC strongly supports the principle that there shall be no discrimination between the participants on the basis of race, gender, ethnic origin, religion, philosophical or political opinion, marital status or other grounds as set forth in the OCA Constitution and the APC Constitution. AINAGOC shall also emphasise the importance of realising a society that recognizes diversity and respects human rights, where no one will be left behind.

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

Suppliers, etc. shall comply with and respect international human rights standards (in particular, the United Nations Global Compact, 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, UN Declaration on the Rights of Indigenous Peoples, and UN Guiding Principles on Business and Human Rights), in relation to the Procured Goods, etc.

#### **3.3.2 Prohibition of discrimination and harassment**

Suppliers, etc. shall eliminate any forms of discrimination and harassment<sup>i</sup> based on race, nationality, religion, gender, sexual orientation, gender identity, disability, or social standing, etc. throughout the manufacture, distribution, and other processes of Procured Goods, etc.<sup>ii</sup>

#### **3.3.3 Prohibition of the violation of rights of indigenous people and local communities**

Suppliers, etc. shall respect the rights of indigenous peoples and local communities to free, prior, and informed consent throughout the manufacture, distribution, and other processes of Procured Goods, etc., and shall not illegally displace members of indigenous people and local communities by force or considerably damage their environment for living.

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

Throughout the manufacture, distribution, and other processes of Procured Goods, etc., Suppliers, etc. should 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.

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i Including on the basis of age, skin colour, language, political or other opinion, national or social origin, or property (the same applies to 3, 4, and 5 below).

ii Refer to Act on Comprehensively Advancing Labor Measures, and Stabilizing the Employment of Workers, and Enriching Workers' Vocational Lives of the Japanese government.

### **3.3.5 Respect for the rights of persons with disabilities**

Throughout the manufacture, distribution, and other processes of Procured Goods, etc., Suppliers, etc. shall respect the rights of persons with disabilities and make reasonable arrangements such as promoting their employment and enhancing accessibility in workplaces in order to support their economic and social participation. Where the provision of products and services is concerned, they should ensure the convenience and safety of people with disabilities is considered in addition to adopting products produced by such persons.

### **3.3.6 Respect for the rights of children**

Throughout the manufacture, distribution, and other processes of Procured Goods, etc., Suppliers, etc. should respect the rights of children and make arrangements for prohibiting child labour, ensuring the safety of products and services intended for children, providing support to parents and guardians involved in childcare, in order to support the sound development of children.

### **3.3.7 Respect for the rights of social minorities**

Throughout the manufacture, distribution, and other processes of Procured Goods, etc., Suppliers, etc. should respect the rights of social minorities, such as ethnic, cultural and sexual minorities (including LGBT) and migrant workers, as fully as the rights of other people, and give due consideration to supporting these people to enjoy economic and social rights equal to the rights of other people, while taking into consideration the protection of privacy according to their characteristics.

### **3.4 Labour**

Given that labour is relevant to each and every step of the manufacture, distribution, and other processes of Procured Goods, etc., AINAGOC shall pursue appropriate worker management and work to ensure that appropriate workplace environments are maintained, 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 should also promote a better work-life balance for workers.

#### **3.4.1 Compliance with and respect for international labour standards**

Suppliers, etc. shall comply with and respect international labour standards concerning worker (in particular, the basic principles and rights on worker promoted by the International Labour Organization<sup>iii</sup> (including ILO's Core Labour Standards)) throughout the manufacture, distribution, and other processes of Procured Goods, etc.

#### **3.4.2 Freedom of association and the right to collective bargaining**

Suppliers, etc. shall secure the fundamental rights of workers engaged in the manufacture, distribution, and other processes of Procured Goods, etc., such as freedom of association and the right to collective bargaining.

#### **3.4.3 Ban on forced labour**

Suppliers, etc. shall not use any form of forced labour in the manufacture, distribution, and other processes of Procured Goods, etc., nor shall they engage in human trafficking.

#### **3.4.4 Prohibition of child labour**

Suppliers, etc. shall not employ any form of child labour throughout the manufacture, distribution, and other processes of the Procured Goods, etc.

#### **3.4.5 Prohibition of discrimination regarding employment and occupation**

Suppliers, etc. shall not discriminate against any worker engaged in the manufacture, distribution, and other processes of the Procured Goods, etc. in terms of their employment, wages, working hours and other conditions on the basis of race, nationality, religion, gender, sexual orientation, gender identity, disability, social standing, etc.

#### **3.4.6 Wages**

Suppliers, etc. shall pay the workers engaged in the manufacture, distribution, and other processes of the Procured Goods, etc. at least the minimum wage stipulated by law.

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

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iii Four principles related to fundamental rights ((1) Freedom of association and the effective right to collective bargaining; (2) the elimination of all forms of forced and compulsory labour; (3) the effective abolition of child labour; and (4) the elimination of all forms of discrimination in respect of employment and occupation) advocated in the ILO Declaration on Fundamental Principles and Rights at Work and its Follow-up (1998)

### **3.4.7 Prohibition of long working hours**

Suppliers, etc. shall 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) throughout the manufacture, distribution, and other processes of the Procured Goods, etc.

### **3.4.8 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, distribution, and other processes of the Procured Goods, etc. appropriate for their physical and psychological safety and soundness, such as the establishment of a health and safety committee and the provision of mental health programmes. Suppliers, etc. should also make efforts to ensure that the working environments allow the workers to maintain a good balance between their work and personal lives.

### **3.4.9 Foreign and migrant workers**

Suppliers, etc. shall appropriately manage the foreign and migrant workers (including technical intern trainees, specified skilled workers, and international students) working in their countries for the manufacture, distribution, and other processes of the Procured Goods, etc. pursuant to the relevant laws and regulations<sup>iv</sup>. They shall not engage in illegal acts or misconduct 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 issue the workers with a description of working conditions in writing and in a language which the workers can understand.

Suppliers, etc. should, when they employ foreign and migrant 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 migrant workers, and that they do not violate the rights of these foreign and migrant workers. In addition, Suppliers, etc. should make efforts to provide appropriate housing, develop a system that enables foreign and migrant workers to easily access opportunities to file complaints or seek consultations, and liaise with the relevant authorities.

