

KOKUYO Group  
CSR Report

# 2014

CSR Data

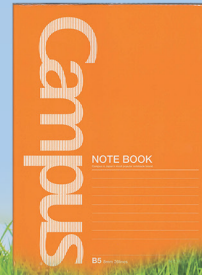


Japan

India

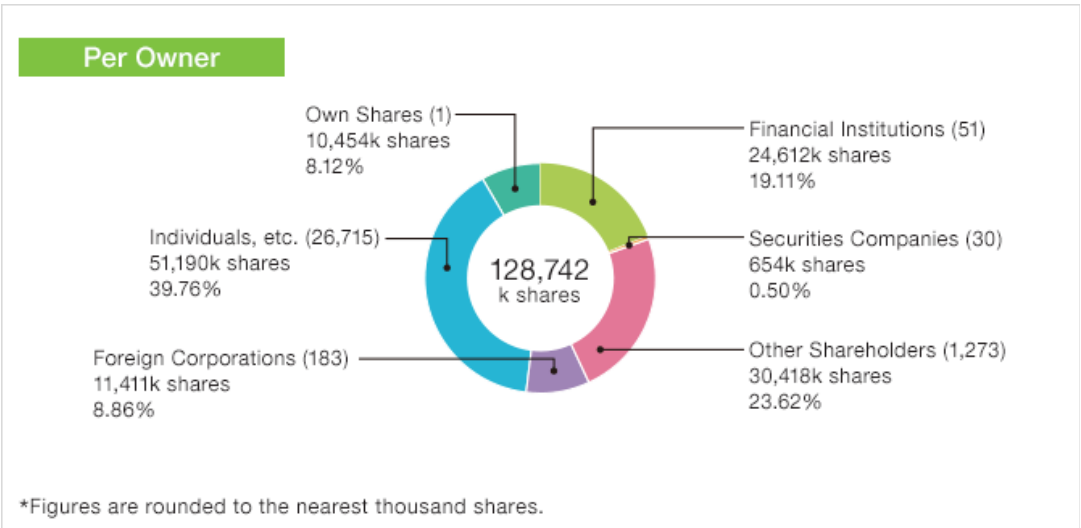
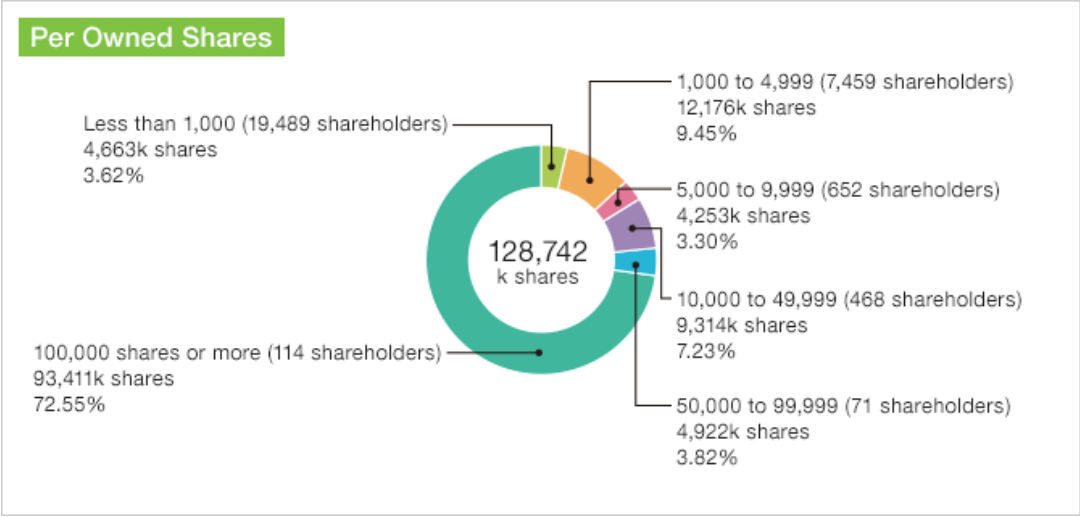
China

Vietnam



# Governance

## Shares Distribution



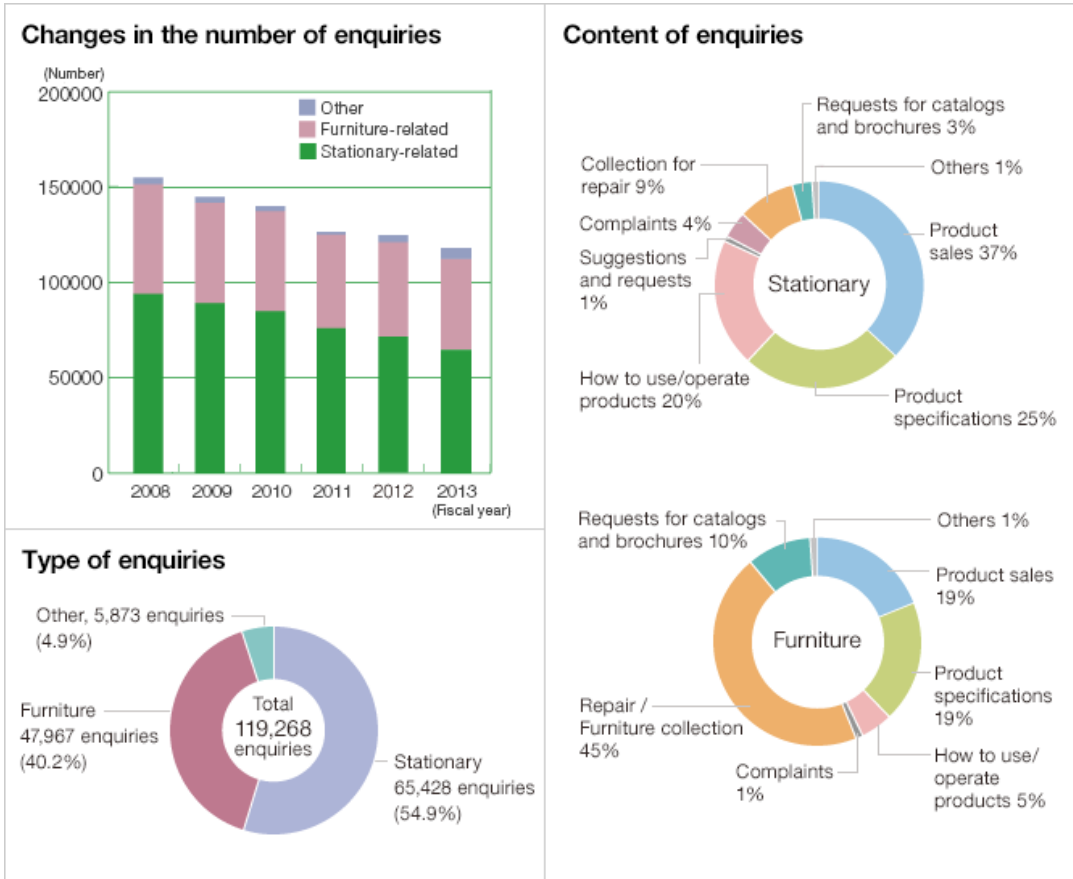
# Society

■ Reporting period

January 1 to December 31 of the applicable year (results are denoted by figures that are current as of December 31)



