KOKUYO

KOKUYO Group CSR Report 2017 CSR Data

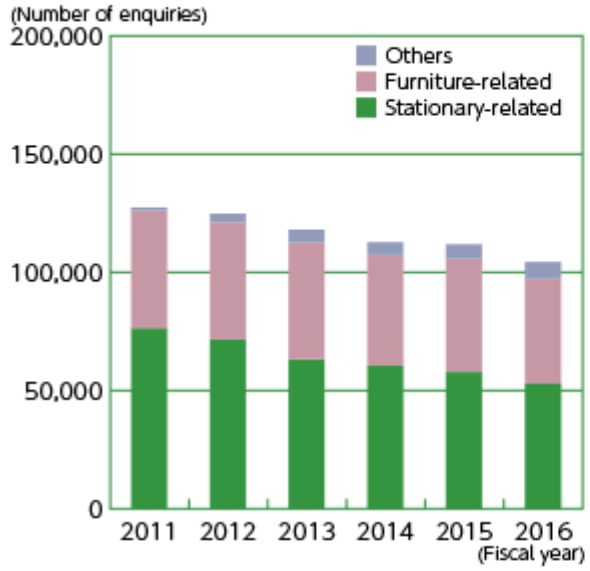
Society

■ **Reporting period**

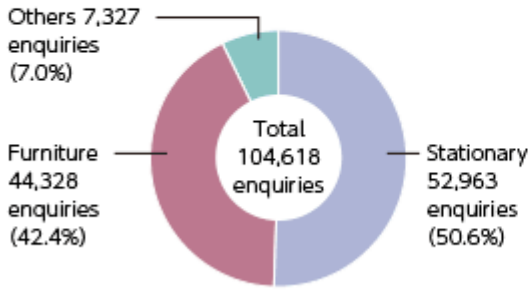
January 1 to December 31 of the applicable year (The results are current as of December 31)

Reflecting the views of customers

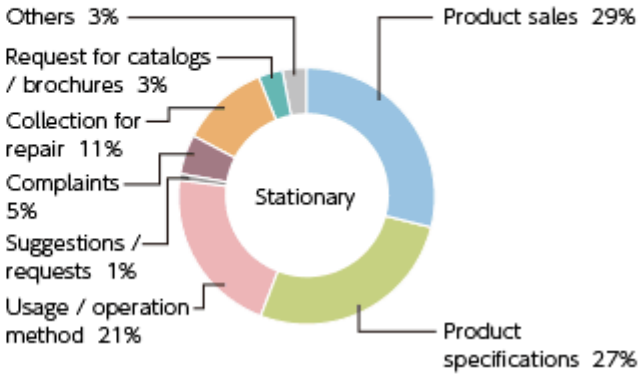
Changes in the number of enquiries

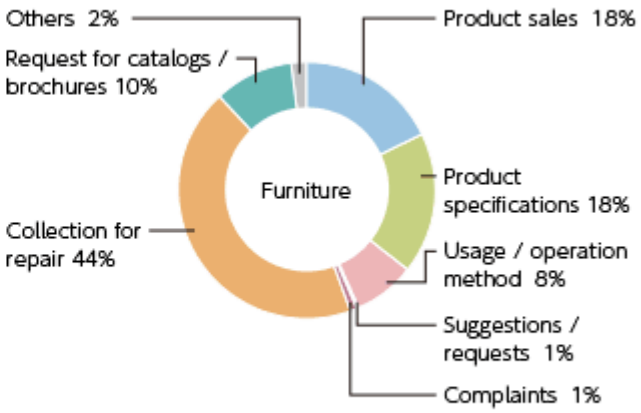


Type of enquiries



Contents of enquiries





Employee-Related Data

Non-consolidated/consolidated

		Subject	2013	2014	2015	2016
Number of Executives and Directors	Inside	Non-consolidated	3	5	5	5
	Outside	Non-consolidated	3	4	3	3
Number of Auditors	Inside	Non-consolidated	2	2	2	2
	Outside	Non-consolidated	2	2	2	2
Number of employees ※ Including regular employees and certain contracted employees	Male	Consolidated	4,660	5,071	4,877	4,811
	Female	Consolidated	1,739	1,602	1,791	1,785
	Total	**Consolidated**	**6,399**	**6,673**	**6,668**	**6,596**
	Male	Non-consolidated	207	222	1,501	1,509
	Female	Non-consolidated	133	126	486	490
	Total	**Non-consolidated**	**340**	**348**	**1,987**	**1,999**
	Foreign employees in domestic establishments	Non-consolidated	14	4	16	15
Number of non-regular employees ※ Figures within brackets are the percentage of non-regular employees		Consolidated	2,159 （25.23%）	2,153 （24.39%）	2,232 （25.07%）	2,244 （25.38%）
Employment rate of physically challenged persons		Special subsidiaries	2.24%	2.14%	2.12%	2.11%

Major Companies

Subjects: KOKUYO Co., Ltd., KOKUYO Marketing Co., Ltd., Kaunet Co., Ltd., KOKUYO Engineering & Technology Co., Ltd., KOKUYO Logitem Co., Ltd., KOKUYO Supply Logistics Co., Ltd.

		2013	2014	2015	2016
Number of employees by age group	Under 30	308	281	280	288
	30-39	867	765	676	654
	40-49	1,600	1,563	1,550	1,524
	50-59	694	704	800	826
	60 or older	103	131	148	182
	Total	**3,572**	**3,444**	**3,454**	**3,474**
Average age (years)	Male	44.28	44.86	45.46	45.87
	Female	37.64	37.75	38.35	38.82
	Average	**42.95**	**43.42**	**44.02**	**44.42**
Average length of continuous service (years)	Male	18.91	19.15	19.74	20.12
	Female	13.56	13.41	13.96	14.32
	Average	**17.84**	**17.99**	**18.57**	**18.93**
Graduate recruitment (persons)	Male	20	32	35	40
	Female	19	22	26	18
	Total	**39**	**54**	**61**	**58**
Mid-career recruitment (persons)	Male	37	33	13	24
	Female	10	8	5	13
	Total	**47**	**41**	**18**	**37**
Turnover rate ※ Excluding mandatory retirement	Male	1.29%	1.23%	1.38%	1.15%
	Female	3.63%	3.17%	3.87%	2.16%
	Total	**1.75%**	**1.61%**	**1.89%**	**1.36%**
Post appointments	(Male) Executives and higher	28	29	20	23
	(Male) Department heads	164	122	122	122
	(Male) Section chiefs	738	715	733	723
	(Male) Sub-section chiefs	1,181	1,072	1,083	1,100

		2013	2014	2015	2016
Post appointments	(Female) Executives and higher	0	1	2	1
	(Female) Department heads	1	1	3	3
	(Female) Section chiefs	29	29	33	38
	(Female) Sub-section chiefs	157	176	182	206
	(Female) Percentage of workforce in management positions(section chiefs and higher)	3.22%	3.46%	4.04%	4.63%
	(Foreign nationals) Executives and higher	0	0	0	0
	(Foreign nationals) Department heads	0	0	0	0
	(Foreign nationals) Section chiefs	2	1	2	1
	(Foreign nationals) Sub-section chiefs	3	4	4	6
Number of employees taking child-care leave	Male	2	1	0	0
	Female	64	64	80	83
	Total	**66**	**65**	**80**	**83**
Number of employees taking nursing-care leave	Male	0	0	1	1
	Female	0	0	0	1
	Total	**0**	**0**	**1**	**2**
Paid leave acquisition rate ※ Number of days taken in current year (including portion carried forward from preceding year) / Number of days granted in current year (not including portion carried forward from preceding year)		45.94%	49.96%	46.28%	48.20%
Yearly education and training costs per employee (yen)		57,330	52,305	35,570	41,914

Labor Health and Safety

Subjects: KOKUYO Co., Ltd. Mie Factory and Shibayama Factory, KOKUYO Product Shiga Co., Ltd., KOKUYO MVP Co., Ltd., IWAMI Paper Industry Co., Ltd.

