GRI Standard Content Index

This report uses GRI Standards as reference.

Materials used to create this content index.

1. CSR REPORT 2019
URL https://www.tatemono.com/csr/english/reports/
2. ESG DATA BOOK 2019
URL https://www.tatemono.com/csr/uploads/esgdata_2019_01.pdf
3. Annual Review 2018
URL https://www.tatemono.com/english/ir/library/ar.html
4. Corporate Governance Report
URL https://www.tatemono.com/english/ir/library/governance.html
5. 201st Term Internal Control Report (Japanese only)
URL https://www.tatemono.com/ir/library/control.html
6. Notice of the 201st Ordinary General Meeting of Shareholders
URL https://www.tatemono.com/english/ir/stock/meeting.html
7. Tokyo Tatemono Tokyo Tatemono Tokyo Tatemono Group Medium-term Business Plan (FY2015-FY2019)
URL https://www.tatemono.com/english/ir/management/management.html

	Disclosure	Tools and pages referred
GRI 101: Foundation 2016		
General Disclosures		
GRI 102: General Disclosures 2016		
Organizational profile		
102-1	Name of the organization	Group Profile (9)
102-2	Activities, brands, products, and services	Group Profile (9)
102-3	Location of headquarters	Group Profile (9)
102-4	Location of operations	Group Profile (9)
102-5	Ownership and legal form	Group Profile (9)
102-6	Markets served	Group Profile (9)
102-7	Scale of the organization	Group Profile (9)
102-8	Information on employees and other workers	Group Profile (9), Diversity & Inclusion > Indicators and Results (50), Work-Life Balance > Indicators and Results (54), ESG Data Book 2019
102-9	Supply chain	Environmental Initiatives > Supply Chain Initiatives (16), Improving Management System > Supply Chain Initiatives (68)
102-10	Significant changes to the organization and its supply chain	Annual Review 2018 (2), Notice of the 201st Ordinary General Meeting of Shareholders (44), Tokyo Tatemono Group Medium-term Business Plan (9)
102-11	Precautionary Principle or approach	-
102-12	External initiatives	Contribution to SDGs (12)
102-13	Membership of associations	-
Strategy		
102-14	Statement from senior decision-maker	Message from the President (3)
102-15	Key impacts, risks, and opportunities	Risk Management (63), Annual Review 2018 (31)
Ethics and integrity		
102-16	Values, principles, standards, and norms of behavior	Corporate Philosophy and CSR (10), Stakeholders & Engagement (11), Policy and System for Environmental Initiatives (13), Improving Quality and Customer Satisfaction > Policy and Concept (27), Brillia Concept (29), Disaster Prevention Support > Policy and Concept (34), Responding to an Aging Society > Policy and Concept (36), Support for the Empowerment of Women > Policy and Concept (39), Responding to the Increase of Children on Waiting Lists > Policy and Concept (41), Revitalization of Aging Condominiums > Policy and Concept (42), Co-existing with Communities > Policy and Concept (44), Cultural and Social Contribution Activities > Policy and Concept (47), Diversity & Inclusion > Policy and Concept (50), Work-Life Balance > Policy and Concept (54), Human Resource Development > Policy and Concept (58), Corporate Governance > Policy and Concept (60), Risk Management > Policy and Concept (63), Compliance > Policy and Concept (65), Compliance Manual (66), Respect of Human Rights (69)
102-17	Mechanisms for advice and concerns about ethics	Compliance > System (65), Setup of a Helpline (67)

