

Corporate Social Responsibility Report 2016 - GRI Guideline(G4) Reference Table

General Standard Disclosures		
No	Guidelines	Content of CSR Report and Page
Strategy and Analysis		
G4-1	a. Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance sustainability to the organization and the organization's strategy for addressing sustainability.	Philosophy · Fundamental Management Policy · CSR Fundamental Policy Message from our president (P3-7)
G4-2	a. Provide a description of key impacts, risks and opportunities.	CSR Fundamental Policy, Message from our president (P5-7)
Organizational Profile		
G4-3	a. Report the name of the organization.	Company Profile · Group Companies (P8-9)
G4-4	a. Report the primary brands, products, and services.	Our Product Line-up, Our Technology (P10-11)
G4-5	a. Report the location of the organization's headquarters.	Company Profile · Group Companies (P8-9)
G4-6	a. Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.	National Network, Global Network (P9)
G4-7	a. Report the nature of ownership and legal form.	Company Profile · Group Companies (P8-9)
G4-8	a. Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).	Our Product Line-up(P10)
G4-9	a. Report the scale of the organization, including: • Total number of employees • Total 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) • Quantity of products or services provided	Company Profile · Group Companies (P8-9)
G4-10	a. Report the total number of employees by employment contract and gender. b. Report the total number of permanent employees by employment type and gender. c. Report the total workforce by employees and supervised workers and by gender. d. Report the total workforce by region and gender. e. Report whether a substantial portion of the organization's work is performed by workers who are legally recognized as self-employed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors. f. Report any significant variations in employment numbers (such as seasonal variations in employment in the tourism or agricultural industries.)	Employee diversity (P26)
G4-11	a. Report the percentage of total employees covered by collective bargaining agreements.	—
G4-12	a. Describe the organization's supply chain.	NAMICS' material purchasing policy (P25)
G4-13	a. Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain, including: • Changes in the location of, or changes in, operations, including facility openings, closings, and expansions • Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations) • Changes in the location of suppliers, the structure of the supply chain, or in relationships with suppliers, including selection and termination.	Company Profile · Group Companies (P8-9)
Commitments to External Initiatives		
G4-14	a. Report whether and how the precautionary approach or principle is addressed by the organization.	Reduction of Environmental impact for Sustainability (P19-24)
G4-15	a. List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	—
G4-16	a. List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization: • Holds a position on the governance body • Participates in projects or committees. • Provides substantive funding beyond routine membership dues • Views membership as strategic	Editorial Policy (P2)
Identified Material Aspects and Boundaries		
G4-17	a. List all entities included in the organization's consolidated financial statements or equivalent documents. b. Report whether any entity included in the organization's consolidated financial statements or equivalent document is not covered by the report.	Editorial Policy (P2)
G4-18	a. Explain the process for defining the report content and the Aspect Boundaries. b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.	Editorial Policy (P2)

No	Guidelines	Content of CSR Report and Page
G4-19	a. List all the material Aspects identified in the process for defining report content.	Editorial Policy (P2), Specifying NAMICS Group Key CSR Issues(P16)
G4-20	a. For each material Aspect, report the Aspect Boundary within the organization, as follows: • Report whether the Aspect is material within the organization • If the Aspect is not material for all entities within the organization (as described in G4-17), select one of the following two approaches and report either: -The list of entities or groups of entities included in G4-17 for which the Aspects is not material or -The list of entities or groups of entities included in G4-17 for which the Aspects is material • Report any specific limitation regarding the Aspect Boundary within the organization	Editorial Policy (P2), Specifying Key CSR Issues for NAMICS Group(P16)
G4-21	a. For each material Aspect, report the Aspect Boundary outside the organization, as follows: • Report whether the Aspect is material outside of the organization • If the Aspect is material outside of the organization, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified • Report any specific limitation regarding the Aspect Boundary outside the organization	—
G4-22	a. Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.	—
G4-23	a. Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.	—
Stakeholder Engagement		
G4-24	a. Provide a list of stakeholder groups engaged by the	Specifying Key CSR Issues for NAMICS Group(P16)
G4-25	a. Report the basis for identification and selection of stakeholders with whom to engage.	Specifying Key CSR Issues for NAMICS Group(P16)
G4-26	a. Report the organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.	Specifying Key CSR Issues for NAMICS Group(P16)
G4-27	a. Report 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. Report the stakeholder groups that raised each of the key topics and concerns.	Specifying Key CSR Issues for NAMICS Group(P16)
Report Profile		
G4-28	a. Reporting period (such as fiscal or calendar year) for information provided.	Editorial Policy (P2)
G4-29	a. Date of most recent previous report (if any).	Editorial Policy (P2)
G4-30	a. Reporting cycle (such as annual, biennial).	Editorial Policy (P2)
G4-31	a. Provide the contact point for questions regarding the report or its contents.	CSR personnel, General Affairs Group(P34)
GRI Content Index		
G4-32	a. Report the 'in accordance' option the organization has chosen. b. Report the GRI Content Index for the chosen option (see tables below). c. Report the reference to the External Assurance Report, if the report has been externally assured. GRI recommends the use of external assurance but it is not a requirement to be 'in accordance' with the Guidelines.	Editorial Policy (P2), GRI Guideline(G4) Reference Table
Assurance		
G4-33	a. Report the organization's policy and current practice with regard to seeking external assurance for the report. b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided. c. Report the relationship between the organization and the assurance providers. d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.	—
Governance		
G4-34	a. Report the governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-35	a. Report the process for delegating authority for economic, environmental and social topics from the highest governance body to senior executives and other employees.	Corporate Governance (P12), CSR Promotion Structure(P14)

