KOKUYO Group CSR Report

CSR Data

Founded in 1905

Founder Zentaro Kuroda

Wacho launched during the Taishō period

Spirit of "shō hyaku mai"

Shop in Shinmachi

The first trademark "Kokuyo"

Stationery pad with high quality paperboard

Label of 3K Stationery Paper

Duplicate Telegram Slip

Binder

Head office, 1936

Sign for advertising Ink kk55

Ink kk55

Field Notebook

Bill

First steel product (Steel filing cabinet)

Jun Mitsumata Hankeishi (Ruled papers made of 100% mitsumata plant)

Invoice Pad

Yao Factory

Ochanomizu Office

Swivel chair

Estimate Pad

Kickoff meeting of Jewelry Members

New head office, 1969

Live office advertisement

Electronic Abacus (outer case)

Tack Index (outer case)

Portable box seat (Ryogoku Kokugikan)

Lonely Little Fox (original mascot)

ECÍFFO

Miss Blanche

1Corporate logo changed in 1981

High-Grade Accounting Pad

KuruKuruMeka

Dynafit Chair

MX Desk System

Title Brain

Pochette Album

Third-generation Campus Note

Keishipita

Bezier

AGATA

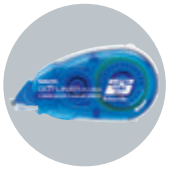
Hakobo

Ratchkiss

AGATA/D

Kadokeshi

Nursing Cart



Dotliner

Fifth-generation Campus Note

Kokuyoseki

roll table

Campus UP

SAIBI

KOKUYO

With Gratitude The 110th Anniversary KOKUYO

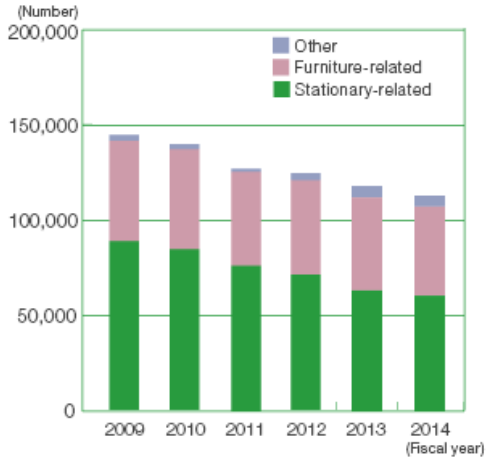
Society

■ **Reporting period**

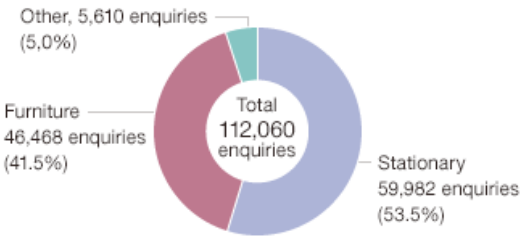
January 1 to December 31 of the applicable year (results are denoted by figures that are current as of December 31)

Reflecting the views of customers

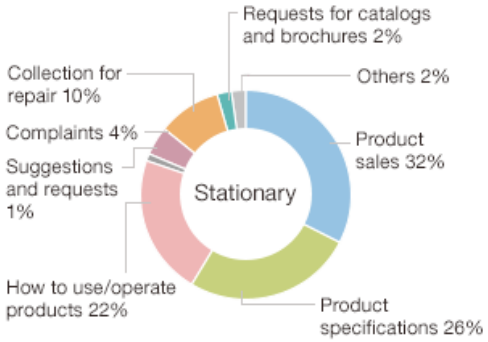
Changes in the number of enquiries

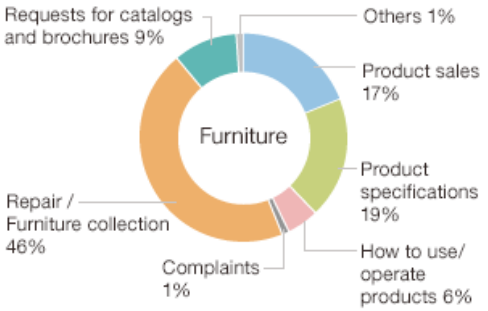


Type of enquiries



Content of enquiries





Employee-related data

Non-consolidated/consolidated

		Subject	FY 2011	FY 2012	FY 2013	FY 2014
Number of Executives Number of Directors	Inside	Non-consolidated	3	3	3	5
	Outside	Non-consolidated	3	3	3	4
Number of Auditors	Inside	Non-consolidated	2	2	2	2
	Outside	Non-consolidated	2	2	2	2
Number of Employees * Including regular employees and a part of contracted employee	Male	Consolidated	4,552	4,756	4,660	5,071
	Female	Consolidated	1,625	1,733	1,739	1,602
	Total	**Consolidated**	**6,177**	**6,489**	**6,399**	**6,673**
	Male	Non-consolidated	94	219	207	222
	Female	Non-consolidated	54	128	133	126
	Total	**Non-consolidated**	**148**	**347**	**340**	**348**
	Foreign employees in domestic establishments	Non-consolidated	6	11	14	4
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%)	2,153 (24.39%)
Employment of physically challenged persons		Special subsidiaries	2.41%	2.27%	2.24%	2.14%

