

# SUSTAINABILITY REPORT 2022

~Building up a Good Corporate Citizen~

TAKAHATA PRECISION CO., LTD.

# Contents

- 1. About Our Report**
- 2. Top Commitment**
- 3. United Nation Global Compact**
- 4. Global Network of TAKAHATA**
- 5. TAKAHATA Group**
- 6. Business Fields**
- 7. Number of Employees**
- 8. Ethic and Integrity**
- 9. Overview of TAKAHATA's CSR**
- 10. Process and Purpose of Our Materialities**
- 11. Materiality Matrix**
- 12. Integrate & Respond to 6 Priority of Material Matter**
- 13. Mapping Our Material Matters to the SDGs**
- 14. Protection of Environment**
- 15. Our Employees Breakdown**
- 16. Workforce for Managerial and non-Managerial**
- 17. Building Capacity by Educational Opportunities**
- 18. Health and Safety Management**
- 19. Managing Workplace and Well-being to Adapt to New Normal**
- 20. Quality Management and Compliance System**
- 21. Empowering Our People**
- 22. Local Community Engagement**
- 23. GRI Standard Indices**

# About Our Report

GRI 102-49,102-50, 102-51,102-52,105-53,102-54,102-56



TAKAHATA Group has published an annual sustainability report since Y2018 with the aim to accelerate our sustainability commitment and to create net positive impacts on society and the environment. We progressively evaluate and make necessary improvements to our approach to report issues that are material to TP Group and our stakeholders, where we create the most value and align with United Nations Sustainable Development Goals (UN SDGs).

## Reporting Period

This report covers the whole TP Group from 1st Jan 2021 to 31st Dec 2021.

## Reference and Guidelines

This Report has been prepared in align with the Global Reporting Initiative Standard (GRI) and the Ten Principles of the United Nations Global Compact.

## Assurance

We have not sought external assurance for this reporting period and will consider it when our reporting matures over time.

## Feedback

We welcome your comments, thoughts, and feedback which can be directed to:

Tomohisa Saito  
Chairman of CSR committee at TAKAHATA PRECISION CO., LTD.

# Striving to be a true global company by revolutionizing business initiatives

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, micron order 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 14 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.



**CEO**  
**Yasuo Yamamoto**

# United Nation Global Compact

GRI 102-12,102-13,102-16



As A Company that operates globally, we support the 10 principles of United Nation Global Compact (UNGC) and conduct activities for compliance, decent work, care for environment and anti-corruption.

TAKAHATA Group's commitment to human rights, labor, environment and anti-corruption is defined in our Code of conduct, corporate Ethics Policy , Environment Policy and CSR Policy.

## Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

## Labor

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4: The elimination of all forms of forced and compulsory labor;

Principle 5: The effective abolition of child labor; and

Principle 6: The elimination of discrimination in respect of employment and occupation.

## Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility; and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

## Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery



# Global Network of TAKAHATA

GRI 102-1,102-3,102-5,102-7



**Vietnam**

TAKAHATA PRECISION VIETNAM CO., LTD.

**Malaysia**

TAKAHATA PRECISION MOULDING SDN. BHD.

**Thailand**

TAKAHATA PRECISION (THAILAND) LTD.

**China**

TAKAHATA PRECISION (SUZHOU) CO., LTD.  
TAKAHATA (H.K.) CO., LIMITED.  
TAKAHATA PRECISION PLASTIC PRODUCTS (SHENZHEN) CO., LTD.  
TAKAHATA HI-TECH (SHENZHEN) CO., LTD.

**Japan**

**TAKAHATA PRECISION CO., LTD. (HQ)**  
TAKAHATA PRECISION YAMANASHI CO., LTD.  
TAKAHATA PRECISION KYUSHU CO., LTD.

**U.S.A**

TAKAHATA PRECISION TENNESSEE, INC.  
TAKAHATA PRECISION RESEARCH CENTER

**Singapore**

TAKAHATA PRECISION PTE. LTD.

**Australia**

AQUIBA PTY. LTD.

**India**

TAKAHATA PRECISION INDIA PVT. LTD.

**Spain**

TAKAHATA PRECISION España S.L.



## JAPAN



### **TAKAHATA PRECISION CO., LTD.**

#### *Head Office*

Nishi Shinjuku diamond Bldg. 9F, 3-9-12 Nishi Shinjuku,  
Shinjuku-ku, Tokyo 160-0023, Japan

#### *WASEDA Laboratory (ALKALINE ENERGY DEVICE RESEARCH CENTER)*

Waseda University 121 Bldg. 6F 618A / 618B / 619,  
513 Wasedatsurumakicho, Shinjuku-ku, Tokyo162-  
0041, Japan

#### *TOKYO Laboratory (ADVANCED TECHNOLOGY CENTER)*

YK Bldg., 3-27-11 Sendagaya, Shibuya-ku, Tokyo 151-  
0051, Japan

#### *SAKAIGAWA Laboratory*

390 Maemada, Sakaigawa-cho, Fuefuki-shi,Yamanashi  
406-0843, Japan



### **TAKAHATA PRECISION YAMANASHI CO., LTD.**

390 Maemada, Sakaigawa-cho, Fuefuki-shi, Yamanashi,  
406-0843, Japan



### **TAKAHATA PRECISION KYUSHO CO., LTD.**

19-22 Ooaza Narazu Deguchi, Kotake-machi Kurate-gun,  
Yamanashi 409-2522, Japan

## SINGAPORE



### **TAKAHATA PRECISION PTE. LTD.**

16 Raffles Quay #33-06 Hong Leong Bldg., Singapore  
048581

## THAILAND



### **TAKAHATA PRECISION (THAILAND) LTD. AYUTTHAYA FACTORY**

93, Moo 1 Tambol Banlen Amphur, Bangpa-In  
Ayutthaya, 13160 Thailand



### **TAKAHATA PRECISION (THAILAND) LTD. RAYONG FACTORY**

Tambon Tasith, Amphur Pluakdaeng, Rayong province,  
21140, Thailand

## VIETNAM



### **TAKAHATA PRECISION VIETNAM CO., LTD.**

No 10-11-12, Plot N, Nomura-Haiphong Industrial Zone  
An Duong District, Haiphong City, Vietnam

## INDIA



### **TAKAHATA PRECISION INDIA PVT. LTD.**

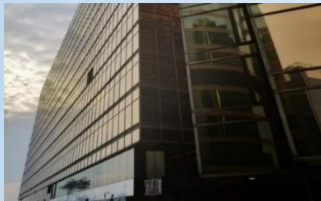
SP2-41, New Industrial Complex Phase-III, Neemrana  
301705, Alwar, Rahasthan, India

## CHINA



### **TAKAHATA PRECISION (SUZHOU) CO., LTD.**

68 Tong Yuan Road, Suzhou, Industrial Park,  
Suzhou, China



### **TAKAHATA PRECISION (H.K.) CO., LTD.**

Suit 1805 , 18/F Tower 1, China Hong Kong City, 33  
Canton Road, Tsimshatsui, Kowloon,  
Hong Kong



### **TAKAHATA PRECISION PLASTIC PRODUCTS (SHENZHEN) CO., LTD.**

#### *Factory1*

No.6 Factory, The 19th MingKeDa Logistics Park,  
HuanGuan South Road, Guanlan Boulevard, Longhua  
District, ShenZhen, GuangDong, China

#### *Factory2*

No.599 , Dahe Village, Guanlan Dahe Community  
Longhua New District,  
Shenzhen 518110, P.R. China



### **TAKAHATA HI-TECH (SHENZHEN) CO., LTD.**

Unit 3812,Tower 4,Excellence Century Center,No.2030  
Jintian Road,  
Futian District, Shenzhen

## MALAYSIA



### **TAKAHATA PRECISION MOULDING SDN BHD**

Lot 26, Jalan CJ1/1, Kawasan Perindustrian Cheras Jaya,  
43200 Cheras, Selangor Darul Ehsan

## U.S.A.



### **TAKAHATA PRECISION TENNESSEE, INC.**

370 Marcum Parkway, Halenwood  
TN 37755-0700, U.S.A.



### **TAKAHATA PRECISION RESEARCH CENTER**

875 North Michigan Avenue Suit 3614 Illinois U.S.A.  
60611

## AUSTRALIA



### **AQUIBA PTY. LTD.**

Innovation Centre Sunshine Coast,  
90 Sippy Down Drive, Sippy Down, Queensland, 4556,  
Australia

