

# Communication on Progress for 2017

Reporting period  
January to December 2016

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**TAKAHATA PRECISION JAPAN CO., LTD.**

G4-1 a. Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.



Striving to be a true global company  
by revolutionizing business initiatives

Yasuo Yamamoto  
CEO & COO

I'm proud to say that TAKAHATA is a leading engineering plastics company that serves a wide range of industrial manufacturers and products such as automotive parts, OA equipment, optical equipment, residential facilities parts, medical equipment and the like.

Since our founding in 1929 as a water meter manufacturer, we have created high precision gears and an integrated system of production from start to finish. This includes the development, design, micronorder fabrication, molding, and assembly which have earned TAKAHATA a reputation as an advanced technology company. We have sharpened our high-level of technological skills through further development in mechatronics sustained by the latest electronics technology, so that we can continue to grow as a global company with our 21 business affiliates around the world.

TAKAHATA's most cherished belief is "Technology, Quality, and Human Assets." This means that we will contribute to society through creating products based on technology, quality, and human assets. Especially in regard to our human assets, we promote and provide a working environment where every employee, regardless of nationality, race or ethnic group, can demonstrate and exert their full potential.

Furthermore, to actively promote activities as good corporate citizens, we will embrace environmental and social issues on a global scale. We support the UN Global Compact, which shows our commitment to solving these issues.

The world around us is changing dramatically. As TAKAHATA continues to expand globally and develop new technologies, we will strive to provide more attractive products and services for our customers and contribute to the development of a more sustainable society.

|       |   |
|-------|---|
| G4-3  | a. Report the name of the organization.   |
| G4-7  | a. Report the nature of ownership and legal form.   |
| G4-6  | a. Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.  |
| G4-17 | a. List all entities included in the organization's consolidated financial statements or equivalent documents.<br>b. Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report. The organization can report on this Standard Disclosure by referencing the information in publicly available consolidated financial statements or equivalent documents. |

|            |   |
|------------|---|
| ■ China    | <b>TAKAHATA PRECISION (SUZHOU) CO., LTD. (TPCS)</b><br>68 Tongyuan RD, SUZHOU, CHINA  |
|            | <b>TAKAHATA PRECISION (SHENZHEN) CO., LTD. (TPCZ)</b><br>Factory No. 158, Tianliao Industrial Zone, Dahe District, Dahe Road, Guanlan,<br>Longhua New District, Shenzhen 518110, P.R. China           |
|            | <b>TAKAHATA PRECISION PLASTIC PRODUCTS (SHENZHEN) CO., LTD. (TPPP)</b><br>No. 599, Dahe Village, Guanlan Dahe Community, Longhua New District, Shenzhen, P.R. China                                   |
| ■ India    | <b>TAKAHATA PRECISION INDIA PVT. LTD. (TPIN)</b><br>SP2-41, New Industrial Complex Phase-III, Neemrana 301705, Alwar, Rajasthan, India  |
| ■ Japan    | <b>TAKAHATA PRECISION JAPAN CO., LTD. (TPJP)</b><br>390 Maemada, Sakaigawa-cho, Fuefuki-shi, Yamanashi 406-0843 Japan   |
| ■ Malaysia | <b>TAKAHATA PRECISION MOULDING SDN BHD. (TPML)</b><br>Takahata Precision Moulding Sdn Bhd, Lot 26, Jalan CJ/1., Kaw. Per. Cheras Jaya, 43200 Cheras, Selangor Darul Ehsan                             |
| ■ Thailand | <b>TAKAHATA PRECISION (THAILAND) LTD. AYUTTHAYA FACTORY (TPTH_Ayu)</b><br>93 Moo 1 Tambol Banlen Amphur, Bangpa-In Ayutthaya, 13160, Thailand   |
|            | <b>TAKAHATA PRECISION (THAILAND) LTD. RAYONG FACTORY (TPTH_Ray)</b><br>address: 999/2 Moo 2, Hemaraj Eastern Seaboard Industrial Estates, Tambol Tasit, Amphur Pluakdaeng,<br>Rayong, 21140, Thailand |
| ■ U.S.A.   | <b>TAKAHATA PRECISION TENNESSEE, INC. (TPTN)</b><br>address: 370 Marcum Parkway, Helenwood, TN 37755-0700, U.S.A.   |
| ■ Vietnam  | <b>TAKAHATA PRECISION VIETNAM CO., LTD. (TPVN)</b><br>Plot N10-N11-N12 Nomura industrial zone, Hai Phong- An Duong District, Hai Phong city, Vietnam  |

- G4-4 a. Report the primary brands, products, and services.
- G4-8 a. Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).

1. Manufacturing and assembly of engineering plastic parts.
2. Mold Fabrication✕ and maintenance
- ✕Note:Excluding TPIN,TPTH and TPTN

Manufacturig products are as below table.

|          | automotive parts | OA equipment | optical equipment | residential facilities parts | measuring equipment | medical care equipment |
|----------|------------------|--------------|-------------------|------------------------------|---------------------|------------------------|
| TPCS     | ●                | ●            | ●                 | ●                            | ●                   | ●                      |
| TPCZ     | ●                | ●            |                   |                              |                     |                        |
| TPPP     | ●                | ●            |                   |                              |                     |                        |
| TPIN     | ●                |              |                   |                              |                     |                        |
| TPJP     | ●                | ●            | ●                 | ●                            | ●                   | ●                      |
| TPML     | ●                | ●            | ●                 | ●                            |                     | ●                      |
| TPTN     | ●                |              |                   |                              |                     |                        |
| TPVN     | ●                | ●            | ●                 | ●                            | ●                   |                        |
| TPTH_Ayu | Unanswered.      |              |                   |                              |                     |                        |
| TPTH_Ray | Unanswered.      |              |                   |                              |                     |                        |

| Base | Headquarters  |
|------|---|
| TPJP | <p><b>Company name : TAKAHATA PRECISION JAPAN CO., LTD.</b><br/> Address : 390 Maemada, Sakaigawa-cho, Fuefuki-shi, Yamanashi 406-0843 Japan</p>                                |
| TPIN |   |
| TPML |   |
| TPTH |   |
| TPTN |   |
| TPVN |   |
| TPCS | <p><b>Company name : TAKAHATA (H.K.) CO., LIMITED</b><br/> Address : Suite 1805, 18/F., Tower 1, China Hong Kong City, 33 Canton Road,<br/> Tsimshatsui, Kowloon, Hong Kong</p> |
| TPCZ |   |
| TPPP |   |

G4-9 a. Report the scale of the organization, including:

- Total number of employees
- Quantity of products or services provided

G4-10 a. Report the total number of employees by employment contract and gender.

Total number of employees by gender

| Base     | Male | Female | Total |
|----------|------|--------|-------|
| TPCS     | 279  | 433    | 712   |
| TPCZ     | 646  | 782    | 636   |
| TPPP     |      |        | 792   |
| TPIN     | 151  | 147    | 298   |
| TPJP     | 209  | 194    | 403   |
| TPML     | 55   | 122    | 177   |
| TPTH_Ayu | 52   | 164    | 216   |
| TPTH_Ray | 207  | 392    | 599   |
| TPTN     | 82   | 139    | 221   |
| TPVN     | 296  | 423    | 719   |
| Total    | 1977 | 2796   | 4773  |

Note: The data source is "Operating Report" in December 2016. (Only TPCS's data is January 2017.)

Quantity of products

| Base     | Total weight[t] |
|----------|-----------------|
|          | 2016            |
| TPJP     | 752.30          |
| TPIN     | 716.19          |
| TPML     | 551.04          |
| TPTN     | 3651.00         |
| TPVN     | 2158.35         |
| TPCS     | 2350.00         |
| TPCZ     | 2161.69         |
| TPPP     | 3427.02         |
| TPTH_Ayu | Unanswered.     |
| TPTH_Ray | Unanswered.     |

G4-11 a. Report the percentage of total employees covered by collective bargaining agreements.

TPJP covers all employees.

G4-12 a. Describe the organization's supply chain.

Number of customers ordered from procurement department of TPJP: 128 companies.

G4-13 a. Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain, including:

[TPTH]

Unanswered.

[other bases]

No significant change

G4-14 a. Report whether and how the precautionary approach or principle is addressed by the organization.

For environmental factors that are considered to be important, TPJP is working on reducing environmental impact by establishing reduction targets with KPI.

G4-15 a. List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.

TPJP signed the UN Global Compact. It means TP group support the UN Global Compact.

G4-16 a. List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization.

- Holds a position on the governance body : All bases "N/A".
- Participates in projects or committees : TPPP & TPCZ participates in "THE JAPANESE CHAMBER OF COMMERCE AND INDUSTRY IN SHENZHEN CHINA".  
Other bases "N/A".
- Provides substantive funding beyond routine membership dues: All bases N/A.
- Views membership as strategic : All bases "the UN Global Compact".  
TPPP & TPCZ "THE JAPANESE CHAMBER OF COMMERCE AND INDUSTRY IN SHENZHEN CHINA".

