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① Strategy & Analysis

Profile Disclosure	Description	Pages	Section	Further Explanation
1.1	Statement from the most senior decision-maker of the organization.	5	Message from our Chairman	

② Organizational Profile

2.1	Name of the organization.	6	Company Overview	
2.2	Primary brands, products, and/or services.	6, 8	Company Overview, Operational Structure	
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	8	Operational Structure	Additional information available on our business model
2.4	Location of organization's headquarters.	6	Company Overview	
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.	10	Our Locations	
2.6	Nature of ownership and legal form.	6	Company Overview	
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	9	Scale of Organization	Additional information available in 10-K/Annual Report
2.8	Scale of the reporting organization.	9	Scale of Organization	Additional information available in 10-K/Annual Report
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	7	Report Parameters	
2.10	Awards received in the reporting period.	16	Awards & Recognition	

③ Report Parameters

3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	7	Report Parameters	
3.2	Date of most recent previous report (if any).	7	Report Parameters	
3.3	Reporting cycle (annual, biennial, etc.)	7	Report Parameters	
3.4	Contact point for questions regarding the report or its contents.	7	Report Parameters	
3.5	Process for defining report content.	7	Report Parameters	

3 Report Parameters (Continued)

Profile Disclosure	Description	Pages	Section	Further Explanation
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance.	7	Report Parameters	
3.7	State any specific limitations on the scope or boundary of the report (see completeness principle for explanation of scope).	7	Report Parameters	
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.	7	Report Parameters	
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).	7	Report Parameters	
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	7	Report Parameters	
3.12	Table identifying the location of the Standard Disclosures in the report.	44-47	GRI Content Index	

4 Governance, Commitments, and Engagement

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.	11	Corporate Governance	Additional information available on our corporate governance website
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	11	Corporate Governance	Additional information available on our corporate governance website
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.	11	Corporate Governance	Additional information available on our corporate governance website
4.4	Significant changes during the reporting period regarding size, structure, or ownership.	11	Corporate Governance	Additional information available on our corporate governance website
4.14	List of stakeholder groups engaged by the organization.	12	Stakeholder Engagement	
4.15	Basis for identification and selection of stakeholders with whom to engage.	12	Stakeholder Engagement	

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Profile Disclosure	Description	Pages	Section	Further Explanation
Economic				
EC1*	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.	9	Scale of Organization	Additional information available in 10-K/Annual Report
EC3	Coverage of the organization's defined benefit plan obligations.	11	Corporate Governance	
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	15	Supplier Diversity	
Environmental				
EN3	Direct energy consumption by primary energy source.	26	Building Green	
EN16	Total direct and indirect greenhouse gas emissions by weight.	25	Solid Growth & Controlled Emissions	
EN22	Total weight of waste by type and disposal method.	31	Recycling & eWaste	
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	13-14	Product Responsibility	
Labor Practices & Decent Work				
LA1*	Total workforce by employment type, employment contract, and region.	9	Scale of Organization	Total workforce by region provided.
LA2*	Total number and rate of employee turnover by age group, gender, and region.	19	Employee Data	General information on voluntary turnover provided.
LA7*	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region.	19	Workplace Safety	General information on workplace injury and illness provided.
LA8	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	19, 40	Workplace Safety, Emergency Operations	

*Partially covered in report

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Profile	Description	Pages	Section	Further Explanation
Labor Practices & Decent Work (Continued)				
LA10*	Average hours of training per year per employee by employee category.	22	Education & Training	Total number of courses and class participants provided.
LA14	Ratio of basic salary of men to women by employee category.	19, 20	Employee Data, Global Workforce Inclusion	
Human Rights				
HR4	Total number of incidents of discrimination and actions taken.	19, 20	Employee Data, Global Workforce Inclusion	
Society				
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures.	22	Learning Center	
Product Responsibility				
PR1*	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.	13-14	Product Responsibility	General product responsibility reported. Percentage of significant products subject to procedures reported.
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	13	Product Responsibility	
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	14	Product Responsibility	

*Partially covered in report