### **3.4.10 Prevention of violence and harassment in the workplace**

Suppliers, etc. shall prohibit workplace violence and harassment throughout the manufacture, distribution, and other processes of the Procured Goods, etc. and implement appropriate measures for their prevention.

### **3.4.11 Proactive employment of disadvantaged people in the labour market**

Suppliers, etc. should make arrangements to promote the employment of people facing difficulties in finding jobs, such as people in need and single-parents throughout the manufacture, distribution, and other processes of Procured Goods, etc.

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<sup>iv</sup> With regard to foreign technical intern trainees, the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Law No. 89 of 2016) came into effect in November 2017 to strengthen the supervision system for supervising and implementing organizations and to protect technical intern trainees.

### **3.5 The economy**

There have been growing social expectations in recent years for fairness in business activities. Moreover, sustainability is perceived to comprise of the three pillars of the environment, society, and the 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 Games 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, AINAGOC shall also emphasise the importance of initiatives concerning fair business practices and the local economy.

#### **3.5.1 Prevention of corruption**

Suppliers, etc. shall not allow themselves to be involved in acts of corruption such as bribery throughout the manufacture, distribution, and other processes of the Procured Goods, etc.

#### **3.5.2 Fair trade practices**

Throughout the manufacture, distribution, and other processes of the Procured Goods, etc., Suppliers, etc. shall comply with the Antimonopoly Act, the Subcontract Act, and the Unfair Competition Prevention Act. They shall not take part in unfair, anticompetitive trade practices, such as dumping, abuse of buying power, and collusive tendering.

#### **3.5.3 Use of raw materials free from association with conflicts or crimes**

For Procured Goods, etc., Suppliers, etc. shall not use raw materials that are in any way related to armed conflicts or crimes, such as the financing of armed groups or criminal organizations.

#### **3.5.4 Protection of intellectual property rights**

Suppliers, etc. shall not infringe third-party intellectual property rights (e.g. patent rights, utility model rights, copy rights, design rights, trademarks, etc.) or business secrets throughout the manufacture, distribution, and other processes of Procured Goods, etc.

#### **3.5.5 Responsible marketing**

Suppliers, etc. shall not make misleading representations prohibited by the Act against Unjustifiable Premiums and Misleading Representations (Law No. 134 of 1962) in the marketing of Procured Goods, etc. Suppliers, etc. should also give due consideration to consumers and society in the marketing of Procured Goods, etc. by, for example, avoiding discriminatory or misleading advertisements and restricting advertisements that may have an undesirable influence on children.

### **3.5.6 Appropriate information management**

Suppliers, etc. shall treat personal information pursuant to relevant laws throughout the manufacture, distribution, and other processes of the Procured Goods, etc. and appropriately manage confidential information related to the Games, 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.

### **3.5.7 Stimulation of the local economy**

Participation in the sustainable procurement required for the Games offers the communities and SMEs in Japan including the region where the Games are held a valuable experience that helps to attain international competitiveness and be invigorated, allowing local communities to thrive sustainably.

For this reason, AINAGOC shall support initiatives to encourage communities and SMEs to participate in sustainable procurement.

Suppliers, etc. should, when purchasing services and procuring raw materials in relation to the manufacture, distribution, and other processes of the Procured Goods, etc., make efforts to provide opportunities for the local communities, SMEs, and business operators in agriculture, forestry, and fisheries that pursue sustainable vitalisation of the communities. They should also endeavour to use products that are produced within the local communities with sustainability in mind.

However, when Suppliers, etc. conduct procurement as government procurement subject to the WTO Agreement on Government Procurement, they shall consider this while complying with the Agreement.

## **4 Standards by item**

The following items shall be subject to 3, 5, and 6 of the Procurement Code as well as the respective standards provided in Appendix:

**I Wood materials**

**II Paper materials**

**III Agricultural products**

**IV Livestock products**

**V Fishery products**

**VI Palm oil**



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

### **5.1 Understanding the Procurement Code**

Those who wish to be Suppliers, etc. shall review and understand the Procurement Code in advance.

### **5.2 Declaration of commitment**

Those who wish to be Suppliers, etc. shall submit a commitment form in advance to declare that they will be committed to comply with the Procurement Code.

### **5.3 Development of a system for Procurement Code compliance**

Suppliers, etc. 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 a contract with AINAGOC 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 compliance with the Procurement Code. They should conduct, in assessing and addressing the risks to sustainability, the due diligence required of them by the international guidelines, including National Action Plan, Correspondence to “Business and Human Rights”, the United Nations Guiding Principles on Business and Human Rights, OECD Guidelines for Multinational Enterprises, OECD Due Diligence Guidance for Responsible Business Conduct, and the ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy.

### **5.4 Dissemination**

Suppliers, etc. should, prior to the conclusion of a contract with AINAGOC and also in the subsequent period, provide training, educational or otherwise appropriate opportunities to disseminate the content of the Procurement Code to their officers, employees, and members of the supply chains.

## **5.5 Engagement with supply chains**

Suppliers, etc. should, prior to the conclusion of a contract with AINAGOC and also in the subsequent period, make efforts to engage their supply chains to ensure that the Procurement Code is complied with throughout the manufacture, distribution, and other processes of the Procured Goods, etc. by requesting the members of their supply chains to comply with the Procurement Code or equivalent procurement policies. In the process of engagement efforts, Suppliers, etc. should appropriately verify and assess the risks to sustainability in their supply chains and mobilise their greater efforts on engagement on the supply chains or sectors of higher risk.

In their efforts to engage the supply chains, Suppliers, etc. should emphasise the importance of communication with the supply chains based on the principle of coexistence and coprosperity so that compliance with the Procurement Code is realised as a concerted effort with the supply chains.

Suppliers, etc. should ensure that, in terms of the contracts with parties in their supply chains, the details necessary for implementing the engagement of, and communication with, the supply chains are provided in the specifications and other documents.