	2013	2014	2015	2016
Number of work-related accident cases	5	7	11	4
Work-related accident frequency rate※1	2.26	3.12	5.04	1.87
Work-related accident severity rate※2	0.03	0.06	0.00	0.01
Number of work-related accident days of absence	72	139	7	20

※ From 2016, the work-related accident case calculations are limited to accidents requiring one or more days absence from work (excluding commuting accidents).

※1 Work-related accident frequency rate =

$$\frac{\text{Number of employees involved in accidents requiring absence from work}}{\text{Total number of working hours}} \times 1{,}000{,}000$$

※2 Work-related accident severity rate =

$$\frac{\text{Number of work-days lost}}{\text{Total number of working hours}} \times 1{,}000$$

Environmental Performance Data

■ **Reporting period**

Fiscal 2016 (January 1 to December 31, 2016)

■ **Guidelines used for reference**

Ministry of the Environment, Environmental Report Guidelines (2012 Edition)
Ministry of the Environment, Environmental Accounting Guidelines (2005 Edition)
Global Reporting Initiative (GRI), Sustainability Reporting Guidelines

■ **Organizational units covered**

Beginning with 2012, the scope of coverage was extended to all consolidated subsidiaries.
However, since the targets for 2016 were set for those companies in Group A shown in the table below, only data on this group has been disclosed.

		Consolidated subsidiaries	Other subsidiaries and affiliates
B	A	KOKUYO Co., Ltd.	
		Kaunet Co., Ltd., KOKUYO Marketing Co., Ltd., KOKUYO Engineering & Technology Co., Ltd., KOKUYO Supply Logistics Co., Ltd., KOKUYO Logitem Co., Ltd., KOKUYO Product Shiga Co., Ltd., KOKUYO MVP Co., Ltd., KOKUYO Vietnam Co., Ltd., KOKUYO Malaysia Sdn. Bhd., KOKUYO Finance Co., Ltd. KOKUYO & Partners Co., Ltd.	KOKUYO K Heart Co., Ltd., KOKUYO-IK (Thailand) Co., Ltd., KTL
		LmD International Co., Ltd., Actus Co., Ltd., KOKUYO (Shanghai) Management Co., Ltd., KOKUYO Commerce (Shanghai) Co., Ltd., KOKUYO Furniture (China) Co., Ltd., KOKUYO Design Consultants (Shanghai) Co., Ltd., KOKUYO International Asia Co., Ltd., KOKUYO International (Malaysia) Sdn. Bhd., KOKUYO Vietnam Trading Co., Ltd., KOKUYO Camlin Ltd.	KOKUYO Hokkaido Sales Co., Ltd., KOKUYO Tohoku Sales Co., Ltd., KOKUYO Kitakanto Sales Co., Ltd., KOKUYO Tokai Sales Co., Ltd. KOKUYO Hokuriku- Niigata Sales Co., Ltd., KOKUYO Sanyo-Shikoku Sales Co., Ltd., Heartland Co., Ltd.

A: The scope of coverage up to fiscal 2011 was Group A and included KOKUYO Co., Ltd., 12 consolidated subsidiaries, and 3 other subsidiaries and affiliates.
B: The scope of coverage from fiscal 2012 is Group B and includes KOKUYO Co., Ltd., 21 consolidated subsidiaries, and 10 other subsidiaries and affiliates for fiscal 2016.

Even though KOKUYO S&T and KOKUYO Furniture were integrated with KOKUYO Co., Ltd. in October 2015, there has been no impact on the environmental performance data disclosed.

2016 Results

Environmental policy	Goals and results for 2016		Evaluation
	Goals	Results	
Prevention of global warming	Reduction of CO_2 emissions Total year-on-year reduction in volume: +1.5% (Excluding impact of production: ▲1.4%)	▲3.0% (Excluding impact of production: ▲2.3%)	○
	Year-on-year reduction in unit energy consumption: ▲0.4% (compared to 2010: ▲14.0%)	Per unit of sales: ▲3.1% (compared to 2010: ▲16.4%)	○
Resource saving and recycling	Improve recycling rate in relation to total waste volume ● Business offices: 96.8% and over ● Construction sites: 84.3% and over	● Business offices: 96.9% ● Construction sites: 81.6%	○ ▲
Procurement, development, and provision of eco-friendly products	Maintain eco x zero	Maintained	○
Information disclosure and communication	Publication of CSR report	The CSR Report 2016 received the Award of Excellence at the 20th Environmental Communication Awards (two consecutive years).	○
Environmental management	ISO14001: Complete the transition to the 2015 version	Completed the transition to the 2015 version ● Good points: 4 cases ● Matters pointed out for improvement: None ● Opportunities for improvement: 21 cases	○

※ As goals have been set based on Group A for organizations subject to reporting, the results for such organizations are disclosed.

Environmental Friendliness Efficiency Indicators

The KOKUYO Group designates unique environmental friendliness efficiency indicators as indices that can comprehensively evaluate financial performance and impact on the global environment.
These indicators show the extent to which products and services are being offered to society with respect to specific environmental loads and correspond to the following four items.

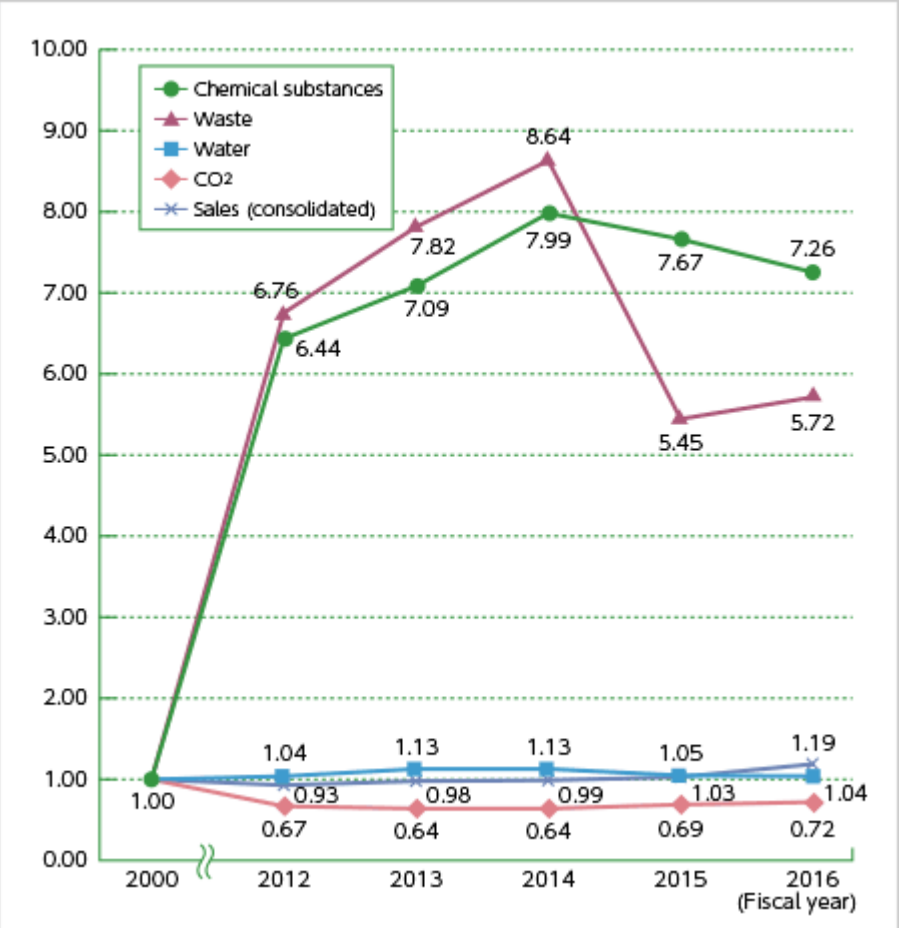
Environmental friendliness efficiency indicator =

$$\frac{\text{Current fiscal year (Sales / Environmental load data)}}{\text{Baseline fiscal year (Sales / Environmental load data)}}$$

1. CO_2 emissions
2. Final waste disposal
3. Usage of chemical substances subject to PRTR regulations
4. Water usage

Fiscal 2000 is taken as the baseline for each indicator and the progress status for each fiscal year can be determined.