- G4-18 a.Explain the process for defining the report content and the Aspect Boundaries.  
b.Explain how the organization has implemented the Reporting Principles for Defining Report Content.
- G4-19 a. List all the material Aspects identified in the process for defining report content.
- G4-20 a.For each material Aspect, report the Aspect Boundary within the organization, as follows:  
•Report whether the Aspect is material within the organization  
•If the Aspect is not material for all entities within the organization (as described in G4-17), select one of the following two approaches and report either:  
•The list of entities or groups of entities included in G4-17 for which the Aspect is not material or  
•The list of entities or groups of entities included in G4-17 for which the Aspects is material  
•Report any specific limitation regarding the Aspect Boundary within the organization
- G4-21 a.For each material Aspect, report the Aspect Boundary outside the organization, as follows:  
•Report whether the Aspect is material outside of the organization  
•If the Aspect is material outside of the organization, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified  
•Report any specific limitation regarding the Aspect Boundary outside the organization

Based on the materiality of the industry established by SASB (Sustainability Accounting Standards Board), TPJP identified the most important aspect .

| Issue                                    | Impact                 |
|--|------------------------|
| <b>Environment</b>                       | Within an organization |
| GHG emissions                            |                        |
| Air quality                              |                        |
| Energy management                        |                        |
| Fuel management                          |                        |
| Water and wastewater management          |                        |
| Waste and hazardous materials management |                        |
| Biodiversity impacts                     |                        |
| <b>Social Capital</b>                    |                        |
| Human rights and community relations     |                        |
| Access and affordability                 |                        |
| Customer welfare                         |                        |
| Data security and customer privacy       |                        |
| Fair disclosure and labeling             |                        |
| Fair marketing and advertising           |                        |
| <b>Human Capital</b>                     |                        |
| Labor relations                          |                        |
| Fair labor practices                     |                        |



|  |                          |
|--|--------------------------|
| Employee health, safety and wellbeing                | Within an organization   |
| Diversity and inclusion                              |                          |
| Compensation and benefits                            |                          |
| Recruitment, development and retention               |                          |
| <b>Business Model and Innovation</b>                 |                          |
| Lifecycle impacts of products and services           |                          |
| Environmental, social impacts on assets & operations |                          |
| Product packaging                                    |                          |
| Product quality and safety                           |                          |
| <b>Leadership and Governance</b>                     |                          |
| Systemic risk management                             |                          |
| Accident and safety management                       |                          |
| Business ethics and transparency of payments         |                          |
| Competitive behavior                                 |                          |
| Regulatory capture and political influence           |                          |
| Materials sourcing                                   | Outside the organization |
| Supply chain management                              |                          |

G4-22 a. Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.

TPJP changed the reporting period from January to december.

G4-23 a. Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.

TPJP don't have significant changes.

- G4-24 a. Provide a list of stakeholder groups engaged by the organization.
- G4-25 a. Report the basis for identification and selection of stakeholders with whom to engage.
- G4-26 a. Report the organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.
- G4-27 a. Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting. Report the stakeholder groups that raised each of the key topics and concerns.

We identified groups that can be inferred to be of great involvement.  
It is as follows.

#### TPJP's stakeholder

| Stakeholder       | Approach                     | Frequency    |
|-------------------|------------------------------|--------------|
| Customers         | Customer satisfaction survey | Once a year  |
| Employees         | Helpline                     | Any time     |
| Suppliers         | Helpline                     | Any time     |
|                   | QC patrol                    | Once a month |
| Local communities | Join regional events         | Any time     |

<Supplementary explanation>

i ) Result of 2016 Customer satisfaction survey.

The number of companies surveyed : 33

- 1) Timely reply and support power (delivery time reply / claim occurrence / process change / process management etc.)...Average 1.82point
- 2) Flexible response to deadlines and quantity changes...Average 2.18point
- 3) Flexible response to design changes and specification changes of new products...Average 2.06point
- 4) The attitude of our staff (attitude, wording, response, etc.)...Average 2.00point
- 5) Frequency of visit to your company...Average 1.85point
- 6) Satisfaction on technology development...Average 1.90point
- 7) Satisfaction on cost response...Average 1.16point
- 8) Evaluation of Takahata compared with other competitors...Average 1.77点

ii )Number of posts to help line: 1 (Resolved)

G4-28 a. Reporting period (such as fiscal or calendar year) for information provided.

All bases : From January to december 2016.

G4-29 a. Date of most recent previous report (if any).

June 2016.

G4-30 a. Reporting cycle (such as annual, biennial).

Once a year.

G4-31 a. Provide the contact point for questions regarding the report or its contents.

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G4-32 a. Report the 'in accordance' option the organization has chosen.

This report conforms to the "core" of GRI "Sustainability Reporting Guideline 4th Edition".

b. Report the GRI Content Index for the chosen option (see tables below).

Please see the table of GRI Content Index.

G4-33 c. Report the reference to the External Assurance Report, if the report has been externally assured. GRI recommends the use of external assurance but it is not a requirement to be 'in accordance' with the Guidelines.  
a. Report the organization's policy and current practice with regard to seeking external assurance for the report.  
b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided.  
c. Report the relationship between the organization and the assurance providers.  
d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.

No External Assurance

G4-34 a. Report the governance structure of the organization, including committees of the highest governance body.  
Identify any committees responsible for decision-making on economic, environmental and social impacts.

Each Office has CSR Staff & promotes CSR Activities.  
CEO is responsible for decision making on economic, environmental & social impacts.

G4-56 a. Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.

|                           |  |
|---------------------------|--|
| Corporate Philosophy      | Technology, Quality, and Human Assets<br>Contribute to society through creating products based on technology, quality, and human assets.   |
| 4 Core Values             | <ol style="list-style-type: none"> <li>1. Human Assets</li> <li>2. Collective Strength</li> <li>3. Ability to Respond</li> <li>4. Challenging Spirit</li> </ol>  |
| Corporate Ethics Policy   | <ol style="list-style-type: none"> <li>1. Conduct fair and just business operations in compliance with applicable laws, regulations, and other social norms.</li> <li>2. Make valuable contributions to society by supplying safe products and services of the highest quality.</li> <li>3. Provide and ensure a workplace environment based on respect for human rights.</li> <li>4. Value the trust of our customers and keep a good and sound relationship with them.</li> <li>5. Engage in philanthropic and other social activities that will benefit society together with the local communities.</li> <li>6. Contribute in realizing a sustainable society by promoting global environmental protection activities.</li> <li>7. Respect and contribute to the local cultures and customs of people in the different countries and regions where we conduct business.</li> <li>8. Disclose fair and timely corporate information to the general public.</li> <li>9. Take a determined stance against anti-social groups and adamantly refuse any demands made by such groups.</li> </ol>                 |
| Corporate Code of Conduct | <ol style="list-style-type: none"> <li>I. Rules for business operations               <ol style="list-style-type: none"> <li>1. Safety of products and services</li> <li>2. Handling of claims</li> <li>3. Free competition and fair trade</li> <li>4. Fair relations with customers</li> <li>5. Relationships with public officials and politicians</li> <li>6. Protection of intellectual property rights</li> </ol> </li> <li>II. Rules for company-employee relationships               <ol style="list-style-type: none"> <li>1. Compliance of workplace regulations</li> <li>2. Prohibition of discrimination</li> <li>3. Protection of privacy</li> <li>4. Workplace safety</li> <li>5. Distinction of public-private life</li> <li>6. Open communication</li> </ol> </li> <li>III. Relationship with the community               <ol style="list-style-type: none"> <li>1. Legal compliance</li> <li>2. Prohibition of insider trading</li> <li>3. Refusal of antisocial entities</li> <li>4. Environmental preservation measures</li> <li>5. Contribution to local communities</li> </ol> </li> </ol> |

G4-EC1 Direct economic value generated and distributed

TPJP does not publish financial information.

G4-EC4 Financial assistance received from government

TPJP has not received assistance.

G4-EC5 Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation

TPJP's answer is "106.7%".

G4-EC6 Proportion of senior management hired from the local community at significant locations of operation

TPJP's answer is "11.8%".

G4-EC7 Development and impact of infrastructure investments and services supported

TPJP is not applicable.

G4-EC9 Proportion of spending on local suppliers at significant locations of operation

TPJP's answer is "19%".

G4-EN1 Materials used by weight or volume  
G4-EN2 Percentage of materials used that are recycled input materials  
G4-EN23 Total weight of waste by type and disposal method