## **5.6 Documentation of implementation**

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

Suppliers, etc. shall make readily available upon the request of AINAGOC, in particular, the names and addresses of facilities for manufacturing (in the assembly/finishing 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 upon request of AINAGOC.

## **5.7 Disclosure and explanation of implementation**

Those who wish to be Suppliers, etc. 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 AINAGOC based on the types, volumes, etc. of Procured Goods, etc. Likewise, after a contract is concluded, Suppliers, etc. shall disclose and explain the implementation of their initiatives upon request of AINAGOC.

## **5.8 Verification and monitoring of compliance**

AINAGOC shall, prior to the conclusion of a contract with the Suppliers, etc. and also in the subsequent period, verify and monitor the compliance of the Suppliers, etc. with the Procurement Code when it is deemed necessary according to the levels of sustainability-related risks.

Suppliers, etc. shall cooperate in such verification and monitoring. If it is deemed necessary to conduct further investigations as a result of the aforementioned verification and monitoring, AINAGOC may request the Suppliers, etc. to accept an audit conducted by a third party appointed by AINAGOC. Suppliers, etc. shall cooperate with AINAGOC to the extent possible when it requests the verification and monitoring of compliance with the Procurement Code or third-party audits to be conducted in their supply chains.

## **5.9 Remedial measures**

If a Supplier, etc. is found to be in noncompliance with the Procurement Code, AINAGOC shall demand said Supplier, etc. that they implement remedial measures and submit, within a specified period, an improvement plan.

Where this is the case, the Supplier, etc. shall submit its improvement plan within the designated period, implement their remedial measures according to the plan after it is approved by AINAGOC, and report the results of the implementation of the measures to AINAGOC.

If noncompliance with the Procurement Code is found in supply chains, relevant Suppliers, etc. shall cooperate with AINAGOC to communicate the request for making improvements to the members of the supply chains.

AINAGOC may terminate the contract with a Supplier, etc. if the Supplier, etc. is deemed to be insufficient in implementing improvements despite their significant noncompliance with the Procurement Code. Provided, however, that noncompliance in the supply chains of Suppliers, etc. with the Procurement Code will not be a reason for contract termination as long as the Suppliers, etc. are appropriately communicating with their supply chains based on the provisions of this Procurement Code and requests of AINAGOC.

## **6 Grievance Mechanism**

AINAGOC shall implement a whistleblower hotline to receive and properly respond to reports concerning noncompliance with the Procurement Code (including information about an actual case of noncompliance or facts that may suggest such noncompliance with the Procurement Code; hereinafter referred to as “Report(s)”).

If Reports are made, AINAGOC 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 5.9 above be implemented. Otherwise, it shall take necessary actions to resolve the noncompliance, such as promoting communication between the Suppliers, etc. and relevant stakeholders.

Suppliers, etc. shall cooperate with AINAGOC in handling the Report.

Details of the procedure of accepting and handling Reports will be specified by AINAGOC separately.

## Appendix: Standards by item

### I Wood materials

Regarding the wood materials used for goods, services, and works procured by AINAGOC and Suppliers, etc., the separate standards described below are provided from the viewpoint of sustainability, in addition to the Sustainability Standards (Common Standards).

#### Sustainable Procurement Standards for Wood Materials

- 1 These Procurement Standards apply to the following wood materials (except recycled timber offcuts and waste building materials):
  - (1) Lumber, composite wood, cross laminated timber, plywood, laminated veneer lumber, and flooring boards used as building materials
  - (2) Plywood boards used for building concrete moulds
  - (3) Wood used for furniture
  
- 2 The wood materials described in 1 above shall be required to meet the following (1) to (5) from the sustainability point of view. Regarding plywood boards for concrete moulds, Suppliers, etc. shall make efforts to reuse these and also meet (1) to (5) in the reuse, where (1) is a mandatory requirement:
  - (1) The timber should be logged through appropriate processes that conform to the forest-related laws and regulations of the country or territory where raw wood is produced.
  - (2) The timber derives from the forests that are maintained and managed based on medium- to long-term plans or policies.
  - (3) Logging is performed in such a way as the ecosystem is protected, environmentally important areas, including wetlands and ancient woodlands, are appropriately conserved, and the timber is not from forests to be converted into agricultural lands, etc.
  - (4) The forests are utilised in such a manner that the rights of the indigenous peoples and local residents are respected and their consent has been obtained by their free will based on sufficient, prior information.
  - (5) 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 SGEC <sup>Note 3</sup> are accepted in principle as highly compliant with (1) to (5) in 2 above <sup>Note 4</sup>.
  
- 4 Materials not applicable to 3 above shall have proof that they have been verified with reference to the requirements of (1) to (5) in 2 above by the methods described in Supplement.

- 5 When selecting wood materials with reference to 3 and 4 above, Suppliers, etc.<sup>Note 5</sup> should consider the greenhouse gas emissions from transportation of the wood materials, resource cycles in the local communities, and contribution to the stimulation of local economies by selecting domestic timber etc.
- 6 Suppliers, etc. shall retain for five years the documents concerning the certifications in 3 and the proof in 4 above for the wood materials they use and submit these if requested by AINAGOC.
- 7 It is recommended that Suppliers, etc. gather as much information as possible about their wood materials in terms of their places of origin and any deficiencies concerning the producers, from the perspective of their traceability to the logging sites, and use such information to lower the risk of procuring from producers of wood materials that do not satisfy 2 above, while paying sufficient attention to the credibility and objectivity of such information.
- 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<sup>Note 6</sup> engaged in each phase of the manufacture, distribution, and other processes up to the delivery to the Suppliers, etc., including logging, are registered wood-related business operators as per the Act, and Suppliers, etc. should preferentially select 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.

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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: AINAGOC shall verify the standard compliance of the materials even if they are certified materials should it judge them highly unlikely to comply with 2 (1) to 2 (5) above.

Note 5: Where licensed merchandise is concerned, replace “Suppliers, etc.” with “licensees” (the same applies hereafter).

