

# CSR Promotion Activity Goals and Results



## ► Results for FY2012 and Goals for FY2013 and the Medium Term

		FY2012 Goals	FY2012 Results	
Management	CSR Management	Continue to promote PDCA management for CSR activities <b>CSR</b>	Promoted PDCA management of CSR using medium-term and annual targets	
		Continue to promote internal awareness activities for CSR <b>CSR</b>	Disseminated president's message upon publication of CSR Report 2012, introduced CSR activities in internal company magazine, and held seminar for CSR coordinators	
	Corporate Governance Compliance Risk Management	Continue to bolster compliance system for domestic and overseas sites <b>Compliance</b>	Appointed executive-rank compliance officers at each site and assigned one staff member in charge of compliance and multiple sub-staff members in charge of compliance at each site as support organizations; created compliance management rules	
		Reinforce overseas training <b>Compliance</b>	Held compliance training as part of Thai rank-based training program	
		Formulate BCP for domestic and overseas sites and begin their operation <b>GA</b>	Formulated BCP for major Japanese and overseas sites and began operation	
		Continue to strengthen disaster mitigation system at domestic plants <b>GA</b>	Promoted strengthening of Japanese disaster prevention structures, including at new Tokyo Head Office	
		Strengthen risk management system for Thai floods <b>GA</b>	Formulated BCP for Thai floods and began BCM operation; built floodwater embankments	
Society	Relationships with Customers	Revise the Quality Management Manual and clarify the implementation of risk assessment as the design and product manufacturing stages to bolster product safety <b>Quality</b>	Revised Quality Management Manual and codified risk assessment at product and manufacturing stages	
		Create framework to promote acquisition of international Quality Management System (QMS) certification covering design and manufacturing in order to strengthen Quality Assurance System <b>Quality</b>	In conjunction with revision of Quality Management Manual, required acquisition of quality management system international standards for design in addition to manufacturing	
		Acquire STP-Plus certification in Singapore and prepare for certification in South Korea and the EU <b>Logistics</b>	Acquired Singapore STP-Plus certification; suspended preparations to acquire certification in South Korea and EU after further consideration	
	Relationships with Employees	Continue to strengthen human rights education <b>Human Resources Development</b>	Provided anti-harassment education during rank-based training and overseas assignment training	
		Strengthen development and utilization of personnel suited for global development <b>Human Resources Development</b>	Established overseas study program; promoted overseas recruiting activities	
		Continue to promote initiatives relating to work-life balance <b>Personnel</b>	Promoted understanding and usage of work-life balance-related systems; promoted measures to reduce overtime	
		Meet legally required employment percentages for the handicapped and support for their employment <b>Personnel</b>	Rate of employees with disabilities was 1.71% (as of June 2012)	
	Relationships with Local Communities and Global Society	Hold dialogues with local communities at domestic locations to better understand local needs <b>CSR</b>	Held dialogue in Miyota-machi, Kitasaku-gun, Nagano Prefecture, the Headquarters location, to better understand the local community needs	
	Relationships with Suppliers	Hold stakeholder dialogues with suppliers <b>Procurement</b>	Held dialogue with six suppliers	
		Promote CSR procurement by adding CSR requirements to Basic Purchasing Policy, publishing CSR Procurement Guidelines, creating CSR Procurement Self-assessment Checklist, etc. <b>Procurement</b>	Added CSR statement to Basic Procurement Policies, published CSR Procurement Guidelines, created CSR Procurement Self-assessment Checklist	
	Relationships with Shareholders	Continue to promote active information disclosure relating to progress and implementation of Medium-term Business Plan <b>IR</b>	Promoted disclosure of Medium-term Business Plan through general shareholders' meeting, semiannual business report, website information, etc.	
		Continue to promote active communication with domestic and international investors <b>IR</b>	Held four briefings on financial results and conference calls for institutional investors and securities analysts and one tour to visit investors in the U.S., Europe, and Asia	
Environment		Acquire ISO 14001 certification (Suzhou Plant, Daiichi Seimitsu Sangyo Co., Ltd. headquarters) and prepare to acquire certification at other sites (Minebea Tokyo Head Office and Cambodia Plant) <b>Environment</b>	Acquired ISO 14001 certification at Suzhou Plant and Daiichi Seimitsu Sangyo Co., Ltd. headquarters; completed audits for certification at Cambodia Plant	
		Revise environmental policy <b>Environment</b>	Revised environmental policy	
		Reduce CO <sub>2</sub> emissions per basic unit of output by 2% compared with FY2010 <b>Environment</b>	Reduced CO <sub>2</sub> emissions by 20,724 tons, or 15% per basic unit of output compared with FY2010	
		Reduce Minebea Group plants' total landfill waste to under 4,000 tons/year <b>Environment</b>	Landfill waste from worldwide Minebea Group plants totaled 4,330 tons	
		Begin operation of new chemical substance application database <b>Environment</b>	Started operation of new chemical substance application database	
		Establish selection criteria for Minebea Green Products <b>Environment</b>	As a result of study of selection criteria for Minebea Green Products, concluded that more investigation is required based on product group characteristics	
		Establish systems and overall scheme to enable regular reporting of CO <sub>2</sub> emissions of overall Group logistics operations <b>Logistics</b>	Established systems and structures to for timely reporting of CO <sub>2</sub> emissions from total Group logistics	
		Improve packaging to raise logistics efficiency and reduce CO <sub>2</sub> emissions <b>Logistics</b>	Designed packaging to enable efficient loading for some models of hybrid stepping motors, PM stepping motors, and power brushless motors	

