

Theme	Topic	Approach	Question	Answer	Response Level 1	Response Level 2	Response Level 3	Response Level 4	Response Level 5
<b>I. (1) Corporate governance related to (2) CSR</b>	1. Establishment of a CSR promotion system  Companies are expected to endeavor to achieve a sustainable society while observing the law, abiding by social norms, meeting society's expectations, and taking care not to have a negative impact on society and the environment. Companies must put this idea into practice while familiarizing employees with it. Toward that end, they must establish a system for risk management of ESG (environmental, social, and governance) related to CSR and for implementing the PDCA (Plan, Do, Check, Act) cycle.	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly
		System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	2. Establishment of (3) internal controls  It is expected that management systems and schemes are in place within the company to ensure effectiveness and efficiency of operations as a company, reliability of financial reporting, compliance with laws and regulations related to business activities, and asset protection, with a view toward the establishment of an organizational structure for sound corporate management.	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly
		System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	3. Establishment of a (4) business continuity planning (BCP) system  It is expected that a system is in place for continuity or early recovery of important operations and business during/ after a disaster (e.g., natural disaster, major fire, terrorist attack).	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, one (or both) is established and reviewed properly in a timely manner.
		System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	4. Establishment of a whistle-blower system  It is expected that a system is in place for employees who have learned of a compliance problem in the company's business activities in general, such as a legal violation or wrongful act or an act that could be a compliance problem, or for employees who themselves have suffered human rights or labor abuses to directly report to or consult with a dedicated department or outside contact. It is also expected that the system is set up to ensure confidentiality and that the whistleblower will not be treated unfavorably.	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly in a timely manner.
		System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	5. Dispatch of CSR-related information inside and outside the company  It is expected that financial information and (5) non-financial information is dispatched appropriately inside and outside the company in response to requests from society and (6) stakeholders for transparency and accountability regarding corporate activities.	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly in a timely manner.
		System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
Comments	Use the right column if there is anything you would like to add, such as initiatives your company is taking in regards to this theme.								
<b>II. Human rights</b>	1. Basic attitude toward human rights  Companies should respect and protect human rights as declared in international standards and frameworks and ensure that they are not complicit in (or contributing to) human rights violations.  Major international frameworks and norms: (7) Universal Declaration of Human Rights, (8) Ten Principles of the UN Global Compact, (9) UN Guiding Principles on Business and Human Rights, (10) OECD Guidelines for Multinational Enterprises, (11) UK Modern Slavery Act, etc.	Legal awareness	Are you aware of international standards and frameworks, national legislation as well as (12) social norms/(13) industry norms and standards?	No	No		Yes, but the existence of violations is not checked.		Yes, and the existence of violations is checked.
	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly in a timely manner.	
	System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.	
2. Respect for human rights and prohibition of discrimination  Companies should respect human rights and have a responsibility to conduct decision-making and business activities without discrimination based on race, nationality, gender, (14) sexual orientation, age, ancestry, religion, ethnicity, or immigration, etc., or against children, senior citizens, persons with disabilities, indigenous populations, the poor, or persons with HIV/AIDS, etc.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
3. Avoidance of complicity in (or contribution to) human rights abuses  Companies should ensure that the company's decision-making, business activities, and products and services do not lead to complicity in (or contributions to) human rights abuses of consumers or members of the local community.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
4. Respect for indigenous peoples and local communities  It is important for companies that conduct business in regions where indigenous peoples and ethnic minorities live to respect their unique cultures and histories, to abide not only by local laws and ordinances but also international standards, and to give consideration to the rights of indigenous peoples. Also, beyond the issue of indigenous peoples, it is essential to conduct responsible business operations with sensitivity to local communities that are affected, in order to maintain the right to operate and to obtain permits and licenses.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
Comments	Use the right column if there is anything you would like to add, such as initiatives your company is taking in regards to this theme.								