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

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

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

- 1 The point described in 2 (1) of the Procurement Standards (wood materials) shall be assessed for legality as per the Guidelines for Certification of Legality and Sustainability of Timber and Timber 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 24 February 2023).
- 2
  - (1) As to 2 (2) to 2 (5) of the Procurement Standards (wood materials), 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 record and report the verification results in writing.
    - (2) 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.
    - (3) 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 wetlands, 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.
    - (4) If the forests where the timber in question is produced involve the rights of indigenous peoples, etc., verify that their consent has been obtained by their free will based on sufficient, prior information.
    - (5) 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 shall be repeated in this manner at each point of delivery.
- 4 The operators of building mould installation shall 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 retain relevant documents of the wood materials for five years, including the shipping records and certificates.

## II Paper materials

Regarding the paper materials used for goods, services, and works procured by AINAGOC and Suppliers, etc., the separate standards described below are provided from the viewpoint of sustainability, in addition to the Sustainability Standards (Common Standards).

### Sustainable Procurement Standards for Paper Materials

- 1 These procurement standards apply to the following paper materials (including Japanese *washi* paper): 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 products, and wrapping paper.
- 2 The paper materials described in 1 above shall be required to meet the following (1) to (3) from the sustainability point of view:
  - (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 raw materials (including the by-products of forest thinning, non-wood 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 satisfy the following a to e:
    - a The timber, etc. has been logged or otherwise harvested through appropriate procedures with reference to the laws and regulations relating to forests and other extraction sites of the country or territory where they are produced.
    - b The timber, etc. derives from the forests or other extraction sites that are maintained and managed based on medium- to long-term plans or policies.
    - c Logging or harvesting is performed in such ways as the ecosystem is protected, environmentally important areas, including wetlands and ancient woodlands, are appropriately conserved, and the forests are not converted to agricultural lands, etc.
    - d The forests, etc. are utilised in such a manner that the rights of the indigenous peoples and local residents are respected and their consent has been obtained by their free will based on sufficient prior information.
    - e Occupational health and safety are ensured for the workers employed for logging or extraction.
  - (3) Depending on the purposes and characteristics of the products, the paper is not brightened excessively, printed excessively, or processed in such a way that makes paper recycling difficult <sup>Note 2</sup>.



- 3 Paper from Virgin Pulp shall be accepted as satisfying 2 (2) a to 2 (2) e 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 1 to 5 shall be verified about the timber, etc. that is used to produce the Virgin Pulp as specified in Supplement.
- 4 Suppliers, etc. <sup>Note 4</sup> shall retain the documents concerning 2 (1) to 2 (3) above for the paper to be used for one year following the end of the Games, and submit these if requested by AINAGOC.
- 5 It is recommended that Suppliers, etc. gather as much information as possible about their paper materials in terms of their places of origin and any deficiencies concerning the producers, from the perspective of their traceability to the logging sites, and use such information to lower the risk of procuring from producers of paper that does not satisfy 2 above, while paying sufficient attention to the credibility and objectivity of such information.
- 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 <sup>Note 5</sup> engaged in each phase of the manufacture, distribution, and other processes up to the delivery to the Suppliers, etc., including logging, are registered wood-related business operators as per the Act, and Suppliers, etc. should preferentially select 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.

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Notes 1 and 2: Printing paper, administrative notebooks, etc. may be subject to designated recycled pulp content and brightness with reference to the Basic Policy for Procurement of Eco-Friendly Goods, etc. of the Japanese government.

Note 3: Certificate of Conformity (CoC) shall be consecutive.

Note 4: Where licensed merchandise (including the packaging boxes for the licensed merchandise) is concerned, replace “Suppliers, etc.” with “licensees” (the same applies hereafter).

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

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

With reference to the second sentence of 3 of the Sustainable Procurement Standards for Paper Materials (hereinafter referred to as “the Procurement Standards (paper materials)”), details are given as follows:

As to 2 (2) a to 2 (2) e of the Procurement Standards (paper materials), 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 document the verification results:

- 1 Verify that the timber, etc. in question is logged or otherwise harvested through appropriate procedures with reference to the laws and regulations of the country or territory where it is produced.
- 2 Verify that the forests, etc. for production and harvest of the timber, etc. in question are certified with forest management plans, etc. or the landowner, etc. has plans or policies for management and maintenance of the sites.
- 3 If rare species of flora or fauna are found in the forests, etc. where the timber, etc. in question is produced and harvested, verify that measures to protect them are in place, including for logging procedures. Where there are wetlands, 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.
- 4 If the forests, etc. where the timber, etc. in question is produced and harvested involve the rights of indigenous peoples, etc., verify that their consent has been obtained by their free will based on sufficient, prior information.
- 5 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.

### III Agricultural products

Regarding the agricultural products used for the food and related services provided by AINAGOC and Suppliers, etc., the separate standards described below are provided from the viewpoint of sustainability, in addition to the Sustainability Standards (Common Standards).

#### Sustainable Procurement Standards for Agricultural Products

- 1 The Procurement Standards apply to fresh agricultural produce (\*) and processed food products whose primary ingredients are agricultural products.

Suppliers, etc. <sup>Note 1</sup> shall procure agricultural produce that satisfies the Procurement Standards for their fresh food products. As for processed food products, they shall prioritise as much as possible those products whose primary agricultural ingredients satisfy the Procurement Standards. They shall also take due care through their procurement to reduce food loss and waste.

\* This include the agricultural products as fresh produce included in Appended Table 2 of the Food Labelling Standards pursuant to the Food Labelling Act of Japan: fresh agricultural produce includes rice, wheat, miscellaneous grains, beans, vegetables, fruits, other agricultural produce (including produce that is conditioned, sorted, and rinsed after harvesting, as well as that simply cut or simply frozen), mushrooms, wild herbs and bamboo shoots.

- 2 The agricultural products described in 1 above shall be required to meet the following (1) to (4) from the sustainability point of view:
  - (1) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of agricultural products in order to ensure food safety.
  - (2) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of agricultural products in order to ensure that agricultural production activities take into consideration the adjacent environments and local ecosystems.
  - (3) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of agricultural products in order to ensure the occupational safety of workers.
  - (4) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of agricultural products in order to ensure the human rights of workers are protected.
- 3 Agricultural products produced by methods certified according to the GLOBALG.A.P., ASIAGAP or JGAP standards <sup>Note 2</sup> are accepted as highly compliant with 2 above.

