

# Supplementary Materials

## Employee Data

(Target companies: Unipres Corporation and Unipres R & D Co., Ltd.)

	Unit	FY2015	FY2016	FY2017
Employees	No.	2,229	2,267	2,375
Men	No.	2,053	2,081	2,168
Women		176	186	207
Average age	Years	42.2	42.1	42.2
Men	Years	42.5	42.5	42.7
Women		38.5	38.2	38.2
Average years employed	Years	18.8	18.8	18.3
Men	Years	19.3	19.3	18.9
Women		13.2	13.3	12.5
Employees who left the company	%	1.9	2.2	3.8
For personal reasons (%)	%	1.9	2.2	3.8
For Company reasons (%)		0	0	0.04
Average annual salary	Thousand yen	6,113	5,881	6,113
Disabled people in workforce	%	2.07	2.03	2.03
Employees taking childcare leave	No.	8	9	8
Men	No.	4	1	3
Women		4	8	5
Employees returning after childcare leave	%	100	100	100
Men	%	100	100	100
Women		100	100	100
Employees taking nursing care leave	No.	1	1	1
Men	No.	1	1	1
Women		0	0	0
Employees taking maternity leave	No.	7	9	5
Days of annual leave taken	Days	12.9	12.6	13.7
Annual leave taken	%	67.2	66.9	73.1
Average hours of overtime	Hours/month	25.8	25.4	25.4
Total union members	No.	1,690	1,694	1,715
Female managers	No.	5	5	4
Female (%)	%	1.6	1.6	1.3
Target		-	※(2.0)	※(2.0)
Female directors	No.	1	1	1
Female (%)	%	3.8	3.6	3.1
Female outside directors	No.	1	1	1
Female (%)	%	33.3	25.0	33.3
Non-Japanese employees	No.	12	13	18
Men	No.	11	8	9
Women		1	5	9
New graduates hired	No.	58	72	74
Men	No.	50	65	63
Women		8	7	11
Graduates from university/graduate school, or above	No.	33	38	42
Men	No.	29	32	34
Women		4	6	8
Graduates from non-university institutions	No.	25	34	32
Graduates from junior college/vocational school	No.	4	4	3
Men	No.	1	4	2
Women		3	0	1
Graduates from high school/other	No.	21	30	29
Men	No.	20	29	27
Women		1	1	2

	FY2015	FY2016	FY2017
No. of employees (Unipres Group)	10,750	11,308	11,642
Japan	3,355	3,392	3,440
Americas	3,362	3,669	3,679
Europe	1,112	1,242	1,415
Asia ex. Japan	2,941	3,005	3,108

\* A 2 percent action target has been set for FY2016–FY2019 as required by the Act on Promotion of Women's Participation and Advancement in the Workplace.

## Comparative Table with GRI Standards

This report conforms to the Core option of the GRI Standards.

### <General Disclosures>

\* : Core items

Topic	Disclosure		Page no. / document
	No.	Title	
GRI102: General Disclosures 2016	102-1 *	a. Name of the organization.	2
	102-2 *	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.	2,3
	102-3 *	a. Location of the organization's headquarters.	2
	102-4 *	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.	2
	102-5 *	a. Nature of ownership and legal form.	2
	102-6 *	a. Markets served, including: • geographic locations where products and services are offered; • sectors served; • types of customers and beneficiaries.	2,3
	102-7 *	a. Scale of the organization, including: • total number of employees; • total number of operations; • net sales (for private sector organizations) or net revenues (for public sector organizations); • total capitalization (for private sector organizations) broken down in terms of debt and equity; • quantity of products or services provided.	2,3,4, <a href="#">Securities Reports</a>
	102-8 *	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.	42
	102-9 *	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.	9,20,21
	102-10 *	a. Significant changes to the organization's size, structure, ownership, or supply chain, including: • Changes in the location of, or changes in, operations, including facility openings, closings, and expansions; • Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations); • Changes in the location of suppliers, the structure of the supply chain, or relationships with suppliers, including selection and termination.	N/A
	102-11 *	a. Whether and how the organization applies the Precautionary Principle or approach.	11
	102-12 *	a. A list of externally-developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes, or which it endorses.	13,32
	102-13 *	a. A list of the main memberships of industry or other associations, and national or international advocacy organizations.	2,9

