

GRI Guideline Implementation

This report contains Standard Disclosures from the GRI Sustainability Reporting Guidelines.

General Standard Disclosures

Index		Data
Strategy and Analysis		
G4-1	a. Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.	pp. 3-4
G4-2	a. Provide a description of key impacts, risks, and opportunities.	pp. 3-4, pp. 11-16, pp. 19-26, p. 30, pp. 36-37, p. 74, p. 94, p. 102
Organizational Profile		
G4-3	a. Report the name of the organization.	p. 142
G4-4	a. Report the primary brands, products, and services.	p. 141, Canon Fact Book
G4-5	a. Report the location of the organization's headquarters.	p. 142
G4-6	a. Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.	Canon Fact Book
G4-7	a. Report the nature of ownership and legal form.	p. 142
G4-8	a. Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).	p. 141, Canon Fact Book
G4-9	a. Report the scale of the organization.	p. 34, p. 141, Canon Fact Book
G4-10	a. Report the total number of employees by employment contract and gender.	p. 92
	b. Report the total number of permanent employees by employment type and gender.	
	c. Report the total workforce by employees and supervised workers and by gender.	
	d. Report the total workforce by region and gender.	
	e. Report whether a substantial portion of the organization's work is performed by workers who are legally recognized as self-employed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors.	
	f. Report any significant variations in employment numbers (such as seasonal variations in employment in the tourism or agricultural industries).	
G4-11	a. Report the percentage of total employees covered by collective bargaining agreements.	p. 78
G4-12	a. Describe the organization's supply chain.	pp. 44-45, pp. 124-126
G4-13	a. Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain.	-
Commitments to External Initiatives		
G4-14	a. Report whether and how the precautionary approach or principle is addressed by the organization.	pp. 42-47
G4-15	a. List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	pp. 49-50, p. 60, p. 106, pp. 125-126
G4-16	a. List memberships of associations (such as industry associations) and national or international advocacy organizations.	p. 126, p. 128
Identified Material Aspects and Boundaries		
G4-17	a. List all entities included in the organization's consolidated financial statements or equivalent documents.	Canon Fact Book
	b. Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.	
G4-18	a. Explain the process for defining the report content and the Aspect Boundaries.	p. 2, p. 6, pp. 36-37, p. 142
	b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.	
G4-19	a. List all the material Aspects identified in the process for defining report content.	pp. 6-8, p. 36
G4-20	a. For each material Aspect, report the Aspect Boundary within the organization.	p. 72, p. 142
G4-21	a. For each material Aspect, report the Aspect Boundary outside the organization.	pp. 36-45, pp. 47-50, p. 53, p. 57, pp. 59-60, pp. 63-66, pp. 95-100, pp. 109-112, pp. 123-126, pp. 128-130
G4-22	a. Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.	p. 142
G4-23	a. Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.	-
Stakeholder Engagement		
G4-24	a. Provide a list of stakeholder groups engaged by the organization.	p. 6, p. 130, p. 136
G4-25	a. Report the basis for identification and selection of stakeholders with whom to engage.	-
G4-26	a. Report the organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.	p. 6, p. 130, pp. 137-138
G4-27	a. Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting. Report the stakeholder groups that raised each of the key topics and concerns.	p. 6, pp. 136-138
Report Profile		
G4-28	a. Reporting period (such as fiscal or calendar year) for information provided.	p. 142
G4-29	a. Date of most recent previous report (if any).	p. 142
G4-30	a. Reporting cycle (such as annual, biennial).	p. 2
G4-31	a. Provide the contact point for questions regarding the report or its contents.	p. 2
GRI Content Index		
G4-32	a. Report the 'in accordance' option the organization has chosen.	p. 2, pp. 131-135, p. 142
	b. Report the GRI Content Index for the chosen option (see tables below).	
	c. Report the reference to the External Assurance Report, if the report has been externally assured. (GRI recommends the use of external assurance but it is not a requirement to be 'in accordance' with the Guidelines.)	