- 4 Where there is a need for agricultural products that are not produced with the certification stated in 3 above, they are accepted as highly compliant with 2 above if they are based on the GAP standards pursuant to the “Guidelines on International-level GAP” prepared by the Ministry of Agriculture, Forestry and Fisheries of Japan and have a third-party certification by public agencies, such as prefectural governments.
- 5 Where there is a need for agricultural products that do not satisfy 3 or 4 above, they are accepted as meeting the standards set forth in the Procurement Code if the supplier indicates that they have confirmed the viewpoints listed in 2 above on the ‘Check Sheet’ regarding its efforts to ensure sustainability and makes a commitment to doing so.
- 6 Suppliers, etc. should, when selecting agricultural products, take into consideration the greenhouse gas emissions from the transportation of these agricultural products, the resource cycles in the local communities, and contribution to boosting local economies. From these viewpoints, they should prioritise the use of agricultural products produced in Japan with sustainability in mind<sup>Note 3</sup>. However, when Suppliers, etc. conduct procurement as government procurement subject to the WTO Agreement on Government Procurement, they shall consider this while complying with the Agreement.
- 7 Concerning agricultural products produced outside Japan, etc. and difficult to verify their high levels of compliance with 2 above, Suppliers, etc. should pursue their procurement with high priority placed on those products that are produced based on sustainability initiatives, such as Fairtrade, and ensured of their traceability.
- 8 In order to ensure traceability, Suppliers, etc. shall retain documents proving that the agricultural products they use meet 2 to 7 above and 9 below for one year following the end of the Games, and shall submit such documents if requested by AINAGOC.
- 9 In addition to 2 above, from the viewpoint of further promoting the producers’ engagement in contributing to sustainability, it is recommended to increase to the maximum extent possible the procurement of agricultural products produced organically, by methods that reduce greenhouse gas emissions, through proactive participation of persons with disabilities in production, or in areas where people preserve traditional agricultural practices recognised by international organizations or national governments, such as the Globally Important Agricultural Heritage Systems and Japanese Nationally Important Agricultural Heritage Systems, as these are regarded as having exceptional environmental arrangements. Suppliers who declare to pursue this shall publicly disclose their initiative details and procurement performance.

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Note 1: Where licensed merchandise is concerned, replace “Suppliers, etc.” with “licensees” (the same applies hereafter).

Note 2: Good agricultural practice (GAP) is an approach to the production of agricultural products while ensuring sustainability in terms of food safety, environmental protection and occupational safety, etc. GLOBALG.A.P., ASIAGAP or JGAP standards are systems in which a third party certifies a producer’s approach of GPA.

Note 3: This includes initiatives that contribute to the reduction of environmental impact, such as those based on the Strategy for Sustainable Food Systems, MIDORI.

## IV Livestock products

Regarding livestock products for the food and related services provided by AINAGOC and Suppliers, etc., the separate standards described below are provided for from the viewpoint of sustainability, in addition to the Sustainability Standards (Common Standards).

### Sustainable Procurement Standards for Livestock Products

- 1 The Procurement Standards apply to fresh livestock products (\*) and processed food products whose primary ingredients are livestock products.

Suppliers, etc. <sup>Note 1</sup> shall procure livestock products that satisfy the Procurement Standards for their fresh food products. As for processed food products, they shall prioritise as much as possible those products whose primary livestock ingredients satisfy the Procurement Standards. They shall also take due care through their procurement to reduce food loss and waste.

\* This includes livestock products as fresh products included in Appended Table 2 of the Food Labelling Standards pursuant to the Food Labelling Act of Japan: fresh livestock products include fresh meat, milk, eggs for consumption, and other livestock products (including products that are simply cut or sliced, and those simply refrigerated or frozen).

- 2 The livestock products described in 1 above shall be required to meet the following (1) to (5) from the sustainability point of view:
  - (1) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of livestock products in order to ensure food safety.
  - (2) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of livestock products in order to ensure environmentally conscious livestock production activities.
  - (3) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of livestock products in order to ensure the occupational safety of workers.
  - (4) Appropriate measures with reference to the relevant laws and regulations of the country or territory of production are implemented for the production of livestock products in order to ensure the human rights of workers are protected.
  - (5) Appropriate measures with reference to the Terrestrial Animal Health Code <sup>Note 2</sup> by OIE (World Organisation for Animal Health) and other regulations in alignment with the animal welfare approach are implemented for the production of livestock products in order to ensure animal comfort in livestock rearing management.

- 3 Livestock products produced by methods certified according to the JGAP standards are accepted as highly compliant with 2 above.
- 4 Where there is a need for livestock products that do not satisfy 3 above, they are accepted as meeting the standards set forth in the Procurement Code if the supplier indicates that they have confirmed the viewpoints listed in 2 above on the ‘Check Sheet’ regarding its efforts to ensure sustainability and makes a commitment to doing so.
- 5 Suppliers, etc. should, when selecting livestock products, take into consideration the greenhouse gas emissions from the transportation of these livestock products, the resource cycles in the local communities, and contribution to boosting local economies. From these viewpoints, they should consider using livestock products that are produced in Japan with sustainability in mind <sup>Note 3</sup>. However, when Suppliers, etc. conduct procurement as government procurement subject to the WTO Agreement on Government Procurement, they shall consider this while complying with the Agreement.
- 6 Concerning livestock products produced outside Japan, etc. and difficult to verify their high levels of compliance with 2 above, Suppliers, etc. should pursue their procurement with high priority placed on those products that are produced based on sustainability initiatives, such as Fairtrade, and ensured of their traceability.
- 7 In order to ensure traceability, Suppliers, etc. shall retain documents proving that the livestock products they use meet 3 to 6 above and 8 below for one year following the end of the Games, and shall submit such documents if requested by AINAGOC.
- 8 In addition to 2 above, from the viewpoint of further promoting the producers’ engagement in contributing to sustainability, it is recommended to increase to the maximum extent possible the procurement of livestock products produced by farmers who are committed to sustainable livestock production <sup>Note 4</sup>. Suppliers, etc. who declare to pursue procurement of these shall publicly disclose their initiative details and procurement performance.

