

Sojitz Corporation Integrated Report 2016

G4 GRI Content Index

G4 Disclosure	Description	Reference page
Strategy and Analysis		
G4-1	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.	C. 2-P. 1 (Introduction) P. 28-33 (Message from the President and CEO)
G4-2	Description of key impacts, risks, and opportunities.	P. 28-33 (Message from the President and CEO) P. 36-39 (Feature: Risk Management) P. 80-97 (Business Divisions) P. 109-113 (Business and Other Risks)
Organizational Profile		
G4-3	Name of the organization.	P. 178 (Corporate Data)
G4-4	Primary brands, products, and/or services.	P. 60-97 (Business Divisions)
G4-5	Location of organization's headquarters.	P. 178 (Corporate Data)
G4-6	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. 60-97 (Business Divisions) P. 98-101 (Organization Chart)
G4-7	Nature of ownership and legal form.	P. 178 (Corporate Data)
G4-8	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	P. 18-19 (Segment Profiles) P. 60-97 (Business Divisions)
G4-9	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 broken down in terms of debt and equity (for private sector organizations) • Quantity of products or services provided	P. 22-24 (Performance Highlights (Financial/Non-Financial)) P. 60-97 (Business Divisions) P. 102-103 (11-Year Financial Summary) P. 178 (Corporate Data)
G4-10	Total workforce by employment type, employment contract, and region.	-
G4-11	Percentage of employees covered by collective bargaining agreements.	-
G4-12	Describe the organization's supply chain.	-
G4-13	Significant changes during the reporting period regarding the organization's size, structure, ownership, or its 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 in relationships with suppliers, including selection and termination	P. 178 (Corporate Data)
Commitments to External Initiatives		
G4-14	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	C. 2 (Sojitz Group Statement, Sojitz Group Slogan, Sojitz Guiding Principles) P. 36-39 (Feature: Risk Management) P. 44-45 (To Remain a Corporate Group Creating "Two Types of Value") P. 48-53 (Corporate Governance)
G4-15	Externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	P. 44-45 (To Remain a Corporate Group Creating "Two Types of Value") Website (Sustainability: Measures Addressing International Norms)
G4-16	Memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization: • Holds a position on the governance body • Participates in projects or committees • Provides substantive funding beyond routine membership dues • Views membership as strategic	P. 48-53 (Corporate Governance) P. 54-57 (Directors/Audit & Supervisory Board Members, Executive Officers)
Identified Material Aspects and Boundaries		
G4-17	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	P. 60-97 (Business Divisions) P. 98-101 (Organization Chart, Principal Operating Bases)
G4-18	Process for defining the report content and the Aspect Boundaries including the organization which has implemented the Reporting Principles for Defining Report Content.	P. 1 (Editorial Policy)
G4-19	All the material Aspects identified in the process for defining report content.	P. 1 (Editorial Policy)
G4-20	For each material Aspect, report the Aspect Boundary within the organization, as follows: • Whether the Aspect is material within the organization • If the Aspect is not material for all entities within the organization • Specific limitation regarding the Aspect Boundary within the organization	P. 1 (Editorial Policy)
G4-21	For each material Aspect, report the Aspect Boundary outside the organization, as follows: • Report whether the Aspect is material outside of the organization • If the Aspect is material outside of the organization, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified • Report any specific limitation regarding the Aspect Boundary outside the organization	P. 1 (Editorial Policy)
G4-22	Effect of any restatements of information provided in previous reports, and the reasons for such restatements.	-
G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries.	P. 1 (Editorial Policy)
Stakeholder Engagement		
G4-24	List of stakeholder groups engaged by the organization.	Website (CSR: With our stakeholders)
G4-25	Basis for identification and selection of stakeholders with whom to engage.	Website (CSR: With our stakeholders)
G4-26	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.	P. 48-53 (Corporate Governance)
G4-27	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. 48-53 (Corporate Governance) Website (Sustainability: Promoting CSR within the Supply Chain) Sojitz Wood Procurement Policy Website (Sustainability: Social Contributions)
Report Profile		
G4-28	Reporting period (e.g., fiscal/calendar year) for information provided.	-
G4-29	Date of most recent previous report.	-
G4-30	Reporting cycle (annual, biennial, etc.)	-
G4-31	Contact point for questions regarding the report or its contents.	-
GRI Content Index		
G4-32	Table identifying the location of the Standard Disclosures in the report.	This table
Assurance		