## Reflecting the views of customers





## Employee-related data



### Non-consolidated/consolidated

		Subject	FY 2011	FY 2012	FY 2013
Number of Executives Number of Directors	Inside	Non-consolidated	3	3	3
	Outside	Non-consolidated	3	3	3
Number of Auditors	Inside	Non-consolidated	2	2	2
	Outside	Non-consolidated	2	2	2
Number of Employees * Including regular employees and a part of contracted employee	Male	Consolidated	4,552	4,756	xxxx
	Female	Consolidated	1,625	1,733	xxxx
	<b>Total</b>	<b>Consolidated</b>	<b>6,177</b>	<b>6,489</b>	<b>6,399</b>
	Male	Non-consolidated	94	219	207
	Female	Non-consolidated	54	128	133
	<b>Total</b>	<b>Non-consolidated</b>	<b>148</b>	<b>347</b>	<b>340</b>
	Foreign employees in domestic establishments	Non-consolidated	6	11	14
Number of non-regular employees * Figures in parentheses denote the percentage of the workforce accounted for by non-regular employees.		Consolidated	2,060 (25%)	2,335 (26.5%)	2,159 (25.23%)
Employment of physically challenged persons		Special subsidiaries	2.41%	2.27%	2.24%

## Major Companies

Subjects: KOKUYO Co., Ltd., KOKUYO S&T Co., Ltd., KOKUYO Furniture Co., Ltd., KOKUYO Marketing Co., Ltd., KAUNET Co., Ltd., KOKUYO Engineering & Technology Co., Ltd., KOKUYO Logitem Co., Ltd., KOKUYO Supply Logistics Co., Ltd.

		FY 2011	FY 2012	FY 2013
Number of employees by generation	Less than 30	359	331	308
	30-39	1,090	960	867
	40-49	1,425	1,514	1,600
	50-59	643	671	694
	60 or older	66	76	103
	<b>Total</b>	<b>3,583</b>	<b>3,552</b>	<b>3,572</b>
Average age	Male	43.19	43.74	44.28
	Female	36.33	37.13	37.64
	<b>Average</b>	<b>41.84</b>	<b>42.43</b>	<b>42.95</b>
Average length of service	Male	18.07 years	18.52 years	18.91 years
	Female	12.39 years	13.18 years	13.56 years
	<b>Average</b>	<b>16.95 years</b>	<b>17.46 years</b>	<b>17.84 years</b>
Graduate recruitment (Record)	Male	17	26	20
	Female	13	20	19
	<b>Total</b>	<b>30</b>	<b>46</b>	<b>39</b>
Mid-career recruitment (Record)	Male	9	16	37
	Female	2	0	10
	<b>Total</b>	<b>11</b>	<b>16</b>	<b>47</b>
Turnover rate * Excluding employees who resign on reaching the mandatory age of retirement	Male	1.13%	1.29%	1.23%
	Female	3.17%	3.63%	3.17%
	<b>Total</b>	<b>1.54%</b>	<b>1.75%</b>	<b>1.61%</b>

		FY 2011	FY 2012	FY 2013
Post appointments	(Male) Executives and above	22	25	28
	(Male) Department heads	167	167	164
	(Male) Section chiefs	730	729	738
	(Male) Sub-section chiefs	1,155	1,172	1,181
	(Female) Executives and above	0	0	0
	(Female) Department heads	2	1	1
	(Female) Section chiefs	22	25	29
	(Female) Sub-section chiefs	131	147	157
	(Female) Percentage of workforce in management positions (section chief and above)	2.61%	2.82%	3.22%
	(Foreign nationals) Executives and above	0	0	0
	(Foreign nationals) Department heads	0	0	0
	(Foreign nationals) Section chiefs	1	2	2
	(Foreign nationals) Sub-section chiefs	1	1	3
Number of employees taking child-care leave	Male	4	1	2
	Female	57	71	64
	<b>Total</b>	<b>61</b>	<b>72</b>	<b>66</b>
Number of employees taking nursing-care leave	Male	0	0	0
	Female	1	0	0
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
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)		46.66%	41.12%	45.94%
Yearly education and training costs per employee		57,199 yen	61,862 yen	57,330 yen

## Labor health and safety

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

	FY 2011	FY 2012	FY 2013
Number of work-related accident cases	4	7	5
Work-related accident frequency rate	2.1%	3.33%	2.26%
Work-related accident severity rate	0.139%	0.096%	0.033%
Number of days off resulting from a work-related accident	265 days	202 days	72 days

## Environmental Performance Data

■ **Period covered**

Fiscal 2013 (January 1, 2013, to December 31, 2013)

■ **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 2013 were set for the companies in Group A shown in the table below, only data on this group has been disclosed here.

		Consolidated subsidiaries	Other subsidiaries and affiliates
B	A	KOKUYO Co., Ltd.	
		KOKUYO S&T Co., Ltd., KOKUYO Furniture 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 International Co., Ltd.	KOKUYO K Heart Co., Ltd., KOKUYO-IK (Thailand), KTL
		LmD International Co., Ltd., ACTUS Co., Ltd., Lmd Co., Ltd., KOKUYO (Shanghai) Management Co., Ltd., KOKUYO Commerce (Shanghai) Co., Ltd., KOKUYO Furniture Commerce & Trading (Shanghai) Co., Ltd., KOKUYO Design Consultants (Shanghai) Co., Ltd., KOKUYO International Asia Co., Ltd., KOKUYO International (Malaysia) Co., Ltd., KOKUYO Vietnam Trading Co., Ltd., KOKUYO Camlin Co., 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., FOREST Co., Ltd.

A: The scope of coverage through fiscal 2011 was Group A and included KOKUYO Co, Ltd., 13 consolidated subsidiaries, and 3 other subsidiaries and affiliates.

B: The scope of coverage from fiscal 2012 is Group B and includes KOKUYO Co., Ltd., 24 consolidated subsidiaries, and 11 other subsidiaries and affiliates.

\* As shares of Forest Co., Ltd., were transferred on December 20, 2013, environmental data for fiscal 2013 for this company have been included under affiliates and disclosed accordingly.