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Note 1: Where licensed merchandise is concerned, replace “Suppliers, etc.” with “licensees” (the same applies hereafter).

Note 2: In Japan, an equivalent will be the “Items recommended for implementation” indicated in the Technical Guidelines concerning the management of livestock rearing by livestock type, which the national government issued with reference to this Code.

Note 3: This includes initiatives that contribute to the reduction of environmental impact, such as those based on the Strategy for Sustainable Food Systems, MIDORI.

Note 4: Livestock products produced organically, by HACCAP-controlled farms, by using eco-feed, by farms practicing pasture livestock farming, through proactive participation of persons with disabilities in production, by feeding low-carbon feed, by producers equipped with facilities to treat livestock manure such as the rapid manure fermentation system, and with domestically produced feeds, sustainability-conscious eggs and poultry meat (JAS0013-certified products), and livestock products produced on recycling-oriented combined livestock production farms.



## V Fishery products

Regarding the fishery products used for the food and related services provided by AINAGOC and Suppliers, etc., the separate standards described below are provided for from the viewpoint of sustainability, in addition to the Sustainability Standards (Common Standards).

### Sustainable Procurement Standards for Fishery Products

- 1 The Procurement Standards apply to fresh fishery products (\*) and processed food products whose primary ingredients are fishery products.

Suppliers, etc. <sup>Note 1</sup> shall procure fishery products that satisfy the Procurement Standards for their fresh food products. As for processed food products, they shall prioritise as much as possible those products whose primary fishery ingredients satisfy the Procurement Standards. They shall also take due care through their procurement to reduce food loss and waste.

\* This includes the fishery products as fresh products included in Appended Table 2 of the Food Labelling Standards pursuant to the Food Labelling Act of Japan: fresh fishery products include fish, seashells, aquatic animals, marine mammals, and algae (including round, semi-dressed, and dressed fish as well as fillets, fillet portions, fillet slices (excluding ones arranged as sashimi), skinless, simply frozen, defrosted after being frozen, and live fish).

- 2 The fishery products described in 1 above shall be required to meet the following (1) to (5) from the sustainability point of view:
  - (1) Fishing or production is conducted appropriately in line with the Code of Conduct for Responsible Fisheries by the FAO (Food and Agriculture Organization of the United Nations) and other laws and regulations concerning fisheries.
  - (2) Wild caught fishery products caught by fisheries for which target fishery resources are managed in a planned manner, and conservation of the ecosystem is taken into account, based on scientific data.
  - (3) Farmed fish are reared in fish farms which preserve the ecosystems by maintaining and improving the fishing environments based on scientific data and according to plans, and the farming operations have appropriate measures in place to ensure food ingredient safety.
  - (4) Appropriate measures are implemented with reference to the laws and regulations of the country or territory of production for fishing or production in order to ensure the occupational safety of workers.
  - (5) Appropriate measures that conform to the relevant laws and regulations of the country or territory of production are implemented for the production of fishery products to ensure the protection of and respect for human rights at work of workers engaged in catching and production of fishery products.

- 3 Fishery products certified by MEL, MSC, or ASC are accepted as being highly compliant with 2 above, as these are approved by the GSSI (Global Sustainable Seafood Initiative). In addition, those fishery products certified by the Ecolabelling Certification Scheme for Fish and Fishery Products as being in compliance with the FAO's Guideline <sup>Note 2</sup> may be regarded to be highly compliant with 2 above and also accepted.
- 4 Where there is a need for fishery products without any certification specified in 3 above, any of the following methods shall apply to procured fishery products:
  - (1) Fishery products whose high levels of compliance with 2 above have been verified in accordance with Supplement, including fishery products caught or produced by fishing or farming based on improvement plans whose progress toward obtaining certifications specified in 3 can be monitored in a transparent and objective manner.
  - (2) Fishery products that are caught based on an administrative body-authorized plan for resource control pursuant to the Fishery Act of Japan <sup>Note 3</sup>, and whose compliance with 2 (4) and 2 (5) above has been verified in accordance with Supplement.
  - (3) Fishery products that are produced in farms managed based on an administrative body-authorized plan to maintain and improve the fishery environment, and whose compliance with 2 (4) and 2 (5) above has been verified in accordance with Supplement.
- 5 Endangered species <sup>Note 4</sup> shall not be used. However, such species may be used if measures for sustainable use, such as resource conservation and ensured reproduction, are in place <sup>Note 5</sup>, or if it is produced entirely by farming <sup>Note 6</sup>.
- 6 Suppliers, etc. should, when selecting fishery products, take into consideration the greenhouse gas emissions from the transportation of these fishery products, the resource cycles in the local communities, and contribution to boosting local economies. From these viewpoints, they should consider using fishery products that are produced in Japan with sustainability in mind. However, when Suppliers, etc. conduct procurement as government procurement subject to the WTO Agreement on Government Procurement, they shall consider this while complying with the Agreement.
- 7 Concerning fishery products produced outside Japan, etc. and difficult to verify their high levels of compliance with 2 above, Suppliers, etc. should pursue their procurement with high priority placed on those products that are produced based on sustainability initiatives, such as Fairtrade, and ensured of their traceability.
- 8 In order to ensure traceability, Suppliers, etc. shall retain documents proving that the fishery products they use meet 3 to 6 above for one year following the end of the Games, and shall submit such documents if requested by AINAGOC.

- 9 In addition to 2 above, from the viewpoint of further promoting the producers' engagement in contributing to sustainability, it is recommended to increase to the maximum extent possible the procurement of fishery products with MEL, MSC or ASC certification. It is recommended that no endangered species be used in principle. Suppliers, etc. who declare to pursue procurement in these manners shall publicly disclose their initiative details and procurement performance.