Major Companies

Subjects: KOKOUYO 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	FY 2014
Number of employees by generation	Less than 30	359	331	308	281
	30-39	1,090	960	867	765
	40-49	1,425	1,514	1,600	1,563
	50-59	643	671	694	704
	60 or older	66	76	103	131
	Total	**3,583**	**3,552**	**3,572**	**3,444**
Average age	Male	43.19	43.74	44.28	44.86
	Female	36.33	37.13	37.64	37.75
	Average	**41.84**	**42.43**	**42.95**	**43.42**
Average length of service	Male	18.07 years	18.52 years	18.91 years	19.15 years
	Female	12.39 years	13.18 years	13.56 years	13.41 years
	Average	**16.95 years**	**17.46 years**	**17.84 years**	**17.99 years**
Graduate recruitment (Record)	Male	17	26	20	32
	Female	13	20	19	22
	Total	**30**	**46**	**39**	**54**
Mid-career recruitment (Record)	Male	9	16	37	33
	Female	2	0	10	8
	Total	**11**	**16**	**47**	**41**
Turnover rate * Excluding employees who resign on reaching the mandatory age of retirement	Male	1.13%	1.29%	1.23%	1.08%
	Female	3.17%	3.63%	3.17%	3.45%
	Total	**1.54%**	**1.75%**	**1.61%**	**1.56%**

		FY 2011	FY 2012	FY 2013	FY 2014
Post appointments	(Male) Executives and above	22	25	28	29
	(Male) Department heads	167	167	164	122
	(Male) Section chiefs	730	729	738	715
	(Male) Sub-section chiefs	1,155	1,172	1,181	1,072
	(Female) Executives and above	0	0	0	1
	(Female) Department heads	2	1	1	1
	(Female) Section chiefs	22	25	29	29
	(Female) Sub-section chiefs	131	147	157	176
	(Female) Percentage of workforce in management positions (section chief and above)	2.61%	2.82%	3.22%	3.46%
	(Foreign nationals) Executives and above	0	0	0	0
	(Foreign nationals) Department heads	0	0	0	0
	(Foreign nationals) Section chiefs	1	2	2	1
	(Foreign nationals) Sub-section chiefs	1	1	3	4

		FY 2011	FY 2012	FY 2013	FY 2014
Number of employees taking child-care leave	Male	4	1	2	1
	Female	57	71	64	64
	Total	**61**	**72**	**66**	**65**
Number of employees taking nursing-care leave	Male	0	0	0	0
	Female	1	0	0	0
	Total	**1**	**0**	**0**	**0**
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%	49.96%
Yearly education and training costs per employee		57,199 yen	61,862 yen	57,330 yen	52,305 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	FY 2014
Number of work-related accident cases	4	7	5	7
Work-related accident frequency rate	2.1%	3.33%	2.26%	3.12%
Work-related accident severity rate	0.139%	0.096%	0.033%	0.062%
Number of days off resulting from a work-related accident	265 days	202 days	72 days	139 days

Environmental Performance Data

■ **Period covered**

Fiscal 2014 (January 1, 2014, to December 31, 2014)

■ **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 2014 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 K Heart Co., Ltd., KOKUYO-IK (Thailand), 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) 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.

A: The scope of coverage through 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., 22 consolidated subsidiaries, and 10 other subsidiaries and affiliates.

*As KOKUYO International Co., Ltd. was liquidated on December 2014, the company was excluded from the scope of coverage. It doesn't impact on the environmental performance data.

Fiscal 2014 Actual achievements

Environmental policy	Goals and results for fiscal 2014		Evaluation
	Goals	Actual achievements	
Prevention of global warming	Cut CO_2 emissions Total year-on-year reduction in volume: +0.3% Excluding impact of production: (-1.3%)	-0.3% Excluding impact of production: (-3.2%)	○
	Unit requirement over the previous year: -0.1% (vs. FY 2010: -7.6%)	Sales unit requirement: -1.4% (vs. FY 2010: -8.8%)	○
Resource saving & recycling	Improve accuracy of data on waste materials Reduce the defect rate (production)	Recycling rate • Waste materials produced by business offices: 98.0% • Waste materials produced at construction sites: 82.5% Determined a common definition of defect rate	○
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 • e-Learning: 100% understanding	Implemented CSR e-learning • Participation rate: 77%, understanding rate: 84%	△
Environmental management	Investigate ways of ascertaining environmental loads in the supply chain	Participated in Supporting Calculations of Greenhouse Gas Emissions in the Supply Chain for the Development of a Foundation for Disclosing Environmental Information as sponsored by the Ministry of the Environment and calculated volumes of Scope 3 greenhouse gas emissions accordingly	○

* 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.

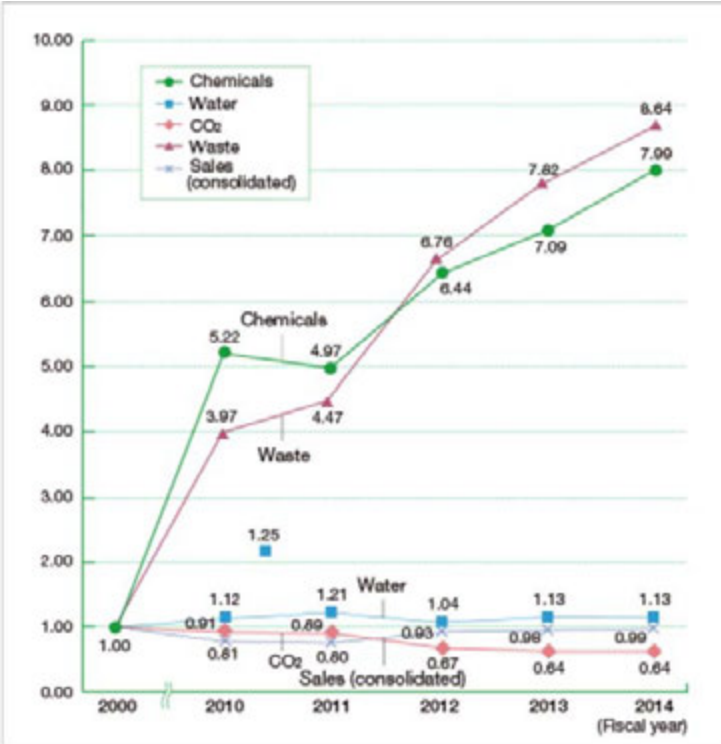
Environmental friendliness efficiency indicator =