Topic	Disclosure		Page no. / document
	No.	Title	
GRI102: General Disclosures 2016	102-14 *	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.	6
	102-15	a. A description of key impacts, risks, and opportunities.	10,11
	102-16 *	a. A description of the organization's values, principles, standards, and norms of behavior.	11
	102-17	a. A description of internal and external mechanisms for: <ul style="list-style-type: none"> <li>• seeking advice about ethical and lawful behavior, and organizational integrity;</li> <li>• reporting concerns about unethical or unlawful behavior, and organizational integrity.</li> </ul>	12
	102-18 *	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.	10
	102-19	a. Process for delegating authority for economic, environmental, and social topics from the highest governance body to senior executives and other employees.	10
	102-20	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.	10,33
	102-21	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.	-
	102-22	a. Composition of the highest governance body and its committees by: <ul style="list-style-type: none"> <li>• executive or non-executive;</li> <li>• independence;</li> <li>• tenure on the governance body;</li> <li>• number of each individual's other significant positions and commitments, and the nature of the commitments;</li> <li>• gender;</li> <li>• membership of under-represented social groups;</li> <li>• competencies relating to economic, environmental, and social topics;</li> <li>• stakeholder representation.</li> </ul>	<a href="#">Securities Reports</a>
	102-23	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.	10, <a href="#">Securities Reports</a>
	102-24	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"> <li>• stakeholders (including shareholders) are involved;</li> <li>• diversity is considered;</li> <li>• independence is considered;</li> <li>• expertise and experience relating to economic, environmental, and social topics are considered.</li> </ul>	10
	102-25	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"> <li>Cross-board membership;</li> <li>Cross-shareholding with suppliers and other stakeholders;</li> <li>Existence of controlling shareholder;</li> <li>Related party disclosures.</li> </ul>	<a href="#">Corporate Governance Report</a> , <a href="#">Securities Reports</a>
	102-26	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.	13,26,32

Topic	Disclosure		Page no. / document
	No.	Title	
GRI102: General Disclosures 2016	102-27	a. Measures taken to develop and enhance the highest governance body's collective knowledge of economic, environmental, and social topics.	-
	102-28	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.	<a href="#">Corporate Governance Report</a>
	102-29	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.	10, <a href="#">Shareholders' Meeting Notices</a>
	102-30	a. Highest governance body's role in reviewing the effectiveness of the organization's risk management processes for economic, environmental, and social topics.	10, <a href="#">Shareholders' Meeting Notices</a>
	102-31	a. Frequency of the highest governance body's review of economic, environmental, and social topics and their impacts, risks, and opportunities.	-
	102-32	a. The highest committee or position that formally reviews and approves the organization's sustainability report and ensures that all material topics are covered.	-
	102-33	a. Process for communicating critical concerns to the highest governance body.	<a href="#">Shareholders' Meeting Notices</a>
	102-34	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.	-
	102-35	a. Remuneration policies for the highest governance body and senior executives for the following types of remuneration: • Fixed pay and variable pay, including performance-based pay, equity-based pay, bonuses, and deferred or vested shares; • Sign-on bonuses or recruitment incentive payments; • Termination payments; • Clawbacks; • 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.	<a href="#">Corporate Governance Report</a>
	102-36	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.	<a href="#">Corporate Governance Report</a>
	102-37	a. How stakeholders' views are sought and taken into account regarding remuneration. b. If applicable, the results of votes on remuneration policies and proposals.	-
	102-38	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	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.	-
	102-40 *	a. A list of stakeholder groups engaged by the organization.	9
	102-41 *	a. Percentage of total employees covered by collective bargaining agreements.	22

