

Response to Third-Party Opinion

Message from the President

Caring for the Future

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IIHOE

International Institute for Human, Organization and the Earth (IIHOE)
CEO and Editor/Publisher of Socio Management

IIHOE: The International Institute for Human, Organization and the Earth is a non-profit organization established in 1994 for the democratic and balanced development of all the lives on the earth. Although it mainly provides management support for citizens' groups and welfare workers, the group is also heavily involved in providing CSR support to large corporations.

<http://blog.canpan.info/iihoe/> (available only in Japanese)

The opinions presented herein are based on this report, interviews held with the persons in charge of the raw/indirect materials procurement departments of Yokohama Rubber's Tire and MB divisions and of the environmental management, human resources, and general affairs departments, and on-site observation of the Nagano Plant in Japan.

In regard to Yokohama Rubber's various approaches to CSR, it can be said that a further clear and concrete commitment from management is called for.

Truly Commendable Areas

- Regarding [conservation of biological diversity](#), over the period of eleven years since the start of the [YOKOHAMA Forever Forest Project](#), the Company has planted over 520,000 trees overseas and in Japan in consideration of maintaining and improving biodiversity. These seedlings have been cultivated in-house, as 40,046 seedlings (66%) were provided in-houses in fiscal 2017 and a cumulated [total of 320,000](#) seedlings were also provided to municipalities and other companies. Systematic activities ranging from seedling cultivation to planting have also been conducted at business locations overseas, including Thailand and China. I highly commend the high global standards that have been achieved by the YOKOHAMA Forever Forest Project as a social contribution program for the maintenance and improvement of forest ecosystems and greenery, and I also continue to have high hopes for the project site's evolution into a comprehensive portal site that also introduces similar efforts by other companies in multiple languages.

While Approving of Progress, Areas that May Require Further Improvement

- [The Nagano Plant's initiatives for the environment and society](#) are commendable as it set aside opportunities to share hazard prediction training conducted at each workplace cross-functionally across the plant. Going forward, the plant should actively draw upon employee proposals for measures and make further progress with building up infrastructure, in terms of the reduction of environmental impacts and improvements in manufacturing technologies.
- Regarding [the reduction of environmental impacts](#), I would like to commend the Company for achieving the goal of 100% [environmentally friendly product portfolio](#) based on an in-house standard by March 2018, while increasing [the ratio of recycled rubber usage](#) by 2.3%. In regard to greenhouse gas (GHG) emissions, I strongly encourage the Company to try to meet the target that the Japanese government has recently set of reducing greenhouse gas emissions by 26% by 2030 (compared to 2013) as soon as possible, and to thoroughly shed light on its challenges and methods, such as participating in technical development that can minimize products' environmental impact during the rubber vulcanization process, transitioning to the non-fixation of energy usage adjustable to the fluctuation of production volume (Just-In-Time for Energy), as well as to expand energy saving effects at the stage of customer use.
- Regarding [improvement of workplaces' ability to retain employees](#), I commend the fact that 6.60% of Yokohama Rubber employees took advantage of the systems for paid vacation, leave of absence, shorter work hours, or flex-time in order to care for a child or family member in need, and that Yokohama Rubber continues to hold nursing care leave seminars and conducted an employee survey. I continue to strongly urge the Company to establish an environment where

employees can continue to work, while also taking leave. In terms of mental health care, my hope continues that the Company will promote more effective measures of this kind in the future.

- As for the enhancement of the human resource portfolio required as a global corporation, I commend the fact that executive officers have been appointed from overseas subsidiaries. Meanwhile, going forward, I strongly encourage the Company to reveal and accelerate its development of the next generation executive posts at both its head office and overseas sites based on a long-term goal and strategy that reflects how the Company sees itself being positioned in global markets in the 2020s, and the business models that it expects to have adopted.
- In regard to employment of persons with disabilities, I commend that an employment rate of 2.18% has been achieved for the Group in Japan and that opportunities have been expanded in terms of employment conditions and available positions. I ask that the Company continues to work proactively toward implementing measures to ensure that employees with disabilities are retained over the long term, by working closely with sales companies and others.
- In terms of [employee safety](#), I commend the company for moving ahead with countermeasures following a spate of serious accidents at its overseas sites last fiscal year. To further improve the effectiveness of these, I would like to see the company engage in daily efforts in the field (frontline safety management) to ensure countermeasures go beyond facilities, systems and programs. At the same time, the company must provide detailed reports of progress in labor improvements by enhancing both approaches to operations including production and medium- to long-term plans and infrastructure additions involving employees who will implement these approaches (safety governance).
- Regarding [the promotion of CSR among procurement partners](#), I commend the company for continuing to hold CSR study sessions for procurement partners based on its CSR Procurement Guidelines and check list. I also applaud the company for establishing a system for sharing the results of self-checks by procurement partners and onsite audits by procurement managers as feedback, and providing commendations. Likewise, I praise the company for surveying rubber plantations along with [supporting the introduction and implementation of agroforestry](#) by rubber producers in Thailand. Looking ahead, to more effectively promote improvements in procurement partner's efforts, I hope the company will refine items in the guidelines and checklist together as well as its assessment of initiatives, and build up a system for exchange aimed at sharing best practices.

Areas that May Require Further Improvement

- Regarding [corporate governance and CSR promotion system](#), while I commend efforts referencing the SDGs, as was the case up to last fiscal year, there was no format establishing key performance indicators (KPI) based on the core issues addressed by ISO 26000, and it concerns me that the effects (value creation story) on the sustainability of the society and the Company through "thoughts toward the future" are unclear. As I have pointed this out for several years now, going forward, I sincerely hope the top management will communicate in their own words in a clear and concrete manner why and in what manner employees should approach CSR and call for progress management in day-to-day management. Also, I strongly expect that the Company will develop a strategy and a system that, led by the managers responsible for planning in each division, focus on the Company's position in world markets and the evolution of its business model in the 2020s.
- In terms of its reporting and communication, I would like to commend the Company for [providing more detailed introductions of the initiatives being carried out by major Yokohama Group business sites in Japan and abroad](#). The Company has not set up ongoing opportunities for dialogue with NPOs and others in important operating regions and more than half a year has passed since reports such as this one since the end of last year. Therefore, to establish a situation where the company earns the continued trust of all stakeholders, I expect the Company to promote stakeholder engagement as required under ISO 26000, and properly discloses non-financial information in a timely manner.



Appassionata, Inc.
Representative & Consultant

Appassionata, Inc.: Established in the year 2000 to promote work-life balance and diversity, the company has supported a number of companies for effective use of human resources and changing their culture, such as unconscious bias, promote diversity and telework programs.

This opinion was formulated based on the content found in this report, interviews with the company's managers in charge of human resources as well as the Women's Participation and Advancement Taskforce, along with a field visit to Yokohama Tire Philippines, Inc.

Under the CSR slogan "[Caring for the Future](#)," the company's CSR initiatives involve value creation based on close cooperation with various stakeholders including employees, customers, business partners, communities and the environment. In the future, I would like to see the company pursue both the development of its businesses and contributions to society over the next 100 years, while adding "elements unique to Yokohama Rubber."

Creating workplaces comfortable for everyone

[The Women's Participation and Advancement Taskforce](#) is understanding needs accurately by listening to the voices of those directly involved through interviews and other means. Introducing programs tailored to the needs of telework and returning to work after leave based on this will likely reduce the turnover rate of female employees. I expect that measures will be taken for female employees established in their jobs to exhibit their skills while being placed in charge of meaningful work.

Yokohama Peer Support Co., Ltd. has regularly hired disabled people since it was established in 2012 and now the percentage of disabled people as a percentage of the company's workforce is higher than that mandated by law. In addition, disabled people are provided a workplace where they can work with peace of mind thanks to the human resources development, the revision of evaluation systems that enhance motivation, and regular interviews with individual employees. Looking ahead, the company's other employees will likely be able to broaden their understanding and exchanges with the diverse workforce by enabling more disabled persons to work for the company outside of Yokohama Peer Support wherever possible.

Education and training

CSR themes have been embedded in various human resources training, which enables the company to raise awareness on an ongoing basis. Also, the company hosts study sessions on CSR with business partners which ensure both are on the same page and further solidify strong working relationships.