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G4 Disclosure	Description	Reference page
G4-33	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 organization and the assurance provider and whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.	P. 42-43 (Discussion between Chairman of the Board Yutaka Kase and Sojitz's Outside Directors)
Governance		
Governance Structure and Composition		
G4-34	Governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.	P. 42-43 (Discussion between Chairman of the Board Yutaka Kase and Sojitz's Outside Directors) P. 48-53 (Corporate Governance) P. 54-57 (Directors/Audit & Supervisory Board Members, Executive Officers)
G4-35	Process for delegating authority for economic, environmental and social topics from the highest governance body to senior executives and other employees.	P. 48-53 (Corporate Governance)
G4-36	Explanation of whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.	P. 48-53 (Corporate Governance)
G4-37	Processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics. If consultation is delegated, describe to whom and any feedback processes to the highest governance body.	P. 48-53 (Corporate Governance)
G4-38	Composition of the highest governance body and its committees.	P. 48-53 (Corporate Governance)
G4-39	Explanation of whether the Chair of the highest governance body is also an executive officer (and, if so, his or her function within the organization's management and the reasons for this arrangement).	P. 48-53 (Corporate Governance) P. 54-57 (Directors/Audit & Supervisory Board Members, Executive Officers)
G4-40	Nomination and selection processes for the highest governance body and its committees, and the criteria used for nominating and selecting highest governance body members.	P. 48-53 (Corporate Governance)
G4-41	Processes for the highest governance body to ensure conflicts of interest are avoided and managed.	P. 48-53 (Corporate Governance)
Highest Governance Body's Role in Setting Purpose, Values, and Strategy		
G4-42	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 impacts.	C. 2 (Sojitz Group Statement, Sojitz Group Slogan, Sojitz Guiding Principles) C. 2-P. 1 (Introduction) P. 16 (Sojitz's Value Creation Model) P. 28-33 (Message from the President and CEO) P. 60-97 (Business Divisions)
Highest Governance Body's Competencies and Performance Evaluation		
G4-43	Measures taken to develop and enhance the highest governance body's collective knowledge of economic, environmental and social topics.	P. 36-39 (Feature: Risk Management) P. 46-47 (Human Resources) P. 48-53 (Corporate Governance)
G4-44	Processes and actions taken in response for evaluation of the highest governance body's performance with respect to governance of economic, environmental and social topics.	Website (Corporate Information: Corporate Governance Report)
Highest Governance Body's Role in Risk Management		
G4-45	Highest governance body's role in the identification and management of economic, environmental and social and explanation of whether stakeholder consultation is used to support the highest governance body's identification and management of economic, environmental and social impacts, risks, and opportunities.	P. 36-39 (Feature: Risk Management) P. 48-53 (Corporate Governance)
G4-46	Highest governance body's role in reviewing the effectiveness of the organization's risk management processes for economic, environmental and social topics.	P. 36-39 (Feature: Risk Management) P. 48-53 (Corporate Governance)
G4-47	Frequency of the highest governance body's review of economic, environmental and social impacts, risks, and opportunities.	P. 36-39 (Feature: Risk Management) P. 48-53 (Corporate Governance)
Highest Governance Body's Role in Sustainability Reporting		
G4-48	Highest committee or position that formally reviews and approves the organization's sustainability report and ensures that all material aspects are covered.	P. 48-53 (Corporate Governance)
Highest Governance Body's Role in Evaluating Economic, Environmental and Social Performance		
G4-49	Process for communicating critical concerns to the highest governance body.	P. 36-39 (Feature: Risk Management) P. 48-53 (Corporate Governance)
G4-50	Nature and total number of critical concerns that were communicated to the highest governance body and the mechanism(s) used to address and resolve them.	-
Remuneration and Incentives		
G4-51	Remuneration policies for the highest governance body and senior executives and explanation of how performance criteria in the remuneration policy relate to the highest governance body's and senior executives' economic, environmental and social objectives.	P. 48-53 (Corporate Governance)
G4-52	Process for determining remuneration and explanation of whether remuneration consultants are involved in determining remuneration and whether they are independent of management.	P. 48-53 (Corporate Governance) Website (Corporate Information: Corporate Governance Report)
G4-53	Explanation of how stakeholders' views are sought and taken into account regarding remuneration, including the results of votes on remuneration policies and proposals, if applicable.	-
G4-54	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.	-
G4-55	Ratio of 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.	-
Ethics and Integrity		
G4-56	Organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	C. 2 (Sojitz Group Statement, Sojitz Group Slogan, Sojitz Guiding Principles) P. 16 (Sojitz's Value Creation Model) P. 44-45 (To Remain a Corporate Group Creating "Two Types of Value") P. 46-47 (Human Resources) P. 48-53 (Corporate Governance)
G4-57	Internal and external mechanisms for seeking advice on ethical and lawful behavior, and matters related to organizational integrity, such as helplines or advice lines.	P. 48-53 (Corporate Governance)
G4-58	Internal and external mechanisms for reporting concerns about unethical or unlawful behavior, and matters related to organizational integrity, such as escalation through line management, whistleblowing mechanisms or hotlines.	P. 48-53 (Corporate Governance)
Disclosures on Management Approach		
G4-DMA	Reason and impacts that aspect is material and way of organization management.	P. 28-33 (Message from the President and CEO) Website (CSR: Focus Areas)
Economic Performance		
Aspect: Economic Performance		
G4-EC1	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.	Website (CSR: Support for Reconstruction after the East Japan Earthquake)
G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	Website (CSR: Focus Areas)
G4-EC3	Coverage of the organization's defined benefit plan obligations.	P. 155-157 (Employee Benefits)
G4-EC4	Significant financial assistance received from government.	-
Aspect: Market Presence		
G4-EC5	Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation.	-

