

# 1 Susumu Yajima

Representative Director Chairman of the Board

#### Brief history and positions in the Company and significant concurrent positions

Joined the former Honshu Paper Co., Ltd. June 2006 Corporate Officer, the Company June 2009 Director and Executive Officer, the Company April 2012 Representative Director and Executive Vice President, the Company

October 2012 Representative Director of the Board and Executive Vice President, the Company January 2015 Representative Director of the Board President

and CFO, the Company Representative Director and Chairman of the

Board, the Company (to the present)

# 4 Ryuichi Kisaka

# Director of the Board

Senior Executive Officer

General Manager, Corporate Governance Division President, Oji Management Office Inc. In charge of:

Oji Human Support Co., Ltd. Oji Business Center Co., Ltd.

Oji Paper Management (Shanghai) Co., Ltd.

Oji Asia Management Sdn. Bhd

#### Brief history and positions in the Company and significant concurrent positions April 1982 Joined the former Kanzaki Paper Co., Ltd.

October 2012 President and Representative Director, Oji Imaging Media Co., Ltd. Corporate Officer, the Company

Director of the Board and Executive Officer, the June 2015

Director of the Board and Senior Executive Officer, the Company (to the present)

## 7 Koichi Ishida

#### Director of the Board Executive Officer

Deputy General Manager, Corporate Governance Division In charge of Innovation Promotion Division President, Oji Engineering Co., Ltd.

#### Brief history and positions in the Company and significant concurrent positions

April 1978 Joined the Company October 2012 Corporate Officer, Oji Paper Co., Ltd. Director, Oji Paper Co., Ltd.

Corporate Officer, the Company

Director of the Board and Executive Officer, the Company (to the present)

# 2 Masatoshi Kaku

Representative Director of the Board President and Group CEO

#### Brief history and positions in the Company and significant concurrent positions

April 1978 Joined the former Nippon Pulp Industry Co., Ltd. April 2011 Corporate Officer, the Company Executive Officer, the Company April 2012 October 2012 Executive Officer, the Company

Company

April 2019

June 2013 Director of the Board and Executive Officer, the

Representative Director of the Board, President and CEO, the Company (to the present)

Director of the Board

# 5 Kazuhiko Kamada

President, Celulose Nipo-Brasileira S.A.

#### Brief history and positions in the Company and significant concurrent positions

Joined Oji Management Office Inc. May 2013

& Products Co., Ltd.

8 Fumio Shindo

Diector of the Board

Marketing COMPANY

**Executive Officer** 

June 2019

January 2015 Corporate Officer, the Company June 2015

President, Forest Resources and Environment

President, Oji Green Resources Co., Ltd.

In charge of Oji Logistics Co., Ltd.

President and Representative Director, Oji Forest

Director of the Board and Executive Officer, the Company (to the present)

October 2012 Director of the Board, Oji Management Office Inc. Corporate Officer, the Company Director of the Board and Executive Officer, the

Brief history and positions in the Company and significant concurrent positions

Chairman of the Board, Oji Oceania Management Co., Ltd.

Chairman of the Board, Oii Fibre Solutions (NZ) Ltd.

Company (to the present)

Joined the Company

# 9 Shigeki Aoki

3 Yoshiki Koseki

President, Industrial Materials COMPANY

Chairman of the Board, Oji Nepia Co., Ltd.

Company

6 Hiroyuki Isono

Director of the Board

Representative Director and

Executive Officer

April 1984

President, Household and Consumer Products COMPANY

President, Oji Industrial Materials Management Co., Ltd.

Brief history and positions in the Company and significant concurrent positions

Corporate Officer, the Company

Executive Officer, the Company

the Company (to the present)

Joined the former Honshu Paper Co., Ltd.

Director and Executive Officer, the Company

Director of the Board and Executive Officer, the

Director of the Board and Senior Executive Officer,

Director of the Board

Anril 1977

April 2010

April 2012

October 2012

Representative Director and

#### Diector of the Board Executive Officer

President, Functional Materials COMPANY

President, Oji Functional Materials Progressing Center Inc.

#### Brief history and positions in the Company and significant concurrent positions

President, Printing and Communications Media COMPANY

April 1984 Joined the Company Corporate Officer, Oji Paper Co., Ltd. April 2014 Director, Oji Paper Co., Ltd. April 2017 Corporate Officer, the Company April 2018 Executive Officer, the Company Director of the Board and Executive Officer, the

Company (to the present)

#### April 1984 Joined the former Honshu Paper Co., Ltd. September 2014 General Manager, Foods Medical Sales

Department, Sales Division, Oji F-Tex Co., Ltd. Corporate Officer, General Manager, Sales Division. Oii F-Tex Co., I td. April 2017 Director and Corporate Officer, General

Brief history and positions in the Company and significant concurrent positions

Manager, Sales Division, Oji F-Tex Co., Ltd. April 2019 Corporate Officer, the Company (to the present)

June 2020 Company (to the present)

Director of the Board and Executive Officer, the

# 10 Michihiro Nara

Independent Outside Director of the Board

Brief history and positions in the Company and significant concurrent positions

Registered as an attorney-at-law June 2014 Director, the Company (to the present)

# 11 Toshihisa Takata

Independent Outside Director of the Board

Brief history and positions in the Company and significant concurrent positions April 1976 Joined Ministry of Foreign Affairs of Japan

August 2010 Ambassador Extraordinary and Plenipotentiary of Japan to Kenya October 2010 Ambassador Extraordinary and Plenipotentiary of Japan to Kenya, Eritrea, Seychelles, and Brundi

January 2013 Ambassador Extraordinary and Plenipotentiary of Japan to Kenya, Eritrea, Seychelles, and Brundi and Somalia

August 2013 Ambassador in charge of Okinawan Affairs May 2015 Ambassador Extraordinary and Plenipotentiary of Japan to New Zealand, Samoa, the Cook Islands, and Samoa Amhassador Extraordinary and Pleninotentiary of Japan

to New Zealand, the Cook Islands, Samoa, and Niue Ambassador Extraordinary and Plenipotentiary of Japan to New Zealand, the Cook Islands, and Niue October 2018 Retired from office

June 2019 Director, the Company (to the present)

#### **IB** Tomihiro Yamashita

Audit & Supervisory Board Membe

#### Brief history and positions in the Company and significant concurrent positions

Joined the Company April 1982 June 2010 General Manager, Internal Audit Office, the Company

General Manager, Internal Audit Department, October 2012 Corporate Governance Division, the Company April 2014 Audit & Supervisory Board Member, Oji Container

Co., I td. Corporate Officer and Deputy General Manager, April 2016 echnology Division, Oji Container Co., Ltd.

