

# *Health, Safety, and Environmental (HSE) Standards for Suppliers*

Eastman Kodak Company serves a wide range of customer needs throughout the world. Consistent with our Global Performance Expectation on Worldwide Health, Safety, and Environmental Responsibility, we design products that are safe, and that minimize environmental burdens. We cannot effectively meet customer needs nor our global performance expectations unless we engage our suppliers in providing environmentally responsible products through effective environmental management.

Health, safety, and environmental considerations made throughout the product's life cycle (design, materials procurement, manufacturing, distribution, use, and disposal) can minimize HSE issues and improve the product value (quality and cost). We, therefore, recommend formal environmental management systems and efforts that reduce waste and that incorporate recycled and remanufactured content into product offerings.

## **Reduce Health, Safety & Environmental Issues and Improve Product Value**

An efficient environmental management system will help to promote environmental and economic responsibility by intelligent use of natural resources, by avoidance of "unfriendly" materials, and by compliance with worldwide regulations. In this way,

suppliers can increase corporate environmental recognition, leading to opportunities for increased business prospects from Kodak and other customers. These efforts will create superior value propositions for our suppliers and for Kodak.

## **Increase Environmental Leadership and Increase Business**

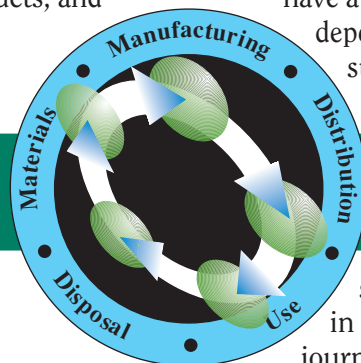
### **Life Cycle Thinking**

Reviewing the life cycle of a product (design, materials procurement, manufacturing, distribution, use, and disposal) allows a supplier to make more knowledgeable business decisions. Worldwide concerns regarding the use of specific materials, waste from manufacturing sites, resource consumption, emissions from products, and waste management have prompted thinking beyond simply

"shipping the product out the door." Individual products will have different HSE impacts during various life cycle stages (e.g., a rubber foot on the bottom of a keyboard is likely to have a higher HSE impact during material, manufacturing and disposal stages while a power supply in a computer is likely to have a higher HSE impact during the usage stage, depending on the energy consumed by the supply).

### **Life Cycle Thinking...**

In order to assist Kodak in meeting the needs of our customers and in meeting our environmental responsibilities, we have developed supplier expectations around each of the following life cycle



### **...Knowledgeable Decisions**

stages. We encourage our suppliers to join us in a continuous environmental improvement journey that provides environmentally responsible products around the world.

## Design for the Environment

Health, safety, and environmental performance is an increasingly important feature of imaging products and systems, and a product's life cycle should be addressed during its design. Research, design and management decisions about raw material acquisition, manufacturing, packaging/distribution, use/service, and end-of-life management should be aimed at minimizing the product's health, safety, and environmental effects, and at taking advantage of HSE-related product opportunities.

- Existing Domestic and International Regulations – Suppliers should comply with applicable regulatory standards as a minimum expectation. Penalties to Kodak for non-compliance include fines, damage to the brand image, and loss of access to markets.
- Emerging Legislation – Suppliers can benefit from Kodak's monitoring of emerging legislation, public opinion, and competitors' actions that create additional incentives to improve HSE performance.
- Economic Incentives – Suppliers should take into consideration the direct economic incentives that exist as well. For example, product end-of-life management through reuse and recycling can reduce the cost of new materials in addition to reducing waste disposal costs and potential future liabilities. If HSE performance were addressed in the concept and design phase, the need for costly retrofitting can be reduced or eliminated.

## Material Choices Affect Life Cycle Efficiencies

### Materials

The choice of materials greatly affects the efficiencies that can be gained throughout the life cycle of a product. Products should be designed to minimize material waste and material variety (metals, plastics, coatings, etc.) within a product. The following expectations apply in the "Materials" cycle.

- Types and Quantity of Materials – Suppliers should assure themselves and Kodak that the types of materials (including packaging) being provided to Kodak do not contain nor are manufactured with certain "unfriendly" materials. Kodak requires a Certificate of Compliance for these materials. Also, materials selected should be recyclable whenever possible, and are to be identified by common material type (e.g., use of ISO 11469 for marking plastic parts and SPI codes).
- Reuse/Recycled Content – Suppliers should look continuously for opportunities to incorporate reuse or recycled content into their product offerings, as appropriate, without having a negative impact on product function or performance (e.g., use of recycled plastic or recycled corrugated packaging).
- Supplier's Vendors – Suppliers should encourage an effective environmental management system be maintained by the vendors they use (i.e., a pass through of expectations down the supply chain).