Governance

102-18	Governance structure	Corporate Governance (60)
102-19	Delegating authority	CSR Promotion System (11)
102-20	Executive-level responsibility for economic, environmental, and social topics	CSR Promotion System (11)
102-21	Consulting stakeholders on economic, environmental, and social topics	Stakeholders & Engagement (11)
102-22	Composition of the highest governance body and its committees	Corporate Governance (60)
102-23	Chair of the highest governance body	Corporate Governance Report (4)
102-24	Nominating and selecting the highest governance body	Advisory Committee (61)
102-25	Conflicts of interest	Compliance > Preventing Corruption and Bribery (66)
102-26	Role of highest governance body in setting purpose, values, and strategy	Corporate Governance (60)
102-27	Collective knowledge of highest governance body	Corporate Governance (60)
102-28	Evaluating the highest governance body's performance	Evaluation for the Effectiveness of the Board of Directors (62)
102-29	Identifying and managing economic, environmental, and social impacts	Risk Management > System (63)
102-30	Effectiveness of risk management processes	Risk Management > System (63)
102-31	Review of economic, environmental, and social topics	Risk Management > System (63)
102-32	Highest governance body's role in sustainability reporting	CSR Promotion System (11)
102-33	Communicating critical concerns	Annual Review 2018 (31)
102-34	Nature and total number of critical concerns	Annual Review 2018 (31)
102-35	Remuneration policies	Policy on Remuneration and Calculation Method (62)
102-36	Process for determining remuneration	Policy on Remuneration and Calculation Method (62)
102-37	Stakeholders involvement in remuneration	Policy on Remuneration and Calculation Method (62)
102-38	Annual total compensation ratio	-
102-39	Percentage increase in annual total compensation ratio	-

Stakeholder engagement

102-40	List of stakeholder groups	Stakeholders & Engagement (11)
102-41	Collective bargaining agreements	Labor and Management Dialogue (56)
102-42	Identifying and selecting stakeholders	-
102-43	Approach to stakeholder engagement	Stakeholders & Engagement (11)
102-44	Key topics and concerns raised	-

Reporting practice

102-45	Entities included in the consolidated financial statements	Annual Review 2018 (12)
102-46	Defining report content and topic Boundaries	Editorial Policy, Period of Reporting, Scope of Reporting (2)
102-47	List of material topics	-
102-48	Restatements of information	-
102-49	Changes in reporting	-
102-50	Reporting period	Period of Reporting (2)
102-51	Date of most recent report	Publication Date (2)
102-52	Reporting cycle	Publication Date (2)
102-53	Contact point for questions regarding the report	Department Supervising Publication (2)
102-54	Claims of reporting in accordance with the GRI Standards	-
102-55	GRI content index	GRI Content Index (72)
102-56	External assurance	ESG Data Book 2019, Third-Party Assurance (P81)

	Disclosure	Tools and pages referred
GRI 200 Economic Standard Series		
Economic Performance		

| Index | Message from the President | Feature | Corporate Philosophy and CSR | Environmental Initiatives |

| Safety & Security Initiatives | Responding to Social Change | Community Involvement | Utilization of Human Resource Assets | Improving Management System |

GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-
GRI 201: Economic Performance 2016		
201-1	Direct economic value generated and distributed	Annual Review 2018 (5, 29), Notice of the 201st Ordinary General Meeting of Shareholders (5)
201-2	Financial implications and other risks and opportunities due to climate change	-
201-3	Defined benefit plan obligations and other retirement plans	Annual Review 2018 (43)
201-4	Financial assistance received from government	Annual Review 2018 (7, 19)
Market Presence		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-
GRI 202: Market Presence 2016		
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	-
202-2	Proportion of senior management hired from the local community	-
Indirect Economic Impacts		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-
GRI 203: Indirect Economic Impacts 2016		
203-1	Infrastructure investments and services supported	Medium-term Business Plan (11-20)
203-2	Significant indirect economic impacts	Medium-term Business Plan (11-20)
Procurement Practices		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	Supply Chain Initiatives (68)
103-3	Evaluation of the management approach	Compliance > System (65), Implementation of Compliance Surveys (67)
GRI 204: Procurement Practices 2016		
204-1	Proportion of spending on local suppliers	-
Anti-corruption		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	Preventing Corruption and Bribery (66)
103-3	Evaluation of the management approach	Compliance > System (65), Implementation of Compliance Surveys (67)
GRI 205: Anti-corruption 2016		
205-1	Operations assessed for risks related to corruption	Preventing Corruption and Bribery (66)
205-2	Communication and training about anti-corruption policies and procedures	Compliance Manual (66), Preventing Corruption and Bribery (66), Compliance Training (67)
205-3	Confirmed incidents of corruption and actions taken	Preventing Corruption and Bribery (66)
Anti-competitive Behavior		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	Preventing Anti-competitive Practices (67)
103-3	Evaluation of the management approach	Compliance > System (65), Implementation of Compliance Surveys (67)

