

# CSR Activities Questionnaire

## (1) CSR Management

	Summary	Question	A	B	C	D	Additional Comments
Q01	1: Important CSR Policy	Has your company announced CSR as a company policy?	We have announced both externally and internally.	We have announced only internally.	We have not and have low concern.		
Q02	2: Promotion Department/Person Responsible	Does your company appoint a promotion department or a person responsible for corporate social responsibility (CSR)?	We appoint a dedicated promotion department or a person responsible.	Although not working on CSR exclusively, we appoint a promotion department or a person responsible.	We do not appoint a promotion department or a person responsible.		
Q03	3: Important Publication on CSR activities	Does your company publish its corporate social responsibility (CSR) activities externally?	We publish them annually. (Issuance of a CSR report, etc.)	We publish them, although not annually. (Publication in the company profile or on the company website, etc.)	We do not do this.		
Q04	4: Important Training	Does your company provide training to improve the understanding and awareness of corporate social responsibility (CSR) among employees?	We hold training sessions on CSR.	We provide training, but do not hold training sessions.	We do not engage in any initiatives for improving employee understanding and awareness.		
Q05	5: Call on suppliers to engage in CSR initiatives	Does your company require its suppliers to implement their own CSR initiatives?	We specifically require CSR initiatives in the form of a procurement policy or in the terms of a trading agreement.	We require CSR initiatives, although not in writing.	We do not make such a requirement.		

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## (2) Fair Business

	Summary	Question	A	B	C	D	Additional Comments
Q06	1: Important Employee Code of Conduct	Does your company have rules regarding company and employee conduct (code of conduct, behavior guidelines, behavior standards, etc.), and sufficiently disseminate these to employees?	We have a code of conduct, etc., and sufficiently disseminate this to employees.	We have a code of conduct, etc., but are not sufficiently disseminating this to employees.	We do not have a code of conduct, etc.		Whether or not the code of conduct, etc., has been sufficiently disseminated to employees is determined based on (i) whether the content is accessible to all employees, either in paper form or on the internal intranet, and (ii) whether training (in person or online training) is conducted. It cannot be said that the code of conduct, etc., has been sufficiently disseminated to employees if either of these is not the case.
Q07	2: Prohibiting Corruption	Does your company have rules prohibiting corruption, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		
Q08	3: Prohibiting Abuse of a Dominant Position	Does your company have rules prohibiting the abuse of a dominant trading position, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		Abuse of a dominant trading position refers to the act of making unilateral decisions or changes to trading conditions with a supplier, etc., or imposing unreasonable demands and obligations by the use of the position of purchaser or consignor.
Q09	4: Prohibiting Acts that Inhibit Fair Competition	Does your company have rules prohibiting acts that inhibit fair competition, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		An act that inhibits fair competition refers to an action such as the exchange of information in a cartel, or what could be suspected of being a cartel, bid rigging, and resale price maintenance (RPM), etc.
Q10	5: Protecting Intellectual Property	Does your company have rules for protecting its intellectual property and respecting the intellectual property of others, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		

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Q11	6	Managing Personal Information	Does your company have rules and management procedures for the handling of personal information, including its acquisition, use, and non-leakage as required by law, and ensure their appropriate application?	We have rules and management procedures, and they are being applied appropriately.	We have rules and management procedures, but they are not being applied appropriately.	Rules and management procedures have not been established.		Content relating to the protection of personal information in the company rules and employment rules Establishment of rules for the handling of personal information Implementation of regular checks on the handling of personal information
Q12	7	Information Security Measures	Are information security measures being taken in relation to computers and IT networks? (E.g. Computer virus countermeasures, information leakage countermeasures, countermeasures against loss of recorded information, etc.)	Appropriate information security measures are being taken with the help of an expert. (E.g. Maintenance and operation by personnel from a dedicated IT department, or an expert)	Information security measures are being taken internally. (E.g. the installation and updating of antivirus software)	Appropriate information security measures are not being taken.		
Q13	8	Prohibiting Contact and Trading with Anti-social Forces	Does your company have rules prohibiting interaction and business with anti-social forces, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		
Q14	9	Conflict of Interest	Does your company have rules on conflicts of interest, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		
Q15	10	International Trading Regulations	Does your company have rules on international trading regulations, and sufficiently disseminate these to employees?	We have rules and sufficiently disseminate these to employees.	We have rules but are not sufficiently disseminating these to employees.	We do not have rules.		