Environmental friendliness efficiency indicators



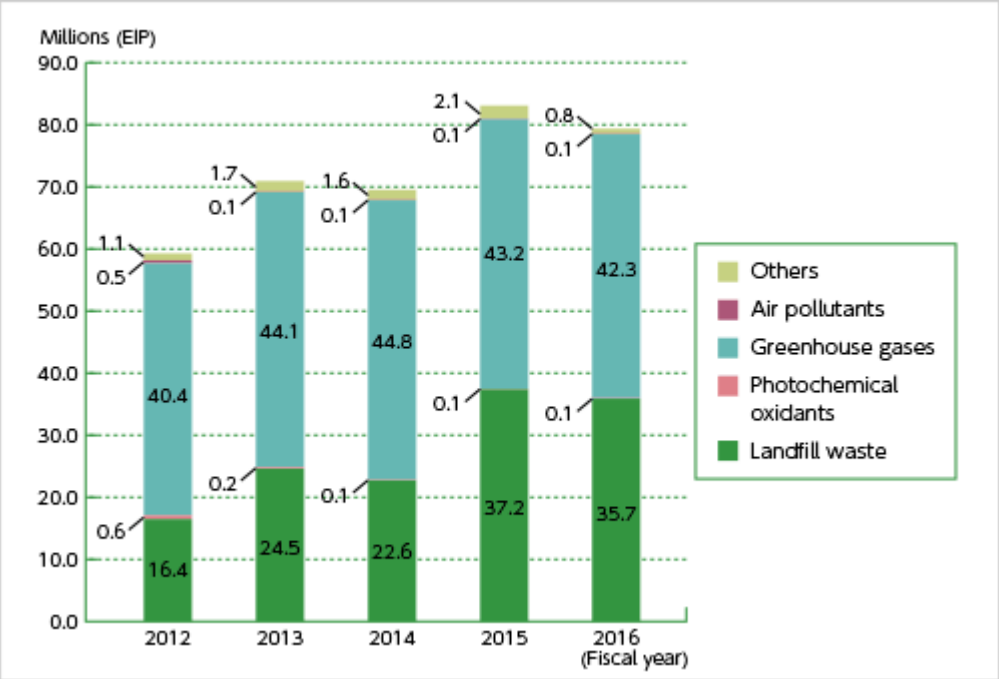
※ The scope of reporting coverage up to fiscal 2011 was Group A, and from fiscal 2012, it was expanded to Group B.
※ Chemical substances were calculated according to the amount of PRTR Law Class I Designated Chemical Substances used and handled by the business establishments subject to notification under the PRTR Law.
※ The third party verification pointed out that a part of the data on waste materials of KOKUYO Vietnam was omitted from the report calculations. From 2015, this data is included in the report.

JEPIX

JEPIX (Japan Environmental Policy Priorities Index) is a method of quantifying the individual amount of different types of environmental loads, such as greenhouse gas emissions and air pollutants, as single indicators called Environmental Impact Points (EIP). The EIP is calculated by multiplying the environmental load of each environmentally harmful chemical by the integrated coefficient, which is calculated from the ratio between Japan's environmental policy target and the actual amount of emissions (environmental friendliness factor), and obtaining the sum total of them all.

Environmental impact point (EIP) =
Σ (environmental loads x environmentally friendliness factors)

JEPIX



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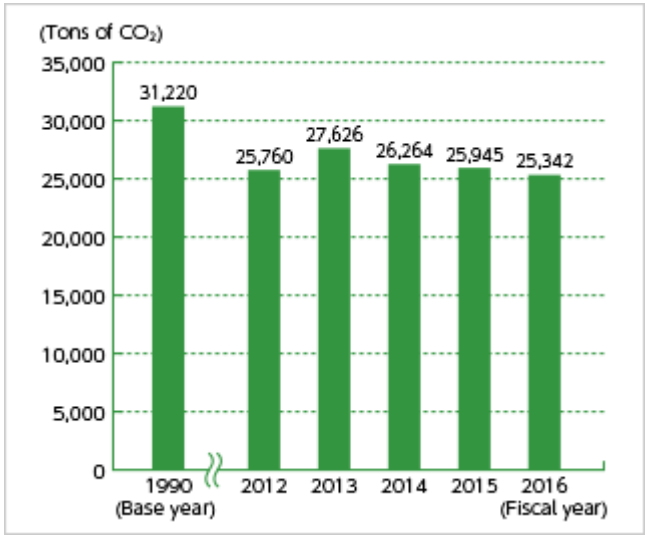
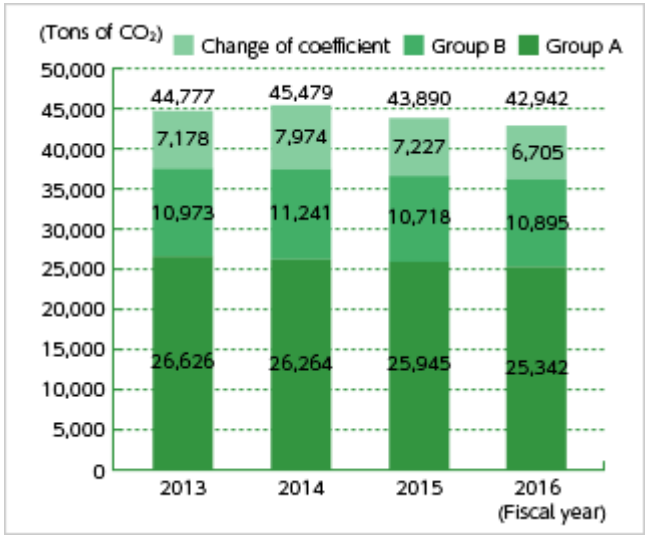
Global Warming Preventive Measures

CO_2 emissions transition



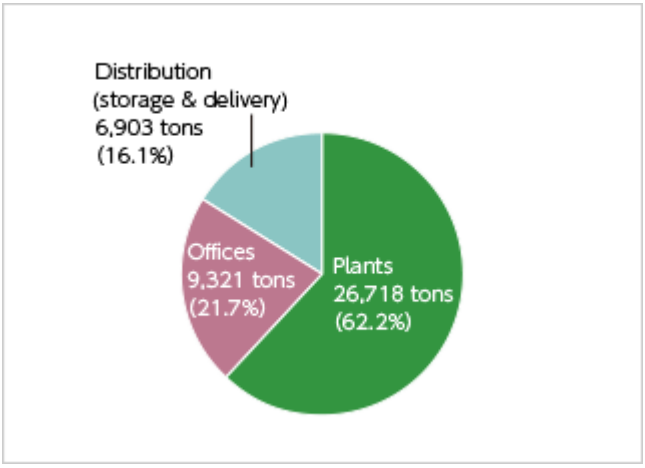
※ The above figures are for Group A.

CO_2 emissions transition

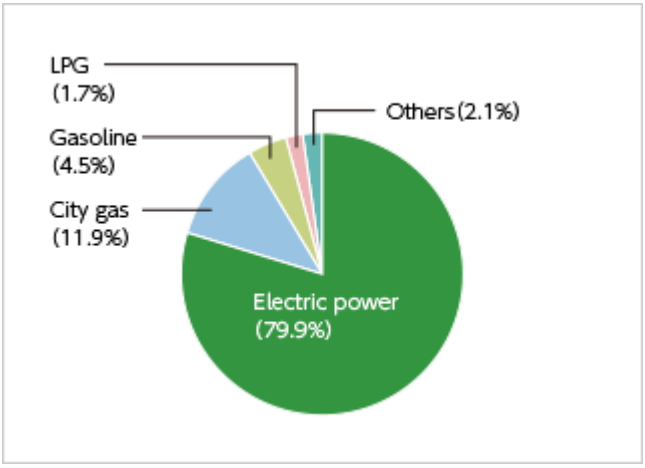


※ The above figures are for Group B.

