

G3 GRI Content Index

G3 Disclosure	Description	Minebea Group CSR Report 2010
1 Strategy and Analysis		
1.1	Statement from the most senior decisionmaker of the organization (e.g., CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy.	[p.3-4] Top Commitment
1.2	Description of key impacts, risks, and opportunities.	[p.3-4] Top Commitment [p.7-8] Minebea Group CSR [p.14] Minebea's Environmental Initiatives for 2050
2 Organizational Profile		
2.1	Name of the organization.	[p.2] Corporate Profile [Back cover]
2.2	Primary brands, products, and/or services.	[p.2] Corporate Profile [p.5-6] Minebea Products in Society
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	[p.31] Relationship with Customers
2.4	Location of organization's headquarters.	[p.2] Corporate Profile
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.25] Initiatives to Prevent Global Warming > Recap of FY2009
2.6	Nature of ownership and legal form.	[p.2] Corporate Profile [Back cover]
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	[p.2] Corporate Profile [p.5-6] Minebea Products in Society
2.8	Scale of the reporting organization, including: · Number of employees; · Net sales (for private sector organizations) or net revenues (for public sector organizations); · Total capitalization broken down in terms of debt and equity (for private sector organizations); and · Quantity of products or services provided.	[p.2] Corporate Profile [p.33] Relationship with Employees > Basic Approach
2.9	Significant changes during the reporting period regarding size, structure, or ownership including: · The location of, or changes in operations, including facility openings, closings, and expansions; and · Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations).	-
2.10	Awards received in the reporting period.	[p.25] Initiatives to Prevent Global Warming > Construction of energy-saving plants [p.40] Relationship with Shareholders > IR Website
3 Report Parameters		
Report Profile		
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	[p.1] Editorial Policy
3.2	Date of most recent previous report (if any).	-
3.3	Reporting cycle (annual, biennial, etc.)	[p.1] Editorial Policy
3.4	Contact point for questions regarding the report or its contents.	[p.1] Editorial Policy
Report Scope and Boundary		
3.5	Process for defining report content, including: · Determining materiality; · Prioritizing topics within the report; and · Identifying stakeholders the organization expects to use the report.	[p.1] Editorial Policy [p.7-8] Minebea Group CSR
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	[p.1] Editorial Policy
3.7	State any specific limitations on the scope or boundary of the report.	[p.17] Environmental Management > Environmental Education
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.	Not applicable
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.1] Editorial Policy [p.20] Environmental Management > Environmental Accounting
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).	Not applicable
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	[p.1] Editorial Policy
GRI content index		
3.12	Table identifying the location of the Standard Disclosures in the report.	[WEB] GRI Content Index
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).	[WEB] Third Party Opinion
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.9] Corporate Governance > 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.9] Corporate Governance > Corporate Governance

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4.3	For organizations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	[p.9] Corporate Governance > Corporate Governance
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	[p.9] Corporate Governance > Corporate Governance

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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	-
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	[p.9-10] Corporate Governance > Corporate Governance
4.7	Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organization's strategy on economic, environmental, and social topics.	-
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	[p.7] Minebea Group CSR [p.12] Compliance > Minebea Group Code of Conduct Compliance > Minebea Group Officer and Employee Compliance Guidelines
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.9] Corporate Governance > Corporate Governance System [p.11] Compliance > Basic Approach and System for Promoting Compliance [p.13] Risk Management [p.16] Environmental Management > Environmental Management System [p.31] Relationship with Customers
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	[p.9] Corporate Governance > Corporate Governance
Commitments to External Initiatives		
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	[p.9-10] Corporate Governance [p.11-12] Compliance [p.13] Risk Management [p.17] Environmental Management > Environmental Education
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	-
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: · Has positions in governance bodies; · Participates in projects or committees; · Provides substantive funding beyond routine membership dues; or · Views membership as strategic.	-
Stakeholder Engagement		
4.14	List of stakeholder groups engaged by the organization.	[p.7] Minebea Group CSR
4.15	Basis for identification and selection of stakeholders with whom to engage.	[p.7] Minebea Group CSR
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	[p.7] Minebea Group CSR [p.18] Environmental Management > Environmental Communications [p.32] Relationship with Customers > Communication with Customers [p.35] Relationship with Employees > Initiatives for Creating Environments Conducive to Working [p.37-38] Relationship with Local Communities and Global Society [p.39] Relationships with Suppliers > Green Procurement Relationships with Suppliers > Supplier Selection Policy Relationships with Suppliers > Communication with Suppliers [p.40]

