

# CSR Promotion Activity Goals and Results



## ► Results for FY2013 and Goals for FY2014 and the Medium Term

		FY2013 Goals	FY2013 Results	
Management	CSR Management	Review status of CSR activities at overseas sites <b>CSR</b>	Confirmed the status of and reviewed CSR activities in the United States, Thailand, and Cambodia	
		Review status of activities based on ISO 26000 <b>CSR</b>	In Japan, analyzed the status of CSR activities and identified issues based on ISO 26000	
		Promote internal CSR awareness initiatives, including at overseas sites <b>CSR</b>	Established a global CSR promotion structure by appointing CSR Officers at sites in and outside Japan	
	Corporate Governance Compliance Risk Management	Strengthen compliance activities at Japanese and overseas sites <b>Compliance</b>	Distributed compliance cards and conducted a compliance awareness survey of Japanese employees working in and outside Japan	
		Promote overseas training and awareness activities to prepare for establishment of global compliance system <b>Compliance</b>	<ul style="list-style-type: none"> <li>• Provided compliance training to Japanese employees on assignment at sales sites in China and Hong Kong</li> <li>• Provided compliance training to local employees at Korean sales sites</li> </ul>	
		Promote BCM at Japanese and overseas sites <b>GA</b>	<ul style="list-style-type: none"> <li>• Conducted three BCP training sessions at Karuizawa Plant using earthquake scenarios</li> <li>• At Thai plants, conducted flood wall deployment training based on BCP plans for flooding</li> </ul>	
Society	Relationships with Customers	Create framework to compile results on risk assessments of major products <b>Quality</b>	Created a framework (proposal) to compile risk assessment results on automotive, aircraft, and medical products	
		Create framework to clarify product safety laws, regulations, internal rules, and compliance for major products <b>Quality</b>	Established a safety standards conference to clarify laws, regulations, internal rules and their compliance	
		Unify manufacturing label and bar code systems for all products <b>Logistics</b>	Unified manufacturing labels and bar codes for domestic production	
	Relationships with Employees	Continue to strengthen human rights education <b>Human Resources Development</b>	Provided anti-harassment training as part of rank-based training as well as human rights training prior to overseas assignment	
		Strengthen development and utilization of personnel suited for global development <b>Human Resources Development</b>	<ul style="list-style-type: none"> <li>• Started management training program prior to overseas assignment</li> <li>• Provided English-learning opportunities for all young employees</li> <li>• Continued overseas study program and overseas hiring activities</li> </ul>	
		Continue to promote initiatives relating to work-life balance <b>Personnel</b>	Primarily promoted measures to prevent excessive overtime	
		Meet legally required employment percentages for the handicapped and support their employment <b>Personnel</b>	Rate of employees with disabilities was 1.69% (as of June 2013)	
	Relationships with Local Communities and Global Society	Review engagement with local communities and status of social contribution activities at all global sites <b>CSR</b>	Organized information on status of community dialogues and social contribution programs at overseas sites	
	Relationships with Suppliers	Send CSR Procurement Self-assessment Checklist to major domestic suppliers and collect responses <b>Procurement</b>	Distributed CSR Procurement Self-assessment Checklist to 250 domestic suppliers, received responses, and analyzed status	
	Relationships with Shareholders	Continue to promote active information disclosure relating to progress and implementation of business plan <b>IR</b>	Promoted information disclosure on Medium-term Business Plan and policies through general shareholders' meeting, semiannual business report, and website information	
		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	Environment	Prepare for acquisition of ISO 14001 certification for Minebea Tokyo Head Office <b>Environment</b>	Began activities to acquire ISO 14001 certification for Tokyo Head Office, including establishment of structure, formulation of plans, purposes, and goals	
		Reduce CO <sub>2</sub> emissions per basic unit of output by 3% compared with FY2010 <b>Environment</b>	CO <sub>2</sub> emissions rose by 2,685 tons compared with FY2010, a decline of 28% per basic unit of output	
		Limit volume of waste ultimately disposed of as landfill by Minebea Group worldwide to 4,300 tons per year <b>Environment</b>	Amount of waste ultimately disposed of as landfill by Minebea Group worldwide totaled 4,564 tons/year, a decline of 19.9% per basic unit of output	
		Prepare for Carbon Disclosure Project (CDP) <b>Environment</b>	Began preparations by taking part in CDP reporting meeting and other measures	
		Study selection criteria for Minebea Green Products based on consideration of product group characteristics <b>Environment</b>	Promoted development of environmentally conscious products, including "Smart Building" plans for the Tokyo Head Office building, "Five Arrows" strategy (lighting equipment, measuring devices) and other measures	
		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>	Used efficient packaging 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	FY2014 Goals	Medium-term Goals (target year of FY2015)