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

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



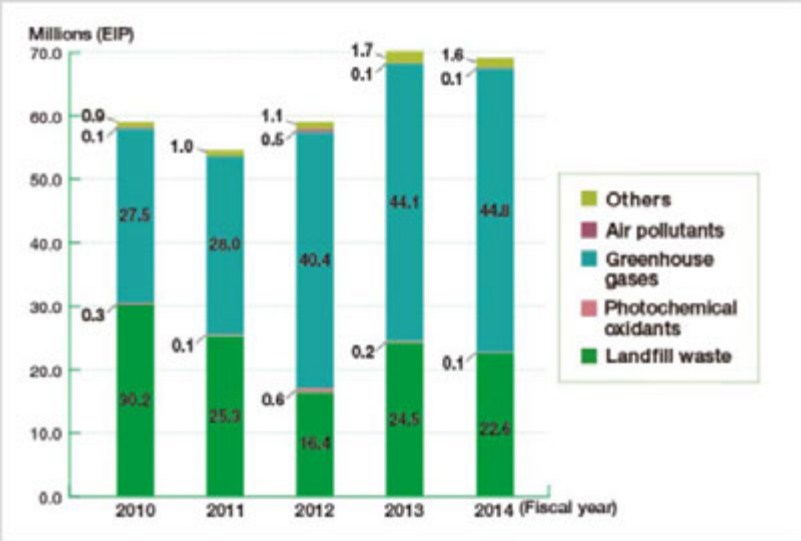
* The scope of reporting coverage through fiscal 2011 was Group A. From fiscal 2012, the scope of reporting coverage was expanded to Group B.
* Chemical substances have been calculated according to the amount handled of Class I Designated Chemical Substances as provided for in the PRTR Law used by the 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).

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

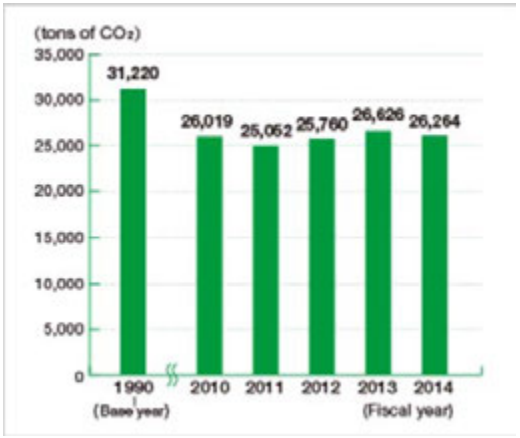
JEPIX



* The scope of coverage through fiscal 2011 was Group A. From fiscal 2012, the scope of reporting coverage was expanded to Group B.

Global warming preventive measures

CO_2 emissions transition

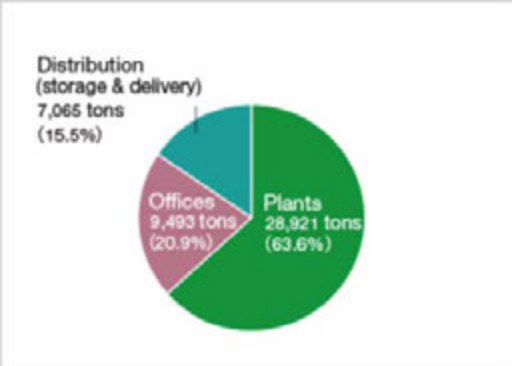


* These figures cover Group A.

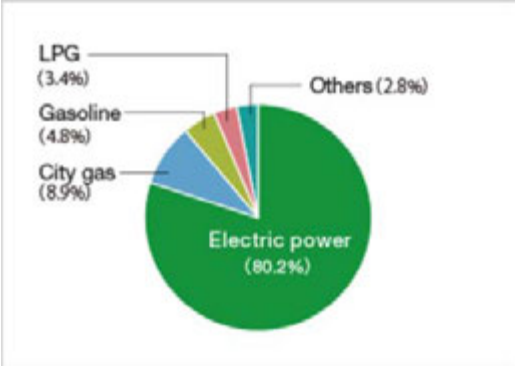
CO_2 emissions transition

* The scope of coverage through fiscal 2011 was Group A. From fiscal 2012, the scope of reporting coverage was expanded to Group B.