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G4 Disclosure	Description	Reference page
G4-EC6	Proportion of senior management hired from the local community at significant locations of operation.	-
Aspect: Indirect Economic Impacts		
G4-EC7	Development and impact of infrastructure investments and services supported.	-
G4-EC8	Significant indirect economic impacts, including the extent of impacts.	-
Aspect: Procurement Practices		
G4-EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts.	-
Environmental		
Aspect: Materials		
G4-EN1	Materials used by weight or volume.	-
G4-EN2	Percentage of materials used that are recycled input materials.	-
Aspect: Energy		
G4-EN3	Energy consumption within the organization.	Website (CSR: Environmental Data)
G4-EN4	Energy consumption outside of the organization.	-
G4-EN5	Energy intensity including the types of energy.	-
G4-EN6	Reduction of energy consumption including the basis for calculating consumption and types of energy.	Website (CSR: Environmental Data)
G4-EN7	Reductions in energy requirements of products and services including the basis for calculating consumption and standards.	-
Aspect: Water		
G4-EN8	Total water withdrawal by source.	-
G4-EN9	Water sources significantly affected by withdrawal of water.	-
G4-EN10	Percentage and total volume of water recycled and reused.	-
Aspect: Biodiversity		
G4-EN11	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	-
G4-EN12	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	Website (Sustainability: Promoting CSR within the Supply Chain) Sojitz Wood Procurement Policy
G4-EN13	Habitats protected or restored.	-
G4-EN14	Total 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		
G4-EN15	Direct greenhouse gas (GHG) emissions.	Website (Sustainability: Environmental Data)
G4-EN16	Energy indirect greenhouse gas (GHG) emissions.	Website (Sustainability: Environmental Data)
G4-EN17	Other indirect greenhouse gas (GHG) emissions.	Website (Sustainability: Environmental Data) Transportation
G4-EN18	Greenhouse gas (GHG) emissions intensity.	-
G4-EN19	Reduction of greenhouse gas (GHG) emissions.	Website (Sustainability: Environmental Data)
G4-EN20	Emissions of ozone-depleting substances (ODS).	-
G4-EN21	NOx, SOx, and other significant air emissions.	-
Aspect: Effluents and Waste		
G4-EN22	Total water discharge by quality and destination.	-
G4-EN23	Total weight of waste by type and disposal method.	Website (Sustainability: Environmental Data)
G4-EN24	Total number and volume of significant spills.	-
G4-EN25	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.	-
G4-EN26	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the organization's discharges of water and runoff.	-