In addition, for the safety of communities, the company holds joint disaster prevention training with schools for the blind on an ongoing basis, where it teaches instructors about how to use evacuation equipment and learns how to give consideration to the blind in evacuation instructions. As a result, these training sessions promote cooperation that goes both ways.

Yokohama Tire Philippines Inc.

YTPI, which marks its 22nd anniversary this year, continues to hire individuals and give back to society with a closely-rooted local perspective. It is unique that the company is working closely with local governments and schools in these efforts, which indicates the company has grown together with the local community.

| For employees

Compare to other local companies that mainly hire contract workers, YTPI hires mostly permanent employees. The company has a solid medical program for the health and safety of employees, and operates a 24-hour medical clinical at the plant. It even owns an ambulance, making it always ready

to deal with a sudden illness or accident. In addition, YTPI offers a comprehensive medical regime for employees and their families that includes various health exams including drug tests to stop drug addiction, medical insurance that covers family members, too, free vaccinations, and prescription drug benefits, among other offerings.

YTPI hosts many company events, such as commendations for excellent employees to raise motivation, a sports festival where workplaces face off against one another, and monthly birthday party celebrations, to name a few. The company's family day and Christmas party involving families not only contributes to employee satisfaction, but also family satisfaction as well. As a result, YTPI has a low employee turnover rate of 8% compared to the 15% average for all companies in the Clark district.

Most of the company's workforce is men who work on the production floor or in engineering (94%), while females occupy most positions involved in general affairs and administrative work. Compared to the company's ratio of female employees (6%), the ratio of female managers is high (30%). In addition, three of YTPI's seven board members are women (29%), which indicates the company embraces a diverse workforce. The headquarters in Japan could learn about leadership in diversity from YTPI.

| For communities

The longest running initiative in the company's 22-year history is [its school lunch program](#) for children in the community with malnutrition. Since starting the program, children have improved their health condition as the program has contributed to children's health and development. Education is one theme where YTPI focuses its CSR activities the most. In 2011, the company launched a scholarship program for talented students from less fortunate families. This year YTPI provided scholarships to 19 students attending four universities, providing a great deal of support to the development of local human resources. Although not required to hire these students after graduation, to date YTPI has hired 12 of the 52 scholarship students it has supported. YTPI suffered a fire last year that reduced its production volume of tires in fiscal 2017 by 16%. The plant has continued to work on restoration work to restart production in September 2018, with a complete restoration planned for the end of March in 2020. As a lesson learned from the fire, YTPI has designated the 14th of every month as disaster prevention day, during which each department trains to fight fires, while once every three months evacuation training is held for the entire plant. This demonstrates the company's commitment to employee safety and disaster prevention. The CSR slogan "Caring for the Future" was established in 2017, but YTPI has demonstrated its thoughts toward the community, employees and environment for some time through these initiatives.

Response to Third-Party Opinion



We will make even further efforts in areas where we have received positive feedback, and we will make sincere improvements in response to suggestions and recommendations.

The Yokohama Rubber Group is focusing on comprehensive safety inspections, facility improvements and safety awareness at each of its group companies. We are committed to further deepening these efforts going forward. Also, we continue to address the development of workplaces where a diverse workforce can work safely and soundly as a common group-wide issue. Through activities such as the Education Forest, we will work to further deepen our interactions with local communities.

We are now implementing our medium-term management plan called Grand Design 2020 (GD2020) aimed at the sustainable growth of the company over the next 100 years. Under our CSR slogan "thoughts toward the future," we will further strengthen corporate governance and further solidify the trust we have earned from society.

Naritoshi Kondo
Officer
Head of Corporate Social Responsibility Division

Reference Table for GRI Guidelines

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This Report has been prepared on the basis of the Core option of the GRI Standards (2016 version).

Universal Standards

disclosures no.	disclosure	requirements	Page to refer
Organizational profile			
102-1	Name of the organization	a. Name of the organization.	Yokohama Rubber Group at a Glance
102-2	Activities, brands, products, and services	a. A description of the organization's activities. b. Primary brands, products, and services, including an explanation of any products or services that are banned in certain markets.	Yokohama Rubber Group at a Glance Marketing Communications
102-3	Location of headquarters	a. Location of the organization's headquarters.	Yokohama Rubber Group at a Glance
102-4	Location of operations	a. Number of countries where the organization operates, and the names of countries where it has significant operations and/or that are relevant to the topics covered in the report.	Yokohama Rubber Group at a Glance
102-5	Ownership and legal form	a. Nature of ownership and legal form.	Yokohama Rubber Group at a Glance
102-6	Markets served	a. Markets served, including: i. geographic locations where products and services are offered; ii. sectors served; iii. types of customers and beneficiaries.	Yokohama Rubber Group at a Glance
102-7	Scale of the organization	a. Scale of the organization, including: i. total number of employees; ii. total number of operations; iii. net sales (for private sector organizations) or net revenues (for public sector organizations); iv. total capitalization (for private sector organizations) broken down in terms of debt and equity; v. quantity of products or services provided.	Yokohama Rubber Group at a Glance

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102-8	Information on employees and other workers	<ul style="list-style-type: none"> a. Total number of employees by employment contract (permanent and temporary), by gender. b. Total number of employees by employment contract (permanent and temporary), by region. c. Total number of employees by employment type (full-time and part-time), by gender. d. Whether a significant portion of the organization's activities are performed by workers who are not employees. If applicable, a description of the nature and scale of work performed by workers who are not employees. e. Any significant variations in the numbers reported in Disclosures 102-8-a, 102-8-b, and 102-8-c (such as seasonal variations in the tourism or agricultural industries). f. An explanation of how the data have been compiled, including any assumptions made. 	Diversity and Equal Opportunities (Female employee ratio)
102-9	Supply chain	<ul style="list-style-type: none"> a. A description of the organization's supply chain, including its main elements as they relate to the organization's activities, primary brands, products, and services. 	Fair Operating Practices Energy
102-10	Significant changes to the organization and its supply chain	<ul style="list-style-type: none"> a. Significant changes to the organization's size, structure, ownership, or supply chain, including: <ul style="list-style-type: none"> i. Changes in the location of, or changes in, operations, including facility openings, closings, and expansions; ii. Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations); iii. Changes in the location of suppliers, the structure of the supply chain, or relationships with suppliers, including selection and termination. 	Yokohama Rubber Group at a Glance
102-11	Precautionary Principle or approach	<ul style="list-style-type: none"> a. Whether and how the organization applies the Precautionary Principle or approach. 	Risk Management
102-12	External initiatives	<ul style="list-style-type: none"> a. A list of externally-developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes, or which it endorses. 	Corporate Philosophy and CSR Management Working to safeguard the global environment > Sustainable supply chain (1)

disclosures no.	disclosure	requirements	Page to refer
102-13	Membership of associations	a. A list of the main memberships of industry or other associations, and national or international advocacy organizations.	Corporate Philosophy and CSR Management (Participation in Initiatives in Japan and Overseas)
Strategy			
102-14	Statement from senior decision-maker	a. 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 its strategy for addressing sustainability.	Message From The President
102-15	Key impacts, risks, and opportunities	a. A description of key impacts, risks, and opportunities.	Message From The President Grand Design 2020 (GD2020) medium-term management plan
Ethics and integrity			
102-16	Values, principles, standards, and norms of behavior	a. A description of the organization's values, principles, standards, and norms of behavior.	Corporate Philosophy and CSR Management Grand Design 2020 (GD2020) medium-term management plan
102-17	Mechanisms for advice and concerns about ethics	a. A description of internal and external mechanisms for: i. seeking advice about ethical and lawful behavior, and organizational integrity; ii. reporting concerns about unethical or unlawful behavior, and organizational integrity.	Compliance
Governance			
102-18	Governance structure	a. Governance structure of the organization, including committees of the highest governance body. b. Committees responsible for decision-making on economic, environmental, and social topics.	Corporate Governance CSR and Environmental Management
102-19	Delegating authority	a. Process for delegating authority for economic, environmental, and social topics from the highest governance body to senior executives and other employees.	Corporate Governance CSR and Environmental Management
102-20	Executive-level responsibility for economic, environmental, and social topics	a. Whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental, and social topics. b. Whether post holders report directly to the highest governance body.	CSR and Environmental Management