<b>III. Labor</b>	1. Basic attitude toward labor practices  Companies should recognize and comply with the labor principles presented in international norms, etc., and to apply basic workplace principles as universal values.  Main international frameworks and norms: (7) Universal Declaration of Human Rights, (15) International Labor Organization's (ILO) Declaration on Fundamental Principles and Rights at Work, (8) Ten Principles of the UN Global Compact, (9) UN "Guiding Principles on Business and Human Rights," (10) OECD Guidelines for Multinational Enterprises, (11) UK Modern Slavery Act, etc.	Legal awareness	Are you aware of legislation as well as social norms/ industry norms and standards at home and abroad related to this category?	No	No		Yes, but the existence of violations is not checked.		Yes, and the existence of violations is checked.
	Policy	Do you have a policy and guidelines related to this topic?	No	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly in a timely manner.	
	System / Responsibility	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.	
2. Prohibition of discrimination in the workplace  Companies should not discriminate at the workplace, including during recruitment process, based on race, nationality, gender, sexual orientation, age, ancestry, religion, ethnicity, immigration, the existence of a disability, etc., or any factors other than factors such as the applicant's abilities and aptitude.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
3. Provision of equal opportunities to employees regarding human resources development and (16) career advancement, etc.  Companies are expected to play a critical role in ensuring that opportunities, such as for promotion and training, are provided equally without undermining fairness on the grounds of race, nationality, gender, sexual orientation, age, ancestry, religion, ethnicity, immigration, the existence of a disability, marital status, or the condition of health, etc.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
4. Prohibition of inhumane treatment  Companies should respect employees' human rights. Inhumane treatment, such as abuse, physical punishment and harassment, is prohibited.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
5. Payment of fair wages  Companies should abide by the legal minimum wage of the country and region in which they are operating, and ensure that an appropriate (17) collective agreement is concluded regarding matters such as overtime, and that extra pay and payment methods, etc., are applied fairly.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
6. Fair application of working hours, time off, and paid time off, etc.  Companies should abide by working hours designated by law or agreed to in advance. They should ensure that employees' working hours are managed appropriately and that they are given the right to take paid time off. Employees should be given at least one day off per week.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
7. Prohibition of forced labor  Companies should avoid making people work against their will and making people do work that restricts their freedom to leave their jobs. Work coercion using unjustified means of restraint and compulsion of overtime work, etc., should not be practiced. In addition, (18) unjustified retention of identification documents, etc., and unjustified collection of (19) deposit should not be	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
8. Prohibition of child labor  Companies should avoid employing children under the legal working age in that country or region. In addition, children should not be made to perform work that could harm their health, safety, or morals.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
9. Respect for the religious traditions and customs of the country of operation  Companies should respect the traditions and customs of the country and region in which they are operating, and respect their employees' religious traditions and customs. Care should be taken through uniform employment regulations, etc., to not hinder them.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	

<b>Intent of question:</b> To question whether work environments are provided that are safe and healthy for workers, including their mental health.	10. Recognition of and respect for (20) freedom of association and the right to collective bargaining Companies should respect their employees' freedom of association, freedom to join a labor union, and freedom to protest without being subject to retribution, threats, or harassment and should provide opportunities for labor-management dialogue.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	Yes, but we have no mechanism for checking	Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	Yes, we have.	Yes, and it is reviewed properly in a timely manner.
	11. Proper management of employee safety and health Companies should take steps so that the risk of accidents occurring during work and the risks of harmful chemical substances, noise, and odors on the human body are understood and that appropriate safety measures, etc., are taken (including statutory inspections, (21) safeguards, (22) danger signals, control of the handling of chemical substances, measures against dangerous work, and compliance with designations for protective equipment, etc.). In addition, measures that give consideration to employees' mental health should also be taken.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	Yes, but we have no mechanism for checking	Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	Yes, we have.	Yes, and it is reviewed properly in a timely manner.