Topic	Disclosure		Page no. / document
	No.	Title	
GRI102: General Disclosures 2016	102-42 *	a. The basis for identifying and selecting stakeholders with whom to engage.	9
	102-43 *	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.	9
	102-44 *	a. Key topics and concerns that have been raised through stakeholder engagement, including: <ul style="list-style-type: none"> <li>• how the organization has responded to those key topics and concerns, including through its reporting;</li> <li>• the stakeholder groups that raised each of the key topics and concerns.</li> </ul>	N/A
	102-45 *	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.	1, <a href="#">Securities Reports</a>
	102-46 *	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.	7
	102-47 *	a. A list of the material topics identified in the process for defining report content.	7
	102-48 *	a. The effect of any restatements of information given in previous reports, and the reasons for such restatements.	N/A
	102-49 *	a. Significant changes from previous reporting periods in the list of material topics and topic Boundaries.	N/A
	102-50 *	a. Reporting period for the information provided.	1
	102-51 *	a. If applicable, the date of the most recent previous report.	CSR Report
	102-52 *	a. Reporting cycle.	1
	102-53 *	a. The contact point for questions regarding the report or its contents.	1
	102-54 *	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"> <li>• 'This report has been prepared in accordance with the GRI Standards: Core option';</li> <li>• 'This report has been prepared in accordance with the GRI Standards: Comprehensive option'.</li> </ul>	1,43
	102-55 *	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"> <li>• the number of the disclosure (for disclosures covered by the GRI Standards);</li> <li>• the page number(s) or URL(s) where the information can be found, either within the report or in other published materials;</li> <li>• if applicable, and where permitted, the reason(s) for omission when a required disclosure cannot be made.</li> </ul>	43-46
	102-56 *	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"> <li>• 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;</li> <li>• The relationship between the organization and the assurance provider;</li> <li>• Whether and how the highest governance body or senior executives are involved in seeking external assurance for the organization's sustainability report.</li> </ul>	No third-party guarantee obtained

## <Topic-specific disclosures>

★ : Material topics

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 103 : Management Approach 2016	103-1*	<p>a. An explanation of why the topic is material.</p> <p>b. The Boundary for the material topic, which includes a description of:</p> <ul style="list-style-type: none"> <li>• where the impacts occur;</li> <li>• 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.</li> </ul> <p>c. Any specific limitation regarding the topic Boundary.</p>	All material topics ;7 GRI302·303·305·306;32 GRI401·403·405;22,26
	103-2	<p>a. An explanation of how the organization manages the topic.</p> <p>b. A statement of the purpose of the management approach.</p> <p>c. A description of the following, if the management approach includes that component:</p> <ul style="list-style-type: none"> <li>• Policies</li> <li>• Commitments</li> <li>• Goals and targets</li> <li>• Responsibilities</li> <li>• Resources</li> <li>• Grievance mechanisms</li> <li>• Specific actions, such as processes, projects, programs and initiatives</li> </ul>	GRI302·303·305·306;32 GRI401·403·405;22,26
	103-3	<p>a. An explanation of how the organization evaluates the management approach, including:</p> <p>the mechanisms for evaluating the effectiveness of the management approach;</p> <p>the results of the evaluation of the management approach;</p> <p>any related adjustments to the management approach.</p>	GRI302·303·305·306; 34-39 GRI401·403·405;26,42
GRI 201 : Economic Performance 2016	201-1	<p>a. Direct economic value generated and distributed (EVG&amp;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"> <li>• Direct economic value generated: revenues;</li> <li>• Economic value distributed: operating costs, employee wages and benefits, payments to providers of capital, payments to government by country, and community investments;</li> <li>• Economic value retained: 'direct economic value generated' less 'economic value distributed'.</li> </ul> <p>b. Where significant, report EVG&amp;D separately at country, regional, or market levels, and the criteria used for defining significance.</p>	<a href="#">Securities Reports</a>
	201-2	<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"> <li>• a description of the risk or opportunity and its classification as either physical, regulatory, or other;</li> <li>• a description of the impact associated with the risk or opportunity;</li> <li>• the financial implications of the risk or opportunity before action is taken;</li> <li>• the methods used to manage the risk or opportunity;</li> <li>• the costs of actions taken to manage the risk or opportunity.</li> </ul>	-
	201-3	<p>a. If the plan's liabilities are met by the organization's general resources, the estimated value of those liabilities.</p> <p>b. If a separate fund exists to pay the plan's pension liabilities:</p> <ul style="list-style-type: none"> <li>• the extent to which the scheme's liabilities are estimated to be covered by the assets that have been set aside to meet them;</li> <li>• the basis on which that estimate has been arrived at;</li> <li>• when that estimate was made.</li> </ul> <p>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.</p> <p>d. Percentage of salary contributed by employee or employer.</p> <p>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.</p>	<a href="#">Securities Reports</a>

