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Regarding the Disclosure of our ESG Report

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## Regarding the Disclosure of our ESG Report

# **Disclosure Policy**

The ESG Report 2018 on this website reports on topics such as the environmental (E), social (S) and governance (G) policies and efforts of the Mitsui Fudosan Group. It discloses a wide range of initiatives relating to ESG, together with quantitative data on each initiative. On the "List View of ESG Information" page, headings of all ESG content covered in this report are given in list form; select the heading you are interested in to go directly to the page describing those efforts.

For the ESG Report 2018 we have prepared both this website as a detailed report, and a pamphlet summarizing the same content such as feature articles in digest form.

In the Integrated Report issued separately by our company, we have expanded coverage of ESG information, and made non-financial information more comprehensive and cohesive.

# Scope of Report

The ESG Report 2018 covers the environmental, social, and governance-related efforts of the Mitsui Fudosan Group.

Numerical figures and other information relating to our environmental efforts apply mainly to the following group companies.

## **Group Companies Covered by the Report (Environment)**

## Office Buildings Business

- · Mitsui Fudosan Building Management Co., Ltd.
- · Mitsui Fudosan Facilities Co., Ltd.

## **Retail Properties Business**

• Mitsui Fudosan Retail Management Co., Ltd.

## **Hotels and Resorts Business**

• Mitsui Fudosan Hotel Management Co., Ltd.

## **Housing Business**

- · Mitsui Fudosan Residential Co., Ltd.
- Mitsui Fudosan Residential Service Co., Ltd.
- Mitsui Fudosan Residential Lease Co., Ltd.
- · Mitsui Fudosan Realty Co., Ltd.
- · Mitsui Home Co., Ltd.
- · Mitsui Fudosan Reform Co., Ltd.

#### **Real Estate Solutions Business**

· Mitsui Fudosan Investment Advisors, Inc.

#### Other Businesses

- · Tokyo Midtown Management Co., Ltd.
- Mitsui Fudosan Architectural Engineering Co., Ltd.
- · Daiichi Engei Co., Ltd.

# **Period Covered by the Report**

The ESG Report 2018 mainly covers activities undertaken from April 1, 2017 to March 31, 2018. However, details are also provided for certain ongoing development projects both at the design and construction phase. In principle, quantitative data related to fiscal 2017, the fiscal year from April 1, 2017 to March 31, 2018. The period covered for quantitative data outside fiscal 2017 is identified in each instance.

The report indicates which policies, declarations, and commitments for each ESG activity were announced for the first time in fiscal 2017, which

## **Reference Guidelines**

were revised, and which were continued.

Environmental Reporting Guidelines (2012) issued by Japan's Ministry of the Environment

## Launch/Publication

Website: Primary launch in October 2018, secondary launch in December 2018 (adds information including Sustainable Procurement and signing of UN Global Compact), tertiary launch in March 2019 (adds information regarding independent third-party verification)

\*This website will be updated as required if there are any future additions or changes to information.

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List View of ESG Information

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# List View of ESG Information

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- Labor Standards and Practices
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  - ▶ Declarations to Society and Participation in International Initiatives
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  - Promotion of a Diverse Workforce with Employees of Different Race, Religion, Gender, Age, Orientation, Ability, and Nationality; Improvement of Equal Opportunity; and Actions to Reduce Discrimination
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  - ▶ Employment Situation at the Mitsui Fudosan Group
  - ▶ Employment Situation at Mitsui Fudosan

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- ▶ Basic Policy on Human Resource Development
- ▶ Personnel Development System/Basic Policy and Four Development Opportunities
- ▶ Examples of Training/Education for Employees' Personal Development
- ▶ Time Spent Developing Employee Abilities
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- ▶ Support for Work-Life Balance

- ▶ Reduction of Excessive Working Hours and Efforts to Support Work-Life Balance
- ▶ Our Efforts to Support Childcare
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#### Workstyle Reform