Audit & Supervisory Board Member, the Company (to the present)

# 14 Nobuko Otsuka

Audit & Supervisory Board Member

#### Brief history and positions in the Company and significant concurrent positions

January 2016 Joined Oji Management Office Inc. Group Manager, Internal Audit Department, Corporate Governance Division, the Company

General Manager, Internal Audit Department, Corporate April 2018 Governance Division and General Manager, Corporate Compliance Department, the Company

General Manager attached to General Manager of Corporate Governance Division, the Company Audit & Supervisory Board Member, the Company

(to the present)

## 12 Sachiko Ai

Independent Outside Director of the Board

Brief history and positions in the Company and significant concurrent positions

Joined The Mitsubishi Trust and Banking Corporation (currently Mitsubishi UFJ Trust and Banking Corporation) April 2015 Deputy General Manager, Corporate Consulting Division, Mitsubishi UFJ Trust and Banking Corporation General Manager, Corporate Consulting Division,

Mitsubishi UFJ Trust and Banking Corporation April 2016 Executive Officer, General Manager, Corporate Consulting Division, Mitsubishi UEJ Trust and Banking

Corporation

Executive Officer, General Manager, Audit Division, Mitsubishi UFJ Trust and Banking Corporation June 2020 Director the Company (to the present)

#### 15 Makoto Katsura

Independent Outside Audit & Supervisory Board Member

Brief history and positions in the Company and significant concurrent positions Joined Ministry of Foreign Affairs

July 2004 Ambassador Extraordinary and Plenipotentiary of Japan to Laos

August 2007 Ambassador Extraordinary and Plenipotentiary of Japan to the Philippines Retired from office

June 2013 Audit & Supervisory Board Member, the Company (to the present)

#### 16 Mikinao Kitada

Independent Outside Audit & Supervisory Board Member

#### Brief history and positions in the Company and significant concurrent positions April 1976 Appointed public prosecutor January 2012 Superintendent Public Prosecutor of Osaka High

Public Prosecutors Office January 2014 Retired from office

March 2014 Registered as an attorney-at-law June 2014 Audit & Supervisory Board Member, the Company (to the present)

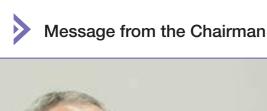
Independent Outside Audit & Supervisory Board Member

Brief history and positions in the Company and significant concurrent positions Anril 1989

Audit & Supervisory Board Member, the Company June 2018 (to the present)

## 17 Norio Henmi

Registered as an attorney-at-law





# The Oji Group's Emphasis on Corporate Governance

# Susumu Yajima

Representative Director and Chairman of the Board

# Our Actions as a Leading Company with Supply Responsibilities, **Supporting Lifestyle and Industry**

- Corporate ethics and compliance to maintain social trust
- Stabilizing raw materials procurement and product supply; securing quality and safety; business continuity planning (BCP) response
- Sustainability response including forest management; reduction of environmental burdens

The Oji Group was born of Japan's first modern printing paper manufacturer, "Shoshi Kaisha," founded 147 years ago. The corporate spirit, passed down uninterrupted through this long history, has led us to maintain a strong sense of ethics as a company, based on the awareness that "a company is a public institution for society." The Oji Group could not have endured for over a century without this strong sense of corporate ethics.

The idea of "sustainability" has been accepted around the globe in recent years. This concept is consistent with our sense of corporate ethics, whose basic policy is to fulfill our duties as a public institution in the interest of all stakeholders. The Oji Group believes that those who use trees have the responsibility to plant trees. Accordingly, we have contributed to reducing environmental burdens in ways such as CO2 absorption through its forestry management activities. Today, we have also realized resource circulation throughout the value chain by promoting "forest recycling," "paper recycling" and "water recycling," to contribute to the development of a sustainable society. In addition, as a part of an industry closely involved in people's lives, we have a responsibility to supply products indispensable to everyday life. The Oji Group is working to build business continuity systems so as to ensure the stable supply of safe and secure products to our customers even in the midst of natural disasters and the COVID-19

In my new year's address as Chairman of the Japan Paper Association, I said "we, as players in the Japanese paper manufacturing industry, should not indulge in partiality. Instead, we should fulfill our responsibility to all stakeholders." Needless to say, the Oji Group, a leading company in the industry, will stay true to this spirit and proactively address the global issues at the

#### Operation and Monitoring Needed to Expand Globally

- Sharing and embedding the Group's vision
- Ensuring respect for human rights and worksite safety and health, and responding to geopolitical/ legal risk
- Establishing overseas audit structures

The Oji Group positions the "expansion of overseas business" as one of the basic strategies. As we expand overseas, our overseas employees have grown to number around 19,000, now representing more than half of the Group's approximately 36,000 regular employees.

This means that the employees vary in their race and nationality, as well as culture, religion and points of view. Accordingly, having them understand and share the Oji Group's vision is vital for maintaining a sense of unity. Based on the above corporate ethics, we have specified our fundamental and universal standards in the Oji Group Corporate Code of Conduct and the Oji Group Behavior Standard. We continue to raise employees' awareness of these standards as norms that all officers and employees must comply with. Moreover, we boiled the standards down to the three phrases of "sound common sense," "sensitivity to immorality" and "courage to take action," and is requesting all employees to be always mindful of

In terms of raw materials procurement, the Group revised the Oji Group Partnership Procurement Policy in 2018 to reduce environmental, human rights and occupational safety risks. Over 3,000 suppliers around the world are requested to operate in accordance with the policy. From this year, we are enhancing the effectiveness of this policy by implementing monitoring in cooperation with the

#### **Proactive Corporate Governance for Corporate Growth**

- Strengthening production, expanding sites, promoting innovation, M&A and other growth
- "Inclusion & diversity," and measures related to human resources

The FY2019-2021 Medium-term Management Plan sets out three initiatives for corporate growth: profitability improvement of domestic business, expansion of overseas business and promotion of innovation. The initiatives include, for example, generating synergies through partnership with Mitsubishi Paper Mills, constructing a new corrugated container plant in the Tokyo metropolitan area, accelerating the construction of new plants in Southeast Asia and India, developing CNF and other new materials, and furthering and leveraging the technologies cultivated

in the paper manufacturing industry to operate the water treatment business, the energy business and other

In order to develop and expand the overseas business, the most important aspect of these endeavors is to respect each country's values created through its history and customs. To accomplish this, we need to master the approach of "inclusion & diversity." Textbook learning alone will never lead to such mastery: it will only impart a superficial understanding. Of course, textbooks are useful too, but I think that it is vital to visit a country and interact with the people there. Also crucial is to get to like the country. Through these efforts, the "inclusion & diversity" approach will become second nature to us. The Oii Group will continue to transcend race and nationality to develop this type of human resources.

#### **Issues and Future Initiatives in Corporate Governance**

- Recognizing corporate governance issues for sustainable growth
- Effectiveness of governance and utilization of external perspectives as seen from the position of Chairman of the Board of Directors
- Governance themes to strengthen in the future, response to them and the establishment of systems

Governance issues currently recognized are the utilization of the external perspectives of Independent Officers, and the promotion of diversity. In particular, it is doubtful if we could ever make keywords "globalization" and "innovation" into reality if we were to retain the largely homogeneous human resources structure of previous eras, centered on domestic businesses. Moreover, the utilization of different ideas and perspectives in company management is a vital part of strengthening corporate governance.

In a survey of all internal and Outside Officers conducted to evaluate of the effectiveness of the Board of Directors,

some respondents pointed out that there is "room for improvement with regard to the number of Independent Outside Directors and the composition of the Board of Directors to emphasize diversity." In response, at the General Meeting of Shareholders held at the end of June 2020, we reduced the number of internal Directors by 2 (from 11 to 9), and increased the number of female Independent Outside Directors by 1 (increasing the number of Independent Outside Directors from 2 to 3). The utilization of external perspectives will hopefully contribute to further growth of the Oii Group.

Last but not least, our goal is to become a corporate group that is recognized both internally and externally as "more than just a paper manufacturer." Through the further promotion of business structural reforms and environmental management, we will fulfill our duties to all stakeholders, including shareholders, customers, business partners, employees, local communities, and the global environment. I look forward to your continued support.