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Note 1: Where licensed merchandise is concerned, replace "Suppliers, etc." with "licensees" (the same applies hereafter).

- Note 2: - Guidelines for the Ecolabelling of Fish and Fishery Products from Marine Capture Fisheries. Revision 1. (2009)
- Guidelines for the Ecolabelling of Fish and Fishery Products from Inland Capture Fisheries. (2011)
  - Technical guidelines on aquaculture certification. (2011)

Note 3: Act on Partial Amendments of Fishery Act, etc. (enacted in December 2018, enforced in December 2020)

Note 4: The species specified on the IUCN Red List of Threatened Species under the Threatened category (CR: Critically endangered, EN: Endangered, and VU: Vulnerable).

Note 5: Products that have the GSSI-approved Ecolabelling Certification for Fish and Fishery Products by the MEL, MSC, or ASC, or products for which measures for catch limits and other restrictions are enforced based on laws and regulations, as well as international conventions.

Note 6: This refers to farmed fish reared from fish roes that are cultivated through a closed farming cycle.

## **Supplement (Ways to verify fishery products with respect to 4 (1) to 4 (3))**

With reference to 4 (1) to 4 (3) of the Sustainable Procurement Standards for Fishery Products (hereinafter referred to as “the Procurement Standards (fishery products)”), details are given as follows:

As to 2 of the Procurement Standards (fishery products), the following points shall be verified and the outcome thereof documented by the fishing operators or the fisheries cooperative association affiliated with the fishing operators in the case of fishery products produced in Japan, and by importers in the case of imported fishery products, in ways which are reasonable from the accountability point of view:

- 1 Verify if all of the following apply to the fishing or production of the fishery products in question:
  - (1) Compliant with the Code of Conduct for Responsible Fisheries by the FAO.
  - (2) Licensed or authorised in relation to the fishery business in question, based on the Japanese laws and regulations, by relevant controlling authorities (national or regional government), and compliant with regulations in terms of the operational area and period, fishing tools and methods, catch limits, catch targets, etc.
  - (3) Where the fisheries under international regulations are concerned, in compliance with the resource control measures specified by the local fishery regulator.
  
- 2 Verify if the wild fish in question are caught by fishing methods to which all of the following apply:
  - (1) Targets are set for resource control based on scientific data, and measures are implemented to achieve these targets (for example, effective measures for conserving and managing the target fishery resources) with their details/practices authorised by administrative bodies and publicly disclosed (including species under the IQ (individual quota) control).
  - (2) Efforts are made to reduce unintended catches of non-target species and small fish.
  
- 3 Verify if the farmed fish in question are produced by fish farming to which all of the following apply:
  - (1) Farm fishing environment improvement goals are set in terms of water quality and sediment conditions, and measures are planned and implemented to achieve these goals (for example, fishing environment monitoring, documenting and retaining the records of fish farming, appropriate use of feed, and control over the stocking densities or the volume of fry to introduce).
  - (2) Use of chemicals other than fishery chemicals is prohibited, and the fishery chemicals are appropriately used in compliance with laws and regulations, such as periods of use prohibition.

- 4 Verify that the following measures are appropriately implemented with reference to laws and regulations related to occupational safety for catching or production of fishery products in question:
  - (1) Protective clothes and equipment for work safety are provided, and appropriately maintained after work.
  - (2) Efforts are made to improve the workplace environment, such as putting up warning signs and ensuring regular breaks.
  - (3) Machines and tools are checked for safety systems, inspected before use, used appropriately, and maintained and stored after use.
  - (4) Chemical substances, fuels, etc. are appropriately stored or disposed of.
  
- 5 Verify, to the extent possible, that the following measures are appropriately implemented with reference to human rights laws and regulations for catching or production of the fishery products in question:
  - (1) Producers, etc. prohibit the exploitation of workers through human trafficking.
  - (2) Producers, etc. prohibit the engagement of workers and other individuals for the work which they undertake by the fear of punishment and for which they did not apply through their free will.
  - (3) Producers, etc. prohibit the employment of minors, below 15 years of age in principle, and also prohibit the employment of young workers below 18 years of age for dangerous and hazardous work, including the operation of dangerous equipment, handling of hazardous substances, extended hours of worker, and night-time worker.
  - (4) Producers, etc. implement appropriate worker management based on applicable laws and regulations and prohibit discriminatory treatment in terms of employment and work conditions based on the workers' race, nationality, gender, etc.

## VI Palm oil

Regarding the palm oil used for goods and services procured by AINAGOC and Suppliers, etc., the separate standards described below are provided from the viewpoint of sustainability, in addition to the Sustainability Standards (Common Standards).

### Sustainable Procurement Standards for Palm Oil

- 1 The Procurement Standards apply to the palm oil used for deep-frying (cooking for food services), in soap and detergent products, and as a raw material of processed food products.

Suppliers, etc. <sup>Note 1</sup> shall procure deep-frying oil and soap and detergent products, made from the palm oil that satisfies the Procurement Standards, and shall prioritize as much as possible those products that use the palm oil which satisfy the Procurement Standards as ingredients. They shall also take due care through their procurement to reduce food loss and waste.

\* Following products are highly likely to contain palm oil:

including but not limited to comestible oils, instant noodles, bread, pastries, margarine, bread shortening, coffee cream, frozen foods, retort pouched foods, salad dressings, curry roux, fried chicken, fried potatoes, packed snacks, chocolate, cookies, biscuits, sugar candies, baked cakes, doughnuts, ice cream, soap, detergent, toiletry products, shampoo, body soap, and toothpaste

- 2 The palm oil described in 1 above shall be required to meet the following (1) to (4) from the sustainability point of view:
  - (1) Appropriate procedures are followed with reference to relevant laws and regulations in relation to the development and management of farms in the country or territory where the palm oil is produced.
  - (2) Farm development and management are conducted in such a way as the ecosystem is protected, and the environmentally important areas, including wetlands and ancient woodlands, are appropriately conserved.
  - (3) The farms are developed and managed in such a manner that the rights of the indigenous peoples and other parties in relation to the land are respected and free, prior, and informed consent is obtained from them.
  - (4) The farms are developed and managed, and oil extraction plants are operated in such a way that there is no child or forced labour and appropriate working environments are ensured for farm workers.