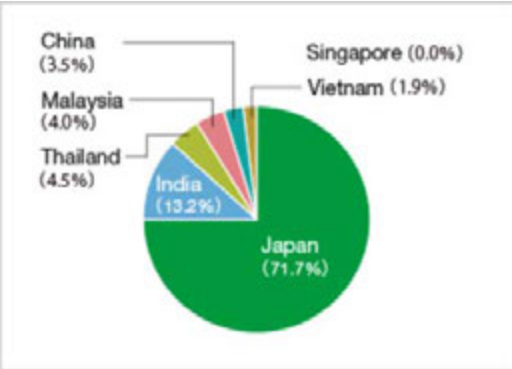
Volume of CO_2 emissions according to sources of emissions



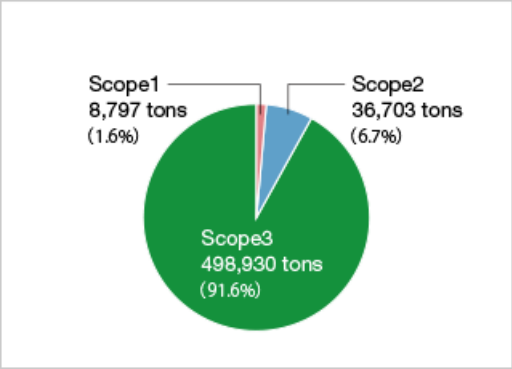
Volume of CO_2 emissions according to types of emissions



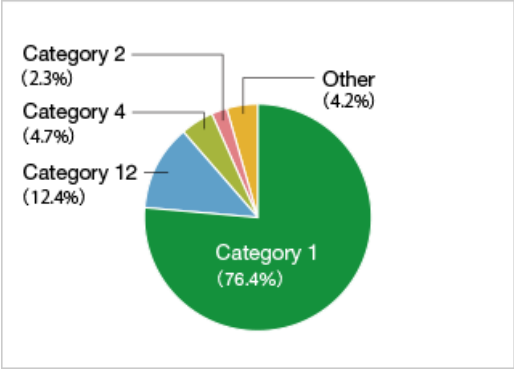
CO_2 Emission Volume by Country



Volumes of greenhouse gases emitted by the supply chain (emission volumes by scope)



Volumes of greenhouse gases emitted by the supply chain (emission volume for Scope 3)



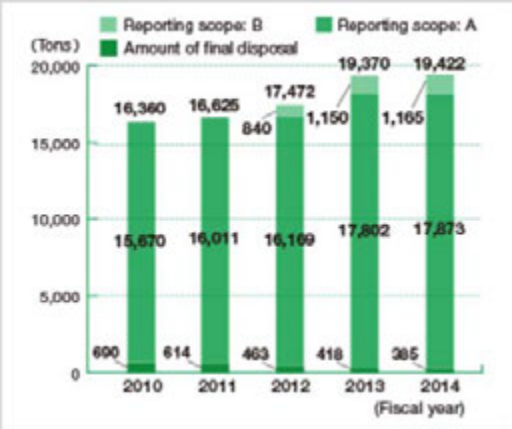
Scope 3 categories and emission volumes

Category		Applicable / not applicable	Reason for non-applicability	Scope 3 emission volume	As percentage of total
Category 1	Purchased product / service	Applicable	-	381,406	76.4%
Category 2	Capital goods	Applicable	-	11,232	2.3%
Category 3	Fuel not included in	Applicable	-	4,041	0.8%

Category		Applicable / not applicable	Reason for non-applicability	Scope 3 emission volume	As percentage of total
	Scope 1 or 2 and energy-related activities				
Category 4	Shipping and delivery (upstream)	Applicable	-	23,304	4.7%
Category 5	Waste materials generated by businesses	Applicable	-	3,501	0.7%
Category 6	Business trips	Applicable	-	867	0.2%
Category 7	Commutation by workers	Applicable	-	2,319	0.5%
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	-	6,091	1.2%
Category 12	Discarding of sold products	Applicable	-	62,075	12.4%
Category 13	Leased assets (downstream)	Applicable	-	4,093	0.8%
Category 14	Franchises	Not applicable	No franchises	-	0.0%
Category 15	Investments	Not applicable	KOKUYO is not an investment company	-	0.0%
Total	-	-	-	498,930	-

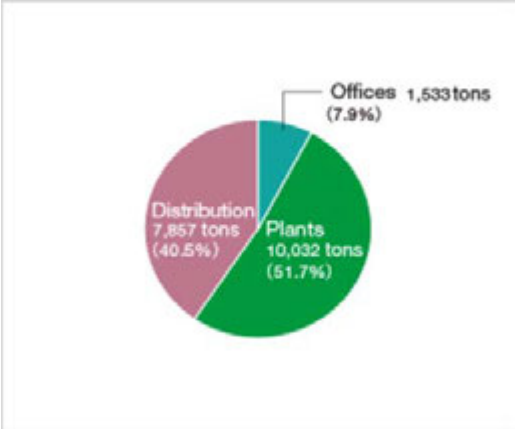
Resource saving & recycling measures

Waste materials recycling amount and final disposal amount

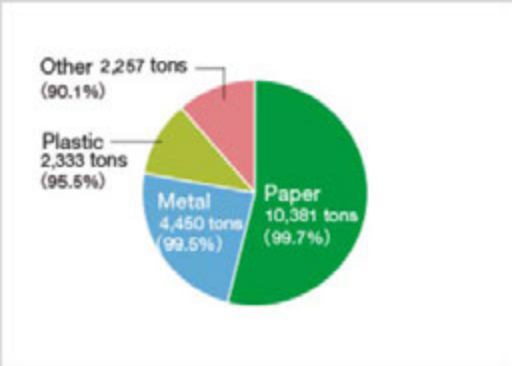


* The scope of coverage through fiscal 2011 was Group A. From fiscal 2012, the scope of reporting coverage was expanded to Group B.