## Fiscal 2013 Actual achievements

Environmental policy	Goals and results for fiscal 2013		Evaluation
	Goals	Actual achievements	
Prevention of global warming	Cut CO <sub>2</sub> emissions Total year-on-year reduction in volume: +2.0% Excluding impact of production: (-2.8%)	+3.0% Excluding impact of production: (-3.4%)	△
	Unit requirement over the previous year +0.7%	Sales unit requirement -0.9%	○
Resource saving & recycling	Improve accuracy of data on waste materials	Ascertained data on waste materials at construction sites	○
	Promote the management of industrial waste treatment outsourcing firms	Properly handled treatment difficulty notices received from outsourcing firms	
Procurement, development, and offering of ecofriendly products	Maintain eco x zero	Continuing to maintain	○
Information disclosure and communication	Implement programs to increase awareness of CSR activities among employees <ul style="list-style-type: none"> <li>e-Learning: 100% understanding</li> </ul>	Implemented CSR e-learning <ul style="list-style-type: none"> <li>Participation rate: 74%, understanding rate: 81%</li> </ul>	△
Environmental management	Establish an ESG information platform	Introduced a system to integrate new environmental data E (environment): scope of coverage is expanded to cover consolidated companies and information is integrated accordingly S (society) G (governance): set integration items; method of operations is currently being studied <ul style="list-style-type: none"> <li>Nikkei environmental management study: 68th (81st)</li> <li>Bunano Forest environmental questionnaire: assessment grade A (assessment grade A)</li> <li>Toyo Keizai: CSR <ul style="list-style-type: none"> <li>Use of human resources: AAA (AAA)</li> <li>Environment: AAA (AAA)</li> <li>Corporate governance: AA (AAA)</li> <li>Social awareness: AAA (AAA)</li> </ul> </li> <li>CDP disclosure score: 87 (85) <ul style="list-style-type: none"> <li>Performance score: B (C)</li> </ul> </li> </ul> <p>* Figures in parentheses denote 2012 assessment results.</p>	○

\* As goals have been set based on [Group A](#) for organizations subject to reporting, actual achievements for such organizations have been 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 indicate 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.

1. CO<sub>2</sub> emissions
2. Final waste disposal
3. Usage of chemical substances subject to PRTR regulations
4. Water usage

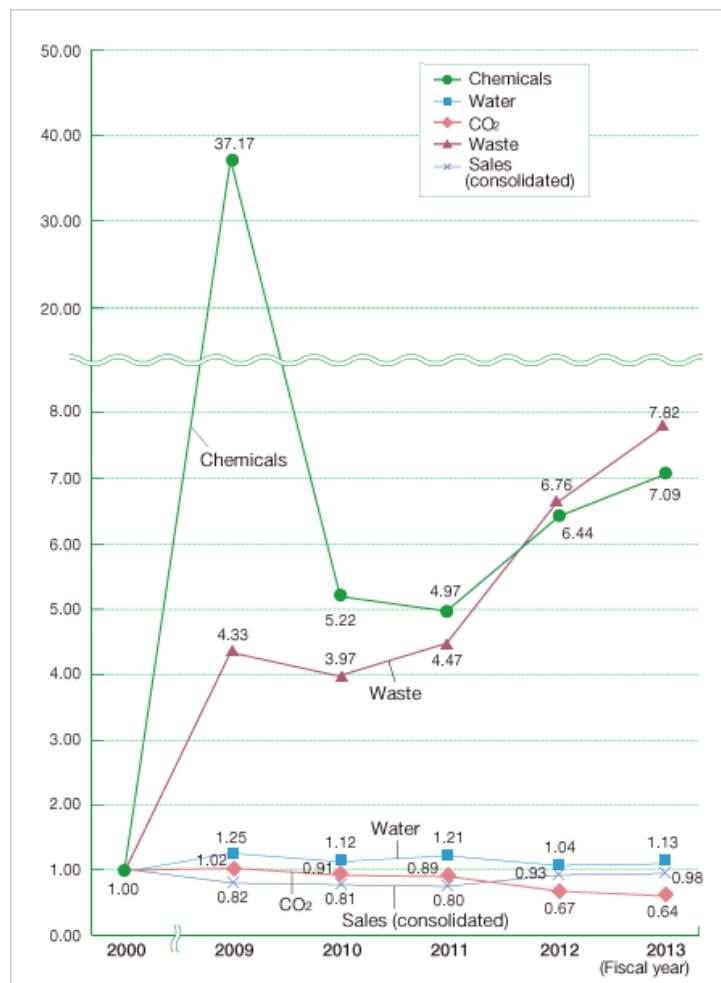
### Environmental friendliness efficiency indicator =

$\frac{\text{current fiscal year (sales / environmental load data)}}{\text{baseline fiscal year (sales / environmental load data)}}$

$\frac{\text{baseline fiscal year (sales / environmental load data)}}{\text{baseline fiscal year (sales / environmental load data)}}$

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 through fiscal 2011 was [Group A](#). From fiscal 2012, the scope of reporting coverage was expanded to [Group B](#).

\* Chemical substances have been calculated according to the amount handled of Class I Designated Chemical Substances as provided for in the PRTR Law used by the place of business subject to notification as provided for in the PRTR Law.

\* As ferric chloride used as a flocculating agent in the treatment of wastewater at KOKUYO Furniture's Mie Plant was designated a Class I Designated Chemical Substance in 2010, data on chemical substances have been retroactively revised. After undergoing neutralization in the process of treating wastewater, ferric chloride is transformed into ferric hydroxide and is then subject to disposition in a detoxified state.

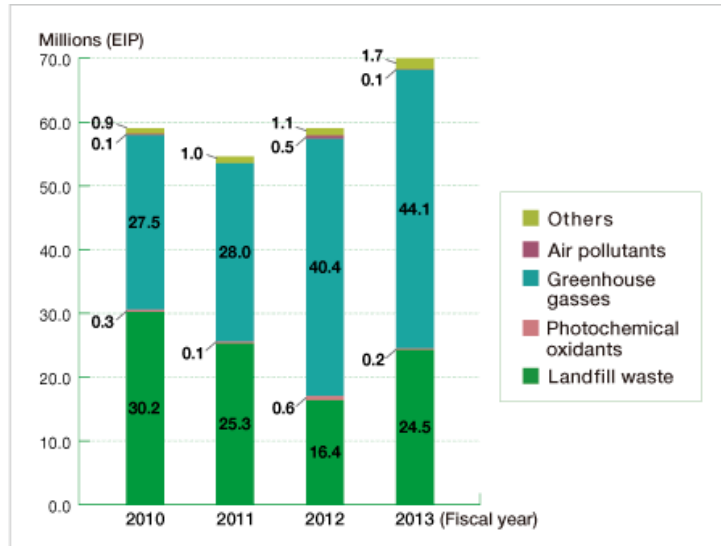


## About JEPIX

JEPIX (Japan Environmental Policy Index) is a method of quantifying the 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 for each environmentally harmful chemical by the integrated coefficient calculated from the ratio between Japan's environmental policy target and the actual amount of emissions (environmental friendliness factor).

