

G3.1 GRI Content Index

G3.1 Disclosure		Description	Minebea Group CSR Report 2012
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] Commitment from the President
1.2		Description of key impacts, risks, and opportunities.	[p.3-4] Commitment from the President [p.17] Minebea Group CSR
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.	[WEB] Business
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.5-6] Damage from Thai Floods and Response [WEB] Plants
2.6		Nature of ownership and legal form.	[WEB] Domestic Offices and Plants [WEB] Sales Office : Japan
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; • Number of operations; • Net sales (for private sector organizations) or net revenues (for public sector organizations); • Total capitalization broken down in terms of debt and equity (for private sector organizations); and • Quantity of products or services provided.	[p.2] Corporate Profile [p.25] Relationships 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).	Not applicable
2.10		Awards received in the reporting period.	[p.32] Relationships with Shareholders>IR Website [WEB] Initiatives for Preventing Global Warming>Initiatives at Offices
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).	[p.1] Editorial Policy
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.17] 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.1] Editorial Policy
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.34] 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).	[p.27] Relationships with Employees>Workforce Diversity>Initiatives Regarding Employees with Disabilities
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).	[p.40] Third-party Opinion

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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.18] Corporate Governance>Corporate Governance System
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.18] Corporate Governance>Corporate Governance System
4.3		For organizations that have a unitary board structure, state the number and gender of members of the highest governance body that are independent and/or non-executive members.	[p.18] Corporate Governance>Corporate Governance System
4.4		Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	[p.32] Relationships with Shareholders>Communication with Shareholders [WEB] Corporate Governance>Basic Policy and System
4.5		Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organization's performance (including social and environmental performance).	[WEB] Corporate Governance>Independent Directors, Compensation for Directors, etc.
4.6		Processes in place for the highest governance body to ensure conflicts of interest are avoided.	[p.18] Corporate Governance>Corporate Governance System [p.18] Corporate Governance>Enhancement of Internal Control System [WEB] Corporate Governance>Independent Directors, Compensation for Directors, etc.
4.7		Process for determining the composition, qualifications, and expertise of the members of the highest governance body and its committees, including any consideration of gender and other indicators of diversity.	[WEB] Corporate Governance>Basic Policy and System
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.35] Environmental Management>Basic Approach [WEB] Minebea Group Code of Conduct 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.3-4] Commitment from the President [p.18] Corporate Governance>Corporate Governance System [p.19] Compliance [p.20] Risk Management [p.23] Relationships with Customers>Quality Management [p.34] Environmental Management>Environmental Management System
4.10		Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	[p.18] Corporate Governance>Corporate Governance System [p.21-22] CSR Promotion Activity Goals and Results
Commitments to External Initiatives			
4.11		Explanation of whether and how the precautionary approach or principle is addressed by the organization.	[p.18] Corporate Governance [p.19] Compliance [p.20] Risk Management [p.34] Environmental Management>Environmental Education
4.12		Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	[p.3-4] Commitment from the President [WEB] Environmental Management>Initiatives for Preserving Biodiversity
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.	[p.3-4] Commitment from the President [WEB] Support for the United Nations Global Compact
Stakeholder Engagement			
4.14		List of stakeholder groups engaged by the organization.	[p.17] Minebea Group CSR
4.15		Basis for identification and selection of stakeholders with whom to engage.	[p.17] Minebea Group CSR
4.16		Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	[p.13-16] Special Feature2 Developing CSR Together with Suppliers [p.17] Minebea Group CSR [p.24] Relationships with Customers>Communication with Customers [p.27] Relationships with Employees>Initiatives for Creating Environments Conducive to Working [p.29-30] Relationships with Local Communities and Global Society [p.31] Relationships with Suppliers>Supplier Selection Policy Relationships with Suppliers>Green Procurement Relationships with Suppliers>Communication with Suppliers [p.32] Relationships with Shareholders>Communication with Shareholders [WEB] Environmental Management>Environmental Communications