disclosures no.	disclosure	requirements	Page to refer
102-21	Consulting stakeholders on economic, environmental, and social topics	<ul style="list-style-type: none"> a. Processes for consultation between stakeholders and the highest governance body on economic, environmental, and social topics. b. If consultation is delegated, describe to whom it is delegated and how the resulting feedback is provided to the highest governance body. 	Corporate Governance (Corporate Governance Support System)
102-22	Composition of the highest governance body and its committees	<ul style="list-style-type: none"> a. Composition of the highest governance body and its committees by: <ul style="list-style-type: none"> i. executive or non-executive; ii. independence; iii. tenure on the governance body; iv. number of each individual's other significant positions and commitments, and the nature of the commitments; v. gender; vi. membership of under-represented social groups; vii. competencies relating to economic, environmental, and social topics; viii. stakeholder representation. 	Corporate Governance
102-23	Chair of the highest governance body	<ul style="list-style-type: none"> a. Whether the chair of the highest governance body is also an executive officer in the organization. b. If the chair is also an executive officer, describe his or her function within the organization's management and the reasons for this arrangement. 	Corporate Governance
102-24	Nominating and selecting the highest governance body	<ul style="list-style-type: none"> a. Nomination and selection processes for the highest governance body and its committees. b. Criteria used for nominating and selecting highest governance body members, including whether and how: <ul style="list-style-type: none"> i. stakeholders (including shareholders) are involved; ii. diversity is considered; iii. independence is considered; iv. expertise and experience relating to economic, environmental, and social topics are considered. 	Corporate Governance
102-25	Conflicts of interest	<ul style="list-style-type: none"> a. Processes for the highest governance body to ensure conflicts of interest are avoided and managed. b. Whether conflicts of interest are disclosed to stakeholders, including, as a minimum: <ul style="list-style-type: none"> i. Cross-board membership; ii. Cross-shareholding with suppliers and other stakeholders; iii. Existence of controlling shareholder; iv. Related party disclosures. 	Corporate Governance

disclosures no.	disclosure	requirements	Page to refer
102-26	Role of highest governance body in setting purpose, values, and strategy	a. Highest governance body's and senior executives' roles in the development, approval, and updating of the organization's purpose, value or mission statements, strategies, policies, and goals related to economic, environmental, and social topics.	Corporate Governance CSR and Environmental Management
102-27	Collective knowledge of highest governance body	a. Measures taken to develop and enhance the highest governance body's collective knowledge of economic, environmental, and social topics.	Corporate Governance CSR and Environmental Management
102-28	Evaluating the highest governance body's performance	a. Processes for evaluating the highest governance body's performance with respect to governance of economic, environmental, and social topics. b. Whether such evaluation is independent or not, and its frequency. c. Whether such evaluation is a self-assessment. d. Actions taken in response to evaluation of the highest governance body's performance with respect to governance of economic, environmental, and social topics, including, as a minimum, changes in membership and organizational practice.	Corporate Governance CSR and Environmental Management
102-29	Identifying and managing economic, environmental, and social impacts	a. Highest governance body's role in identifying and managing economic, environmental, and social topics and their impacts, risks, and opportunities – including its role in the implementation of due diligence processes. b. Whether stakeholder consultation is used to support the highest governance body's identification and management of economic, environmental, and social topics and their impacts, risks, and opportunities.	CSR and Environmental Management
102-30	Effectiveness of risk management processes	a. Highest governance body's role in reviewing the effectiveness of the organization's risk management processes for economic, environmental, and social topics.	CSR and Environmental Management Risk Management
102-31	Review of economic, environmental, and social topics	a. Frequency of the highest governance body's review of economic, environmental, and social topics and their impacts, risks, and opportunities.	CSR and Environmental Management Risk Management
102-32	Highest governance body's role in sustainability reporting	a. The highest committee or position that formally reviews and approves the organization's sustainability report and ensures that all material topics are covered.	—

disclosures no.	disclosure	requirements	Page to refer
102-33	Communicating critical concerns	a. Process for communicating critical concerns to the highest governance body.	Corporate Governance CSR and Environmental Management
102-34	Nature and total number of critical concerns	a. Total number and nature of critical concerns that were communicated to the highest governance body. b. Mechanism(s) used to address and resolve critical concerns.	Risk Management
102-35	Remuneration policies	a. Remuneration policies for the highest governance body and senior executives for the following types of remuneration: i. Fixed pay and variable pay, including performance-based pay, equity-based pay, bonuses, and deferred or vested shares; ii. Sign-on bonuses or recruitment incentive payments; iii. Termination payments; iv. Clawbacks; v. Retirement benefits, including the difference between benefit schemes and contribution rates for the highest governance body, senior executives, and all other employees. b. How performance criteria in the remuneration policies relate to the highest governance body's and senior executives' objectives for economic, environmental, and social topics.	Corporate Governance
102-36	Process for determining remuneration	a. Process for determining remuneration. b. Whether remuneration consultants are involved in determining remuneration and whether they are independent of management. c. Any other relationships that the remuneration consultants have with the organization.	Corporate Governance
102-37	Stakeholders' involvement in remuneration	a. How stakeholders' views are sought and taken into account regarding remuneration. b. If applicable, the results of votes on remuneration policies and proposals.	Corporate Governance
102-38	Annual total compensation ratio	a. Ratio of the annual total compensation for the organization's highest-paid individual in each country of significant operations to the median annual total compensation for all employees (excluding the highest-paid individual) in the same country.	—
102-39	Percentage increase in annual total compensation ratio	a. Ratio of the percentage increase in annual total compensation for the organization's highest-paid individual in each country of significant operations to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual) in the same country.	—

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Stakeholder engagement			
102-40	List of stakeholder groups	a. A list of stakeholder groups engaged by the organization.	Corporate Philosophy and CSR Management (Our Stakeholders)
102-41	Collective bargaining agreements	a. Percentage of total employees covered by collective bargaining agreements.	Data Summary (Labor/Management relations) PDF
102-42	Identifying and selecting stakeholders	a. The basis for identifying and selecting stakeholders with whom to engage.	Corporate Philosophy and CSR Management (Our Stakeholders)
102-43	Approach to stakeholder engagement	a. 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.	Reference Table for GRI Guidelines Response to Third-Party Opinion
102-44	Key topics and concerns raised	a. Key topics and concerns that have been raised through stakeholder engagement, including: i. how the organization has responded to those key topics and concerns, including through its reporting; ii. the stakeholder groups that raised each of the key topics and concerns.	Corporate Philosophy and CSR Management (Our Stakeholders) Response to Third-Party Opinion
Reporting practice			
102-45	Entities included in the consolidated financial statements	a. A list of all entities included in the organization's consolidated financial statements or equivalent documents. b. Whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.	Annual Report 2018 PDF Yokohama Rubber Group at a Glance
102-46	Defining report content and topic Boundaries	a. An explanation of the process for defining the report content and the topic Boundaries. b. An explanation of how the organization has implemented the Reporting Principles for defining report content.	Editorial Policy for CSR Website
102-47	List of material topics	a. A list of the material topics identified in the process for defining report content.	Determining Important Issues Fiscal Year 2017 Activity Report
102-48	Restatements of information	a. The effect of any restatements of information given in previous reports, and the reasons for such restatements.	Editorial Policy for CSR Website
102-49	Changes in reporting	a. Significant changes from previous reporting periods in the list of material topics and topic Boundaries.	Editorial Policy for CSR Website
102-50	Reporting period	a. Reporting period for the information provided.	Editorial Policy for CSR Website
102-51	Date of most recent report	a. If applicable, the date of the most recent previous report.	Editorial Policy for CSR Website
102-52	Reporting cycle	a. Reporting cycle.	Editorial Policy for CSR Website