## SPAIN



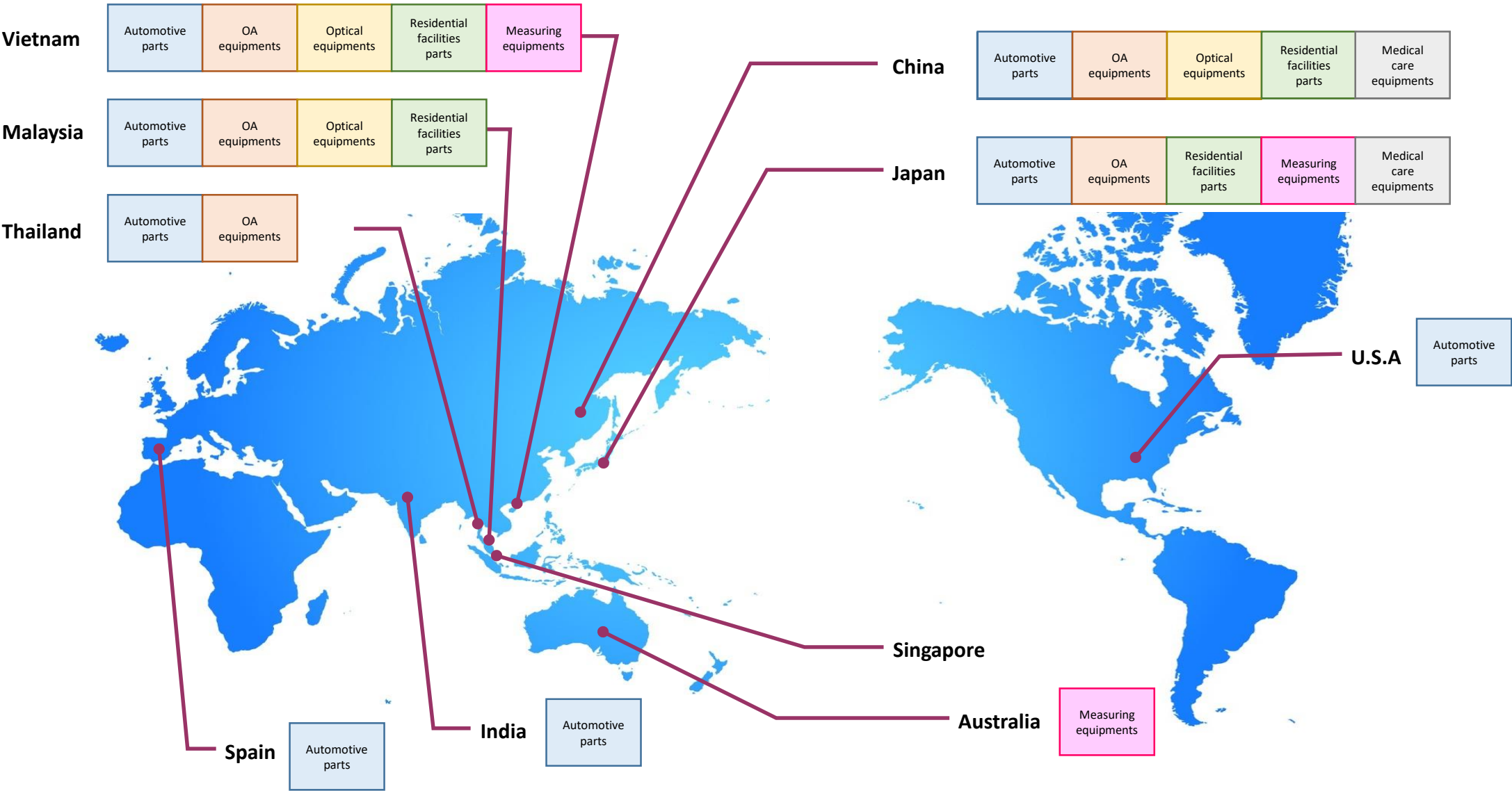
### **TAKAHATA PRECISION España S.L**

S/N, 23200 La Carolina, Jaen, Spain



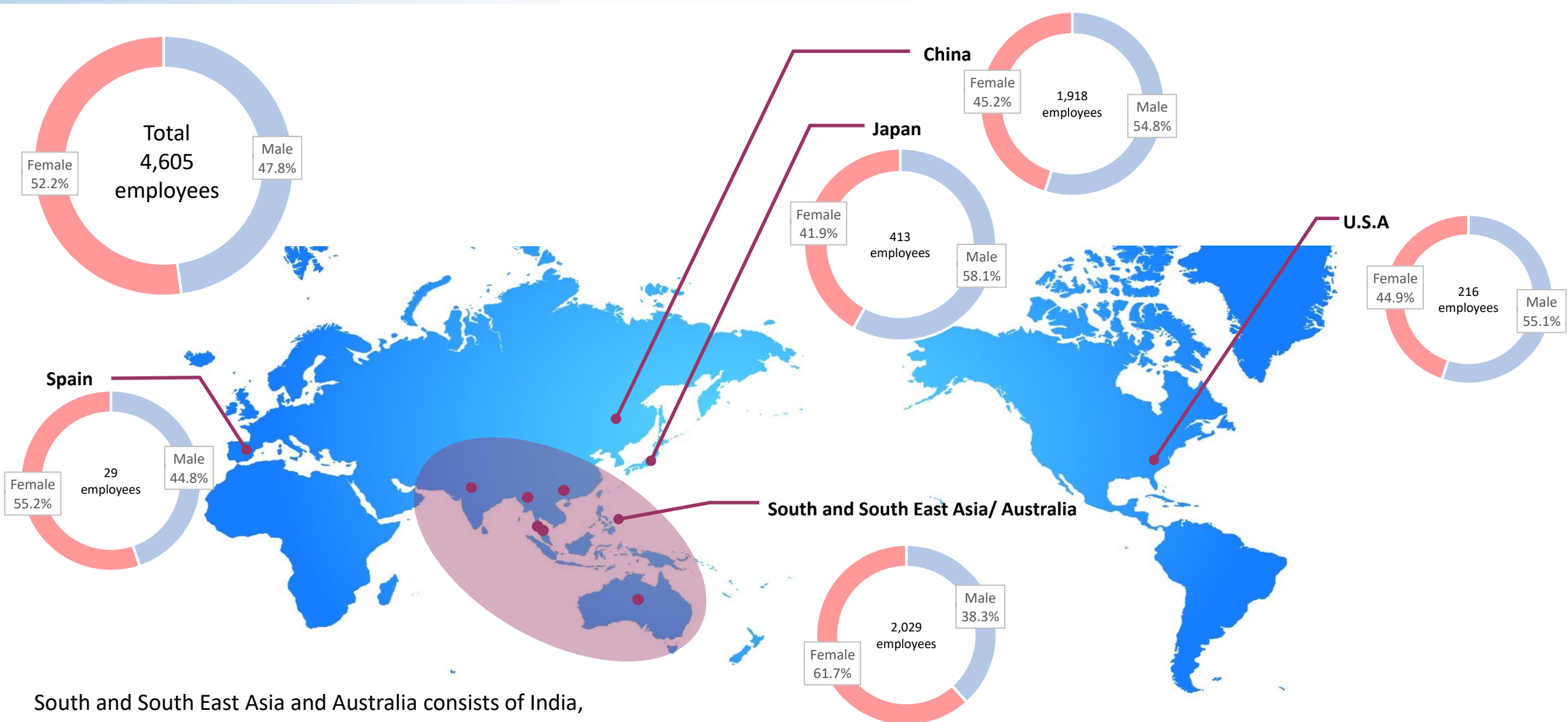
# Business Fields

GRI102-2,102-6



# Number of Employees

GRI 102-7,102-8



South and South East Asia and Australia consists of India, Vietnam, Thailand, Malaysia, and Australia.

## Corporate Philosophy

### Technology, Quality, and Human Assets

Contribute to society through creating products based on technology, quality, and human assets

## Company Policy

1. To be reliable
2. Quality first
3. Innovation

## 4 Core Values

1. Human Assets
2. Collective Strength
3. Ability to Respond
4. Challenging Spirit

## Medium-Term Vision

### Targets

Growth as a manufacturer  
A globally-recognized brand  
Business creation in a new area

### Targets scale of operations by 2023

Consolidated operating  
Profit ratio: 7.0%

# Overview of TAKAHATA's CSR

GRI 102-17,102-18,,102-20



## CSR Policy

We, the TAKAHATA PRECISION GROUP, truly as a global company, conducts business activities that are trusted by society and fulfill the following policies to achieve the harmonious, sustainable development of economy, community, and social environments based on our management philosophy and company policies.

### 1. Customers

- (1) We utilize our advanced technological capabilities to provide sustainable products with greater value.
- (2) We develop business activities in an impartial and fair manner always with consideration of the customer's point of view.
- (3) We provide safe and high quality products following relevant laws and standards.
- (4) We strive to prevent foreseeable risks surrounding our business.

### 2. Society

- (1) We respect the cultures of each country and region in every business activity and comply with relevant laws and regulations.
- (2) We aim for coexistence and prosperity between our company and the community of operations.
- (3) We promote activities to contribute to society in each community, aiming at the creation of a prosperous society.

### 3. Global Environment

- (1) We prevent the pollution of the environment of local communities and the Earth and hand an enriched environment to the future generation.
- (2) We promote manufacturing that reduces environmental impacts and uses resources in a sustainable manner.
- (3) We contribute to the mitigation of and adaptation to climate change.
- (4) In procurement activities, we consider the issues set out in these policies, such as the environment and human rights.

### 4. Fair Trading Practices

- (1) We prohibit bribery and maintain a sound and transparent relationship with administrative agencies.
- (2) We do not deal with antisocial forces.
- (3) We maintain a fair and transparent relationship with our business partners and conduct sincere transactions.
- (4) In procurement activities, we consider the issues set out in these policies, such as the environment and human rights.
- (5) We respect the intellectual property rights of other companies and protect the intellectual property rights in our technologies.
- (6) We carefully manage and protect all personal information and confidential information that we acquire through our business.

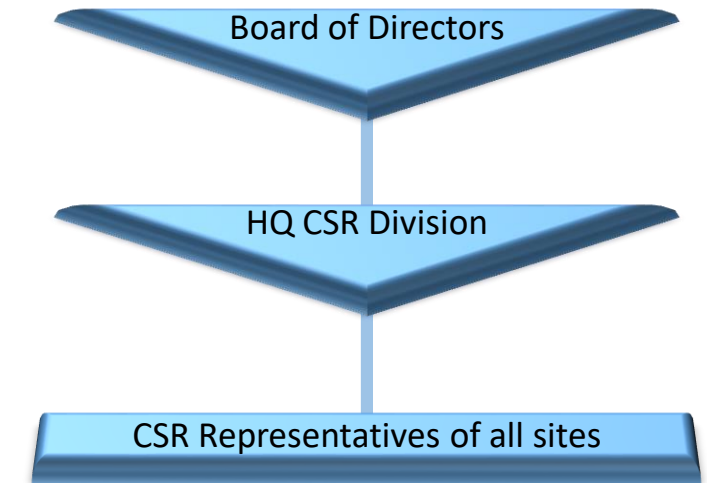
### 5. Employees

- (1) We respect the human rights and diversity of our employees and provide a fair working environment without discrimination.
- (2) We do not participate in forced labor or child labor.
- (3) We comply with labor-related laws and regulations and provide fair working conditions for all employees.
- (4) We proactively develop human resources and support employees in developing their abilities and creativity.
- (5) We promote the establishment of workplaces where everyone is both mentally and physically healthy and able to work without any worry.

### 6. Highly Transparent Governance

- (1) We comply with relevant laws and regulations and promote transparent management.
- (2) We provide our stakeholders with timely and fair disclosure.
- (3) We recognize that the environmental and social issues described in the policies are management issues, and our senior management is directly involved.

## Structure of CSR management



The TAKAHATA group's CSR management system is composed mainly of the Board of Directors , HQ CSR division and CSR Representative of all sites.

The Board of Directors makes management decisions on strategy and management targets, and HQ CSR division has functions of planning CSR-related items and hold global CSR Meetings twice a year in order to discuss and share matters such as our important issues and activity plans with CSR Representative of all sites.