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 201 : Economic Performance 2016	201-4	<p>a. Total monetary value of financial assistance received by the organization from any government during the reporting period, including:</p> <ul style="list-style-type: none"> <li>• tax relief and tax credits;</li> <li>• subsidies;</li> <li>• investment grants, research and development grants, and other relevant types of grant;</li> <li>• awards;</li> <li>• royalty holidays;</li> <li>• financial assistance from Export Credit Agencies (ECAs);</li> <li>• financial incentives;</li> <li>• other financial benefits received or receivable from any government for any operation.</li> </ul> <p>b. The information in 201-4-a by country.</p> <p>c. Whether, and the extent to which, any government is present in the shareholding structure.</p>	-
GRI 202 : Market Presence 2016	202-1	<p>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.</p> <p>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.</p> <p>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.</p> <p>d. The definition used for 'significant locations of operation'.</p>	-
	202-2	<p>a. Percentage of senior management at significant locations of operation that are hired from the local community.</p> <p>b. The definition used for 'senior management'.</p> <p>c. The organization's geographical definition of 'local'.</p> <p>d. The definition used for 'significant locations of operation'.</p>	23
GRI 203 : Indirect Economic Impacts 2016	203-1	<p>a. Extent of development of significant infrastructure investments and services supported.</p> <p>b. Current or expected impacts on communities and local economies, including positive and negative impacts where relevant.</p> <p>c. Whether these investments and services are commercial, in-kind, or pro bono engagements.</p>	-
	203-2	<p>a. Examples of significant identified indirect economic impacts of the organization, including positive and negative impacts.</p> <p>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.</p>	-
GRI 204 : Indirect Economic Impacts 2016	204-1	<p>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).</p> <p>b. The organization's geographical definition of 'local'.</p> <p>c. The definition used for 'significant locations of operation'.</p>	-
GRI 205 : Anti-corruption 2016	205-1	<p>a. Total number and percentage of operations assessed for risks related to corruption.</p> <p>b. Significant risks related to corruption identified through the risk assessment.</p>	-

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 205 : Anti-corruption 2016	205-2	<p>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.</p> <p>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.</p> <p>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.</p> <p>d. Total number and percentage of governance body members that have received training on anti-corruption, broken down by region.</p> <p>e. Total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region.</p>	11,21
	205-3	<p>a. Total number and nature of confirmed incidents of corruption.</p> <p>b. Total number of confirmed incidents in which employees were dismissed or disciplined for corruption.</p> <p>c. Total number of confirmed incidents when contracts with business partners were terminated or not renewed due to violations related to corruption.</p> <p>d. Public legal cases regarding corruption brought against the organization or its employees during the reporting period and the outcomes of such cases.</p>	N/A
GRI 206 : Anti-competitive Behavior 2016	206-1	<p>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.</p> <p>b. Main outcomes of completed legal actions, including any decisions or judgments.</p>	N/A
GRI 301 : Materials 2016	301-1	<p>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: non-renewable materials used; renewable materials used.</p>	-
	301-2	<p>a. Percentage of recycled input materials used to manufacture the organization's primary products and services.</p>	-
	301-3	<p>a. Percentage of reclaimed products and their packaging materials for each product category.</p> <p>b. How the data for this disclosure have been collected.</p>	-
GRI 302 : Energy 2016★	302-1	<p>a. Total fuel consumption within the organization from non-renewable sources, in joules or multiples, and including fuel types used.</p> <p>b. Total fuel consumption within the organization from renewable sources, in joules or multiples, and including fuel types used.</p> <p>c. In joules, watt-hours or multiples, the total:</p> <ul style="list-style-type: none"> <li>• electricity consumption</li> <li>• heating consumption</li> <li>• cooling consumption</li> <li>• steam consumption</li> </ul> <p>d. In joules, watt-hours or multiples, the total:</p> <ul style="list-style-type: none"> <li>• electricity sold</li> <li>• heating sold</li> <li>• cooling sold</li> <li>• steam sold</li> </ul> <p>e. Total energy consumption within the organization, in joules or multiples.</p> <p>f. Standards, methodologies, assumptions, and/or calculation tools used.</p> <p>g. Source of the conversion factors used.</p>	34
	302-2	<p>a. Energy consumption outside of the organization, in joules or multiples.</p> <p>b. Standards, methodologies, assumptions, and/or calculation tools used.</p> <p>c. Source of the conversion factors used.</p>	37



Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 302 : Energy 2016★	302-3	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.	34
	302-4	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.	34
	302-5	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.	34
GRI 303 : Water 2016★	303-1	a. Total volume of water withdrawn, with a breakdown by the following sources: • Surface water, including water from wetlands, rivers, lakes, and oceans; • Ground water; • Rainwater collected directly and stored by the organization; • Waste water from another organization; • Municipal water supplies or other public or private water utilities. b. Standards, methodologies, and assumptions used.	39
	303-2	a. Total number of water sources significantly affected by withdrawal by type: • 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.	-
	303-3	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.	-
GRI 304 : Biodiversity 2016	304-1	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: • 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).	-

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 304 : Biodiversity 2016	304-2	<p>a. Nature of significant direct and indirect impacts on biodiversity with reference to one or more of the following:</p> <ul style="list-style-type: none"> <li>• Construction or use of manufacturing plants, mines, and transport infrastructure;</li> <li>• Pollution (introduction of substances that do not naturally occur in the habitat from point and non-point sources);</li> <li>• Introduction of invasive species, pests, and pathogens;</li> <li>• Reduction of species;</li> <li>• Habitat conversion;</li> <li>• Changes in ecological processes outside the natural range of variation (such as salinity or changes in groundwater level).</li> </ul> <p>b. Significant direct and indirect positive and negative impacts with reference to the following:</p> <ul style="list-style-type: none"> <li>• Species affected;</li> <li>• Extent of areas impacted;</li> <li>• Duration of impacts;</li> <li>• Reversibility or irreversibility of the impacts.</li> </ul>	-
	304-3	<p>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.</p> <p>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.</p> <p>c. Status of each area based on its condition at the close of the reporting period.</p> <p>d. Standards, methodologies, and assumptions used.</p>	-
	304-4	<p>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:</p> <ul style="list-style-type: none"> <li>• Critically endangered</li> <li>• Endangered</li> <li>• Vulnerable</li> <li>• Near threatened</li> <li>• Least concern</li> </ul>	-
GRI 305 : Emissions 2016★	305-1	<p>a. Gross direct (Scope 1) GHG emissions in metric tons of CO2 equivalent.</p> <p>b. Gases included in the calculation; whether CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, or all.</p> <p>c. Biogenic CO2 emissions in metric tons of CO2 equivalent.</p> <p>d. Base year for the calculation, if applicable, including:</p> <ul style="list-style-type: none"> <li>• the rationale for choosing it;</li> <li>• emissions in the base year;</li> <li>• the context for any significant changes in emissions that triggered recalculations of base year emissions.</li> </ul> <p>e. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.</p> <p>f. Consolidation approach for emissions; whether equity share, financial control, or operational control.</p> <p>g. Standards, methodologies, assumptions, and/or calculation tools used.</p>	35
	305-2	<p>a. Gross location-based energy indirect (Scope 2) GHG emissions in metric tons of CO2 equivalent.</p> <p>b. If applicable, gross market-based energy indirect (Scope 2) GHG emissions in metric tons of CO2 equivalent.</p> <p>c. If available, the gases included in the calculation; whether CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, or all.</p> <p>d. Base year for the calculation, if applicable, including:</p> <ul style="list-style-type: none"> <li>• the rationale for choosing it;</li> <li>• emissions in the base year;</li> <li>• the context for any significant changes in emissions that triggered recalculations of base year emissions.</li> </ul> <p>e. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.</p> <p>f. Consolidation approach for emissions; whether equity share, financial control, or operational control.</p> <p>g. Standards, methodologies, assumptions, and/or calculation tools used.</p>	35