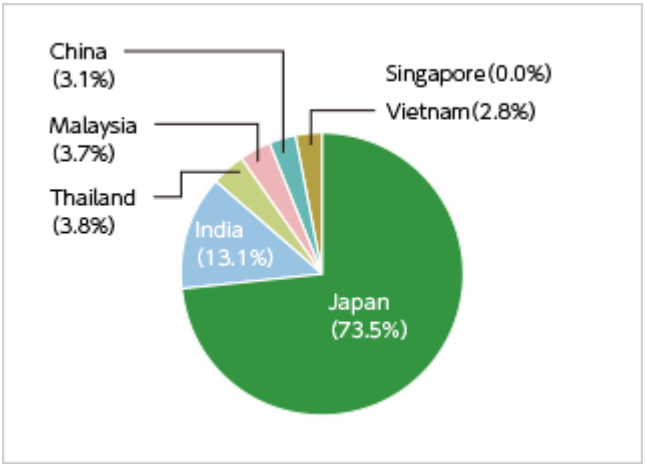
CO_2 emissions by activity



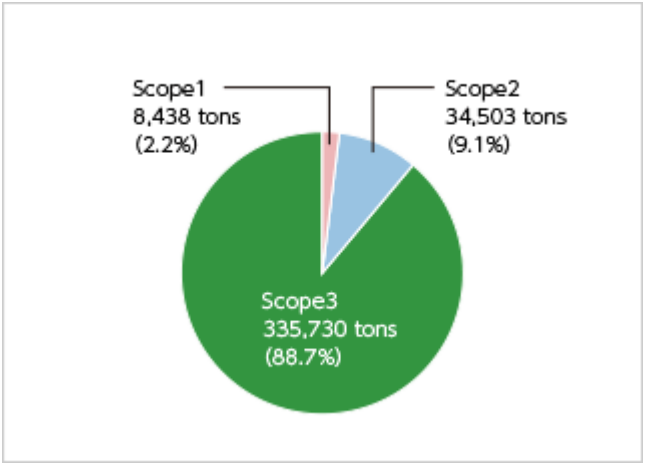
CO_2 emissions by source



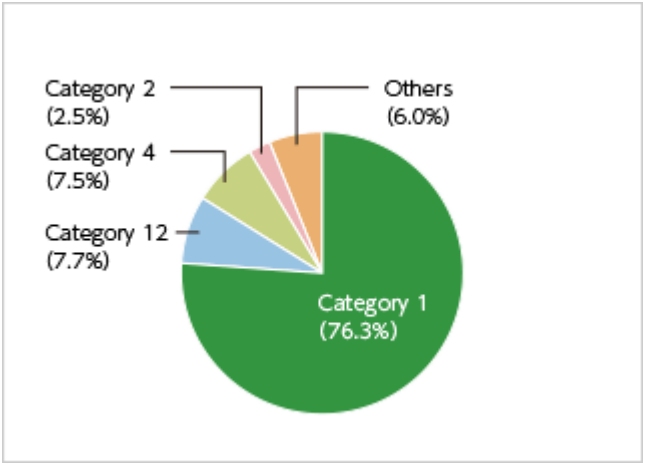
CO_2 emissions by country



Greenhouse gases emitted by the supply chain (by scope)



Greenhouse gases emitted by the supply chain (for Scope 3)

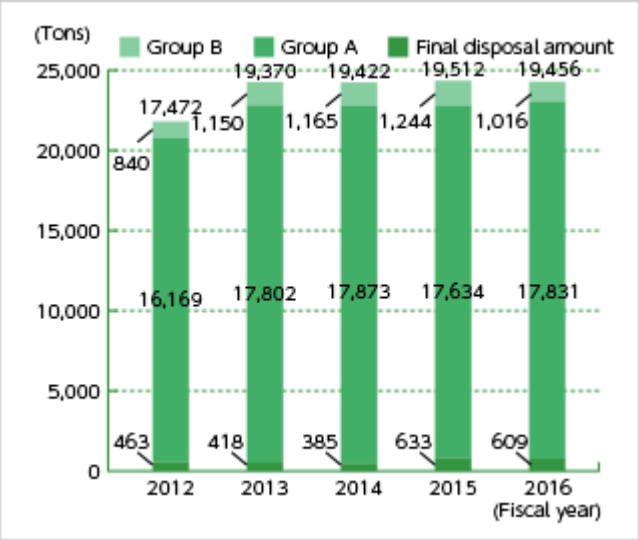


Scope 3 categories and emissions

Category		Applicable/ Not applicable	Reason for non-applicability	Scope 3 emissions	As percentage of total
Category 1	Purchased products / services	Applicable	-	256,042	76.3%
Category 2	Capital goods	Applicable	-	8,362	2.5%
Category 3	Fuel not included in Scope 1 or 2 and energy-related activities	Applicable	-	3,883	1.2%
Category 4	Shipping and delivery (upstream)	Applicable	-	25,045	7.5%
Category 5	Waste materials generated by businesses	Applicable	-	3,273	1.0%
Category 6	Business trips	Applicable	-	857	0.3%
Category 7	Commuting by workers	Applicable	-	2,281	0.7%
Category 8	Leased assets (upstream)	Not applicable	Included in Scope 1 / 2	-	0.0%
Category 9	Shipping and delivery (downstream)	Not applicable	Included in Category 4	-	0.0%
Category 10	Processing of sold products	Not applicable	KOKUYO is a manufacturer of completed products and does not deal with intermediate products	-	0.0%
Category 11	Use of sold products	Applicable	-	7,774	2.3%
Category 12	Discarding of sold products	Applicable	-	25,864	7.7%
Category 13	Leased assets (downstream)	Applicable	-	2,349	0.7%
Category 14	Franchises	Not applicable	No franchises	-	0.0%
Category 15	Investments	Not applicable	No investments	-	0.0%
Total	-	-	-	335,730	-

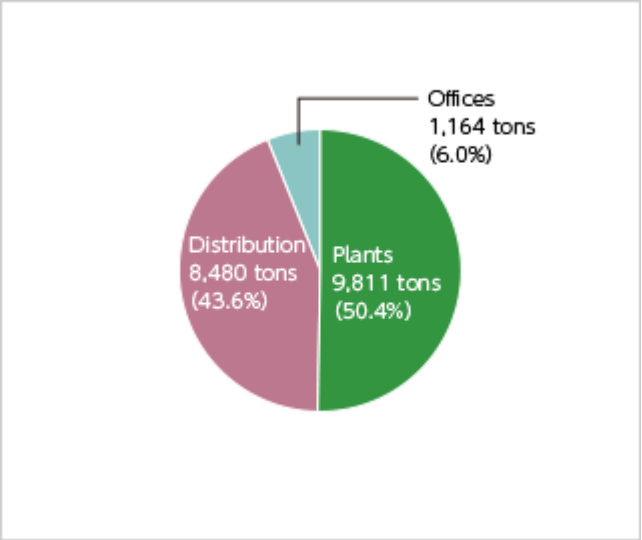
Resource Saving and Recycling

Waste materials: Recycling and final disposal amounts

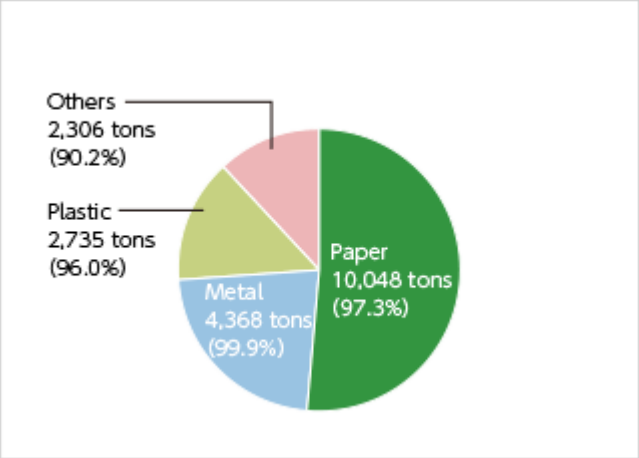


※ From fiscal 2012, the scope of reporting coverage was expanded to Group B.

