

Sojitz Group CSR Report 2009

G3 GRI Content Index

G3 Disclosure	Description	Reference page
1 Strategy and Analysis		
1.1	Statement from the most senior decisionmaker of the organization (e.g., CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy.	P. 5, 6 (Message from the President & CEO)
1.2	Description of key impacts, risks, and opportunities.	P. 5, 6 (Message from the President & CEO) P. 12–16 (Special Feature 2: Building Businesses for Sustained Growth Together with Society) <i>Annual Report</i> (P. 8–21, 80–83) <i>Securities Report</i> (P. 16–20)
2 Organizational Profile		
2.1	Name of the organization.	P. 2 (Corporate Data)
2.2	Primary brands, products, and/or services.	P. 4 (Overview of the Sojitz Group) <i>Annual Report</i> (P. 23–41)
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	<i>Annual Report</i> (P. 62–67) <i>Securities Report</i> (P. 7–9)
2.4	Location of organization's headquarters.	P. 2 (Corporate Data)
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	P. 2 (Corporate Data) P. 3, 4 (Overview of the Sojitz Group) <i>Annual Report</i> (P. 60–67) <i>Securities Report</i> (P. 37–39, 112)
2.6	Nature of ownership and legal form.	P. 2 (Corporate Data)
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	P. 3, 4 (Overview of the Sojitz Group) <i>Annual Report</i> (P. 24–41) <i>Securities Report</i> (P. 5, 25–32, 112)
2.8	Scale of the reporting organization, including: <ul style="list-style-type: none"> • Number of employees; • Net sales (for private sector organizations) or net revenues (for public sector organizations); • Total capitalization broken down in terms of debt and equity (for private sector organizations); and • Quantity of products or services provided. 	P. 2 (Corporate Data) P. 3 (Overview of the Sojitz Group) <i>Annual Report</i> (P. 4, 5, 69) <i>Securities Report</i> (P. 2, 10)
2.9	Significant changes during the reporting period regarding size, structure, or ownership including: <ul style="list-style-type: none"> • The location of, or changes in operations, including facility openings, closings, and expansions; and • Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations). 	—
2.10	Awards received in the reporting period.	—
3 Report Parameters		
Report Profile		
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	P. 1 (Reporting Period and Scope of Coverage)
3.2	Date of most recent previous report (if any).	P. 1 (Reporting Period and Scope of Coverage)
3.3	Reporting cycle (annual, biennial, etc.)	P. 1 (Reporting Period and Scope of Coverage)
3.4	Contact point for questions regarding the report or its contents.	P. 1 (Please direct comments and inquiries to)
Report Scope and Boundary		
3.5	Process for defining report content, including: <ul style="list-style-type: none"> • Determining materiality; • Prioritizing topics within the report; and • Identifying stakeholders the organization expects to use the report. 	P. 1 (Editorial Policy) P. 6 (Message from the President & CEO) P. 8 (The Sojitz Group's CSR)
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	P. 1 (Reporting Period and Scope of Coverage)
3.7	State any specific limitations on the scope or boundary of the report.	P. 28 (Environment Initiatives)
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations.	—
3.9	Data measurement techniques and the bases of calculations, including assumptions and techniques underlying estimations applied to the compilation of the indicators and other information in the report.	P. 28 (Environment Initiatives)
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/ acquisitions, change of base years/periods, nature of business, measurement methods).	—

G3 Disclosure	Description	Reference page
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	—
GRI content index		
3.12	Table identifying the location of the Standard Disclosures in the report.	This table
Assurance		
3.13	Policy and current practice with regard to seeking external assurance for the report. If not included in the assurance report accompanying the sustainability report, explain the scope and basis of any external assurance provided. Also explain the relationship between the reporting organization and the assurance provider(s).	—
4 Governance, Commitments, and Engagement		
Governance		
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	P. 17, 18 (Corporate Governance) <i>Annual Report</i> (P. 44–49) <i>Securities Report</i> (P. 58–67)
4.2	Indicate whether the Chair of the highest governance body is also an executive officer (and, if so, their function within the organization’s management and the reasons for this arrangement).	P. 17 (Corporate Governance)
4.3	For organizations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	P. 17, 18 (Corporate Governance)
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	P. 17 (Corporate Governance) P. 21 (With Shareholders and Investors) P. 24 (Sojitz Group and Its Employees)
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organization’s performance (including social and environmental performance).	<i>Annual Report</i> (P. 47)
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	—
4.7	Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organization’s strategy on economic, environmental, and social topics.	P. 17, 18 (Corporate Governance) <i>Securities Report</i> (P. 59) <i>Corporate Governance Report</i>
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	P. 6 (Message from the President & CEO) P. 7 (The Sojitz Group’s CSR)
4.9	Procedures of the highest governance body for overseeing the organization’s identification and management of economic, environmental, and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles.	P. 5, 6 (Message from the President & CEO) P. 7 (The Sojitz Group’s CSR)
4.10	Processes for evaluating the highest governance body’s own performance, particularly with respect to economic, environmental, and social performance.	P. 17, 18 (Corporate Governance) <i>Annual Report</i> (P. 44, 48, 49) <i>Securities Report</i> (P. 58–67) <i>Corporate Governance Report</i>
Commitments to External Initiatives		
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	P. 6 (Message from the President & CEO) P. 7 (The Sojitz Group’s CSR) P. 19, 20 (Corporate Governance) P. 27 (Environment Initiatives)
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	P. 6 (Message from the President & CEO)
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: <ul style="list-style-type: none"> • Has positions in governance bodies; • Participates in projects or committees; • Provides substantive funding beyond routine membership dues; or • Views membership as strategic. 	P. 6 (Message from the President & CEO) P. 16 (Special Feature 2: Building Businesses for Sustained Growth Together with Society)
Stakeholder Engagement		
4.14	List of stakeholder groups engaged by the organization.	P. 8 (The Sojitz Group’s CSR)
4.15	Basis for identification and selection of stakeholders with whom to engage.	P. 8 (The Sojitz Group’s CSR)
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	P. 21 (With Shareholders and Investors) P. 24 (Sojitz Group and Its Employees) P. 30 (Third-party Opinion)
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.	P. 9–11 (Special Feature 1: Employee Round-table Discussion) P. 30 (Third-party Opinion)