	12. Prevention of occupational accidents In order to prevent diseases and injuries due to occupational accidents, companies should establish procedures and systems for the management, recordings, monitoring and reporting of relevant issues, specifically as listed below: ◆Reporting by the worker ◆Classification and recording of accidents and diseases/injuries ◆Provision of medical treatment ◆Investigation of accidents and diseases/injuries ◆Implement corrective actions ◆Reinstatement of the worker	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	Yes, but we have no mechanism for checking	Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	Yes, we have.	Yes, and it is reviewed properly in a timely manner.
	13. Sanitation, food, and housing Companies should provide their employees with access to sanitary toilet facility, safe drinking water, sanitary canteen*1, safe and clean dormitory*2, medical care services, etc. Notes: 1. Place to eat with no food service is acceptable. 2. Applicable to companies equipped with dormitory functions	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	Yes, but we have no mechanism for checking	Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	Yes, we have.	Yes, and it is reviewed properly in a timely manner.
	14. Communication with employees concerning safety and health Companies should provide their employees with guidance and training concerning workplace safety and health in their native tongue or other languages they understand, and post related information within company facilities in languages they understand.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No	Yes, but we have no mechanism for checking	Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No	Yes, we have.	Yes, and it is reviewed properly in a timely manner.

**Comments** Use the right column if there is anything you would like to add, such as initiatives your company is taking in regards to this theme.

Theme	Topic	Approach	Question	Response Level 1	Response Level 2	Response Level 3	Response Level 4	Response Level 5
<b>IV. Environment</b>	1. Basic attitude toward environmental initiatives Companies are expected to be aware of environmental issues in (23) business processes and to establish systems to resolve them. They are also required to identify factors that have an impact on the environment and to take responsibility for managing them.  Main international frameworks and norms: (24) Rio Declaration on Environment and Development, (8) Ten Principles of the UN Global Compact, (25) ISO 14001, (26) Paris Agreement, (27) Basel Convention, (28) Major laws and regulations related to the environment: Japan: Basic Environment Act; Chemical Substance Control Law; Industrial Safety and Health Act; Water Pollution Prevention Act; Act on Advancement of Water Resources Development; Act Relating to the Prevention of Marine Pollution and Maritime Disasters; River Act; Waste Management and Public Cleansing Act; Basic Act on Establishing a Sound Material-Cycle Society; various 2. Management of chemical substances indicated in laws and regulations, etc., in production processes, products, and services	Legal awareness	Are you aware of legislation as well as social norms/industry norms and standards at home and abroad related to this category? Do you have a policy and guidelines related to this topic?	No		Yes, but the existence of violations is not		Yes, and the existence of violations is checked.
		Policy	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly in a timely manner.
		System / Responsibility	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	3. Control and reduction of waste water, sludge and air emissions Companies are expected to set targets at the level prescribed by law or more rigorous voluntary environmental impact reduction targets. In addition, efforts should be made to prevent pollution, to monitor and control waste water, (29) sludge and air emissions etc., and to reduce outflow.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	4. Sustainable and efficient utilization of resources (energy, water, raw materials, etc.) Companies are expected to set independent targets for implementing resource conservation and energy savings, and to make efforts to effectively use sustainable resources and energies.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.
	5. Reduction of (30) GHG (greenhouse gases) Companies are expected to set independent reduction targets for greenhouse gases, such as carbon dioxide, methane and fluorocarbons, and make efforts to reduce them to help combat climate change.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
6. Identification, management, reduction, and (31) responsible disposal or recycling of waste Companies are expected to set independent reduction targets for waste, and make efforts to reduce it.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
7. Initiatives related to (32) biodiversity Companies are expected to conduct investigations into the direct and indirect impacts of business on the ecosystem, and make efforts to protect biodiversity and ensure its sustainable utilization.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
8. Environmentally friendly products When planning, developing, and designing products, companies should assess environmental impact related to the products throughout their lifecycle, and take steps to improve their functions for energy efficiency, resource conservation, and recyclability.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	

**Comments** Use the right column if there is anything you would like to add, such as initiatives your company is taking in regards to this theme.

