

❖ KOKUYO's CSR Charter	❖ Corporate Profile	❖ KOKUYO's Three Business Areas	❖ KOKUYO Group History	❖ KOKUYO's CSR	❖ Customers
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## ■ Environmental Conservation

# Environmental Management and Third-Party Inspection

While recognizing that solutions to the problems of global warming, deforestation, and other issues affecting the global environment are urgently required, our entire workforce is committed to combining our collective wisdom in order to engage in actions designed to resolve these issues.



## Environmental Management



## The Group's Vision for the Environment

Building a sustainable society will require the creation of a recycling-oriented, low-carbon society that can coexist with nature.

The KOKUYO Group Vision for the Environment consists of an environmental philosophy and an environmental policy with seven specific activities: the prevention of global warming; resource saving and recycling; procurement, development and supply of environmentally friendly products; biodiversity; legal compliance and preventing pollution; information disclosure and communication; and environmental management. Based on this vision, all group companies have developed goals that reflect the characteristics of their business activities and are working on reducing their environmental impact.

### KOKUYO Group's Vision for the Environment

#### Environmental principles

Since its foundation and based on KOKUYO's enduring corporate philosophy of "being useful to the world through our products", KOKUYO has identified the global environmental challenges to realizing a sustainable society, such as global warming, resource depletion, and biodiversity conservation as persistent problems shared by the whole world. Taking the initiative, KOKUYO is working to find solutions for these problems by mobilizing the wisdom of various people active in the business world.

#### Environmental policies



#### Prevention of global warming

KOKUYO is taking measures to significantly cut the amount of greenhouse gasses it emits in order to realize a low carbon output society.



#### Resource saving & recycling

KOKUYO is taking measures to promote the idea of Reduce - Reuse - Recycle by efficiently using limited resources in order to further the development of a recycling-oriented society.



#### Procurement, development and supply of environmentally friendly products

KOKUYO is taking measures to promote the development of new environmental technologies and green procurement in order to reduce the environmental load of the entire product recycling process.



#### Biodiversity

KOKUYO seeks to reduce its impact on the ecosystem and to maintain a low impact on it by engaging in business activities that give consideration to biodiversity.



#### Legal compliance & preventing pollution

In addition to environmental laws and regulations, KOKUYO seeks to observe the industry guidelines that have been accepted by the company and its own standards, as well as to prevent environmental pollution.



#### Information disclosure & communication

KOKUYO actively discloses environmental information, works on communication with its customers and all external entities, and is fully engaged in environmental preservation activities.



#### Environmental management

All KOKUYO employees work together and seek to develop new ecological business models, and the company is taking measures to continuously improve its environmental load and to develop the business.

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## Medium- to Long-Term Environmental Action Plan

### Medium- to Long-term Environmental Action Plan (Fiscal 2020)

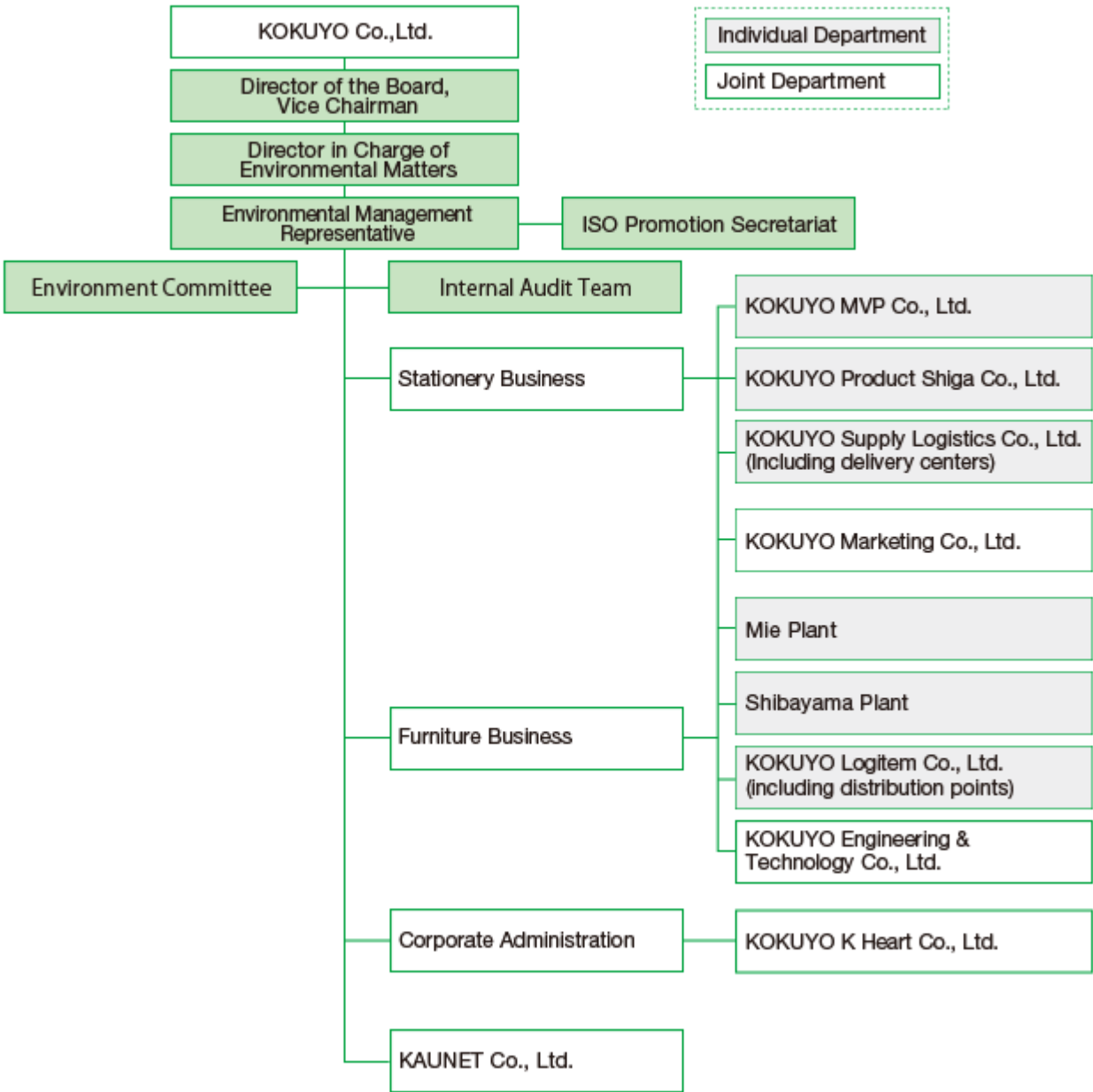
Environmental policy	Measures	Fiscal 2015 performance	Fiscal 2016 performance	Fiscal 2017 performance	Fiscal 2020 goals
Prevention of global warming	CO <sub>2</sub> Cut CO <sub>2</sub> emissions (vs. FY 1990)	Reduced by 8.1% (in Japan))	Reduced by 11.2% (in Japan))	Reduced by 10.3% (in Japan))	Reduced by 30% (in Japan))
	Cut energy consumption (vs. FY 2010) *Average 1% reduction per year in unit energy consumption	Reduced by 13.7% (unit energy consumption)	Reduced by 16.4% (unit energy consumption)	Reduced by 16.5% (unit energy consumption)	Reduced by 10% (unit energy consumption)
Resource saving and recycling	Increase the rate of recycling in relation to the total volume of emissions ※incl. waste materials	94.9%	94.5%	94.6%	100%

## Migration to ISO 14001 2015

In 2004, the scope of registrations for the environmental management system was enlarged to cover all major consolidated subsidiaries in Japan. This resulted in a multi-site certification system that encompasses planning, R&D, manufacturing, sales and services, and warehousing and shipping operations. The environmental management system is structured to reflect the level of the environmental impact while preserving consistency across the KOKUYO Group. Companies and factories with a relatively large environmental impact are classified as individual units. Companies with a relatively small impact are classified as common units. In addition, the environmental management system reflects the unique aspects of the activities of each group company. This allows companies to perform environmental management that matches their operations, such as by establishing goals based on each company's business plan. While MELON, a database system for the management of environmental documents and records, was previously introduced, we enhanced the functionality of this system in July 2013 in an effort to expand the scope of target sites and improve the user-friendliness, efficiency, and accuracy of document management and browsing.

