

# GRI-G4 CONTENT INDEX



Materiality  
Disclosures  
TAKKT AG

Feb 2016  
Service

SUSTAINABILITY  
REPORT



20  
16

## ABOUT THE GRI-G4 CONTENT INDEX



### GRI | (Global Reporting Index)
























The **2016 TAKKT Sustainability Report** was created in accordance with the guidelines and principles of the Global Reporting Initiative (GRI). The following **GRI-G4 Content Index** documents where disclosures related to each of the GRI requirements can be found within the 2016 TAKKT Sustainability Report. The GRI-G4 Content Index also forms the basis for the **Communication on Progress** (COP) as part of TAKKT's membership in the Global Compact Initiative of the United Nations. The corresponding references are found in the column "Global Compact Advanced Level Criteria" of the GRI-G4 Content Index. An independent audit of the 2016 TAKKT Sustainability Report was completed.



**GRI-G4 ONLINE-REPORT**  
➔ [TAKKT.DE/SR2016](https://www.takkt.de/SR2016)

TABLE:

 = partially reported	 = completely reported	[nr] = not relevant
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GRI-G4 CONTENT INDEX			SR 2016
GLOBAL COMPACT ADVANCED LEVEL CRITERIA	GRI INDICATOR	 LINK	REPORTED
<b>STRATEGY AND ANALYSIS</b>			
19	64-1 Statement from the most senior decision-maker	 TAKKT.DE/SR16/STRATEGY_AND_ANALYSIS	
19	64-2 Description of key impacts, risks, and opportunities	 TAKKT.DE/SR16/STRATEGY_AND_ANALYSIS	
<b>ORGANIZATIONAL PROFILE</b>			
	64-3 Name of the organization	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-4 Primary brands, products and/or services	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-5 Location of organization's headquarters	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-6 Countries of significant operations	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-7 Nature of ownership and legal form	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-8 Markets served	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-9 Scale of organization	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-10 Employee key figures	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	
	64-11 Collective bargaining agreements	 TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	



2	64-12	Description of supply chain	→ TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	████████
	64-13	Significant changes during reporting period regarding size, structure, or ownership	→ TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	████████
	64-14	Precautionary approach or principle	→ TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	████████
16-18	64-15	Subscribed or endorsed external charters, principles or initiatives	→ TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	████████
17	64-16	Membership of associations	→ TAKKT.DE/SR16/ORGANIZATIONAL_PROFILE	████████

## IDENTIFIED MATERIAL ASPECTS AND BOUNDARIES







15; 16	64-17	Entities included in financial statement	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████
	64-18	Report content and boundaries	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████
	64-19	Material aspects	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████
	64-20	Boundaries for material aspects within organization	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████
	64-21	Boundaries for material aspects outside organization	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████
	64-22	Effects of any re-statements of information provided in earlier reports	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████
	64-23	Significant changes from previous reporting periods in the scope and aspect boundaries or applied standards	→ TAKKT.DE/SR16/ASPECTS_AND_BOUNDARIES	████████

## STAKEHOLDER ENGAGEMENT










21	64-24	List of stakeholder groups	→ TAKKT.DE/SR16/STAKEHOLDER_ENGAGEMENT	████████
21	64-25	Identification and selection of stakeholders	→ TAKKT.DE/SR16/STAKEHOLDER_ENGAGEMENT	████████
21	64-26	Stakeholder engagement	→ TAKKT.DE/SR16/STAKEHOLDER_ENGAGEMENT	████████
21	64-27	Key topics and concerns raised through stakeholder engagement	→ TAKKT.DE/SR16/STAKEHOLDER_ENGAGEMENT	████████
















## REPORT PROFILE

	64-28	Reporting Period	→ TAKKT.DE/SR16/REPORT_PROFILE	
	64-29	Date of most recent previous report	→ TAKKT.DE/SR16/REPORT_PROFILE	
	64-30	Reporting Cycle	→ TAKKT.DE/SR16/REPORT_PROFILE	
	64-31	Contact point for questions regarding the report or its contents	→ TAKKT.DE/SR16/REPORT_PROFILE	
	64-32	'In accordance' option chosen	→ TAKKT.DE/SR16/REPORT_PROFILE	
	64-33	External assurance	→ TAKKT.DE/SR16/REPORT_PROFILE	