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The Oji Group established the Oji Group Corporate Code of Conduct based on the fundamental values and philosophy that have been handed down since the Group's foundation and has undertaken business activities with an awareness of its role as a corporate member of society and a strong sense of ethics throughout the Group. Going forward, in order to increase corporate value and become a company that is trusted by society, we will work to ensure management efficiency, soundness, and transparency, while positioning the enhancement of corporate governance as a priority management issue and building trusting relationships with diverse stakeholders.

#### Basic Concepts, Framework, and Operational Policies

### Fundamental Policies on Corporate Governance

#### The Fundamental Policies on Corporate Governance set forth the basic concepts, framework, and operational policies regarding corporate governance.



### **Corporate Governance Report**

The Oii Group posts its Corporate Governance Report. which it submits to Tokyo Stock Exchange, on its official website.



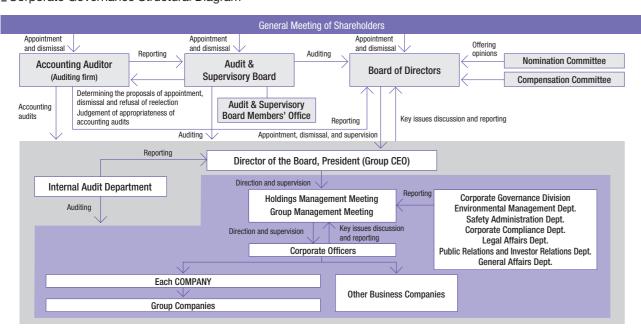
# **Corporate Governance Structures**

The Oji Group has adopted a COMPANY system under which Oji Holdings oversees the formulation of Group management strategies and Group governance and each COMPANY, made up of closely-related businesses, plays a central role in business operations. This structure accelerates decision making by each business unit and clarifies management responsibilities.

In addition, as a company with Audit & Supervisory Board, Oji Holdings reinforces Group-wide governance through audits of the execution of duties by Directors carried out by the Audit & Supervisory Board Members and the Audit & Supervisory Board. The Board of Directors consists of twelve Directors (including three Independent Outside Directors) and the Audit & Supervisory Board consists of five Audit & Supervisory Board Members (including three Independent Outside Audit & Supervisory Board Members), and Susumu Yajima, Representative Director and Chairman of the Board, chairs the Board of Directors. In FY2019, attendance of Independent Outside Directors and Independent Outside Audit & Supervisory Board Members at the Board of Directors meetings (15 meetings held) was 94.3% and attendance of Independent Outside Audit & Supervisory Board Members at the Audit & Supervisory Board meetings (14 meetings held) was 100%.

The Nomination Committee and Compensation Committee were established as advisory bodies to the Board of Directors. These two committees enhance the objectivity and transparency of decision making, and the Compensation Committee analyzes the effectiveness of and deliberates on evaluations of the Board of Directors.

#### ■ Corporate Governance Structural Diagram



# **Nomination Committee and Compensation Committee**

The Nomination Committee and Compensation Committee were established as advisory bodies to the Board of Directors in 2015. These two committees enhance objectivity and transparency in their decision making, and the Compensation Committee analyzes the effectiveness of and deliberates the evaluations of the Board of Directors.

With the increase of one Independent Outside Director in June 2020, the Committees consist of two internal Directors and three Independent Outside Directors, with the Independent Outside Directors representing more than half of the Committees members

#### **Roles of Nomination Committee**

Formulate nomination, appointment, and dismissal policies related to personnel affairs for Directors, Audit & Supervisory Board Members, Corporate Officers, and Corporate Advisors, deliberate on candidates, and submit recommendations to the Board of Directors

#### **Roles of Compensation Committee**

Deliberate on compensation structures, compensation levels, and evaluation of Directors, Corporate Officers, and Corporate Advisors and submit recommendations to the Board of Directors

#### Structures of the Nomination Committee and the Compensation Committee and their meetings held in FY2019

Position	Name	Nomination Committee	Attendance	Compensation Committee	Attendance
Representative Director and Chairman of the Board	Susumu Yajima		1/1		2/2
Director of the Board, President	Masatoshi Kaku	Committee Chair	1/1	Committee Chair	2/2
Independent Outside Director	Michihiro Nara		1/1		2/2
Independent Outside Director	Toshihisa Takata (Took office in June 2019)		1/1		1/1
Independent Outside Director	Sachiko Ai (Took office in June 2020)		_		_

# Policy on Determination of Director Compensation and Total Compensation Amount

#### Policy on Determination of Director Compensation

Oji Holdings has designed its compensation programs with an emphasis on the roles performed by the Director compensation program such that the Board of Directors promotes sustainable growth and increasing medium- to long-term corporate value of the company and pursues enhanced profitability and capital efficiency. The specifics of the Director compensation program and determination policies are set forth in the Fundamental Policies on Corporate Governance. Director compensation comprises base compensation, bonuses that reflect short-term performance, and stock-based compensation that reflects medium- to long-term improvement in corporate value. Determinations are made by the Board of Directors based on recommendations submitted by the Compensation Committee.

Please refer to the Annual Securities Report for details concerning performance-linked compensation including bonuses and stock-based compensation.

# Securities Reports

https://www.ojiholdings.co.jp/ir/library/security.html (in Japanese)

#### Payment ratios of performance-linked compensation and non-performance-linked compensation

	Fixed	Perform			
Position	compensation	Bonuses	Stock-based compensation	Total	Total
Director, Chairman of the Board	50%	25%	25%	50%	100%
Director of the Board, President	50%	25%	25%	50%	100%
Director of the Board, Executive Vice President	50%	25%	25%	50%	100%
Director of the Board, Senior Executive Officer	50%	25%	25%	50%	100%
Director of the Board, Executive Officer	50%	25%	25%	50%	100%
Independent Outside Director	100%	_	_	_	100%

<sup>\*</sup>The payment ratios will fluctuate due to changes in performance-linked compensation such as bonuses and stock-based compensation.

Total amount of compensation for each officer category, total amount of compensation, etc. by type, and number of eligible officers (FY2019)

	Total amount of	Total amou	Number of		
Officer category	compensation	Fixed	Performance-linked compensation		eligible officers
	(million yen)	compensation	Bonuses	Stock-based compensation	(persons)
Directors (excluding Independent Outside Directors)	654	286	211	155	14
Audit & Supervisory Board Members (excluding Independent Outside Audit & Supervisory Board Members)	52	52	_	_	3
Independent Outside Directors and Independent Outside Audit & Supervisory Board Members	69	69	-	_	6

# Policy and Process for Nomination of Directors and **Audit & Supervisory Board Members**

At Oji Holdings, the Fundamental Policies on Corporate Governance stipulate as a Director nomination policy that candidates be nominated for Directors who possess excellent character and insight and who may contribute to the sustainable growth as well as the increase of medium- to long-term corporate value of the Group and that candidates be appointed for Audit & Supervisory Board Members who are capable of executing the duties of Audit & Supervisory Board Members, and who possess excellent character and insight as well as high level of specialization and extensive experience.

#### **Process**

When nominating candidates for Directors, the Nomination Committee, an advisory body to the Board of Directors, deliberates and recommends to the Board of Directors. As for nomination of candidates for Audit & Supervisory Board Members, the Nomination Committee recommends to the Board of Directors with the consent of the Audit & Supervisory Board, following consultation with the Nomination Committee. The Nominating Committee consists of three Independent Outside Directors, the Chairman and the President, and the Board of Directors receives reporting from the Committee, deliberates and makes decisions.