## Enhance Productivity and Reduce Risks

### Manufacturing

Pollution prevention and waste minimization efforts are important factors for reducing product costs and increasing quality. Management systems that provide a safe and healthy workplace enhance productivity and minimize business disruption and legal risks. The following expectations apply in the "Manufacturing" cycle.

- Local Regulations – Suppliers must operate facilities that are in compliance with applicable health, safety and environmental regulations.
- Restricted Materials – Suppliers should not use materials that are on Kodak's restricted list during the manufacture of products.
- Consumption of Material Resources – Suppliers should look for opportunities to reduce resource and energy consumption in manufacturing processes.



- Emissions – Suppliers should look for opportunities to reduce the amount of releases to air, water and land.
- Engineering Changes – Suppliers should have in place an engineering system that reflects health, safety, and environmental considerations for product or process changes. Suppliers should inform Kodak when material or design specifications and/or changes to existing

specifications are required to comply with applicable health, safety and environmental regulations.

- Communication – Suppliers should have a process for identifying and controlling the release of nonconforming product, including a product recall program. Suppliers must also have a timely process to communicate HSE issues to Kodak and to respond to HSE inquiries from Kodak.

## Reduce Packaging and Reduce Costs

### Distribution

The manner in which a product is packaged for transportation and delivery to Kodak or to Kodak customers will have an effect on the environmental impact of the product and on the product cost (such as the cost to manage packaging at the end of its useful life). The following expectations apply in the “Distribution” cycle.

- Packaging – Suppliers should look for opportunities to eliminate or minimize the amount of packaging used. Where required, suppliers should select packaging materials that contain recycled material and/or are readily recyclable, or that can be returned and reused.

- Size/Weight – Suppliers should optimize the size and weight of the product to reduce shipping costs, minimize the energy consumed during transportation, and reduce any potential risks during handling (e.g., sharp edges, back injuries, tipping).
- Transportation – Unless otherwise specified by Kodak, suppliers should select distribution systems that minimize energy consumption and maximize the opportunity for recovering returned products. Transportation systems should be selected, as required, for the movement of hazardous materials in compliance with applicable regulations.

## Conserve Natural Resources and Meet International Regulations

### Use

Every product will consume resources (materials, water, energy) and most will produce some form of waste (liquid/solid waste, heat, noise, etc.) during usage. In addition, since human interaction occurs during use, considerations of health and safety aspects are important. The following expectations apply in the “Use” cycle.

- Safety – Suppliers must provide products that are safe (in many cases an independent third-party safety certification will be required). If warnings are required, these must be clearly identified on the product and in product literature (including Material Safety Data Sheets for chemicals).
- Domestic and International Regulations – Suppliers should have an appropriate management system that enables the provision of products that meet applicable domestic and international regulatory

requirements (e.g., CE marking in Europe, FCC rules in the U.S.).

- Consumption – Suppliers should provide products that minimize the use of resources and the creation of waste (materials, water, energy) during use.
- Emissions – Suppliers should provide products that minimize the risk and exposure to any potential emissions (e.g., heat, noise, magnetic fields, gases/odors).
- Servicing – Suppliers should provide products that can be readily serviced when required. Service tasks must be considered from a health, safety, and environmental perspective. Replacement parts should be designed and considered for subsequent recycling and remanufacturing opportunities.



## Effective End-of-Life Management Can Create Economic Opportunities

### Disposal

The disposal of products after use is a growing concern in the U.S., and is now regulated in Europe. In many cases, efficient asset management of products at the end-of-life phase presents additional economic opportunities. The following expectations apply in the “Disposal” cycle.

- Waste Management – Suppliers should have an environmental management system for the proper disposal of any returned products or portions of products (including packaging) that cannot be reused, recycled or remanufactured.
- Take Back – Suppliers should consider which products or portions of products will be taken back from customers for end-of-life management, and seek opportunities to reuse, recycle or remanufacture these products. In many situations, remanufactured products can be produced at a significantly reduced unit manufacturing cost.

*Picture a Better Environment*



*Providing Responsible Products*