

Sojitz Corporation Annual Report 2013

G3.1 GRI Content Index

G3.1 Disclosure	Description	Reference page
1. Strategy and Analysis		
1.1	Statement from the most senior decision maker of the organization (e.g., CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy.	P. 4-5 (A Message from President & CEO Yoji Sato) P. 14-18 (Management Strategy)
1.2	Description of key impacts, risks, and opportunities.	P. 4-5 (A Message from President & CEO Yoji Sato) P. 14-18 (Management Strategy) P. 19-49 (Business Strategies) P. 101-105 (Management's Discussion and Analysis of Operations)
2. Organizational Profile		
2.1	Name of the organization.	P. 186 (Corporate Data)
2.2	Primary brands, products, and/or services.	P. 19-49 (Business Strategies) P. 97-100 (Management's Discussion and Analysis of Operations)
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	P. 81-90 (Organization) P. 186 (Corporate Data) P. 6-7 <i>Securities Report</i>
2.4	Location of organization's headquarters.	P. 186 (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. 19-49 (Business Strategies) P. 81-90 (Organization)
2.6	Nature of ownership and legal form.	P. 186 (Corporate Data)
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	P. 19-49 (Business Strategies) P. 97-100 (Management's Discussion and Analysis of Operations) P. 125-126 (Notes to Consolidated Financial Statements)
2.8	Scale of the reporting organization, including: <ul style="list-style-type: none"> • Number of employees; • Number of operations; • Net sales (for private sector organizations) or net revenues (for public sector organizations); • Total capitalization broken down in terms of debt and equity (for private sector organizations); and • Quantity of products or services provided. 	P. 12-13 (Financial Highlights) P. 80 (Environmental and Social Data) P. 186 (Corporate Data)
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). 	P. 186 (Corporate Data)
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. 68 (The Sojitz Group's Corporate Social Responsibility)
3.2	Date of most recent previous report (if any).	Website (CSR: CSR Report)
3.3	Reporting cycle (annual, biennial, etc.)	Website (CSR: CSR Report)
3.4	Contact point for questions regarding the report or its contents.	Website (CSR: CSR Report)
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. 	Annual Report (Editorial Policy) P. 17-18 (Management Strategy) P. 69, 72 (Making the Sojitz Group Statement a Reality) Website (CSR: Sojitz Group's CSR)
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	P. 68 (The Sojitz Group's Corporate Social Responsibility) Website (CSR: Sojitz Group's CSR)
3.7	State any specific limitations on the scope or boundary of the report.	Website (CSR: Environment)

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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. 80 (Environmental and Social Data Website (CSR: Environment))
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).	—
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	P. 12 (Financial Highlights) P. 14 (Management Strategy) P. 95 (Financial Summary)
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. 52-53 (Directors and Corporate Auditors) P. 56 (A Message from Chairman Yutaka Kase) P. 57-62 (Corporate Governance)
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. 52-53 (Directors and Corporate Auditors) P. 56 (A Message from Chairman Yutaka Kase) P. 57-58 (Corporate Governance)
4.3	For organizations that have a unitary board structure, state the number and gender of members of the highest governance body that are independent and/or non-executive members.	—
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	P. 57-62 (Corporate Governance)
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).	P. 59-60 (Corporate Governance)
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	P. 56-60 (Corporate Governance)
4.7	Process for determining the composition, qualifications, and expertise of the members of the highest governance body and its committees, including any consideration of gender and other indicators of diversity.	P. 56-60 (Corporate Governance)
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.	(Profile) P. 14-18 (Management Strategy) P. 56 (A Message from Chairman Yutaka Kase) P. 69, 72 (Making the Sojitz Group Statement a Reality) P. 105-107 (Management's Discussion and Analysis of Operations) Website (Corporate Information: Sojitz Group Statement)
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. 18 (Management Strategy) P. 56 (A Message from Chairman Yutaka Kase) P. 69, 72 (Making the Sojitz Group Statement a Reality)
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	P. 57-62 (Corporate Governance)
Commitments to External Initiatives		
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	P. 14-18 (Management Strategy) P. 56 (A Message from Chairman Yutaka Kase) P. 61-62 (Corporate Governance) P. 63 (Risk Management) P. 64-65 (Compliance) P. 69, 72 (Making the Sojitz Group Statement a Reality) P. 74-75 (Promotion of CSR Supply Chain Management) Website (CSR: Environment)