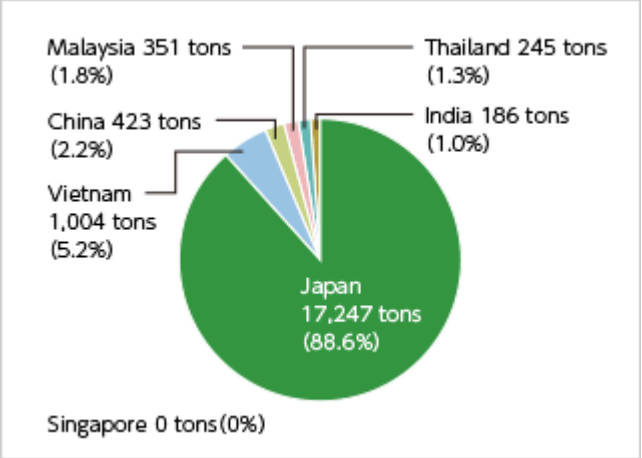
Waste materials by activity



Waste material types (Recycling rate in brackets)



Emissions by country



Chemical Substances Subject to PRTR Law

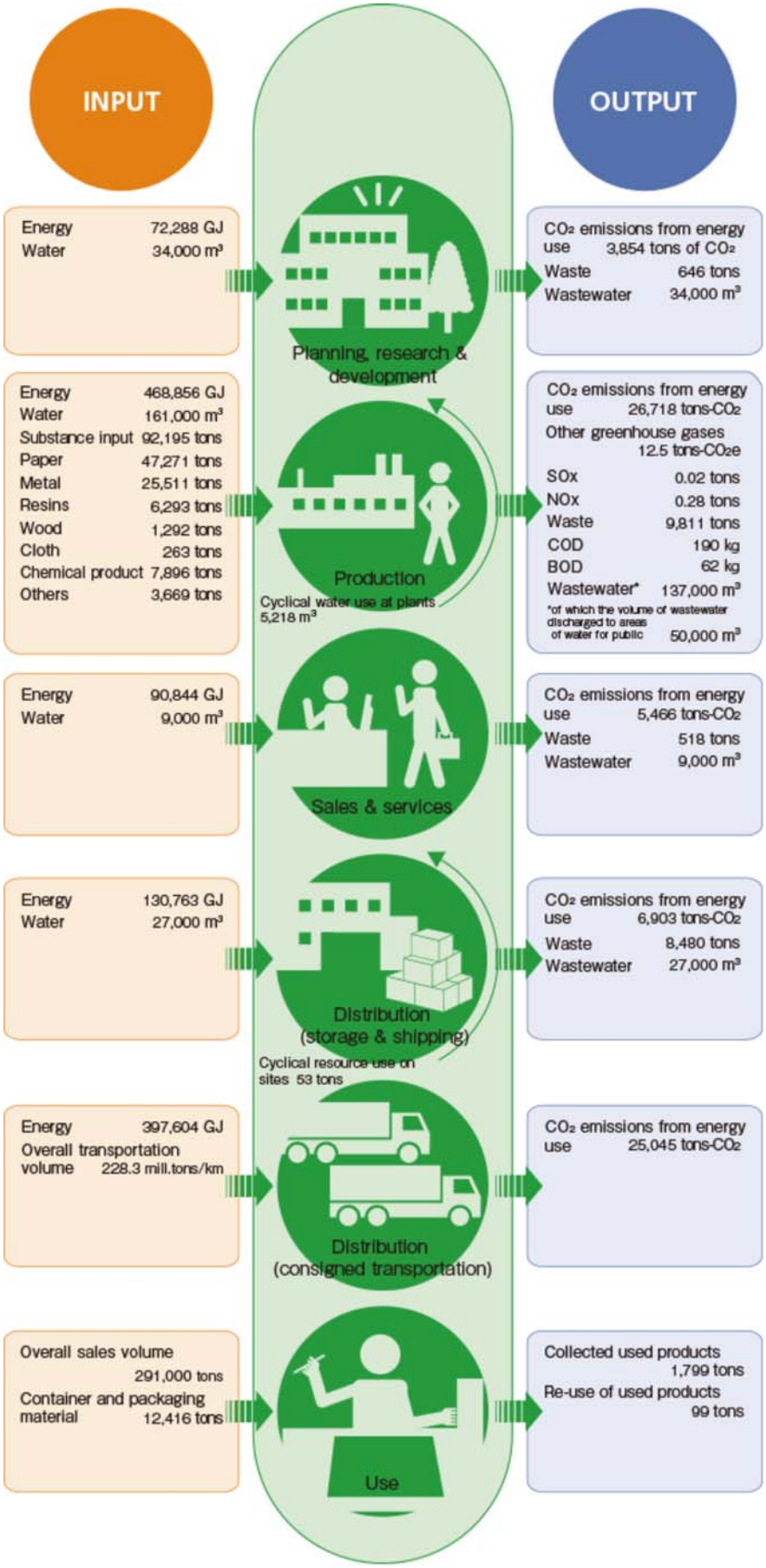
Official No.	Chemical name	Vol. handled (kg)	Vol. released					Vol. treated (kg)	Vol. consumed (kg)
			Vol. released into air (kg)	Vol. released into public bodies of water (kg)	Vol. released into sewers (kg)	Vol. sent to landfill (kg)	Sub-total (kg)		
1	Zinc compounds (water-soluble)	107.2	0.0	0.0	0.0	0.0	0.0	107.2	0.0
20	2-aminoethanol	70.0	66.5	3.5	0.0	0.0	70.0	0.0	0.0
53	Ethylbenzene	1.0	1.0	0.0	0.0	0.0	1.0	0.0	0.0
71	Ferric chloride	16,260.0	0.0	0.0	0.0	0.0	0.0	16,260.0	0.0
80	Xylene	39.9	33.6	0.0	0.0	0.0	33.6	0.0	6.3
125	Chlorobenzene	5.4	0.1	0.0	0.0	0.4	0.4	0.0	5.0
134	Vinyl acetate	440.9	23.6	3.5	2.2	14.2	43.6	0.0	397.3
181	Dichlorobenzene	3.6	3.6	0.0	0.0	0.0	3.6	0.0	0.0
207	2,6-Di-tert-butyl-4-cresol	5.4	0.0	0.0	0.0	0.0	0.0	0.0	5.4
235	Water-soluble salts of bromic acid	815.3	815.3	0.0	0.0	0.0	815.3	0.0	0.0
296	1,2,4-trimethylbenzene	0.9	0.9	0.0	0.0	0.0	0.9	0.0	0.0
297	1,3,5-trimethylbenzene	0.3	0.3	0.0	0.0	0.0	0.3	0.0	0.0
300	Toluene	117.0	14.8	0.0	0.0	0.9	15.7	88.7	12.6
302	Naphthalene	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.1
306	Hexamethylene diacrylate	18.0	0.0	0.0	0.0	0.0	0.0	0.0	18.0
309	Nickel compounds	17.2	0.0	0.0	0.0	12.0	12.0	0.0	5.2
354	Di-n-butyl phthalate	231.4	0.0	0.0	0.0	0.5	0.5	0.0	230.9
392	N-hexane	158.9	158.9	0.0	0.0	0.0	158.9	0.0	0.0
403	Benzophenone	20.2	0.0	0.0	0.0	0.0	0.0	0.0	20.2
407	Poly(oxyethylene)alkyl ether(alkyl C=12-15)	797.6	499.2	68.4	0.0	230.0	797.6	0.0	0.0
410	Poly(oxyethylene)nonylphenyl ether	19.8	19.8	0.0	0.0	0.0	19.8	0.0	0.0
447	Methylenebis(4,1-cyclohexylene)diisocyanate	151.3	0.0	0.0	0.0	0.0	0.0	0.0	151.3
448	Methylenebis(4,1-phenylene)diisocyanate	31.8	31.8	0.0	0.0	0.0	31.8	0.0	0.0
Total		19,313.0	1,669.3	75.4	2.2	258.0	2,004.9	16,455.9	852.3

※ The volume of PRTR Law Class I Designated Chemical Substances that were used, handled, released, transferred, disposed, recycled, and consumed by the business establishments subject to notification under the PRTR Law. For the calculation methods, see the Ministry of the Environment/Ministry of Economy, Trade and Industry's PRTR Release Estimation Methods Manual, version 4.1 (March 2011).