## GOVERNANCE

	64-34	Governance structure	→ TAKKT.DE/SR16/GOVERNANCE	
1	64-35	Process for delegating authority	→ TAKKT.DE/SR16/GOVERNANCE	
1; 20	64-36	Responsibility for economic, environmental and social topics in the highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
	64-37	Consultation between external stakeholders and highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
	64-38	Composition of highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
	64-39	Chair of highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
	64-40	Nomination and selection process for highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
2	64-41	Avoidance of conflict of interests in the highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
1	64-42	Highest governance body's role in setting strategy	→ TAKKT.DE/SR16/GOVERNANCE	



	64-43	Measures taken to enhance the highest governance body's knowledge about sustainability	→ TAKKT.DE/SR16/GOVERNANCE	
	64-44	Performance evaluation of the highest governance body	→ TAKKT.DE/SR16/GOVERNANCE	
	64-45	Highest governance body's role in the identification and management of risks	→ TAKKT.DE/SR16/GOVERNANCE	
	64-46	Highest governance body's role in reviewing the effectiveness of the organization's risk management processes	→ TAKKT.DE/SR16/GOVERNANCE	
	64-47	Frequency of the highest governance body's review of risks	→ TAKKT.DE/SR16/GOVERNANCE	
1; 20	64-48	Highest body that approves sustainability report	→ TAKKT.DE/SR16/GOVERNANCE	
1	64-49	Process for reporting critical concerns to highest body	→ TAKKT.DE/SR16/GOVERNANCE	
	64-50	Nature and number of concerns reported in the period	→ TAKKT.DE/SR16/GOVERNANCE	
	64-51	Remuneration policy	→ TAKKT.DE/SR16/GOVERNANCE	
	64-52	Process for determining remuneration	→ TAKKT.DE/SR16/GOVERNANCE	
	64-53	Stakeholder engagement determining remuneration	→ TAKKT.DE/SR16/GOVERNANCE	
	64-54	Ratio of annual compensation	→ TAKKT.DE/SR16/GOVERNANCE	(nc)
	64-55	Percentage increase of annual compensation	→ TAKKT.DE/SR16/GOVERNANCE	(nc)
<b>ETHICS AND INTEGRITY</b>				
12	64-56	Code of Conduct and Values	→ TAKKT.DE/SR16/ETHICS_AND_INTEGRITY	
12; 14	64-57	Mechanisms for seeking advice on ethical behavior (internal and external)	→ TAKKT.DE/SR16/ETHICS_AND_INTEGRITY	



13	64-58	Mechanisms for reporting concerns about ethical behavior	→ TAKKT.DE/SR16/ETHICS_AND_INTEGRITY	■■■■■
■ DMA				
1-21	64-DMA	Disclosures on Management Approach	→ TAKKT.DE/SR16/DMA	■■■■■
■ ECONOMIC				
	64-EC1	Direct economic value generated and distributed	→ TAKKT.DE/SR16/ECONOMIC	■■■■■
	64-EC2	Risks and opportunities for the organization's activities due to climate change	→ TAKKT.DE/SR16/ECONOMIC	■■■■■
	64-EC3	Coverage of the organization's defined benefit plan obligations	→ TAKKT.DE/SR16/ECONOMIC	■■■■■
	64-EC4	Financial assistance received from government	→ TAKKT.DE/SR16/ECONOMIC	■■■■■
	64-EC5	Ratios of standard entry level wage compared to local minimum wage	→ TAKKT.DE/SR16/ECONOMIC	(nc)
	64-EC6	Proportion of senior management hired from the local community	→ TAKKT.DE/SR16/ECONOMIC	(nc)
	64-EC7	Development and impact of infrastructure investments	→ TAKKT.DE/SR16/ECONOMIC	(nc)
	64-EC8	Significant indirect economic impacts	→ TAKKT.DE/SR16/ECONOMIC	(nc)
2	64-EC9	Proportion of spending on local suppliers	→ TAKKT.DE/SR16/ECONOMIC	■■■■■
■ ENVIRONMENTAL				
	64-EN1	Materials used	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN2	Percentage of materials used that are recycled input materials	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
11	64-EN3	Energy consumption within the organization	→ TAKKT.DE/SR16/ENVIRONMENTAL	■■■■■
	64-EN4	Energy consumption outside of the organization	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)

