

The Sumitomo Trust and Banking Co., Ltd. 2008 CSR Report

GRI Content Index

Global Reporting Initiative (GRI):

Established in 1997 as a joint project between the Coalition for Environmentally Responsible Economics (CERES), a nonprofit organization in the United States, and the United Nations Environment Programme (UNEP), the GRI aims to improve the contents of sustainability reports to the level of financial reports while attaining the basic conditions of comparability, credibility, accuracy, appropriateness of timing, and verifiability of the information included in the sustainability reports. The initial guidelines were issued in 2000, revised in fiscal year 2002, and further revised in fiscal year 2006 based on the 2002 revisions.

Indicator	Core Indicators	Page No.	GC*
1. Strategy and Analysis			
1.1	Statement from the most senior decision maker of the organization (e.g., CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and its strategy.	P.2	
1.2	Description of key impacts, risks and opportunities.	Cover page 2, P.1	
2. Organizational Profile			
2.1	Name of the organization.	Cover page 3	
2.2	Primary brands, products and/or services.	P.12-19	
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries and joint ventures.	Cover page 3	
2.4	Location of organization's headquarters.	Cover page 3	
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.	Cover page 3	
2.6	Nature of ownership and legal form.	Cover page 3	
2.7	Markets served (including geographic breakdown, sectors served and types of customers/beneficiaries).	—	
2.8	Scale of the reporting organization, including: <ul style="list-style-type: none"> • Number of employees; • 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. 	Cover page 3	
2.9	Significant changes during the reporting period regarding size, structure, or ownership including: <ul style="list-style-type: none"> • 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). 	—	
2.10	Awards received in the reporting period.	P.17	
3. Report Parameters			
Report Profile			
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	Cover page 2	
3.2	Date of most recent previous report (if any).	—	
3.3	Reporting cycle (annual, biennial, etc.).	Cover page 2	
3.4	Contact point for questions regarding the report or its contents.	Cover page 3	
Report Scope and Boundary			
3.5	Process for defining report content, including: <ul style="list-style-type: none"> • Determining materiality; • Prioritizing topics within the report; and • Identifying stakeholders the organization expects to use the report. 	Cover page 2	
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	Cover page 2	
3.7	State any specific limitations on the scope or boundary of the report.	Cover page 2	
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.	—	
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.	—	
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).	Cover page 2	
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	Cover page 2	
GRI Content Index			
3.12	Table identifying the location of the Standard Disclosures in the report.	Cover page 2	
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.48	
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.44-46	
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).	—	
4.3	For organizations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	—	
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	P.45,46	
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).	—	
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	P.45	
4.7	Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organization's strategy on economic, environmental and social topics.	—	
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance Cover page 2, and the status of their implementation.	Cover page 2 P.1, 49, 50	
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.49-51	
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	P.49-51	
Commitments to External Initiatives			
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	P.40, 41, 51	Rule 7
4.12	Externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or endorses.	P.5, 16, 51	
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: <ul style="list-style-type: none"> • Has positions in governance bodies; • Participates in projects or committees; • Provides substantive funding beyond routine membership dues; or • Views membership as strategic. 	—	
Stakeholder Engagement			
4.14	List of stakeholder groups engaged by the organization.	—	
4.15	Basis for identification and selection of stakeholders with whom to engage.	—	
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	P.22, 23	
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.20-31	
5. Management Approach and Performance Indicators			
Economic			
Economic Performance Indicators			
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.	—	
EC2	Core Financial implications and other risks and opportunities for the organization's activities due to climate change.	—	
EC3	Core Coverage of the organization's defined benefit plan obligations.	—	
EC4	Core Significant financial assistance received from government.	N.A.	
Aspect: Market Presence			
EC5	Additional Range of ratios of standard entry level wage 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 significant locations of 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.9, P.24-28	
EC9	Additional Understanding and describing significant indirect economic impacts, including the extent of impacts.	—	
Environmental			
Environmental Performance Indicators			
Aspect: Materials			
EN1	Core Materials used by weight or volume.	N.A.	
EN2	Core Percentage of materials used that are recycled input materials.	N.A.	
Aspect: Energy			
EN3	Core Direct energy consumption by primary energy source.	P.40, 41	
EN4	Core Indirect energy consumption by primary source.	P.40, 41	
EN5	Additional Energy saved due to conservation and efficiency improvements.	P.40, 41	