#### Directors' Skill Map

The capabilities of our Directors are as follows:

Direct	tor	Corporate management	Finance and accounting	Manufacturing and technologies	Research and development	Sales and marketing	Personnel and labor management	Purchase and procurement	Internationality	ESG
Susumu Yajima			•						•	
Masatoshi Kaku		•		•	•					•
Yoshiki Koseki		•		•						•
Ryuichi Kisaka		•					•			•
Kazuhiko Kamada	l	•				•			•	
Hiroyuki Isono		•	•						•	
Koichi Ishida		•		•						•
Fumio Shindo		•		•				•		
Shigeki Aoki	(Newly appointed)	•				•	•			
Michihiro Nara	Independent Outside Director									
Toshihisa Takata	Independent Outside Director								•	
Sachiko Ai	Independent Outside Director (Newly appointed)	•								•

# **Independent Outside Officers**

Status of Activities by and Reason for Appointment of Independent Outside Officers

There are three Independent Outside Directors and three Independent Outside Audit & Supervisory Board Members at Oij Holdings. All Independent Outside Officers attend Board of Directors meetings, and the briefings that are held twice each month in principle and are conducted by the Director responsible for the Corporate Governance Division regarding Management Meeting agendas and planned Board of Directors deliberation matters. In addition, the three Independent Outside Directors make up the Nomination Committee and the Compensation Committee.

Persons with highly specialized and wide-ranging knowledge who are able to express opinions that are independent from management and from the perspectives of various stakeholders are selected as Independent Outside Director candidates, and persons with excellent character and insight, a high level of specialization, and extensive experience are selected as Independent Outside Audit & Supervisory Board Member candidates.

#### ■ Main Activities of Independent Outside Officers in FY2019

Category	Name	Attendance at Board of Directors meetings	Attendance at Audit & Supervisory Board meetings	Statements at Meetings
Independent Outside Director	Michihiro Nara	Attended 14 of 15 meetings (93.3%)	-	Makes statements from a professional perspective based on extensive experience and wide-ranging knowledge as an attorney.
Independent Outside Director	Toshihisa Takata	Attended 10 of 10 meetings (100%)	_	Makes statements based on extensive experience and wide-ranging knowledge as a diplomat.
Independent Outside Director	Sachiko Ai (Took office in June 2020)	_	-	-
Independent Outside Audit & Supervisory Board Member	Makoto Katsura	Attended 14 of 15 meetings (93.3%)	Attended 14 of 14 meetings (100%)	Makes statements based on extensive experience and wide-ranging knowledge as a diplomat.
Independent Outside Audit & Supervisory Board Member	Mikinao Kitada	Attended 15 of 15 meetings (100%)	Attended 14 of 14 meetings (100%)	Makes statements based on extensive experience and wide-ranging knowledge as a prosecutor and attorney.
Independent Outside Audit & Supervisory Board Member	Norio Henmi	Attended 13 of 15 meetings (86.7%)	Attended 14 of 14 meetings (100%)	Makes statements from a professional perspective based on extensive experience and wide-ranging knowledge as an attorney.

<sup>\*</sup>With regard to Director Toshihisa Takata, only Board of Directors meetings held after he took office on June 27, 2019 are considered.

#### Effectiveness Evaluation of the Board of Directors

The Fundamental Policies on Corporate Governance stipulates that the Board of Directors shall conduct analysis and evaluation of the effectiveness of the Board of Directors every year, and take required measures to ensure the effectiveness of the Board of Directors as a whole as well as disclose an overview of the findings. In order to evaluate the effectiveness of the Board of Directors, we conduct a survey on the role, structure, and operation of the Board of Directors from April to May every year for all Directors and Audit & Supervisory Board Members. The evaluation findings will be analyzed by the Compensation Committee, in which Independent Outside Directors participate, and then deliberated by the Board of Directors based on the analysis results.

In the past, we recognized issues such as room for improvement in the structure of the Board of Directors, which places importance on diversity, and decided to implement countermeasures.

An overview of the findings in the analysis and evaluation of the Board of Directors of FY2019 conducted in and after April 2020 has been disclosed separately in the Corporate Governance Report.

#### Policy for Strategic Shareholding

The Oji Group strategically holds shares that are expected to contribute to the sustainable growth of the Group and the improvement of corporate value over the medium to long term as part of its management strategy for the purpose of business alliances and strengthening and maintenance of long-term and stable relationships with business partners. The Board of Directors specifically examines every year whether the purpose of strategic shareholding is appropriate and whether the benefits and risks associated with strategic shareholding are commensurate with the cost of capital to verify the appropriateness of the holding. We sell shares properly and appropriately if the rationality for holding them has diminished to reduce strategic shareholding.

Under the risk management structure developed and supervised by the Board of Directors, the Oji Group has established the Group Risk Management Regulations, and the Corporate Governance Division manages the risks common to the overall Group in a centralized manner. A responsible officer and division are assigned for each type of risk, enabling management to be informed of the risk and to respond quickly and appropriately.

In response to the rapid expansion of the areas where we operate businesses, we will reinforce our risk management structure globally to ensure business continuity and the steady development of our businesses.

# **Risk Management Structure**

The Oji Group has identified Group-wide and business line risks within the execution of business by categorizing risks in all of the assets it owns, both tangible and intangible, in accordance with the Group Risk Management Regulations, as shown below. Responses to risks are implemented by the responsible management and support departments.

The Board of Directors supervises the enhancement and implementation of risk management. When a new risk occurs, the Board of Directors makes a decision after deliberations within the Group Management Meeting.

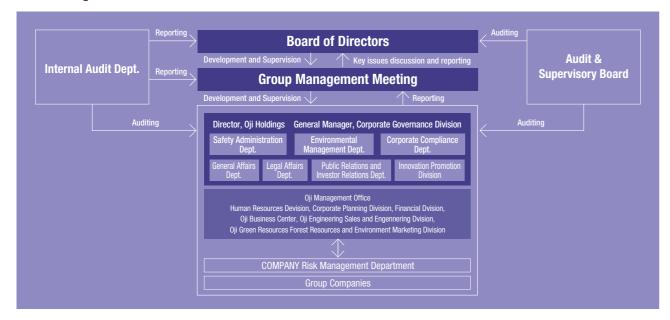
The Director and the General Manager of the Corporate Governance Division is responsible for the risk management of the Oji Group. The Corporate Governance Division works to ensure the effectiveness of the risk management of the overall Group.

Group-Wide Risks Business Line

Disaster risks, occupational accident risks, information system risks, cyber security risks, product liability risks, intellectual property risks, environmental risks

Employment and personnel risks, risks of misconduct and criminal conduct internally and externally, legal risks, risks concerning information leaks, production safety risks, production facility risks, raw materials purchasing risks, and others

#### ■Risk Management Structure



# **Emergency Response**

To ensure a prompt initial response to emergencies, the Oji Group has established a system for reporting and collecting information around the clock.

In the event of a serious incident to be addressed by the overall Group, we establish the Group emergency headquarters to confirm the safety of employees, check the damage suffered, and take prompt measures to continue supplying products to our customers.

In addition, we constantly review and improve our crisis response system through training on the establishment of Group emergency headquarters and the inspection and maintenance of necessary facilities, equipment, and other items, in our efforts to maintain and improve our initial response capability.

#### **Risk Assessment**

#### Risk Assessment of New Businesses

The Oji Group screens investments and loans, such as those for new businesses and projects, not only by examining economic aspects but also from the viewpoint of ESG (environment, social, governance) by following the Oji Group Corporate Code of Conduct, the Oji Group Behavior Standard, the Oji Group Partnership Procurement Policy, and other criteria.