In December 2016, we received and successfully completed an inspection based on migration to the 2015 version.

Environmental Management System



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## Results of Internal Audits and Third-Party Inspection

The KOKUYO Group performs internal audits in two stages: primary audits are conducted by operating companies and secondary audits are conducted primarily by the ISO Promotion Secretariat. Ensuring compliance with laws and regulations is the highest priority of these audits. Group audits also undergo ISO 14001 third-party inspection and the CSR Report is checked by a third party. For fiscal year 2017, primary audits were conducted between July 3 and 31, secondary audits were conducted between August 1 and 31, and third-party inspection was carried out between November 28 and December 1. Note that the third-party inspection in 2017 was regularly scheduled.

### Internal audits

FY in which conducted	2015	2016	2017
Sites subject to monitoring	72	65	70
• Primary audits	57	50	55
• Secondary audits	15	15	15
Matters cited	53	36	28
• Minor points of nonconformity	6	8	12
• Corrections	47	28	16

### Third-party inspection (ISO14001)

FY in which conducted	2015 (update)	2016 (periodic/migration)	2017 (periodic)
Sites subject to examination	29	24	21
Matters cited for improvement			
• Minor points of nonconformity	0	0	0
• Improvement opportunities	31	21	16
Strong points	0	0	0
Good points	8	4	4



## Summary of Third-Party Inspection

Environment load data and scope 3 emissions for 31 KOKUYO Group companies have been subject to verification at KOKUYO's head office. On-site examinations relating to data measurement and management methods have also been conducted at three sites in Japan (KOKUYO Product Shiga Co., Ltd., KOKUYO Furniture Business Division - Engineering Department (Shinagawa Office), and KOKUYO Logitem Co., Ltd. Kansai DC) and one site overseas (KOKUYO Camlin Ltd. Tarapur Factory). This process resulted in a number of matters being pointed out: a total of 9 assessable points, 10 opportunities for amelioration, 26 requests for modifications, and 21 requests for clarification. The requests for modification and clarification were dealt with during the verification period.

For the verification of scope 3 emissions, the need for clarifying the data collection scope in each category was cited as requiring improvement because the collection scope had been noted as "consolidated" or "consolidated and affiliate" depending on the category.

Based on these matters that were pointed out to us, we will endeavor to enhance the disclosure of information encompassing the entire supply chain and improve the precision of such information.

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## KOKUYO Group CSR Report 2017 Independent Verification Report

To: KOKUYO Co., Ltd.

Bureau Veritas Japan Co., Ltd.  
System Certification Services Headquarters

Bureau Veritas Japan Co., Ltd. (Bureau Veritas) has been engaged by KOKUYO Co., Ltd. (KOKUYO) to conduct independent verification of its selected environmental data for inclusion in the KOKUYO Group CSR Report 2017 (the Report), issued under the responsibility of KOKUYO. The aim of this verification is to consider the accuracy and the reliability of environmental data detailed in the Report and to provide a verification opinion based on objective evidence.

### 1. Verification Outline

1) Environmental impact data generated through business operations in FY2016 (January 1, 2016 through December 31, 2016)

Scope of Verification	Site Visited	Verification Methodology
Environmental impact data generated through business operations of KOKUYO and its 31 subsidiary companies (71)	<ul style="list-style-type: none"> <li>KOKUYO's Head Office</li> <li>KOKUYO MVP Co., Ltd., Tofori Factory</li> <li>KOKUYO MVP Co., Ltd., Aoya Factory</li> <li>KAJINET Co., Ltd., Sapporo distribution center</li> <li>KOKUYO Hikkado Sales Co., Ltd.</li> <li>KOKUYO Commerce (Shanghai) Co., Ltd., Shanghai Factory</li> </ul>	<ul style="list-style-type: none"> <li>Review of documentary evidence produced by KOKUYO's Head Office and the sites visited</li> <li>Interviews with relevant personnel of KOKUYO's Head Office and the sites visited</li> <li>Site inspection and review of data monitoring procedures</li> <li>Validation of the reported data against supporting documentary evidence</li> </ul>

(71) Environmental impact data verified are energy usage, water usage, substance input, container and packaging materials, greenhouse gas emissions, SOx/NOx emissions, waste discharged, waste water discharged, CO2/CO, cyclical water use at plants, cyclical resource use on premises, collected used products, re-use of used products, and Japanese PEST (Pollutant Release and Transfer Register) Law designated substances.

2) Environmental accounting data and Environmental Activity Evaluation Index data in FY2016 (January 1, 2016 through December 31, 2016)

Scope of Verification	Site Visited	Verification Methodology
Environmental accounting data	KOKUYO's Head Office	<ul style="list-style-type: none"> <li>Review of documentary evidence produced by KOKUYO's Head Office</li> <li>Interviews with relevant personnel of KOKUYO</li> <li>Validation of the reported data against supporting documentary evidence</li> </ul>
Environmental friendliness efficiency indicators		
Environmental impact points in JEPD (Japan Environmental Policy Index)		

This verification was conducted using Bureau Veritas' standard procedures and guidelines for external verification of non-financial reporting, based on current best practice. Bureau Veritas refers to the International Standard on Assurance Engagements (ISAE) 3000 in providing a limited assurance for the scope of work stated herein.

### 2. Findings

1) Environmental impact data generated through business operations in FY2016

Based on the verification work and processes followed, there is no evidence to suggest that:

- the environmental data stated in the Report is not consistent with the data collected and consolidated at KOKUYO's head office;
- the environmental data reported to KOKUYO's head office by those sites visited by Bureau Veritas is not free from significant error or bias.

2) Environmental accounting data and Environmental Activity Evaluation Index data in FY2016

Based on the verification work and processes followed, there is no evidence to suggest that:

- the calculation of Environmental accounting data and Environmental Activity Evaluation Index data is not consistent and in accordance with the criteria prepared by KOKUYO for this purpose;
- the data used for calculating Environmental accounting data and Environmental Activity Evaluation Index data and the associated calculation results are not free from significant error.

Bureau Veritas has implemented a code of ethics across its business which is intended to ensure that all our staff maintain high standards in their day to day business activities. This is particularly vigilant in the prevention of conflicts of interest. Bureau Veritas activities for KOKUYO are for social reporting verification only and we believe our verification assignment did not raise any conflicts of interest.