Theme	Topic	Approach	Question	Answer	Response Level 1	Response Level 2	Response Level 3	Response Level 4	Response Level 5
<b>V. Fair business practices</b>	1. Basic attitude toward fair business practices Companies are expected to engage in fair business practices (e.g., prevention of corruption, responsible political involvement, fair competition, rejection of relationships with (33) antisocial forces/ organizations) in (23) business processes producing/providing products and services.  Major international frameworks and norms related to fair business practices: (8) Ten Principles of the UN Global Compact, (10) OECD Guidelines for Multinational Enterprises, (34) United Nations Convention against Corruption Major laws and regulations related to fair business practices: (35) Domestic laws regarding competition: Antimonopoly Act (Japan), antitrust laws (US), European Union competition law (EU)	Legal awareness	Are you aware of legislation as well as social norms/industry norms and standards at home and abroad related to this category? Do you have a policy and guidelines related to this topic?	No			Yes, but the existence of violations is not		Yes, and the existence of violations is checked.
		Policy	Do you have a designated person or structure assuming responsibility or promotion of this topic?	No		Yes, we have one or both.		Yes, we have one (or both), and it is reviewed properly in a timely manner.	
		System / Responsibility	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, we have.		Yes, we have designated one, and it is reviewed properly in a timely manner.	
		Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
	3. Prevention of the giving and receiving of improper advantages with customers and trade partners, etc., in sales and purchasing activities, etc. Healthy relationships must be maintained with customers.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
	4. (36) Prevention of competition law violations in sales activities, etc. (37) Bid rigging, (38) cartels, (39) abuse of dominant bargaining position, and other (40) unfair trading practices should be prevented from occurring.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
		Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.	
	5. Rejection of relationships with antisocial forces/organizations Relationships with violent groups and corporate extortionists, etc., should be rejected.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.	
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.		
6. Prevention of unauthorized use of a third party's intellectual property and of illegal reproduction of copyrighted works Intellectual property rights, including (41) patent rights, copyrights, and trademark rights, should be respected.	Checking initiative results	Do you have initiatives related to this topic? In addition, do you have a mechanism for checking initiative results?	No		Yes, but we have no mechanism for checking		Yes, we have both.		
	Corrective actions	Do you have a mechanism for corrective actions related to this topic as necessary?	No		Yes, we have.		Yes, and it is reviewed properly in a timely manner.		



## GCNJ CSR/Sustainable Procurement SAQ - Explanation of Terms

No.	Term	Meaning
1	Corporate governance	A mechanism for companies to practice transparent, fair, swift, and resolute decision-making while taking into consideration the standpoints of shareholders, customers, employees, local communities, and other stakeholders.
2	CSR	Corporate Social Responsibility. Refers to a company's attitude and initiatives to contribute to society by giving consideration to its impact on society as a whole, not just its own profit. It is thought that companies should give consideration not only to generating earning, maintaining dividends, and observing the law, but also to their economic, environmental, and social impacts, bearing in mind the various social groups connected to the company—that is, stakeholders.
3	Internal controls	Mechanisms for controlling organizations to ensure proper and efficient performance of operations in a company or administrative body, etc. They are established by prescribing and applying operational rules, standards, and processes and by continually conducting assessments of their effectiveness and risks in order to prevent wrongdoing, illegal acts, and errors in organizations and ensure that organizations are run effectively. Adoption of IT is also required, including the establishment of information systems.
4	Business continuity planning (BCP)	Planning that organizes routine activities and emergency actions (e.g., methods and means) in order for a company that has fallen into a state of emergency (due to natural disaster, major fire, terrorism, etc.) to minimize damage suffered, continue its core business, and recover quickly.
5	Non-financial information	Refers to information about a company other than financial information such as financial statements. In order to understand corporate activities, there is now a demand for the disclosure of non-financial information that has an impact of any kind on the financial state, in addition to financial information.