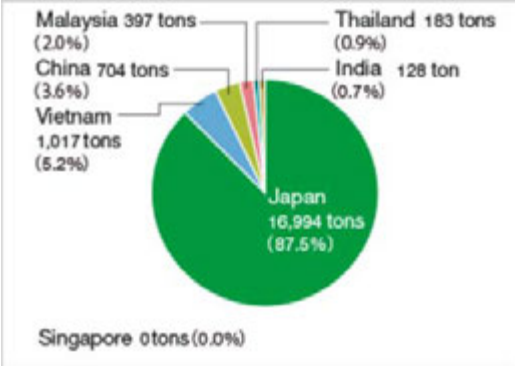
Source of waste materials



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



Emissions by Country



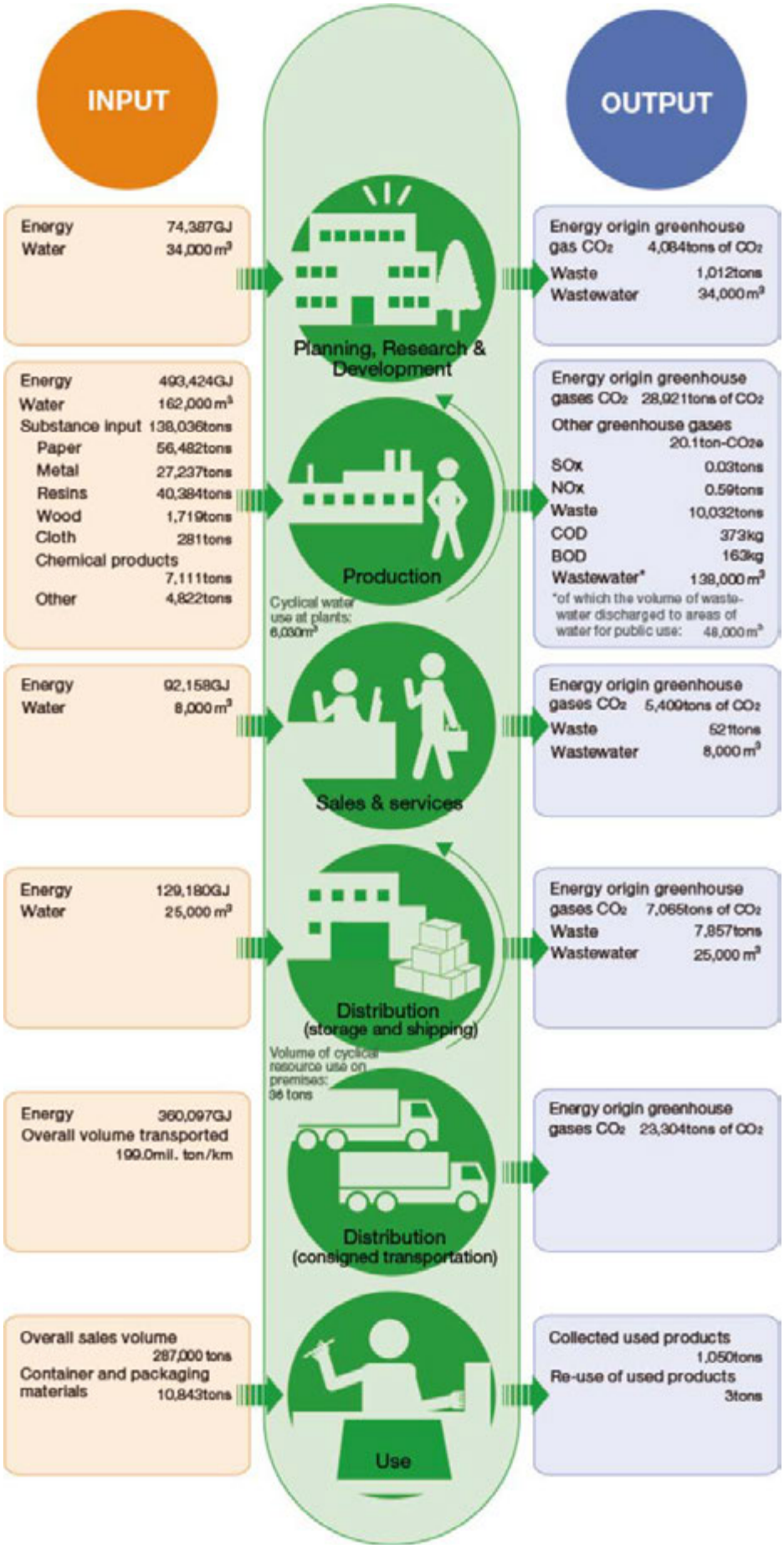
Chemical substances subject to PRTR Law

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)	204.8	0.0	0.0	0.0	0.0	0.0	204.8	0.0
20	2-aminoethanol	70.0	66.5	3.5	0.0	0.0	70.0	0.0	0.0
53	Ethylbenzene	0.1	0.1	0.0	0.0	0.0	0.1	0.0	0.0
71	Ferric chloride	12,732.0	0.0	0.0	0.0	0.0	0.0	12,732.0	0.0
80	Xylene	26.9	18.8	0.0	0.0	0.0	18.8	0.0	8.1
125	Chlorobenzene	5.0	0.1	0.0	0.0	0.3	0.4	0.0	4.6
134	Vinyl acetate	575.0	30.5	3.3	4.2	18.3	56.2	0.0	518.7
181	Dichlorobenzene	2.7	2.7	0.0	0.0	0.0	2.7	0.0	0.0