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The Minebea Group believes it is important to manage CSR activities appropriately using the Plan-Do-Check-Action (PDCA) cycle and sets CSR goals

accordingly. Furthermore, to ensure that CSR activities are promoted in a planned fashion, the Group has established medium-term goals to be achieved by FY2015.

	Evaluation	FY2013 Goals	Medium-term Goals (target year of FY2015)
	○	•Review status of CSR activities at overseas sites <b>CSR</b>	•Promote CSR management across the Group, including overseas sites <b>CSR</b>
	○	•Review status of activities based on ISO 26000 <b>CSR</b>	•Enhance PDCA management to meet global standards <b>CSR</b>
	○	•Promote internal CSR awareness initiatives, including at overseas sites <b>CSR</b>	•Promote CSR awareness activities across the Group, including overseas sites <b>CSR</b>
	○	•Strengthen compliance activities at Japanese and overseas sites <b>Compliance</b>	•Establish a global compliance system <b>Compliance</b>
	○	•Promote overseas training and awareness activities to prepare for establishment of global compliance system <b>Compliance</b>	•Formulate a BCP for the entire Minebea Group and instill it through training <b>GA</b>
	○	•Promote BCM at Japanese and overseas sites <b>GA</b>	
	○	•Create framework to compile results on risk assessments of major products <b>Quality</b>	•Create product safety assessment structure for product life cycle stages <b>Quality</b>
	○	•Create framework to clarify product safety laws, regulations, internal rules, and compliance for major products <b>Quality</b>	•Promote bar-coding for all products <b>Logistics</b>
	○	•Unify manufacturing label and bar code systems for all products <b>Logistics</b>	
	○	•Continue to strengthen human rights education <b>Human Resources Development</b>	•Strengthen the development of human resources in order to support the active expansion and development of global business <b>Human Resources Development</b>
	○	•Strengthen development and utilization of personnel suited for global development <b>Human Resources Development</b>	•Proactively incorporate demands of society and promote measures to support employee motivation <b>Personnel</b>
	○	•Continue to promote initiatives relating to work-life balance <b>Personnel</b>	
	×	•Meet legally required employment percentages for the handicapped and support their employment <b>Personnel</b>	
	○	•Review engagement with local communities and status of social contribution activities at all global sites <b>CSR</b>	•Hold dialogues with communities through sites in and outside Japan to expand social contribution activities based on understanding of their needs <b>CSR</b>
	○	•Send CSR Procurement Self-assessment Checklist to major domestic suppliers and collect responses <b>Procurement</b>	•Promote CSR procurement among domestic suppliers using CSR Procurement Self-assessment Checklist <b>Procurement</b>
	○		•Expand CSR procurement to overseas suppliers <b>Procurement</b>
	○	•Continue to promote active information disclosure relating to progress and implementation of business plan <b>IR</b>	•Continue to actively disclose information and promote communication among a wider group of shareholders and investors to deepen their understanding of Minebea <b>IR</b>
	○	•Continue to promote active communication with domestic and international investors <b>IR</b>	
	○	•Prepare for acquisition of ISO 14001 certification for Minebea Tokyo Head Office <b>Environment</b>	•Reduce CO <sub>2</sub> emissions per basic unit of output by 5% compared with FY2010 <b>Environment</b>
	○	•Reduce CO <sub>2</sub> emissions per basic unit of output by 3% compared with FY2010 <b>Environment</b>	•Greatly reduce landfill waste <b>Environment</b>
	×	•Limit volume of waste ultimately disposed of as landfill by Minebea Group worldwide to 4,300 tons per year <b>Environment</b>	•Expand improvements to packaging <b>Logistics</b>
	○	•Prepare for Carbon Disclosure Project (CDP) <b>Environment</b>	
	○	•Study selection criteria for Minebea Green Products based on consideration of product group characteristics <b>Environment</b>	
	△	•Expand use of efficient packaging to all models of hybrid stepping motors, PM stepping motors, and power brushless motors, as well as to fan motors and other products <b>Logistics</b>	
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**CSR** CSR Promotion Office  
 **Compliance** Compliance Office  
 **GA** General Affairs Department  
 **Quality** Group Quality Management Department  
**Logistics** Logistics Department  
 **Human Resources Development** Human Resources Development Department  
 **Personnel** Personnel Department  
**Procurement** Procurement Department  
 **IR** Investors Relations Office  
 **Environment** Group Environment Management Department