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Q16	11	Internal Reporting System	Does your company have an internal reporting system that can be used by employees at any time, for the prevention and early detection of legal violations, inappropriate acts contrary to corporate ethics and the code of conduct, and the violation of human rights, etc., and sufficiently disseminate this to employees?	We have an internal reporting system that can be used by employees at any time, and sufficiently disseminate this to employees.	We have an internal reporting system that can be used by employees at any time, but are not sufficiently disseminating this to employees.	We do not have an internal reporting system that can be used by employees at any time.		An internal reporting system that can be used by employees at any time refers to, for example, a comment box has been installed to gather information, a contact point has been established on the intranet, and comments are accepted by email, or an external help desk has been established, etc.
Q17	12	Supplier Code of Conduct	Has your company understood the LIXIL Group Supplier Code of Conduct, and do you adhere to this code of conduct?	We have read, understood, and are adhering to this code of conduct.	We have read and understood this code of conduct, and are reviewing our business to ensure adherence.	We have not read the code of conduct, or we have read it but do not understand it.		

## (3) Human Rights

	Summary	Question	A	B	C	D	Additional Comments
Q18	1	Human Rights Policy	Does your company include and publish its respect for human rights in its corporate philosophy, code of conduct, or human rights policy, etc.?	We include and publish our respect for human rights.	We include but do not publish our respect for human rights.	We have not made any written comments on our respect for human rights.	
Q19	2	Promotion Department/Person Responsible	Has your company appointed a promotion department or a person responsible for human rights?	We have appointed a dedicated promotion department or a person responsible.	Although not working on human rights exclusively, we have appointed a promotion department or a person responsible.	We have not appointed a promotion department or a person responsible.	
Q20	3	Prohibiting Employment Discrimination	Does your company have documented rules prohibiting employment discrimination, and ensure the absence of discrimination in employment?	We have documented rules, and ensure the absence of discrimination in employment.	We do not have documented rules, but ensure the absence of discrimination in employment.	We do not have rules, and have employment discrimination.	Employment discrimination: Discrimination at hiring based on elements other than reasonable elements, such as an individual's ability and aptitude. Such unreasonable elements include race, nationality, gender, sexual orientation, age, family, religion, ethnicity, immigration status or disabilities, etc.

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Q21	4	Prohibiting Forced or Compulsory Labour	Does your company have documented rules prohibiting forced or compulsory labour, and ensure the absence of forced or compulsory labour within your organization?	We have documented rules, and ensure the absence of forced or compulsory labour within our organization.	We do not have documented rules, but ensure the absence of forced or compulsory labour within our organization.	We do not have rules, and have forced or compulsory labour within our organization.		Forced or Compulsory labour: labour that is contrary to the wishes of the individual, or work where the individual has restricted freedom to change employment. Coercive labour through the use of unreasonable means of restraint, forced overtime work, unlawful confiscation of things such as identity cards, unlawful collection of deposits, etc.
Q22	5	Prohibiting Child Labour	Does your company have documented rules prohibiting child labour, and ensure the absence of child labour within your organization?	We have documented rules, and ensure the absence of child labour within your organization.	We do not have documented rules, but ensure the absence of child labour within your organization.	We do not have rules and have child labour.		Child: Refers to any person under the age of 15, under the age for completing compulsory education, or under the minimum age for employment in the country; whichever age is highest.
Q23	6	Training	Does your company provide training for employees so that employees do not commit human rights violations, and are not complicit in the human rights violations of others?	We provide training on human rights.		We do not provide training on human rights.		
Q24	7	Response Flow	Does your company provide guidance on how to respond to occurrences of human rights violations?	A formal response flow has been clearly set out in the company rules, etc.	Although not prescribed in rules, etc., a responding department and person(s) responsible have been clearly prescribed.	Nothing in particular has been established.		
Q25	8	Monitoring System	Does your company have a monitoring system, such as workplace monitoring and internal audits in order to ascertain whether any human rights violations have occurred?	We have a system.		We do not have a system.		Regularly conducting questionnaires, ascertaining the current situation, and implementing improvements accordingly.