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4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	P. 18 (Management Strategy) P. 72 (Making the Sojitz Group Statement a Reality)
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. 18 (Management Strategy) P. 72 (Making the Sojitz Group Statement a Reality)
Stakeholder Engagement		
4.14	List of stakeholder groups engaged by the organization. Examples of stakeholder groups are: <ul style="list-style-type: none"> • Civil society; • Customers; • Employees, other workers, and their trade unions; • Local communities; • Shareholders and providers of capital; and • Suppliers. 	Website (CSR: Sojitz Group's CSR)
4.15	Basis for identification and selection of stakeholders with whom to engage.	Website (CSR: Sojitz Group's CSR)
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	P. 61 (Corporate Governance) P. 74-75 (Promotion of CSR Supply Chain Management) Website (CSR: CSR Report)
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. 69 (Making the Sojitz Group Statement a Reality) P. 74 (Promotion of CSR Supply Chain Management) P. 79 (Establishment of Personnel Systems and Workplace Environments That Enable All Employees to Flourish) Website (CSR: CSR Report)
5. Management Approach and Performance Indicators		
Economic		
	Disclosure on Management Approach	P. 4-5 (A Message from President & CEO Yoji Sato) P. 14-18 (Management Strategy) P. 94 (A Message from CFO Yoshio Mogi) P. 105-107 (Management's Discussion and Analysis of Operations)
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.
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.
EC4	CORE	Significant financial assistance received from government.
Aspect: Market Presence		
EC5	ADD	Range of ratios of standard entry level wage by gender 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.
EC9	ADD	Understanding and describing significant indirect economic impacts, including the extent of impacts.

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G3.1 Disclosure		Description	Reference page
Environmental			
		Disclosure on Management Approach	P. 17-18 (Management Strategy) P. 76 (Promotion of Businesses That Contribute to Preventing Climate Change) Website (CSR: Environment)
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.	P. 80 (Performance Data: Environmental and Social Data)
EN5	ADD	Energy saved due to conservation and efficiency improvements.	P. 80 (Performance Data: Environmental and Social Data)
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. 19-49 (Business Strategies) P. 76 (Promotion of Businesses That Contribute to Preventing Climate Change) P. 77-78 (Promotion of Businesses That Contribute to the Advance of Developing and Emerging Countries) Website (CSR: Environment)
EN7	ADD	Initiatives to reduce indirect energy consumption and reductions achieved.	Website (CSR: Environment)
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.	Website (CSR: Highlights of Business Activities)
EN13	ADD	Habitats protected or restored.	—
EN14	ADD	Strategies, current actions, and future plans for managing impacts on biodiversity.	Website (CSR: Environment)
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. 80 (Performance Data: Environmental and Social Data) Website (CSR: Environment)
EN17	CORE	Other relevant indirect greenhouse gas emissions by weight.	—
EN18	ADD	Initiatives to reduce greenhouse gas emissions and reductions achieved.	Website (CSR: Environment)
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. 80 (Performance Data: Environmental and Social Data) Website (CSR: Environment)
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.	—