Index		Data
Assurance		
G4-33	a. Report the organization's policy and current practice with regard to seeking external assurance for the report.	pp. 139-140
	b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided.	
	c. Report the relationship between the organization and the assurance providers.	
	d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.	
Governance		
Governance Structure and Composition		
G4-34	a. Report the governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.	p. 5, pp. 42-43, pp. 114-115, p. 118
G4-35	a. Report the process for delegating authority for economic, environmental and social topics from the highest governance body to senior executives and other employees.	p. 5, pp. 42-43, pp. 114-115, p. 118
G4-36	a. Report whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.	p. 5, pp. 42-43, pp. 114-115, p. 118
G4-37	a. Report processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics. If consultation is delegated, describe to whom and any feedback processes to the highest governance body.	p. 5, pp. 42-43, p. 114-115, p. 118
G4-38	a. Report the composition of the highest governance body and its committees.	pp. 114-115, Canon Annual Report, An Overview of Corporate Governance at Canon Inc.
G4-39	a. Report whether the Chair of the highest governance body is also an executive officer (and, if so, his or her function within the organization's management and the reasons for this arrangement).	pp. 114-115
G4-40	a. Report the nomination and selection processes for the highest governance body and its committees, and the criteria used for nominating and selecting highest governance body members.	pp. 114-116
G4-41	a. Report processes for the highest governance body to ensure conflicts of interest are avoided and managed. Report whether conflicts of interest are disclosed to stakeholders.	pp. 114-117
Highest Governance Body's Role in Setting Purpose, Values, and Strategy		
G4-42	a. Report the highest governance body's and senior executives' roles in the development, approval, and updating of the organization's purpose, value or mission statements, strategies, policies, and goals related to economic, environmental and social impacts.	pp. 42-43, pp. 114-115, p. 118
Highest Governance Body's Competencies and Performance Evaluation		
G4-43	a. Report the measures taken to develop and enhance the highest governance body's collective knowledge of economic, environmental and social topics.	pp. 114-115
G4-44	a. Report the processes for evaluation of the highest governance body's performance with respect to governance of economic, environmental and social topics. Report whether such evaluation is independent or not, and its frequency. Report whether such evaluation is a self-assessment.	-
	b. Report actions taken in response to evaluation of the highest governance body's performance with respect to governance of economic, environmental and social topics, including, as a minimum, changes in membership and organizational practice.	-
Highest Governance Body's Role in Risk Management		
G4-45	a. Report the highest governance body's role in the identification and management of economic, environmental and social impacts, risks, and opportunities. Include the highest governance body's role in the implementation of due diligence processes.	p. 118
	b. Report whether stakeholder consultation is used to support the highest governance body's identification and management of economic, environmental and social impacts, risks, and opportunities.	
G4-46	a. Report the highest governance body's role in reviewing the effectiveness of the organization's risk management processes for economic, environmental and social topics.	p. 118
G4-47	a. Report the frequency of the highest governance body's review of economic, environmental and social impacts, risks, and opportunities.	p. 118
Highest Governance Body's Role in Sustainability Reporting		
G4-48	a. Report the highest committee or position that formally reviews and approves the organization's sustainability report and ensures that all material Aspects are covered.	pp. 5-6
Highest Governance Body's Role in Evaluating Economic, Environmental and Social Performance		
G4-49	a. Report the process for communicating critical concerns to the highest governance body.	p. 118
G4-50	a. Report the nature and total number of critical concerns that were communicated to the highest governance body and the mechanism(s) used to address and resolve them.	-
Remuneration and Incentives		
G4-51	a. Report the remuneration policies for the highest governance body and senior executives.	p. 117
	b. Report how performance criteria in the remuneration policy relate to the highest governance body's and senior executives' economic, environmental and social objectives.	
G4-52	a. Report the process for determining remuneration. Report whether remuneration consultants are involved in determining remuneration and whether they are independent of management. Report any other relationships which the remuneration consultants have with the organization.	p. 117
G4-53	a. Report how stakeholders' views are sought and taken into account regarding remuneration, including the results of votes on remuneration policies and proposals, if applicable.	p. 117
G4-54	a. Report the ratio of the annual total compensation for the organization's highest-paid individual in each country of significant operations to the median annual total compensation for all employees (excluding the highest-paid individual) in the same country.	-
G4-55	a. Report the ratio of percentage increase in annual total compensation for the organization's highest-paid individual in each country of significant operations to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual) in the same country.	-