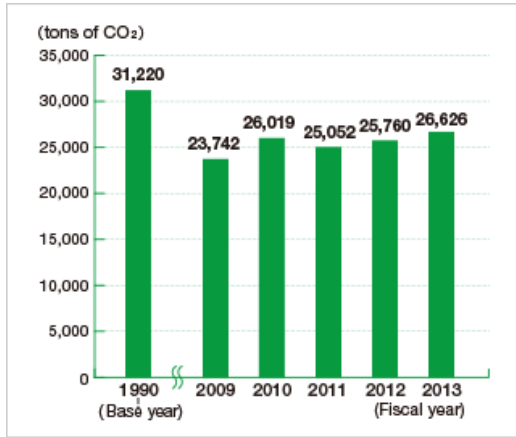
$$\text{Environmental impact point (EIP)} = \sum (\text{environmental loads} \times \text{environmentally friendliness factors})$$

### JEPIX



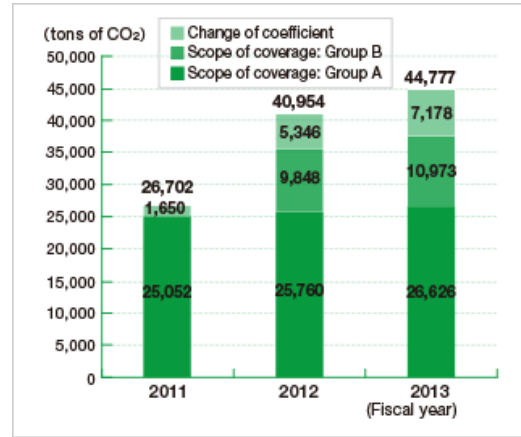
\* The scope of coverage through fiscal 2011 was [Group A](#). From fiscal 2012, the scope of reporting coverage was expanded to [Group B](#).

CO2 emissions transition



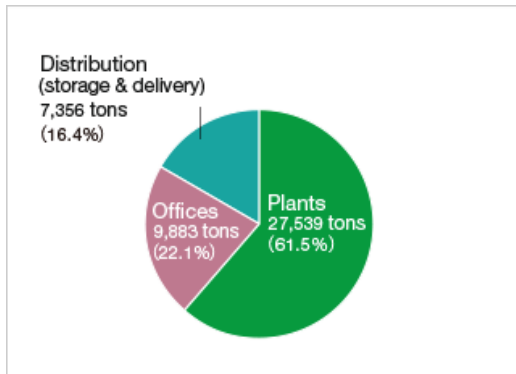
\* These figures cover [Group A](#).

CO2 emissions transition

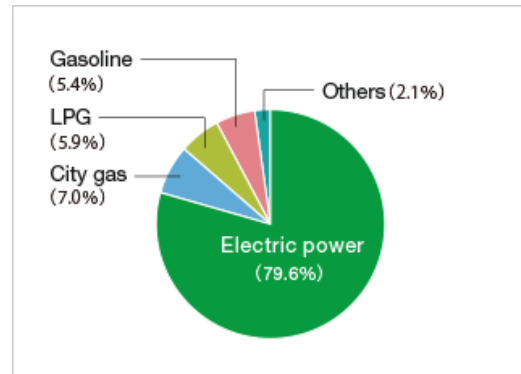


\* The scope of coverage through fiscal 2011 was [Group A](#). From fiscal 2012, the scope of reporting coverage was expanded to [Group B](#).

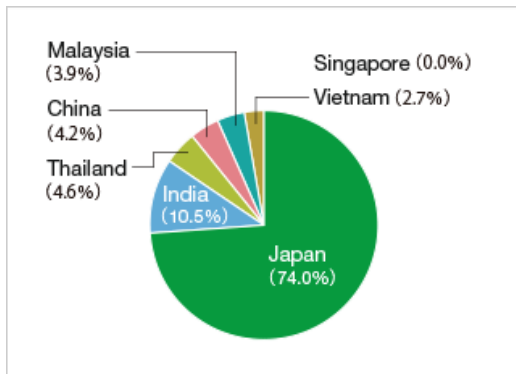
Volume of CO2 emissions according to sources of emissions



Volume of CO2 emissions according to types of emissions

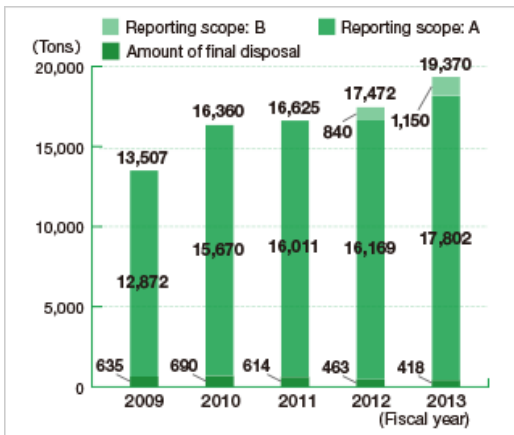


CO2 Emission Volume by Country



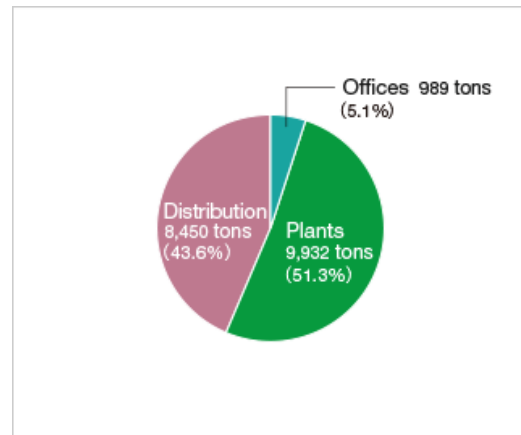


**Waste materials recycling amount and final disposal amount**

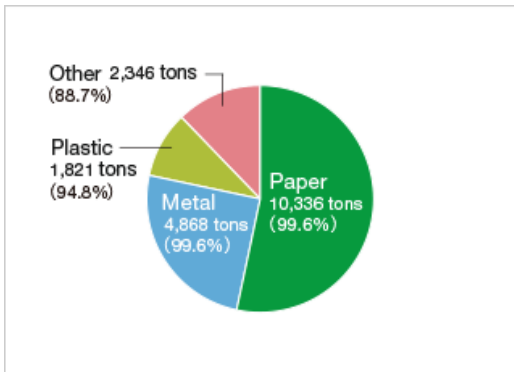


\* The scope of coverage through fiscal 2011 was [Group A](#). From fiscal 2012, the scope of reporting coverage was expanded to [Group B](#).