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102-53	Contact point for questions regarding the report	a. The contact point for questions regarding the report or its contents.	Editorial Policy for CSR Website
102-54	Claims of reporting in accordance with the GRI Standards	a. The claim made by the organization, if it has prepared a report in accordance with the GRI Standards, either: <ul style="list-style-type: none"> i. 'This report has been prepared in accordance with the GRI Standards: Core option'; ii. 'This report has been prepared in accordance with the GRI Standards: Comprehensive option'. 	Reference Table for GRI Guidelines
102-55	GRI content index	a. The GRI content index, which specifies each of the GRI Standards used and lists all disclosures included in the report. b. For each disclosure, the content index shall include: <ul style="list-style-type: none"> i. the number of the disclosure (for disclosures covered by the GRI Standards); ii. the number of the disclosure (for disclosures covered by the GRI Standards); iii. if applicable, and where permitted, the reason(s) for omission when a required disclosure cannot be made. 	Reference Table for GRI Guidelines
102-56	External assurance	a. A description of the organization's policy and current practice with regard to seeking external assurance for the report. b. If the report has been externally assured: <ul style="list-style-type: none"> i. A reference to the external assurance report, statements, or opinions. If not included in the assurance report accompanying the sustainability report, a description of what has and what has not been assured and on what basis, including the assurance standards used, the level of assurance obtained, and any limitations of the assurance process; ii. The relationship between the organization and the assurance provider; iii. Whether and how the highest governance body or senior executives are involved in seeking external assurance for the organization's sustainability report. 	Response to Third-Party Opinion

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103: Management Approach			
103-1	Explanation of the material topic and its Boundary	<ul style="list-style-type: none"> a. An explanation of why the topic is material. b. The Boundary for the material topic, which includes a description of: <ul style="list-style-type: none"> i. where the impacts occur; ii. the organization's involvement with the impacts. For example, whether the organization has caused or contributed to the impacts, or is directly linked to the impacts through its business relationships. c. Any specific limitation regarding the topic Boundary. 	Reference Table for GRI Guidelines
103-2	The management approach and its components	<ul style="list-style-type: none"> a. An explanation of how the organization manages the topic. b. A statement of the purpose of the management approach. c. A description of the following, if the management approach includes that component: <ul style="list-style-type: none"> i. Policies ii. Commitments iii. Goals and targets iv. Responsibilities v. Resources vi. Grievance mechanisms vii. Specific actions, such as processes, projects, programs and initiatives 	Organizational Governance Human Rights Labor Practices The Environment Fair Operating Practices Consumer Issues Community Involvement and Development Environmental Grievance Mechanisms Data Summary (Grievance mechanism concerning labor practices) PDF Human Rights Grievance Mechanisms Grievance Mechanisms for Impacts on Society
103-3	Evaluation of the management approach	<ul style="list-style-type: none"> a. An explanation of how the organization evaluates the management approach, including: <ul style="list-style-type: none"> i. the mechanisms for evaluating the effectiveness of the management approach; ii. the results of the evaluation of the management approach; iii. any related adjustments to the management approach. 	Organizational Governance Human Rights Labor Practices The Environment Fair Operating Practices Consumer Issues Community Involvement and Development

Topic Specific Standards






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Economic topics			
201: Economic Performance			
201-1	Direct economic value generated and distributed	<p>a. Direct economic value generated and distributed (EVG&D) on an accruals basis, including the basic components for the organization's global operations as listed below. If data are presented on a cash basis, report the justification for this decision in addition to reporting the following basic components:</p> <ul style="list-style-type: none"> i. Direct economic value generated: revenues; ii. Economic value distributed: operating costs, employee wages and benefits, payments to providers of capital, payments to government by country, and community investments; iii. Economic value retained: 'direct economic value generated' less 'economic value distributed'. <p>b. Where significant, report EVG&D separately at country, regional, or market levels, and the criteria used for defining significance.</p>	Economic Performance
201-2	Financial implications and other risks and opportunities due to climate change	<p>a. Risks and opportunities posed by climate change that have the potential to generate substantive changes in operations, revenue, or expenditure, including:</p> <ul style="list-style-type: none"> i. a description of the risk or opportunity and its classification as either physical, regulatory, or other; ii. a description of the impact associated with the risk or opportunity; iii. the financial implications of the risk or opportunity before action is taken; iv. the methods used to manage the risk or opportunity; v. the costs of actions taken to manage the risk or opportunity. 	Data Summary (Financial impact of climate change) PDF

disclosures no.	disclosure	requirements	Page to refer
201-3	Defined benefit plan obligations and other retirement plans	<ul style="list-style-type: none"> a. If the plan's liabilities are met by the organization's general resources, the estimated value of those liabilities. b. If a separate fund exists to pay the plan's pension liabilities: <ul style="list-style-type: none"> i. the extent to which the scheme's liabilities are estimated to be covered by the assets that have been set aside to meet them; ii. the basis on which that estimate has been arrived at; iii. when that estimate was made. c. If a fund set up to pay the plan's pension liabilities is not fully covered, explain the strategy, if any, adopted by the employer to work towards full coverage, and the timescale, if any, by which the employer hopes to achieve full coverage. d. Percentage of salary contributed by employee or employer. e. Level of participation in retirement plans, such as participation in mandatory or voluntary schemes, regional, or country-based schemes, or those with financial impact. 	Data Summary (Range of organizational burden of defined benefit pension plans) PDF
201-4	Financial assistance received from government	<ul style="list-style-type: none"> a. Total monetary value of financial assistance received by the organization from any government during the reporting period, including: <ul style="list-style-type: none"> i. tax relief and tax credits; ii. subsidies; iii. investment grants, research and development grants, and other relevant types of grant; iv. awards; v. royalty holidays; vi. financial assistance from Export Credit Agencies (ECAs); vii. financial incentives; viii. other financial benefits received or receivable from any government for any operation. b. The information in 201-4-a by country. c. Whether, and the extent to which, any government is present in the shareholding structure. 	Economic Performance

disclosures no.	disclosure	requirements	Page to refer
202: Market Presence			
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	<ul style="list-style-type: none"> a. When a significant proportion of employees are compensated based on wages subject to minimum wage rules, report the relevant ratio of the entry level wage by gender at significant locations of operation to the minimum wage. b. When a significant proportion of other workers (excluding employees) performing the organization's activities are compensated based on wages subject to minimum wage rules, describe the actions taken to determine whether these workers are paid above the minimum wage. c. Whether a local minimum wage is absent or variable at significant locations of operation, by gender. In circumstances in which different minimums can be used as a reference, report which minimum wage is being used. d. The definition used for 'significant locations of operation'. 	Market Presence
202-2	Proportion of senior management hired from the local community	<ul style="list-style-type: none"> a. Percentage of senior management at significant locations of operation that are hired from the local community. b. The definition used for 'senior management'. c. The organization's geographical definition of 'local'. d. The definition used for 'significant locations of operation'. 	Market Presence Data Summary (Market Presence) 
203: Indirect Economic Impacts			
203-1	Infrastructure investments and services supported	<ul style="list-style-type: none"> a. Extent of development of significant infrastructure investments and services supported. b. Current or expected impacts on communities and local economies, including positive and negative impacts where relevant. c. Whether these investments and services are commercial, in-kind, or pro bono engagements. 	Data Summary (Infrastructure deployment and impact of investment and support services) 
203-2	Significant indirect economic impacts	<ul style="list-style-type: none"> a. Examples of significant identified indirect economic impacts of the organization, including positive and negative impacts. b. Significance of the indirect economic impacts in the context of external benchmarks and stakeholder priorities, such as national and international standards, protocols, and policy agendas. 	Data Summary (Infrastructure deployment and impact of investment and support services) 