| material        |              |                       | TPJP                    | TPML       | TPTN   | TPVN     | TPCS     | TPCZ       | TPPP     | TPIN     | TPTH_Ayu | TPTH_Ray    |
|-----------------|--------------|-----------------------|-------------------------|------------|--------|----------|----------|------------|----------|----------|----------|-------------|
| Resin           | Input        | usage[t]              |                         | 1,255.05   | 514.37 | 4,094.70 | 2,348.09 | 2,281.24   | 2,319.35 | 3,602.23 | 886.30   | Unanswered. |
|                 | Output       | Rycycle(valuables)[t] |                         | 100.70     | 0.00   | 454.24   | 41.19    | 303,832.00 | 103.06   | 272.03   | 15.16    |             |
|                 |              | DANGO[t]              |                         | 32.50      | 5.07   | 67.53    | 50.76    | 105,300.00 | 10.22    | 49.17    | 170.11   |             |
|                 |              | Waste(reclaimed)[t]   |                         | 0.00       | 0.00   | 0.00     | 168.73   | 127,494.00 | 85.45    | 69.97    | 0.00     |             |
| Office paper    | Input        | Usage(purchase)[t]    |                         | 2.40       | 0.63   | 6.00     | 3.12     | 5.76       | 0.02     | 0.03     | 1.01     |             |
|                 | Output       | Recycle[t]            |                         | 1.31       | 0.00   | 3.11     | 0.10     | 0.14       | 0.02     | 0.02     | N.D.     |             |
|                 |              | Waste volume[t]       |                         | 0.00       | 0.00   | 0.00     | 0.72     | 0.04       | 0.00     | 0.01     | N.D.     |             |
| Cardboard       | Input        | Purchase[t]           |                         | 123,248.69 | 101.66 | 38.15    | 141.35   | 223.51     | 57.92    | 269.76   | 86.44    |             |
|                 | Output       | Recycle[t]            |                         | N.D.       | 2.97   | 17.33    | 22.58    | 2,525.60   | 7.03     | 64.57    | 0.00     |             |
|                 |              | Waste[t]              |                         | 3,360.00   | 0.00   | 0.00     | 7.56     | N.D.       | 1.53     | 0.00     | 16.00    |             |
| Machine oil     | Input        | Purchase[L]           |                         | 1,829.80   | 0.00   | 300.00   | 2,216.00 | 289.55     | 3,482.00 | 300.00   | 270.00   |             |
|                 | Output       | Waste volume[L]       |                         | 4,900.00   | 0.00   | 36.00    | 1,890.00 | 1,960.00   | 0.00     | 0.00     | 0.00     |             |
| Metal           | Input        | Usage                 | Fittings[t]             | 7.04       | 0.48   | 0.12     | 1.47     | 0.24       | 5.74     | 333.63   | 29.00    |             |
|                 |              |                       | Blank materials[t]      | 1.39       | 0.00   | 0.60     | 82.21    | 13.89      | 27.46    | 0.00     | N.D.     |             |
|                 | Output       | Recycle               | Office furniture[t]     | N.D.       | N.D.   | 0.00     | 0.00     | 0.00       | 0.00     | 0.00     | 0.00     |             |
|                 |              |                       | Cutting chips[t]        | N.D.       | N.D.   | N.D.     | 0.00     | N.D.       | 0.00     | 0.00     | 0.00     |             |
|                 |              |                       | Fittings[t]             | N.D.       | N.D.   | 0.00     | 0.00     | N.D.       | 0.00     | 0.00     | 0.00     |             |
|                 |              |                       | Mold[t]                 | N.D.       | 0.00   | 0.00     | 0.00     | 9.00       | 0.00     | 0.00     | 0.00     |             |
|                 |              |                       | Waste volume[t]         | N.D.       | N.D.   | N.D.     | 1,729.30 | N.D.       | 0.00     | 0.00     | N.D.     |             |
|                 |              |                       |                         |            |        |          |          |            |          |          |          |             |
| Garbage of life | Output       | Recycle               | Paper[t]                | 1.06       | 0.00   | 0.00     | 0.00     | 0.00       | 20.06    | 0.00     | N.D.     |             |
|                 |              |                       | Plastics[t]             | 10.07      | 92.80  | 5.88     | 0.00     | 2.88       | 94.70    | 50.65    | 141.00   |             |
|                 |              |                       | Raw garbage[t]          | N.D.       | N.D.   | 0.00     | 0.00     | N.D.       | 5.93     | 0.00     | 0.00     |             |
|                 |              |                       | PET bottle[t]           | N.D.       | N.D.   | N.D.     | 0.00     | N.D.       | 0.00     | 0.00     | 0.24     |             |
|                 |              |                       | Aluminum can[t]         | N.D.       | N.D.   | 0.33     | 0.00     | N.D.       | 0.00     | 0.00     | 0.00     |             |
|                 |              |                       | Steel can[t]            | N.D.       | N.D.   | 0.00     | 0.00     | N.D.       | 11.82    | 3.70     | 0.00     |             |
|                 |              |                       | Glass bottle(bin)[t]    | N.D.       | N.D.   | 0.00     | 0.00     | N.D.       | 0.00     | 0.00     | 0.00     |             |
|                 |              |                       | Cigarette-end(butts)[t] | N.D.       | N.D.   | 0.00     | 0.00     | N.D.       | 0.00     | 0.00     | 0.0002   |             |
|                 |              | Garbage[t]            | N.D.                    | 0.00       | 31.49  | 0.00     | 0.00     | 0.00       | 0.00     | 0.26     |          |             |
|                 | Waste volume | 2.19                  | N.D.                    | N.D.       | 18.00  | N.D.     | 0.00     | 0.00       | 141.24   |          |          |             |

G4-EN3 Energy consumption within the organization

G4-EN6 Reduction of energy consumption

| Base     | Energy consumption within the organization |           |                  |             |           |                  | Increase / Decrease from 2015. |           |                  |
|----------|--|-----------|------------------|-------------|-----------|------------------|--------------------------------|-----------|------------------|
|          | 2015                                       |           |                  | 2016        |           |                  |                                |           |                  |
|          | Gasoline[L]                                | LPGas[m3] | Electricity[kWh] | Gasoline[L] | LPGas[m3] | Electricity[kWh] | Gasoline[L]                    | LPGas[m3] | Electricity[kWh] |
| TPJP     | 30,934.44                                  | 335.70    | 6,681,648.00     | 28,676.38   | 213.00    | 5,968,386.00     | -2,258.06                      | -122.70   | -713,262.00      |
| TPIN     | 97,431.00                                  | 0.00      | 193,131.00       | 106,974.00  | N/A       | 263,531.00       | 9,543.00                       | N/A       | 70,400.00        |
| TPML     | 10,041.72                                  | 0.34      | 3,204,350.00     | 8,969.33    | 0.62      | 3,425,140.00     | -1,072.39                      | 0.28      | 220,790.00       |
| TPTN     | 12,794.40                                  | 0.00      | 7,735,520.00     | 12,794.40   | 0.00      | 9,174,880.00     | 0.00                           | 0.00      | 1,439,360.00     |
| TPVN     | N.D.                                       | 5,954.00  | 8,914,388.00     | N.D.        | 5,954.04  | 9,967,680.00     | N.D.                           | 0.04      | 1,053,292.00     |
| TPCS     | 30,713.00                                  | 0.00      | 8,147,220.00     | 14,398.00   | 0.00      | 9,020,130.00     | -16,315.00                     | N/A       | 872,910.00       |
| TPCZ     | 16,158.10                                  | 0.00      | 9,211,038.00     | 16,974.14   | 0.00      | 11,262,760.00    | 816.04                         | N/A       | 2,051,722.00     |
| TPPP     | 12,937.97                                  | 0.00      | 12,837,001.25    | 12,762.32   | 0.00      | 12,737,440.00    | -175.65                        | N/A       | -99,561.25       |
| TPTH_Ayu | Unanswered.                                |           |                  |             |           |                  |                                |           |                  |
| TPTH_Ray | Unanswered.                                |           |                  |             |           |                  |                                |           |                  |

G4-EN4 Energy consumption outside of the organization

All bases are no statistics before, so it is very difficult to get the informations now.

#### G4-EN5 Energy intensity

| Base     | Energy intensity<br>[GJ/t] |
|----------|----------------------------|
|          | 2016                       |
| TPJP     | 60,497.04                  |
| TPIN     | 5.77                       |
| TPML     | 62.53                      |
| TPTN     | 25.18                      |
| TPVN     | 46.35                      |
| TPCS     | 38.27                      |
| TPCZ     | 52.22                      |
| TPPP     | 37.19                      |
| TPTH_Ayu | Unanswered.                |
| TPTH_Ray | Unanswered.                |

Note : Calculation formulas are as below.

#### Energy intensity

$$\frac{((\text{Electricity consumption}[\text{kWh}] * 9.97[\text{GJ/MWh}] * 1/1000) + (\text{Gasoline consumption}[\text{L}] * 0.0346[\text{GJ/L}]) + (\text{LPgas consumption}[\text{m}^3] * 50.8[\text{GJ/t}] * 1[\text{t}]/458[\text{m}^3]))}{\text{Quantity of products(G4-9)}[\text{t}]}$$

#### G4-EN7 Reductions in energy requirements of products and services

#### G4-EN27 Extent of impact mitigation of environmental impacts of products and services

TPJP sprinkle (reuse) the groundwater used to cool the mold to the roof of the factory building.

Therefore, use of the cooler is reduced.

Annual reuse amount: 5,184 m<sup>3</sup> /year

Reuse ratio: About 2% of total annual water intake



G4-EN8 Total water withdrawal by source  
G4-EN10 Percentage and total volume of water recycled and reused  
G4-EN22 Total water discharge by quality and destination

| Base     | Total water withdrawal [m3] |             |        | Total water discharge [m3] |             |        | Concept of water discharge           | destination                                | Water recycled and reused  |
|----------|-----------------------------|-------------|--------|----------------------------|-------------|--------|--------------------------------------|--|--|
|          | source                      |             |        | source                     |             |        |                                      |  |  |
|          | Waterworks                  | Groundwater | River  | Waterworks                 | Groundwater | River  |                                      |  |  |
| TPJP     | 6,773                       | 265,428     | N/A    | 6773                       | 265428      | N/A    | regarded as total water consumption. | Sewage                                     | TPJP reuses groundwater which is used to cool the mold and sprinkles it on the roof.(G4-EN7)                                   |
| TPIN     | 6,452                       | 173         | N/A    | 6,452                      | 173         | N/A    | regarded as total water consumption. | 100 % Recycle and reused in Horticulture.  | 100 % Recycle and reused for Horticulture.   |
| TPML     | 20,201                      | N/A         | N/A    | 20,201                     | N/A         | N/A    | regarded as total water consumption. | Unknown                                    | No recycle.  |
| TPTH_Ayu | 171,906                     | N/A         | N/A    | Unanswered.                | N/A         | N/A    | Unanswered.                          | Water treatment station of industrial zone | Water from Air condition drain take to the tree  |
| TPTH_Ray | 29,998                      | N/A         | N/A    | Unanswered.                | N/A         | N/A    | Unanswered.                          | Water treatment station of industrial zone | No recycle.  |
| TPTN     | 2,937                       | N/A         | N/A    | 2937                       | N/A         | N/A    | regarded as total water consumption. | Sewage                                     | No recycle.  |
| TPVN     | N/A                         | N/A         | 15,953 | N/A                        | N/A         | 12,762 | 0.8* Water comsumption[m3]           | Water treatment station of industrial zone | •water for normal activities : no recycle.<br>•water for controlling temperature of mold, water is cycled by automatic system. |
| TPCS     | 70,406                      | N/A         | N/A    | 70,406                     | N/A         | N/A    | regarded as total water consumption. | Sewage                                     | No recycle.  |
| TPCZ     | 40,948                      | N/A         | N/A    | 36,854                     | N/A         | N/A    | 0.9* Water comsumption[m3]           | Sewage                                     | No recycle.  |
| TPPP     | 74665                       | N/A         | N/A    | 62,447                     | N/A         | N/A    | 0.9* Water comsumption[m3]           | Sewage                                     | No recycle.  |

**G4-EN9 Water sources significantly affected by withdrawal of water**

TPJP can not currently identify the water source.