EN6	Additional Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	P.40, 41	
EN7	Additional Initiatives to reduce indirect energy consumption and reductions achieved.	—	
Aspect: Water			
EN8	Core Total water withdrawal by source.	N.A.	
EN9	Additional Water sources significantly affected by withdrawal of water.	N.A.	
EN10	Additional Percentage and total volume of water recycled and reused.	N.A.	
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	Additional Habitats protected or restored.	—	
EN14	Additional Strategies, current and future plans for managing impacts on biodiversity.	P.5, 16	
EN15	Additional Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	N.A.	
Aspect: Emissions, Effluents and Waste			
EN16	Core Total direct and indirect greenhouse gas emissions by weight.	—	
EN17	Core Other relevant indirect greenhouse gas emissions by weight.	—	
EN18	Additional Initiatives to reduce greenhouse gas emissions and reductions achieved.	P.40, 41	
EN19	Core Emissions of ozone-depleting substances by weight.	—	
EN20	Core NO _x , SO _x and other significant air emissions by type and weight.	—	
EN21	Core Total water discharge by quality and destination.	—	
EN22	Core Total weight of waste by type and disposal method.	—	
EN23	Core Total number and volume of significant spills.	—	
EN24	Additional 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	Additional 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.10-17	Rule 8, 9
EN27	Core Percentage of products sold and their packaging materials that are reclaimed by category.	N.A.	
Aspect: Compliance, Transport			
EN28	Core Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	N.A.	
EN29	Additional Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	—	
Aspect: Overall			
EN30	Additional Total environmental protection expenditures and investments by type.	—	Rule 8
Labor Practices and Decent Work			
Labor Practices and Decent Work Performance Indicators			
Aspect: Employment			
LA1	Core Total workforce by employment type, employment contract, and region.	—	
LA2	Core Total number and rate of employee turnover by age group, gender, and region.	—	
LA3	Additional Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	—	
Aspect: Labor/Management Relations			
LA4	Core Percentage of employees covered by collective bargaining agreements.	—	
LA5	Core Minimum notice period(s) regarding significant operational changes, including whether it is specified in collective agreements.	—	
Aspect: Occupational Health and Safety			
LA6	Additional 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 total number of work-related fatalities by region.	—	
LA8	Core Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	—	
LA9	Additional Health and safety topics covered in formal agreements with trade unions. 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 employee category.	—	
LA11	Additional Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	—	
LA12	Additional Percentage of employees receiving regular performance and career development reviews.	—	
Aspect: Diversity and Equal Opportunity			
LA13	Core Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.	—	
LA14	Core Ratio of basic salary of men to women by employee category.	—	
Human Rights			
Human Rights Performance Indicators			
Aspect: Investment and Procurement Practices			
HR1	Core Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening.	N.A.	
HR2	Core Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken.	N.A.	
HR3	Additional 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.	P.37	Rule 1
Aspect: Non-Discrimination			
HR4	Core Total number of incidents of discrimination and actions taken.	N.A.	
Aspect: Freedom of Association and Collective Bargaining			
HR5	Core Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.	—	
Aspect: Child Labor			
HR6	Core Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor.	N.A.	
Aspect: Forced and Compulsory Labor			
HR7	Core Operations identified as having significant risk for incidents of forced or compulsory labor, and measures taken to contribute to the elimination of forced or compulsory labor.	N.A.	
HR8	Additional Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.	—	
Aspect: Security Practices and Indigenous Rights			
HR9	Additional Total number of incidents of violations involving rights of indigenous people and actions taken.	N.A.	
Society			
Society Performance Indicators			
Aspect: Community			
SO1	Core Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting.	P.7, P.24-28	
Aspect: Community			
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.	—	
SO4	Core Actions taken in response to incidents of corruption.	—	
Aspect: Public Policy			
SO5	Core Public policy positions and contributions in public policy development and lobbying.	—	
SO6	Additional Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.	—	
Aspect: Anti-Competitive Behavior			
SO7	Additional Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.	N.A.	
Aspect: Compliance			
SO8	Core Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	N.A.	
Product Responsibility			
Product Responsibility Performance Indicators			
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.	N.A.	
PR2	Additional Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services, by type of outcomes.	N.A.	
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.	—	
PR4	Additional Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.	N.A.	
PR5	Additional Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	P.22, 23, 47	
Aspect: Marketing Communications			
PR6	Core Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	—	
PR7	Additional Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes.	N.A.	
Aspect: Customer Privacy			
PR8	Additional Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	N.A.	
Aspect: Compliance			
PR9	Core Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	N.A.	

* Global Compact