# Process and Purpose of Identifying Our Materialities

GRI 102-15,102-21,102-29,102-31,102-44,102-47,103-1,103-2,103-3



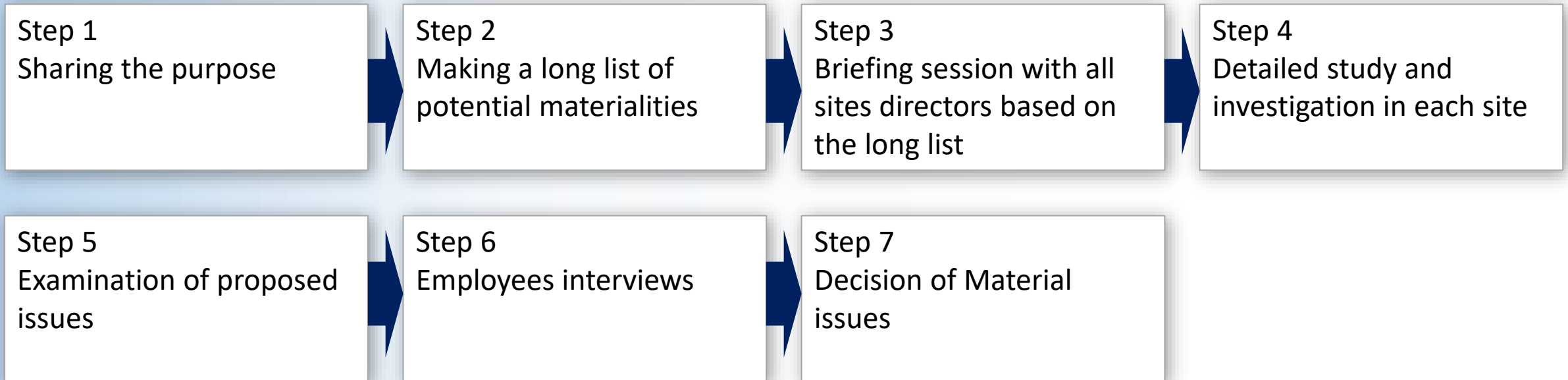
## Definition

Materiality analysis is an approach to identify critical economic, environmental and social issues, which may either reflect a significant impact on the company's business performance or substantively influence the assessments and decisions of its stakeholders.

## Main purpose for TAKAHATA

By analyzing and identifying such important issues, we make it identify what we should work on and use effectively for realizing the long-term plan, and enhancement of management strategy toward our sustainable growth.

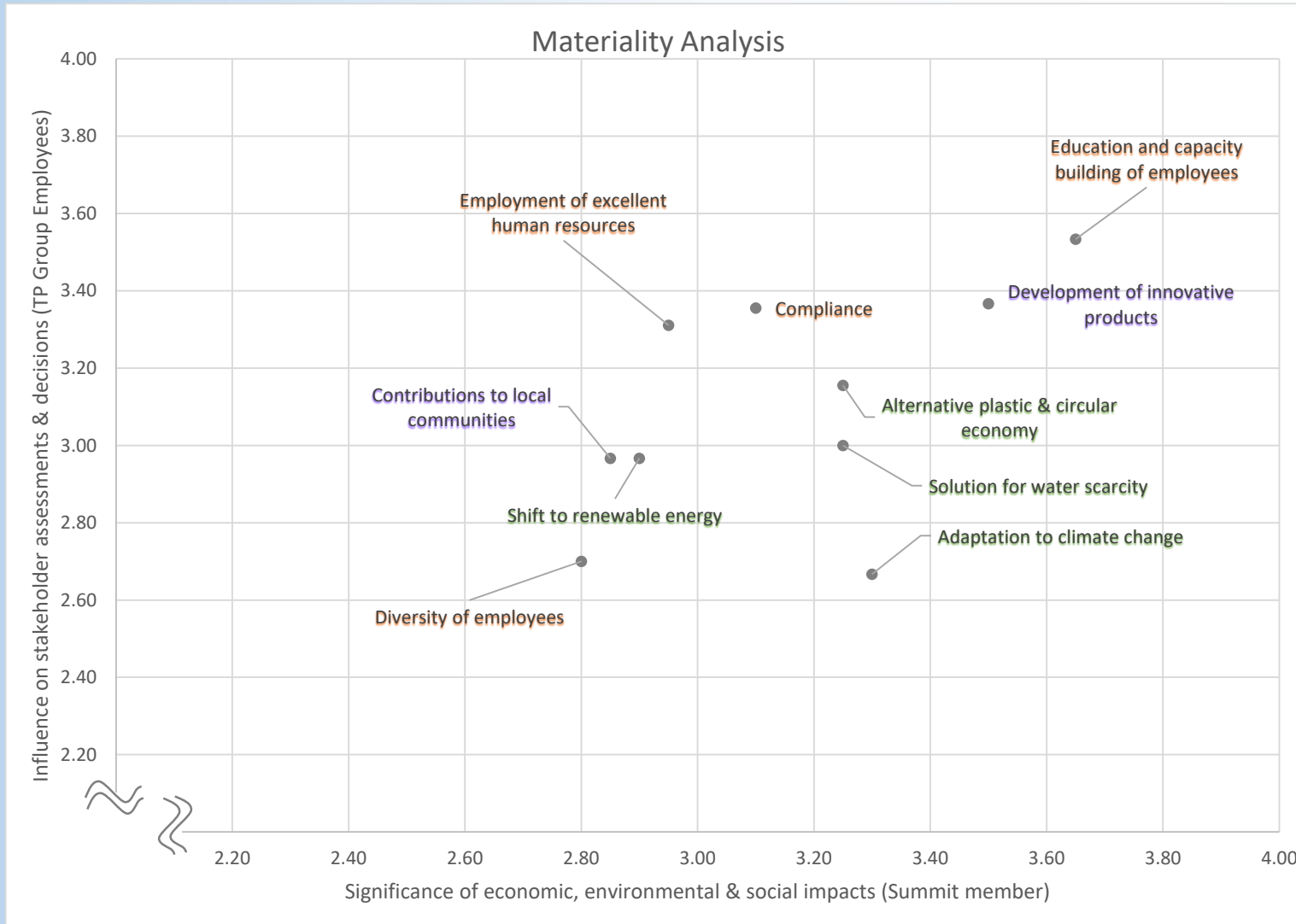
## Process of Materiality analysis





# Materiality Matrix

GRI 102-15,102-21,102-29,102-31,102-44,102-47,103-1,103-2,103-3



Further to review our result, the six (6) most important issues have been addressed for the TAKAHATA group.

- (1) Education and capacity building of employees
- (2) Development of innovative products
- (3) Compliance
- (4) Alternative plastic & circular economy
- (5) Solution for water scarcity
- (6) Adaptation to climate change

We summarized the result of materiality analysis in 2019 and classified to 2 groups for the selected six items. The first group (1), (2), (3) are the main issues for internal and important for our company itself. The second group (4), (5), (6) are mainly social issues related to external stakeholders. And our survey was performed based on the evaluation of our internal stakeholder, the voted result has shown our internal issues are valued higher than social issues. However, we consider that social issues are important to set the science-based target to ameliorate the global issue and to address such items enable TAKAHATA Group to create an important value for society as a whole.

# Integrate & Respond to 6 Priority of Material Matter

GRI 102-15,102-21,102-29,102-31,102-44,102-47,103-1,103-2,103-3



	Priorities	Targets	The Key Performance Indices
1	Education and capacity building of employees	To develop human asset/human capital <ul style="list-style-type: none"> <li>• Leadership programs</li> <li>• To enhance diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Ratio of female in management position</li> <li>• Numbers of leadership programs and young leadership programs</li> </ul>
2	Develop innovative products	<ul style="list-style-type: none"> <li>• R&amp;D in the existing fields</li> <li>• Development of new products in new fields</li> </ul>	<ul style="list-style-type: none"> <li>• Amount of revenue in new business field</li> </ul>
3	Compliance	<ul style="list-style-type: none"> <li>• To provide safety, secure and comfort working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Number of consultation reports and handling with complaints</li> </ul>
4	Alternative plastic & circular economy	<ul style="list-style-type: none"> <li>• To have CSR procurement policies</li> <li>• To use more recycled materials</li> <li>• To develop sustainable packaging</li> </ul>	<ul style="list-style-type: none"> <li>• Amount of usage of recycled materials</li> </ul>
5	Solution for water scarcity	<ul style="list-style-type: none"> <li>• To develop smart water meters</li> </ul>	<ul style="list-style-type: none"> <li>• Amount of revenue in a new business field</li> </ul>
6	Adaptation of climate changes	To reduce more CO <sub>2</sub> emissions <ul style="list-style-type: none"> <li>• To reduce wastes</li> <li>• To travel green</li> </ul>	<ul style="list-style-type: none"> <li>• Number of LED lights or solar power system installed</li> </ul>

# Mapping Our Material Matters to the SDGs

GRI 102-15,102-21,102-29,102-31,102-44,102-47,103-1,103-2,103-3



The six material matters selected by Takahata are closely related to seven goals of the SDGs.

To proceed CSR activities, we need to review our previous experiences and set plans to effectively deal with issues visible in the KPI targets (such as increase employees' education and training opportunities, improvement of compliance training, carrying out an employee satisfaction survey, stricter control of water consumption, education on Prevention Measures, etc.)