GRI Guideline Implementation

Index		Data
Ethics and Integrity		
G4-56	a. Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	p. 1, p. 119
G4-57	a. Report the internal and external mechanisms for seeking advice on ethical and lawful behavior, and matters related to organizational integrity, such as helplines or advice lines.	pp. 115-117
G4-58	a. Report the internal and external mechanisms for reporting concerns about unethical or unlawful behavior, and matters related to organizational integrity, such as escalation through line management, whistleblowing mechanisms or hotlines.	p. 120

Specific Standard Disclosures

Index		Data
Economic		
Economic Performance		
G4-EC1	Direct economic value generated and distributed	p. 34, p. 95, p. 97
G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change	pp. 36-37
G4-EC3	Coverage of the organization's defined benefit plan obligations	p. 76, FORM 20-F
G4-EC4	Financial assistance received from government	-
Market Presence		
G4-EC5	Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation	p. 31
G4-EC6	Proportion of senior management hired from the local community at significant locations of operation	-
Indirect Economic Impacts		
G4-EC7	Development and impact of infrastructure investments and services supported	pp. 32-33
G4-EC8	Significant indirect economic impacts, including the extent of impacts	pp. 32-33
Procurement Practices		
G4-EC9	Proportion of spending on local suppliers at significant locations of operation	-
Environmental		
G4-DMA	a. Report why the Aspect is material. Report the impacts that make this Aspect material.	pp. 36-37
	b. Report how the organization manages the material Aspect or its impacts.	
	c. Report the evaluation of the management approach.	
Materials		
G4-EN1	Materials used by weight or volume	p. 39
G4-EN2	Percentage of materials used that are recycled input materials	p. 39
Energy		
G4-EN3	Energy consumption within the organization	p. 39, p. 69
G4-EN4	Energy consumption outside of the organization	p. 39
G4-EN5	Energy intensity	p. 38
G4-EN6	Reduction of energy consumption	p. 38, p. 68
G4-EN7	Reductions in energy requirements of products and services	p. 48, p. 68
Water		
G4-EN8	Total water withdrawal by source	p. 54, p. 70
G4-EN9	Water sources significantly affected by withdrawal of water	p. 54
G4-EN10	Percentage and total volume of water recycled and reused	p. 70
Biodiversity		
G4-EN11	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	pp. 25-26, p. 63, p. 65
G4-EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas	p. 25, p. 64
G4-EN13	Habitats protected or restored	pp. 63-66
G4-EN14	Total number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk	p. 65
Emissions		
G4-EN15	Direct greenhouse gas (GHG) emissions (Scope 1)	pp. 39-40, p. 50, p. 68
G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	pp. 39-40, p. 50, p. 68
G4-EN17	Other indirect greenhouse gas (GHG) emissions (Scope 3)	pp. 39-40, p. 51
G4-EN18	Greenhouse gas (GHG) emissions intensity	p. 40, p. 50
G4-EN19	Reduction of greenhouse gas (GHG) emissions	p. 40, pp. 48-52
G4-EN20	Emissions of ozone-depleting substances (ODS)	p. 71
G4-EN21	NOx, SOx, and other significant air emissions	p. 39, p. 61, pp. 70-71
Effluents and Waste		
G4-EN22	Total water discharge by quality and destination	p. 39, pp. 53-54, p. 70
G4-EN23	Total weight of waste by type and disposal method	p. 39, p. 54, p. 69
G4-EN24	Total number and volume of significant spills	pp. 61-62