#### Risk Assessment of Existing Businesses

Existing businesses and projects are subject to regular audits by the Internal Audit Department, Safety Administration Department, and Environmental Management Department. Where a risk is found, guidance for improvement is provided and shared across the Group.

Occupational Safety and Health	We conduct risk assessment by confirming our safety and health policies, objectives, and management structure, the occurrence of occupational accidents resulting in incapacity for work lasting at least one day, including accidents resulting in deaths or serious injuries, and countermeasures taken against such injuries, daily safety and health activities such as safety patrols and safety training, and safety of machines, equipment, chemicals, work environment, work methods, and others, not to mention the status of compliance with laws and regulations related to safety and health.
Water	To assess and identify water-related risk, we use WRI Aqueduct'and conduct due diligence on precipitation, drought, water disasters, water-related laws and regulations, and other elements of the area where we plan to launch a new project or business.  *Global maps and information indicating status of water risks in each region announced by the World Resources Institute (WRI)
Biodiversity	In the planning phase of a new business or M&A, we collect information by meeting with local governments and environmental NGOs of the respective areas, and assess biodiversity risk.
Human Rights	We conduct risk assessment to see whether consideration is given to basic human rights and check for elements that have a negative impact on human rights, with a special focus on child labor, labor management, the rights of indigenous people, labor-management relationships, and other factors.
Anti-Corruption	We conduct risk assessment of our business partners as well as our agents to confirm that they do not engage in any bribery, illegal trade, or misconduct.

#### Practicing the Oji Group Partnership Procurement Policy

We request our raw material suppliers all over the world to implement the Oji Group Partnership Procurement Policy and monitor them to reduce risks associated with the environment, human rights, and occupational safety.

# **Measures for Information Security**

The Oji Group positions various information obtained during its business activities as important assets required for business continuity. In FY2019, with the aim of strengthening our response to the ever-evolving IT environment, we established the Group Information System Usage and Risk Management Regulations, which have undergone a major overhaul, to reinforce our ability to prevent leakage of confidential information and prepare for cyber attacks and disasters.

The Oji Business Center, as a department that oversees our information system risk management, regularly audits the compliance status across the Group and reports the results to the Group Management Meeting. In addition, to educate employees, we regularly perform educational activities in Company Newsletter and provide e-mail training utilizing external experts to deal with phishing e-mails that are becoming more sophisticated every day.

In terms of facilities, we are building a backup system for internal servers in external data centers as part of our BCP.

■Information Security Structural Diagram



Going forward, we will work to make sure that these measures will take hold and at the same time implement them at overseas group companies to further strengthen our efforts to improve information security.

What the Oji Grou

Business Strategy

nagement Strategy

# About the Oji Group

# The Oji Group's BCP Initiatives

The Oii Group has implemented the following initiatives to handle business continuity risks, such as natural disasters and accidents.

#### Establishment of a Business Continuity Plan (BCP) and Business Continuity Management (BCM) Systems

At the Oji Group, we engage in business continuity management (BCM) by having each COMPANY formulate a business continuity plan (BCP) and review it as necessary.

We constantly review and improve our crisis response system through training on the establishment of Group emergency headquarters and the inspection and maintenance of necessary facilities, equipment, and other items, in our efforts to maintain and improve our initial response capability.

**Emergency Response** 

To ensure a prompt initial response to emergencies, the Oji Group has established a system for reporting and collecting information around the clock

In the event of a serious incident to be addressed by the overall Group, we establish the Group emergency headquarters to confirm the safety of employees, check the damage suffered, and take prompt measures to continue supplying products

With the safety of employees as our highest priority, we implement measures that enable employees to suspend outings and outdoor works, postpone attendance at work, leave work early, or avoid returning home in cases where it would be

#### **Building a Group Disaster Control System**

We have established the Group Disaster Control Office as a permanent organization and formulated rules on the reporting of disaster and accident information, thereby establishing a system for obtaining the latest information promptly. We also share information about the causes of disasters and accidents, and other information across the Group, and work to minimize damage.

Earthquake Countermeasures

The Group is progressively implementing countermeasures, after conducting earthquake resistance sur-

<u>Ts</u>unami Countermeasures

To prepare for tsunami, the Group has obtained hazard maps from local governments and identified and secured safe areas inside buildings (by indicating altitudes, evacuation areas, and other information).

Fire Countermeasures

Voluntary inspections are conducted at each business site and disaster control inspections are conducted as preventive initiatives.

Emergency Supplies

Water, food, and other items are stockpiled at each business site in preparation for emergencies.

#### Implementation of Regular Safety Confirmation Training and Comprehensive Disaster Drills

We conduct nationwide safety confirmation training twice a year, thereby maintaining a system that places maximum priority on human life. In addition, a comprehensive disaster drill is conducted regularly at each business location.

# The Oji Group's Initiatives During the COVID-19 Pandemic

COVID-19 has spread around the world since February 2020. At the Oji Group, while taking careful precautions to prevent infection, we have continued production amid the COVID-19 crisis, in order to maintain supply of the many products that play a vital part in maintaining everyday life, such as tissue paper, toilet rolls, face masks, non-woven fabric and other hygiene materials, as well as the corrugated containers that support logistics services, folding carton products, and the newsprint that conveys information.

#### **Employee Safety, and Engagement with Business Partners and Local Communities**

- 1. Establishment of the Emergency Headquarters
- Medical response in the event of infection, establishment and dissemination of new work rule of any infected individuals and systems of communications within the Group
- Review of working arrangements [Back-office divisions] Introduction of working at home (Implementation of measures to enhance and strengthen the network environment)
- Commuting outside peak hours, utilization of flex-time [Manufacturing and sales divisions] Change of work shifts
- 2. Supply of Goods to Prevent Infection
- New manufacture and supply of non-woven fabric face masks

Oji Nepia (increase production of non-woven fabric using existing facilities)

→ New Tac Kasei

(manufacture masks utilizing the existing cleanroom) Production volume: approx. 2 million masks per month Production commenced: June 2020



- New manufacture and supply of isolation gowns Oji Nepia (increase production of non-woven fabric using existing facilities)
- → domestic garment manufacturers Production volume: approx. 800 thousand gowns per month (non-woven fabric production volume: 80 t per month)
- Production commenced: June 2020

#### 3. Support for Students

- Interest-free loans to provisional hires (up to 1 million yen)
- Providing daily necessities, etc. (Oji Nepia products)



#### **Preparations Against Further Spread,** and Other Natural Disasters

The Oji Container Group has provided various corrugated container products, such as corrugated container beds, to evacuation centers, etc. for earthquakes, heavy rains, typhoons, and other natural disasters. The demand for partitions is also increasing, with the urgent requirement for measures that allow for the prevention of COVID-19 infection, and the Group is proposing solutions to national and local government authorities.



Reports of Initiatives at Domestic and Overseas Sites (As of June 1, 2020)

https://ojiholdings.disclosure.site/en/themes/172/



#### [Japan] Oji Management Office

The ceremony for new employees was held by widening of intervals between seats. Those who returned from overseas in March stayed home and watched a live stream of the ceremony. Training commenced the following day, with all the new employees engaging in e-learning and receiving lectures and training over the web conferencing platform.

#### [Japan] Chuetsu

To support restaurants facing hard times, we created a poster that shows people at a glance that the restaurant displaying it offers takeout services, and distributed copies of it free. To make it convenient to use, we created posters, point-of-purchase advertising and flyers in different sizes.