**G4-EN15 Direct greenhouse gas (GHG) emissions (Scope 1)**

**G4-EN16 Energy indirect greenhouse gas (GHG) emissions (Scope 2)**

**G4-EN19 Reduction of greenhouse gas (GHG) emissions**

| Base     | 2015                    |              |                         | 2016                    |              |                         | Increase / decrease from 2015. |              |                    |
|----------|-------------------------|--------------|-------------------------|-------------------------|--------------|-------------------------|--------------------------------|--------------|--------------------|
|          | GHG emissions (Scope 1) |              | GHG emissions (Scope 2) | GHG emissions (Scope 1) |              | GHG emissions (Scope 2) |                                |              |                    |
|          | Gasoline [tCO2]         | LPGas [tCO2] | Electricity [tCO2]      | Gasoline [tCO2]         | LPGas [tCO2] | Electricity [tCO2]      | Gasoline [tCO2]                | LPGas [tCO2] | Electricity [tCO2] |
| TPJP     | 71.82                   | 2.20         | 2,505.62                | 66.58                   | 1.39         | 2,238.14                | -5.24                          | -0.80        | -267.473           |
| TPIN     | 226.00                  | N/A          | 72.00                   | 248.00                  | N/A          | 99.00                   | 22.00                          | N/A          | 27.00              |
| TPML     | 23.31                   | 0.002        | 1,201.63                | 20.82                   | 0.004        | 1,284.43                | -2.49                          | 0.002        | 82.80              |
| TPTN     | 29.70                   | N/A          | 2,900.82                | 29.70                   | N/A          | 3,440.58                | 0.00                           | N/A          | 539.76             |
| TPVN     | N/A                     | 38.90        | 3,343.00                | N/A                     | 38.99        | 3,737.88                | N/A                            | 0.09         | 394.88             |
| TPCS     | 71.31                   | N/A          | 3,055.21                | 33.43                   | N/A          | 3,382.55                | -37.88                         | N/A          | 327.34             |
| TPCZ     | 37.51                   | N/A          | 3454.14                 | 39.41                   | N/A          | 4223.54                 | 1.89                           | N/A          | 769.40             |
| TPPP     | 30.04                   | N/A          | 4,813.88                | 29.63                   | N/A          | 4,776.54                | -0.41                          | N/A          | -37.34             |
| TPTH_Ayu | Unanswered.             |              |                         |                         |              |                         |                                |              |                    |
| TPTH_Ray | Unanswered.             |              |                         |                         |              |                         |                                |              |                    |

Note : Calculation formulas are as below.

**GHG emissions**

Gasoline : Consumption[L]\*0.0346[GJ/l]\*0.0183[tC/GJ]\*44/12

LPgas : Consumption[m3]\*1/458[t/m3]\*50.8[GJ/t]\*0.0161[tC/GJ]\*44/12

Electricity : Consumption[kWh]\*0.000375[tCO2/kWh]

#### G4-EN18 Greenhouse gas (GHG) emissions intensity

| Base     | GHG emissions intensity |        |
|----------|-------------------------|--------|
|          | 2016                    |        |
|          | Scope1                  | Scope2 |
| TPJP     | 0.090                   | 2.975  |
| TPIN     | 0.141                   | 0.138  |
| TPML     | 0.038                   | 2.331  |
| TPTN     | 0.008                   | 0.942  |
| TPVN     | 0.018                   | 1.732  |
| TPCS     | 0.014                   | 1.439  |
| TPCZ     | 0.018                   | 1.954  |
| TPPP     | 0.009                   | 1.394  |
| TPTH_Ayu | Unanswered.             |        |
| TPTH_Ray | Unanswered.             |        |

Note : Calculation formulas are as below.

#### GHG emissions intensity

GHG emissions/ Quantity of products(G4-9)[t]

#### G4-EN20 Emissions of ozone-depleting substances (ODS)

[TPML,TPCS,TPCZ,TPPP and TPML]

N.D.

[TPTH]

Unanswered

[Other bases]

N/A (Do not have factor to emission of ODS.)

#### G4-EN21 NOX, SOX, and other significant air emissions

[TPML, TPCZ, and TPPP]

N.D.

[TPVN]

N.D.

However, the concentration of NOX and SOX are suitable with Vietnam standard according to the monitoring environment periodically .

[TPTH]

Unanswered

[Other bases]

N/A (do not have generation facility for smoke emission which is subject to the Air Pollution Control Law.)

#### G4-EN24 Total number and volume of significant spills

[TPCS]

N.D.

[Other bases]

Nil

#### G4-EN25 Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention<sup>2</sup> Annex I, II, III, and VIII, and percentage of transported waste shipped internationally

[TPCS, TPCZ and TPPP]

N.D.

[Other bases]

Nil

G4-EN28 Percentage of products sold and their packaging materials that are reclaimed by category  
a. Report the percentage of reclaimed products and their packaging materials for each product category.  
b. Report how the data for this Indicator has been collected.

TPJP is difficult to grasp the product to be reused or recycled.

G4-EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations

[TPTH]

Unanswered

[Other bases]

Nil

G4-EN31 Total environmental protection expenditures and investments by type

TPJP is not applicable.

G4-EN33 Significant actual and potential negative environmental impacts in the supply chain and actions taken

Currently, TPJP suppliers do not adversely affect the environment

G4-EN30 Significant environmental impacts of transporting products and other goods and materials for the organization's operations, and transporting members of the workforce

TPJP is currently difficult to identify environmental impact.

G4-EN32 Percentage of new suppliers that were screened using environmental criteria

The number of TPJP's new suppliers is zero.

G4-EN34 Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms

[All bases]

Nil

G4-LA1 Total number and rates of new employee hires and employee turnover by age group, gender, and region.

| Age     | gender | New employee hires |      |      |          |          |      |      |      |      |      |
|---------|--------|--------------------|------|------|----------|----------|------|------|------|------|------|
|         |        | TPJP               | TPIN | TPML | TPTH_Ayu | TPTH_Ray | TPTN | TPVN | TPCS | TPCZ | TPPP |
| 18      | Male   | 2                  | 78   | 0    | 0        | 2        | 6    | 0    | 0    | 0    | 0    |
|         | Female | 0                  | 116  | 0    | 4        | 4        | 5    | 0    | 0    | 0    | 0    |
| 19~29   | Male   | 0                  | 0    | 4    | 9        | 89       | 78   | 119  | 17   | 50   | 73   |
|         | Female | 16                 | 2    | 3    | 31       | 186      | 40   | 124  | 12   | 74   | 136  |
| 30~39   | Male   | 1                  | 0    | 2    | 29       | 89       | 26   | 1    | 3    | 25   | 35   |
|         | Female | 1                  | 0    | 1    | 85       | 181      | 29   | 2    | 4    | 45   | 37   |
| 40~49   | Male   | 1                  | 0    | 0    | 9        | 26       | 6    | 0    | 0    | 3    | 2    |
|         | Female | 1                  | 0    | 0    | 47       | 18       | 15   | 0    | 0    | 0    | 2    |
| 50~59   | Male   | 0                  | 0    | 0    | 5        | 3        | 4    | 0    | 1    | 0    | 1    |
|         | Female | 0                  | 0    | 0    | 1        | 1        | 5    | 0    | 0    | 0    | 0    |
| Over 60 | Male   | 1                  | 0    | 0    | 0        | 0        | 0    | 0    | 0    | 0    | 0    |
|         | Female | 0                  | 0    | 0    | 0        | 0        | 1    | 0    | 0    | 0    | 0    |
| Total   | Male   | 5                  | 78   | 6    | 52       | 209      | 120  | 120  | 21   | 78   | 111  |
|         | Female | 18                 | 118  | 4    | 168      | 390      | 95   | 126  | 16   | 119  | 175  |

| Age     | gender | Employee turnover |      |      |            |          |      |      |      |      |      |
|---------|--------|-------------------|------|------|------------|----------|------|------|------|------|------|
|         |        | TPJP              | TPIN | TPML | TPTH_Ayu   | TPTH_Ray | TPTN | TPVN | TPCS | TPCZ | TPPP |
| 18      | Male   | 0                 | 5    | 0    | Unanswered | 0        | 4    | 0    | 1    | 0    | 0    |
|         | Female | 0                 | 2    | 0    |            | 0        | 4    | 0    | 1    | 0    | 0    |
| 19～29   | Male   | 2                 | 61   | 4    |            | 0        | 52   | 63   | 13   | 27   | 61   |
|         | Female | 19                | 66   | 5    |            | 4        | 34   | 97   | 33   | 87   | 152  |
| 30～39   | Male   | 4                 | 1    | 2    |            | 1        | 26   | 9    | 6    | 33   | 48   |
|         | Female | 4                 | 1    | 2    |            | 1        | 36   | 8    | 9    | 79   | 64   |
| 40～49   | Male   | 8                 | 0    | 2    |            | 0        | 4    | 0    | 0    | 2    | 10   |
|         | Female | 7                 | 0    | 0    |            | 0        | 16   | 0    | 0    | 5    | 2    |
| 50～59   | Male   | 8                 | 0    | 0    |            | 0        | 5    | 0    | 0    | 0    | 1    |
|         | Female | 0                 | 0    | 0    |            | 0        | 5    | 0    | 0    | 0    | 0    |
| Over 60 | Male   | 8                 | 0    | 0    |            | 0        | 0    | 0    | 0    | 0    | 0    |
|         | Female | 1                 | 0    | 0    |            | 0        | 0    | 0    | 0    | 0    | 0    |
| Total   | Male   | 30                | 67   | 8    |            | 1        | 91   | 72   | 20   | 62   | 120  |
|         | Female | 31                | 69   | 7    |            | 5        | 95   | 105  | 43   | 171  | 218  |