6	Stakeholders	Individuals or groups that could have an impact on the decisions or activities of an organization, that could be impacted by those decisions or activities, or that are recognized as being impacted by those decisions or activities. Examples include customers, owners, shareholders, bankers, regulators, suppliers, employees/ labor unions, contractors/partners, and society including the government and residents (sometimes including competitors or opposition lobby groups).
7	Universal Declaration of Human Rights	A declaration adopted by the third United Nations General Assembly on December 10, 1948, as a universal standard for all people and all nations to achieve. It arose from reflection amidst the devastation following World War II that, "this mistake must never be repeated." The Declaration, which consists of a preamble and articles 1 to 30, clearly expresses liberty rights and social rights. Liberty rights include personal liberty, prohibition of torture and slavery, freedom of thought and expression, suffrage and so on. Social rights include the right to education, the right of workers to unionize, the right to lead life with human dignity and so on.
8	Ten Principles of the UN Global Compact	The UN Global Compact is an initiative that was advocated by then UN Secretary-General Kofi Annan to the World Economic Forum (Davos meeting) in 1999 and officially launched at UN Headquarters the following year. It fulfills its role as a forum (a place for the exchange and practice of opinions) for addressing various issues arising from globalization through the implementation of activities based on 10 principles established in the four domains of human rights, labor standards, environment, and anti-corruption. At present, 12,480 organizations (of which about 9,456 are companies) in around 160 countries have signed the Compact (as of May, 2017). Principle 1: Support and respect the protection of human rights; Principle 2: Make sure that one is not complicit in human rights abuses; Principle 3: Freedom of association and recognition of the right to collective bargaining; Principle 4: Elimination of forced labor; Principle 5: Effective abolition of child labor; Principle 6: Elimination of discrimination in employment and occupation; Principle 7: Precautionary approach to environmental challenges; Principle 8: Initiatives to promote environmental responsibility; Principle 9: Development and diffusion of environmentally friendly technologies; Principle 10: Work against corruption in all its forms, including extortion and bribery. (UNGC website: <a href="https://www.unglobalcompact.org/">https://www.unglobalcompact.org/</a> )
9	UN Guiding Principles on Business and Human Rights	Principles conceived as the "Protect, Respect and Remedy" framework by Harvard University professor John Ruggie, who served as a UN Special Representative from 2005. The UN unanimously endorsed the principles on June 16, 2011. The objective is to strengthen standards and practices related to business and human rights, in order to contribute to sustainable globalization. The principles are applicable to all states and businesses.
10	OECD Guidelines for Multinational Enterprises	Guidelines established by the OECD in 1976 to recommend multinational corporations to voluntarily act in the responsible manner that is expected of them. The Guidelines consist of principles related to responsible corporate activities in a wide range of areas including general policies; disclosure; human rights; employment and industrial relations; environment; combating bribery, bribe solicitation and extortion; customer interests; science and technology; competition; and taxation. The Guidelines are legally nonbinding. Participating nations besides OECD member countries are Argentina, Brazil, Columbia, Costa Rica, Egypt, Jordan, Lithuania, Morocco, Peru, Rumania, and Tunisia.
11	UK Modern Slavery Act	Enacted in the UK as of March 2015. It is a law requiring commercial organizations and companies operating in the UK with annual turnover exceeding £36 million to disclose annual statements and report to ensure that slavery and human trafficking are not taking place in the business.

No.	Term	Meaning
12	Social norms	Rules that people must observe when interacting within social life. These include manners, morals, customs, role models and so on.
13	Industry norms	Self-imposed rules established through the cooperation of companies and organizations in an industry that serve as standards for behavior and judgments that must be observed.
14	Sexual orientation	Refers to the concept of showing the direction of a person's romantic or sexual attraction. These include heterosexuality, homosexuality, bisexuality and so forth. In recent years, some of these have started to be widely recognized as LGBT*. *Lesbian, gay, bisexual, and transgender
15	International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work	Refers to the ILO Declaration of the Fundamental Principles and Rights at Work adopted by the International Labor Organization (ILO), which is one of the ILO's most important key documents alongside the ILO Charter and Declaration of Philadelphia. It establishes the minimum standards related to labor. It consists of eight articles in four areas related to the basic human rights of freedom of association, prohibition of forced labor, elimination of child labor, and elimination of discrimination in employment and occupation.