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 305 : Emissions 2016★	305-3	<p>a. Gross other indirect (Scope 3) GHG emissions in metric tons of CO2 equivalent.</p> <p>b. If available, the gases included in the calculation; whether CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, or all.</p> <p>c. Biogenic CO2 emissions in metric tons of CO2 equivalent.</p> <p>d. Other indirect (Scope 3) GHG emissions categories and activities included in the calculation.</p> <p>e. Base year for the calculation, if applicable, including:</p> <ul style="list-style-type: none"> <li>• the rationale for choosing it;</li> <li>• emissions in the base year;</li> <li>• the context for any significant changes in emissions that triggered recalculations of base year emissions.</li> </ul> <p>f. Source of the emission factors and the global warming potential (GWP) rates used, or a reference to the GWP source.</p> <p>g. Standards, methodologies, assumptions, and/or calculation tools used.</p>	37
	305-4	<p>a. GHG emissions intensity ratio for the organization.</p> <p>b. Organization-specific metric (the denominator) chosen to calculate the ratio.</p> <p>c. Types of GHG emissions included in the intensity ratio; whether direct (Scope 1), energy indirect (Scope 2), and/or other indirect (Scope 3).</p> <p>d. Gases included in the calculation; whether CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, or all.</p>	35
	305-5	<p>a. GHG emissions reduced as a direct result of reduction initiatives, in metric tons of CO2 equivalent.</p> <p>b. Gases included in the calculation; whether CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, or all.</p> <p>c. Base year or baseline, including the rationale for choosing it.</p> <p>d. Scopes in which reductions took place; whether direct (Scope 1), energy indirect (Scope 2), and/or other indirect (Scope 3).</p> <p>e. Standards, methodologies, assumptions, and/or calculation tools used.</p>	35
	305-6	<p>a. Production, imports, and exports of ODS in metric tons of CFC-11 (trichlorofluoromethane) equivalent.</p> <p>b. Substances included in the calculation.</p> <p>c. Source of the emission factors used.</p> <p>d. Standards, methodologies, assumptions, and/or calculation tools used.</p>	-
	305-7	<p>a. Significant air emissions, in kilograms or multiples, for each of the following:</p> <ul style="list-style-type: none"> <li>• NOX</li> <li>• SOX</li> <li>• Persistent organic pollutants (POP)</li> <li>• Volatile organic compounds (VOC)</li> <li>• Hazardous air pollutants (HAP)</li> <li>• Particulate matter (PM)</li> <li>• Other standard categories of air emissions identified in relevant regulations</li> </ul> <p>b. Source of the emission factors used.</p> <p>c. Standards, methodologies, assumptions, and/or calculation tools used.</p>	-
	GRI 306 : Effluents and Waste 2016★	306-1	<p>a. Total volume of planned and unplanned water discharges by:</p> <ul style="list-style-type: none"> <li>• destination;</li> <li>• quality of the water, including treatment method;</li> <li>• whether the water was reused by another organization.</li> </ul> <p>b. Standards, methodologies, and assumptions used.</p>