**G4-LA2 Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation**

|      |                                    |   |              |                   |               |   |  |
|------|------------------------------------|---|--------------|-------------------|---------------|---|--|
| TPJP | Types of benefits                  | Regular employee  | Semi regular | Contract employee | Re-employment | temporary employees                               |  |
|      | Life insurance                     | ○   | ×            | ×                 | ×             | ×   | Note:Join the endowment insurance as retirement reserve from company.    |
|      | Health care                        | Health insurance subscribers can use the guarantee of "Kyokai kenpo". |              |                   |               | Follow rules of the temporary employment agencies | Note:Standards for using guarantees are set.                             |
|      | Disability and invalidity coverage | ×   | ×            | ×                 | ×             |   |  |
|      | Parental leave                     | ○   | ○            | ○                 | ○             |   |  |
|      | Retirement provision               | ○   | △            | ×                 | ×             |   | Note:Semi regular employees receive less payment than regular employees. |
|      | Stock ownership                    | ×   | ×            | ×                 | ×             |   |  |

TPIN TPTN does not employee temporary or part-time positions.

| TPML                            | Operations |          | Non-Operations |          |
|---------------------------------|------------|----------|----------------|----------|
| Types of Benefit                | Permanent  | Contract | Permanent      | Contract |
| Transport allowance             | /          |          | /              |          |
| Attendance allowance            | /          | /        |                |          |
| Meal                            | /          |          |                |          |
| Food Subsidies                  | /          |          |                |          |
| Overtime                        | /          | /        | /              |          |
| Shift allowance                 | /          |          |                |          |
| OT shift allowance              | /          |          |                | /        |
| Personal Accident Coverage (PA) | /          | /        | /              |          |
| Prolonged illness               | /          |          | /              |          |
| Annual leave                    | /          | /        | /              | /        |
| Medical leave                   | /          | /        | /              | /        |
| Maternity leave                 | /          |          | /              |          |
| Paternity leave                 | /          |          | /              |          |
| Marriage leave                  | /          |          | /              |          |
| Compassionate leave             | /          |          | /              |          |

TPTH\_Ayl Unanswered

TPTH\_Raj Unanswered

TPTN TPTN does not employee temporary or part-time positions.

TPVN TPVN does not employee temporary or part-time positions.

TPCS TPCS does not employee temporary or part-time positions.

TPCZ Dispatching workers enjoy the same accommodation and the labor protection except those benefits mentioned below.

TPPP

|                                       |   |
|---------------------------------------|---|
| 1, Social security                    | Social security by the dispatching company for employees to purchase.   |
| 2, Annual check-up                    | The annual check-up is not included due to the short work time.   |
| 3, Disability and invalidity coverage | TAKAHATA is just responsible for this insurance during their work time,<br>the dispatching company is in charge of the rest of time.<br>However, as for those full-time employees, TAKAHATA will be responsible for all those conditions fitted by law. |
| 4, Parental leave                     | The parental leave is not included due to the short work time.  |
| 5, Full attendance award              | It's awarded annually by each department. Due to the short work time, they can't enjoy this benefit.  |
| 6, Seniority award                    | Seniority award is given annually by each department. Due to the short work time, it's not included.  |
| 7, Annual leave                       | It is not included due to their work time is not up to the request for annual leave   |



G4-LA3 Return to work and retention rates after parental leave, by gender

| Base     | Total number of employees that were entitled to parental leave |         | Total number of employees that took parental leave. |         | Total number of employees who returned to work after parental leave ended. |         | Total number of employees who returned to work after parental leave ended who were still employed 12 months after the end of leave. |         | Return to work rate. |         | Retention rate |         |
|----------|--|---------|---|---------|--|---------|---|---------|----------------------|---------|----------------|---------|
|          | Male   | Female  | Male  | Female  | Male   | Female  | Male  | Female  | Male                 | Female  | Male           | Female  |
| TPJP     | 5  | 1       | 0   | 1       | N/A  | 1       | N/A   | 1       | N/A                  | 100%    | N/A            | N/A     |
| TPIN     | No Parental Leave System.                                      |         |   |         |  |         |   |         |                      |         |                |         |
| TPML     | 1  | 5       | 1   | 5       | 1  | 5       | 3   | 2       | 100%                 | 100%    | 100%           | 67%     |
| TPTN     | 0  | 4       | 0   | 4       | 0  | 2       | 0   | 1       | N/A                  | 25%     | N/A            | 50      |
| TPVN     | 0  | 68      | 0   | 68      | N/A  | 67      | N/A   | 52      | N/A                  | 99%     | N/A            | No data |
| TPCS     | No data  | No data | No data   | No data | No data  | No data | No data   | No data | No data              | No data | No data        | No data |
| TPCZ     | No data  | No data | 14  | 8       | 14   | 8       | 18  | 9       | 100%                 | 100%    | 100%           | 100%    |
| TPPP     | No data  | No data | 11  | 13      | 11   | 13      | 16  | 11      | 100%                 | 100%    | 100%           | 100%    |
| TPTH_Ayl | Unanswered   |         |   |         |  |         |   |         |                      |         |                |         |
| TPTH_Ray | Unanswered   |         |   |         |  |         |   |         |                      |         |                |         |

G4-LA4 Minimum notice periods regarding operational changes, including whether these are specified in collective agreements

|          |   |
|----------|---|
| TPJP     | At least one 1 week, but not included in Company Manual.      |
| TPIN     | No period setting.  |
| TPML     | At least 1 week, included in Company Manual.                  |
| TPTH_Ayl | At least 1 week, but not included in Company Manual.          |
| TPTH_Ray | At least one 1 week, but not included in Company Manual.      |
| TPTN     | No period setting.  |
| TPVN     | At least 1 month.   |
| TPCS     | One year.   |
| TPCZ     | Company will inform workers in advance but no exact time yet. |
| TPPP     | Company will inform workers in advance but no exact time yet. |

**G4-LA5** Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs

Members of the health and safety committee chosen as representatives from all employees promote the safety of each base.

| Base     | the health and safety committee |                      |
|----------|---------------------------------|----------------------|
|          | Number of members               | Frequency of meeting |
| TPJP     | 5                               | Once a month         |
| TPIN     | 27                              | Quarterly            |
| TPML     | 36                              | Quarterly            |
| TPTH_Ayu | 6                               | Once a month         |
| TPTH_Ray | 5                               | Once a month         |
| TPTN     | 12                              | Once a month         |
| TPVN     | 10                              | Once a month         |
| TPCS     | 1                               | At any time          |
| TPCZ     | 3                               | Once a month         |
| TPPP     | 3                               | Once a month         |

Note:7 employer of TPTH\_Ayu are also members of the safety and health committee.

Note:6 employer of TPTH\_Ray are also members of the safety and health committee.

**G4-LA6** Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of workrelated fatalities, by region and by gender

|                         |            |        | TPJP | TPIN | TPML | TPTH_Ayu | TPTH_Ray | TPTN | TPVN | TPCS | TPCZ | TPPP |
|-------------------------|------------|--------|------|------|------|----------|----------|------|------|------|------|------|
| Total Number            |            | Male   | 0    | 4    | 0    | 0        | 0        | 3    | 2    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 2    | 0        | 0        | 7    | 0    | 0    | 0    | 0    |
| Occupational Injury     | Bruise     | Male   | 0    | 3    | 0    | 0        | 0        | 0    | 2    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 0    | 0        | 0        | 0    | 0    | 0    | 0    | 0    |
|                         | Laceration | Male   | 0    | 0    | 0    | 0        | 0        | 2    | 0    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 2    | 0        | 0        | 2    | 0    | 0    | 0    | 0    |
|                         | other      | Male   | 0    | 1    | 0    | 0        | 0        | 1    | 2    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 0    | 0        | 0        | 5    | 0    | 0    | 0    | 0    |
| Occupational Disease    |            | Male   | 0    | 0    | 0    | 0        | 0        | 0    | 0    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 0    | 0        | 0        | 0    | 0    | 0    | 0    | 0    |
| Total lost Days         |            | Male   | 0    | 0    | 0    | 0        | 0        | 12   | 0    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 1    | 0        | 0        | 659  | 0    | 0    | 0    | 0    |
| Work Related Fatalities |            | Male   | 0    | 0    | 0    | 0        | 0        | 0    | 0    | 0    | 0    | 0    |
|                         |            | Female | 0    | 0    | 0    | 0        | 0        | 0    | 0    | 0    | 0    | 0    |