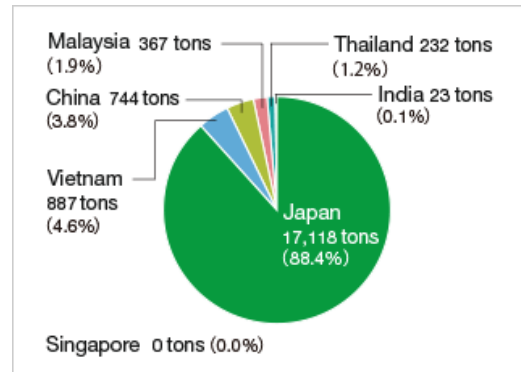
**Source of waste materials**



**Types of waste materials (Figures in parentheses denote recycling rate)**



**Emissions by Country**





## Chemical substances subject to PRTR Law

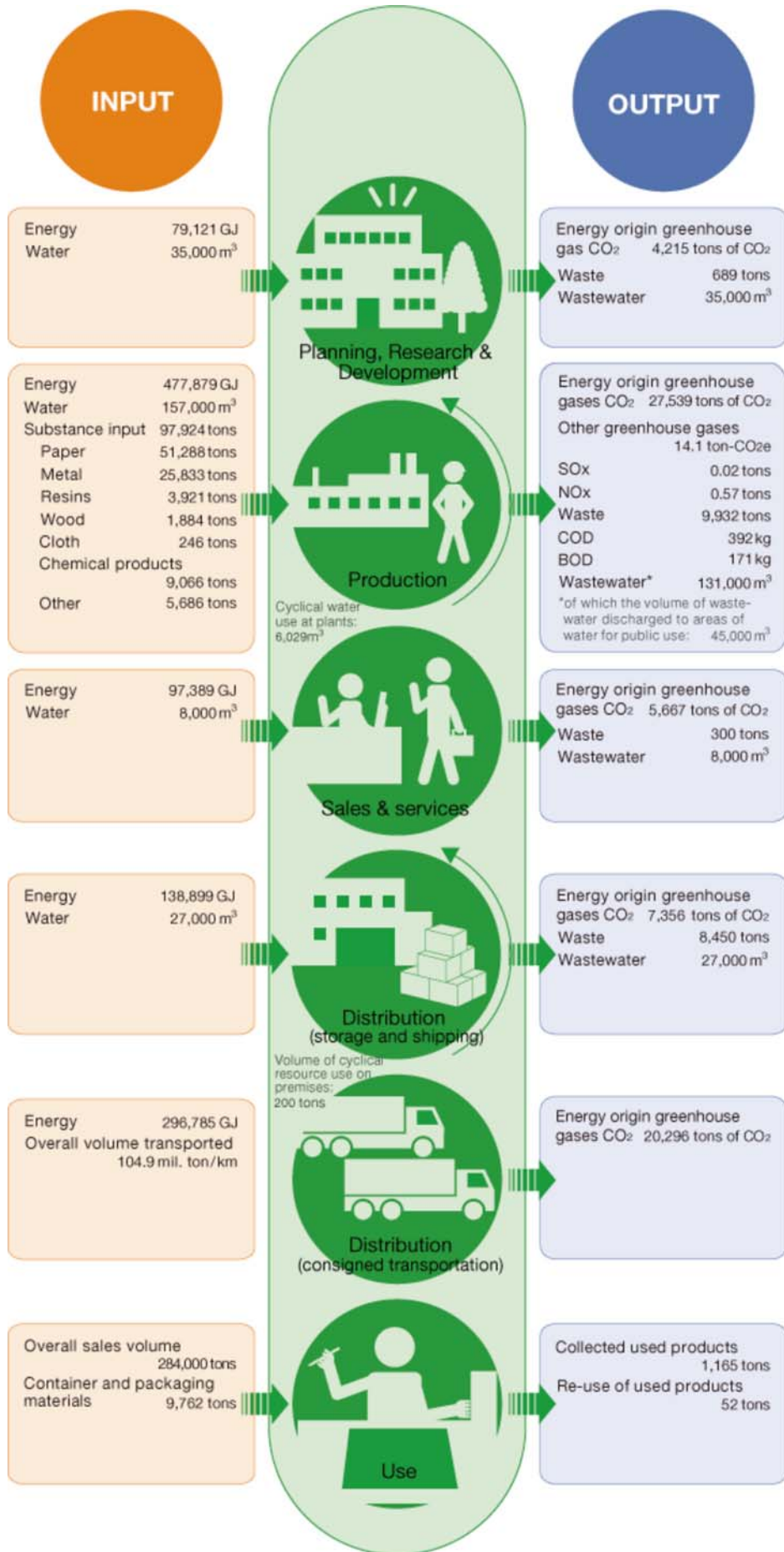
Official No.	Chemical name	Vol. handled / kg	Vol. released / transferred					Vol. treated / kg	Vol. consumed / kg
			Vol. released to air / kg	Vol. Released in public bodies of water / kg	Vol. transported in sewers / kg	Vol. released to land / kg	Sub-total / kg		
1	Zinc compounds (water-soluble)	193.6	0.0	0.0	0.0	0.0	0.0	193.6	0.0
20	2-aminoethanol	95.2	90.4	4.8	0.0	0.0	95.2	0.0	0.0
53	Ethylbenzene	3.6	3.6	0.0	0.0	0.0	3.6	0.0	0.0
57	Ethylene glycol monoethyl ether	0.1	0.0	0.0	0.0	0.0	0.1	0.0	0.0
71	Ferric chloride	14,532.0	0.0	0.0	0.0	0.0	0.0	14,532.0	0.0
80	Xylene	54.2	43.5	0.0	0.0	0.1	43.6	0.0	10.6
125	Chlorobenzene	35.0	0.4	0.0	0.0	2.4	2.8	0.0	32.2
134	Vinyl acetate	483.8	34.4	3.2	5.2	20.7	63.4	0.0	420.4
181	Dichlorobenzene	13.2	13.2	0.0	0.0	0.0	13.2	0.0	0.0
207	2,6-di-tert-butyl-4-cresol	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
235	Water-soluble salts of bromic acid	683.3	683.3	0.0	0.0	0.0	683.3	0.0	0.0
296	1,2,4-trimethylbenzene	188.5	3.1	0.0	0.0	185.4	188.5	0.0	0.0
297	1,3,5-trimethylbenzene	56.5	0.9	0.0	0.0	55.6	56.5	0.0	0.0
300	Toluene	138.8	13.9	0.0	0.1	6.4	20.3	32.2	86.3
302	Naphthalene	1.4	0.0	0.0	0.0	0.0	0.0	0.0	1.3
309	Nickel compounds	44.1	0.0	0.0	0.0	30.9	30.9	0.0	13.2
354	Di-n-butyl phthalate	401.0	0.0	0.0	0.0	6.8	6.8	0.0	394.2
392	N-hexane	464.6	418.7	0.0	0.0	1.1	419.8	0.0	44.8
403	Benzophenone	17.6	0.0	0.0	0.0	0.0	0.0	0.0	17.6
407	Poly(oxyethylene)alkyl ether(alkyl C=12-15)	886.3	631.9	41.4	0.0	213.0	886.3	0.0	0.0
410	Poly(oxyethylene)nonylphenyl ether	33.8	33.8	0.0	0.0	0.0	33.8	0.0	0.0
447	Methylenebis(4,1-cyclohexylene)diisocyanate	177.2	0.0	0.0	0.0	0.0	0.0	0.0	177.2
448	Methylenebis(4,1-phenylene) diisocyanate	19.4	19.4	0.0	0.0	0.0	19.4	0.0	0.0
<b>Total</b>		<b>18,523.1</b>	<b>1,990.4</b>	<b>49.4</b>	<b>5.3</b>	<b>522.3</b>	<b>2,567.4</b>	<b>14,757.8</b>	<b>1,197.9</b>

\* The volume of PRTR designated substances that were handled, released, transferred, disposed of, recycled, or consumed, which were used by the PRTR Law Notification Office. 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 modified by way of incineration, neutralization, breaking down, reactive process, etc.

\* "Volume of consumption" 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 scope of disclosure coverage was [Group B](#).