## GREENHOUSE GAS EMISSIONS VERIFICATION STATEMENT

To: KOKUYO Co., Ltd.

Bureau Veritas Japan Co., Ltd.  
System Certification Services Headquarters

Bureau Veritas Japan Co., Ltd. (Bureau Veritas) was engaged by KOKUYO Co., Ltd. (KOKUYO) to conduct limited assurance for the greenhouse gas (GHG) emissions reported in the KOKUYO Group CSR Report 2017 for the period of January 1, 2016 through December 31, 2016.

### 1. Scope of Verification

KOKUYO requested Bureau Veritas to verify the accuracy of the following GHG information, to a limited level of assurance:

1) Scope 1 and Scope 2 emissions:

-GHG emissions through business operations of KOKUYO and its 31 subsidiary companies

2) Scope 3 emissions:

-Categories 1, 2, 3, 4, 5, 6, 7, 11, 12 and 13 of Scope 3 GHG emissions accounted in line with the GHG Protocol's 'Corporate Value Chain (Scope 3) Accounting and Reporting Standard', and the boundaries defined by KOKUYO for each category.

### 2. Methodology

Bureau Veritas conducted the verification in accordance with the requirements of the international standard ISO 14064-3(2006): Greenhouse gases - Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions.

As part of Bureau Veritas' assurance, the following activities were undertaken:

- Interviews with relevant personnel of KOKUYO responsible for the identification and calculation of GHG emissions;
- Review of KOKUYO's information systems and methodology for collection, aggregation, analysis and review of information used to determine GHG emissions; and
- Audit of a sample of source data to check accuracy of quantified GHG emissions.

### 3. Conclusion

Based on the verification work and processes followed, there is no evidence to suggest that the GHG emissions assertions shown below:

- are not materially correct and are not a fair representation of KOKUYO's activities as per the scope of work;
- are not prepared in accordance with the methodology for calculating GHG emissions established and implemented by KOKUYO.

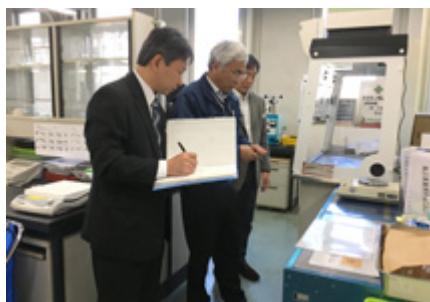
Verified greenhouse gas emissions		
Scope 1	Scope 2	Scope 3
8,450 t-CO <sub>2</sub> e	37,049 t-CO <sub>2</sub> e (location-based) 34,503 t-CO <sub>2</sub> e (market-based)	335,730 t-CO <sub>2</sub> e

The breakdown of Scope 3 emissions verified are as follows:

Category	t-CO <sub>2</sub> e	Category	t-CO <sub>2</sub> e	Category	t-CO <sub>2</sub> e
1	258,942	6	3,273	12	25,464
2	8,362	7	857	13	3,349
3	3,883				
4	25,045	11	7,714		

### [Statement of Independence, Impartiality and Competence]

Bureau Veritas is an independent professional services company that specializes in Quality, Health, Safety, Social and Environmental management with over 150 years history in providing independent assurance services. No member of the verification team has a business relationship with KOKUYO, its Directors or Managers beyond that required of this assignment. We conducted this verification independently and to our knowledge there has been no conflict of interest. Bureau Veritas has implemented a Code of Ethics across its business to maintain high ethical standards among staff in their day-to-day business activities. The verification team has extensive experience in conducting assurance over environmental, social, ethical and health and safety information, systems and processes.



ISO14001  
Third-party audit (KOKUYO workshop)



ISO14001  
Third-party audit (KOKUYO Shibayama Plant)



Environmental performance data third-party verification (KOKUYO Product Shiga)



## ■ Environmental Conservation

### Global Warming Preventive Measures

We are developing an environmental management system with the goal of becoming an Asian company. In order to reduce the amount of greenhouse gases significantly with a view to achieve a low-carbon society, we have expanded the scope of our reporting targets.

2017 Goals (Reporting scope A)	2017 Actual Achievements (reporting scope A)	Evaluation
Year-on-year change in CO2 emissions excluding impact on productions: up 1.4% (Total volume: +4.6%)	Year-on-year change in CO2 emissions excluding impact on productions: up 2.4% (Total volume: +2.5%) 25,979t-CO2 (fixation of electricity emission factors: 0.378kg-CO2/kWh) 32,577t-CO2 (emission factor by electric power company and by country)	Accomplished
Energy consumed: year-on-year change in unit energy consumption: up 1.3%	Energy consumed: year-on-year change in unit energy consumption (per unit of sales): up 0.2%	Accomplished



#### Summary for 2017

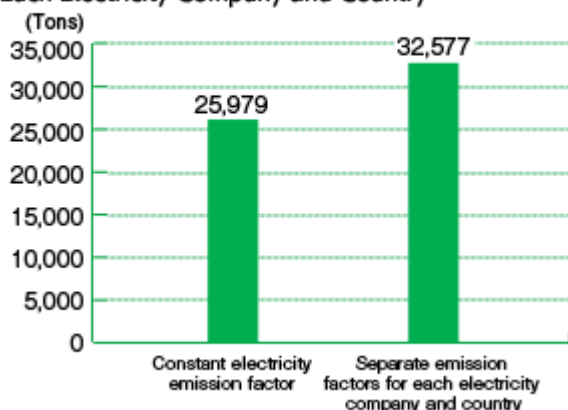
If calculated for the existing scope of operations using the electricity emissions factor of 0.378 kg-CO<sub>2</sub>/kWh (which is the overall power average in 2000 as reported by the Federation of Electric Power Companies), the KOKUYO Group's CO<sub>2</sub> emissions in 2017 totaled 25,979 tons, 637 tons (2.5%) more than in the previous year. Based on estimates, there were emission reductions of 440 tons due to operational improvements and 320 tons due to equipment improvements. Manufacturing operations and the closing and consolidating of facilities raised emissions by 1,390 tons. As a result, there was an effective reduction in CO<sub>2</sub> emissions of 760 tons from a combination of operational and equipment improvements. Consequently, excluding the impact of production activities, emissions were down 2.4% from the previous year, allowing us to meet our goal of a 1.4% reduction.

Looking at sources of CO<sub>2</sub> emissions, there was an increase of 1,320 tons at factories due to an increase in production. However, as there was a decrease of 550 tons due to higher manufacturing efficiency and other improvements, factories recorded a net increase in emissions of about 770 tons. For distribution activities as well, emissions decreased by 25 tons because of measures such as the consolidation of distribution centers. There was also a reduction of 60 tons due to heightened electricity and energy conservation measures, resulting in a net decrease in emissions of 85 tons. In offices, emissions were down approximately 40 tons as a result of the more efficient use of heating and cooling systems and the effective use of heat storage. Additionally, to use energy more efficiently, we oversee unit energy consumption, which is obtained by dividing energy consumption by sales. In 2017, our unit energy consumption was 0.2% less than in the previous year.