# [Malaysia] GSPP Holdings

A lockdown order has been in force since mid-March, and GSPP once stopped its operations at all the plants in Malaysia. We subsequently recommenced operations, limited to essential businesses for daily needs, and we are continuing to operate in accordance with tight restrictions. We are working as one to fulfill our social mission, slogan "Asseguramos a saúde e a providing containerboard and corrugated containers.

#### [India] Oji India Packaging

The world's largest nation-wide lockdown was implemented, and our company is continuing to operate with the minimum number of workers for essential products such as for medicines, medical supplies, and foods at two out of three plants in the north and west areas. During operations, we take special care to prevent infection by maintaining social distancing during work, checking the temperatures of the people who enter our premises, supplying face masks, sterilizing the workplaces, and other measures.

#### [Vietnam] Ojitex (Vietnam), United Packaging

The government restricted entry to the country in February and locked down cities in March. Ten strict restrictions were enacted, including a limitation on the number of workers per square meter. We continue to operate by meeting these requirements for continued operation through various measures.

#### [Germany] KANZAN Spezialpapiere

We thoroughly comply with social distancing and strict enforcement of hygiene guidance such as hand washing. Disinfection dispensers have been set up in all area and staff regularly disinfect door handles, control panels etc. Workplaces have been separated, home offices set up, and meetings are held via WEB conferencing tools. Visits to KANZAN, including mill tours, have been suspended, and shifts are changed without any contact.

#### [Brazil] Celulose Nipo-Brasileira S.A. (CENIBRA)

We have been designated essential while confirmed cases have been increasing in Brazil. Under a segurança na CENIBRA mesmo com COVID-19 (We ensure health and safety at CENIBRA even with COVID-19"), we've been daily working on the infection prevention by expanding working from home, having web conferences. twice-daily temperature checks and spraying the site.



CENIBRA's



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The Oji Group incorporated the principles on human rights, labor, the environment, and anticorruption of the United Nations Global Compact and established the Oji Group Corporate Code of Conduct and the Oji Group Behavior Standard, action guidelines for the Code, in 2004, but they were revised in this fiscal year to reflect the Management Philosophy and change of the business environment including the United Nations SDGs, to make them more in line with the demands of the times.

The Corporate Code of Conduct and the Behavior Standard have been translated into the respective languages of each country in which the Group has its business sites and are made known to all officers and employees that belong to the Group. All Oji Group officers and employees strive to comply with laws, regulations, and social norms based on an accurate understanding and practice of the Code of Conduct and Behavior Standard and to carry out compliance by promoting corporate activities based on high ethical standards that meet the trust and requirements of society.

# The Oji Group Corporate Code of Conduct

- I. We, the management and employees of the Oji Group, hereby adopt the Oji Group Corporate Code of Conduct, as detailed below, as guiding principles for corporate activities based on awareness of our responsibilities as a corporate citizen in international society, and on high ethical principles appropriate for an organization that enjoys the trust of society.
- We, the management and employees of the Oji Group, will always strive to implement this Code and to contribute to realization of the genuine enriched society.
- 1 Compliance with Laws and Regulations and Fair Business Activities
- 2 Developing a Rewarding Work Environment with Consideration for Safety and Health
- 3 Supply of Safe, Useful Products and Services
- 4 Addressing Environmental Issues
- 5 Contribution to the Realization of a Sustainable Society
- 6 Respect for Human Rights
- 7 Communication with Society and Participation in Social Contribution Activities
- 8 Coexistence with International Society
- 9 Promotion of Crisis Management

#### Direction that the Oji Group will take "Creation of Innovative Value" "Contribution to the Future and the World" "Harmony with Nature and Society" **Guidelines for Group companies** romotion of Corporate activities based on The Oji Group high ethical principles appropriate for an organization that enjoys the trust of society" Corporate Code of Conduct "Contribution to the genuine enriched Action guidelines for all managemen and employees of the Oii Group The Oji Group "Behavior standard to be adopted in the **Behavior Standard** daily activities in order to materialize the spirit of the Oji Group Corporate Code of

## The Oji Group Behavior Standard

- I. Toward the materialization of the spirit of the Oji Group Corporate Code of Conduct, the Oji Group Behavior Standard is adopted as a standard to be followed in the daily activities of all management and employees as a member of international society.
- II. All management and employees should recognize responsibility for following this Behavior Standard and must not violate it.
- 1 Compliance with Relevant Business Laws
- 2 Ensuring Safety in Business Activities
- 3 Practice of the Oji Group Environmental Charter
- 4 Acting with a Sensible Manner
- 5 Wholesome Relationship with Politics and Government
- 6 Severance of Relationships with Antisocial Groups and Organizations
- 7 Corporate Activities that Contribute to the Realization of a Sustainable Society
- 8 Coexistence with International society
- **9** Seeking a Relationship of Trust with Customers
- 10 Maintenance of an Honest, Wholesome Relationship with Business Partners

- **11** Compliance with Laws and Regulations Related to the Anti-monopoly Act and the Act Against Delay in Payment of Subcontract 21 Preparing for Various Risks such as Proceeds Etc., to Subcontractors
- **12** Prohibition of Unfair Competition
- 13 Proper Import/Export Management
- **14** Responsible Raw Material Procurement
- **15** Disclosure of Management Information
- 16 Prohibition of Insider Trading
- 17 Ensuring Safety and Health in the Workplace
- 18 Prohibition of Discrimination and Protection of Human Rights
- 19 Prohibition of Harassment

- 20 Fulfillment of Responsibilities and Self-Development
- Natural Disasters
- 22 Compliance with Company Rules
- 23 Appropriate Records and Accounting
- 24 Maintenance of Company Assets 25 Thorough Information Management
- **26** Appropriate Use of Information **Devices and Communication Means**
- 27 Prohibition of Conflicts of Interest
- **28** Prohibition of Private Political Activities, Etc. in the Workplace
- 29 Open Working Environment

The Corporate Compliance Department of Oii Holdings draws up policies and measures for promoting compliance in the entire group. It also formulates and reviews the Oji Group Corporate Code of Conduct and the Oji Group Behavior Standard and establishes internal whistleblowing systems and rules on anti-corruption. In addition, at domestic and overseas Group companies, compliance managers and compliance promotion leaders play a central role in promotion activities and work to instill compliance awareness throughout the Group.

# **Measures for Promoting Compliance**

#### **Activities for Raising Compliance Awareness**

Numerous opportunities are created for employees to acquire necessary knowledge including compliance training as part of rank-based training for newly-appointed managers and new employees as well as periodic internal training on themes that are common to all Group companies such as the Subcontract Proceeds Act, the Antimonopoly Act, and the prevention of bribery. Also, the Compliance News is issued every month to introduce current internal and external compliance topics, provide teaching materials in quiz format, explain the Oji Group Corporate Code of Conduct and Oji Group Behavior Standard, and inform employees about the whistleblowing system.



A compliance training session held in Shanghai for the Oji Group companies in China

#### **Anti-Corruption Initiatives**

Based on Principle 10 of the United Nations Global Compact-anti-corruption initiatives-the Oji Group Behavior Standard expressly provide for "wholesome relationships with politics and government" and "maintenance of honest, wholesome relationships with business partners" and prohibit corruption and bribery by requiring transparency with regard to political donations and prohibiting corrupt practices such as illegal contributions and donations as well as bribery. In order to materialize this, we have established Group Corruption Prevention Regulations and their guidelines relating to bribery (offering and accepting benefits) and perform regular checks through internal audits.