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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>[p.13–16] Special Feature2 Developing CSR Together with Suppliers [p.21–22] CSR Promotion Activity Goals and Results [p.24] Relationships with Customers>Future Issues and Goals [p.28] Relationships with Employees>Future Issues and Goals [p.30] Relationships with Local Communities and Global Society>Future Issues and Goals [p.31] Relationships with Suppliers>Future Issues and Goals [p.32] Relationships with Shareholders>Future Issues and Goals [p.36] Initiatives for Preventing Global Warming>Future Issues and Goals [p.37] Initiatives for Effective Use of Resources>Future Issues and Goals [p.38] Initiatives for Reducing Impacts on the Environment>Future Issues and Goals [p.39] Product-related Initiatives for the Environment>Future Issues and Goals</p>
5 Management Approach and Performance Indicators			
Economic			
		Disclosure on Management Approach	<p>[p.3–4] Commitment from the President [p.32] Relationships with Shareholders>Shareholder Returns</p>
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>[p.2] Corporate Profile [p.30] Relationships with Local Communities and Global Society [p.32] Relationships with Shareholders>Shareholder Returns [p.34] Environmental Management>Environmental Accounting [WEB] Environmental Management>Environmental Communications</p>
EC2	CORE	Financial implications and other risks and opportunities for the organization's activities due to climate change.	[p.36] Initiatives for Preventing Global Warming>Basic Approach
EC3	CORE	Coverage of the organization's defined benefit plan obligations.	-
EC4	CORE	Significant financial assistance received from government.	-
aspect: Market Presence			
EC5	ADD	Range of ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation.	-
EC6	CORE	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	-
EC7	CORE	Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation.	-
aspect: Indirect Economic Impacts			
EC8	CORE	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	[p.29–30] Relationships with Local Communities and Global Society
EC9	ADD	Understanding and describing significant indirect economic impacts, including the extent of impacts.	-
Environmental			
		Disclosure on Management Approach	<p>[p.21–p.22] CSR Promotion Activity Goals and Results [p.33] Environmental Management>Basic Approach</p>
aspect: Materials			
EN1	CORE	Materials used by weight or volume.	[p.35] Environmental Management>Minebea's Environmental Impact
EN2	CORE	Percentage of materials used that are recycled input materials.	[p.37] Initiatives for Effective Use of Resources>Results of FY2011 Initiatives
aspect: Energy			
EN3	CORE	Direct energy consumption by primary energy source.	[p.35] Environmental Management>Minebea's Environmental Impact
EN4	CORE	Indirect energy consumption by primary source.	[p.35] Environmental Management>Minebea's Environmental Impact
EN5	ADD	Energy saved due to conservation and efficiency improvements.	[p.36] Initiatives for Preventing Global Warming
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.39] Product-related Initiatives for the Environment
EN7	ADD	Initiatives to reduce indirect energy consumption and reductions achieved.	[p.36] Initiatives for Preventing Global Warming
aspect: Water			
EN8	CORE	Total water withdrawal by source.	[p.35] Environmental Management>Minebea's Environmental Impact
EN9	ADD	Water sources significantly affected by withdrawal of water.	-
EN10	ADD	Percentage and total volume of water recycled and reused.	-
aspect: Biodiversity			
EN11	CORE	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	-
EN12	CORE	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	-
EN13	ADD	Habitats protected or restored.	-
EN14	ADD	Strategies, current actions, and future plans for managing impacts on biodiversity.	[p.33] Environmental Management>Basic Approach [p.35] 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.	-