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G3.1 Disclosure		Description	Reference page
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. 17-18 (Management Strategy) P. 19-49 (Business Strategies) P. 76 (Promotion of Businesses That Contribute to Preventing Climate Change) P. 77-78 (Promotion of Businesses That Contribute to the Advance of Developing and Emerging Countries) Website (CSR: Environment)
EN27	CORE	Percentage of products sold and their packaging materials that are reclaimed by category.	—
Aspect: Compliance			
EN28	CORE	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with environmental laws and regulations.	—
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. 79 (Establishment of Personnel Systems and Workplace Environments That Enable All Employees to Flourish) Website (CSR: Employee)
Aspect: Employment			
LA1	CORE	Total workforce by employment type, employment contract, and region, broken down by gender.	—
LA2	CORE	Total number and rate of new employee hires and employee turnover by age group, gender, and region.	P. 80 (Performance Data: Environmental and Social Data) Website (CSR: Employee)
LA3	ADD	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation.	P. 79 (Establishment of Personnel Systems and Workplace Environments That Enable All Employees to Flourish) Website (CSR: Employee)
LA15	CORE	Return to work and retention rates after parental leave, by gender.	—
Aspect: Labor/Management Relations			
LA4	CORE	Percentage of employees covered by collective bargaining agreements.	P. 80 (Performance Data: Environmental and Social Data) Website (CSR: Employee)
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 total number of work-related fatalities, by region and by gender.	—
LA8	CORE	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	—
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 gender, and by employee category.	—
LA11	ADD	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	P. 70-71 (Stride 6) P. 79 (Establishment of Personnel Systems and Workplace Environments That Enable All Employees to Flourish) Website (CSR: Employee)
LA12	ADD	Percentage of employees receiving regular performance and career development reviews, by gender.	—
Aspect: Diversity and Equal Opportunity			

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G3.1 Disclosure		Description	Reference page
LA13	CORE	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	Website (CSR: Employee)
Equal Remuneration for Women and Men			
LA14	CORE	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation.	—
Human Rights			
		Disclosure on Management Approach	P. 69, 72-73 (Making the Sojitz Group Statement a Reality) P. 79 (Establishment of Personnel Systems and Workplace Environments That Enable All Employees to Flourish)
Aspect: Investment and Procurement Practices			
HR1	CORE	Percentage and total number of significant investment agreements and contracts that include clauses incorporating human rights concerns, or that have undergone human rights screening.	—
HR2	CORE	Percentage of significant suppliers, contractors, and other business partners that have undergone human rights screening, and actions taken.	—
HR3	CORE	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.	—
Aspect: Non-Discrimination			
HR4	CORE	Total number of incidents of discrimination and corrective actions taken.	—
Aspect: Freedom of Association and Collective Bargaining			
HR5	CORE	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights.	P. 74-75 (Promotion of CSR Supply Chain Management)
Aspect: Child Labor			
HR6	CORE	Operations and significant suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.	P. 74-75 (Promotion of CSR Supply Chain Management)
Aspect: Forced and Compulsory Labor			
HR7	CORE	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor.	P. 74-75 (Promotion of CSR Supply Chain Management)
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.	—
Aspect: Assessment			
HR10	CORE	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments.	—
Aspect: Remediation			
HR11	CORE	Number of grievances related to human rights filed, addressed and resolved through formal grievance mechanisms.	—
Society			
		Disclosure on Management Approach	P. 17-18 (Management Strategy) P. 64-65 (Compliance) P. 66-67 (A Conversation with Sojitz's Outside Directors) P. 69, 72 (Making the Sojitz Group Statement a Reality)
Aspect: Local Communities			
SO1	CORE	Percentage of operations with implemented local community engagement, impact assessments, and development programs.	—
S09	CORE	Operations with significant potential or actual negative impacts on local communities.	—
S10	CORE	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities.	—
Aspect: Corruption			
SO2	CORE	Percentage and total number of business units analyzed for risks related to corruption.	P. 65 (Compliance)

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G3.1 Disclosure		Description	Reference page
SO3	CORE	Percentage of employees trained in organization's anti-corruption policies and procedures.	—
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.	—
Aspect: Anti-Competitive Behavior			
SO7	ADD	Total number of legal actions for anti-competitive 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 non-compliance with laws and regulations.	—
Product Responsibility			
		Disclosure on Management Approach	Website (Corporate Information: Compliance)
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 non-compliance with laws and regulations concerning the provision and use of products and services.	—