▶ Our Efforts to Reform Workstyles

## Human Rights

- ▶ Basic Policy
- ▶ Policy to Eliminate Child Labor and Protect Children's Rights Children's Rights: (1) The Right to Live; (2) The Right to Be Protected; (3) The Right to be Nurtured; and (4) The Right to Participate
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- ▶ Clear Policies and Processes Outlining Our Commitment to Dialog with Tenants and Local Communities
- ▶ City Redevelopment Projects

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- Implementation of Customer Surveys
- ▶ Barrier Free and Universal Design
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- ▶ Our Efforts to Improve Employee Satisfaction (ES)
- ▶ Tools for Communication with Our Customers

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  - ▶ Deepening Family Ties

## Utilizing the Power of Sport in Neighborhoods and Communities

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  - ▶ System to Promote Involvement with Partner NGOs
  - ▶ Our Efforts for Local Communities Following the Great East Japan Earthquake

## Improving the Quality of Urban Development

- Quality Improvement
  - Quality Management
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  - ▶ Performance Evaluations by Evaluation Bodies

## ▶ Basic Urban Development Design

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- ▶ Preserving and Utilizing Landscapes and Streetscapes
- ▶ Urban Development That Reflects Local Cultures and Characteristics
- ▶ Next-Generation Homes

- Safe and Secure Neighborhood Creation
  - ▶ Disaster Countermeasures and BCP to Ensure Safety and Security
  - Disaster Countermeasures and BCP at Our Buildings
  - ▶ Disaster Countermeasures and BCP at Our Retail Facilities
  - ▶ Disaster Countermeasures and BCP at Our Logistics Facilities (MFLP)
  - ▶ Disaster Countermeasures and BCP at Our Hotels
  - ▶ Life Saving Courses for Our Employees
  - ▶ Disaster Countermeasures Together with the Community and Society
- Creating New Value and Markets through Neighborhood Creation
  - ▶ Creating Value through Neighborhood Creation
  - ▶ Basic Stance toward Neighborhood Creation
  - ▶ Large-Scale Mixed-Use Facility: TOKYO MIDTOWN HIBIYA
  - ▶ Our Efforts at Mitsui Fudosan Logistics Park (MFLP)
  - ▶ Our Efforts in Kashiwa-no-ha Smart City: An Industry, Government, Academia, and Community Project
  - ▶ Our Efforts in the Nihonbashi Area
  - ▶ Project to Improve Efficiency of Delivery Lockers That Aim to Eliminate Redeliveries

#### Governance

- ▶ Risk Management
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  - ▶ Board of Directors
  - ▶ Board of Director Supervision on Code of Conduct and ESG Risks
  - ▶ Documented Company Declarations and Policies to Describe the Risk Management Framework
  - ▶ Upper Management and Various Committees' Responsibility for Risk
  - ▶ Our Comprehensive Approach to Compliance Violations
  - ▶ Reserve Funds for Fines and Arbitrations Are Published on the Audited Financial Statements
  - ▶ Our Commitment to Auditors
  - ▶ Complying with the Antimonopoly Act
  - ▶ Responding to Antisocial Forces
  - ▶ Information Security Management System
- ► Corruption Prevention
  - ▶ Corporate Policy and Commitment to Prevent Bribery and Corruption
  - ▶ Communicating Corruption Prevention Policies to All Employees
  - ▶ Prohibiting Bribery and Handling of Gifts and Entertainment
  - ▶ Our Efforts at Preventing Corruption
  - ▶ Establishment of an Internal Consultation Service
  - ▶ Donations to Politicians and Political Organizations
  - Disclosure of Political Donations
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- ▶ Corporate Governance
  - ▶ Corporate Governance
  - Board of Director Decisions and Reports
  - Internal Control
  - Internal Auditing System
  - ▶ Reasons for Selecting Outside Directors and Their Attendance
  - ▶ Executive Compensation

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- ▶ Shareholder Voting Rights
- ▶ Independent Third-party Verification Report
- ► Third-Party Comments

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