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aspect: Emissions, Effluents, and Waste			
EN16	CORE	Total direct and indirect greenhouse gas emissions by weight.	[p.35] Environmental Management>Minebea's Environmental Impact [p.36] Initiatives for Preventing Global Warming>Results of FY2011 Initiatives
EN17	CORE	Other relevant indirect greenhouse gas emissions by weight.	-
EN18	ADD	Initiatives to reduce greenhouse gas emissions and reductions achieved.	[p.21-22] CSR Promotion Activity Goals and Results [p.36] Initiatives for Preventing Global Warming
EN19	CORE	Emissions of ozone-depleting substances by weight.	Not applicable
EN20	CORE	NO, SO, and other significant air emissions by type and weight.	[p.35] Environmental Management>Minebea's Environmental Impact
EN21	CORE	Total water discharge by quality and destination.	[p.35] Environmental Management>Minebea's Environmental Impact
EN22	CORE	Total weight of waste by type and disposal method.	[p.35] Environmental Management>Minebea's Environmental Impact [p.37] Initiatives for Effective Use of Resources>Results of FY2011 Initiatives
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.39] Product-related Initiatives for the Environment
EN27	CORE	Percentage of products sold and their packaging materials that are reclaimed by category.	[WEB] Initiatives for Effective Use of Resources>Initiatives at Offices
aspect: Compliance			
EN28	ADD	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with environmental laws and regulations.	[WEB] Environmental Management>Strict Adherence to Laws and Regulations
aspect: Transport			
EN29	ADD	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	[p.35] Environmental Management>Minebea's Environmental Impact
aspect: Overall			
EN30	ADD	Total environmental protection expenditures and investments by type.	[p.34] Environmental Management>Environmental Accounting
Labor Practices and Decent Work			
		Disclosure on Management Approach	[p.25-28] Relationships with Employees
aspect: Employment			
LA1	CORE	Total workforce by employment type, employment contract, and region, broken down by gender.	[p.25] Relationships with Employees>Basic Approach
LA2	CORE	Total number and rate of new employee hires and 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 significant locations of operation.	[p.27] Relationships with Employees>Initiatives for Creating Environments Conducive to Working
LA15	CORE	Return to work and retention rates after parental leave, by gender.	-
aspect: Labor/Management Relations			
LA4	CORE	Percentage of employees covered by collective bargaining agreements.	-
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 and by gender.	[p.27-28] Relationships with Employees>Health and Occupational Safety Management
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.28] Relationships with Employees>Health and Occupational Safety Management>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 gender, and by employee category.	-
LA11	ADD	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	[p.25-26] Relationships with Employees>Human Resources Development [p.25] Relationships with Employees>Principal Domestic Training Programs by Rank
LA12	ADD	Percentage of employees receiving regular performance and career development reviews, by gender.	-
aspect: Diversity and Equal Opportunity			
LA13	CORE	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	[p.26-27] Relationships with Employees>Workforce Diversity
aspect: Equal Remuneration for Women and Men			
LA14	CORE	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation.	-
Human Rights			
		Disclosure on Management Approach	[p.26] Relationships with Employees>Respect for Human Rights [p.31] Relationships with Suppliers>Basic Approach [WEB] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines
aspect: Investment and Procurement Practices			
HR1	CORE	Percentage and total number of significant investment agreements and contracts that include clauses incorporating human rights concerns, or that have undergone human rights screening.	-
HR2	CORE	Percentage of significant suppliers, contractors, and other business partners that have undergone human rights screening, and actions taken.	[p.31] Relationships with Suppliers>Supplier Selection Policy [p.31] Relationships with Suppliers>Communication with Suppliers
HR3	CORE	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.	-

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aspect: Non-Discrimination			
HR4	CORE	Total number of incidents of discrimination and corrective actions taken.	-
aspect: Freedom of Association and Collective Bargaining			
HR5	CORE	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights.	[p.27] Relationships with Employees>Initiatives for Creating Environments Conducive to Working>Labor Relations [p.31] Relationships with Suppliers>Basic Approach [WEB] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines Minebea Group CSR Procurement Guidelines
aspect: Child Labor			
HR6	CORE	Operations and significant suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.	[p.31] Relationships with Suppliers>Basic Approach [WEB] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines Minebea Group CSR Procurement Guidelines
aspect: Forced and Compulsory Labor			
HR7	CORE	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures taken to contribute to the elimination of all forms of forced or compulsory labor.	[p.31] Relationships with Suppliers>Basic Approach [WEB] Minebea Group Code of Conduct Minebea Group Officer and Employee Compliance Guidelines Minebea Group CSR Procurement 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
aspect: Assessment			
HR10	CORE	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments.	-
aspect: Remediation			
HR11	CORE	Number of grievances related to human rights filed, addressed and resolved through formal grievance mechanisms.	-
Society			
		Disclosure on Management Approach	[p.19] Compliance>Basic Approach and System for Promoting Compliance [p.29-30] Relationships with Local Communities and Global Society>Basic Approach
aspect: Local Communities			
SO1	CORE	Percentage of operations with implemented local community engagement, impact assessments, and development programs.	-
SO9	CORE	Operations with significant potential or actual negative impacts on local communities.	-
SO10	CORE	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities.	-
aspect: Corruption			
SO2	CORE	Percentage and total number of business units analyzed for risks related to corruption.	-
SO3	CORE	Percentage of employees trained in organization's anti-corruption policies and procedures.	[p.19] Compliance>Compliance Education
SO4	CORE	Actions taken in response to incidents of corruption.	-
aspect: Public Policy			
SO5	CORE	Public policy positions and participation in public policy development and lobbying.	[p.29] Relationships 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.20] Risk Management>Information Security [p.23-24] Relationships with Customers
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.23] Relationships 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			
PR3	CORE	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	[p.39] 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.24] Relationships with Customers>Communication with Customers
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