disclosures no.	disclosure	requirements	Page to refer
204: Procurement Practices			
204-1	Proportion of spending on local suppliers	<ul style="list-style-type: none"> a. Percentage of the procurement budget used for significant locations of operation that is spent on suppliers local to that operation (such as percentage of products and services purchased locally). b. The organization's geographical definition of 'local'. c. The definition used for 'significant locations of operation'. 	Data Summary (Percentage of the procurement budget used for significant locations of operation that is spent on suppliers local to that operation) PDF
205: Anti-corruption			
205-1	Operations assessed for risks related to corruption	<ul style="list-style-type: none"> a. Total number and percentage of operations assessed for risks related to corruption. b. Significant risks related to corruption identified through the risk assessment. 	Data Summary (Anti-corruption) PDF
205-2	Communication and training about anti-corruption policies and procedures	<ul style="list-style-type: none"> a. Total number and percentage of governance body members that the organization's anti-corruption policies and procedures have been communicated to, broken down by region. b. Total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to, broken down by employee category and region. c. Total number and percentage of business partners that the organization's anti-corruption policies and procedures have been communicated to, broken down by type of business partner and region. Describe if the organization's anti-corruption policies and procedures have been communicated to any other persons or organizations. d. Total number and percentage of governance body members that have received training on anti-corruption, broken down by region. e. Total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region. 	Data Summary (Anti-corruption) PDF
205-3	Confirmed incidents of corruption and actions taken	<ul style="list-style-type: none"> a. Total number and nature of confirmed incidents of corruption. b. Total number of confirmed incidents in which employees were dismissed or disciplined for corruption. c. Total number of confirmed incidents when contracts with business partners were terminated or not renewed due to violations related to corruption. d. Public legal cases regarding corruption brought against the organization or its employees during the reporting period and the outcomes of such cases. 	Data Summary (Anti-corruption) PDF

disclosures no.	disclosure	requirements	Page to refer
206: Anti-competitive Behavior			
206-1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	a. Number of legal actions pending or completed during the reporting period regarding anti-competitive behavior and violations of anti-trust and monopoly legislation in which the organization has been identified as a participant. b. Main outcomes of completed legal actions, including any decisions or judgments.	Data Summary (Fair Operating Practices) PDF
Environmental topics			
301: Materials			
301-1	Materials used by weight or volume	a. Total weight or volume of materials that are used to produce and package the organization's primary products and services during the reporting period, by: <ul style="list-style-type: none"> i. non-renewable materials used; ii. renewable materials used. 	Materials
301-2	Recycled input materials used	a. Percentage of recycled input materials used to manufacture the organization's primary products and services.	Materials Data Summary (Materials) PDF
301-3	Reclaimed products and their packaging materials	a. Percentage of reclaimed products and their packaging materials for each product category. b. How the data for this disclosure have been collected.	Products and Services Data Summary (Environmentally friendly products) PDF
302: Energy			
302-1	Energy consumption within the organization	a. Total fuel consumption within the organization from non-renewable sources, in joules or multiples, and including fuel types used. b. Total fuel consumption within the organization from renewable sources, in joules or multiples, and including fuel types used. c. In joules, watt-hours or multiples, the total: <ul style="list-style-type: none"> i. electricity consumption ii. heating consumption iii. cooling consumption iv. steam consumption d. In joules, watt-hours or multiples, the total: <ul style="list-style-type: none"> i. electricity sold ii. heating sold iii. cooling sold iv. steam sold e. Total energy consumption within the organization, in joules or multiples. f. Standards, methodologies, assumptions, and/or calculation tools used. g. Source of the conversion factors used.	Energy Data Summary (Energy) PDF

disclosures no.	disclosure	requirements	Page to refer
302-2	Energy consumption outside of the organization	<ul style="list-style-type: none"> a. Energy consumption outside of the organization, in joules or multiples. b. Standards, methodologies, assumptions, and/or calculation tools used. c. Source of the conversion factors used. 	Energy Data Summary (Energy). 
302-3	Energy intensity	<ul style="list-style-type: none"> a. Energy intensity ratio for the organization. b. Organization-specific metric (the denominator) chosen to calculate the ratio. c. Types of energy included in the intensity ratio; whether fuel, electricity, heating, cooling, steam, or all. d. Whether the ratio uses energy consumption within the organization, outside of it, or both. 	Energy Data Summary (Energy). 
302-4	Reduction of energy consumption	<ul style="list-style-type: none"> a. Amount of reductions in energy consumption achieved as a direct result of conservation and efficiency initiatives, in joules or multiples. b. Types of energy included in the reductions; whether fuel, electricity, heating, cooling, steam, or all. c. Basis for calculating reductions in energy consumption, such as base year or baseline, including the rationale for choosing it. d. Standards, methodologies, assumptions, and/or calculation tools used. 	Energy Data Summary (Energy). 
302-5	Reductions in energy requirements of products and services	<ul style="list-style-type: none"> a. Reductions in energy requirements of sold products and services achieved during the reporting period, in joules or multiples. b. Basis for calculating reductions in energy consumption, such as base year or baseline, including the rationale for choosing it. c. Standards, methodologies, assumptions, and/or calculation tools used. 	Energy Data Summary (Energy). 
303: Water			
303-1	Water withdrawal by source	<ul style="list-style-type: none"> a. Total volume of water withdrawn, with a breakdown by the following sources: <ul style="list-style-type: none"> i. Surface water, including water from wetlands, rivers, lakes, and oceans; ii. Ground water; iii. Rainwater collected directly and stored by the organization; iv. Waste water from another organization; v. Municipal water supplies or other public or private water utilities. b. Standards, methodologies, and assumptions used. 	Water Data Summary (Water). 

disclosures no.	disclosure	requirements	Page to refer
303-2	Water sources significantly affected by withdrawal of water	a. Total number of water sources significantly affected by withdrawal by type: <ol style="list-style-type: none"> Size of the water source; Whether the source is designated as a nationally or internationally protected area; Biodiversity value (such as species diversity and endemism, and total number of protected species); Value or importance of the water source to local communities and indigenous peoples. b. Standards, methodologies, and assumptions used.	Water Data Summary (Water) PDF
303-3	Water recycled and reused	a. Total volume of water recycled and reused by the organization. b. Total volume of water recycled and reused as a percentage of the total water withdrawal as specified in Disclosure 303-1. c. Standards, methodologies, and assumptions used.	Water Data Summary (Water) PDF
304: Biodiversity			
304-1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	a. For each operational site owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas, the following information: <ol style="list-style-type: none"> Geographic location; Subsurface and underground land that may be owned, leased, or managed by the organization; Position in relation to the protected area (in the area, adjacent to, or containing portions of the protected area) or the high biodiversity value area outside protected areas; Type of operation (office, manufacturing or production, or extractive); Size of operational site in km² (or another unit, if appropriate); Biodiversity value characterized by the attribute of the protected area or area of high biodiversity value outside the protected area (terrestrial, freshwater, or maritime ecosystem); Biodiversity value characterized by listing of protected status (such as IUCN Protected Area Management Categories, Ramsar Convention, national legislation). 	Biodiversity Data Summary (Biodiversity) PDF

disclosures no.	disclosure	requirements	Page to refer
304-2	Significant impacts of activities, products, and services on biodiversity	<ul style="list-style-type: none"> a. Nature of significant direct and indirect impacts on biodiversity with reference to one or more of the following: <ul style="list-style-type: none"> i. Construction or use of manufacturing plants, mines, and transport infrastructure; ii. Pollution (introduction of substances that do not naturally occur in the habitat from point and non-point sources); iii. Introduction of invasive species, pests, and pathogens; iv. Reduction of species; v. Habitat conversion; vi. Changes in ecological processes outside the natural range of variation (such as salinity or changes in groundwater level). b. Significant direct and indirect positive and negative impacts with reference to the following: <ul style="list-style-type: none"> i. Species affected; ii. Extent of areas impacted; iii. Duration of impacts; iv. Reversibility or irreversibility of the impacts. 	Biodiversity Data Summary (Biodiversity) PDF
304-3	Habitats protected or restored	<ul style="list-style-type: none"> a. Size and location of all habitat areas protected or restored, and whether the success of the restoration measure was or is approved by independent external professionals. b. Whether partnerships exist with third parties to protect or restore habitat areas distinct from where the organization has overseen and implemented restoration or protection measures. c. Status of each area based on its condition at the close of the reporting period. d. Standards, methodologies, and assumptions used. 	Biodiversity Data Summary (Biodiversity) PDF
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	<ul style="list-style-type: none"> a. Total number of IUCN Red List species and national conservation list species with habitats in areas affected by the operations of the organization, by level of extinction risk: <ul style="list-style-type: none"> i. Critically endangered ii. Endangered iii. Vulnerable iv. Near threatened v. Least concern 	Biodiversity Data Summary (Biodiversity) PDF