16	Career advancement	The acquisition of higher qualifications and abilities. The improvement of one's career.
17	Collective agreement	A written agreement concluded between a labor union or representative of workers and an employer.
18	Unjustified retention of identification documents, etc.	In developing countries and elsewhere, there are instances of employment intermediaries forcing migrant workers from neighboring countries to hand over their work permits and passports to prevent them from running away and withholding unreasonable sums from their wages (e.g., migrant workers from neighboring countries in Southeast Asia losing their freedom of movement when their passports are confiscated by employment intermediaries). However, the safekeeping of documents such as passports and alien registration cards is an obligation of the person whose documents they are; forced retention of such documents by employment intermediaries and employers is illegal. This also applies to foreign technical intern trainees in Japan.
19	Deposit	A general term for a certain amount of money placed interest-free by a borrower into the keeping of the lender when making a rental agreement; also called a security deposit or key money. In terms of CSR, refers to unjustified costs collected from foreign workers by employment services in the sending country and is regarded as a primary factor leading to debt labor and forced labor.
20	Freedom of association	The ability of anyone to form a group or association. It includes the right to join or leave a group and the right to disband.
21	Safeguards	Measures to prevent workers from having work-related accidents. These include employers providing for the safety of equipment and working environments, etc., and workers themselves engaging in work with an understanding of dangers and hazards of that work and a thorough familiarity with the appropriate ways to cope with those dangers and hazards. See Chapter VI of Japan's Industrial Safety and Health Act.
22	Danger signals	Reducing envisioned dangers through warning labels by directly posting stickers, signs and so on and around dangerous spots.
23	Business processes	The series of activities conducted to achieve a business objective, such as the production and sale of a product or provision of a service.
24	Rio Declaration on Environment and Development	Rio Declaration on Environment and Development. An agreement made at a UN Conference on Environment and Development held in June 1992. Consists of 27 principles on environment and development, for example that States have, in accordance with the Charter of the United Nations, etc., the sovereign right to exploit their own resources, and the responsibility to ensure that their own activities do not cause damage to the environment of other States.
25	ISO 14001	A certification standard for an Environmental Management System (EMS), issued by the International Organization for Standardization (ISO) in 1996. It requires the establishment and implementation of the Plan-Do-Check-Act (PDCA) cycle aimed at objectives such as the reduction of environmental load, in line with an environmental policy drawn up by management. A review by a third party is needed to acquire certification.
26	Paris Agreement	A multilateral agreement concerning climate change, adopted at the 21st Conference of the Parties of the UN Framework Convention on Climate Change (COP 21) held in Paris in December 2015. A stated goal is to achieve net zero emissions worldwide by the second half of this century. It requires all countries to independently establish reduction targets and to take domestic measures aimed at their achievement.
27	Basel Convention	Officially the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal. A treaty that requires as a matter of principle processing hazardous wastes by the country that produced it, as well as ensuring international safety standards when moving hazardous wastes across borders, giving advance notice to countries receiving the waste and/or through which the waste passes and obtaining their consent, preventing illegal transfer, and establishing punishment measures, etc.

No.	Term	Meaning
28	Major laws and regulations related to the environment	National laws related to the control and regulation, etc., of chemical substances and chemical substances used in products, enacted by Japan, the US, EU, South Korea, China, and Taiwan to ensure the health and safety of workers. <Explanation of abbreviations> <ul style="list-style-type: none"> <li>• Chemical Substance Control Law (Japan): Act on the Evaluation of Chemical Substances and Regulation of Their Manufacture, etc.</li> <li>• TSCA (US): Toxic Substances Control Act</li> <li>• REACH Regulation (EU): Registration, Evaluation, Authorization and Restriction of Chemicals</li> </ul>
29	Sludge	The mass of the final inorganic and organic products from the treatment process of a sewage treatment plant or the waste liquid treatment process of a factory, etc. It is buried in final landfill sites as industrial waste or recycled.