- 3 The ISPO<sup>Note 2</sup>, MSPO<sup>Note 3</sup>, and RSPO<sup>Note 4</sup> represent the schemes for certifying palm oil production site initiatives in alignment with the ideas conveyed in 2 (1) to 2 (4) above:
- (1) While there are some issues pointed out in terms of practical effectiveness, these certification schemes are considered to support small-scale farmers and a variety of products with their efforts to make improvements. From this perspective, the palm oils with these certifications<sup>Note 5</sup> (hereinafter referred to as “the Certified Palm Oils”) are permitted for use in principle, provided that the points in Supplement are verified.
  - (2) For the Certified Palm Oils stated in (1) above, appropriate logistics management shall be provided to ensure the handover at each logistics stage is correctly performed.
  - (3) Where the Certified Palm Oils as in (1) above are difficult to secure, an alternative way is to purchase credits corresponding to the amount of palm oil to be used, based on these certification schemes, as a contribution to the improvement of production sites.
  - (4) AINAGOC shall remain watchful of the operations of the ISPO, MSPO, and RSPO in order to assure the appropriateness of appointing these certifying institutions as viable frameworks.
- 4 Where there is a need for the palm oils other than the Certified Palm Oils described in 3 above, these are permitted for use as long as they are traceable to their farms and verified by a third party against 2 (1) to 2 (4) above in accordance with Supplement.
- 5 Suppliers, etc. shall retain the documents concerning items described in 1 above, with descriptions of those containing the palm oils applicable to 3 and 4 above, for one year following the end of the Games and submit these if requested by AINAGOC.
- 6 It is recommended that Suppliers, etc. gather as much information as possible about their palm oils in terms of their places of origin and any deficiencies concerning the producers, from the perspective of their traceability to the farms, and use such information to lower the risk of procuring from producers of palm oils that do not satisfy 2 above, while paying sufficient attention to the credibility and objectivity of such information.

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Note 1: Where licensed merchandise is concerned, replace “Suppliers, etc.” with “licensees” (the same applies hereafter).

Note 2: Indonesian Sustainable Palm Oil

Note 3: Malaysian Sustainable Palm Oil

Note 4: Roundtable on Sustainable Palm Oil

Note 5: Palm oils managed by IP, SG and MB

IP: Identity Preserved, where only certified palm oil from a single plantation is used as raw material and is completely separated from non-certified palm oil from pressing to finished product.

SG: Segregation is the use of certified palm oil from multiple plantations as raw material and complete separation from non-certified palm oil from pressing to finished product.

MB: Mass Balance is a method whereby certified palm oil is mixed with non-certified palm oil during the production of the product and the ratio of the two is strictly recorded and controlled right through to the final product stage.



## **Supplement (Ways to verify palm oil with respect to 4 of the Procurement Standards)**

With respect to 4 of the Sustainable Procurement Standards for Palm Oil (hereinafter referred to as “the Procurement Standards (palm oil)”), compliance shall be verified as follows:

Regarding 2 (1) to 2 (4) of the Procurement Standards (palm oil), a third party shall verify the following:

- 1 The farms which produce the palm oil in question have, based on the laws and regulations of the country of production, the government-issued business license necessary for farm operation and comply with relevant regulations.
- 2 If rare species of flora or fauna are found in the area where the farm producing the palm oil in question is developed and managed, verify that measures to protect them are in place. Where there are wetlands, ancient woodlands, or other important forest areas that need protection, verify that measures for their conservation are in place.
- 3 If the area where the farm producing the palm oil in question is developed and managed involves the rights of indigenous peoples, etc., verify that free, prior, and informed consent has been obtained from them.
- 4 Verify that the farm producing the palm oil in question is developed and managed, and the oil extraction plant is operated, in such a way that does not involve any child or forced labour, provides appropriate employment procedures, minimum wages, and other working conditions, including for migrant workers, and has appropriate occupational safety measures implemented.

## Main references

- International agreements and codes of conduct
  - The 2030 Agenda for Sustainable Development (Sustainable Development Goals: SDGs)
  - Paris Agreement
  - 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 its follow-up
  - The OECD Guidelines for Multinational Enterprises
  - The OECD Due Diligence Guidance for Responsible Business Conduct
  - The UN Guiding Principles on Business and Human Rights
  - International Convention on the Elimination of All Forms of Racial Discrimination (ICERD)
  - International Covenant on Civil and Political Rights (ICCPR)
  - International Covenant on Economic, Social and Cultural Rights (ICESCR)
  - Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (United Nations Convention against Torture)
  - Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)
  - United Nations Convention on the Rights of the Child (UNCRC)
  - Convention on the Rights of Persons with Disabilities
  - International Convention for the Protection of All Persons from Enforced Disappearance (ICPPED)
  - Convention for the Suppression of the Traffic in Persons and of the Exploitation of the Prostitution of Others
  - 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
  - ISO20121:2012 Event sustainability management system --- Requirements with guidance for use
  - ISO26000:2010 Guidance on social responsibility
  - ISO20400:2017 Sustainable procurement --- Guidance
  - The Guidelines on Respecting Human Rights in Responsible Supply Chains, the Ministry of Economy, Trade and Industry
  - Strategy for Sustainable Food Systems, MIDORI, the Ministry of Agriculture, Forestry and Fisheries
  - Green Check Sheet, the Ministry of Agriculture, Forestry and Fisheries
  - Tokyo 2020 Olympic and Paralympic Games Sustainable Sourcing Code (3rd edition), The Tokyo Organising Committee of the Olympic and Paralympic Games
  - Code of Sustainable Procurement (Third edition), Japan Association for the 2025 World Exposition
  - Code of Sustainable Procurement, Japan Association for the International Horticultural Expo 2027, Yokohama

## **Preparation process**

AINAGOC examined the Procurement Code with reference to the opinions and findings of experts on the environment, human rights, SDGs, etc.

## **Revisions**

10 September 2024

Code of Sustainable Procurement created.