| Index | Message from the President | Feature | Corporate Philosophy and CSR | Environmental Initiatives |

| Safety & Security Initiatives | Responding to Social Change | Community Involvement | Utilization of Human Resource Assets | Improving Management System |

GRI 206: Anti-competitive Behavior 2016		
206-1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	Preventing Anti-competitive Practices (67)

	Disclosure	Tools and pages referred
GRI 300 Environmental Standards Series		
Materials		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Policy and System for Environmental Initiatives (13)
103-2	The management approach and its components	Policy and System for Environmental Initiatives (13), Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15), Supply Chain Initiatives (16)
103-3	Evaluation of the management approach	Policy and System for Environmental Initiatives (13), Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15)
GRI 301: Materials 2016		
301-1	Materials used by weight or volume	-
301-2	Recycled input materials used	-
301-3	Reclaimed products and their packaging materials	-
Energy		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Policy and System for Environmental Initiatives (13)
103-2	The management approach and its components	Policy and System for Environmental Initiatives (13), Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15), Climate Change > Policy, Concept, and System (19)
103-3	Evaluation of the management approach	Policy and System for Environmental Initiatives (13), Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15), Climate Change > Policy, Concept, and System (19)
GRI 302: Energy 2016		
302-1	Energy consumption within the organization	Climate Change > Indicators and Results (19)
302-2	Energy consumption outside of the organization	-
302-3	Energy intensity	Climate Change > Indicators and Results (19)
302-4	Reduction of energy consumption	Climate Change (19-22)
302-5	Reductions in energy requirements of products and services	Climate Change (19-22)
Water		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Water Resources (24)
103-2	The management approach and its components	Water Resources (24)
103-3	Evaluation of the management approach	Water Resources (24)
GRI 303: Water 2016		
303-1	Water withdrawal by source	Water Resources (24)
303-2	Water sources significantly affected by withdrawal of water	-
303-3	Water recycled and reused	-
Biodiversity		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Biodiversity (23)
103-2	The management approach and its components	Biodiversity (23)
103-3	Evaluation of the management approach	Biodiversity (23)
GRI 304: Biodiversity 2016		
304-1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Biodiversity (23)

304-2	Significant impacts of activities, products, and services on biodiversity	Biodiversity (23)
304-3	Habitats protected or restored	Biodiversity (23)
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	-

Emissions

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Climate Change (19)
103-2	The management approach and its components	Climate Change (19)
103-3	Evaluation of the management approach	Climate Change (19)

GRI 305: Emissions 2016

305-1	Direct (Scope 1) GHG emissions	Climate Change > Indicators and Results (19)
305-2	Energy indirect (Scope 2) GHG emissions	Climate Change > Indicators and Results (19)
305-3	Other indirect (Scope 3) GHG emissions	-
305-4	GHG emissions intensity	Climate Change > Indicators and Results (19)
305-5	Reduction of GHG emissions	Climate Change (19-22)
305-6	Emissions of ozone-depleting substances (ODS)	Pollution Control and Effective Use of Resources (26)
305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	Pollution Control and Effective Use of Resources (26)

Effluents and Waste

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Pollution Control and Effective Use of Resources (25)
103-2	The management approach and its components	Pollution Control and Effective Use of Resources (25)
103-3	Evaluation of the management approach	Pollution Control and Effective Use of Resources (25)

GRI 306: Effluents and Waste 2016

306-1	Water discharge by quality and destination	-
306-2	Waste by type and disposal method	Pollution Control and Effective Use of Resources (26)
306-3	Significant spills	Pollution Control and Effective Use of Resources (26)
306-4	Transport of hazardous waste	Pollution Control and Effective Use of Resources (26)
306-5	Water bodies affected by water discharges and/or runoff	-