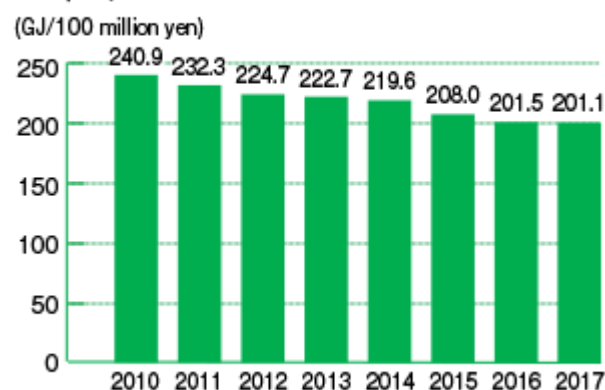
If the 2012 emission coefficients for each of the various countries on the greenhouse gas (GHG) protocol website made public by the World Business Council for Sustainable Development (WBCSD) and the World Resource Institute (WRI) are adopted as the figures for the CO<sub>2</sub> emission coefficients and added to the Japanese CO<sub>2</sub> emission coefficients based on the Act Concerning the Promotion of Global Warming Countermeasures (for 2017, actual emission coefficients for each electricity company for 2015 and 2016), then the total will rise by 6,598 tons to 32,577 tons.

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**Comparison of Cases with a Fixed Electricity Emission Factor and Cases with Separate Emission Factors for Each Electricity Company and Country**



**Actual Emission Coefficients for Each Electricity Company**



## Scope of Reporting

While 16 companies were included in the scope of CO<sub>2</sub> emission reporting (reporting scope A \*1) until 2011, all consolidated subsidiaries came to be included in the scope of reporting starting in 2012 (for 2017, 31 companies; reporting scope B \*2). As a result, CO<sub>2</sub> emissions totaled 43,112 tons (including 1,491 tons at non-consolidated sales companies). The changes to the emission coefficient and the extension of CO<sub>2</sub> emission reporting to the supply chain have resulted in significant changes for the KOKUYO Group. Consequently, we believe that the medium-term goals for emissions will have to be re-examined.

※ 1 : A: KOKUYO Co., Ltd., 12 consolidated subsidiaries, and 3 affiliated companies

※ 2 : B: KOKUYO Co., Ltd., 20 consolidated subsidiaries, and 10 affiliated companies (KOKUYO S&T and KOKUYO Furniture were integrated with KOKUYO Co., Ltd. in October 2015)

※ Related information: "[Changes in CO<sub>2</sub> emissions](#)"



## Measures Implemented in Offices to Help Mitigate Global Warming

Offices lowered CO<sub>2</sub> emissions by 40 tons over the previous year. Offices lowered CO<sub>2</sub> emissions by 80 tons over the previous year. To accomplish this, we conducted a review of the methods by which heating and cooling systems were being operated, a review of working styles, promotion of no-overtime days and activities that encourage employees to go home early, and the reduction of electricity use, such as by replacing lighting fixtures with LEDs. At our Shinagawa office, an electric power visualization system is used to lower electricity use during on-peak hour of daytime through the efficient operation of heating and cooling systems and heat storage tanks. In addition, a program that encourages people to use public transportation for sales activities cut gasoline use by about 8% compared to the previous year, which represents a reduction in CO<sub>2</sub> emissions of 30 tons. In 2017, the cool biz and warm biz campaigns were combined into a smart biz campaign that was in effect all year long.



Solar panels installed at the new wing of our Osaka office

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## Measures for the Prevention of Global Warming in Our Plants

A reduction of 310 tons in CO<sub>2</sub> emissions was achieved at our plants thanks to operational improvements attributed in part to a shortening of the time required to make changes to product types, the thorough application of rules for the operations of production equipment, the conducting of inspections, the elaboration of production schedules, and a reduction of waste made possible through energy checks. In addition, a reduction of 240 tons in CO<sub>2</sub> emissions was achieved by embracing energy-saving equipment, including adopting systems that enable the installation of inverters and switching to LED lights.

While an increase in production resulted in an increase in CO<sub>2</sub> emissions of 1,320 tons on a year-on-year basis, the net increase was only 770 tons (increase of 530 tons domestically and an increase of 240 tons overseas) resulting from a reduction of 510 tons attributed to the above operational improvements and equipment improvements.



Solar panels installed at Shiga factory

## Measures for the Mitigation of Global Warming in Logistics

In the area of logistics (storage and shipping), we reduced CO<sub>2</sub> emissions by 85 tons compared to the preceding year. Operational improvements achieved through the promotion of daily energy-conservation activities, along with equipment improvements achieved through the introduction of energy-saving lighting fixtures and a review of optimal luminance for lighting fixtures at distribution centers, reduced emissions by 60 tons. In operating an automated three-dimensional warehouse, KOKUYO Logitem's Ina Distribution Center adopted an electricity demand meter as part of efforts to reduce peak electricity consumption in response to tight supply-and-demand conditions for electricity. In 2017, emissions were reduced by 25 tons through measures such as site consolidation, resulting in a net decrease of 85 tons when combined with the reduction of 60 tons achieved through operational and equipment improvements.



Hybrid streetlights installed at our Metropolitan Area Integrated Distribution Center (IDC)

## Ascertaining GHG Emission Volumes for the Entire Supply Chain

In recent years, a movement to engage in carbon disclosure projects (CDP) and to manage and externally disclose Scope 3 (encompassing production, shipping, business trips, commutation, and other categories) emissions generated through supply chains that indirectly emit GHG has been gaining momentum.

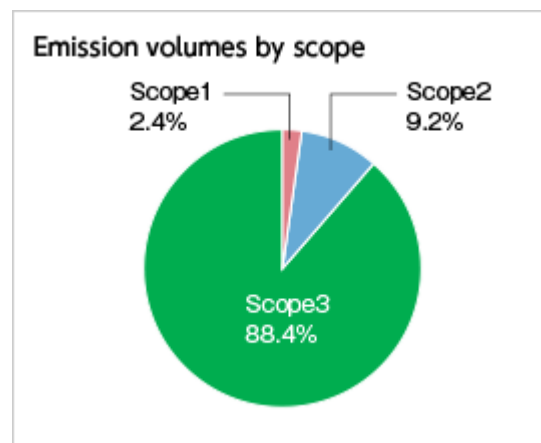
While the KOKUYO Group has also engaged in such actions in certain areas such as shipping, actions started to be taken in 2014 in accordance with the Ministry of the Environment's Basic Guidelines on Calculating Volumes of Greenhouse Gas Emissions.

Generated through Supply Chains. The volume of GHG emissions for the entire supply chain in year 2017 was 371,268 tons of CO<sub>2</sub>. Scope 3 emissions accounted for approximately 90 per cent of this figure with 70 per cent thereof attributed to "Category 1 purchased products and services". Since data has not yet been fully collected from all cooperating plants, this percentage is expected to rise. Given that there are also problems in other categories, improvements will be made from next term.



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Third-party verification services provided by Bureau Veritas Japan have also been secured to ensure the reliability of disclosed information and data.



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# Resource-saving and Recycling Measures

To promote the growth of a recycling-oriented society, we are endeavoring to reduce, reuse, and recycle by effectively utilizing limited resources.

Objectives for 2017	2017 Performance	Evaluation
Enhancement of the recycling rate against the total amount of waste •Offices: 96.9% or above •Construction sites: 81.6% or above	•Offices: 96.8% •Construction sites: 82.7%	▲ ○



## Summary for 2017



## Improving the Accuracy of Data on Waste Materials

The volume of waste materials generated by KOKUYO Group business offices in 2017, including all consolidated subsidiaries, was 20,409 tons (including 98 tons at non-consolidated sales companies). This was an increase of 953 tons.