30	GHG (greenhouse gases)	A general term for gases that warm the atmosphere near the surface of the Earth by absorbing infrared rays. Regarded as substances that cause global warming (climate change). The Kyoto Protocol, which was adopted at the third session of the Conference of Parties to the UNFCCC (COP 3), specified six gases, including carbon dioxide, methane, chlorofluorocarbons, and dinitrogen monoxide, to be reduced.  The Intergovernmental Panel on Climate Change (IPCC) has nearly concluded that rising surface temperatures are an anthropogenic result of an increase in GHG emissions since the Industrial Revolution of the 18th century.
31	Responsible disposal	Japan's Waste Management and Public Cleansing Act, for example, stipulates that in Article 3 that "business operators must take responsibility for the proper disposal of wastes generated in connection with their business activities." This makes it explicit that emitters are responsible for disposal. It is also stipulated that "business operators strive to reduce the amount of waste generated in connection with their business activities through means such as recycling," and "business operators must cooperate with the policies of local public bodies in relation to the reduction of waste and the ensuring of its proper disposal, etc."
32	Biodiversity	Biological diversity can be perceived on three levels: ecosystem, species, and genetic diversity. The Convention on Biological Diversity is a treaty whose goals are the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of benefits arising out of the utilization of genetic resources. The 10th Conference of the Parties to the Convention on Biological Diversity (COP 10), held in 2010, adopted the "Aichi Targets," which is a strategy for reducing the speed of biodiversity loss by 2050, and the "Nagoya Protocol" on the handling of genetic resources.
33	Antisocial forces/ organizations	A general term for groups and individuals who pursue economic benefits through unreasonable demands using violence, power, or fraudulent means.
34	United Nations Convention against Corruption	A treaty for preventing economic crimes including corrupt practices (including corruption by public officials, foreign public officials, and officials of a public international organization), bribery, embezzlement, and money laundering. It plays a complementary role to the United Nations Convention against Transnational Organized Crime and is incorporated into the principles of the UN Global Compact.
35	Domestic laws regarding competition: Antimonopoly Act (Japan), antitrust laws (US), European Union competition law (EU)	"Competition law" is a general term for laws and regulations with the purpose of preventing monopolistic, coordinated, or unfair practices as a means of competition, in order to maintain sound and fair competition in a capitalist market economy. Below are some domestic laws. Antimonopoly Act (Japan): A law aimed at sound market development and the protection of consumer interests by maintaining free competition among companies. Antitrust laws (US): Antimonopoly laws in the United States. A general term for the basic laws of the Sherman Act, the Clayton Act, and the Federal Trade Commission Act plus a series of laws and regulations that amend and supplement these statutes. European Union competition law (EU): Antimonopoly law in the EU.
36	Prevention of competition law violations	When competition laws such as an antitrust law have been violated, the violator may face civil (e.g., an injunction) and administrative (e.g., payment of a fine) measures and, in some offense, criminal charges. Furthermore, as violators may lose social credibility through press coverage, it is important to prevent violations and, toward that end, it is important to have correct knowledge.
37	Bid rigging	Illegal behavior to ensure that a certain bidder wins a bid as a result of an agreement among relevant bidders.
38	Cartels	A form of alliance in which companies and business operators in the same industry, which is in a state of oligopoly, strike a deal on matters such as price, production volume, and sales outlets to avoid competition, with the aim of obtaining exclusive benefits. Also called syndicates, cartels are prohibited in Japan by the Antimonopoly Act.
39	Abuse of dominant bargaining position	Causing disadvantage to a trading partner through unjust behavior in light of normal business practices by using the dominant bargaining position of one's own company (e.g., making burdensome requests such as delayed payment of bills, demand for price reductions, and demand for support money, and making demands for the dispatch of employees). The Antimonopoly Act prohibits these behaviors in Japan.