disclosures no.	disclosure	requirements	Page to refer
305: Emissions			
305-1	Direct (Scope 1) GHG emissions	<ul style="list-style-type: none"> a. Gross direct (Scope 1) GHG emissions in metric tons of CO₂ equivalent. b. Gases included in the calculation; whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all. c. Biogenic CO₂ emissions in metric tons of CO₂ equivalent. d. Base year for the calculation, if applicable, including: <ul style="list-style-type: none"> i. the rationale for choosing it; ii. emissions in the base year; iii. the context for any significant changes in emissions that triggered recalculations of base year emissions. e. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source. f. Consolidation approach for emissions; whether equity share, financial control, or operational control. g. Standards, methodologies, assumptions, and/or calculation tools used. 	Emissions Data Summary (Emissions) 
305-2	Energy indirect (Scope 2) GHG emissions	<ul style="list-style-type: none"> a. a. Gross location-based energy indirect (Scope 2) GHG emissions in metric tons of CO₂ equivalent. b. If applicable, gross market-based energy indirect (Scope 2) GHG emissions in metric tons of CO₂ equivalent. c. If available, the gases included in the calculation; whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all. d. Base year for the calculation, if applicable, including: <ul style="list-style-type: none"> i. the rationale for choosing it; ii. emissions in the base year; iii. the context for any significant changes in emissions that triggered recalculations of base year emissions. e. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source. f. Consolidation approach for emissions; whether equity share, financial control, or operational control. g. Standards, methodologies, assumptions, and/or calculation tools used. 	Emissions Data Summary (Emissions) 

disclosures no.	disclosure	requirements	Page to refer
305-3	Other indirect (Scope 3) GHG emissions	<ul style="list-style-type: none"> a. a. Gross other indirect (Scope 3) GHG emissions in metric tons of CO₂ equivalent. b. If available, the gases included in the calculation; whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all. c. Biogenic CO₂ emissions in metric tons of CO₂ equivalent. d. Other indirect (Scope 3) GHG emissions categories and activities included in the calculation. e. Base year for the calculation, if applicable, including: <ul style="list-style-type: none"> i. the rationale for choosing it; ii. emissions in the base year; iii. the context for any significant changes in emissions that triggered recalculations of base year emissions. f. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source. g. Standards, methodologies, assumptions, and/or calculation tools used. 	Emissions Data Summary (Emissions) 127
305-4	GHG emissions intensity	<ul style="list-style-type: none"> a. a. GHG emissions intensity ratio for the organization. b. Organization-specific metric (the denominator) chosen to calculate the ratio. c. Types of GHG emissions included in the intensity ratio; whether direct (Scope 1), energy indirect (Scope 2), and/or other indirect (Scope 3). d. Gases included in the calculation; whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all. 	Emissions Data Summary (Emissions) 127
305-5	Reduction of GHG emissions	<ul style="list-style-type: none"> a. a. GHG emissions reduced as a direct result of reduction initiatives, in metric tons of CO₂ equivalent. b. Gases included in the calculation; whether CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, or all. c. Base year or baseline, including the rationale for choosing it. d. Scopes in which reductions took place; whether direct (Scope 1), energy indirect (Scope 2), and/or other indirect (Scope 3). e. Standards, methodologies, assumptions, and/or calculation tools used. 	Emissions Data Summary (Emissions) 127

disclosures no.	disclosure	requirements	Page to refer
305-6	Emissions of ozone-depleting substances (ODS)	<ul style="list-style-type: none"> a. a. Production, imports, and exports of ODS in metric tons of CFC-11 (trichlorofluoromethane) equivalent. b. Substances included in the calculation. c. Source of the emission factors used. d. Standards, methodologies, assumptions, and/or calculation tools used. 	Emissions Data Summary (Emissions) PDF
305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	<ul style="list-style-type: none"> a. Significant air emissions, in kilograms or multiples, for each of the following: <ul style="list-style-type: none"> i. NOX ii. SOX iii. Persistent organic pollutants (POP) iv. Volatile organic compounds (VOC) v. Hazardous air pollutants (HAP) vi. Particulate matter (PM) vii. Other standard categories of air emissions identified in relevant regulations b. Source of the emission factors used. c. Standards, methodologies, assumptions, and/or calculation tools used. 	Emissions Data Summary (Emissions) PDF
306: Effluents and Waste			
306-1	Water discharge by quality and destination	<ul style="list-style-type: none"> a. Total volume of planned and unplanned water discharges by: <ul style="list-style-type: none"> i. i. destination; ii. quality of the water, including treatment method; iii. whether the water was reused by another organization. b. Standards, methodologies, and assumptions used. 	Effluents and Waste Data Summary (Effluents and Waste) PDF


disclosures no.	disclosure	requirements	Page to refer
306-2	Waste by type and disposal method	<ul style="list-style-type: none"> a. Total weight of hazardous waste, with a breakdown by the following disposal methods where applicable: <ul style="list-style-type: none"> i. i. Reuse ii. Recycling iii. Composting iv. Recovery, including energy recovery v. Incineration (mass burn) vi. Deep well injection vii. Landfill viii. On-site storage ix. Other (to be specified by the organization) b. Total weight of non-hazardous waste, with a breakdown by the following disposal methods where applicable: <ul style="list-style-type: none"> i. i. Reuse ii. Recycling iii. Composting iv. Recovery, including energy recovery v. Incineration (mass burn) vi. Deep well injection vii. Landfill viii. On-site storage ix. Other (to be specified by the organization) c. How the waste disposal method has been determined: <ul style="list-style-type: none"> i. i. Disposed of directly by the organization, or otherwise directly confirmed ii. Information provided by the waste disposal contractor iii. Organizational defaults of the waste disposal contractor 	Data Summary (Effluents and Waste) PDF
306-3	Significant spills	<ul style="list-style-type: none"> a. Total number and total volume of recorded significant spills. b. The following additional information for each spill that was reported in the organization's financial statements: <ul style="list-style-type: none"> i. i. Location of spill; ii. Volume of spill; iii. Material of spill, categorized by: oil spills (soil or water surfaces), fuel spills (soil or water surfaces), spills of wastes (soil or water surfaces), spills of chemicals (mostly soil or water surfaces), and other (to be specified by the organization). c. Impacts of significant spills. 	Effluents and Waste Data Summary (Effluents and Waste) PDF
306-4	Transport of hazardous waste	<ul style="list-style-type: none"> a. Total weight for each of the following: <ul style="list-style-type: none"> i. i. Hazardous waste transported ii. Hazardous waste imported iii. Hazardous waste exported iv. Hazardous waste treated b. Percentage of hazardous waste shipped internationally. c. Standards, methodologies, and assumptions used. 	Not applicable.

disclosures no.	disclosure	requirements	Page to refer
306-5	Water bodies affected by water discharges and/or runoff	a. Water bodies and related habitats that are significantly affected by water discharges and/or runoff, including information on: <ul style="list-style-type: none"> i. the size of the water body and related habitat; ii. whether the water body and related habitat is designated as a nationally or internationally protected area; iii. the biodiversity value, such as total number of protected species. 	Effluents and Waste Data Summary (Effluents and Waste) PDF
307: Environmental Compliance			
307-1	Non-compliance with environmental laws and regulations	a. Significant fines and non-monetary sanctions for non-compliance with environmental laws and/or regulations in terms of: <ul style="list-style-type: none"> i. total monetary value of significant fines; ii. total number of non-monetary sanctions; iii. cases brought through dispute resolution mechanisms. b. If the organization has not identified any non-compliance with environmental laws and/or regulations, a brief statement of this fact is sufficient.	Compliance Data Summary (Compliance) PDF
308: Supplier Environmental Assessment			
308-1	New suppliers that were screened using environmental criteria	a. Percentage of new suppliers that were screened using environmental criteria.	Supplier Environmental Assessment
308-2	Negative environmental impacts in the supply chain and actions taken	a. Number of suppliers assessed for environmental impacts. b. Number of suppliers identified as having significant actual and potential negative environmental impacts. c. Significant actual and potential negative environmental impacts identified in the supply chain. d. Percentage of suppliers identified as having significant actual and potential negative environmental impacts with which improvements were agreed upon as a result of assessment. e. Percentage of suppliers identified as having significant actual and potential negative environmental impacts with which relationships were terminated as a result of assessment, and why.	Data Summary (Supplier Environmental Assessment) PDF
Social topics			
401: Employment			
401-1	New employee hires and employee turnover	a. Total number and rate of new employee hires during the reporting period, by age group, gender and region. b. Total number and rate of employee turnover during the reporting period, by age group, gender and region.	Diversity and Equal Opportunities Data Summary (Employment) PDF