	○	<ul style="list-style-type: none"> <li>Establish reporting structure for entire Group, including overseas sites, centered around CSR Officers <b>CSR</b></li> <li>Identify CSR issues at overseas sites using ISO 26000 to analyze status <b>CSR</b></li> <li>Conduct CSR enlightenment and discussions with domestic CSR officers <b>CSR</b></li> </ul>	<ul style="list-style-type: none"> <li>Promote CSR management across the Group, including overseas sites <b>CSR</b></li> <li>Enhance PDCA management to meet global standards <b>CSR</b></li> <li>Promote CSR awareness activities across the Group, including overseas sites <b>CSR</b></li> </ul>
	○	<ul style="list-style-type: none"> <li>Share status of compliance activities among overseas sites and formulate future direction of compliance measures <b>Compliance</b></li> <li>Promote education and awareness activities overseas to prepare for establishment of global compliance structure <b>Compliance</b></li> <li>Promote formulation of basic BCP for Cambodia, China (Zhuhai) plants <b>GA</b></li> <li>Formulate BCP for Tokyo Head Office <b>GA</b></li> <li>Promote BCP drills at all sites <b>GA</b></li> </ul>	<ul style="list-style-type: none"> <li>Establish a global compliance system <b>Compliance</b></li> <li>Formulate a BCP for the entire Minebea Group and instill it through training <b>GA</b></li> </ul>
	○	<ul style="list-style-type: none"> <li>Create internal risk assessment standards for automotive, aircraft, and medical products <b>Quality</b></li> <li>For automotive products, begin compiling data on risk assessment results in accordance with procedures <b>Quality</b></li> <li>Establish a framework to continually comply with product safety laws, regulations, internal rules for major products <b>Quality</b></li> <li>Unify manufacturing labels and bar codes for PM motors, hybrid motors, fan motors, micro actuators <b>Logistics</b></li> <li>Acquire AEO certification in Germany <b>Logistics</b></li> </ul>	<ul style="list-style-type: none"> <li>Create product safety assessment structure for product life cycle stages <b>Quality</b></li> <li>Promote bar-coding for all products <b>Logistics</b></li> <li>Acquire AEO certification in South Korea, Malaysia <b>Logistics</b></li> </ul>
	○	<ul style="list-style-type: none"> <li>Continue to strengthen human rights education <b>Human Resources Development</b></li> <li>Strengthen development and utilization of personnel suited for global development (next-generation leader training, strategic rotation implementation) <b>Human Resources Development</b></li> <li>Enhance activities of female employees <b>Human Resources Development</b></li> <li>Continue to promote initiatives relating to work-life balance <b>Personnel</b></li> <li>Meet legally required employment percentages for the handicapped and support for their employment <b>Personnel</b></li> <li>Promote mental health support measures <b>Personnel</b></li> </ul>	<ul style="list-style-type: none"> <li>Strengthen the development of human resources in order to support the active expansion and development of global business <b>Human Resources Development</b></li> <li>Proactively incorporate demands of society and promote measures to support employee motivation <b>Personnel</b></li> </ul>
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	○	Promote engagement between sites and local communities in and outside Japan <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>
	○	<ul style="list-style-type: none"> <li>Distribute CSR Procurement Self-assessment Checklist to 300 Thai suppliers, collect and analyze results <b>Procurement</b></li> <li>Distribute Minebea Group Green Procurement Standard, 5th edition for suppliers in and outside Japan <b>Procurement</b></li> </ul>	Promote CSR procurement using the results of the CSR Procurement Self-assessment Checklist completed by major suppliers in and outside Japan <b>Procurement</b>
	○	<ul style="list-style-type: none"> <li>Continue to promote active information disclosure relating to progress and implementation of business plan <b>IR</b></li> <li>Continue to promote active communication with domestic and international investors <b>IR</b></li> </ul>	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>
	○	<ul style="list-style-type: none"> <li>Acquire ISO 14001 certification for Minebea Tokyo Head Office <b>Environment</b></li> <li>Reduce CO<sub>2</sub> emissions per basic unit of output by 4% compared with FY2010 <b>Environment</b></li> <li>Reduce amount of waste ultimately disposed of as landfill by Minebea Group worldwide to under 4,850 tons/year, for a decline of 1.3% per basic unit of output <b>Environment</b></li> <li>Send response to CDP <b>Environment</b></li> <li>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></li> <li>Open new warehouse in Thailand to improve logistics efficiency <b>Logistics</b></li> </ul>	<ul style="list-style-type: none"> <li>Reduce CO<sub>2</sub> emissions per basic unit of output by 5% compared with FY2010 <b>Environment</b></li> <li>Greatly reduce landfill waste <b>Environment</b></li> <li>Expand improvements to packaging <b>Logistics</b></li> <li>Launch full-scale operations of Thai warehouse (Minebea Thai Logistics Center (MTLC)) <b>Logistics</b></li> </ul>
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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