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G4-36	a. Report whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-37	a. Report processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics. If consultation is delegated, describe to whom and any feedback processes to the highest governance body.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-38	a. Report the composition of the highest governance body and its committees by: <ul style="list-style-type: none"> • Executive or non-executive • Independence • Tenure on the governance body • Number of each individual's other significant positions and commitments, and the nature of the commitments • Gender • Membership of under-represented social groups • Competences relating to economic, environmental and social impacts • Stakeholder representation 	Corporate Governance (P12)
G4-39	a. Report whether the Chair of the highest governance body is also an executive officer (and, if so, his or her function within the organization's management and the reasons for this arrangement).	Corporate Governance (P12)
G4-40	a. Report the nomination and selection processes for the highest governance body and its committees, and the criteria used for nominating and selecting highest governance body members, including: <ul style="list-style-type: none"> • Whether and how diversity is considered • Whether and how independence is considered • Whether and how expertise and experience relating to economic, environmental and social topics are considered • Whether and how stakeholders (including shareholders) are involved 	Corporate Governance (P12)
G4-41	a. Report processes for the highest governance body to ensure conflicts of interest are avoided and managed. Report whether conflicts of interest are disclosed to stakeholders, including, as a minimum: <ul style="list-style-type: none"> • Cross-board membership • Cross-shareholding with suppliers and other stakeholders • Existence of controlling shareholder • Related party disclosures 	Corporate Governance (P12)
G4-42	a. Report the highest governance body's and senior executives' roles in the development, approval, and updating of the organization's purpose, value or mission statements, strategies, policies, and goals related to economic, environmental and social	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-43	a. Report the measures taken to develop and enhance the highest governance body's collective knowledge of economic, environmental and social topics.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-44	a. Report the processes for evaluation of the highest governance body's performance with respect to governance of economic, environmental and social topics. Report whether such evaluation is independent or not, and its frequency. Report whether such evaluation is a self-assessment. b. Report actions taken in response to evaluation of the highest governance body's performance with respect to governance of economic, environmental and social topics, including, as a minimum, changes in membership and organizational practice.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-45	a. Report the highest governance body's role in the identification and management of economic, environmental and social impacts, risks, and opportunities. Include the highest governance body's role in the implementation of due diligence processes. b. Report whether stakeholder consultation is used to support the highest governance body's identification and management of economic, environmental and social impacts, risks, and opportunities.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-46	a. Report the highest governance body's role in reviewing the effectiveness of the organization's risk management processes for economic, environmental and social topics.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-47	a. Report the frequency of the highest governance body's review of economic, environmental and social impacts, risks, and opportunities.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-48	a. Report the highest committee or position that formally reviews and approves the organization's sustainability report and ensures that all material Aspects are covered.	Corporate Governance (P12), CSR Promotion Structure(P14)
G4-49	a. Report the process for communicating critical concerns to the highest governance body.	Corporate Governance (P12) Permanent Hot Line establishment (P27)
G4-50	a. Report the nature and total number of critical concerns that were communicated to the highest governance body and the mechanism(s) used to address and resolve them.	CSR Fundamental Policy(P5)