disclosures no.	disclosure	requirements	Page to refer
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	a. Benefits which are standard for full-time employees of the organization but are not provided to temporary or part-time employees, by significant locations of operation. These include, as a minimum: <ul style="list-style-type: none"> i. life insurance; ii. health care; iii. disability and invalidity coverage; iv. parental leave; v. retirement provision; vi. stock ownership; vii. others. b. The definition used for 'significant locations of operation'.	Diversity and Equal Opportunities
401-3	Parental leave	a. Total number of employees that were entitled to parental leave, by gender. b. Total number of employees that took parental leave, by gender. c. Total number of employees that returned to work in the reporting period after parental leave ended, by gender. d. Total number of employees that returned to work after parental leave ended that were still employed 12 months after their return to work, by gender. e. Return to work and retention rates of employees that took parental leave, by gender.	Diversity and Equal Opportunities Data Summary (Employment) PDF
402: Labor/Management Relations			
402-1	Minimum notice periods regarding operational changes	a. Minimum number of weeks' notice typically provided to employees and their representatives prior to the implementation of significant operational changes that could substantially affect them. b. For organizations with collective bargaining agreements, report whether the notice period and provisions for consultation and negotiation are specified in collective agreements.	Data Summary (Labor/Management relations) PDF
403: Occupational Health and Safety			
403-1	Workers representation in formal joint management-worker health and safety committees	a. The level at which each formal joint management-worker health and safety committee typically operates within the organization. b. Percentage of workers whose work, or workplace, is controlled by the organization, that are represented by formal joint management-worker health and safety committees.	Data Summary (Occupational health and safety) PDF



disclosures no.	disclosure	requirements	Page to refer
403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	a. Types of injury, injury rate (IR), occupational disease rate (ODR), lost day rate (LDR), absentee rate (AR), and work-related fatalities, for all employees, with a breakdown by: <ol style="list-style-type: none"> region; gender. b. Types of injury, injury rate (IR), and work-related fatalities, for all workers (excluding employees) whose work, or workplace, is controlled by the organization, with a breakdown by: <ol style="list-style-type: none"> region; gender. c. The system of rules applied in recording and reporting accident statistics.	Occupational health and safety Data Summary (Occupational health and safety). PDF
403-3	Workers with high incidence or high risk of diseases related to their occupation	a. Whether there are workers whose work, or workplace, is controlled by the organization, involved in occupational activities who have a high incidence or high risk of specific diseases.	Data Summary (Occupational health and safety). PDF
403-4	Health and safety topics covered in formal agreements with trade unions	a. Whether formal agreements (either local or global) with trade unions cover health and safety. b. If so, the extent, as a percentage, to which various health and safety topics are covered by these agreements.	Data Summary (Occupational health and safety). PDF
404: Training and Education			
404-1	Average hours of training per year per employee	a. Average hours of training that the organization's employees have undertaken during the reporting period, by: <ol style="list-style-type: none"> gender; employee category. 	Training and Education Data Summary (Training and Education). PDF
404-2	Programs for upgrading employee skills and transition assistance programs	a. Type and scope of programs implemented and assistance provided to upgrade employee skills. b. Transition assistance programs provided to facilitate continued employability and the management of career endings resulting from retirement or termination of employment.	Training and Education Data Summary (Training and Education). PDF
404-3	Percentage of employees receiving regular performance and career development reviews	a. Percentage of total employees by gender and by employee category who received a regular performance and career development review during the reporting period.	Data Summary (Training and Education). PDF



disclosures no.	disclosure	requirements	Page to refer
405: Diversity and Equal Opportunity			
405-1	Diversity of governance bodies and employees	a. Percentage of individuals within the organization's governance bodies in each of the following diversity categories: <ol style="list-style-type: none"> Gender; Age group: under 30 years old, 30-50 years old, over 50 years old; Other indicators of diversity where relevant (such as minority or vulnerable groups). b. Percentage of employees per employee category in each of the following diversity categories: <ol style="list-style-type: none"> Gender; Age group: under 30 years old, 30-50 years old, over 50 years old; Other indicators of diversity where relevant (such as minority or vulnerable groups). 	Diversity and Equal Opportunities Data Summary (Diversity and Equal Opportunities) PDF
405-2	Ratio of basic salary and remuneration of women to men	a. Ratio of the basic salary and remuneration of women to men for each employee category, by significant locations of operation. b. The definition used for 'significant locations of operation'.	Data Summary (Equal remuneration for women and men) PDF
406: Non-discrimination			
406-1	Incidents of discrimination and corrective actions taken	a. Total number of incidents of discrimination during the reporting period. b. Status of the incidents and actions taken with reference to the following: <ol style="list-style-type: none"> Incident reviewed by the organization; Remediation plans being implemented; Remediation plans that have been implemented, with results reviewed through routine internal management review processes; Incident no longer subject to action. 	Data Summary (Incidents of discrimination) PDF
407: Freedom of Association and Collective Bargaining			
407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	a. Operations and suppliers in which workers' rights to exercise freedom of association or collective bargaining may be violated or at significant risk either in terms of: <ol style="list-style-type: none"> type of operation (such as manufacturing plant) and supplier; countries or geographic areas with operations and suppliers considered at risk. b. Measures taken by the organization in the reporting period intended to support rights to exercise freedom of association and collective bargaining	Data Summary (Freedom of association and collective bargaining) PDF

disclosures no.	disclosure	requirements	Page to refer
408: Child Labor			
408-1	Operations and suppliers at significant risk for incidents of child labor	<ul style="list-style-type: none"> a. Operations and suppliers considered to have significant risk for incidents of: <ul style="list-style-type: none"> i. child labor; ii. young workers exposed to hazardous work. b. Operations and suppliers considered to have significant risk for incidents of child labor either in terms of: <ul style="list-style-type: none"> i. type of operation (such as manufacturing plant) and supplier; ii. countries or geographic areas with operations and suppliers considered at risk. c. Measures taken by the organization in the reporting period intended to contribute to the effective abolition of child labor 	Child labor
409: Forced or Compulsory Labor			
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	<ul style="list-style-type: none"> a. Operations and suppliers considered to have significant risk for incidents of forced or compulsory labor either in terms of: <ul style="list-style-type: none"> i. type of operation (such as manufacturing plant) and supplier; ii. countries or geographic areas with operations and suppliers considered at risk. b. Measures taken by the organization in the reporting period intended to contribute to the elimination of all forms of forced or compulsory labor. 	Forced or compulsory labor
410: Security Practices			
410-1	Security personnel trained in human rights policies or procedures	<ul style="list-style-type: none"> a. Percentage of security personnel who have received formal training in the organization's human rights policies or specific procedures and their application to security. b. Whether training requirements also apply to third-party organizations providing security personnel. 	—
411: Rights of Indigenous Peoples			
411-1	Incidents of violations involving rights of indigenous peoples	<ul style="list-style-type: none"> a. Total number of identified incidents of violations involving the rights of indigenous peoples during the reporting period. b. Status of the incidents and actions taken with reference to the following: <ul style="list-style-type: none"> i. Incident reviewed by the organization; ii. Remediation plans being implemented; iii. Remediation plans that have been implemented, with results reviewed through routine internal management review processes; iv. Incident no longer subject to action. 	Data Summary (Rights of indigenous peoples) 