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		
235	Water-soluble salts of bromic acid	699.8	699.8	0.0	0.0	0.0	699.8	0.0	0.0
296	1,2,4-trimethylbenzene	139.2	0.0	0.0	0.0	139.2	139.2	0.0	0.0
297	1,3,5-trimethylbenzene	41.7	0.0	0.0	0.0	41.7	41.7	0.0	0.0
300	Toluene	68.7	6.1	0.0	0.0	0.9	7.0	49.3	12.4
309	Nickel compounds	55.8	0.0	0.0	0.0	39.0	39.0	0.0	16.8
354	Di-n-butyl phthalate	307.5	0.0	0.0	0.0	1.1	1.1	0.0	306.3
392	N-hexane	614.5	609.6	0.0	0.0	0.1	609.7	0.0	4.8
403	Benzophenone	32.4	0.0	0.0	0.0	0.0	0.0	0.0	32.4
407	Poly(oxyethylene)alkyl ether(alkyl C=12-15)	902.7	576.2	40.5	0.0	286.0	902.7	0.0	0.0
410	Poly(oxyethylene)nonylphenyl ether	39.2	39.2	0.0	0.0	0.0	39.2	0.0	0.0
447	Methylenebis(4,1-cyclohexylene)diisocyanate	160.2	0.0	0.0	0.0	0.0	0.0	0.0	160.2
448	Methylenebis(4,1-phenylene) diisocyanate	52.3	52.3	0.0	0.0	0.0	52.3	0.0	0.0
Total		16,730.4	2,101.8	47.3	4.2	526.8	2,680.0	12,986.1	1,064.4

* 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
Volume of energy used	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.
Water	1,000m^3	Tap water, water for industrial use
Substance input	Tons	The volume of raw materials used to manufacture products
Overall sales volume	10,000 tons	Data from furniture and stationery products (excluding KOKUYO Camlin)
Packaging materials	Tons	The volume of packaging material used to package products

Output items

Indicator	Unit	Calculation method
Volume of CO_2 released by energy usage	Tons of CO_2	Volume of CO_2 emissions generated through the use of electricity, gas, oil, and heat * related: Global warming preventive measures Coefficients based on the Law on Promotion of Measures to Cope with Global Warming (actual emission coefficients for each power company for fiscal 2012 and 2013) were used to calculate CO_2 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_2 emission coefficients from overseas power generation. For CO_2 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_2 emissions arising from distribution (consigned transportation).
Other greenhouse gases	Ton 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. 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.
SOx, NOx	Tons	Volume of 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. 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: Resource saving and recycling

Indicator	Unit	Calculation method
		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.
Wastewater	1,000m^3	Wastewater discharged to areas of water for public use and into the sewerage 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	Ton/km	For outsourced transportation, data on domestic transportation data in Japan corresponding to the transportation of furniture products, transportation of store fixtures, transportation of stationery products, transportation undertaken for catalog sales by Kaunet, and transportation of Actus products, and the total volume of products transported between overseas sites and the volume of products transported within Malaysia.
Cyclical water use at plants	m^3	The volume of water used in a cyclical way (i.e. recycled) on business premises
Volume of cyclical resource use on premises	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.

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

No.	Company name	Site name
41	KAUNET	Head office
42		Sapporo distribution center
43		Nagoya distribution center
44		Fukuoka distribution center
45	KOKUYO Engineering & Technology	Head office
46		Tohoku branch
47		Chubu branch
48		Kansai branch
49		Sapporo business office

No.	Company name	Site name
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		Fukutani office
20	KOKUYO Logitem	Head office
21		Sendai distribution center
22		Gunma distribution center
23		Central Japan delivery and distribution center
24		Shin Chiba distribution center
25		Shiga distribution center
26		Mie distribution center
27		Ina distribution center
28		Chubu delivery and distribution center
29		Fujiwara distribution center
30		Okayama distribution center
31		Saga office
32		Kansai delivery and distribution center
33	KOKUYO Supply Logistics	Head office
34		Ibaraki distribution center
35		Central Japan Integrated distribution center
36		Chubu Integrated distribution center
37		Shiga national distribution center
38		Osaka Nanko distribution center
39		Kyushu Integrated distribution center
40		Kinki Integrated distribution center

No.	Company name	Site name
50		Kyushu branch
51	KOKUYO Marketing	Head office
52		Tachikawa office
53		Chiba office
54		Saitama office
55		Yokohama office
56		Nagano office
57		Nagoya office
58		Shizuoka office
59		Osaka office
60		Umeda office
61		Kyoto office
62		Kobe office
63		Wakayama office
64		Hiroshima office
65		Yamaguchi office
66		Matsue office
67		Fukuoka office
68		Nagasaki office
69		Kagoshima office
70		Okinawa office
71		Miyazaki office
72	KTL	Head office
73	KOKUYO (Malasia)	Head office
74	KOKUYO IK Thailand	Head office
75	KOKUYO Camlin	Tarapur
76		Samba

Environmental accounting

Environmental accounting

(Unit: Millions of yen)

Item	Environment-related investments		Costs		Effects		Total	
	2013	2014	2013	2014	2013	2014	2013	2014
Pollution prevention	143	201	841	491	0	0	984	692
Global warming prevention	1,276	1,437	96	604	-3,011	-3,010	-1,640	-969
Saving resources and recycling	1,878	1,243	28,151	30,020	-19,107	-17,865	10,922	13,398
Procurement and provision of green products	0	0	12,683	11,579	-187	0	12,496	11,579
Research studies into environmental technology	0	0	477	645	0	0	477	645
Environmental communication	0	0	1,371	3,309	-2	0	1,370	3,309
Setting up management structures	0	0	5,657	2,776	0	0	5,657	2,776
Environmental damage response	0	0	1,731	8	0	0	1,731	8
Total	3,296	2,881	51,008	49,431	-22,307	-20,874	31,997	31,438

* Disclosed for reporting scope B.