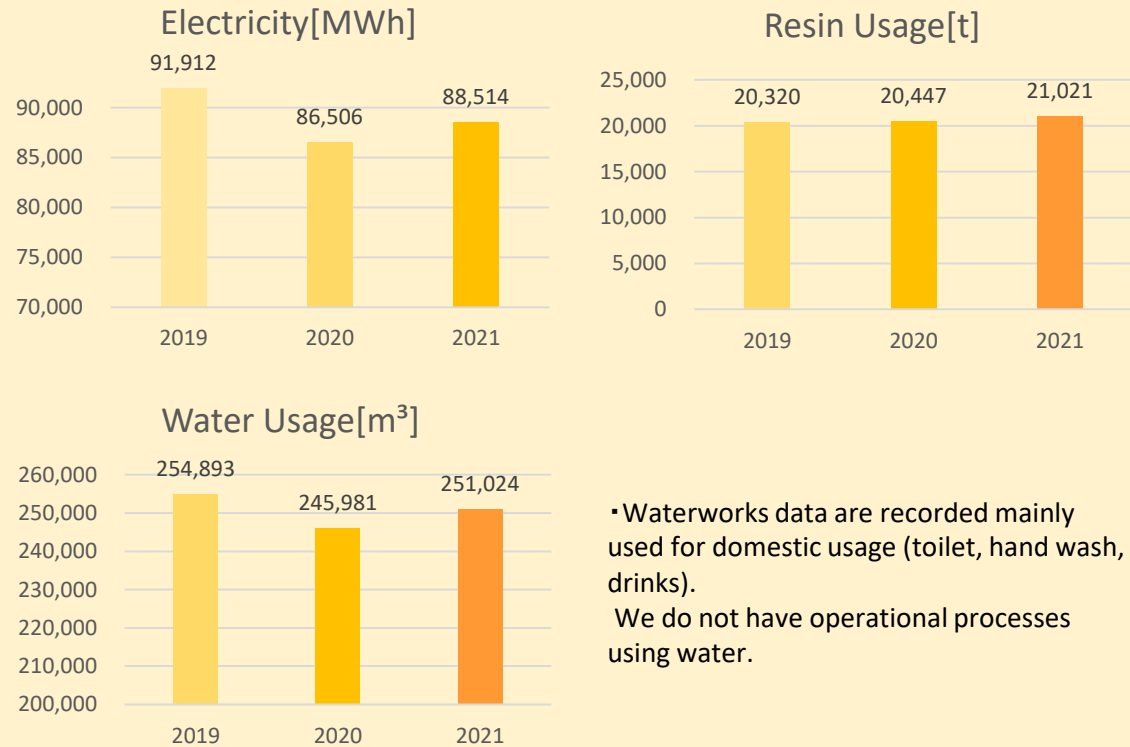
We believe our approach introduces in the materiality analysis will help us specify the issues and take a better direction for our activities. Each site representative will be able to carry out specific CSR activities, based on each site's priority and share results at a global CSR meeting.

# Protection of Environment

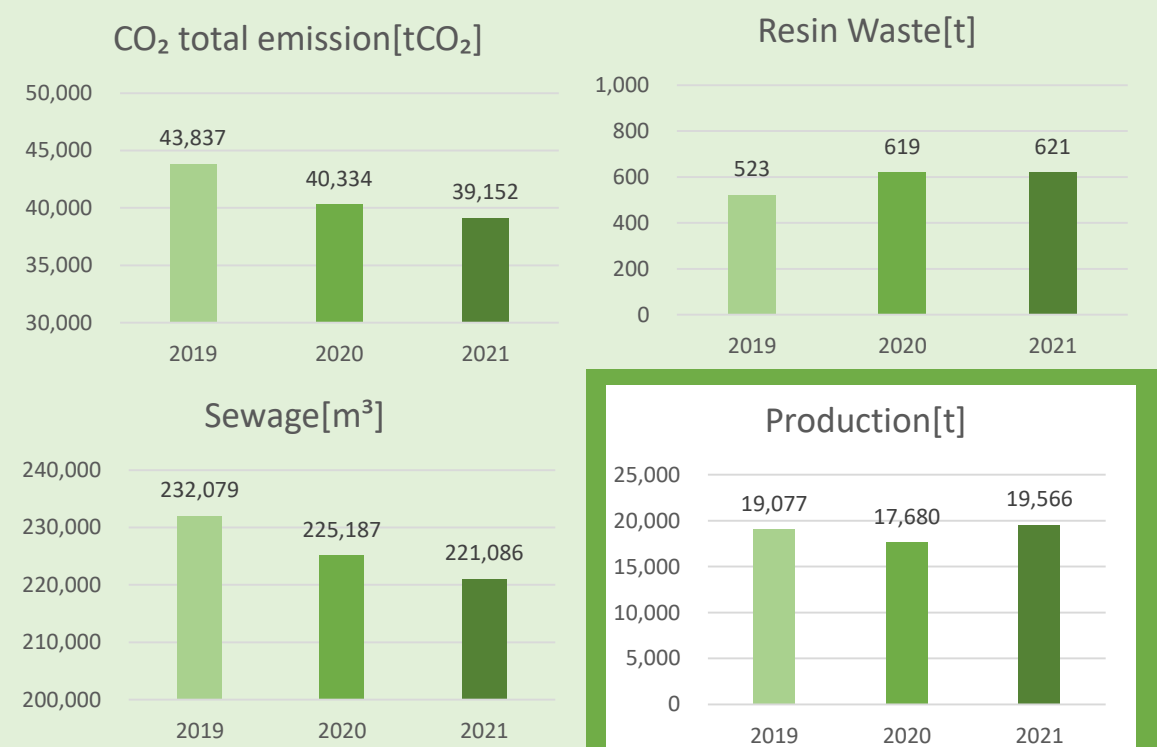
GRI 301-1, 302, 303-3, 303-4, 303-5, 306-1

We continue to carry out reduction activities using key performance indicators.

## Trend of inputs



## Trend of outputs



### Calculation Formula

CO<sub>2</sub> total emission [tCO<sub>2</sub>] = The emissions from Electricity, gasoline, Fuel oil A, Diesel fuel, and LP gas  
 = Electricity consumption [MWh] \* 0.000486 [t-CO<sub>2</sub>/kWh] + Gasoline [L] \* 2.322 [kg-CO<sub>2</sub>/L] \* 0.001 +  
 Diesel fuel consumption [L] \* 2.619[kg-CO<sub>2</sub>/L] \* 0.001 + LP gas[m<sup>3</sup>] \* 2.183 [kg/m<sup>3</sup>] \* 0.001\*3.00 [tCO<sub>2</sub>/t]

- Emission factors are based on Japanese data. Originally, there is an emission factor for each country, but it is not known yet, we use the emission factor of the headquarters. They are referred to Tokyo Electric Power Company Holdings, Ministry of the Environment and Japan LP Gas Association.
- Electricity factor is also fluctuated annually (2018 is 0.000486, 2019 is 0.000468, 2020 is 0.000457).

# Protection of Environment

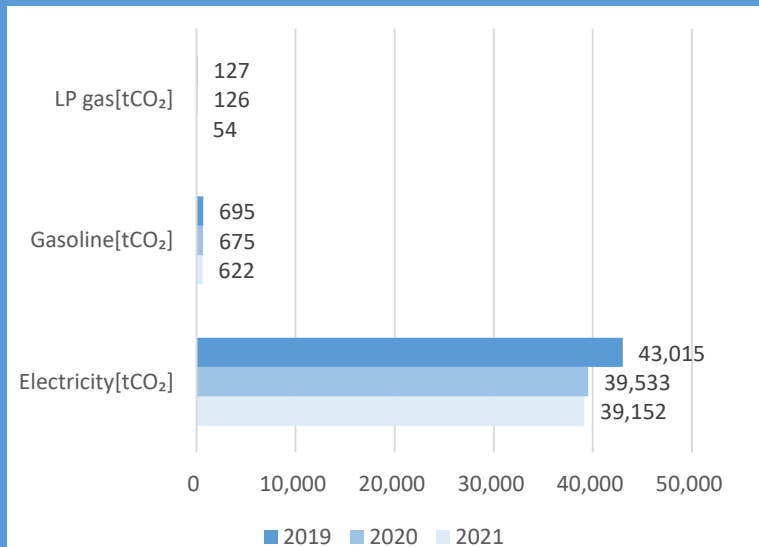
GRI 301-1,301-2,301-3, 305-1,305-2



## 2021 CO<sub>2</sub> emission

Total	39,827 [tCO <sub>2</sub> ]
Electricity	39,152 [tCO <sub>2</sub> ]
Gasoline	622 [tCO <sub>2</sub> ]
LP gas	54 [tCO <sub>2</sub> ]

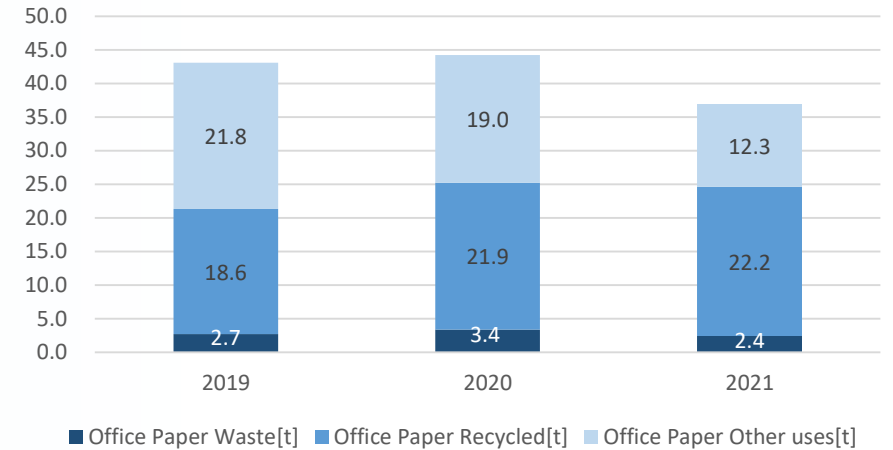
## CO<sub>2</sub> emissions by source



## Office Paper (2021)

Purchased	36.92 [t]
Recycled	22.20 [t]
Waste	2.42 [t]

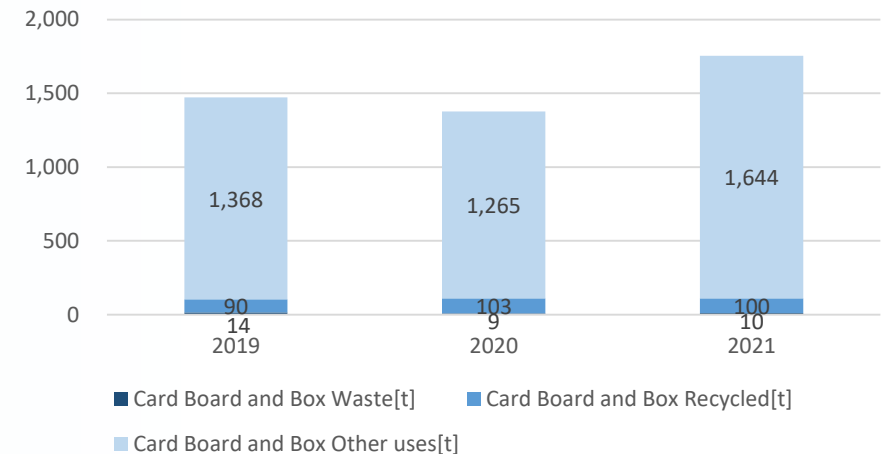
They are used for product drawings, inspection charts etc..