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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.21-22] Environmental Management> Environmental Protection Plan [p.26] Initiatives to Prevent Global Warming>Future Issues and Goals [p.30] Initiatives for Reducing the Effect on the Environment>Future Issues and Goals [p.32] Relationship with Customers >Future Issues and Goals [p.35] Relationship with Employees >Future Issues and Goals [p.38] Relationship with Local Communities and Global Society>Future Issues and Goals [p.39] Relationships with Suppliers>Future Issues and Goals [p.40] Relationship with
5 Management Approach and Performance Indicators			
Economic			
		Disclosure on Management Approach	[p.3-4] Top Commitment
aspect: Economic Performance			
EC1	CORE	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	[p.2] Corporate Profile [p.18] Environmental Management> Environmental Communications [p.20] Environmental Accounting [p.40] Relationship with
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.	[p.24] Product-Related Initiatives for the Environment> Development of Products that Contribute to Energy and Environmental Technologies
aspect: Market Presence			
EC5	ADD	Range of ratios of standard entry level wage compared to local minimum wage at significant locations of operation.	-
EC6	CORE	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	-
EC7	CORE	Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation.	-
aspect: Indirect Economic Impacts			
EC8	CORE	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	[p.37-38] Relationship with Local Communities and Global
EC9	ADD	Understanding and describing significant indirect economic impacts, including the extent of impacts.	-
Environmental			
		Disclosure on Management Approach	[p.14] Minebea's Environmental Initiatives for 2050 [p.15] Environmental Management> Environmental Management at Minebea [p.21-22] Environmental Management> Environmental Protection Plan
aspect: Materials			
EN1	CORE	Materials used by weight or volume.	[p.19] Environmental Management> Minebea's Effect on the Environment
EN2	CORE	Percentage of materials used that are recycled input materials.	[p.27-28] Initiatives for Effective Use of Resources>Initiatives at Facilities
aspect: Energy			
EN3	CORE	Direct energy consumption by primary energy source.	[p.19] Environmental Management> Minebea's Effect on the Environment
EN4	CORE	Indirect energy consumption by primary source.	[p.19] Environmental Management> Minebea's Effect on the Environment
EN5	ADD	Energy saved due to conservation and efficiency improvements.	[p.25-26] Initiatives to Prevent Global Warming

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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.23] Product-Related Initiatives for the Environment>Products that Contribute to Energy Conservation [p.24] Product-Related Initiatives for the Environment>Development of Products that Contribute to Energy and Environmental Technologies
EN7	ADD	Initiatives to reduce indirect energy consumption and reductions achieved.	[p.26] Initiatives to Prevent Global Warming
aspect: Water			
EN8	CORE	Total water withdrawal by source.	[p.19] Environmental Management>Minebea's Effect on the Environment
EN9	ADD	Water sources significantly affected by withdrawal of water.	[p.19] Environmental Management>Minebea's Effect on the Environment (However it is partially applicable)
EN10	ADD	Percentage and total volume of water recycled and reused.	[p.19] Environmental Management>Minebea's Effect on the Environment (However it is partially applicable)

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aspect: Biodiversity			
EN11	CORE	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	-
EN12	CORE	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	-
EN13	ADD	Habitats protected or restored.	-
EN14	ADD	Strategies, current actions, and future plans for managing impacts on biodiversity.	[p.18] Environmental Management > Initiatives for Preserving Biodiversity
EN15	ADD	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	-
aspect: Emissions, Effluents, and Waste			
EN16	CORE	Total direct and indirect greenhouse gas emissions by weight.	[p.19] Environmental Management > Minebea's Effect on the Environment [p.25] Initiatives to Prevent Global Warming > Recap of FY2009
EN17	CORE	Other relevant indirect greenhouse gas emissions by weight.	-
EN18	ADD	Initiatives to reduce greenhouse gas emissions and reductions achieved.	[p.25-26] Initiatives to Prevent Global Warming
EN19	CORE	Emissions of ozone-depleting substances by weight.	[p.29-30] Initiatives for Reducing the Effect on the Environment > Initiatives at Facilities
EN20	CORE	NO, SO, and other significant air emissions by type and weight.	[p.19] Environmental Management > Minebea's Effect on the Environment
EN21	CORE	Total water discharge by quality and destination.	[p.19] Environmental Management > Minebea's Effect on the Environment
EN22	CORE	Total weight of waste by type and disposal method.	[p.19] Environmental Management > Minebea's Effect on the Environment
EN23	CORE	Total number and volume of significant spills.	Not applicable
EN24	ADD	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII, and percentage of transported waste shipped internationally	-
EN25	ADD	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff.	-
aspect: Products and Services			
EN26	CORE	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	[p.23-24] Product-Related Initiatives for the Environment
EN27	CORE	Percentage of products sold and their packaging materials that are reclaimed by category.	-
aspect: Compliance			
EN28	ADD	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with environmental laws and regulations.	Not applicable
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.	[p.29] Initiatives for Effective Use of Resources > Initiatives for Logistics (However there is no actual measured value)
aspect: Overall			
EN30	ADD	Total environmental protection expenditures and investments by type.	[p.19] Environmental Management > Environmental Accounting
Labor Practices and Decent Work			
		Disclosure on Management Approach	[p.33-35] Relationship with Employees
aspect: Employment			
LA1	CORE	Total workforce by employment type, employment contract, and region.	[p.33] Relationship with Employees > Basic Approach
LA2	CORE	Total number and rate of employee turnover by age group, gender, and region.	-
LA3	ADD	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	[p.33] Relationship with Employees > Initiatives for Creating Environments Conducive to Working
aspect: Labor/Management Relations			
LA4	CORE	Percentage of employees covered by collective bargaining agreements.	-
LA5	CORE	Minimum notice period(s) regarding operational changes, including whether it is specified in collective agreements.	-
aspect: Occupational Health and Safety			
LA6	ADD	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs.	-
LA7	CORE	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region.	[p.34] Relationship with Employees > Health and Occupational Safety > Health and Occupational Safety
LA8	CORE	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	[p.34] Relationship with Employees > Health and Occupational Safety > Promoting Health Management
LA9	ADD	Health and safety topics covered in formal agreements with trade unions.	-
aspect: Training and Education			
LA10	CORE	Average hours of training per year per employee by employee category.	-