## Input items

Indicator	Unit	Calculation method
<b>Volume of energy used</b>	GJ	Power, gas (city gas, LPG, natural gas), oil (gasoline, light oil, kerosene), heat (hot water, cold water) Daytime power values from the Ordinance of Enforcement of the Energy Conservation Law (effective from April 1, 2008) were used for power unit calorific values. For the unit calorific value of gas, oil, and heat, values as presented in the Greenhouse Gas Emission Calculation and Reporting Manual, Ver. 3.4 (May 2013) (Ministry of the Environment, Ministry of Economy, Trade and Industry) are used.
<b>Water</b>	1,000m <sup>3</sup>	Tap water, water for industrial use
<b>Substance input</b>	Tons	The volume of raw materials used to manufacture products (Data for KOKUYO Camlin are not subject to third-party verification.)
<b>Overall sales volume</b>	10,000 tons	Data from furniture and stationery products (excluding KOKUYO Camlin)
<b>Packaging materials</b>	Tons	The volume of packaging material used to package products

## Output items

Indicator	Unit	Calculation method
<b>Volume of CO<sub>2</sub> released by energy usage</b>	Tons of CO <sub>2</sub>	Volume of CO <sub>2</sub> emissions generated through the use of electricity, gas, oil, and heat * related: <a href="#">Global warming preventive measures</a> Coefficients based on the Law on Promotion of Measures to Cope with Global Warming (actual emission coefficients for each power company for fiscal 2011) were used to calculate CO <sub>2</sub> emission coefficients from power generation in Japan. Coefficients for each country covered on the GHG Protocol website, released by the World Business Council for Sustainable Development and the World Resources Institute, were used to calculate CO <sub>2</sub> emission coefficients from overseas power generation. For CO <sub>2</sub> emission coefficients for gas, oil, and heat, values as presented in the Greenhouse Gas Emission Calculation and Reporting Manual, Ver. 3.4 (May 2013) (Ministry of the Environment, Ministry of Economy, Trade and Industry) are used. The ton/kilo method and the fuel consumption method were used in tandem to calculate the volume of CO <sub>2</sub> emissions arising from distribution (consigned transportation).
<b>Other greenhouse gases</b>	Ton of CO <sub>2</sub> e	Emissions of greenhouse gases (CO <sub>2</sub> , CH <sub>4</sub> , N <sub>2</sub> O) related to production activities, but excluding such emissions from energy sources, have been converted to a CO <sub>2</sub> basis. Values taken from the Ministry of the Environment and the Ministry of Economy, Trade and Industry's Calculating Greenhouse Gas Emissions and Report Manual, ver. 3.4 (May 2013) were used for emission coefficients.
<b>SO<sub>x</sub>, NO<sub>x</sub></b>	Tons	Volume of emissions from smoke- and soot-producing facilities at manufacturing plants



Indicator	Unit	Calculation method
<b>Waste</b>	Tons	The volume of discharged waste (emissions) is the total amount of waste and valuable substances discharged from business establishments. Recycle volume is the total, out of the volume of discharged waste (emissions), of that which has been recycled through material or thermal recycling, to which is added the volume of valuable substances. The final waste volume is the total, out of the volume of discharged waste (emissions), of waste disposed of either by simple incineration or direct landfill. * related: <a href="#">Resource saving and recycling</a> If industrial waste has been ascertained in terms of cubic measurements, conversion factors 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) are used.
<b>Wastewater</b>	1,000m <sup>3</sup>	Wastewater discharged to areas of water for public use and into the sewerage system
<b>COD, BOD</b>	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
<b>Overall transportation volume</b>	Ton/km	Among subcontracted transportation, this figure is the total for domestic transportation and the volume of transportation in Malaysia related to the transport of furniture products, stationery products, transport related to KAUNET mail order deliveries, and transportation of ACTUS products. (Transportation data for store furniture products are not subject to third-party verification.)
<b>Cyclical water use at plants</b>	m <sup>3</sup>	The volume of water used in a cyclical way (i.e. recycled) on business premises
<b>Volume of cyclical resource use on premises</b>	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.
<b>Collected used products</b>	Tons	The volume of used products collected from customers by KOKUYO Logitem Co., Ltd.
<b>Re-use of used products</b>	Tons	The volume of re-used products from the used products collected from customers by KOKUYO Logitem Co., Ltd.



## Sites with ISO 14001 Certification

No.	Company name	Site name
1	KOKUYO	Head office
2		Kasumigaseki office
3		Nagoya office
4		Shinagawa office
5	KOKUYO K Heart	Head office
6	KOKUYO S&T	Head office
7		Shinagawa office
8	KOKUYO MVP	Tottori Factory
9		Aoya Factory
10	KOKUYO Product Shiga	Head office
11	KOKUYO Furniture	Head office (including WS)
12		Shinagawa office
13		Kasumigaseki office
14		Osaki office
15		Nagoya office
16		Umeda office
17		Mie plant
18		Shibayama plant
19	KOKUYO Logitem	Head office
20		Sendai distribution center
21		Gunma distribution center
22		Keihin distribution center
23		Shin Chiba distribution center
24		Shiga distribution center
25		Mie distribution center
26		Ina distribution center
27		Nagoya distribution center
28		Fujiwara distribution center
29		Okayama distribution center
30		Saga office
31		Minato distribution center
32	KOKUYO Supply Logistics	Head office
33		Ibaraki distribution center
34		Central Japan Integrated distribution center
35		Chubu Integrated distribution center
36		Shiga national distribution center
37		Osaka Nanko distribution center
38		Kyushu Integrated distribution center
39		Kinki Integrated distribution center

No.	Company name	Site name
40	KAUNET	Head office
41		Sapporo distribution center
42		Nagoya distribution center
43		Fukuoka distribution center
44	KOKUYO Engineering & Technology	Head office
45		Tohoku branch
46		Chubu branch
47		Kansai branch
48		Sapporo business office
49	Kyushu branch	
50	KOKUYO Marketing	Head office
51		Tachikawa office
52		Chiba office
53		Saitama office
54		Yokohama office
55		Nagano office
56		Nagoya office
57		Shizuoka office
58		Osaka office
59		Umeda office
60		Kyoto office
61		Kobe office
62		Wakayama office
63		Hiroshima office
64		Yamaguchi office
65		Matsue office
66	Fukuoka office	
67	Nagasaki office	
68	Kagoshima office	
69	Okinawa office	
70	Miyazaki office	
71	KTL	Head office
72	KOKUYO (Malasia)	Head office
73	KOKUYO IK Thailand	Head office
74	KOKUYO Camlin	Tarapur
75		Samba



## Environmental accounting

### Environmental accounting

(Unit: Millions of yen)

Item	Environment-related investments		Costs		Effects		Total	
	2012	2013	2012	2013	2012	2013	2012	2013
Pollution prevention	308	143	6,029	841	0	0	6,337	984
Global warming prevention	1,181	1,276	564	96	-2,727	-3,011	-982	-1,640
Saving resources and recycling	324	1,878	29,519	28,151	-17,482	-19,107	12,361	10,922
Procurement and provision of green products	0	0	10,917	12,683	0	-187	10,917	12,496
Research studies into environmental technology	0	0	3,146	477	0	0	3,146	477
Environmental communication	0	0	2,621	1,371	0	-2	2,621	1,370
Setting up management structures	0	0	4,461	5,657	0	0	4,461	5,657
Environmental damage response	0	0	358	1,731	0	0	358	1,731
<b>Total</b>	<b>1,813</b>	<b>3,296</b>	<b>57,616</b>	<b>51,008</b>	<b>-20,209</b>	<b>-22,307</b>	<b>39,220</b>	<b>31,997</b>

\* Disclosed for reporting [scope B](#).