Environmental Compliance

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15), Compliance with Environmental Laws and Regulations (16)
103-2	The management approach and its components	Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15), Compliance with Environmental Laws and Regulations (16)
103-3	Evaluation of the management approach	Environmental Management of Office Buildings (14), Environmental Management in the Residence Business (15), Compliance with Environmental Laws and Regulations (16)

GRI 307: Environmental Compliance 2016

| 307-1 | Non-compliance with environmental laws and regulations | Compliance with Environmental Laws and Regulations (16) |

Supplier Environmental Assessment

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Supply Chain Initiatives (16)
103-2	The management approach and its components	Supply Chain Initiatives (16)
103-3	Evaluation of the management approach	Supply Chain Initiatives (16)

GRI 308: Supplier Environmental Assessment		
308-1	New suppliers that were screened using environmental criteria	-
308-2	Negative environmental impacts in the supply chain and actions taken	-

	Disclosure	Tools and pages referred
GRI 400 Social Standards Series		
Employment		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Diversity & Inclusion (50), Work-Life Balance (54), Human Resource Development (58)
103-2	The management approach and its components	Diversity & Inclusion (50), Work-Life Balance (54), Human Resource Development (58)
103-3	Evaluation of the management approach	Diversity & Inclusion (50), Work-Life Balance (54), Human Resource Development (58)
GRI 401: Employment 2016		
401-1	New employee hires and employee turnover	Diversity & Inclusion > Indicators and Results (50), Work-Life Balance (54)
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	-
401-3	Parental leave	Expanding the Child Rearing Support Policy (51)
Labor/Management Relations		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Labor and Management Dialogue (56)
103-2	The management approach and its components	Labor and Management Dialogue (56)
103-3	Evaluation of the management approach	Labor and Management Dialogue (56)
GRI 402: Labor/Management Relations 2016		
402-1	Minimum notice periods regarding operational changes	-
Occupational Health and Safety		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Health Management Initiatives (55)
103-2	The management approach and its components	Health Management Initiatives (55)
103-3	Evaluation of the management approach	Health Management Initiatives (55)
GRI 403: Occupational Health and Safety 2016		
403-1	Workers representation in formal joint management-worker health and safety committees	Endeavoring for Work-style Innovation Together as Labor and Management (56)
403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	Work-Life Balance > Indicators and Results (54)
403-3	Workers with high incidence or high risk of diseases related to their occupation	-
403-4	Health and safety topics covered in formal agreements with trade unions	-
Training and Education		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Human Resource Development (58)
103-2	The management approach and its components	Human Resource Development (58)
103-3	Evaluation of the management approach	Human Resource Development (58)
GRI 404: Training and Education 2016		
404-1	Average hours of training per year per employee	-
404-2	Programs for upgrading employee skills and transition assistance programs	Human Resource Development (58-59)
404-3	Percentage of employees receiving regular performance and career development reviews	Human Resource Development (58)

Diversity and Equal Opportunity

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Diversity & Inclusion (50)
103-2	The management approach and its components	Diversity & Inclusion (50)
103-3	Evaluation of the management approach	Diversity & Inclusion (50)

GRI 405: Diversity and Equal Opportunity 2016

| 405-1 | Diversity of governance bodies and employees | Diversity & Inclusion > Indicators and Results (50) |
| 405-2 | Ratio of basic salary and remuneration of women to men | - |

Non-discrimination

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Respect of Human Rights (69)
103-2	The management approach and its components	Respect of Human Rights (69)
103-3	Evaluation of the management approach	Respect of Human Rights (69)

GRI 406: Non-discrimination 2016

| 406-1 | Incidents of discrimination and corrective actions taken | - |

Freedom of Association and Collective Bargaining

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Labor and Management Dialogue (56)
103-2	The management approach and its components	Labor and Management Dialogue (56)
103-3	Evaluation of the management approach	Labor and Management Dialogue (56)