40	Unfair trading	Acts that could impede fair competition, which are prohibited by Japan's Antimonopoly Act. There are 16 types of unfair trade practices applicable to all categories of business, including "concerted refusal to deal," in which companies refuse to deal with a certain vendor, and "discriminatory pricing," in which products and services are provided and received unfairly at discriminatory prices.

No.	Term	Meaning
41	Patent rights, copyrights, and trademark rights	<p>Patent right: A set of exclusive rights granted by a sovereign state to an inventor or assignee for a limited period of time in exchange for detailed public disclosure of an invention.</p> <p>Copyright: The right to exclusive control of works that creatively express one's own thoughts and feelings through forms of expression such as language, music, and graphic arts.</p> <p>Trademark rights: The right to protect as an asset trademarks attached to products and services, where "trademark" refers to a mark (including letters, graphics, symbols, three-dimensional shapes, and combinations thereof) used to differentiate the products and services of one's own company from those of other companies.</p>
42	ISO 9001, ISO/IEC Guide 51, EU New Approach Directives, and HACCP	<p>ISO 9001: A certification standard for quality management systems, issued by the International Organization for Standardization (ISO) in 1987. It is used to improve quality through the implementation of the Plan-Do-Check-Act (PDCA) cycle aimed at increasing quality. A review by a third party is needed to acquire certification.</p> <p>ISO/IEC Guide 51: An international standard that stipulates guidelines for the inclusion of safety aspects in standards. It is positioned at the top of various safety standards.</p> <p>EU New Approach Directives: A new EU legal structure and means of regulation implemented with the integration of Europe as the EU with the purpose of reducing "technical trade barriers" that impede the flow of goods within the EU.</p> <p>HACCP (Hazard Analysis and Critical Control Point): A system for analyzing health and quality risks that could occur in the production process of foods, specifying the critical control points that should be monitored to ensure safety, and practicing rigorous control and record keeping.</p>
43	Major laws and regulations related to quality and safety	<p>&lt;Explanation of abbreviations&gt;</p> <ul style="list-style-type: none"> <li>• LP Act: Act on the Securing of Safety and the Optimization of Transaction of Liquefied Petroleum Gas</li> <li>• PMD Act: The Law on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical device</li> <li>• Housing Quality Act: Housing Quality Assurance Act</li> <li>• Premiums and Representations Act: Act against Unjustifiable Premiums and Misleading Representations</li> </ul>
44	Supply chain	A series of activities or stakeholders related to the chain of all business processes (including development, procurement, production, delivery, and sale) leading from the stage of raw materials to the delivery of products and services to the customers. The business approach for cohesive management of the supply chain is called supply chain management.
45	EU RoHS Directive	EU legislation restricting the use of hazardous substances in electrical and electronic equipment and promoting the collection and recycling of such equipment, enacted in February 2003. Target hazardous chemical substances include lead, mercury, cadmium, and hexavalent chromium, and flame retardants such as polybrominated biphenyls (PBB) or polybrominated diphenyl ethers (PBDE).
46	California Transparency in Supply Chains Act	A law that went into effect in January 2012 that requires companies with worldwide annual revenues of \$100 million or more to report on their specific actions to eradicate slavery and human trafficking in their supply chains.
47	Conflict minerals	A general term for minerals produced in conflict-torn regions where the purchase of those minerals could lead to the funding of local armed groups and, it is feared, could result in complicity in conflicts in those regions. (See No. 48 Dodd-Frank Act)
48	Dodd-Frank Act	A US financial regulatory reform act established in 2010 with the aim of preventing a recurrence of the financial crisis. One part of the act imposes an obligation on companies listed in the US to report to the Securities and Exchange Commission (SEC) matters related to their use of minerals including tantalum, tin, gold, and tungsten produced in the Democratic Republic of the Congo and surrounding regions, out of concern that mineral resources in those regions have become a source of funds for armed groups.
49	Local community	The people or groups living or working in an area impacted economically, socially, and environmentally by a business.