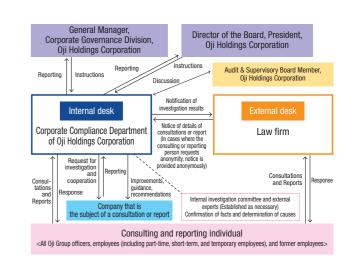
#### Revision of the Group Bribery Prevention Regulations (Revised in April 2020)

We have added a rule that prohibits accepting benefits (accepting entertainment, gifts, etc.) from business partners in principle, which might lead to suspicion of accepting bribery by the other party. Group Bribery and Corruption Prevention Regulations Group Bribery (Offering benefits) Prevention Regulations Group Bribery Acceptance and and guidelines relatin Corruption Prevention Regulations (Receiving benefits)

(and guidelines relating to receiving benefits

#### Whistleblowing System

The Oji Group operates the Business Ethics Helpline (illustrated in the diagram on the right) based on the Group Whistleblowing Regulations to provide all officers and employees (including part-time and short-term employees) the opportunity to consult and make reports with the aim of prevention or remediation through early discovery of violations of laws and regulations and misconduct. Whistleblowing desks are established both internally (in the Oji Holdings Corporate Compliance Department) and externally (a law firm) to discover early and correct violations of laws and regulations, human rights abuses such as harassment and discrimination, corrupt practices including bribery, and other misconduct. We also work to solve employees' daily concerns related to compliance.



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# Michihiro Nara

Special Roundtable Discussion

# Toshihisa Takata

Independent Outside Director

# Sachiko Ai

Independent Outside Director

With the aim of further enhancing its effectiveness. the Board of Directors was joined by a female Independent Outside Director this fiscal year, and now has three Independent Outside Directors with different areas of expertise. The three got together to discuss the current status of the Oji Group and its issues relating to the contribution to sustainable growth.



## Leveraging each knowledge to support the Oji Group's stable business backed by history and tradition, and its challenge of diversification

#### - The Oji Group's Distinctive Features, Strengths, and **Corporate Culture**



I have served as a Director of the Oji Group for six years. I feel that its business is exceptionally stable. By "stable," I do not only mean a large, long-estab-

lished organization; the word also refers to the Group's disposition to keep adapting to changes of the times while adhering to tradition. The fact that the Group knows well how to develop human resources, especially successors who will manage the Group in the future, is a tradition and a key factor to the stability.



The Oji Group is confident in its technological capabilities, backed by its history and tradition, and I get the impression that any new endeavor begins with

a careful and correct assessment based on a secure technological foundation. The Group's wide-ranging business domains also represent a strength in terms of its ability to adapt to changing economic situations.



The diversification and global expansion of its business took place ahead of other industry peers in a well-timed manner, and these initiatives are bearing

fruit now. It is my impression that the Oji Group is resilient and adaptable to changes in the business environment, with each of its businesses getting on track and taking root.

#### - The Role of Independent Outside Directors of the Board, and Their Own Missions



The Oji Group transitioned to a holding company structure in 2012. COMPANY Presidents perform their duties while at the same time supervising the

entire Group in their capacity as Directors. This is a tough part of managing a large organization. However, it is precisely this difficulty that underscores the roles of the Chairman and President as well as those of Outside Officers to supervise the Board of Directors by utilizing their respective expertise. Ms. Ai joined us as a new Independent Outside Director this year. This is not a mere addition to the Board; in terms

of diversity, it represents a tremendous transformation. In my capacity as an attorney, I intend to express my opinion clearly from an independent perspective encompassing comparison with other companies. In particular, further raising awareness of compliance and ensuring thorough practice across Group companies in Japan and overseas, is an issue of great importance.



I hope to be a "man who doubts common sense in a level-headed manner" fully mindful of my independent, outside standpoint. We are in an era

where conventional wisdom could be upended at any time. During my 40-plus years of service as a diplomat, I often encountered and overcame the difficulty of overseas crisis management. From the perspective of crisis management, the basic principle is to maximize preparation and minimize impact. It is actually best if preparatory measures prove unnecessary, but the balance here is extremely difficult. The Oji Group is working to raise its overseas sales ratio to 40%, and then to 50% or more as early as possible. In this context, I hope to help the Group achieve this goal steadily, calmly and patiently.



At the trust bank, I helped formulate the bank's management strategies and launched affiliates and other related companies in the business planning

division and provided financial/non-financial consulting services to corporate clients as the head of the corporate consulting division. Currently as the head of audit division, I support risk control to achieve the management plan and the targets. Different companies have different optimal corporate governance systems as they differ depending on the company's industry sector, scale, history and culture. I look forward to contributing to the Oji Group by providing some of the diverse perspectives, including one as a woman, drawing from the insight and experience I have cultivated through my career.

# Invigorating discussions through smooth collaboration of internal and external directors, and taking the challenge of envisioning and realizing the medium- to long-term future

#### - Assessment of the Effectiveness of the Board of Directors



Outside Officers attend a briefing twice a month: a briefing on Management Meeting agendas and a briefing on planned Board of Directors deliberation

matters. These briefings, both led by the Director responsible for the Corporate Governance Division, provide an opportunity for Outside Officers to exchange specific opinions with officers and general managers. However, in order to invigorate the Board of Directors meetings within the limited timeframe, it is important for Directors to be familiar with the content of previous discussions and officers' points of view. To this end, Oji Holdings needs to provide more opportunities for Directors from within and outside the Group to hold discussions head-on. Oji Holdings should also clarify the concepts of matters to be deliberated at the Board of Directors meetings, and narrow such matters down to huge investment projects and other important issues. These efforts will facilitate more wide-ranging, in-depth, detailed discussions.



It would be even better if there were more opportunities for free discussion and brainstorming from a medium- to long-term perspective, on issues such

as the Group's orientation, stance and concept, in addition to decision-making based on near-term situations.

#### - Operation of the Nomination Committee and Compensation Committee



The Nomination Committee and Compensation Committee, whose members are the Chairman, the President and Outside Directors, are kept small,

enabling frank and candid discussions. The Nomination Committee provides meticulous explanations on the background of Director nomination. This clearly shows the Oji Group's human resource strategy of carefully determining who to nominate and taking time to develop those nominated by putting them in competition.

#### — Utilizing the External Perspectives Required for **Harmony with Nature and Society**



The Oji Group is fortunate in that its businesses themselves contribute to a sustainable society. By publicizing this aspect of the Group from the perspective of SDGs, I believe that it will continue to be the choice of its stakeholders.



The promotion of diversity is especially important when addressing the changes in the environment. Moreover, demand for corrugated containers, face

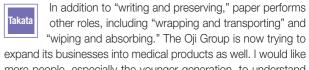
masks and paper towels is predicted to grow, and I think that now, more than ever, is the time to demonstrate the Oii Group's brand strength. The Group manages and maintains as much as 190,000 hectares of company-owned forests in Japan. This and other excellent non-financial aspects that the Group has to offer should also be proactively promoted.

#### — Message to Stakeholders



The Oji Group promotes "harmony with society" as part of its management philosophy. As a corporate group entrusted with valuable national assets such as forests and water resources, I would like to see it build relationships of prosperous co-existence with all its stake-

holders. Developing Oji, and developing together with Oji: I hope for affiliation with all stakeholders based on this medium- to long-term perspective.



more people, especially the younger generation, to understand that paper manufacturing is certainly not a declining industry, but is in fact an industry that can contribute to a sustainable society. The stakeholders should look forward to the Oji



Group's broad business development, centering on forest resources, and to the Group's next moves unfettered by business domain in line with its slogan "Be-

yond the Boundaries."