(4) Labour

Summary	Question	A	B	C	D	Additional Comments
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Q26	1: Imp orta nt	Work Hours Management	In regard to work hours, does your company adhere to the statutory requirements, limit overtime work to only when it is unavoidable, and conduct appropriate management so that overtime work is voluntarily kept to within the statutory requirements by mutual consent between the employer and employee?	All of our employees are working in adherence with the statutory requirements.	There may be cases where some employees work overtime beyond the statutory requirements.	Overtime work in excess of statutory requirements is regularly being carried out.		
Q27	2:	Overtime Work Management	Does your company have a process in place to ensure that unpaid overtime work is not being carried out?	There is a process.	There is a process, however it is not complete.	There is no process.		· Collation of overtime work applications and arrival/departure times · Collation of overtime records and PC logout times(*Overtime work management solely through the use of time cards is not sufficient)
Q28	3:	Unfair Restrictions on Holidays and Leaves	Does your company have internal rules fully granting the annual paid leave prescribed by law, and is there oversight to ensure that no unfair restrictions are placed on holidays and leaves?	We have a holiday and leave system that exceeds statutory requirements, there are no unfair restrictions on holidays and leaves, and holidays and leaves are paid appropriately.	We have a holiday and leave system that meets statutory requirements, however there are cases where employees are not appropriately paid for holidays and leaves due to work-related reasons.	We have a holiday and leave system that meets statutory requirements, however there are cases almost every month where in specific departments and at specific times, employees are not appropriately paid for holidays and leaves due to		
Q29	4:	Wage Levels	Does your company pay wages that are equal to or above the statutory minimum wage, and which are commensurate with regional standards of living and the nature of their work?	We pay wages that are equal to or above the statutory minimum wage, and sufficiently commensurate with regional standards of living and nature of their work.	We pay wages that are equal to or above the statutory minimum wage, but these are not commensurate with regional standards of living and nature of their work.	We do not pay wages that are equal to or above the statutory minimum wage.		
Q30	5: Imp orta nt	Labour- Management Dialogue	Does your company regularly engage in labour-management dialogue with a workers' union or worker representative in order to improve the working environment, etc.?	We regularly engage in labour-management dialogue.	We engage in labour-management dialogue, although not regularly.	We do not engage in labour-management dialogue.		

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Q31	6	Restricting the Right to Organize	(In companies with a workers' union) Are there any situations where there are concerns of restrictions on the right to organize, such as retaliation or discrimination due to being a member of the union, or acts being performed to hinder union activities?	There are no situations where there are concerns of restrictions on the right to organize.		There are situations where there are concerns of restrictions on the right to organize.	We have no workers' union, and therefore this question is not applicable to our company	
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## (5) Occupational Health and Safety

Summary		Question	A	B	C	D	Additional Comments	
Q32	1	Occupational Health and Safety Policy	(At companies with manufacturing sites and/or dangerous jobs) Does your company have a company-wide policy on occupational health and safety, and is this published externally?	A policy is prescribed and disseminated to employees, and it is also published externally.	A policy is prescribed and disseminated to employees, but it is not published externally.	We have no documented policy.	We do not have manufacturing sites or dangerous jobs, and therefore this question is not applicable to our company.	
Q33	2	Promotion Department/Person Responsible	(At companies with manufacturing sites and/or dangerous jobs) Does your company have a promotion department or a person responsible for occupational health and safety?	We appoint a dedicated promotion department or a person responsible.	Although not working on occupational health and safety exclusively, we appoint a promotion department or a person responsible.	We do not appoint a promotion department or a person responsible.	We do not have manufacturing sites or dangerous jobs, and therefore this question is not applicable to our company.	
Q34	3	Process for Continuous Improvement	(At companies with manufacturing sites and/or dangerous jobs) Does your company have a process for protecting and making continuous improvements to employee health and safety?	We have introduced an occupational health and safety management system (such as OHSAS) that meets international or national and industry standards.	We have implemented internal rules on occupational health and safety along with a process for improvements.	We have not introduced management rules or a management system for occupational health and safety.	We do not have manufacturing sites or dangerous jobs, and therefore this question is not applicable to our company.	Regular holding of safety meetings Establishment of health and safety management rules Appointment of a health and safety manager Implementation of regular medical checkups Appointment of a fire prevention manager
Q35	4	Provision of Protective Equipment and Workplace Environment, etc.	(At companies with manufacturing sites and/or dangerous jobs) Does your company reliably provide the protective equipment, safety fences, and workplace environment, etc., necessary to prevent workplace injury, disease, and accidents, as well as those required for handling emergencies?	We reliably provide this.	It is required by our policy to provide this, however it is currently not being thoroughly provided.	We do not provide this.	We do not have manufacturing sites or dangerous jobs, and therefore this question is not applicable to our company.	