※ "Volume treated" refers to those PRTR designated substances that were treated on site by incineration, neutralization, breaking down, reactive process, etc.

※ "Volume consumed" refers to the volume of PRTR designated substances that were modified by way of reaction into other substances, incorporated into products or moved off-site with products.

Environmental Load Material Flow



※ The above figures are for Group B.

Input items

Indicator	Unit	Calculation method
Volume of energy used	GJ	Power, gas (city gas, LPG, natural gas), oil (gasoline, light oil, kerosene, fuel oil A), heat (hot water, cold water) The power unit calorific values are the daytime and nighttime power values stated in the Enforcement Regulations of the Act on the Rational Use of Energy (effective from April 1, 2008). The unit calorific values of gas, oil, and heat are those values presented in the Greenhouse Gas Emission Calculation and Reporting Manual, Ver. 4.2 (April 2016) (Ministry of the Environment, Ministry of Economy, Trade and Industry).
Water	1,000 m^3	Tap water, water for industrial use
Substance input	Tons	The volume of raw materials used to manufacture KOKUYO products
Overall sales volume	10,000 tons	Data from furniture and stationery products
Container and packaging materials	Tons	The volume of packaging materials used to package products

Output items

Indicator	Unit	Calculation method
CO_2 emissions from energy use	Tons of CO_2	CO_2 emissions from the use of electricity, gas, oil, and heat. * See Global Warming Preventive Measures. Coefficients based on the Act on Promotion of Global Warming Countermeasures (actual emission coefficients for each power company for fiscal 2014 and 2015) were used to calculate the CO_2 emissions from power consumption in Japan. Coefficients for each country covered on the GHG Protocol website, released by the World Business Council For Sustainable Development (WBCSD) and the World Resources Institute (WRI), were used to calculate the CO_2 emissions from power consumption overseas. Values presented in the Greenhouse Gas Emission Calculation and Reporting Manual, Ver. 4.2 (April 2016) (Ministry of the Environment, Ministry of Economy, Trade and Industry) were used to calculate CO_2 emissions from the use of gas, oil, and heat. The ton/kilo method and the fuel consumption method were both used to calculate the distribution (consigned transportation) CO_2 emissions.
Other greenhouse gases	Tons of CO_2e	Emissions of greenhouse gases (CO_2, CH_4, N_2O) related to production activities, but excluding such emissions from energy sources, have been converted to a CO_2 basis. Emission coefficient values were taken from the Ministry of the Environment and the Ministry of Economy, Trade and Industry's Greenhouse Gas Emission Calculation and Reporting Manual, Ver. 4.2 (April 2016).
SO_x, NO_x	Tons	Emissions from smoke- and soot-producing facilities at manufacturing plants
Waste	Tons	The volume of discharged waste (emissions) is the total amount of waste and valuable substances discharged from business establishments. The recycle volume is the total of the volume of discharged waste (emissions) that has been recycled through material or thermal recycling, and the volume of valuable substances. The final waste volume is the total volume of those discharged waste (emissions) that have been disposed of either by simple incineration or direct landfill. * See Resource Saving and Recycling. If industrial waste has been calculated by cubic measurement, conversion factors (reference) for converting cubic measurements of industrial waste into weights as stated in a notice released by the Ministry of the Environment (December 27, 2006; Env. Ind. Waste Issue No. 061227006) were used.
Wastewater	1,000 m^3	Wastewater discharged to areas of water for public use and into the sewage system
COD, BOD	(kg)	Of plants in Japan, the volume of effluent discharged to areas of water for public use by plants with a legal obligation to measure water quality

Other items

Indicator	Unit	Calculation method
Overall transportation volume	Tons/km	The total of the following outsourced transportation volumes: total domestic transportation in Japan including the transportation of furniture products, store fixtures, stationery products, transportation of catalog sales by Kaunet, and transportation of Actus products; and transportation of products between overseas sites and within Malaysia.
Cyclical water use at plants	m^3	The volume of water used in a cyclical way (i.e. recycled) on business premises
Cyclical resource use on sites	Tons	The volume of recycled resources, such as packaging materials, on the business premises of KOKUYO Logitem Co., Ltd. and KOKUYO Supply Logistics Co., Ltd.
Collected used products	Tons	The volume of used products collected from customers by KOKUYO Logitem Co., Ltd.
Re-use of used products	Tons	The volume of re-used products from the used products collected from customers by KOKUYO Logitem Co., Ltd.

Environmental Accounting

Environmental Accounting

(Unit: Ten thousand of yen)

Item	Environment-related investments		Costs		Effects		Total	
	2015	2016	2015	2016	2015	2016	2015	2016
Pollution prevention	158	125	876	7,283	0	0	1,034	7,408
Global warming prevention	2,768	916	505	259	▲3,162	▲210	111	965
Resource saving and recycling	1,640	98	27,891	30,731	▲16,663	▲13,840	12,867	16,989
Procurement and provision of eco-friendly products	0	0	11,575	8,744	0	0	11,575	8,744
Survey and research into environmental technology	0	0	49	569	0	0	49	569
Environmental communication	0	0	3,187	1,893	0	0	3,187	1,893
Setting up management structures	0	0	2,896	3,699	0	0	2,896	3,699
Environmental damage response	0	0	287	43	0	0	287	43
Total	4,566	1,139	47,265	53,221	▲19,825	▲14,050	32,006	40,309

※ The above figures are for Group B.

Breakdown of economic effects

Item	Content of countermeasures	2015	2016
Global warming prevention	The effect of introducing energy-saving facilities	▲1,518	▲71
	The effect of improving operations	▲1,644	▲139
Resource saving and recycling	Income from sorting and recycling of waste materials	▲14,488	▲13,840
	Waste reduction	▲275	0
Procurement and provision of eco-friendly products	Cost reductions achieved through the use of recycled items	▲1,900	0
Total		▲19,825	▲14,050

Sites with ISO 14001 Certification

No.	Company name	Site name
1	KOKUYO	Head Office (including WS)
2		Shinagawa Office
3		Kasumigaseki Office
4		Osaki Office
5		Nagoya Office
6		Umeda Office
7		Mie Factory
8		Shibayama Factory
9		Fukutani Office
10	KOKUYO K Heart	Head Office
11	KOKUYO MVP	Tottori Factory
12		Aoya Factory
13	KOKUYO Product Shiga	Head Office
14	KOKUYO Logitem	Head Office
15		Sendai Distribution Center
16		Gunma Distribution Center
17		Central Japan Delivery and Distribution Center
18		Shin Chiba Distribution Center
19		Shiga Distribution Center
20		Mie Distribution Center
21		Ina Distribution Center
22		Chubu Delivery and Distribution Center
23		Fujiwara Distribution Center
24		Okayama Distribution Center
25		Saga Office
26		Kansai Delivery and Distribution Center
27	KOKUYO Supply Logistics	Head Office
28		Ibaraki Distribution Center
29		Central Japan Integrated Distribution Center
30		Chubu Integrated Distribution Center
31		Shiga National Distribution Center
32		Osaka Nanko Distribution Center
33		Kyushu Integrated Distribution Center
34		Kinki Integrated Distribution Center
35	Kaunet	Head Office
36		Sapporo Distribution Center
37		East Japan Distribution Center
38		Central Japan Distribution Center
39		West Japan Distribution Center
40		Fukuoka Distribution Center