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 306 : Effluents and Waste 2016★	306-2	<p>a. Total weight of hazardous waste, with a breakdown by the following disposal methods where applicable:</p> <ul style="list-style-type: none"> <li>• Reuse</li> <li>• Recycling</li> <li>• Composting</li> <li>• Recovery, including energy recovery</li> <li>• Incineration (mass burn)</li> <li>• Deep well injection</li> <li>• Landfill</li> <li>• On-site storage</li> <li>• Other (to be specified by the organization)</li> </ul> <p>b. Total weight of non-hazardous waste, with a breakdown by the following disposal methods where applicable:</p> <ul style="list-style-type: none"> <li>• Reuse</li> <li>• Recycling</li> <li>• Composting</li> <li>• Recovery, including energy recovery</li> <li>• Incineration (mass burn)</li> <li>• Deep well injection</li> <li>• Landfill</li> <li>• On-site storage</li> <li>• Other (to be specified by the organization)</li> </ul> <p>c. How the waste disposal method has been determined:</p> <ul style="list-style-type: none"> <li>• Disposed of directly by the organization, or otherwise directly confirmed</li> <li>• Information provided by the waste disposal contractor</li> <li>• Organizational defaults of the waste disposal contractor</li> </ul>	38
	306-3	<p>a. Total number and total volume of recorded significant spills.</p> <p>b. The following additional information for each spill that was reported in the organization's financial statements:</p> <ul style="list-style-type: none"> <li>• Location of spill;</li> <li>• Volume of spill;</li> <li>• 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).</li> </ul> <p>c. Impacts of significant spills.</p>	N/A
	306-4	<p>a. Total weight for each of the following:</p> <ul style="list-style-type: none"> <li>• Hazardous waste transported</li> <li>• Hazardous waste imported</li> <li>• Hazardous waste exported</li> <li>• Hazardous waste treated</li> </ul> <p>b. Percentage of hazardous waste shipped internationally.</p> <p>c. Standards, methodologies, and assumptions used.</p>	38
	306-5	<p>a. Water bodies and related habitats that are significantly affected by water discharges and/or runoff, including information on:</p> <ul style="list-style-type: none"> <li>• the size of the water body and related habitat;</li> <li>• whether the water body and related habitat is designated as a nationally or internationally protected area;</li> <li>• the biodiversity value, such as total number of protected species.</li> </ul>	-
	GRI 307 : Environmental Compliance 2016	307-1	<p>a. Significant fines and non-monetary sanctions for non-compliance with environmental laws and/or regulations in terms of:</p> <ul style="list-style-type: none"> <li>• total monetary value of significant fines;</li> <li>• total number of non-monetary sanctions;</li> <li>• cases brought through dispute resolution mechanisms.</li> </ul> <p>b. If the organization has not identified any non-compliance with environmental laws and/or regulations, a brief statement of this fact is sufficient.</p>
GRI 308 : Supplier Environmental Assessment 2016	308-1	<p>a. Percentage of new suppliers that were screened using environmental criteria.</p>	20

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 308 : Supplier Environmental Assessment 2016	308-2	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.	-
GRI 401 : Employment 2016 ★	401-1	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.	42
	401-2	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: • life insurance; • health care; • disability and invalidity coverage; • parental leave; • retirement provision; • stock ownership; • others. b. The definition used for 'significant locations of operation'.	-
	401-3	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.	42
GRI 402 : Labor / Management Relations 2016	402-1	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.	22
GRI 403 : Occupational Health and Safety 2016★	403-1	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.	26
	403-2	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: • 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: • region; • gender. c. The system of rules applied in recording and reporting accident statistics.	26
	403-3	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.	-
	403-4	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.	26
GRI 404 : Training and Education 2016	404-1	a. Average hours of training that the organization's employees have undertaken during the reporting period, by: • gender; • employee category.	24

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 404 : Training and Education 2016	404-2	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.	24,25
	404-3	a. Percentage of total employees by gender and by employee category who received a regular performance and career development review during the reporting period.	22
GRI 405 : Diversity and Equal Opportunity 2016 ★	405-1	a. Percentage of individuals within the organization's governance bodies in each of the following diversity categories: • 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: • 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).	22,23,42
	405-2	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'.	22
GRI 406 : Non-discrimination 2016	406-1	a. Total number of incidents of discrimination during the reporting period. b. Status of the incidents and actions taken with reference to the following: • 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.	N/A
GRI 407 : Freedom of Association and Collective Bargaining 2016	407-1	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: • 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	-
GRI 408 : Child Labor 2016	408-1	a. Operations and suppliers considered to have significant risk for incidents of: • child labor; • young workers exposed to hazardous work. b. Operations and suppliers considered to have significant risk for incidents of child labor either in terms of: • type of operation (such as manufacturing plant) and supplier; • 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	-
GRI 409 : Forced or Compulsory Labor 2016	409-1	a. Operations and suppliers considered to have significant risk for incidents of forced or compulsory labor either in terms of: • 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 contribute to the elimination of all forms of forced or compulsory labor.	-
GRI 410 : Security Practices 2016	410-1	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.	-