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LA11	ADD	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	[p.33] Relationship with Employees > Human Resources Development Relationship with Employees > Principle Domestic Training
LA12	ADD	Percentage of employees receiving regular performance and career development reviews. aspect: Diversity and Equal Opportunity	-
LA13	CORE	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.	[p.35] Relationship with Employees > Workforce Diversity
LA14	CORE	Ratio of basic salary of men to women by employee category.	-

G3		Description	Minebea Group CSR Report 2010
Human Rights			
		Disclosure on Management Approach	[p.12] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines [p.35] Relationship with Employees > Workforce Diversity > Respect for Human Rights [p.39] Relationships with Suppliers > Basic Approach
aspect: Investment and Procurement Practices			
HR1	CORE	Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening.	
HR2	CORE	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken.	[p.39] Relationships with Suppliers > Supplier Selection Policy Relationships with Suppliers > Communication with Suppliers
HR3	ADD	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	[p.11] Compliance > Compliance Education
aspect: Non-Discrimination			
HR4	CORE	Total number of incidents of discrimination and actions taken.	-
aspect: Freedom of Association and Collective Bargaining			
HR5	CORE	Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.	[p.12] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines
aspect: Child Labor			
HR6	CORE	Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor.	[p.12] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines
aspect: Forced and Compulsory Labor			
HR7	CORE	Operations identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of forced or compulsory labor.	[p.12] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines
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.	Not applicable
Society			
		Disclosure on Management Approach	[p.11-12] Compliance > Basic Approach and System for Promoting Compliance [p.37-38] Relationship with Local Communities and Global Society > Basic Approach
aspect: Community			
SO1	CORE	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting.	-
aspect: Corruption			
SO2	CORE	Percentage and total number of business units analyzed for risks related to corruption.	-
SO3	CORE	Percentage of employees trained in organization's anti-corruption policies and procedures.	[p.11] Compliance > Compliance Education
SO4	CORE	Actions taken in response to incidents of corruption.	Not applicable
aspect: Public Policy			
SO5	CORE	Public policy positions and participation in public policy development and lobbying.	[p.37] Relationship with Local Communities and Global Society > Contributing to Global Society
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 anticompetitive behavior, anti-trust, and monopoly practices and their outcomes.	Not applicable
aspect: Compliance			
SO8	CORE	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with laws and regulations.	Not applicable
Product Responsibility			
		Disclosure on Management Approach	[p.13] Risk Management > Information Security [p.31-32] Relationship with Customers > Basic Approach
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.	[p.31-32] Relationship with Customers > Quality Management
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.	Not applicable
aspect: Product and Service Labeling			

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PR3	CORE	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	[p.23] Product-Related Initiatives for the Environment
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.	Not applicable
PR5	ADD	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	[p.32] Relationship with Customers > Communication with
aspect: Marketing Communications			
PR6	CORE	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	-
PR7	ADD	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes.	-
aspect: Customer Privacy			
PR8	ADD	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	-
aspect: Compliance			
PR9	CORE	Monetary value of significant fines for noncompliance with laws and regulations concerning the provision and use of products and services.	Not applicable