G4-LA7 Workers with high incidence or high risk of diseases related to their occupation

|          | Organic    | Grinding, | Specific | Dangerous | Mold | Forklift | chargemen | Crushing | XRF | Insert | Ultrasonic | Assembly |
|----------|------------|-----------|----------|-----------|------|----------|-----------|----------|-----|--------|------------|----------|
| TPJP     | 22         | 93        | 132      | 21        | 83   | 118      | N/A       | N/A      | N/A | N/A    | N/A        | N/A      |
| TPIN     | N/A        | N/A       | 50       | 64        | 15   | 3        | N/A       |          |     |        |            |          |
| TPML     | N/A        | N/A       | N/A      | N/A       | N/A  | N/A      | 1         |          |     |        |            |          |
| TPTN     | 6          | 2         | 10       | 10        | 33   | 69       | N/A       |          |     |        |            |          |
| TPVN     | N/A        | 20        | N/A      | N/A       | 93   | 20       | N/A       |          |     |        |            |          |
| TPCS     | 14         | 6         | 2        | 0         | 6    | 4        | N/A       | N/A      | N/A | N/A    | N/A        | N/A      |
| TPCZ     | N/A        | 8         | N/A      | N/A       | 11   | 45       | N/A       | 1        | 3   | 4      | 5          | 6        |
| TPPP     | N/A        | 13        | N/A      | N/A       | 4    | 69       | N/A       | 1        | 0   | 0      | 15         | 3        |
| TPTH_Ayl | Unanswered |           |          |           |      |          |           |          |     |        |            |          |
| TPTH_Ray | Unanswered |           |          |           |      |          |           |          |     |        |            |          |

G4-LA8 Health and safety topics covered in formal agreements with trade unions

|          |   |
|----------|---|
| TPJP     | Based on the philosophy of "Safety First", we will achieve a comfortable working environment through Safety and Health Activities by member's participation.  |
| TPIN     | No Topics because there is no Trade Union.  |
| TPML     | <p>The Management of Takahata has the moral and legal responsibility to provide Health and Safety to the Company's Employees. And others (Visitors, Contractors and members of the public) with whom we may come into contact in the course of business activities. (Occupational Safety and Health Act 1994)</p> <p>Our company appoints competent persons as Safety and health Committee members whose responsibility to handle the health and Safety Management. Safety Policy implementation</p> <p>and Monitoring safety functions at work place. All employees at all time cooperate with their managers and safety committee in adhering to legal requirements and to company rules. Policies and procedures.</p> <p>reasonably practical arrangements (systems and procedures) should have been done to establish safe and health systems of work: designed to promote standards of health and safety provision, which will lead to the minimization of risks and to the avoidance of accidents and ill health in the process of production, operations and handling of all plants, machinery and equipment, storage and transport of chemical, solvent, gas and or any toxic materials.</p> <p><b>OBJECTIVES</b></p> <p>The company policy is to comply with legal safety and health requirements. (reasonably practicable.)</p> <p>Identify workplace hazards and carry out risk assessment.</p> <p>Ensure proper handling and disposal of chemical and Toxic material.</p> <p>Maintenance of repair records of machinery &amp; Equipments.</p> <p>Maintain a system of communication / participation to discuss on issues.</p> <p>Disease prevention and health checks.</p> <p>Monitoring on an ongoing basis. The operation of the preventative measures to control risk should be practised.</p> |
| TPTH_Ayu | <p>Safety and Health policy</p> <p>"Safety first" – Ensure safety and hygiene at the workplace (According to risk factors)</p>  |
| TPTH_Ray | "Safety first" – Ensure safety and hygiene at the workplace (According to risk factors)   |
| TPTN     | Based on the philosophy of "Safety First", we will achieve a comfortable working environment  |
| TPVN     | "Safety first" – Ensure safety and hygiene at the workplace   |
|          | Health and safety topics have been covered in company rules.  |
|          | company rules are below.  |
|          | According to the Employment regulation of TAKAHATA SZ   |
|          | Chapter 9 labor protection and safety and health  |

|      |   |
|------|---|
| TPCS | Article 57 Labor protection and protective equipment  |
|      | 1. The company strictly implements the relevant state provisions and standards,   |
|      | including the national labor safety and hygiene standards, the regulation of working hours, rest time, vacation and special protection.                   |
|      | 2. For guarantee the safety and health of staff in the production process. The company offers the working environment                                     |
|      | which is in accordance with the state's provision, and necessary protective equipment (eg: work clothes, work shoes, hat, gloves and so on).              |
|      | 3. Employees will take care of the work clothes and the protective equipment, keep them clean and tidy, wear them in accordance                           |
|      | with the regulation of company. If someone violates the regulation, in addition to the punishment, the superior have a right to stop his/her work,        |
|      | and order him/her leave the workshop, during the no working time, it is the personal leave.   |
|      | Article 60 Health examination   |
|      | 1. Expect new employees, Employees healthy check-up once every two years, which is organized by the company. All the staff must be                        |
| TPCZ | take part in the physical examination, unless there is a reasonable reason.   |
|      | 2. According to the result of a medical, if the work place where staff works is found to occur disease, safety accident or occupational disease           |
|      | hazards possibly, the company can change the work, work place, the type of work, and work time under not reduce the salary. So the staff can't refuse.    |
|      | 3. Engaged in the occupational-disease-inductive employees, expect the regular physical examination, still have the examination in induction time,        |
| TPPP | departure time, changing work time or other conditions stipulated by the law. So the staff can't refuse, if not, he/she will take all legal consequences. |
|      | Individual protective equipment: The equipment will distribute to the operators according to requirements.  |
|      | Training and Education: Compile education management training and implement it on schedule.   |
|      | complaints mechanism: Opinion Box   |
| TPPP | The right of unsafe work rejection  |
|      | Individual protective equipment: The equipment will distribute to the operators according to requirements.  |
|      | Training and Education: Compile education management training and implement it on schedule.   |
|      | complaints mechanism: Opinion Box   |
| TPPP | The right of unsafe work rejection: according to relative regulations and laws and 《Forced and compulsory labor control procedures 》                      |
|      | Regular inspection: implement it every month.   |

#### G4-LA9 Average hours of training per year per employee by gender, and by employee category

It is implemented according to the "company-wide education plan" prepared by the education secretariat.  
Details are set out in the "Education and Training Regulations".

**G4-LA10 Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings**

|          |   |
|----------|---|
| TPJP     | No program and support.   |
| TPIN     | Internal & External Training Programs (Technical & Non-Technical)                                   |
| TPML     | Yearly Training Need Analysis, Training Record and Skill level Chart.                               |
| TPTN     | No program and support.   |
| TPVN     | No program and support.   |
| TPCS     | Make the training plan at the beginning of the year, and carry out according to the plan.           |
| TPCZ     | Compile education management training and skill training plan every year and implement on schedule. |
| TPPP     | Compile education management training and skill training plan every year and implement on schedule. |
| TPTH_Ayu | Unanswered  |
| TPTH_Ray | Unanswered  |

**G4-LA12 Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity**

Composition of governance bodies is not disclosed.

• TPJP's total number of employees by gender

|                   | Male | Female |
|-------------------|------|--------|
| Director          | 4    | 0      |
| Executive Officer | 6    | 0      |
| Senior Adviser    | 1    | 0      |
| Total             | 11   | 0      |

|                                    | Male         |                  | Female       |                  |
|------------------------------------|--------------|------------------|--------------|------------------|
|                                    | TOKYO office | SAKAIGAWA office | TOKYO office | SAKAIGAWA office |
| Regular Employees                  | 10           | 108              | 12           | 48               |
| Semi-regular Employees             | 0            | 0                | 0            | 1                |
| Re-employment of retired employees | 0            | 22               | 0            | 1                |
| Contracted employees               | 1            | 7                | 0            | 37               |
| Temporary employees                | 0            | 8                | 0            | 12               |
| Employees of Contracting company   | 0            | 42               | 0            | 83               |
| 合計                                 | 11           | 187              | 12           | 183              |

Note: Number of employees in TPJP as of March 31 in 2016.

G4-LA13 Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation

It is decided according to V41 personnel system.(Regardless of gender)

G4-LA14 Percentage of new suppliers that were screened using labor practices criteria  
a. Report the percentage of new suppliers that were screened using labor practices criteria

The number of TPJP's new suppliers is zero.

G4-LA15 Significant actual and potential negative impacts for labor practices in the supply chain and actions taken

TPJP do not have system to grasp the impacts for labor practices in the supply chain.

G4-LA16 Number of grievances about labor practices filed, addressed,  
and resolved through formal grievance mechanisms

[TPPP]

- ①total number of grievances about labor practices filed : 1
- ②Addressed during the reporting period : 1
- ③Resolved during the reporting period : 0 (During correspondence)  
Regular inspection: implement it every month.

[TPTH]

Unanswered

[Other bases ]

Nil

G4-HR2 Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained

TPJP does not provide training on policies and procedures, but conducts training on harassment.

Date: 14-Dec  
Duration: 60 minutes  
Target layer: TPJP manager

G4-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

TPJP's report is zero.

G4-HR7 Percentage of security personnel trained in the organization's human rights policies or procedures that are relevant to operations

TPJP is not applicable.

G4-HR10 Percentage of new suppliers that were screened using human rights criteria

The number of TPJP's new suppliers is zero.