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 411 : Rights of Indigenous Peoples 2016	411-1	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: • 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.	N/A
GRI 412 : Human Rights Assessment 2016	412-1	a. Total number and percentage of operations that have been subject to human rights reviews or human rights impact assessments, by country.	-
	412-2	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.	-
	412-3	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'.	-
GRI 413 : Local Communities 2016	413-1	a. Percentage of operations with implemented local community engagement, impact assessments, and/or development programs, including the use of: social impact assessments, including gender impact assessments, based on participatory processes; environmental impact assessments and ongoing monitoring; public disclosure of results of environmental and social impact assessments; local community development programs based on local communities' needs; stakeholder engagement plans based on stakeholder mapping; broad based local community consultation committees and processes that include vulnerable groups; works councils, occupational health and safety committees and other worker representation bodies to deal with impacts; formal local community grievance processes.	-
	413-2	a. Operations with significant actual and potential negative impacts on local communities, including: • the location of the operations; • the significant actual and potential negative impacts of operations.	N/A
GRI 414 : Supplier Social Assessment 2016	414-1	a. Percentage of new suppliers that were screened using social criteria.	-
	414-2	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.	-
GRI 415 : Public Policy 2016	415-1	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.	-
GRI 416 : Customer Health and Safety 2016	416-1	a. Percentage of significant product and service categories for which health and safety impacts are assessed for improvement.	-

Topic	Disclosure		Page no. / document.
	No.	Title	
GRI 416 : Customer Health and Safety 2016	416-2	<p>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:</p> <ul style="list-style-type: none"> <li>• incidents of non-compliance with regulations resulting in a fine or penalty;</li> <li>• incidents of non-compliance with regulations resulting in a warning;</li> <li>• incidents of non-compliance with voluntary codes.</li> </ul> <p>b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.</p>	-
GRI 417 : Marketing and Labeling 2016	417-1	<p>a. Whether each of the following types of information is required by the organization's procedures for product and service information and labeling:</p> <ul style="list-style-type: none"> <li>• The sourcing of components of the product or service;</li> <li>• Content, particularly with regard to substances that might produce an environmental or social impact;</li> <li>• Safe use of the product or service;</li> <li>• Disposal of the product and environmental or social impacts;</li> <li>• Other (explain).</li> </ul> <p>b. Percentage of significant product or service categories covered by and assessed for compliance with such procedures.</p>	-
	417-2	<p>a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning product and service information and labeling, by:</p> <ul style="list-style-type: none"> <li>• incidents of non-compliance with regulations resulting in a fine or penalty;</li> <li>• incidents of non-compliance with regulations resulting in a warning;</li> <li>• incidents of non-compliance with voluntary codes.</li> </ul> <p>b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.</p>	-
	417-3	<p>a. Total number of incidents of non-compliance with regulations and/or voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by:</p> <ul style="list-style-type: none"> <li>• incidents of non-compliance with regulations resulting in a fine or penalty;</li> <li>• incidents of non-compliance with regulations resulting in a warning;</li> <li>• incidents of non-compliance with voluntary codes.</li> </ul> <p>b. If the organization has not identified any non-compliance with regulations and/or voluntary codes, a brief statement of this fact is sufficient.</p>	-
GRI 418 : Customer Privacy 2016	418-1	<p>a. Total number of substantiated complaints received concerning breaches of customer privacy, categorized by:</p> <ul style="list-style-type: none"> <li>• complaints received from outside parties and substantiated by the organization;</li> <li>• complaints from regulatory bodies.</li> </ul> <p>b. Total number of identified leaks, thefts, or losses of customer data.</p> <p>c. If the organization has not identified any substantiated complaints, a brief statement of this fact is sufficient.</p>	-
GRI 419 : Socioeconomic Compliance 2016	419-1	<p>a. Significant fines and non-monetary sanctions for non-compliance with laws and/or regulations in the social and economic area in terms of:</p> <ul style="list-style-type: none"> <li>• total monetary value of significant fines;</li> <li>• total number of non-monetary sanctions;</li> <li>• cases brought through dispute resolution mechanisms.</li> </ul> <p>b. If the organization has not identified any non-compliance with laws and/or regulations, a brief statement of this fact is sufficient.</p> <p>c. The context against which significant fines and non-monetary sanctions were incurred.</p>	-