G3 Disclosure		Description	Reference page
5 Management Approach and Performance Indicators			
Economic			
		Disclosure on Management Approach	P. 8 (The Sojitz Group's CSR Annual Report (P. 8-14, 15-21) Securities Report (P. 14, 25-36))
Aspect: Economic Performance			
EC1	CORE	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	P. 2 (Corporate Data) P. 25 (Social Contribution Activities) Annual Report (P. 88, 100, 101, 107) Securities Report (P. 2, 52, 71, 72, 90, 91, 112, 113)
EC2	CORE	Financial implications and other risks and opportunities for the organization's activities due to climate change.	—
EC3	CORE	Coverage of the organization's defined benefit plan obligations.	Securities Report (P. 105)
EC4	CORE	Significant financial assistance received from government.	—
Aspect: Market Presence			
EC5	ADD	Range of ratios of standard entry level wage compared to local minimum wage at significant locations of operation.	—
EC6	CORE	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	—
EC7	CORE	Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation.	—
Aspect: Indirect Economic Impacts			
EC8	CORE	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	P. 16 (Special Feature 2: Building Businesses for Sustained Growth Together with Society)
EC9	ADD	Understanding and describing significant indirect economic impacts, including the extent of impacts.	—
Environmental			
		Disclosure on Management Approach	P. 6 (Message from the President & CEO) P. 12 (Special Feature 2: Building Businesses for Sustained Growth Together with Society) P. 27, 28 (Environment Initiatives) P. 29 (Environment- and Society-friendly Products in Daily Life)
Aspect: Materials			
EN1	CORE	Materials used by weight or volume.	—
EN2	CORE	Percentage of materials used that are recycled input materials.	—
Aspect: Energy			
EN3	CORE	Direct energy consumption by primary energy source.	—
EN4	CORE	Indirect energy consumption by primary source.	—
EN5	ADD	Energy saved due to conservation and efficiency improvements.	—
EN6	ADD	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	P. 12-14 (Special Feature 2: Building Businesses for Sustained Growth Together with Society) P. 29 (Environment- and Society-friendly Products in Daily Life)
EN7	ADD	Initiatives to reduce indirect energy consumption and reductions achieved.	P. 28 (Environment Initiatives)
Aspect: Water			
EN8	CORE	Total water withdrawal by source.	—
EN9	ADD	Water sources significantly affected by withdrawal of water.	—
EN10	ADD	Percentage and total volume of water recycled and reused.	—
Aspect: Biodiversity			
EN11	CORE	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	—
EN12	CORE	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	—
EN13	ADD	Habitats protected or restored.	—