Approximately 600 tons of this amount resulted from increased production at factories.



## Measures Taken at Factories

The recycling rate in factories in 2017 was 96.3%. The KOKUYO Group has already achieved zero emissions in relation to industrial waste materials from our own factories in Japan. The recycling rate for overseas factories in 2017 was 84.8%. We are working to limit the discharge of waste materials and to increase recycling, while considering the different circumstances related to recycling in each country.



## Measures Taken by the Logistics Division

The recycling rate in 2017 for the Logistics Division was 98.4%. Cardboard, wooden pallets and other packaging materials used for packing products in the logistics process are repaired and re-used. In 2017, 30 tons of cardboard and wooden pallets were re-used. We strive to continue efficiently using resources.



## Treatment of Waste Materials at Construction Sites

The responsibilities of the prime contractor with respect to the disposition of waste materials generated on construction sites have been clarified, and the obligations of the waste-generating company have been tightened.

In 2017, efforts were made to contain waste materials in part through a review of the methods by which parts subject to processing at construction sites are ordered. As a result, we determined that we generate approximately 3,750 tons of

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waste materials on construction sites with a recycling rate of approximately 82.7%.

As waste materials generated on construction sites are not homogenous, there are many cases in which recycling is difficult due to the intermingling of various types of waste materials in a given batch. Nevertheless, we will continue to properly dispose of waste materials in conjunction with the implementation of controls on their generation and aim to achieve our medium- and long-term target of 100% for the rate at which waste materials are recycled. To promote the growth of a recycling-oriented society, we are endeavoring to reduce, reuse, and recycle by effectively utilizing limited resources.

## Reusing and Recycling End-of-Life Products

When we deliver products, we pick up end-of-life products for disposal from customers and recycle or reuse these items depending on their condition.

In 2017, KOKUYO Logitem collected 1,820 tons of office desks and chairs and other used products. Approximately 180 tons of the collected products were reused, and those that could not be reused were dismantled and sorted for recycling.



Desk disassembly

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# Legal Compliance and Pollution Prevention

We are striving to prevent environmental pollution by complying with statutes and regulations relating to the environment as well as industry guidelines to which we have subscribed and our own standards.



## Summary of 2017

Twenty-eight environmental laws and regulations are currently applicable to the KOKUYO Group within Japan. In June every year, we evaluate the status of our compliance with these laws and regulations.

The evaluation results showed no events that violated laws. However, in some divisions, we discovered insufficient responsibility transfer due to changes in responsible personnel, or insufficient ability on the part of responsible personnel to satisfy the criteria established by compliance evaluation. Therefore, in 2018, we plan to implement educational activities to improve the abilities of employees responsible for monitoring compliance.



## Proper Disposition of Chemical Substances

The KOKUYO Group endeavors to properly manage and handle chemical substances.

Based on the implementation of the revised mandatory for risk assessment of chemical substances in June 2016, we are working on further safety management and environment improvement at each work place.

For example, at KOKUYO Furniture's Shibayama Plant, the company is converting safety data sheets (SDS) for purchased paint and other items into a database in which warnings for usage and references to related laws and regulations are included to make it possible to check required information when needed.

In addition, efforts are being made to prevent accidents by posting

panels indicating warning levels for toxicity, hazardousness, and flammability as divided by color (green, yellow, and red) based on the content of chemical and other substances at sites where paint and other items are used and by making warnings more visible for handlers when such substances are used.

Other offices are also practicing safety management appropriate to the situation at their sites.



Panels posted for toxicity and hazardousness to be known to all (KOKUYO Shibayama Plant)



## Holding Chemical Substance Management Training

We hold training sessions on a regular basis to ensure the proper management of chemical substances.

For the annual plan created by the Safety Health Committee being run at each office or factory, we provide clear guidelines on safe management and operation to ensure that chemical substance management is a continuous activity.



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Training sessions were held in each office  
(KOKUYO Headquarters)



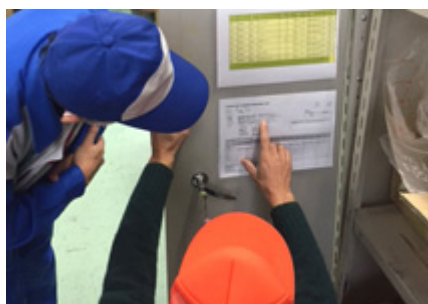
Active kaizen communication among  
employees responsible for managing  
chemical substances  
(KOKUYO Product Shiga)



Making the need for risk assessment well-  
known and ensuring appropriate activities in  
the annual plan  
(KOKUYO Shibayama Plant)



Ensuring proper management and handling  
(KOKUYO Headquarters)



Ensuring proper management and handling  
(KOKUYO MVP Tottori Plant)



Ensuring proper management and handling  
(KOKUYO Mie Plant)

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## ■ Environmental Conservation

### Developing Environmentally-friendly Products and Services

The KOKUYO Group is working on new environmental technologies and green procurement in order to reduce the environmental load over the entire life cycle of its products.

Fiscal 2017 Goals	Fiscal 2017 Actual Achievements	Assessment
Maintain zero Eco-Batsu	Zero was maintained	Accomplished



#### 2017 Activities



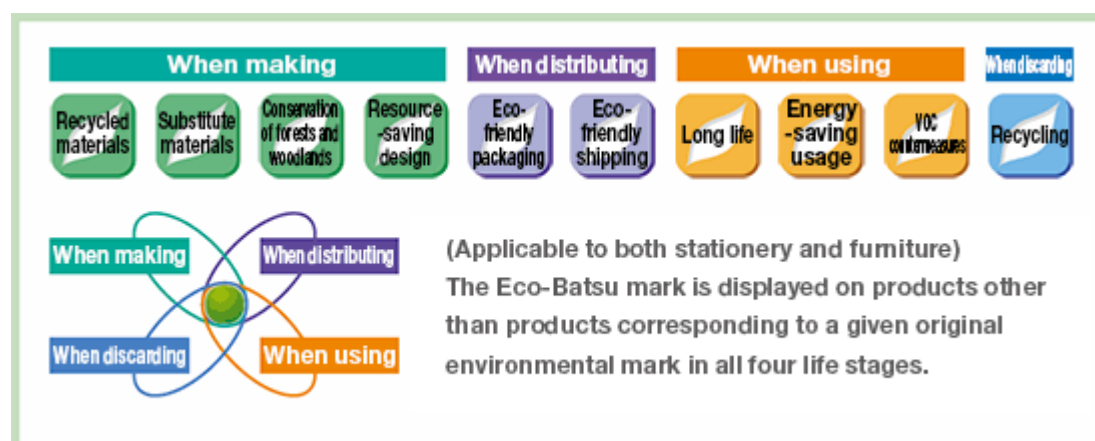
#### Continuing to Ensure that No Eco-Batsu Mark Tarnishes Our Catalog

The KOKUYO Group started using the Eco-Batsu mark for products in the 2008 General Catalog. This mark is used for group products that are not sufficiently environmentally friendly at any stage of their life cycle, including manufacturing, distribution, usage, and disposal. We tasked ourselves with removing the Eco-Batsu mark from all of our products in three years. This goal was reached in the 2011 General Catalog and no Eco-Batsu products have emerged since then. We strive to continue to ensure that no Eco-Batsu products can be found in the 2018 General Catalog. Our Eco-Batsu initiative was an opportunity for reviewing manufacturing processes and getting employees not directly involved with manufacturing to review their own approaches to work, office environments, and proposals made to clients. Since reaching our goal of zero Eco-Batsu marks, we have been pursuing the development of eco-friendly products that exceed customer expectations in accordance with the watchword: eco + creative.