No	Guidelines	Content of CSR Report and Page
G4-51	<p>a. Report the remuneration policies for the highest governance body and senior executives for the below types of remuneration:</p> <ul style="list-style-type: none"> • Fixed pay and variable pay: <ul style="list-style-type: none"> - Performance-based pay - Equity-based pay - Bonuses - Deferred or vested shares • Sign-on bonuses or recruitment incentive payments • Termination payments • Clawbacks • Retirement benefits, including the difference between benefit schemes and contribution rates for the highest governance body, senior executives, and all other employees <p>b. Report how performance criteria in the remuneration policy relate to the highest governance body's and senior executives' economic, environmental and social objectives</p>	Corporate Governance (P12)
G4-52	a. Report the process for determining remuneration. Report whether remuneration consultants are involved in determining remuneration and whether they are independent of management. Report any other relationships which the remuneration consultants have with the organization.	Corporate Governance (P12)
G4-53	a. Report how stakeholders' views are sought and taken into account regarding remuneration, including the results of votes on remuneration policies and proposals, if applicable.	Corporate Governance (P12) Permanent Hot Line establishment (P27)
G4-54	a. Report the ratio of the annual total compensation for the organization's highest-paid individual in each country of significant operations to the median annual total compensation for all employees (excluding the highest-paid individual) in the same country.	—
G4-55	a. Report the ratio of percentage increase in annual total compensation for the organization's highest-paid individual in each country of significant operations to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual) in the same country.	—
Ethics and Integrity		
G4-56	a. Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	Activity Guideline(P4)
G4-57	a. Report the internal and external mechanisms for seeking advice on ethical and lawful behavior, and matters related to organizational integrity, such as helplines or advice lines.	Corporate Governance (P12) Permanent Hot Line establishment (P27)
G4-58	a. Report the internal and external mechanisms for reporting concerns about unethical or unlawful behavior, and matters related to organizational integrity, such as escalation through line management, whistleblowing mechanisms or hotlines.	Corporate Governance (P12) Permanent Hot Line establishment (P27)
Specific Standard Disclosures		
No	Guidelines	Content of CSR Report and Page
Category: Economics		
Aspects: Economics Performance		
G4-EC1	Direct economic value generated and distributed	Company Profile · Group Companies (P8-9)
Category: Environment		
Aspects: Energy		
G4-EN3	Energy consumption within the organization	Environmental impacts overview (Including overseas factory) (P21)
Aspects: Emmissions		
G4-EN15	Direct Greenhouse Gas (GHG) emissions (Scope 1)	Environmental impacts overview (Including overseas factory) (P21)
G4-EN16	Indirect Greenhouse Gas (GHG) emissions (Scope 2)	Environmental impacts overview (Including overseas factory) (P21)
Aspects: Effluents and Waste		
G4-EN22	Total water discharge by quality and destination	Environmental impacts overview (Including overseas factory) (P21)
G4-EN23	Total weight of waste by type and disposal method	Environmental impacts overview (Including overseas factory) (P21)
Aspects: Products and Services		
G4-EN27	Extent of impact mitigation of environmental impacts of products and services	Environmentally-friendly product development (P24)
Category: Social		
Sub-Category: Labor Practices and Decent Work		
Aspects: Employment		
G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender and region	Human Resource Retention (P29)
G4-LA3	Return to work and retention rates after parental leave, by gender	Human Resource Retention (P29)

No	Guidelines	Content of CSR Report and Page
Aspects: Occupational Health and Safety		
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	Workplace Safty(P17)
Aspects: Diversity and Equal Opportunity		
G4-LA12	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity	Corporate Governance (P12) Respect for Human right, Legal Compliance, Diversity(P26)
Aspects: Equal Remuneration for Women and Men		
G4-LA13	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation	Namics provides appropriate administration regardless of gender and has no difference in basic salaries based on gender.
Aspects: Supplier Assessment for Labor Practices		
G4-LA15	Significant actual and potential negative impacts for labor practices in the supply chain and actions taken	NAMICS' material purchasing pilicy(P25)
Sub-Category: Human Rights		
Aspects: Investment		
G4-HR2	Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained	Human right aspect and humanity improvement training(P26)