No.	Company name	Site name
41	KOKUYO Engineering & Technology	Head Office
42		Tohoku Branch
43		Chubu Branch
44		Kansai Office
45		Hiroshima Office
46		Kyushu Branch
47	KOKUYO Marketing	Head Office
48		Tachikawa Office
49		Chiba Office
50		Saitama Office
51		Yokohama Office
52		Nagano Office
53		Matsumoto Office
54		Nagoya Office
55		Shizuoka Office
56		Osaka Office
57		Umeda Office
58		Kyoto Office
59		Kobe Office
60		Wakayama Office
61		Hiroshima Office
62		Yamaguchi Office
63		Matsue Office
64		Fukuoka Office
65		Nagasaki Office
66		Kagoshima Office
67		Miyazaki Office
68		Kumamoto Office
69		Oita Office
70		Okinawa Office
71	KTL	Head Office
72	KOKUYO (Malaysia)	Head Office
73	KOKUYO-IK Thailand	Head Office
74	KOKUYO Camlin	Samba
75	KOKUYO Camlin	Tarapur Unit1
76	KOKUYO Commerce (Shanghai)	Head Office
77	KOKUYO Commerce (Shanghai)	Shanghai Factory
78	KOKUYO Commerce (Shanghai)	Beijing Office
79	KOKUYO Commerce (Shanghai)	Shenzhen Office

Reports by Business Sites

KOKUYO measures the impact on the natural environment of the activities of its principal business sites in Japan and overseas and uses this information when considering appropriate policies, setting objectives, and carrying out other activities.

Reports on Business Sites in Japan

KOKUYO discloses such information on five manufacturing plants in Japan.

※ In the tables featured in this report, the figure "0" indicates that numbers have been rounded off to zero. Also, "-" indicates that there are no figures corresponding to the given item.
※ CO_2 emissions were calculated by applying the emission coefficient for each power company.
※ Wastewater emissions are disclosed herein only for those business sites where measurements of such emissions are required by law; however, since abnormal pH values were detected at the KOKUYO Product Shiga site in fiscal 2007, its emissions have been measured and disclosed voluntarily.

- KOKUYO(Mie Plant)
- KOKUYO (Shibayama Plant)
- KOKUYO Product Shiga
- KOKUYO MVP (Tottori Factory)
- KOKUYO MVP (Aoya Factory)

Reports on Business Sites Overseas

Information on 9 plants located in Thailand, Malaysia, Vietnam, China, and India (5 plants) are hereby disclosed. CO_2 emissions increased due to higher production at plants in Malaysia and India for fiscal 2016.

※ CO_2 emissions were calculated by applying the emission coefficient for each country.

- KOKUYO-IK (Thailand)
- KOKUYO (Malaysia)
- KOKUYO Vietnam
- KOKUYO COMMEREC (SHANGHAI) CO.,LTD Shanghai Factory
- KOKUYO Camlin (Tarapur Factory, India)
- KOKUYO Camlin (Taloja Factory, India)
- KOKUYO Camlin (Vasai Factory, India)
- KOKUYO Camlin (Samba Factory, India)
- KOKUYO Camlin (Jammu Factory, India)

KOKUYO (Mie Plant)

Location	2012 Nishitawara, Nabari-shi, Mie
Principal products	Steel desks, low partitions, etc.
Commencement of operations	May 1993
Site area	145,977 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	93,619	94,093
	Fuel	35,714	35,306
	Electricity	57,905	58,787
Water resources (m³)	City/well water	36,323	36,802
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	4,699	4,650
	SO_x	0.02	0.02
	NO_x	0.24	0.28
Waste emissions (t)	Total waste volume	1,236	1,328
	Reuse/heat recovery	1,235	1,327
	Final disposal	1	1
Emissions into bodies of water (m³)	Volume of effluent	32,985	33,709
	Emissions into public water areas	32,985	33,709
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.2～7.7	7.3～8.1
	COD（mg / L）	12.8	6.8
	BOD（mg / L）	2.1	2.1
	SS（mg / L）	2.9	4.3

KOKUYO (Shibayama Plant)

Location	3155-4 Ohdai, Shibayama-machi, Sanbu-gun, Chiba
Principal products	Room dividers, low partitions, cabinets, etc.
Commencement of operations	June 1994
Site area	73,734 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	130,228	120,595
	Fuel	64,255	59,229
	Electricity	65,974	61,366
Water resources (m³)	City/well water	18,326	16,282
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	6,644	6,087
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	2,779	2,482
	Reuse/heat recovery	2,779	2,482
	Final disposal	0	0
Emissions into bodies of water (m³)	Volume of effluent	12,370	11,114
	Emissions into public water areas	4,838	3,357
	Emissions into sewage systems	7,532	7,757
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.0	7.6
	COD（mg / L）	6.0	2.0
	BOD（mg / L）	1.0	1.5
	SS（mg / L）	0.5	2.6

KOKUYO Product Shiga

Location	312 Kamigano, Aisho-cho, Echi-gun, Shiga
Principal products	Notebooks, plain paper copy paper, carbon duplication books, loose-leaf supplies, etc.
Commencement of operations	October 1980
Site area	114,294 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	62,034	60,819
	Fuel	1,092	1,207
	Electricity	60,943	59,612
Water resources (m³)	City/well water	5,833	6,063
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	3,297	3,157
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	2,472	2,415
	Reuse/heat recovery	2,472	2,415
	Final disposal	0	0
Emissions into bodies of water (m³)	Volume of effluent	5,781	6,031
	Emissions into public water areas	-	-
	Emissions into sewage systems	5,781	6,031
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	6.7～9.3	6.7～9.3
	COD（mg / L）	2.8	2.7
	BOD（mg / L）	1.5	1.4
	SS（mg / L）	2.4	2.9

KOKUYO MVP (Tottori Factory)

Location	2-201 Minami, Koyama-cho,Tottori-shi, Tottori
Principal products	Custom-made stationery
Commencement of operations	September 2007 (Predecessor company, KOKUYO Office Supplies Industrial, began operations in December 1962)
Site area	38,389 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	16,598	15,401
	Fuel	1,057	679
	Electricity	15,541	14,722
Water resources (m³)	City/well water	8,974	8,997
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	1,179	1,079
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	939	901
	Reuse/heat recovery	932	893
	Final disposal	7	8
Emissions into bodies of water (m³)	Volume of effluent	8,974	8,997
	Emissions into public water areas	-	-
	Emissions into sewage systems	8,974	8,997
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	Not subject to regulation	Not subject to regulation
	COD（mg / L）	Not subject to regulation	Not subject to regulation
	BOD（mg / L）	Not subject to regulation	Not subject to regulation
	SS（mg / L）	Not subject to regulation	Not subject to regulation

KOKUYO MVP (Aoya Factory)

Location	1114 Aoya, Aoya-cho, Tottori-shi, Tottori
Principal products	Custom made stationery
Commencement of operations	September 2007 (Predecessor company, KOKUYO Office Supplies Industrial, Aoya Factory, began operations in April 2000)
Site area	34,607 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	13,691	14,117
	Fuel	690	557
	Electricity	13,001	13,560
Water resources (m³)	City/well water	4,026	4,122
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	966	985
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	406	420
	Reuse/heat recovery	406	420
	Final disposal	0	0
Emissions into bodies of water (m³)	Volume of effluent	4,026	4,122
	Emissions into public water areas	4,026	4,122
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	6.9	6.1
	COD（mg / L）	Not subject to regulation	Not subject to regulation
	BOD（mg / L）	1.2	1.5
	SS（mg / L）	6.8	3.3

KOKUYO-IK (Thailand)

Location	529 Moo 4 Bangpoo Industrial Estate Soi 8C, T. Praksa, A. Muang, Samutprakam 10280 Thailand
Principal products	Clear books (transparent document holders), PP (plain paper) files, tape adhesives, etc.
Commencement of operations	December 1996
Site area	12,679 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	33,576	32,017
	Fuel	645	612
	Electricity	32,931	31,406
Water resources (m³)	City/well water	18,073	17,628
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	1,713	1,615
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	170	186
	Reuse/heat recovery	136	158
	Final disposal	34	28
Emissions into bodies of water (m³)	Volume of effluent	14,458	14,102
	Emissions into public water areas	-	-
	Emissions into sewage systems	14,458	14,102
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.9	7.8
	COD（mg / L）	162.5	93.9
	BOD（mg / L）	26.9	16.7
	SS（mg / L）	45.5	51.8