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G4 Disclosure	Description	Reference page
Aspect: Products and Services		
G4-EN27	Extent of impact mitigation of environmental impacts of products and services.	-
G4-EN28	Percentage of products sold and their packaging materials that are reclaimed by category.	-
Aspect: Compliance		
G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	-
Aspect: Transport		
G4-EN30	Significant environmental impacts of transporting products and other goods and materials for the organization's operations, and transporting members of the workforce.	Website (Sustainability: Environmental Data) Transportation
Aspect: Overall		
G4-EN31	Total environmental protection expenditures and investments by type.	-
Aspect: Supplier Environmental Assessment		
G4-EN32	Percentage of new suppliers that were screened using environmental criteria.	-
G4-EN33	Significant actual and potential negative environmental impacts in the supply chain and actions taken.	-
Aspect: Environmental Grievance Mechanisms		
G4-EN34	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms.	-
Social		
Sub-Category: Labor Practices and Decent Work		
Aspect: Employment		
G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender and region.	Website (Sustainability: Social Data)
G4-LA2	Benefits provided to full-time employees that are not provided to temporary or parttime employees, by significant locations of operation.	-
G4-LA3	Return to work and retention rates after parental leave, by gender.	Website (Sustainability: Social Data)
Aspect: Labor/Management Relations		
G4-LA4	Minimum notice periods regarding operational changes, including whether these are specified in collective agreements.	-
Aspect: Occupational Health and Safety		
G4-LA5	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.	-
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender.	-
G4-LA7	Workers with high incidence or high risk of diseases related to their occupation.	-
G4-LA8	Health and safety topics covered in formal agreements with trade unions.	-
Aspect: Training and Education		
G4-LA9	Average hours of training per year per employee by gender, and by employee category.	P. 25 (Non-Financial Highlights)
G4-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	-
G4-LA11	Percentage of employees receiving regular performance and career development reviews, by gender and by employee category.	-
Aspect: Diversity and Equal Opportunity		
G4-LA12	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	-
Aspect: Equal Remuneration for Women and Men		
G4-LA13	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation.	-
Aspect: Supplier Assessment for Labor Practices		
G4-LA14	Percentage of new suppliers that were screened using labor practices criteria.	-
G4-LA15	Significant actual and potential negative impacts for labor practices in the supply chain and actions taken.	-
Aspect: Labor Practices Grievance Mechanisms		
G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms.	-
Sub-Category: Human rights		
Aspect: Investment		
G4-HR1	Total number and percentage of significant investment agreements and contracts that include human rights clauses or that underwent human rights screening.	-
G4-HR2	Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	-
Aspect: Non-discrimination		
G4-HR3	Total number of incidents of discrimination and corrective actions taken.	-
Aspect: Freedom of Association and Collective Bargaining		

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G4 Disclosure	Description	Reference page
G4-HR4	Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights.	-
Aspect: Child Labor		
G4-HR5	Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.	-
Aspect: Forced and Compulsory Labor		
G4-HR6	Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures taken to contribute to the elimination of all forms of forced or compulsory labor.	-
Aspect: Security Practices		
G4-HR7	Percentage of security personnel trained in the organization's human rights.	-
Aspect: Indigenous Rights		
G4-HR8	Total number of incidents of violations involving rights of indigenous peoples and actions taken.	-
Aspect: Assessment		
G4-HR9	Total number and percentage of operations that have been subject to human rights reviews or impact assessments.	-
Aspect: Supplier Human Rights Assessment		
G4-HR10	Percentage of new suppliers that were screened using human rights criteria.	-
G4-HR11	Significant actual and potential negative human rights impacts in the supply chain and actions taken.	-
Aspect: Human Rights Grievance Mechanisms		
G4-HR12	Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms.	-
Sub-Category: Society		
Aspect: Local Communities		
G4-SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programs.	-
G4-SO2	Operations with significant actual and potential negative impacts on local communities.	-
Aspect: Anti-corruption		
G4-SO3	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified.	-
G4-SO4	Communication and training on anti-corruption policies and procedures.	-
G4-SO5	Confirmed incidents of corruption and actions taken.	-
Aspect: Public Policy		
G4-SO6	Total value of political contributions by country and recipient/beneficiary.	-
Aspect: Anti-competitive Behavior		
G4-SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.	-
Aspect: Compliance		
G4-SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	-
Aspect: Supplier Assessment for Impacts on Society		
G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society.	-
G4-SO10	Significant actual and potential negative impacts on society in the supply chain and actions taken.	-
Aspect: Grievance Mechanisms for Impacts on Society		
G4-SO11	Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms.	-
Sub-Category: product responsibility		
Aspect: Customer Health and Safety		
G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement.	-
G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes.	-
Aspect: Product and Service Labeling		
G4-PR3	Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements.	-
G4-PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcome.	-
G4-PR5	Results of surveys measuring customer satisfaction.	-
Aspect: Marketing Communications		
G4-PR6	Sale of banned or disputed products.	-
G4-PR7	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		
G4-PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	-
Aspect: Compliance		
G4-PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	-