# GRI-G4 CONTENT INDEX

SR 2016

GLOBAL  
COMPACT  
ADVANCED  
LEVEL  
CRITERIA

GRI INDICATOR









→ LINK

REPORTED

## ENVIRONMENTAL

11	64-EN5	Energy intensity	→ TAKKT.DE/SR16/ENVIRONMENTAL	
11	64-EN6	Reduction of energy consumption	→ TAKKT.DE/SR16/ENVIRONMENTAL	
	64-EN7	Reductions in energy requirements of products and services	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN8	Total water withdrawal by source	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN9	Water sources significantly affected by withdrawal of water	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN10	Percentage and total volume of water recycled and reused	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN11	Operational sites in protected areas	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN12	Significant impacts of activities in protected areas	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN13	Habitats protected or restored	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN14	Total number protected species in areas affected by operations	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
11	64-EN15	Direct greenhouse gas emissions (Scope 1)	→ TAKKT.DE/SR16/ENVIRONMENTAL	
11	64-EN16	Indirect greenhouse gas emissions (Scope 2)	→ TAKKT.DE/SR16/ENVIRONMENTAL	
11	64-EN17	Other indirect greenhouse gas emissions (Scope 3)	→ TAKKT.DE/SR16/ENVIRONMENTAL	
11	64-EN18	Greenhouse gas emissions intensity	→ TAKKT.DE/SR16/ENVIRONMENTAL	
















11	64-EN19 Reduction of greenhouse gas emissions	→ TAKKT.DE/SR16/ENVIRONMENTAL	
	64-EN20 Emissions of ozone-depleting substances	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN21 NOX, SOX, and other significant air emissions	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN22 Total water discharge	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
11	64-EN23 Total weight of waste	→ TAKKT.DE/SR16/ENVIRONMENTAL	
11	64-EN24 Total number and volume of significant spills	→ TAKKT.DE/SR16/ENVIRONMENTAL	
	64-EN25 Weight waste under the terms of the Basel Convention	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN26 Identity of water bodies significantly affected by the organization's discharges of water and runoff	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN27 Extent of impact mitigation of environmental impacts of products and services	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
	64-EN28 Percentage of products sold and their packaging materials that are reclaimed by category	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
11	64-EN29 Monetary value of significant fines for non-compliance with environmental laws and regulations	→ TAKKT.DE/SR16/ENVIRONMENTAL	
10	64-EN30 Significant environmental impacts of transport	→ TAKKT.DE/SR16/ENVIRONMENTAL	
	64-EN31 Total environmental protection expenditures and investments	→ TAKKT.DE/SR16/ENVIRONMENTAL	(nc)
2; 9; 11	64-EN32 Percentage of new suppliers that were screened using environmental criteria	→ TAKKT.DE/SR16/ENVIRONMENTAL	
2; 9-11	64-EN33 Significant actual and potential negative environmental impacts in the supply chain and actions taken	→ TAKKT.DE/SR16/ENVIRONMENTAL	
10; 11	64-EN34 Number of grievances about environmental impacts	→ TAKKT.DE/SR16/ENVIRONMENTAL	

