KOKUYO (Malaysia)

Location	Lots 79 & 83, Persiaran Bunga Tanjung 1, Senawang Industrial Park 70400 Seremban, Negeri Sembilan Darul Khusus, Malaysia
Principal products	Steel desks, low partitions, cabinets, etc.
Commencement of operations	October 1999
Site area	58,000 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	22,450	23,750
	Fuel	6,749	6,190
	Electricity	15,700	17,560
Water resources (m³)	City/well water	5,696	12,857
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	1,426	1,513
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	330	351
	Reuse/heat recovery	330	351
	Final disposal	0	0
Emissions into bodies of water (m³)	Volume of effluent	2,502	2,614
	Emissions into public water areas	1,234	1,184
	Emissions into sewage systems	1,268	1,429
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.5	7.9
	COD（mg / L）	28.7	32.6
	BOD（mg / L）	6.2	13.6
	SS（mg / L）	6.1	5.2

KOKUYO Vietnam

Location	Land Plot B2-B7, Nomura-Haiphong IZ, An Duong Dist.,Haiphong City,Vietnam
Principal products	Notebooks, flat files, files for thick covers, tack labels, etc.
Commencement of operations	November 2006
Site area	51,544 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	35,698	33,347
	Fuel	607	531
	Electricity	35,092	32,816
Water resources (m³)	City/well water	11,931	8,514
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	1,328	1,187
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	1,140	1,004
	Reuse/heat recovery	883	767
	Final disposal	257	237
Emissions into bodies of water (m³)	Volume of effluent	9,545	6,811
	Emissions into public water areas	-	-
	Emissions into sewage systems	9,545	6,811
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.26	7.20
	COD（mg / L）	82.7	89.3
	BOD（mg / L）	49.9	40
	SS（mg / L）	Not subject to measurement	Not subject to measurement

KOKUYO COMMEREC (SHANGHAI) CO.,LTD Shanghai Factory

Location	No.128 RenJie RD, FengXian District, Shanghai,P.R,China 201402
Principal products	Adhesive-bound notebooks, spiral notebooks, twin-ring notebooks, report pads, etc.
Commencement of operations	August 2012
Site area	27,457.7 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	10,933	11,017
	Fuel	-	812
	Electricity	10,933	10,205
Water resources (m³)	City/well water	2,212	1,930
Output		**2015**	**2016**
Atmospheric emissions (t)	CO_2	813	806
	SO_X	-	-
	NO_X	-	-
Waste emissions (t)	Total waste volume	690	423
	Reuse/heat recovery	572	400
	Final disposal	118	24
Emissions into bodies of water (m³)	Volume of effluent	1,991	1,737
	Emissions into public water areas	-	-
	Emissions into sewage systems	1,991	1,737
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	Not subject to measurement	Not subject to measurement
	COD（mg / L）	Not subject to measurement	Not subject to measurement
	BOD（mg / L）	Not subject to measurement	Not subject to measurement
	SS（mg / L）	Not subject to measurement	Not subject to measurement

KOKUYO Camlin (Tarapur Factory, India)

Location	MIDC Tarapur, Tal- Palghar, Dist- Thane, Pin-401506
Principal products	Art supplies, poster colors, crayons, lead for mechanical pencils, etc.
Commencement of operations	April 1974
Site area	10,045 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	33,568	31,750
	Fuel	1,197	734
	Electricity	32,371	31,015
Water resources (m³)	City/well water	42,428	21,163
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	3,033	2,928
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	88	100
	Reuse/heat recovery	88	99
	Final disposal	0	1.3
Emissions into bodies of water (m³)	Volume of effluent	12,828	21,163
	Emissions into public water areas	754	564
	Emissions into sewage systems	12,074	20,599
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.5	6.4
	COD（mg / L）	74.0	97.0
	BOD（mg / L）	14.0	20.0
	SS（mg / L）	23.0	19.0

KOKUYO Camlin (Taloja Factory, India)

Location	M.I.D.C Taloja Navi Mumbai - 410 208
Principal products	Ink, stick glue, etc.
Commencement of operations	April 1996
Site area	3,801 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	2,752	3,415
	Fuel	188	225
	Electricity	2,565	3,189
Water resources (m³)	City/well water	8,281	8,580
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	246	312
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	0.5	0.5
	Reuse/heat recovery	0	0
	Final disposal	0.5	0.5
Emissions into bodies of water (m³)	Volume of effluent	8,281	8,580
	Emissions into public water areas	-	-
	Emissions into sewage systems	8,281	8,580
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	5.8	7.4
	COD（mg / L）	28.0	76.0
	BOD（mg / L）	10.0	25.0
	SS（mg / L）	46.0	13.0

KOKUYO Camlin (Vasai Factory, India)

Location	Rajprabha Udyog Nagar Building No. 4, Golani Naka, Walive, Vasai (East) Dist.-Thane - 401 30
Principal products	Markers, ballpoint pens, gel pens, correction pens, mechanical pencils, etc.
Commencement of operations	2009
Site area	3,528 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	9,358	11,063
	Fuel	285	246
	Electricity	9,073	10,817
Water resources (m³)	City/well water	544	553
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO^2	847	1,021
	SO^x	-	-
	NO^x	-	-
Waste emissions (t)	Total waste volume	36.5	64.4
	Reuse/heat recovery	10.2	15.4
	Final disposal	26.3	49.0
Emissions into bodies of water (m³)	Volume of effluent	544	553
	Emissions into public water areas	-	-
	Emissions into sewage systems	544	553
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	Not subject to regulation	Not subject to regulation
	COD（mg / L）	Not subject to regulation	Not subject to regulation
	BOD（mg / L）	Not subject to regulation	Not subject to regulation
	SS（mg / L）	Not subject to regulation	Not subject to regulation

KOKUYO Camlin (Samba Factory, India)

Location	Lane No. 9, Sidco, Phase - 1 I.G.C., Samba- 184 121
Principal products	Art supplies
Commencement of operations	January 2008
Site area	10,040 m²

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	8,378	10,606
	Fuel	1,170	1,967
	Electricity	7,208	8,639
Water resources (m³)	City/well water	9,466	9,660
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	735	937
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	39.1	66.1
	Reuse/heat recovery	38.7	64.2
	Final disposal	0.4	2
Emissions into bodies of water (m³)	Volume of effluent	9,466	9,660
	Emissions into public water areas	-	-
	Emissions into sewage systems	9,466	9,660
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	7.3	7.3
	COD（mg / L）	114.0	102.0
	BOD（mg / L）	22.5	18.0
	SS（mg / L）	52.0	18.0

KOKUYO Camlin (Jammu Factory, India)

Location	101, Gangyal Industrial Area Phase II Jammu - 180 004
Principal products	Art supplies
Commencement of operations	April 2012
Site area	-

Inputs		2015	2016
Energy (GJ)	Volume of energy inputs	5,494	1,903
	Fuel	551	315
	Electricity	4,944	1,588
Water resources (m^3)	City/well water	9,600	3,600
Outputs		**2015**	**2016**
Atmospheric emissions (t)	CO_2	489	169
	SO_x	-	-
	NO_x	-	-
Waste emissions (t)	Total waste volume	1.6	13.8
	Reuse/heat recovery	0	13.8
	Final disposal	1.6	0
Emissions into bodies of water (m^3)	Volume of effluent	9,600	3,600
	Emissions into public water areas	9,600	3,600
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration (PH)	Not subject to regulation	Not subject to regulation
	COD（mg / L）	Not subject to regulation	Not subject to regulation
	BOD（mg / L）	Not subject to regulation	Not subject to regulation
	SS（mg / L）	Not subject to regulation	Not subject to regulation

KOKUYO