## Card Board and Box (2021)

Purchased	1,754.44 [t]
Recycled	100.42 [t]
Waste	9.81 [t]

They are used for the package of products.



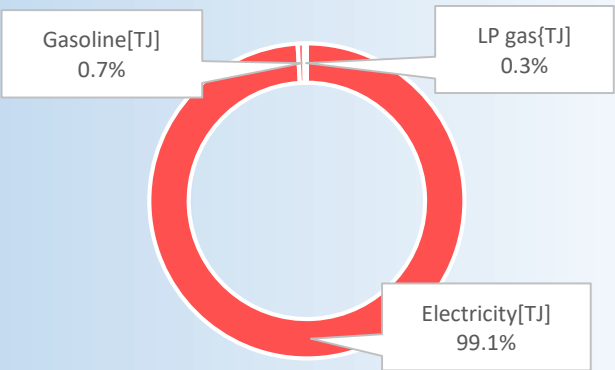
Data collecting period : Jan – Dec 2021

• Their data are calculated on TAKAHATA group basis.



Total energy 316.04 [TJ] (Scope 1 & 2)

Energy ratio by the origin



By origin

Electricity	318.65 [TJ]
Gasoline	2.13 [TJ]
LP gas	0.90 [TJ]

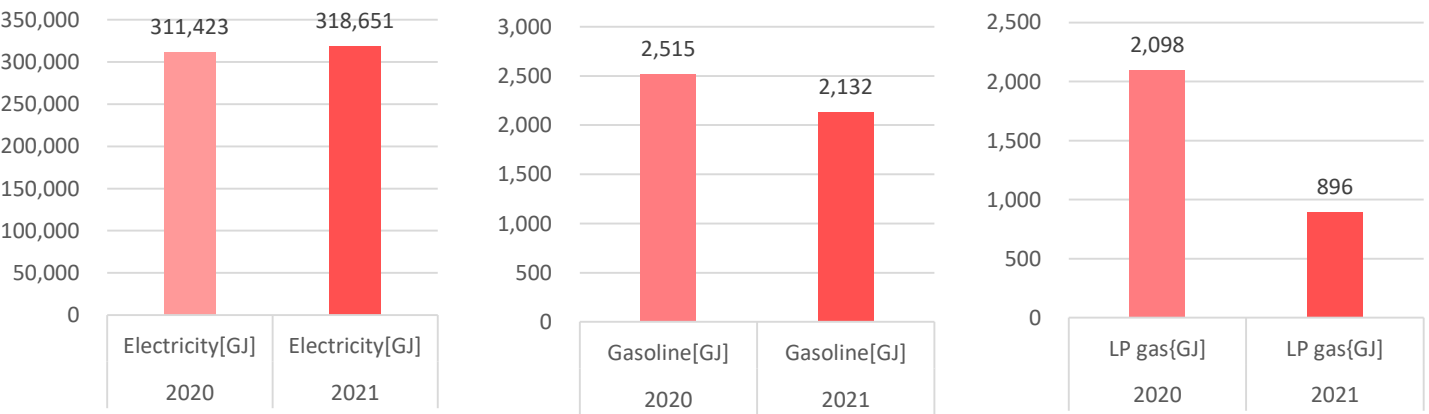
Energy intensity

2021	16.44 [GJ/t]
2020	17.88 [GJ/t]

Calculation Formula  
Total Energy [TJ] = Electricity consumption [MWh] \* 3600 [MJ/kWh] \* 0.000001+  
Gasoline consumption[L] \* 33.36 [MJ/L] \* 0.000001+  
LP gas [m³] \* 2.183 [kg/m³] \* 50.8 [GJ/t] \* 0.000001

Energy intensity [GJ/t] = Total energy [GJ] / Product [t]

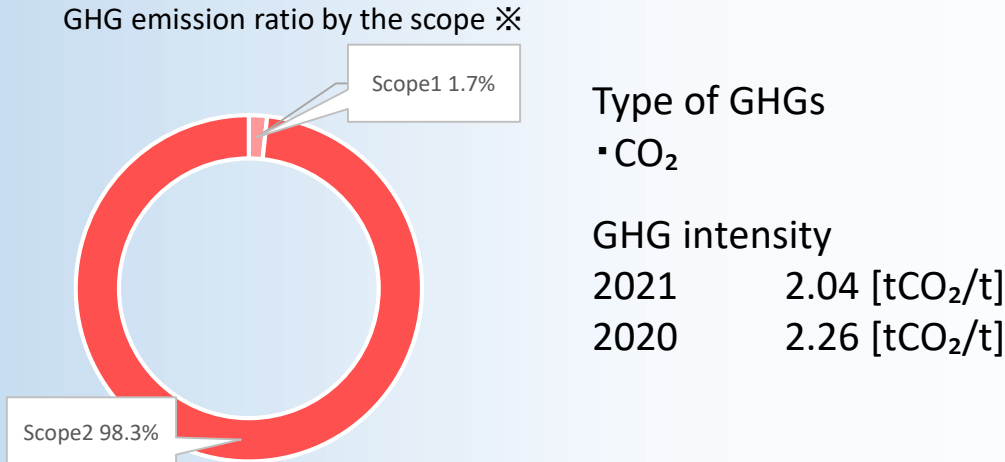
Scope 3 data has not been collected. In the future, we will improve the counting system.



The usage of gasoline and LP gas decreased in comparison with that in 2020.

Dada collecting period : Jan – Dec 2021

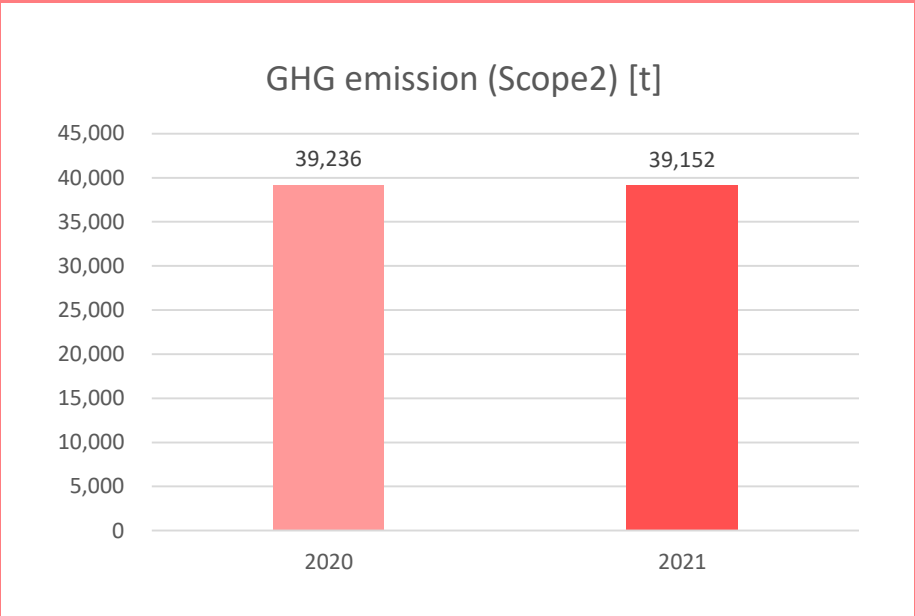
## Total GHG emissions 39,827 tCO<sub>2</sub>



Scope 1 is 676 tCO<sub>2</sub>, included the values of Gasoline and LP gas.  
Scope 2 is included the values of Electricity.  
Scope 3 will be improved the counting system in the future.

Calculation Formula :  
GHG emissions intensity [tCO<sub>2</sub>/t] = Total GHG emissions [tCO<sub>2</sub>] / Product [t]  
Product data is referred to page 17.

Data collecting period : Jan – Dec 2020



We are proactive in environmental management such as reduction of CO<sub>2</sub> emission. This year, CO<sub>2</sub> total emission decreased 0.21% from the previous year.  
In order to achieve carbon neutrality, we are now preparing to finalize our plan for 2030.

# Protection of Environment



GRI 305-1,305-2,305-3,305-4

The outbreak of the Covid-19 pandemic is affecting every part of our lives and the global economy. This has made us rethink our relationship with the environment. Protection of the environment remains one of TP Group’s strong focuses on sustainable development through the commitment to our Code of Conduct and Business ethics as a good Corporate Citizens.

**TAKAHATA Thailand** has Installed the “Solar System ( Solar Roof Top )” as the “renewable source of energy” on October 2021 *(ecologically friendly) in both Ayutthaya and Rayong plants. (TPTH produced 2.7 MWatts of electricity in November 2021)*

The Solar Roof Top which installed both of Rayong and Ayutthaya plant on October 2021 has continued to save money for 322,132 THB from November 2021.



322,132 THB



321.4 tons CO<sub>2</sub> avoided



270.65 tons Standard coal saved



440 Equivalent trees planted

**TAKAHATA Tennessee (USA)** Recirculates the hot and cold air throughout the plant depending on the season to lower the use of the HVAC system and emissions from energy use. And being more efficient with Energy-saving to check for leaking air hose/fittings, checks for electric boxes overheating and incentive to pay for a percentage of electricity to align with the direction of Tennessee Valley Authority and Plateau Electric Cooperation.