## ■ SOCIAL: LABOR

8	64-LA1	New employee hires and employee turnover	→ TAKKT.DE/SR16/LABOR	
	64-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	→ TAKKT.DE/SR16/LABOR	
	64-LA3	Return to work and retention rates after parental leave	→ TAKKT.DE/SR16/LABOR	
	64-LA4	Minimum notice periods regarding operational changes	→ TAKKT.DE/SR16/LABOR	
7	64-LA5	Formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs	→ TAKKT.DE/SR16/LABOR	
2; 8	64-LA6	Type of injury and rates of injury in the organization	→ TAKKT.DE/SR16/LABOR	
	64-LA7	Workers with high incidence or high risk of diseases related to their occupation	→ TAKKT.DE/SR16/LABOR	
	64-LA8	Health and safety topics covered in formal agreements with trade unions	→ TAKKT.DE/SR16/LABOR	
7	64-LA9	Average hours of training per year per employee by gender, and by employee category	→ TAKKT.DE/SR16/LABOR	
7	64-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	→ TAKKT.DE/SR16/LABOR	
8	64-LA11	Percentage of employees receiving regular performance and career development reviews	→ TAKKT.DE/SR16/LABOR	
8	64-LA12	Composition of governance bodies and breakdown of employees according to gender and age group	→ TAKKT.DE/SR16/LABOR	
	64-LA13	Ratio of basic salary and remuneration of women to men	→ TAKKT.DE/SR16/LABOR	(nc)
2; 7; 8	64-LA14	Percentage of new suppliers that were screened using labor practices criteria	→ TAKKT.DE/SR16/LABOR	












2;6-7	64-LA15 Significant actual and potential negative impacts for labor practices in the supply chain	→ TAKKT.DE/SR16/LABOR	
7	64-LA16 Number of grievances about labor practices	→ TAKKT.DE/SR16/LABOR	
<b>■ SOCIAL: HUMAN RIGHTS</b>			
	64-HR1 Significant investment agreements that underwent human rights screening	→ TAKKT.DE/SR16/HUMAN_RIGHTS	(nc)
	64-HR2 Total hours of employee training on human rights	→ TAKKT.DE/SR16/HUMAN_RIGHTS	(nc)
5	64-HR3 Total number of incidents of discrimination and corrective actions taken	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
2;5	64-HR4 Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
5	64-HR5 Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
2;5	64-HR6 Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
	64-HR7 Percentage of security personnel trained	→ TAKKT.DE/SR16/HUMAN_RIGHTS	(nc)
4	64-HR8 Total number of incidents of violations involving rights of indigenous peoples	→ TAKKT.DE/SR16/HUMAN_RIGHTS	(nc)
4	64-HR9 Total number and percentage of operations that have been subject to human rights reviews	→ TAKKT.DE/SR16/HUMAN_RIGHTS	(nc)



2; 4-5	64-HR10	Percentage of new suppliers that were screened using human rights criteria	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
5	64-HR11	Significant actual and potential negative human rights impacts in the supply chain	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
5	64-HR12	Number of grievances about human rights impacts	→ TAKKT.DE/SR16/HUMAN_RIGHTS	
<b>■ SOCIAL: SOCIETY</b>				
	64-S01	Local community engagement at significant locations of operations	→ TAKKT.DE/SR16/SOCIETY	
	64-S02	Significant impacts of operations on local communities	→ TAKKT.DE/SR16/SOCIETY	
13	64-S03	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified	→ TAKKT.DE/SR16/SOCIETY	
13	64-S04	Communication and training on anti-corruption policies and procedures	→ TAKKT.DE/SR16/SOCIETY	
14	64-S05	Confirmed incidents of corruption and actions taken	→ TAKKT.DE/SR16/SOCIETY	
	64-S06	Total value of political contributions	→ TAKKT.DE/SR16/SOCIETY	
	64-S07	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes	→ TAKKT.DE/SR16/SOCIETY	
	64-S08	Monetary value of significant fines for non-compliance with laws and regulations	→ TAKKT.DE/SR16/SOCIETY	
2	64-S09	Percentage of new suppliers that were screened using criteria for impacts on society	→ TAKKT.DE/SR16/SOCIETY	



2	<b>G4-S010</b> Significant actual and potential negative impacts on society in the supply chain and actions taken	→ TAKKT.DE/SR16/SOCIETY	
	<b>G4-S011</b> Number of grievances about impacts on society	→ TAKKT.DE/SR16/SOCIETY	
<b>■ SOCIAL: PRODUCT RESPONSIBILITY</b>			
	<b>G4-PR1</b> Product and service categories for which health and safety impacts are assessed	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	(nc)
	<b>G4-PR2</b> Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR3</b> Product and service information	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR4</b> Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR5</b> Results of surveys measuring customer satisfaction	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR6</b> Sale of banned or disputed products	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR7</b> Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR8</b> Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	
	<b>G4-PR9</b> Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	→ TAKKT.DE/SR16/PRODUCT_RESPONSIBILITY	