G4-HR12 Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms

[TPCZ]  
Handled complaints number during the reporting period:2  
Solved complaints number during the reporting period:2

[TPTH]  
Unanswered

[TPPP]  
Handled complaints number during the reporting period:1 (it is on appeal now)  
Solved complaints number during the reporting period:1

[Other bases ]  
Null

G4-HR3 Total number of incidents of discrimination and corrective actions taken

TPJP's report is zero.

G4-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

TPJP's report is zero.

G4-HR8 Total number of incidents of violations involving rights of indigenous peoples and actions taken

TPJP is not applicable.

G4-HR11 Significant actual and potential negative human rights impacts in the supply chain and actions taken

TPJP do not have system to grasp the impacts for human rights in the supply chain.



G4-SO1 Percentage of operations with implemented local community engagement, impact assessments, and development programs

TPJP did not implement local community engagement, impact assessments, and development programs.

G4-SO3 Total number and percentage of operations assessed for risks related to corruption and the significant risks identified

TPJP does not conduct risk assessment on corruption.

G4-SO5 Confirmed incidents of corruption and actions taken

TPJP's report is zero.

G4-SO7 Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.

[TPCZ and TPPP]  
N.D. (Do not have system to record.)

[TPTH]  
Unanswered

[Other bases ]  
Nill

G4-SO9 Percentage of new suppliers that were screened using criteria for impacts on society

The number of TPJP's new suppliers is zero.

G4-SO11 Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms

[TPCZ and TPPP]  
N.D. (Do not have system to record.)

[TPTH]  
Unanswered

[Other bases ]  
Nill

G4-SO2 Operations with significant actual or potential negative impacts on local communities

The project of TPJP is not significant negative impacts on local communities.

G4-SO4 Communication and training on anti-corruption policies and procedures

TPJP did not implement corruption training in 2016 but it was conducted in 2015.

G4-SO6 Total value of political contributions by country and recipient/beneficiary

TPJP's report is zero.

G4-SO8 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations

[TPCZ and TPPP]  
N.D. (Do not have system to record.)

[TPTH]  
Unanswered

[Other bases ]  
Nill

G4-SO10 Significant actual and potential negative impacts on society in the supply chain and actions taken

TPJP do not have system to grasp the impacts for society in the supply chain.

G4-PR1 Percentage of significant product and service categories for which health and safety impacts are assessed for improvement

TPJP's report is zero.

G4-PR3 Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements

TPJP provides information on chemical substances as necessary.

G4-PR2 Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes

[TPCZ and TPPP]  
N.D. (Do not have system to record.)

[TPTH]  
Unanswered

[Other bases ]  
Nil

G4-PR4 Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes

[TPCZ and TPPP]  
N.D. (Do not have system to record.)

[TPTH]  
Unanswered

[Other bases ]  
Nil

#### G4-PR5 Results of surveys measuring customer satisfaction

Number of companies subject to survey: 40 companies

- 1) Timely reply and support capacity ...**Ave 1.82point**
- 2) Flexible response to deadlines and quantity changes...**Ave 2.18point**
- 3) Flexible response to design changes and specification changes of new products...**Ave 2.06point**
- 4) Attitudinal attitude of staff in charge...**Ave 2.00point**
- 5) Visit frequency...**Ave 1.85point**
- 6) Satisfaction on technology development...**Ave 1.90point**
- 7) Satisfaction on cost response...**Ave 1.16point**
- 8) Evaluation of TPJP when compared with competitors...**Ave 1.77point**

Evaluation:

Satisfied=3point、Almost satisfied=2point、

Slightly dissatisfied=1point、Dissatisfied=0point

G4-PR7 Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes

[TPTH]

Unanswered

[Other bases ]

Nil

G4-PR9 Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services

[TPTH]

Unanswered

[Other bases ]

No violation

#### G4-PR6 Sale of banned or disputed products

[TPCZ and TPPP]

N.D. (Do not have system to record.)

[TPTH]

Unanswered

[Other bases ]

Nil

G4-PR8 Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data

[TPTH]

Unanswered

[Other bases ]

Nil

## ■ GRI Content Index

| PART                   | NO.   | INDICATORS  | PAGE |
|------------------------|-------|---|------|
| Strategy and Analysis  | G4-1  | a. Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's <u>strategy for addressing sustainability</u> .   | 1    |
| Organizational Profile | G4-3  | a. Report the name of the organization.   | 2    |
|                        | G4-4  | a. Report the primary brands, products, and services.   | 3    |
|                        | G4-5  | a. Report the location of the organization's headquarters.  | 4    |
|                        | G4-6  | a. Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.  | 2    |
|                        | G4-7  | a. Report the nature of ownership and legal form.   | 2    |
|                        | G4-8  | a. Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).  | 3    |
|                        | G4-9  | a. Report the scale of the organization, including:<br>Total number of employees  | 5    |
|                        |       | Total number of operations  |      |
|                        |       | Net sales (for private sector organizations) or net revenues (for public sector organizations)  |      |
|                        |       | Total capitalization broken down in terms of debt and equity (for private sector organizations)   |      |
|                        |       | Quantity of products or services provided   |      |
|                        | G4-10 | a. Report the total number of employees by employment contract and gender.<br>b. Report the total number of permanent employees by employment type and gender.<br>c. Report the total workforce by employees and supervised workers and by gender.<br>d. Report the total workforce by region and gender.   | 5    |
|                        |       | e. Report whether a substantial portion of the organization's work is performed by workers who are legally recognized as selfemployed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors.   |      |
|                        |       | f. Report any significant variations in employment numbers (such as <u>seasonal variations in employment in the tourism or agricultural</u>   |      |
|                        |       |   |      |
|                        |       |   |      |
|                        | G4-11 | a. Report the percentage of total employees covered by collective bargaining agreements.  | 6    |
|                        | G4-12 | a. Describe the organization's supply chain.  | 6    |
|                        | G4-13 | a. Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain, including:<br>• Changes in the location of, or changes in, operations, including facility openings, closings, and expansions<br>• Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations)<br>• <del>Changes in the location of suppliers, the structure of the supply chain</del> | 6    |
|                        |       |   |      |
|                        |       |   |      |
|                        | G4-14 | a. Report whether and how the precautionary approach or principle is <u>addressed by the organization</u> .   | 6    |
|                        | G4-15 | a. List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.   | 6    |

|  |       |   |     |
|--|-------|---|-----|
| Commitments to External Initiatives        | G4-16 | <p>a. List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization:</p> <ul style="list-style-type: none"> <li>• Holds a position on the governance body</li> <li>• Participates in projects or committees</li> <li>• Provides substantive funding beyond routine membership dues</li> <li>• Views membership as strategic</li> </ul>  | 6   |
| Identified Material Aspects and Boundaries | G4-17 | <p>a. List all entities included in the organization's consolidated financial statements or equivalent documents.</p> <p>b. Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.</p> <p>The organization can report on this Standard Disclosure by referencing the information in publicly available consolidated financial statements or</p>   | –   |
| Identified Material Aspects and Boundaries | G4-18 | <p>a. Explain the process for defining the report content and the Aspect Boundaries.</p> <p>b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.</p>   | 7–8 |
|  | G4-19 | a. List all the material Aspects identified in the process for defining report content.   | 7–8 |
|  | G4-20 | <p>a. For each material Aspect, report the Aspect Boundary within the organization, as follows:</p> <ul style="list-style-type: none"> <li>• Report whether the Aspect is material within the organization</li> <li>• If the Aspect is not material for all entities within the organization (as described in G4-17), select one of the following two approaches and report either: <ul style="list-style-type: none"> <li>• The list of entities or groups of entities included in G4-17 for which the Aspect is not material or</li> <li>• The list of entities or groups of entities included in G4-17 for which the Aspects is material</li> </ul> </li> <li>• Report any specific limitation regarding the Aspect Boundary within the organization</li> </ul> <p>a. For each material Aspect, report the Aspect Boundary outside the organization, as follows:</p> <ul style="list-style-type: none"> <li>• Report whether the Aspect is material outside of the organization</li> <li>• If the Aspect is material outside of the organization, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified</li> <li>• Report any specific limitation regarding the Aspect Boundary outside the organization</li> </ul> | 7–8 |
|  | G4-21 | <p>a. For each material Aspect, report the Aspect Boundary outside the organization, as follows:</p> <ul style="list-style-type: none"> <li>• Report whether the Aspect is material outside of the organization</li> <li>• If the Aspect is material outside of the organization, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified</li> <li>• Report any specific limitation regarding the Aspect Boundary outside the organization</li> </ul>  | 7–8 |
|  | G4-22 | a. Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.  | 8   |
|  | G4-23 | a. Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.   | 8   |
|  | G4-24 | a. Provide a list of stakeholder groups engaged by the organization.  | 9   |
|  | G4-25 | a. Report the basis for identification and selection of stakeholders with whom to engage.   | 9   |

|                        |       |  |    |
|------------------------|-------|--|----|
| Stakeholder Engagement | G4-26 | a. Report the organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.                     | 9  |
|                        | G4-27 | a. Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting. Report the stakeholder groups that raised each of the key topics and concerns.   | 9  |
| Report Profile         | G4-28 | a. Reporting period (such as fiscal or calendar year) for information  | 9  |
|                        | G4-29 | a. Date of most recent previous report (if any).   | 9  |
|                        | G4-30 | a. Reporting cycle (such as annual, biennial).   | 10 |
|                        | G4-31 | a. Provide the contact point for questions regarding the report or its contents.   | 10 |
| GRI Content Index      | G4-32 | Report the 'in accordance' option the organization has chosen.   | 10 |
|                        |       | b. Report the GRI Content Index for the chosen option (see tables)<br>c. Report the reference to the External Assurance Report, if the report has been externally assured. GRI recommends the use of external assurance but it is not a requirement to be 'in accordance' with the |    |
| Assurance              | G4-33 | a. Report the organization's policy and current practice with regard to seeking external assurance for the report.   | 10 |
|                        |       | b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided.  |    |
|                        |       | c. Report the relationship between the organization and the assurance providers.   |    |
|                        |       | d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.   |    |
| Governance             | G4-34 | a. Report the governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social   | 10 |
| Ethics and Integrity   | G4-56 | a. Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes  | 11 |