Tennessee Valley Authority



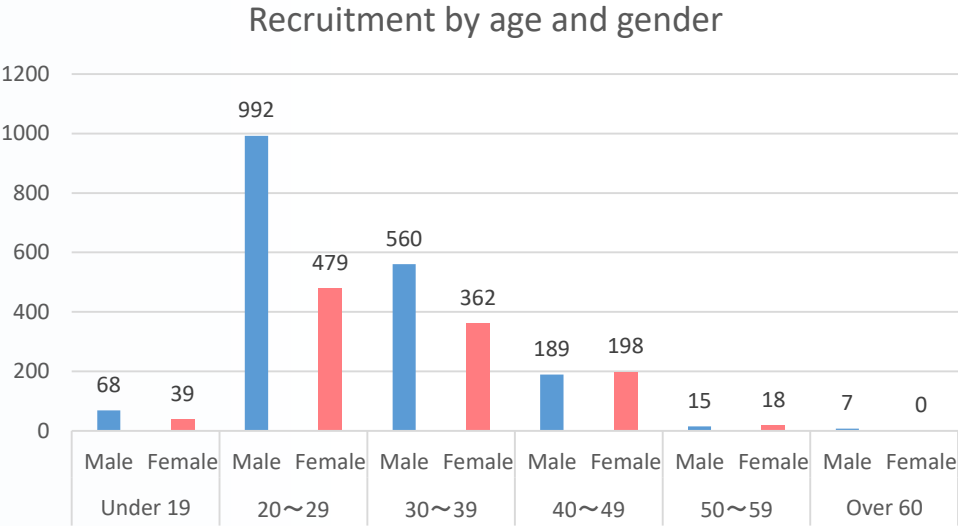
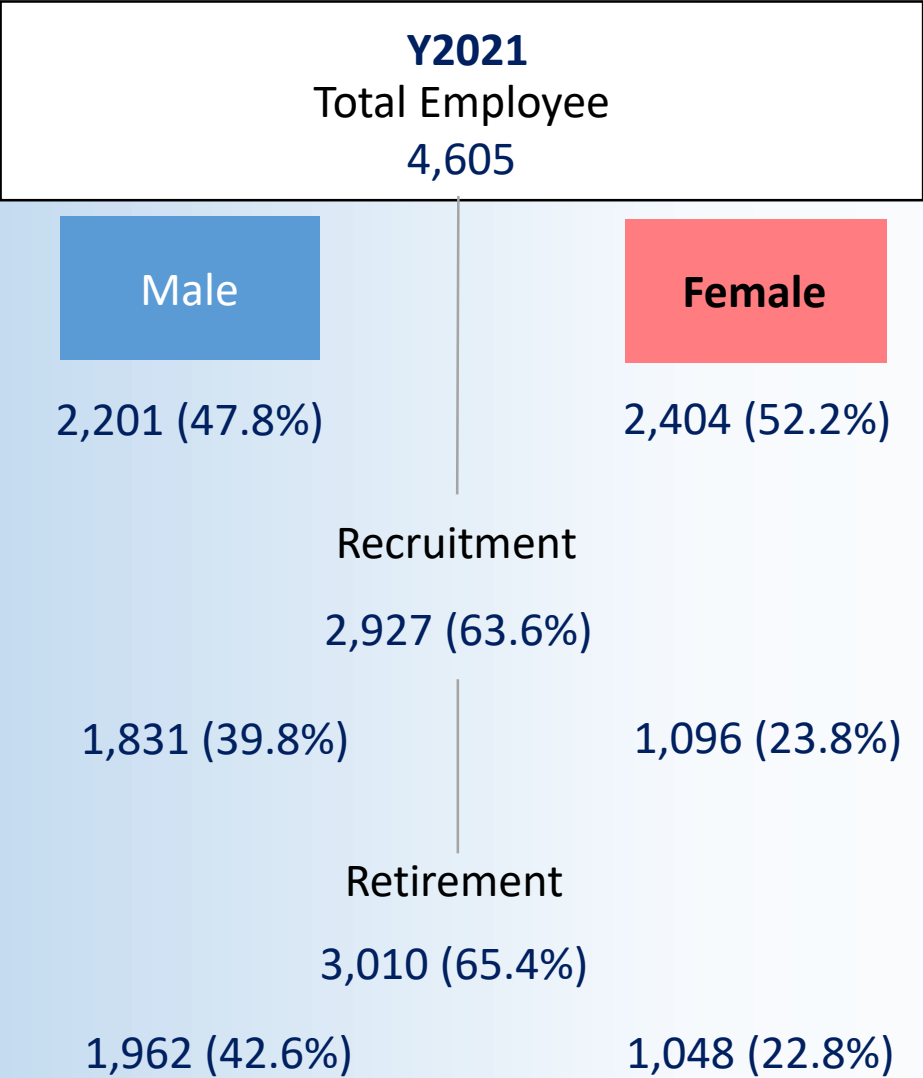
Plateau Electric Cooperation



# Our Employees Breakdown



GRI 401-1



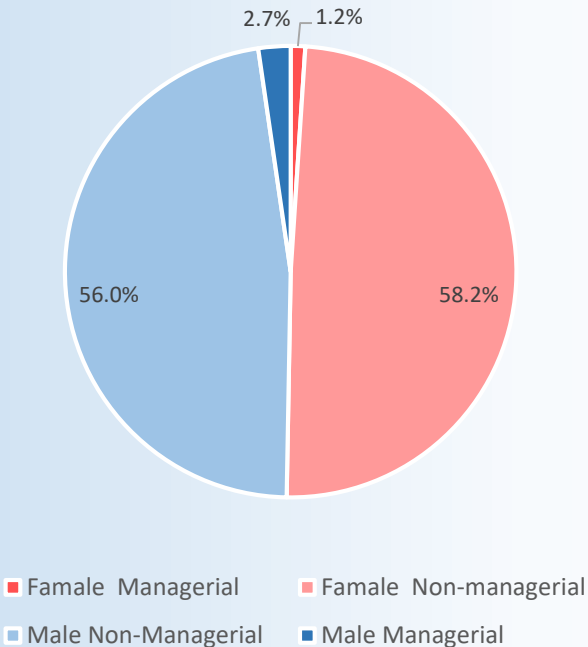
# Workforce for Managerial and non-Managerial



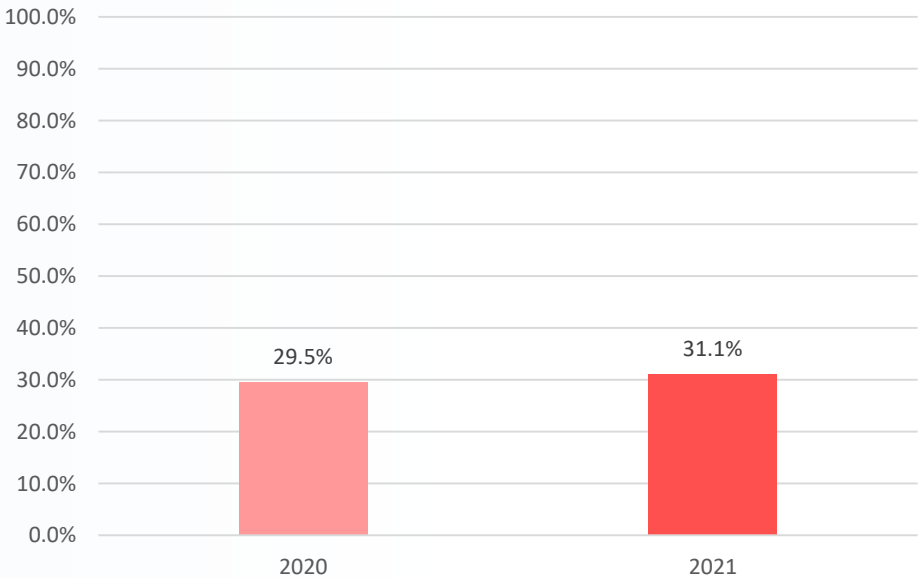
GRI 405-1, 405-2

We aspire to develop a diverse talent pool and foster and inclusive workforce culture. The male-female ratio of employees is almost 1 : 1. Of these, women in managerial position are 1.2%, and men in managerial position are 2.7%. Our employee demographics are also categorized management and non-managements as well as, gender as shown in the Employee Demographic diagrams below.

Rate of employee by category for gender and managerial in 2021



Women in management positions



The ratio of female employees in management positions has slightly increased in 2021.



# Building Capacity by Educational Opportunities

GRI 404



We provide various training both inside and outside the company to foster a positive attitude to solving bribery, harassment, and all social issues. Here are some of the example.



In Vietnam, we organized a poster design contest “Say no to single-use plastic”, a big cleaning around our factor event and a planting more trees event.

In Malaysia we organized the half-day of Beach Clean-Up to create an awareness to our employees and the public on sustainable practice located at Pantai Aceh, Pulau Indah with a group of 30 employees to collect 219.6 kg of plastic waste.

We also made a donation to The National Kidney Foundation Malaysia. We believe with the appropriate educational programs, skills, tools, and social support through programs organized by Non-profit Organizations, we can help our employees adopt and maintain a healthy lifestyle.

# Health and Safety Management

GRI 403-1,403-2,403-9,403-10



## The health and safety committee

We hold on the health and safety committee based on company regulation.

	Site	Number of members	Frequency of meetings (per month)
China	SUZHOU	22	At any time
	SHENZHEN-FACTORY1 SHENZHEN-FACTORY2	5	Every month
Japan	KYUSYU(FUKUOKA)	10	Every month
	YAMANASHI-SAKAIGAWA	13	Every month
South and South East Asia	INDIA	20	Quarterly
	MALAYSIA	41	Quarterly
	VIETNAM	16	Every month
	THAILAND-AYUTTHAYA	9	Every month
	THAILAND-RAYONG	15	Every month
U.S.A.	TENESSEE	12	Every month
Spain	SPAIN	1	Quarterly

Occupational Injuries and Diseases by gender



We are working to improve employee safety and the work environment by holding regular safety and health committee meetings and meetings to address individual issues including the recent coronavirus.

# Managing Workplace and Well-being to Adapt to New Normal



GRI 403

The Covid19 pandemic is transforming the world in different ways of working styles.

TP Group as part of its duty to build up a good corporate citizen to respond to the changes under this “new normal”, committed to helping and realizing a sustainable work place where employees can live safe, secure and comfortable with the flexible working environments.

We need to avoid face to face meetings and physical contact in the Company by providing upgraded technology & facilities for teleworking, online training, and virtual conferences.

- We provide laptops, webcams and Webex for online video-based communication, virtual conferences, and remote learning.
- We convert our documentation into electronic forms.
- Headquarters introduced cloud services.