Breakdown of economic effects

Item	Content of counter measures	2013	2014
Global warming prevention	The effect of introducing energy-saving facilities	-1,799	-858
	The effect of improving operations	-1,212	-2,152
Saving resources and recycling	Income from sorting and recycling of waste materials	-16,119	-15,267
	Waste reduction	-2,988	-2,598
Procurement and provision of green products	Cost reductions achieved through the use of recycled items	-187	0
Total		-22,305	-20,874

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 2014, the total volume of CO_2 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, Shanghai in China and India (5 plants) are hereby disclosed. CO_2 emissions increased due to higher production at plants in Malaysia, Vietnam and India for fiscal 2014.

- KOKUYO-IK (Thailand)
- KOKUYO (Malaysia)
- KOKUYO Vietnam
- KOKUYO COMMEREC (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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	89,333GJ	88,054GJ
	Fuel	33,026GJ	32,178GJ
	Electricity	56,308GJ	55,876GJ
Water resources	City/well water	40,182m^3	39,271m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	4,868t	4,616t
	SO_x	0.02t	0.02t
	NO_x	0.53t	0.53t
Waste emissions	Total waste volume	1,106t	1,107t
	Reuse/recovery	1,105t	1,106t
	Final disposal	1t	1t
Emissions into bodies of water	Volume of effluent	31,768m^3	32,420m^3
	Emissions into public water areas	31,768m^3	32,420m^3
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration	PH6.0～7.7	PH7.1～7.6
	COD	9.1mg／L	8.9mg／L
	BOD	1.6mg／L	1.9mg／L
	SS	1.8mg／L	1.5mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	121,262GJ	119,393GJ
	Fuel	57,850GJ	56,442GJ
	Electricity	63,412GJ	62,951GJ
Water resources	City/well water	17,276m^3	17,573m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	6,124t	6,201t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	2,594t	2,486t
	Reuse/recovery	2,594t	2,286t
	Final disposal	0t	0t
Emissions into bodies of water	Volume of effluent	11,297m^3	11,614m^3
	Emissions into public water areas	4,161m^3	4,171m^3
	Emissions into sewage systems	7,136m^3	7,443m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH7.2	pH7.2
	COD	1.0mg／L	4.0mg／L
	BOD	6.0mg／L	2.0mg／L
	SS	6.5mg／L	5.0mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	68,734GJ	70,710GJ
	Fuel	1,106GJ	1,197GJ
	Electricity	67,628GJ	69,513GJ
Water resources	City/well water	5,076m^3	6,491m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	3,437t	3,698t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	2,634t	2,665t
	Reuse/recovery	2,634t	2,665t
	Final disposal	0t	0t
Emissions into bodies of water	Volume of effluent	5,023m^3	6,421m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	5,023m^3	6,421m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH6.8～7.5	pH7.1～8.3
	COD	2.4mg／L	3.8mg／L
	BOD	4.0mg／L	1.5mg／L
	SS	3.6mg／L	5.2mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	17,451GJ	17,742GJ
	Fuel	1,115GJ	1,263GJ
	Electricity	16,336GJ	16,479GJ
Water resources	City/well water	6,460m^3	9,040m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	1,241t	1,284t
	SO_x	0.001t	0.001t
	NO_x	0.036t	0.048t
Waste emissions	Total waste volume	931t	930t
	Reuse/recovery	923t	923t
	Final disposal	7t	7t
Emissions into bodies of water	Volume of effluent	6,460m^3	9,040m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	6,460m^3	9,040m^3
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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	14,574GJ	13,573GJ
	Fuel	888GJ	848GJ
	Electricity	13,686GJ	12,725GJ
Water resources	City/well water	3,716m^3	4,281m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	1,038t	975t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	414t	399t
	Reuse/recovery	414t	399t
	Final disposal	0 t	0 t
Emissions into bodies of water	Volume of effluent	3,716m^3	4,281m^3
	Emissions into public water areas	3,716m^3	4,281m^3
	Emissions into sewage systems	-	-
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH6.8	pH6.2
	COD	Not subject to regulation	Not subject to regulation
	BOD	5.8mg／L	2.2mg／L
	SS	15mg／L	2.8mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	39,732GJ	38,762GJ
	Fuel	779GJ	647GJ
	Electricity	38,953GJ	38,115GJ
Water resources	City/well water	18,868m^3	19,435m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	2,055t	2,029t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	232t	183t
	Reuse/recovery	202t	146t
	Final disposal	30t	37t
Emissions into bodies of water	Volume of effluent	15,094m^3	15,548m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	15,094m^3	15,548m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH7.8	pH7.1
	COD	164mg／L	110mg／L
	BOD	51.0mg／L	18.5mg／L
	SS	39.0mg／L	24.0mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	28,026GJ	28,926GJ
	Fuel	11,433GJ	12,749GJ
	Electricity	16,593GJ	16,177GJ
Water resources	City/well water	7,629m^3	5,004m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	1,678t	1,769t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	367t	397t
	Reuse/recovery	311t	328t
	Final disposal	56t	69t
Emissions into bodies of water	Volume of effluent	3,244m^3	4,113m^3
	Emissions into public water areas	666m^3	1,363m^3
	Emissions into sewage systems	2,578m^3	2,750m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH8.0	pH7.5
	COD	31.0mg／L	28.7mg／L
	BOD	6.0mg／L	6.2mg／L
	SS	6.0mg／L	6.1mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	31,246GJ	32,061GJ
	Fuel	668GJ	623GJ
	Electricity	30,578GJ	31,438GJ
Water resources	City/well water	11,419m^3	10,177m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	1,218t	1,361t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	871t	1,017t
	Reuse/recovery	871t	1,017t
	Final disposal	16t	0t
Emissions into bodies of water	Volume of effluent	9,135m^3	8,141m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	9,135m^3	8,141m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH6.87	pH7.14
	COD	69.3mg／L	81.3mg／L
	BOD	35.4mg／L	53.3mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	16,751GJ	12,921GJ
	Fuel	-	-
	Electricity	16,751GJ	12,921GJ
Water resources	City/well water	5,206m^3	5,302m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	1,248t	984t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	744t	704t
	Reuse/recovery	743t	641t
	Final disposal	1t	63t
Emissions into bodies of water	Volume of effluent	4,685m^3	4,772m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	4,685m^3	4,772m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	Not subject to measurement	Not subject to measurement
	COD	Not subject to measurement	Not subject to measurement
	BOD	Not subject to measurement	Not subject to measurement
	SS	Not subject to measurement	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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	22,535GJ	39,086GJ
	Fuel	334GJ	1,156GJ
	Electricity	22,201GJ	37,930GJ
Water resources	City/well water	23,726m^3	21,078m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	2,137t	3,384t
	SO_x	-	0.01t
	NO_x	-	0.005t
Waste emissions	Total waste volume	0.3t	55t
	Reuse/recovery	0t	55t
	Final disposal	0.3t	0t
Emissions into bodies of water	Volume of effluent	23,726m^3	21,078m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	23,726m^3	21,078m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH7.2	pH7.4
	COD	120.0mg／L	75.0mg／L
	BOD	23.0mg／L	15.0mg／L
	SS	12.0mg／L	20.0mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	2,745GJ	2,719GJ
	Fuel	186GJ	70GJ
	Electricity	2,559GJ	2,649GJ
Water resources	City/well water	8,912m^3	9,798m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	257t	239t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	0.3t	0.5t
	Reuse/recovery	0t	0t
	Final disposal	0.3t	0.5t
Emissions into bodies of water	Volume of effluent	8,912m^3	9,798m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	8,912m^3	9,798m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH6.5	pH6.5
	COD	32.0mg／L	32.0mg／L
	BOD	12.0mg／L	12.0mg／L
	SS	40.0mg／L	40.0mg／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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	8,595GJ	8,947GJ
	Fuel	199GJ	279GJ
	Electricity	8,396GJ	8,668GJ
Water resources	City/well water	681m^3	548m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	814t	787t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	-	24.0t
	Reuse/recovery	-	5.0t
	Final disposal	-	19.0t
Emissions into bodies of water	Volume of effluent	681m^3	548m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	681m^3	548m^3
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^2