disclosures no.	disclosure	requirements	Page to refer
412: Human Rights Assessment			
412-1	Operations that have been subject to human rights reviews or impact assessments	a. Total number and percentage of operations that have been subject to human rights reviews or human rights impact assessments, by country.	—
412-2	Employee training on human rights policies or procedures	a. Total number of hours in the reporting period devoted to training on human rights policies or procedures concerning aspects of human rights that are relevant to operations. b. Percentage of employees trained during the reporting period in human rights policies or procedures concerning aspects of human rights that are relevant to operations.	Data Summary (Human rights assessment) PDF
412-3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	a. Total number and percentage of significant investment agreements and contracts that include human rights clauses or that underwent human rights screening. b. The definition used for 'significant investment agreements'.	Data Summary (Child labor, Forced or compulsory labor) PDF
413: Local Communities			
413-1	Operations with local community engagement, impact assessments, and development programs	a. Percentage of operations with implemented local community engagement, impact assessments, and/or development programs, including the use of: <ul style="list-style-type: none"> i. social impact assessments, including gender impact assessments, based on participatory processes; ii. environmental impact assessments and ongoing monitoring; iii. public disclosure of results of environmental and social impact assessments; iv. local community development programs based on local communities' needs; v. stakeholder engagement plans based on stakeholder mapping; vi. broad based local community consultation committees and processes that include vulnerable groups; vii. works councils, occupational health and safety committees and other worker representation bodies to deal with impacts; viii. formal local community grievance processes. 	Local Communities

disclosures no.	disclosure	requirements	Page to refer
413-2	Operations with significant actual and potential negative impacts on local communities	a. Operations with significant actual and potential negative impacts on local communities, including: <ul style="list-style-type: none"> i. the location of the operations; ii. the significant actual and potential negative impacts of operations. 	Local Communities Data Summary (Local Communities) PDF
414: Supplier Social Assessment			
414-1	New suppliers that were screened using social criteria	a. Percentage of new suppliers that were screened using social criteria.	Supplier Assessment for Labor Practices Supplier Human Rights Assessment Supplier Assessment for Impacts on Society
414-2	Negative social impacts in the supply chain and actions taken	a. Number of suppliers assessed for social impacts. b. Number of suppliers identified as having significant actual and potential negative social impacts. c. Significant actual and potential negative social impacts identified in the supply chain. d. Percentage of suppliers identified as having significant actual and potential negative social impacts with which improvements were agreed upon as a result of assessment. e. Percentage of suppliers identified as having significant actual and potential negative social impacts with which relationships were terminated as a result of assessment, and why.	Supplier Assessment for Labor Practices Supplier Human Rights Assessment Supplier Assessment for Impacts on Society Data Summary (Supplier Assessment for Impacts on Society) PDF
415: Public Policy			
415-1	Political contributions	a. Total monetary value of financial and in-kind political contributions made directly and indirectly by the organization by country and recipient/beneficiary. b. If applicable, how the monetary value of in-kind contributions was estimated.	Data Summary (Economic Performance) PDF
416: Customer Health and Safety			
416-1	Assessment of the health and safety impacts of product and service categories	a. Percentage of significant product and service categories for which health and safety impacts are assessed for improvement.	Customer health and safety Data Summary (Customer health and safety) PDF

disclosures no.	disclosure	requirements	Page to refer
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services	a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning the health and safety impacts of products and services within the reporting period, by: <ul style="list-style-type: none"> i. incidents of non-compliance with regulations resulting in a fine or penalty; ii. incidents of non-compliance with regulations resulting in a warning; iii. incidents of non-compliance with voluntary codes. b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.	Customer health and safety
417: Marketing and Labeling			
417-1	Requirements for product and service information and labeling	a. Whether each of the following types of information is required by the organization's procedures for product and service information and labeling: <ul style="list-style-type: none"> i. The sourcing of components of the product or service; ii. Content, particularly with regard to substances that might produce an environmental or social impact; iii. Safe use of the product or service; iv. Disposal of the product and environmental or social impacts; v. Other (explain). b. Percentage of significant product or service categories covered by and assessed for compliance with such procedures.	Data Summary (Product and Service Labeling) 
417-2	Incidents of non-compliance concerning product and service information and labeling	a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning product and service information and labeling, by: <ul style="list-style-type: none"> i. incidents of non-compliance with regulations resulting in a fine or penalty; ii. incidents of non-compliance with regulations resulting in a warning; iii. incidents of non-compliance with voluntary codes. b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.	Product and Service Labeling Data Summary (Product and Service Labeling) 

disclosures no.	disclosure	requirements	Page to refer
417-3	Incidents of non-compliance concerning marketing communications	a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by: <ul style="list-style-type: none"> i. incidents of non-compliance with regulations resulting in a fine or penalty; ii. incidents of non-compliance with regulations resulting in a warning; iii. incidents of non-compliance with voluntary codes. b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.	Marketing Communications
418: Customer Privacy			
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	a. Total number of substantiated complaints received concerning breaches of customer privacy, categorized by: <ul style="list-style-type: none"> i. complaints received from outside parties and substantiated by the organization; ii. complaints from regulatory bodies. b. Total number of identified leaks, thefts, or losses of customer data. c. If the organization has not identified any substantiated complaints, a brief statement of this fact is sufficient.	Customer Privacy Data Summary (Customer Privacy) 
419: Socioeconomic Compliance			
419-1	Non-compliance with laws and regulations in the social and economic area	a. Significant fines and non-monetary sanctions for non-compliance with laws and/or regulations in the social and economic area in terms of: <ul style="list-style-type: none"> i. total monetary value of significant fines; ii. total number of non-monetary sanctions; iii. cases brought through dispute resolution mechanisms. b. If the organization has not identified any non-compliance with laws and/or regulations, a brief statement of this fact is sufficient. c. The context against which significant fines and non-monetary sanctions were incurred.	Data Summary (Customer Privacy > Compliance)  Compliance (Product Liability)

Editorial Policy for CSR Website

Message from the President
Caring for the Future
Business and CSR Integration
Fiscal Year 2017 Activity Report
Site Data
Related Information on CSR Report
Response to Third-Party Opinion
Reference Table for GRI Guidelines
Editorial Policy for CSR Website
Company Overview / CSR Management
What's New
PDF Downloads/Previous Reports

Editorial Policy

Information disclosure both through booklet and CSR website

We are disclosing our information by separating into booklets and website considering the nature of the mediums used.

Booklets: Introduces representative initiatives the Company is implementing for each group of stakeholders following the CSR slogan “thoughts toward the future,” consisting of the themes of corporate governance, through products, for the environment, connections with people, and together with local communities.

Website: Identified priority initiatives in accordance with ISO 26000 and discloses information in reference to the GRI guidelines.

It has been created while giving consideration to factors such as the ease of understanding our stance as a company and the progress of PDCA while improving searchability by leveraging the strengths of the web.

Period of information disclosure

Basically, it contains the fiscal year of 2017 (from January 2017 to December 2017).

* It contains the status until October 2018 should there be any major progress.

The range of this report

It covers the Yokohama Rubber and its Group Companies both domestically and overseas. (We report information on both upstream and downstream affiliates to the extent possible.)

Economic Aspects	Yokohama Rubber and their Subsidiaries under consolidated account.
Environmental Aspect	It contains the data from 41 of our operation sites both domestically and overseas, and all of our domestic sales companies. (Includes information on both upstream and downstream affiliates to the extent possible.)
Social Aspect	It contains a part of our various activities at Yokohama Rubber Headquarters, our 16 domestic operation sites, and our Group Companies both domestically and overseas.

Guidelines for reference

“Environmental Reporting Guidelines 2012” by the Ministry of the Environment in Japan
GRI Standards by GRI

* GRI=Global Reporting Initiative

ISO 26000 (guidelines concerning social responsibility)

Yearly upgrading history of our CSR online edition

November 2018 (once a year)

* The previous time was in October 2017.

* The next time is scheduled for August 2019.

Editor contact of this report

Corporate Social Responsibility Planning Department

Contact

Corporate Communications Department: +81-3-5400-4531

Corporate Social Responsibility Planning Department: +81-3-5400-4705

Notes Concerning Forward-Looking Statements

This report contains projections, statements regarding plans and objectives, and other forward-looking statements.

All such statements are made based on the assumptions and judgments derived from information available at the time of printing (October 2018), and are subject to risks and uncertainties that could cause actual performance to differ, including not only the business activities of the Yokohama Rubber Group but also global and economic trends and changes in the global environment.

We hope all our readers understanding in advance the preceding description.