### Breakdown of economic effects

Item	Content of counter measures	2012	2013
Global warming prevention	The effect of introducing energy-saving facilities	-1,759	-1,799
	The effect of improving operations	-968	-1,212
Saving resources and recycling	Income from sorting and recycling of waste materials	-14,491	-16,119
	Waste reduction	-2,991	-2,988
Procurement and provision of green products	Cost reductions achieved through the use of recycled items	0	-187
<b>Total</b>		<b>-20,209</b>	<b>-22,305</b>

## Reports by Business Site

### Reports on Business Sites in Japan

KOKUYO measures the impact on the natural environment of the activities of its principal business sites in Japan and overseas and uses this information in considering appropriate policies, setting objectives, and carrying out other activities. KOKUYO discloses such information on five manufacturing plants in Japan. In fiscal 2013, the total volume of CO<sub>2</sub> emissions at these five domestic plants exceeded the level of the previous year due to increases in production and shifts to internal production.

\* In 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.

\* Wastewater emissions are disclosed herein only for those business sites where measurements of such emissions are required by law. Measurements at the KOKUYO Product Shiga plant are not required by law. However, because abnormal pH values were detected there in fiscal 2007, the emissions have been disclosed separately.

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

### Reports on Business Sites Overseas

Information on nine plants, located in —Thailand, Malaysia, Vietnam, and India (5 plants) as well as Shanghai in China where recently began operations—are hereby disclosed for fiscal 2013. CO<sub>2</sub> emissions increased due to higher production at plants in Thailand, Malaysia, and Vietnam. While the production output rose in India, the volume of CO<sub>2</sub> emissions declined due in part to improvements in production efficiency.

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

## KOKUYO Furniture (Mie Plant)

Location	2012 Nishitawara, Nabari-shi, Mie
Principal products	Steel desks, low partitions, etc.
Commencement of operations	May 1993
Site area	145,977 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	92,298 GJ	89,333 GJ
	Fuel	34,468 GJ	33,026 GJ
	Electricity	57,830 GJ	56,308 GJ
Water resources	City/well water	42,545 m <sup>3</sup>	40,182 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	5,041 t	4,868 t
	SO <sub>x</sub>	0.02 t	0.02 t
	NO <sub>x</sub>	0.44 t	0.53 t
Waste emissions	Total waste volume	933 t	1,106 t
	Reuse/recovery	932 t	1,105 t
	Final disposal	1 t	1 t
Emissions into bodies of water	Volume of effluent	24,428 m <sup>3</sup>	31,768 m <sup>3</sup>
	Emissions into public water areas	24,428 m <sup>3</sup>	31,768 m <sup>3</sup>
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 7.2-7.7	pH 6.0-7.7
	COD	10.4 mg/L	9.1 mg/L
	BOD	2.3 mg/L	1.6 mg/L
	SS	1.0 mg/L	1.8 mg/L

## KOKUYO Furniture (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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	106,398 GJ	121,262 GJ
	Fuel	50,457 GJ	57,850 GJ
	Electricity	55,941 GJ	63,412 GJ
Water resources	City/well water	18,458 m <sup>3</sup>	17,276 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	5,117 t	6,124 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	2,356 t	2,594 t
	Reuse/recovery	2,356 t	2,594 t
	Final disposal	0 t	0 t
Emissions into bodies of water	Volume of effluent	12,494 m <sup>3</sup>	11,297 m <sup>3</sup>
	Emissions into public water areas	6,394 m <sup>3</sup>	4,161 m <sup>3</sup>
	Emissions into sewage systems	6,100 m <sup>3</sup>	7,136 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 7.3	pH 7.2
	COD	3.6 mg/L	1.0 mg/L
	BOD	0.7 mg/L	6.0 mg/L
	SS	1.0 mg/L	6.5 mg/L

## 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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	65,033 GJ	68,734 GJ
	Fuel	1,064 GJ	1,106 GJ
	Electricity	63,969 GJ	67,628 GJ
Water resources	City/well water	6,055 m <sup>3</sup>	5,076 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	2,953 t	3,437 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	2,492 t	2,634 t
	Reuse/recovery	2,492 t	2,634 t
	Final disposal	0 t	0 t
Emissions into bodies of water	Volume of effluent	6,001 m <sup>3</sup>	5,023 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	6,001 m <sup>3</sup>	5,023 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 6.5-7.4	pH 6.8-7.5
	COD	2.0 mg/L	2.4 mg/L
	BOD	3.9 mg/L	4.0 mg/L
	SS	2.5 mg/L	3.6 mg/L

## 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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	18,057 GJ	17,451 GJ
	Fuel	2,023 GJ	1,115 GJ
	Electricity	16,034 GJ	16,336 GJ
Water resources	City/well water	6,930 m <sup>3</sup>	6,460 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	1,194 t	1,241 t
	SO <sub>x</sub>	0.003 t	0.001 t
	NO <sub>x</sub>	0.075 t	0.036 t
Waste emissions	Total waste volume	833 t	931 t
	Reuse/recovery	832 t	923 t
	Final disposal	1 t	7 t
Emissions into bodies of water	Volume of effluent	6,930 m <sup>3</sup>	6,460 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	6,930 m <sup>3</sup>	6,460 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	Not subject to regulation	Not subject to regulation
	COD	Not subject to regulation	Not subject to regulation
	BOD	Not subject to regulation	Not subject to regulation
	SS	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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	13,165 GJ	14,574 GJ
	Fuel	1,018 GJ	888 GJ
	Electricity	12,147 GJ	13,686 GJ
Water resources	City/well water	3,102 m <sup>3</sup>	3,716 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	861 t	1,038 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	388 t	414 t
	Reuse/recovery	388 t	414 t
	Final disposal	0 t	0 t
Emissions into bodies of water	Volume of effluent	3,102 m <sup>3</sup>	3,716 m <sup>3</sup>
	Emissions into public water areas	3,102 m <sup>3</sup>	3,716 m <sup>3</sup>
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 6.9-7.0	pH 6.8
	COD	Not subject to regulation	Not subject to regulation
	BOD	4.65 mg/L	5.8 mg/L
	SS	7.2 mg/L	15 mg/L

## 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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	35,765 GJ	39,732 GJ
	Fuel	890 GJ	779 GJ
	Electricity	34,875 GJ	38,953 GJ
Water resources	City/well water	20,128 m <sup>3</sup>	18,868 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	1,853 t	2,055 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	508 t	232 t
	Reuse/recovery	267 t	202 t
	Final disposal	241 t	30 t
Emissions into bodies of water	Volume of effluent	16,103 m <sup>3</sup>	15,094 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	16,103 m <sup>3</sup>	15,094 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 7.7	pH 7.8
	COD	74.9 mg/L	164 mg/L
	BOD	62.0 mg/L	51.0 mg/L
	SS	57.9 mg/L	39.0 mg/L