GRI 407: Freedom of Association and Collective Bargaining 2016

| 407-1 | Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk | - |

Child Labor

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Respect of Human Rights (69)
103-2	The management approach and its components	Respect of Human Rights (69)
103-3	Evaluation of the management approach	Respect of Human Rights (69)

GRI 408: Child Labor 2016

| 408-1 | Operations and suppliers at significant risk for incidents of child labor | - |

Forced or Compulsory Labor

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Respect of Human Rights (69)
103-2	The management approach and its components	Respect of Human Rights (69)
103-3	Evaluation of the management approach	Respect of Human Rights (69)

GRI 409: Forced or Compulsory Labor 2016

| 409-1 | Operations and suppliers at significant risk for incidents of forced or compulsory labor | - |

Security Practices

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-

GRI 410: Security Practices 2016

| 410-1 | Security personnel trained in human rights policies or procedures | - |

Rights of Indigenous Peoples

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-

GRI 411: Rights of Indigenous Peoples 2016		
411-1	Incidents of violations involving rights of indigenous peoples	-
Human Rights Assessment		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Respect of Human Rights (69)
103-2	The management approach and its components	Respect of Human Rights (69)
103-3	Evaluation of the management approach	Respect of Human Rights (69)
GRI 412: Human Rights Assessment 2016		
412-1	Operations that have been subject to human rights reviews or impact assessments	-
412-2	Employee training on human rights policies or procedures	Respect of Human Rights (69-70)
412-3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	-
Local Communities		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Co-existing with Communities (44)
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-
GRI 413: Local Communities 2016		
413-1	Operations with local community engagement, impact assessments, and development programs	Co-existing with Communities > Yaesu, Nihonbashi, and Kyobashi Development Activity Results (44)
413-2	Operations with significant actual and potential negative impacts on local communities	-
Supplier Social Assessment		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Supply Chain Initiatives (68)
103-2	The management approach and its components	Supply Chain Initiatives (68)
103-3	Evaluation of the management approach	Supply Chain Initiatives (68)
GRI 414: Supplier Social Assessment 2016		
414-1	New suppliers that were screened using social criteria	-
414-2	Negative social impacts in the supply chain and actions taken	-
Public Policy		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-
GRI 415: Public Policy 2016		
415-1	Political contributions	-
Customer Health and Safety		
GRI 103: Management Approach 2016		
103-1	Explanation of the material topic and its Boundary	Improving Quality and Customer Satisfaction in the Office Buildings Business (27), Quality and Customer Satisfaction Improvement in the Residence Business (29), Disaster Prevention Support (34)
103-2	The management approach and its components	Improving Quality and Customer Satisfaction in the Office Buildings Business (27), Quality and Customer Satisfaction Improvement in the Residence Business (29)
103-3	Evaluation of the management approach	Improving Quality and Customer Satisfaction in the Office Buildings Business (27), Quality and Customer Satisfaction Improvement in the Residence Business (29)
GRI 416: Customer Health and Safety 2016		
416-1	Assessment of the health and safety impacts of product and service categories	-
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services	-

Marketing and Labeling

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	-
103-2	The management approach and its components	-
103-3	Evaluation of the management approach	-

GRI 417: Marketing and Labeling 2016

417-1	Requirements for product and service information and labeling	-
417-2	Incidents of non-compliance concerning product and service information and labeling	-
417-3	Incidents of non-compliance concerning marketing communications	-

Customer Privacy

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Comprehensive Informational Management (64)
103-2	The management approach and its components	Comprehensive Informational Management (64)
103-3	Evaluation of the management approach	Comprehensive Informational Management (64)

GRI 418: Customer Privacy 2016

418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	-

Socioeconomic Compliance

GRI 103: Management Approach 2016

103-1	Explanation of the material topic and its Boundary	Compliance (65-68)
103-2	The management approach and its components	Compliance (65-68)
103-3	Evaluation of the management approach	Compliance (65-68)

GRI 419: Socioeconomic Compliance 2016

419-1	Non-compliance with laws and regulations in the social and economic area	-