| ASPECT                    | NO.    | INDICATORS   | PAGE |
|---------------------------|--------|--|------|
| Economic Performance      | G4-EC1 | Direct economic value generated and distributed  | 12   |
|                           | G4-EC2 | Financial implications and other risks and opportunities for the organization's activities due to climate change   | -    |
|                           | G4-EC3 | Coverage of the organization's defined benefit plan  | -    |
|                           | G4-EC4 | Financial assistance received from government  | 12   |
| Market Presence           | G4-EC5 | Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation | 12   |
|                           | G4-EC6 | Proportion of senior management hired from the local community at significant locations of operation               | 12   |
| Indirect Economic Impacts | G4-EC7 | Development and impact of infrastructure investments and services supported  | 12   |
|                           | G4-EC8 | Significant indirect economic impacts, including the extent of impacts   | 12   |
| Procurement Practices     | G4-EC9 | Proportion of spending on local suppliers at significant locations of operation                                    | 12   |
| Materials                 | G4-EN1 | Materials used by weight or volume   | 13   |
|                           | G4-EN2 | Percentage of materials used that are recycled input material  | 13   |
| Energy                    | G4-EN3 | Energy consumption within the organization   | 14   |
|                           | G4-EN4 | Energy consumption outside of the organization   | 14   |
|                           | G4-EN5 | Energy intensity   | 15   |
|                           | G4-EN6 | Reduction of energy consumption  | 14   |
|                           | G4-EN7 | Reductions in energy requirements of products and services   | 15   |
| Water                     | G4-EN8 | Total water withdrawal by source   | 16   |

|                                    |         |  |    |
|------------------------------------|---------|--|----|
|                                    | G4-EN9  | Water sources significantly affected by withdrawal of water  | 17 |
|                                    | G4-EN10 | Percentage and total volume of water recycled and reused   | 16 |
| Biodiversity                       | G4-EN11 | Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas  | –  |
|                                    | G4-EN12 | Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas   | –  |
|                                    | G4-EN13 | Habitats protected or restored   | –  |
|                                    | G4-EN14 | Total number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk  | –  |
| Emissions                          | G4-EN15 | Direct greenhouse gas (GHG) emissions (Scope 1)  | 17 |
|                                    | G4-EN16 | Energy indirect greenhouse gas (GHG) emissions (Scope 2)   | 17 |
|                                    | G4-EN17 | Other indirect greenhouse gas (GHG) emissions (Scope 3)  | –  |
|                                    | G4-EN18 | Greenhouse gas (GHG) emissions intensity   | 18 |
|                                    | G4-EN19 | Reduction of greenhouse gas (GHG) emissions  | 17 |
|                                    | G4-EN20 | Emissions of ozone-depleting substances (ODS)  | 18 |
|                                    | G4-EN21 | NOX, SOX, and other significant air emissions  | 19 |
| Effluents and Waste                | G4-EN22 | Total water discharge by quality and destination   | 16 |
|                                    | G4-EN23 | Total weight of waste by type and disposal method  | 13 |
|                                    | G4-EN24 | Total number and volume of significant spills  | 19 |
|                                    | G4-EN25 | Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention <sup>2</sup> Annex I, II, III, and VIII, and percentage of transported waste shipped internationally  | 19 |
|                                    | G4-EN26 | Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the organization's discharges of water and runoff  | –  |
| Products and Services              | G4-EN27 | Extent of impact mitigation of environmental impacts of products and services  | 15 |
|                                    | G4-EN28 | Percentage of products sold and their packaging materials that are reclaimed by category<br>a. Report the percentage of reclaimed products and their packaging materials for each product category.<br>b. Report how the data for this Indicator has been collected. | 19 |
| Compliance                         | G4-EN29 | Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations  | 20 |
| Transport                          | G4-EN30 | Significant environmental impacts of transporting products and other goods and materials for the organization's operations, and transporting members of the workforce  | 20 |
| Overall                            | G4-EN31 | Total environmental protection expenditures and investments by type  | 20 |
| Supplier Environmental Assessment  | G4-EN32 | Percentage of new suppliers that were screened using environmental criteria  | 20 |
|                                    | G4-EN33 | Significant actual and potential negative environmental impacts in the supply chain and actions taken  | 20 |
| Environmental Grievance Mechanisms | G4-EN34 | Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms  | 20 |

| ASPECT     | NO.    | INDICATORS  | PAGE  |
|------------|--------|---|-------|
| Employment | G4-LA1 | Total number and rates of new employee hires and employee turnover by age group, gender, and region | 20–21 |

|   |         |  |       |
|---|---------|--|-------|
|   | G4-LA2  | Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation  | 22-23 |
|   | G4-LA3  | Return to work and retention rates after parental leave, by gender   | 24    |
| Labor/Management Relations              | G4-LA4  | Minimum notice periods regarding operational changes, including whether these are specified in collective  | 24    |
| Occupational Health and Safety          | G4-LA5  | Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety                                | 25    |
|   | G4-LA6  | Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of workrelated fatalities, by region and by gender   | 25    |
|   | G4-LA7  | Workers with high incidence or high risk of diseases related to their occupation   | 26    |
|   | G4-LA8  | Health and safety topics covered in formal agreements with trade unions  | 27-28 |
| Training and Education                  | G4-LA9  | Average hours of training per year per employee by gender, and by employee category  | 28    |
|   | G4-LA10 | Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings  | 29    |
|   | G4-LA11 | Percentage of employees receiving regular performance and career development reviews, by gender and by employee category   | -     |
| Diversity and Equal Opportunity         | G4-LA12 | Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of                                   | 29    |
| Equal Remuneration for Women and Men    | G4-LA13 | Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation   | 30    |
| Supplier Assessment for Labor Practices | G4-LA14 | Percentage of new suppliers that were screened using labor practices criteria<br>a. Report the percentage of new suppliers that were screened using labor practices criteria.                          | 30    |
|   | G4-LA15 | Significant actual and potential negative impacts for labor practices in the supply chain and actions taken  | 30    |
| Labor Practices Grievance               | G4-LA16 | Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms  | 30    |
| Investment                              | G4-HR1  | Total number and percentage of significant investment agreements and contracts that include human rights clauses or that underwent human rights screening  | -     |
|   | G4-HR2  | Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of                                | 31    |
| Non-discrimination                      | G4-HR3  | Total number of incidents of discrimination and corrective actions taken   | 31    |
| Freedom of Association and Collective   | G4-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 | -     |
| Child Labor                             | G4-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                                | 31    |



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| Forced or Compulsory Labor                  | G4-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                         | 31 |
| Security Practices                          | G4-HR7  | Percentage of security personnel trained in the organization's human rights policies or procedures that are relevant to operations   | 31 |
| Indigenous Rights                           | G4-HR8  | Total number of incidents of violations involving rights of indigenous peoples and actions taken   | 31 |
| Assessment                                  | G4-HR9  | Total number and percentage of operations that have been subject to human rights reviews or impact assessments   | –  |
| Supplier Human Rights Assessment            | G4-HR10 | Percentage of new suppliers that were screened using human rights criteria   | 31 |
|   | G4-HR11 | Significant actual and potential negative human rights impacts in the supply chain and actions taken   | 31 |
| Human Rights Grievance Mechanisms           | G4-HR12 | Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms   | 31 |
| Local Communities                           | G4-SO1  | Percentage of operations with implemented local community engagement, impact assessments, and development  | 32 |
|   | G4-SO2  | Operations with significant actual or potential negative impacts on local communities  | 32 |
| Anti-corruption                             | G4-SO3  | Total number and percentage of operations assessed for risks related to corruption and the significant risks identified  | 32 |
|   | G4-SO4  | Communication and training on anti-corruption policies and procedures  | 32 |
|   | G4-SO5  | Confirmed incidents of corruption and actions taken  | 32 |
| Public Policy                               | G4-SO6  | Total value of political contributions by country and recipient/beneficiary  | 32 |
| Anti-competitive Behavior                   | G4-SO7  | Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes   | 32 |
| Compliance                                  | G4-SO8  | Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and  | 32 |
| Supplier Assessment for Impacts on Society  | G4-SO9  | Percentage of new suppliers that were screened using criteria for impacts on society   | 32 |
|   | G4-SO10 | Significant actual and potential negative impacts on society in the supply chain and actions taken   | 32 |
| Grievance Mechanisms for Impacts on Society | G4-SO11 | Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms   | 32 |
| Customer Health and Safety                  | G4-PR1  | Percentage of significant product and service categories for which health and safety impacts are assessed for  | 33 |
|   | G4-PR2  | Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life   | 33 |
| Product and Service Labeling                | G4-PR3  | Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information | 33 |
|   | G4-PR4  | Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes  | 33 |
|   | G4-PR5  | Results of surveys measuring customer satisfaction   | 34 |
| Marketing                                   | G4-PR6  | Sale of banned or disputed products  | 34 |

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|-------------------|--------|---|----|
| Communications    | G4-PR7 | Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and | 34 |
| Customer Privacy— | G4-PR8 | Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data   | 34 |
| Compliance        | G4-PR9 | Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services                  | 34 |