## 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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	25,945 GJ	28,026 GJ
	Fuel	11,092 GJ	11,433 GJ
	Electricity	14,853 GJ	16,593 GJ
Water resources	City/well water	9,095 m <sup>3</sup>	7,629 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	1,547 t	1,678 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	351 t	367 t
	Reuse/recovery	337 t	311 t
	Final disposal	14 t	56 t
Emissions into bodies of water	Volume of effluent	3,599 m <sup>3</sup>	3,244 m <sup>3</sup>
	Emissions into public water areas	1,207 m <sup>3</sup>	666 m <sup>3</sup>
	Emissions into sewage systems	2,392 m <sup>3</sup>	2,578 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 7.5	pH 8.0
	COD	13.0 mg/L	31.0 mg/L
	BOD	4.0 mg/L	6.0 mg/L
	SS	5.0 mg/L	6.0 mg/L

## 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 m <sup>2</sup>



Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	29,300 GJ	31,246 GJ
	Fuel	681 GJ	668 GJ
	Electricity	28,619 GJ	30,578 GJ
Water resources	City/well water	11,973 m <sup>3</sup>	11,419 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	1,143 t	1,218 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	985 t	887 t
	Reuse/recovery	974 t	871 t
	Final disposal	11 t	16 t
Emissions into bodies of water	Volume of effluent	11,881 m <sup>3</sup>	9,135 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	11,881 m <sup>3</sup>	9,135 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 6.92	pH 6.87
	COD	62.3 mg/L	69.3 mg/L
	BOD	33.7 mg/L	35.4 mg/L
	SS	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 m <sup>2</sup>

Inputs		Fiscal 2013
Energy	Volume of energy inputs	16,751 GJ
	Fuel	-
	Electricity	16,751 GJ
Water resources	City/well water	5,206 m <sup>3</sup>
Outputs		Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	1,248 t
	SO <sub>x</sub>	-
	NO <sub>x</sub>	-
Waste emissions	Total waste volume	744 t
	Reuse/recovery	743 t
	Final disposal	1 t
Emissions into bodies of water	Volume of effluent	4,685 m <sup>3</sup>
	Emissions into public water areas	-
	Emissions into sewage systems	4,685 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	Not subject to measurement
	COD	Not subject to measurement
	BOD	Not subject to measurement
	SS	Not subject to measurement

## KOKUYO Camlin (Tarapur, 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 m <sup>2</sup>

Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	22,572 GJ	22,535 GJ
	Fuel	852 GJ	334 GJ
	Electricity	21,720 GJ	22,201 GJ
Water resources	City/well water	29,252 m <sup>3</sup>	23,726 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	2,128 t	2,137 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	0.8 t	0.3 t
	Reuse/recovery	0 t	0 t
	Final disposal	0.8 t	0.3 t
Emissions into bodies of water	Volume of effluent	29,252 m <sup>3</sup>	23,726 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	29,252 m <sup>3</sup>	23,726 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 7.2	pH 7.2
	COD	120.0 mg/L	120.0 mg/L
	BOD	50.0 mg/L	23.0 mg/L
	SS	12.0 mg/L	12.0 mg/L

## KOKUYO Camlin (Taloja, 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 m <sup>2</sup>

Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	4,568 GJ	2,745 GJ
	Fuel	1,267 GJ	186 GJ
	Electricity	3,301 GJ	2,559 GJ
Water resources	City/well water	11,138 m <sup>3</sup>	8,912 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	401 t	257 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	-	0.3 t
	Reuse/recovery	-	0 t
	Final disposal	-	0.3 t
Emissions into bodies of water	Volume of effluent	11,138 m <sup>3</sup>	8,912 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	11,138 m <sup>3</sup>	8,912 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	-	pH 6.5
	COD	Less than 100 mg/L	32.0 mg/L
	BOD	Less than 100 mg/L	12.0 mg/L
	SS	-	40.0 mg/L

## KOKUYO Camlin (Vasai, 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 m <sup>2</sup>

Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	7,972 GJ	8,595 GJ
	Fuel	154 GJ	199 GJ
	Electricity	7,818 GJ	8,396 GJ
Water resources	City/well water	735 m <sup>3</sup>	681 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	758 t	814 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	-	-
	Reuse/recovery	-	-
	Final disposal	-	-
Emissions into bodies of water	Volume of effluent	735 m <sup>3</sup>	681 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	735 m <sup>3</sup>	681 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	Not subject to regulation	Not subject to regulation
	COD	Not subject to regulation	Not subject to regulation
	BOD	Not subject to regulation	Not subject to regulation
	SS	Not subject to regulation	Not subject to regulation



## KOKUYO Camlin (Samba, 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 m <sup>2</sup>

Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	9,871 GJ	8,605 GJ
	Fuel	12 GJ	25 GJ
	Electricity	9,859 GJ	8,579 GJ
Water resources	City/well water	3,266 m <sup>3</sup>	2,913 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	941 t	820 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	-	22.3 t
	Reuse/recovery	-	0 t
	Final disposal	-	22.3 t
Emissions into bodies of water	Volume of effluent	3,266 m <sup>3</sup>	2,913 m <sup>3</sup>
	Emissions into public water areas	-	-
	Emissions into sewage systems	3,266 m <sup>3</sup>	2,913 m <sup>3</sup>
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH 5.7-7.4	pH 5.5-7.1
	COD	125.0 mg/L	204.0 mg/L
	BOD	20.0 mg/L	24.0 mg/L
	SS	83.0 mg/L	64.0 mg/L

## KOKUYO Camlin (Jammu, India)

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

Inputs		Fiscal 2012	Fiscal 2013
Energy	Volume of energy inputs	2,379 GJ	3,881 GJ
	Fuel	-	482 GJ
	Electricity	2,379 GJ	3,399 GJ
Water resources	City/well water	-	660 m <sup>3</sup>
Outputs		Fiscal 2012	Fiscal 2013
Atmospheric emissions	CO <sub>2</sub>	227 t	357 t
	SO <sub>x</sub>	-	-
	NO <sub>x</sub>	-	-
Waste emissions	Total waste volume	-	-
	Reuse/recovery	-	-
	Final disposal	-	-
Emissions into bodies of water	Volume of effluent	-	660 m <sup>3</sup>
	Emissions into public water areas	-	660 m <sup>3</sup>
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration	Not subject to regulation	Not subject to regulation
	COD	Not subject to regulation	Not subject to regulation
	BOD	Not subject to regulation	Not subject to regulation
	SS	Not subject to regulation	Not subject to regulation

# KOKUYO

Published by

KOKUYO Co.,Ltd.

CSR and Environmental management, Corporate Administrations

6-1-1 Oimazato-minami, Higashinari-ku, Osaka 537-8686, Japan

Direct inquiries to

KOKUYO Co., Ltd. Customer Center

Tel: +81-120-201-594



INSPIRE



AIRFORT



Scirocco



Gufo