#### Improving Verification

Even after achieving the goal of zero Eco-Batsu marks, we have been verifying conformance to standards more stringently. In particular, we audit the ratios of used paper and reprocessed resin at our subcontractors every year to ensure the reliability of our environmental indicators.

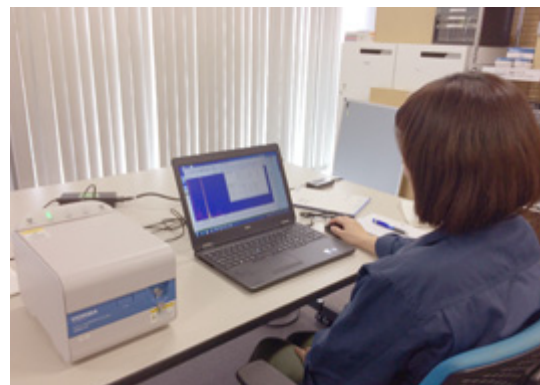


Eco-Batsu mark

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## Promoting the Management of Chemical Substances Included in Products

In recent years, regulations governing chemical substances including the RoHS Directive and REACH in Europe have been strengthened worldwide and demands for reports on the status of the use of a wide range of chemical substances have been received from the market. The KOKUYO Group recognizes that the non-use of substances regulated by law and the management and provision of information on the status of the use of substances for which there is a potentially negative impact on the environment and people are social obligations shared by all companies that provide products. At the same time, there has been a clear shift from a conventional hazard-based management approach that used to focus only on the hazardous nature inherent in chemical substances to a risk-based management approach based on the scientific method. In responding to these global changes, we first set about specifying a hazards-based list of substances in 2014 and in 2015. We then carried out research based on the substance list in sequence, starting from the highest-priority products. In 2017, based on information obtained from our research, we evaluated the toxicity of and human exposure to the contained substances, and created the Stationery Edition of the Guidelines for Managing Chemical Substances Included in Products.



Checking for the presence of heavy metals using an X-ray fluorescence spectrometer

## FSC®-certified products

KOKUYO has obtained FSC® and COC certification since 2003. The Forest Stewardship Council® (FSC) is one of several third-party organizations operating an international forestry and woodlands certification program and aims to conserve the environment found in forests and woodlands appropriately and promote the management of forests and woodlands in a manner that is socially beneficial for local communities while also being economically sustainable. COC (short for "chain-of-custody") certification constitutes the certification of the management of the processes of processing and logistics. In the KOKUYO Group, KOKUYO, Kaunet and KOKUYO Product Shiga have obtained FSC® and COC certification and are selling copier paper, notebooks, and other FSC-certified products. In 2016, PEFC and COC certification was also obtained.



PEFC (Programme for the Endorsement of Forest Certification Schemes) is an organization that mutually approves forest certification criteria created by each county or region. The KOKUYO Group will strive to increase certified products in order to use sustainable forest resources.



PPC color paper



Reeds-based photocopier paper



UU chair

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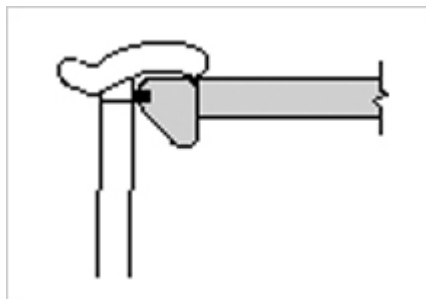


## Protocol counter

The Protocol counter is a reception counter developed to also satisfy the need to use locally harvested lumber throughout Japan. The finish of the counter, designed by graf decorative mode no.3 design products inc., presents a clean and modern feel. Adopting the concept of universal design, the counter provides, for example, a groove for securing walking canes and a grip for wheelchair users at the edge of the countertop.



Winner of the Wood Design Award 2017



Walking cane holder provided at the edge of the countertop



Smooth-textured grip at the edge of the countertop for wheelchair users

※ Related information: "[Assessments and awards received from outside the KOKUYO Group](#)"

## Delivery example (City Office Building in Koka City, Shiga Prefecture)



Koka City, located in the southeastern part of Shiga Prefecture, is gifted with many forests and is also a crucial water catchment area and water quality conservation area for Lake Biwa.

Koka's new city office building, which was completed in March 2017, was built with a great deal of lumber harvested in Shiga Prefecture for its interior and furniture, and also acts as an initiator for promoting local forestry. KOKUYO received an order for the reception counter for the new Koka City Office building, and delivered a Protocol counter made with hinoki (Japanese Cypress) grown in Shiga Prefecture. The Protocol counter, developed in order to use locally harvested lumber for the reception counter, uses universal design, which is kinder to seniors and wheelchair users. At the same time, it features an elegant design that highlights the attractiveness of local lumber, making the new office building, which has been made using a large amount of wood, a more attractive space.

As the national government's initiative to promote the use of lumber in public buildings has become more widely known, an increasing number of national and local municipality public buildings are using locally harvested lumber. Capitalizing on the expertise that it has developed over the years, the KOKUYO Group plans to continue manufacturing and providing products that utilize local lumber effectively, are more functional yet friendly to the environment, and are based on the concept of universal design that is easy to use for anyone.



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## ■ Environmental Conservation

### Biodiversity/Promoting Environmental Communications

The KOKUYO Group strives to reduce its impact on ecosystems and help conserve natural habitats by carrying out business activities that take biodiversity into account. We are proactively engaged in forest-conservation activities in the Shimanto River basin area of Kochi Prefecture and environmental conservation activities in the area in and around Lake Biwa in Shiga Prefecture.

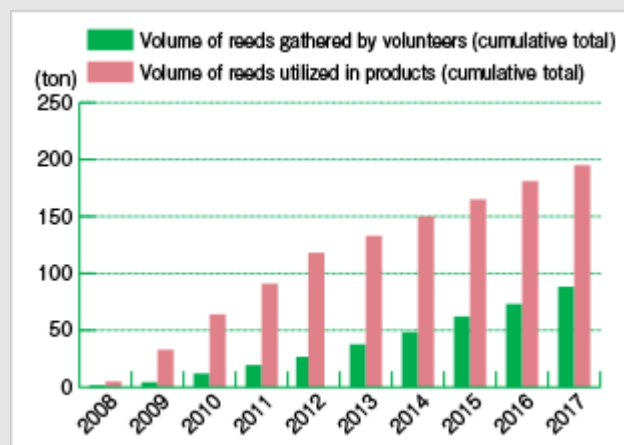
#### Activity highlights

#### ReEDEN: The Outcomes of Activities over the Past 10 Years



KOKUYO Product Shiga is a main plant for the KOKUYO Group, where notebooks and other paper products are manufactured. As the plant operates near Lake Biwa, a place that supports the lives of people while also being a dynamic habitat for many forms of life, KOKUYO Product Shiga has engaged in proactive activities for environmental conservation. Particular focus has been directed towards activities involving reeds. Reeds not only absorb carbon dioxide but also help to purify water by absorbing nitrogen and phosphorous in the process of growing and serve as a home for organisms living in Lake Biwa. Reeds used to be used for making reed screens, roofs, and other goods. However, the use of reeds for such purposes disappeared as peoples' lifestyles changed, meaning that reed beds were no longer being maintained and consequently fell into a state of dilapidation. Launched in November 2007 to promote the use of reeds and to make the state of the reeds widely known, the ReEDEN Project marked its 10th year in 2017.