G3 Disclosure		Description	Reference page
EN14	ADD	Strategies, current actions, and future plans for managing impacts on biodiversity.	—
EN15	ADD	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	—
Aspect: Emissions, Effluents, and Waste			
EN16	CORE	Total direct and indirect greenhouse gas emissions by weight.	P. 28 (Environment Initiatives)
EN17	CORE	Other relevant indirect greenhouse gas emissions by weight.	—
EN18	ADD	Initiatives to reduce greenhouse gas emissions and reductions achieved.	P. 28 (Environment Initiatives)
EN19	CORE	Emissions of ozone-depleting substances by weight.	—
EN20	CORE	NO, SO, and other significant air emissions by type and weight.	—
EN21	CORE	Total water discharge by quality and destination.	—
EN22	CORE	Total weight of waste by type and disposal method.	P. 28 (Environment Initiatives)
EN23	CORE	Total number and volume of significant spills.	—
EN24	ADD	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII, and percentage of transported waste shipped internationally.	—
EN25	ADD	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff.	—
Aspect: Products and Services			
EN26	CORE	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	P. 12–15 (Special Feature 2: Building Businesses for Sustained Growth Together with Society) P. 29 (Environment- and Society-friendly Products in Daily Life)
EN27	CORE	Percentage of products sold and their packaging materials that are reclaimed by category.	—
Aspect: Compliance			
EN28	ADD	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with environmental laws and regulations.	P. 12–15 (Special Feature 2: Building Businesses for Sustained Growth Together with Society) P. 29 (Environment- and Society-friendly Products in Daily Life)
Aspect: Transport			
EN29	ADD	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	—
Aspect: Overall			
EN30	ADD	Total environmental protection expenditures and investments by type.	—
Labor Practices and Decent Work			
		Disclosure on Management Approach	P. 8 (The Sojitz Group's CSR) P. 22–24 (Sojitz Group and Its Employees)
Aspect: Employment			
LA1	CORE	Total workforce by employment type, employment contract, and region.	<i>Securities Report</i> (P. 10)
LA2	CORE	Total number and rate of employee turnover by age group, gender, and region.	—
LA3	ADD	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	P. 24 (Sojitz Group and Its Employees)
Aspect: Labor/Management Relations			
LA4	CORE	Percentage of employees covered by collective bargaining agreements.	—
LA5	CORE	Minimum notice period(s) regarding operational changes, including whether it is specified in collective agreements.	—
Aspect: Occupational Health and Safety			
LA6	ADD	Percentage of total workforce represented in formal joint management_worker health and safety committees that help monitor and advise on occupational health and safety programs.	—
LA7	CORE	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region.	—
LA8	CORE	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	P. 24 (Sojitz Group and Its Employees)
LA9	ADD	Health and safety topics covered in formal agreements with trade unions.	—
Aspect: Training and Education			
LA10	CORE	Average hours of training per year per employee by employee category.	P. 24 (Sojitz Group and Its Employees)

G3 Disclosure		Description	Reference page
LA11	ADD	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	P. 22, 23 (Sojitz Group and Its Employees)
LA12	ADD	Percentage of employees receiving regular performance and career development reviews.	—
Aspect: Diversity and Equal Opportunity			
LA13	CORE	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.	—
LA14	CORE	Ratio of basic salary of men to women by employee category.	Securities Report (P. 10)
Human Rights			
		Disclosure on Management Approach	P. 7 (The Sojitz Group's CSR) P. 22 (Sojitz Group and Its Employees) •Our Group (including overseas subsidiaries and Group affiliates) conducted an overall compliance review to ascertain the current status of compliance and identify problem areas. •For information concerning compliance, please see p. 20 (Corporate Governance).
Aspect: Investment and Procurement Practices			
HR1	CORE	Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening.	—
HR2	CORE	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken.	—
HR3	ADD	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	P. 20 (Corporate Governance)
Aspect: Non-Discrimination			
HR4	CORE	Total number of incidents of discrimination and actions taken.	—
Aspect: Freedom of Association and Collective Bargaining			
HR5	CORE	Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.	—
Aspect: Child Labor			
HR6	CORE	Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor.	—
Aspect: Forced and Compulsory Labor			
HR7	CORE	Operations identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of forced or compulsory labor.	—
Aspect: Security Practices			
HR8	ADD	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.	—
Aspect: Indigenous Rights			
HR9	ADD	Total number of incidents of violations involving rights of indigenous people and actions taken.	—
Society			
		Disclosure on Management Approach	P. 5, 6 (Message from the President & CEO) P. 7, 8 (The Sojitz Group's CSR) P. 19 (Corporate Governance)
Aspect: Community			
SO1	CORE	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting.	—
Aspect: Corruption			
SO2	CORE	Percentage and total number of business units analyzed for risks related to corruption.	P. 20 (Corporate Governance) Annual Report (P. 52)
SO3	CORE	Percentage of employees trained in organization's anti-corruption policies and procedures.	P. 20 (Corporate Governance)
SO4	CORE	Actions taken in response to incidents of corruption.	—
Aspect: Public Policy			
SO5	CORE	Public policy positions and participation in public policy development and lobbying.	—
SO6	ADD	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.	—

G3 Disclosure		Description	Reference page
Aspect: Anti-Competitive Behavior			
SO7	ADD	Total number of legal actions for anticompetitive behavior, anti-trust, and monopoly practices and their outcomes.	—
Aspect: Compliance			
SO8	CORE	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with laws and regulations.	—
Product Responsibility			
		Disclosure on Management Approach	P. 16 (Special Feature 2: Building Businesses for Sustained Growth Together with Society) P. 20 (Corporate Governance)
Aspect: Customer Health and Safety			
PR1	CORE	Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures.	—
PR2	ADD	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life cycle, by type of outcomes.	—
Aspect: Product and Service Labeling			
PR3	CORE	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	—
PR4	ADD	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.	—
PR5	ADD	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	—
Aspect: Marketing Communications			
PR6	CORE	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	—
PR7	ADD	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes.	—
Aspect: Customer Privacy			
PR8	ADD	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	—
Aspect: Compliance			
PR9	CORE	Monetary value of significant fines for noncompliance with laws and regulations concerning the provision and use of products and services.	—