As further measures to prevent the spread of infection, the Company continue to provide face mask and saliva test kit (Antigen), staggered break time, restriction on overseas business travel and large scale internal/external events. We undertake initiatives in line with local authorities' policies and local conditions and requirements

# Quality Management and Compliance System

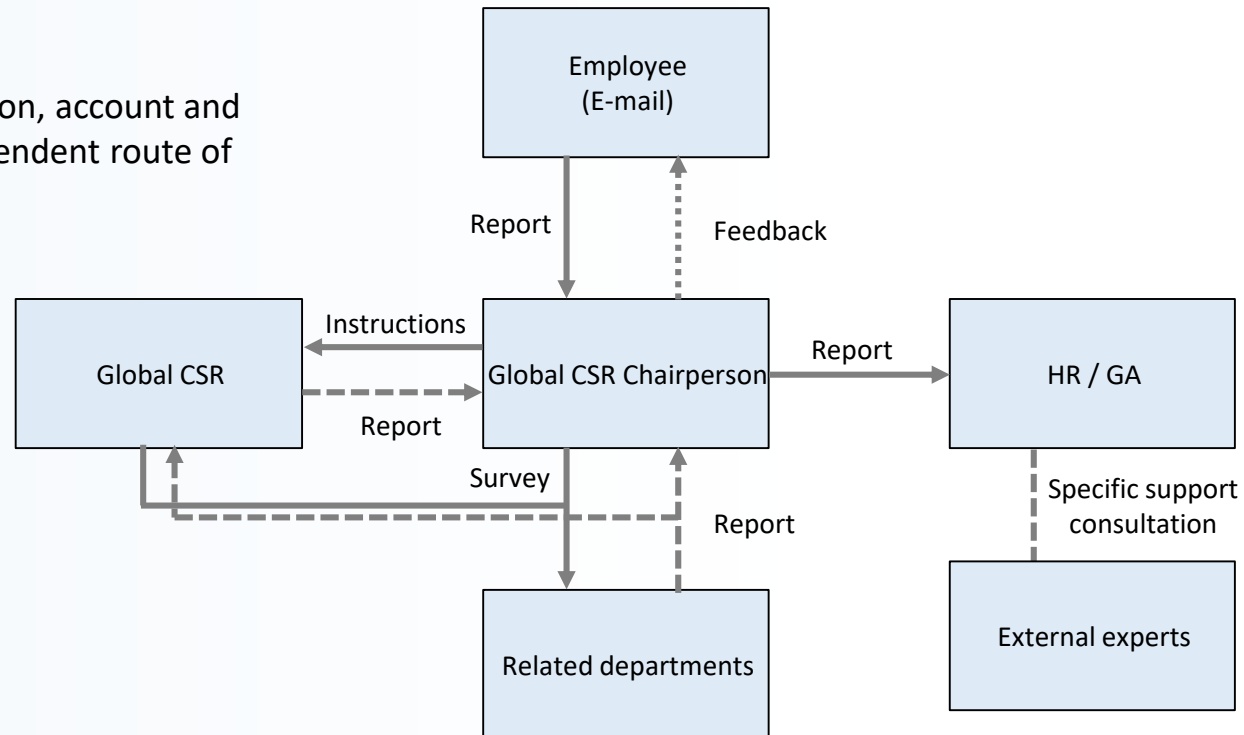
GRI 416-1,416-2, 417-1,417-2,417-3, 418-1

For our products and services, the quality control department conducts safety evaluations. Personal information and intellectual properties are also strictly controlled and managed. We are disseminating our CSR policy to our employees, raising their awareness of compliance, and setting up internal and external consultation desks to continue to create a system to prevent fraud.

## Helpline System

### System Goal

The purpose of the helpline system is identification, account and resolution of any compliance issues via an independent route of communication.





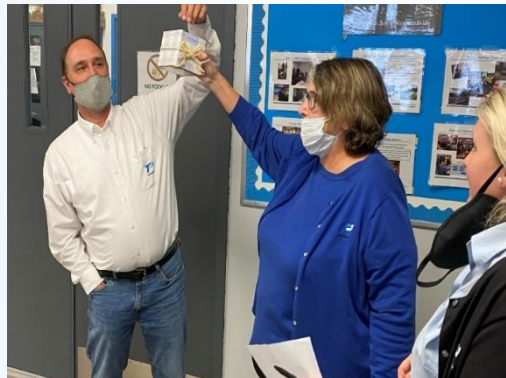
# Empowering Our People

GRI 413



TAKAHATA believes that the employees is our largest asset, it is important to show our employees, our appreciation and boost Company morale by creating a family-like environment for our employees. We believe employee satisfaction is an essential aspect of a productive workplace, boosting employee engagement will increase each employee's drive to succeed in their role.

We continue to provide trainings to increase the ratio of women in management positions in overall management positions by providing a Management program and a Young Leadership program. Leaders programs help the engaged, shows them that they are valued, and lets them prepared to take on greater responsibilities.





# Local Community Engagement



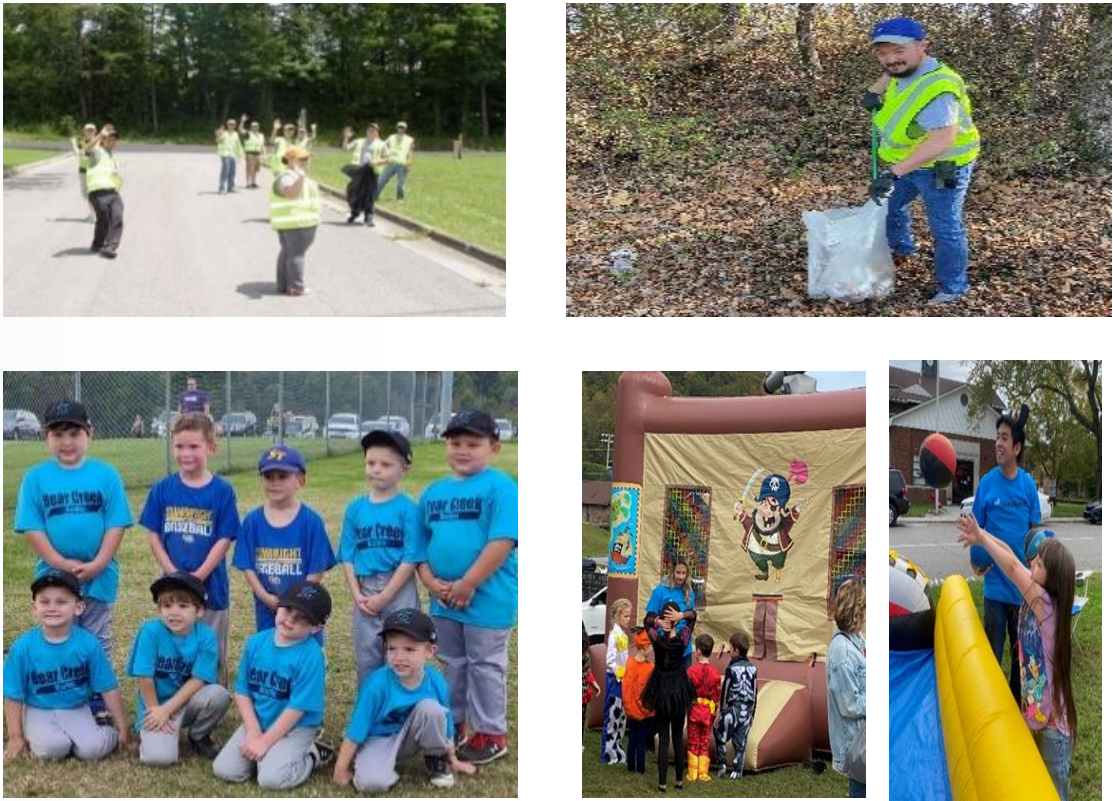
GRI 413

During this Pandemic of Covid-19, **TAKAHATA Thailand** has organised activities to support the local community by providing education to create an online webpage to increase sales channels for the Sanrak Chor Muang Klong Chik community enterprise, Bang Pa-in District, Ayutthaya Province, The project started on November 11, 2021.

And also it provided the activity at Ban Khlong Kram School Phuakdaeng district, Rayong province to improve the toilets, washing dishes and brushing teeth utility on 10 July 2021.



**TAKAHATA Tennessee** continuously participates in Litter Pickup activity for the community at parks and public walkways. They also support local boys & girls clubs and adolescent sports clubs to build their skills and relationship to help teenagers become good citizens and lead healthy, productive lives.



# GRI Content Indices

GRI 102-55



This content index provides an overview of GRI standards Disclosures made in this report.

GRI Content Index	Disclosure	Adaptation
<b>GRI 101</b>	<b>Foundation</b>	
Organizational Profile		
<b>GRI 102</b>	<b>General Disclosure</b>	
GRI 102 - 1	Name of Organization	○
GRI 102 - 2	Activities, brands, Products, and services	○
GRI 102 - 3	Location of Headquarters	○
GRI102 - 4	Location of Operation	○
GRI102 - 5	Ownership of legal Form	○
GRI102 - 6	Market Served	○
GRI102 - 7	Scale of the organization	○
GRI102 - 8	Information on Employees and other workers	○
GRI102 - 9	Supply chain	N/A
GRI102 - 10	Significant changes to the organization and its supply chain	N/A
GRI102 - 11	Precautionary Principle or approach	N/A
GRI102 - 12	External initiatives	○
GRI102 - 13	Membership of associations	○
GRI 102 - 14	Statement from Senior decision maker	○

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
<b>Strategy</b>		
GRI 102 - 15	Key Impacts risk, and opportunity	○
GRI 102 - 16	Value, Principles, Standards, and norms of behavior	○
GRI 102 - 17	Mechanisms for advice and concerns about ethics	○
GRI 102 - 18	Governance Structure	○
GRI 102 - 19	Delegating authority	N/A
GRI 102 - 20	Executive-level responsibility for economic, environmental, and social topics	○
GRI 102 - 21	Consulting stakeholders on economic, environmental, and social topics	○
GRI 102 - 22	Composition of the highest governance body and its committees	○
GRI 102 - 23	Chair of the highest governance body	N/A
GRI 102 - 24	Nominating and selecting the highest governance body	N/A
GRI 102 - 25	Conflicts of interest	N/A
GRI 102 - 26	Role of highest governance body in setting purpose, values, and strategy	○
GRI 102 - 27	Collective knowledge of highest governance body	N/A
GRI 102 - 28	Evaluating the highest governance body's performance	N/A
GRI 102 - 29	Identifying and managing economic, environmental, and social impacts	○
GRI 102 - 30	Effectiveness of risk management processes	N/A
GRI 102 - 31	Review of economic, environmental, and social topics	○