Index		Data
G4-EN25	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention2 Annex I, II, III, and VIII, and percentage of transported waste shipped internationally	p. 62
G4-EN26	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the organization's discharges of water and runoff	p. 54
Products and Services		
G4-EN27	Extent of impact mitigation of environmental impacts of products and services	pp. 48-49, p. 68
G4-EN28	Percentage of products sold and their packaging materials that are reclaimed by category	p. 39, pp. 55-59
Compliance		
G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	p. 39
Transport		
G4-EN30	Significant environmental impacts of transporting products and other goods and materials for the organization's operations, and transporting members of the workforce	pp. 39-40, pp. 51-52
Overall		
G4-EN31	Total environmental protection expenditures and investments by type	p. 68
Supplier Environmental Assessment		
G4-EN32	Percentage of new suppliers that were screened using environmental criteria	p. 44, pp. 125-126
G4-EN33	Significant actual and potential negative environmental impacts in the supply chain and actions taken	pp. 44-45
Environmental Grievance Mechanisms		
G4-EN34	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms	p. 39
Social: Labor practices and decent work		
Employment		
G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender, and region	p. 92
G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation	pp. 76-78
G4-LA3	Return to work and retention rates after parental leave, by gender	p. 77
Labor/Management Relations		
G4-LA4	Minimum notice periods regarding operational changes, including whether these are specified in collective agreements	p. 78
Occupational Health and Safety		
G4-LA5	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs	p. 78
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	p. 87
G4-LA7	Workers with high incidence or high risk of diseases related to their occupation	p. 87
G4-LA8	Health and safety topics covered in formal agreements with trade unions	p. 86
Training and Education		
G4-LA9	Average hours of training per year per employee by gender, and by employee category	-
G4-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	pp. 81-85
G4-LA11	Percentage of employees receiving regular performance and career development reviews, by gender and by employee category	p. 82
Diversity and Equal Opportunity		
G4-LA12	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity	p. 31, p. 92, pp. 114-115
Equal Remuneration for Women and Men		
G4-LA13	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation	p. 92
Supplier Assessment for Labor Practices		
G4-LA14	Percentage of new suppliers that were screened using labor practices criteria	pp. 124-126
G4-LA15	Significant actual and potential negative impacts for labor practices in the supply chain and actions taken	-
Labor Practices Grievance Mechanisms		
G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	-
Social: Human Rights		
Investment		
G4-HR1	Total number and percentage of significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	-
G4-HR2	Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained	pp. 90-91
Non-discrimination		
G4-HR3	Total number of incidents of discrimination and corrective actions taken	pp. 90-91
Freedom of Association and Collective Bargaining		
G4-HR4	Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights	p. 91
Child Labor		
G4-HR5	Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor	p. 91

GRI Guideline Implementation

Index		Data
Forced or Compulsory Labor		
G4-HR6	Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor	p. 91
Security Practices		
G4-HR7	Percentage of security personnel trained in the organization's human rights policies or procedures that are relevant to operations	-
Indigenous Rights		
G4-HR8	Total number of incidents of violations involving rights of indigenous peoples and actions taken	-
Assessment		
G4-HR9	Total number and percentage of operations that have been subject to human rights reviews or impact assessments	pp. 90-91
Supplier Human Rights Assessment		
G4-HR10	Percentage of new suppliers that were screened using human rights criteria	pp. 124-126
G4-HR11	Significant actual and potential negative human rights impacts in the supply chain and actions taken	-
Human Rights Grievance Mechanisms		
G4-HR12	Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms	-
Social: Society		
Local Communities		
G4-SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programs	pp. 32-33, pp. 63-66, pp. 95-100
G4-SO2	Operations with significant actual or potential negative impacts on local communities	-
Anti-corruption		
G4-SO3	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified	-
G4-SO4	Communication and training on anti-corruption policies and procedures	p. 120
G4-SO5	Confirmed incidents of corruption and actions taken	-
Public Policy		
G4-SO6	Total value of political contributions by country and recipient/beneficiary	-
Anti-competitive Behavior		
G4-SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes	-
Compliance		
G4-SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	-
Supplier Assessment for Impacts on Society		
G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society	p. 44, pp. 124-126
G4-SO10	Significant actual and potential negative impacts on society in the supply chain and actions taken	-
Grievance Mechanisms for Impacts on Society		
G4-SO11	Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms	-
Social: Product Responsibility		
Customer Health and Safety		
G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement	pp. 105-109
G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes	p. 110
Product and Service Labeling		
G4-PR3	Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements	p. 44, p. 67, pp. 109-110
G4-PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes	-
G4-PR5	Results of surveys measuring customer satisfaction	-
Marketing Communications		
G4-PR6	Sale of banned or disputed products	-
G4-PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes	-
Customer Privacy		
G4-PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	-
Compliance		
G4-PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	-

Reference:

FORM 20-F <http://www.canon.com/ir/library/form20f.html>

Canon Fact Book <http://www.canon.com/corporate/pdf.html>

An Overview of Corporate Governance at Canon Inc. <http://www.canon.com/ir/library/governance.html>

Canon Annual Report <http://www.canon.com/ir/annual/index.html>