During this 10-year period, reed-harvesting events were held 31 times, with a cumulative total of 3,530 people participating. The gathered volume reached approximately 90 tons and the amount of reeds utilized in products reached approximately 200 tons.



#### Awards and recognition

2008	Special Recognition Prize in the Green Purchasing Award
2009	Merit Award in the Eco Products Award
2013	Certified by Kokocool Mother Lake Selection
2015	Grand Prize at the Kaueco Grand Prix
2015	Honorable mention in the company award for the fostering of environmentally-aware personnel
2015	Reed calligraphy pen recognized as one of The Wonder 500TM collection of products
2016	Reed calligraphy pen awarded the Hanayaka Kansai Selection Prize
2017	Biwako Template won the Japanese Stationery of the Year Award for Excellence in the Design Category
2018	Shiga Biodiversity Grand Prize
2018	Shiga Prefecture Low-Carbon Society Development Award

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## KOKUYO Group's Basic Policy for Timber Procurement

In 2011, the KOKUYO Group prepared its Basic Policy for Timber Procurement and clarified its stance regarding the sustainability of forest resources that are the most significant of the Group's important raw materials. Since its founding, the KOKUYO Group has broadened and developed its business activities using forest-derived materials, including paper production. KOKUYO is fully aware of the roles that forests have played and will continue to play regarding global warming and biodiversity. KOKUYO will aim to develop in harmony with forest resources while taking into consideration the legality, transparency, and sustainability of the Group's procurement of materials.

### KOKUYO Group Basic Policy for Timber Procurement

The KOKUYO Group procures forest-derived materials according to the following policy and is working to make continued improvements.

1. Aim for highly transparent materials procurement, with an awareness of issues of illegal cutting and illegal transactions in the timber trade.
2. Procure material through more appropriate supply chains to support sustainable use of forest resources.
3. Based on an awareness of the social value and roles of forest resources in the region, procure materials with due consideration for maintaining the supply and preservation of resources.



### Use of Domestic and Local Materials

Forests, which accounts for approximately 67% of Japan's land area, play a role in retaining water (usually referred to as soil and sand outflow prevention and watershed protection) and in absorbing CO<sub>2</sub>, etc. Forests are also renewable resources, 40% of which are man-made. However, many of the man-made forests are unable to make the most of the above-mentioned multiple functions that forests offer as maintenance such as thinning are performed too late. KOKUYO worked to develop furniture from timber from thinning since 1998 and starting selling them from 2000. We believe that we can increase the demand for new timber through the active use of domestic timber (timber from thinning) and support the realization of a sustainable society where we live in harmony with forests.



BS+ desk system



Writing table



FUBI

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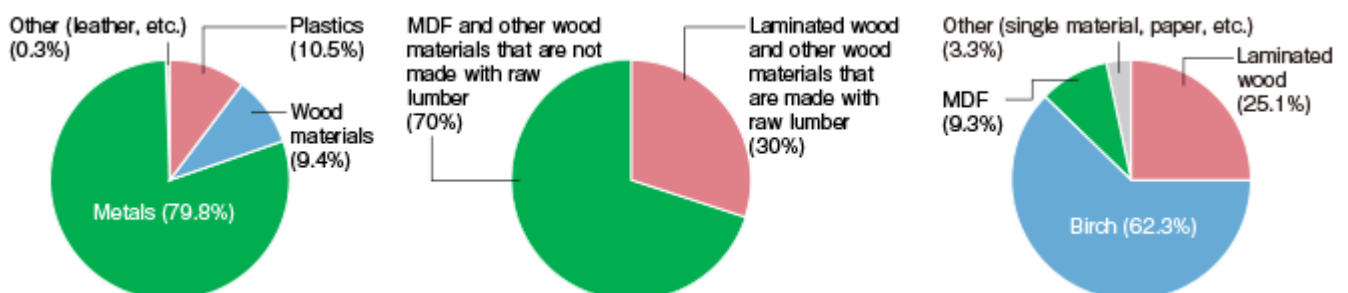
## Obtaining certification as a company dealing with matters of legality and sustainability

We have been certified as a company dealing with matters of legality and sustainability by the Japan Office Institutional Furniture Association (JOIFA) in line with revisions made to the Green Purchasing Act. We endeavor to promote the use and sale of timber and wood products that have been certified as legal and sustainable in such terms as forms control, the appointment of managers, and usage reports in accordance with this practice code.



## Status of the Use of Wood Materials

Approximately 5,200 tons of wood materials were used by KOKUYO Furniture in the year 2017 to make products. This figure is equivalent to 9 per cent of all materials used for production (excluding packaging). In breaking down these wood materials, 30 per cent consists of solid wood, laminated wood, and other wood materials that are made with raw lumber while 70 per cent consists of wood materials that are not made with raw lumber, such as thinned wood, waste wood, unused materials and wood boards constituting pieces fabricated from the foregoing materials (MDF and particle boards). This information is reported annually to JOIFA as yearly handling results for certification as a company dealing with lawful wood materials under the Green Purchasing Act. We also endeavor to ascertain the types of trees corresponding to wood materials that are made with raw lumber pursuant to JOIFA's guidelines on the written declarations that are made of wood.



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## Study on the actual usage of wood

KOKUYO studies the tree species, amount used and the country/ regions of origin of the wood-based materials used in its furniture products every year. However, it is hard to determine the country of origin for commercial components and similar items. We will continue to work towards obtaining the information in order to use sustainable resources.

Tree species	Form of wood	Amount used (converted to m <sup>3</sup> )	Country/region of
Ayous	Solid wood	266.1	Indonesia, Cameroon
Oak	Solid wood	0.1	Malaysia
Kapur	Solid wood	23.8	Malaysia, Indonesia
Japanese cedar	Solid wood	2.9	Japan
Oak	Solid wood	1.4	Russia
Pine	Solid wood	72.0	New Zealand, Chile
Beech	Solid wood	57.6	Germany, Thailand, Croatia
Hinoki cypress	Solid wood	1.2	Japan
Falcata	Laminated woo	99.5	Indonesia
Poplar	Solid wood	217.6	Indonesia, USA, Canada
White Oak	Solid wood	0.3	Canada, USA
Gum Tree	Solid wood	308.0	Vietnam, Australia
Rubber wood	Solid wood	83.2	Indonesia, Thailand, Germany, Malaysia
Lauan	Laminated woo	458.0	Malaysia, Indonesia, Philippines
Total		1,591.6	

※ Information from suppliers has been included. Wood materials such as MDF that do not use raw lumber as materials have been excluded.

※ Only tree species with the specified country/region of origin are shown.