Q36	5	Facility Hygiene Management	Does your company ensure that facilities such as toilets, dormitories, and canteens are always kept in a hygienic state?	All facilities are kept in a hygienic state at all times.	Almost all facilities are kept in a hygienic state, however this is not the case for certain facilities.	Hardly any of our facilities are kept in a hygienic state.		
Q37	6	Fire Prevention Measures	Does your company take sufficient fire prevention measures in office buildings where employees work, and have the necessary firefighting equipment and ventilation equipment been installed?	We are taking fire prevention measures that exceed statutory requirements in all buildings, and have installed the necessary firefighting equipment and ventilation equipment.	There are still some buildings where fire prevention measures that meet statutory requirements are not in place and where the necessary firefighting equipment and ventilation equipment have not been installed.	Fire prevention measures that meet statutory standards are not in place and the necessary firefighting equipment and ventilation equipment have not been installed.		
Q38	7	Disaster Prevention Measures	Does your company have measures for protecting the lives and physical safety of people in the workplace in emergencies, such as during a major earthquake, and are preparations being made?	A response manual, etc., are already in place, and appropriate preparations and drills are being carried out.	Preparations and drills are being carried out, however these are not sufficient.	Measures are not being taken.		•Indication of evacuation routes •Clarification of the location of firefighting equipment •Implementation of disaster prevention drills •Establishment of an emergency contact network (employees and trading partners) •Securing equipment, etc., to prevent tipping over, falling and moving.

## (6) Conservation of the Global Environment

		Summary	Question	A	B	C	D	Additional Comments
Q39	1	Important Environmental Policy	Has your company documented its own concepts of environmental conservation in the form of an environmental policy, etc., and is this published externally?	Our concepts are documented in the form of an environmental policy, etc., and this is published.	Our concepts are documented, however they are not published externally.	Our concepts are not documented.		
Q40	2	Promotion Department/Person Responsible	Has your company appointed a promotion department or a person responsible for environmental conservation activities?	We have appointed a dedicated promotion department or a person responsible.	Although not working on environmental conservation activities exclusively, we appoint a promotion department or a person responsible.	We do not appoint a promotion department or a person responsible.		



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Q41	3	Imp orta nt Understanding and Adhering to Laws and Regulations	Does your company have a process for regularly updating its understanding of and adhering to any laws and regulations regarding the environment that are relevant to its business? (E.g. waste water standards, waste manifests, CFC (chlorofluorocarbon) leakage inspections, etc.)	We have established a process for regularly updating our understanding of and adhering to the latest laws and regulations.	Although not necessarily up to date, we endeavor to understand and adhere to laws and regulations to a reasonable extent.	We do not have an internal process for regularly updating our understanding of laws and regulations.		
Q42	4	Management of Resource and Energy Consumption	Does your company manage its consumption through the planning and recording thereof in order to reduce the resource (e.g. raw materials and water) and energy consumption in its business activities?	We plan and keep records of almost all resource and energy consumption, and make efforts to reduce it.	Only the key resources and energy consumed in large volumes are measured and recorded.	We do not measure or record our use of resources and energy.		
Q43	5	Recording and Management of the Use and Emission of Hazardous Chemical Substances	Does your company record and manage the volumes of use and emission for all hazardous chemical substances stored and used?	We keep all records and manage the volume and type of hazardous chemical substances.	We keep all records on the volume and type of hazardous chemical substances, but do not manage some of these.	We do not keep all records on the volume and type of hazardous chemical substances.	We do not handle hazardous chemical substances, so this question is not applicable to our company.	
Q44	6	Developing Environmentally Friendly Products, Etc.	(At companies with a Development Department)Is your company involved in the development of environmentally friendly products and services, etc.?	Our company is involved in the development of environmentally friendly products and services, etc.		Our company is not involved in the development of environmentally friendly products and services, etc.	We do not have a Development Department, so this question is not applicable to our company.	
Q45	7	Training	Does your company provide training and information to employees on the importance of environmental conservation?	We conduct training regularly.	We do not conduct regular training, etc., but do conduct awareness-raising activities. (Displaying posters, broadcasting messages from management, etc.)	Training and information is not generally provided.		

## (7) Contribution to the Community

Summary	Question	A	B	C	D	Additional Comments
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Q46	1: Important	Discussions with the Local Community	Does your company have opportunities for discussions with stakeholders in the local community surrounding the company, and does it endeavor to gain a mutual understanding and check whether or not the company is having a negative impact?	We engage in consistent discussions, and pro-actively endeavor towards mutual understanding and good relations with the community.	Although not consistently, we do have opportunities for discussions, and endeavor to gain mutual understanding.	We do not engage in any initiatives that provide an opportunity for discussion.		
Q47	2:	Community Contribution Activities	Does your company carry out community outreach programme for the local community, such as participating in local events, cleaning of public areas and permitting tours of your facility, etc.?	We pro-actively contribute to the local community.	Although not pro-actively, we do engage in initiatives that contributes to the local community.	We hardly engage in activities that contribute to local community.		