Inputs		Fiscal 2013	Fiscal 2014
Energy	Volume of energy inputs	8,605GJ	8,990GJ
	Fuel	25GJ	1,249GJ
	Electricity	8,579GJ	7,741GJ
Water resources	City/well water	2,913m^3	4,500m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	820t	770t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	22.3t	48.3t
	Reuse/recovery	0t	47.9t
	Final disposal	22.3t	0.4t
Emissions into bodies of water	Volume of effluent	2,913m^3	4,500m^3
	Emissions into public water areas	-	-
	Emissions into sewage systems	2,913m^3	4,500m^3
Restricted items emitted into bodies of water	Hydrogen ion concentration	pH5.5～7.1	pH7.5
	COD	204.0mg／L	103.0mg／L
	BOD	24.0mg／L	28.0mg／L
	SS	64.0mg／L	78.0mg／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 2013	Fiscal 2014
Energy	Volume of energy inputs	3,881GJ	6,001GJ
	Fuel	482GJ	641GJ
	Electricity	3,399GJ	5,360GJ
Water resources	City/well water	660m^3	5,400m^3
Outputs		**Fiscal 2013**	**Fiscal 2014**
Atmospheric emissions	CO_2	357t	517t
	SO_x	-	-
	NO_x	-	-
Waste emissions	Total waste volume	-	-
	Reuse/recovery	-	-
	Final disposal	-	-
Emissions into bodies of water	Volume of effluent	660m^3	5,400m^3
	Emissions into public water areas	660m^3	5,400m^3
	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

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Direct inquiries to KOKUYO Co., Ltd. Customer Center
Tel: 0120-201-594 (Domestic Only)


Account Book


Fukurocho


Western-style account ledgers


Marbling


Sample of ledger paper


Nakamichi Factory


Duplicate Itemized Invoice


Sign of dealer

Carbon Paper


First exclusive dealer (Ito Shoten)

Designed stationery pad


KOKUYO Creed

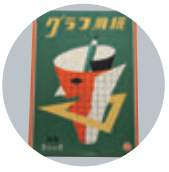

Stationery Pad

Receipt


Functional Stationery Pad


Flat File


Free Album


Graph pad


Steel desk

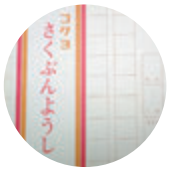

Scrapbook


Album


The industry' s first designed notebook

Loose Leaf (payroll book)


Home Cabinet


Essay Pad


Pritt


Elefinder (outer box)


High-Grade Receipt


Tube File


First-generation Campus Note


Desk and chair for student


Theater seats


Shinagawa Office

Second-generation Campus Note


File box


Bio-Tech Chair


Museum case

Tack Memo


Ginger Town (original mascot)


Furniture and fixtures for book store


Corsa chair


C Square


Clear Book

Fourth-generation Campus Note


Simplex


Punyo Punyo Pin

Kaunet catalog (First issue)


Tepita


Epiphy


Kao Note (Face Notebook)


Wammy


Harinacs


Airofit


M4


ReEDEN Colours


Madre