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
<b>Strategy</b>		
GRI 102 - 32	Highest governance body's role in sustainability reporting	○
GRI 102 - 33	Communicating critical concerns	N/A
GRI 102 - 34	Nature and total number of critical concerns	N/A
GRI 102 - 35	Remuneration policies	N/A
GRI 102 - 36	Process for determining remuneration	N/A
GRI 102 - 37	Stakeholders' involvement in remuneration	N/A
GRI 102 - 38	Annual total compensation ratio	N/A
GRI 102 - 39	Percentage increase in annual total compensation ratio	N/A
<b>Stakeholder Engagement</b>		
GRI 102 - 40	List of Stakeholder Groups	N/A
GRI 102 - 41	Collective bargaining agreements	N/A
GRI 102 - 42	Identifying and selecting stakeholders	N/A
GRI 102 - 43	Approach to stakeholder engagement	N/A
GRI 102 - 44	Key Topics and concern raised	○
GRI 102 - 45	Entities included in the consolidated financial statements	N/A
GRI 102 - 46	Defining report content and topic Boundaries	N/A
GRI 102 - 47	List of material topics	○

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 102 - 48	Restatements of information	N/A
GRI 102 - 49	Changes in reporting	○
GRI 102 - 50	Reporting period	○
GRI 102 - 51	Date of most recent report	○
GRI 102 - 52	Reporting cycle	○
GRI 102 - 53	Contact point for questions regarding the report	○
GRI 102 - 54	Claims of reporting in accordance with the GRI standards	○
GRI 102 - 55	GRI content index	○
GRI 102 - 56	External Assurance	○
<b>GRI 103</b>	<b>Management Approach</b>	
GRI 103 - 1	Explanation of Material topic and its Boundary	○
GRI 103 - 2	The management approach and its component	○
GRI 103 - 3	The evaluation of the management approach	○
<b>GRI 200</b>	<b>Economic</b>	
<b>GRI 201</b>	<b>Economic Performance</b>	
GRI 201 - 1	Direct economic value generated and distributed	N/A
GRI 201 - 2	Financial implication and other risks and opportunities due to climate change	N/A
GRI 201 - 3	Defined benefit plan obligations and other retirement plans	N/A



# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 201 - 4	Financial assistance received from government	N/A
<b>GRI 202</b>	<b>Market Presence</b>	
GRI 202 - 1	Ratios of standard entry level wage by gender compared to local minimum wage	N/A
GRI 202 - 2	Proportion of senior management hired from the local community	N/A
<b>GRI 203</b>	<b>Indirect Economic Impacts</b>	
GRI 203 - 1	Infrastructure investments and services supported	N/A
GRI 203 - 2	Significant indirect economic impacts	N/A
<b>GRI 204</b>	<b>Procurement Practices</b>	
GRI 204 - 1	Proportion of spending on local suppliers	N/A
<b>GRI 205</b>	<b>Ant-Corruption</b>	
GRI 205 - 1	Operations assessed for risks related to corruption	N/A
GRI 205 - 2	Communication and training about anti-corruption policies and procedures	N/A
GRI 205 - 3	Confirmed incidents of corruption and actions taken	N/A
<b>GRI 206</b>	<b>Ant-Competitive Behavior</b>	
GRI 206 - 1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	N/A
<b>GRI 300</b>	<b>Environment</b>	
<b>GRI 301</b>	<b>Materials</b>	
GRI 301 - 1	Materials used by weight or volume	○



# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 301 - 2	Recycled input materials used	○
GRI 301 - 3	Reclaimed products and their packaging materials	○
<b>GRI 302</b>	<b>Energy</b>	
GRI 302 - 1	Energy consumption within the organization	○
GRI 302 - 2	Energy consumption outside of the organization	○
GRI 302 - 3	Energy intensity	○
GRI 302 - 4	Reduction of energy consumption	N/A
GRI 302 - 5	Reduction of energy requirements of products and services	N/A
<b>GRI 303</b>	<b>Water</b>	
GRI 303 - 1	Interactions with water as a shared resource	N/A
GRI 303 - 2	Management of water discharge-related impacts	N/A
GRI 303 - 3	Water withdrawal	○
GRI 303 - 4	Water discharge	○
GRI 303 - 5	Water consumption	○
<b>GRI 304</b>	<b>Biodiversity</b>	
GRI 304 - 1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	N/A
GRI 304 - 2	Significant impacts of activities, products, and services on biodiversity	N/A
GRI 304 - 3	Habitats protected or restored	N/A

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 304 - 4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	N/A
<b>GRI 305</b>	<b>Emissions</b>	
GRI 305 - 1	Direct greenhouse gas (GHG) emissions ( Scope 1)	○
GRI 305 - 2	Energy indirect greenhouse gas (GHG) emission ( Scope 2)	○
GRI 305 - 3	Other indirect (Scope3) GHG emissions	○
GRI 305 - 4	GHG emission intensity	○
GRI 305 - 5	Reduction of GHG emissions	N/A
GRI 305 - 6	Emissions of ozone-depleting substances (ODS)	N/A
GRI 305 - 7	Nitrogen oxide (NOx), sulfur oxides (SOx), and other significant air emissions	N/A
<b>GRI 306</b>	<b>Effluents and Waste</b>	
GRI 306 - 1	Water discharge by quality and destination	○
GRI 306 - 2	Waste by type and disposal method	N/A
GRI 306 - 3	Significant spills	N/A
GRI 306 - 4	Transport of hazardous waste	N/A
GRI 306 - 5	Water bodies affected by water discharges and/or runoff	N/A
<b>GRI 307</b>	<b>Environmental Compliance</b>	
GRI 307 - 1	Non-compliance with environmental laws and regulations	N/A
<b>GRI 308</b>	<b>Supplier Environmental Assessment</b>	

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 308 - 1	New supplier that were screened using environmental criteria	N/A
GRI 308 - 2	Negative environmental impacts in the supply chain and actions taken	N/A
<b>GRI 400</b>	<b>Social</b>	
<b>GRI 401</b>	<b>Employment</b>	
GRI 401 - 1	New employee hires and employee turnover	○
GRI 401 - 2	Benefit provided to full time employees that are not provided to temporary or part time employee	N/A
GRI 401 - 3	Parental leave	N/A
<b>GRI 402</b>	<b>Labour/Management Relation</b>	
GRI 402 - 1	Minimum notice period regarding operation changes	N/A
<b>GRI 403</b>	<b>Occupational health and safety</b>	
GRI 403 - 1	Occupational health and safety management system	○
GRI 403 - 2	Hazard identification, risk assessment, and incident investigation	○
GRI 403 - 3	Occupational health services	N/A
GRI 403 - 4	Worker participation, consultation and communication on occupational health and safety	N/A
GRI 403 - 5	Working training on occupational health and safety	N/A
GRI 403 - 6	Promotion of worker health	N/A
GRI 403 - 7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationship	N/A
GRI 403 - 8	Workers covered by an occupational health and safety management system	N/A

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 403 - 9	Work-related injuries	○
GRI 403 - 10	Work-related ill health	○
<b>GRI 404</b>	<b>Training &amp; Education</b>	
GRI 404 - 1	Average hours of training per year per employee	N/A
GRI 404 - 2	Programs for upgrading employee skills and transition assistance programs	N/A
GRI 404 - 3	Percentage of employees receiving regular performance and career development reviews	N/A
<b>GRI 405</b>	<b>Diversity and Equal Opportunity</b>	
GRI 405 - 1	Diversity of governance bodies and employees	N/A
GRI 405 - 2	Ratio of basic salary and remuneration of women to men	N/A
<b>GRI 406</b>	<b>Non-Discrimination</b>	
GRI 406 - 1	Incidents of discrimination and corrective actions taken	N/A
<b>GRI 407</b>	<b>Freedom of Association and Collective Bargaining</b>	
GRI 407 - 1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	N/A
<b>GRI 408</b>	<b>Child Labor</b>	
GRI 408 - 1	Operations and suppliers at significant risk for incidents of child labor	N/A
<b>GRI 409</b>	<b>Forced or Compulsory Labor</b>	
GRI 409 - 1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	N/A
<b>GRI 410</b>	<b>Security Practices</b>	

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
GRI 410 - 1	Security personnel trained in human right policies or procedures	N/A
<b>GRI 411</b>	<b>Rights of Indigenous Peoples</b>	
GRI 411 - 1	Incidents of violations involving rights of indigenous peoples	N/A
<b>GRI 412</b>	<b>Human Right Assessment</b>	
GRI 412 - 1	Operations that have been subject to human rights reviews or impact assessments	N/A
GRI 412 - 2	Employee training on human rights policies or procedures	N/A
GRI 412 - 3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	N/A
<b>GRI 413</b>	<b>Local Communities</b>	
GRI 413 - 1	Operation with local community engagement, impact assessments and development programs	N/A
GRI 413 - 2	Operation with significant actual and potential negative impacts on local communities	N/A
<b>GRI 414</b>	<b>Supplier-social-assessment</b>	
GRI 414 - 1	New suppliers that were screened using social criteria	N/A
GRI 414 - 2	Negative social impacts in the supply chain and actions taken	N/A
<b>GRI 415</b>	<b>Public Policy</b>	
GRI 415 - 1	Political contributions	N/A

# GRI Content Indices

GRI 102-55



GRI Content Index	Disclosure	Adaptation
<b>GRI 416</b>	<b>Customer Health and Safety</b>	
GRI 416 - 1	Assessment of the health and safety impacts of product and service categories	○
GRI 416 - 2	Incidents of non-compliance concerning the health and safety impacts of products and services	○
<b>GRI 417</b>	<b>Marketing and Labeling</b>	
GRI 417 - 1	Requirements for product and service information and labeling	○
GRI 417 - 2	Incidents of non-compliance concerning product and service information and labeling	○
GRI 417 - 3	Incidents of non-compliance concerning marketing communications	○
<b>GRI 418</b>	<b>Customer privacy</b>	
GRI 418 - 1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	○
<b>GRI 419</b>	<b>Socioeconomic Compliance</b>	
GRI 419 - 1	Non-compliance with laws and regulations in the social and economic area	N/A