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## Yui no Mori Project

In 2006, KOKUYO named the private forest in Taisho, Shimanto-cho, Kochi Prefecture "Yui-no-Mori" and started forest conservation with a focus on efficient utilization of timber from forest thinning. Yui-no-Mori has had FSC® (Forest Stewardship Council®) forest management certification since 2007. In the same year, KOKUYO concluded the partnership agreement of "Collaborative Reforestation Project with Environmentally Progressive Companies"(Shimanto Forest Cooperative /Shimanto-cho/Kochi Prefecture) by Kochi. With the expiration of the partnership agreement in 2016, the agreement was revised and re-concluded under a condition of renewal every year on April 1, 2016. Yui-no-Mori is about 100 hectares, and the thinned forest area was 2 hectares when it was started. After 11 years, the applicable area became 5,429 hectares, and the total thinned forest area has expanded to 1,416 hectares. In addition, a CO<sub>2</sub> absorption certificate has been issued by Kochi Prefecture since 2007, and the amount of absorbed CO<sub>2</sub> of FY2016 was 6,598 tons raising the cumulative total to 43,058 tons. (From April 2006 to March 2017.) The Yui no Mori Project won the Wood Design Award 2017.

※ Related information: ["Assessments and awards received from outside the KOKUYO Group"](#)



## Yui no Mori Project Receives Letter of Appreciation and CO<sub>2</sub> Absorption Certificate from Kochi Prefecture

On September 21, the 11th Collaborative Forest Forum was held at the Kochi Prefectural Culture Hall. Because 2017 marked the 10th year of its participation in the project, KOKUYO received a letter of appreciation from Kochi Prefectural Governor Ozaki. A CO<sub>2</sub> absorption certificate was also presented.

Mr. Ozaki expressed his gratitude for KOKUYO's long-term contributions to various initiatives, such as environmental conservation, forest maintenance, industry promotion, and the promotion of Kochi Prefecture.



Presentation of a letter of appreciation



Presentation of a CO<sub>2</sub> absorption certificate



Wood Design Award (at the Eco Products Exhibit)



## KOKUYO has obtained FSC® certification

Yui-no-Mori has had FSC (Forest Stewardship Council®) forest management certification since 2007. A regular audit was conducted on August 23 and 24, and KOKUYO continues to maintain FSC® certification.

Tours for Fully Fledged Certified Employees and Monitoring

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## Tours for Fully Fledged Certified Employees and Monitoring

Over 2 days on November 11 and 12, a Yui no Mori experience tour to commemorate employees' fully fledged certification was held for employees in their 4th year at the company who had cleared certain requirements and taken their fully-fledged certification. Through various activities such as surveying the water quality of Shimanto, planting commemorative trees and gathering with the local Shimanto Forest Cooperative and Shimanto High School, the tour aims to improve employees' environmental awareness and increase their interest in KOKUYO's environmental activities. In one of the events, we conducted a vegetation survey for the 11th time in collaboration with the Shimanto Forestry Cooperative, Shimanto High School, and staff members of the K?chi prefectural and Shimanto municipal governments. The visualization of the effects of thinning is essential for carrying out forest conservation activities. In order to monitor the effects of these activities over the long run, we are continuing to conduct surveys at two specific sites.

※ Related information: "[Report by Shimanto High school students](#)"



FSC®Audit



Participants in the monitoring activities



Vegetation survey being conducted

## Effective Utilization of Forest Thinning

In order to effectively take advantage of forest thinning, KOKUYO Furniture has been manufacturing and selling furniture made with timber from forest thinning in collaboration with the local Shimanto Forestry Cooperative since 2000. Catalog retailer Kaunet also began selling primarily stationery as Yui-no-Mori branded products in 2007 and currently offers 14 items as of 2017. In order to promote understanding of its activities and increase the number of supporters, Kaunet implemented a framework for donating customer points toward the thinning of Yui-no-Mori in 2008. This year alone, the company has received approximately 90 applications for the submission of donations. In addition, the Yui-no-Mori 1%Donation Project was commenced in February 2011 and continues to operate to this day. This project is to donate a portion of the sales of Yui-no-Mori products to the National Land Afforestation Promotion Organization's Green Fund.



Kaunet's Yui no Mori Products

## 2017 Activities of ReEDEN Project

## Protecting Lake Biwa by Promoting the Use of Reeds

By harnessing production technologies developed to date and its developmental capabilities with a paper-production company, KOKUYO Product Shiga has been using reeds to produce copier paper, notebooks, and other industrial products and selling them at a price suitable for the market under the ReEDEN Series brand name. In addition, in an effort to create a market that contributes to the environment through the use of reeds, business cards made with 100 percent reed pulp, reed-based brush pens, and other high value-added products have been developed. Other efforts included the release of Lake Biwa stationery series as locally made stationery with themes relating to Lake Biwa, Shiga tours and local specialties, and the joint development by Lake Biwa Museum in Shiga Prefecture and Campus Notes. A portion of sales is donated to a local environmental organization for activities dedicated to the conservation of reeds.

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ReEDEN series

※ Related information: "[ReEDEN Project](#)"



Lake Biwa stat



Biwako Template

## Recruiting Members of the Local Community to Protect Lake Biwa with Reeds

The Network to Protect Lake Biwa with Reeds was set up in 2009 with KOKUYO Product Shiga serving as the secretariat of this organization. This network aims to contribute to the conservation of the natural environment of Lake Biwa in part through the establishment of modest connections among various companies and organizations. This network, which began with a handful of corporate members, now boasts a membership of 123 supporting entities. The primary activity of the network entails the conservation of reed beds that fulfill an important role for the Lake Biwa ecosystem and water environment. These activities, which were initially staffed by several KOKUYO Product Shiga employees, have now expanded significantly to activities in which members of local environmental groups and representatives of network members now gather in the hundreds to participate, with 3,530 members participating in mowing the reeds. We will collaborate with experts to investigate biomass of reed bed as our next attempt. We will demonstrate the achievements of the activities by investigating biomass, carbon content, and so on. We are also working with Shiga Prefecture to prepare for a possible future carbon certification system for reeds based on this data. These activities shared along through network communications alongside topics relating to local environments by specialists and introductions of environmental activities of member companies to increase camaraderie.

※ Related information: "[The Network to Protect Lake Biwa with Reeds](#)"

## Expanding Activities: Non-native Fish Fishing Contest and Canoe Reed Bed Observation Event

The Network to Protect Lake Biwa with Reeds, consisting of various different industries and organizations, is expanding its activities year after year. The reeds are mowed in winter so that buds start to sprout in the reed bed when the spring comes. We have held a fishing contest to remove non-native fish around the reed bed since 2011. The aim is to exterminate the black bass and bluegill that threaten endemic species of Lake Biwa such as willow gudgeon and carassius auratus grandoculis. This environmental activity can be enjoyed by Network members and their families together. The number of participants is increases each time, with approximately 170 people participating last year. We contribute to conserving the ecosystems of Lake Biwa together with children. The canoe reed bed observation event is an event to observe thick reed beds from the lake surface in summertime by riding canoes through a maze-like waterway. The delighted and amazed voices of participants echo as they stroll around the reed bed, where they cut and take reeds from the surface of the lake onto their canoes.



Fishing contest to remove non-native fish



Observation of reed beds from canoes



Biomass survey of winter reeds

※ Related information: "[ReEDEN Journal](#)"