Material issues (ESG)	Qualitative target	Key performance indicators (KPI) (Unless otherwise specified, until 2030)	Current value*1 (Unless otherwise specified, as of the end of March 2020)	Major initiatives	Value provided to society	Corresponding SDGs	Reference pages
Mitigation and adaptation to climate change	Reduce GHG emission intensity accompanying product manufacturing Maintain and expand CO <sub>2</sub> absorption and fixation through sustainable forest management Promote the shift to non-fossil fuels  Use energy efficiently	<ul> <li>Reduce by 10% from FY2013 (FY2020)</li> <li>Forest carbon stocks at least 170 million tons of CO<sub>2</sub> (estimated value)<sup>-2</sup></li> <li>Maintain and increase the non-fossil fuel utilization ratio<sup>-3</sup> (FY2020)</li> <li>Reduce energy consumption intensity by 1% from the previous year (FY2020)</li> </ul>	<ul> <li>9.6% reduction from FY2013</li> <li>Forest carbon stocks 121 million tons of CO<sub>2</sub></li> <li>68.1% (FY2018 result: 66.7%)</li> <li>0% from the previous year</li> </ul>	<ul> <li>Reduce GHG emissions intensity through improving production efficiency, saving energy, and utilizing renewable fuel and waste fuel</li> <li>Absorb and fix CO<sub>2</sub> through sustainable forest management</li> <li>Expanded use of non-fossil fuels and biomass fuels as alternatives to coal</li> <li>Develop biomass power generation business</li> <li>Develop eco-friendly products</li> </ul>	Mitigation of climate change     Increase in the ratio of renewable energy     Improvement in energy efficiency     Enhancement of eco-friendly technologies	7 sincer   9 sicon recent   12 sincer   13 cher   13 cher   13 cher   14 cher   15 che	pp. 79-81
Sustainable forest management	Maintain and expand overseas forest plantation     Increase forest certification acquisition rate	<ul> <li>400,000 ha of overseas forest plantations</li> <li>Increase the rate of overseas forest certification acquisition 4 (maintain the domestic rate at 100%)</li> </ul>	<ul> <li>250,000 ha of overseas forest plantations (130,000 ha of conservation forests)</li> <li>Forest certification acquisition rate of own production forests [Japan] 100% [Overseas] 94%</li> </ul>	<ul> <li>Sustainable forest management such as promotion of forest plantation and conservation of company-owned forests</li> <li>Maintain and expand the multi-functions of forests</li> </ul>	<ul> <li>Sustainable forest management</li> <li>Conservation of biodiversity and ecosystem</li> <li>Job creation</li> <li>Employment, education, and medical support</li> </ul>	6.6 8.7 14.2 15.3, 15.4, 15.5, 15.c	pp. 26-27 pp. 76-78
Responsible raw materials procurement	<ul> <li>Promote CSR procurement, taking into consideration the environment and society in accordance with the Oji Group Partnership Procurement Policy and the Wood Raw Material Procurement Guidelines</li> </ul>			<ul> <li>Central management for appropriate procurement of major raw materials</li> <li>Manage the supply chain thoroughly (appropriate procurement through supplier monitoring, risk assessment, securing various suppliers, etc.)</li> <li>Supply of FSC™ certified products (FSC™ C014119, etc.)</li> </ul>	Sustainable forest management     Responsible production and consumption forms     Protection of the rights of workers and reduction of environmental burdens throughout the entire supply chain	8 SERVICE OF THE PROPERTY OF T	p. 86
Stable supply of safe and secure products	Continue zero product liability accidents	<ul> <li>Zero product liability accidents (each fiscal year)</li> </ul>	<ul> <li>Zero product liability accidents (continued from 1998)</li> </ul>	<ul> <li>Stably supply own products</li> <li>Ensure safe quality design and management in compliance with relevant laws and regulations and stricter voluntary management standards</li> <li>Provide customers with information on safety of raw materials (chemicals, materials)</li> </ul>	Supply of safe and secure products     Reduction of environmental burdens     Dissemination of eco-friendly technologies to developing countries	9 territorion   12 territorio   17 territorio   17 territorio   18 territorio	p. 87
Reduction of environmental burden (air, water and waste)	Promote purification of wastewater and exhaust gases  Increase effective waste utilization ratios	Reduce emission intensity of substances of environmental concern in wastewater by 1% from the previous year (FY2020) Reduce S0x emissions in exhaust gases by 1% from the previous year Effective waste utilization ratios*5: Japan: At least 99%, Overseas: At least 95% (FY2020)	<ul> <li>BOD: 1.3%, COD: 3.2%, SS: 0.2%</li> <li>SOx: 8.3% reduction from the previous year</li> <li>Effective waste utilization ratios Japan: 98.4%, Overseas: 88.5%</li> </ul>	<ul> <li>Set voluntary management standards that are stricter than the environmental regulatory standards</li> <li>Purify wastewater and save emissions of chemical substances in exhaust</li> <li>Reduce and effectively use waste</li> <li>Develop eco-friendly products and biodegradable materials</li> </ul>	Safety and health     Reduction of air and water pollution	3 monaton 3 monaton 3 monaton 3 monaton 3 monaton 4 mona	pp. 82-83
Effective resource utilization	<ul> <li>Improve the recovered paper utilization ratio</li> <li>Reduce water intake intensity</li> </ul>	Recovered paper utilization ratio 6: At least 65% in Japan (FY2020)  Water intake intensity accompanying product manufacturing: Reduce by at least 1% from the previous year (FY2020)	<ul> <li>Recovered paper utilization ratio: 65.6%</li> <li>Water intake intensity: 2.1% increase from the previous year</li> </ul>	Forest recycling (Sustainable forest management)     Paper recycling (Improve the recovered paper utilization ratio)     Reduce water intake and improve water recycling     Expand the water treatment bussiness overseas	Mitigation of climate change     Reduction of waste     Contribution to the solution of the water shortage issue     Safe water supply	6 - HANDER 12 - HANDER 14 - HANDER 15 - HA	pp. 84-85
Respect for human rights	<ul> <li>Provide education and training in human rights</li> </ul>	<ul> <li>Percentage of target people who get education and training in human rights: 100%</li> </ul>		Formulate and implement the "Oji Group Corporate Code of Conduct," the "Oji Group Behavior Standard," and the "Oji Group Human Rights Policy"      Perform internal audits     Implement the whistleblowing system      Raise awareness of compliance and human rights through in-house training      Assess risks associated with supliers' respect for human rights	Respect for human rights	5.1,5.4, 5.5,5.c 8.8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	p. 88
Ensuring worksite safety and health	Zero fatal accidents      Reduce the lost time injury frequency rate (LTIFR)      Reinforce safety management systems, safety risk management systems, and safety education	<ul> <li>Zero fatal accidents (each fiscal year)</li> <li>Lost time injury frequency rate (LTIFR)<sup>7</sup> Reduce by 50% compared to FY2018 (0.89)</li> </ul>	<ul> <li>Number of fatal accidents: 1 (consolidated companies)</li> <li>Lost time injury frequency rate (LTIFR): 0.88 (consolidated companies, January 1 to December 31, 2019)</li> </ul>	Establish safety and health management structures and promote activities aimed for safety and health     Thoroughly ensure safety in the handling of machines and equipment and in other operations     Promote safety education (Introduce VR risk experience education, etc.)     Promote physical and mental well-being of employees     Create comfortable work environments     Respond to infectious diseases including COVID-19	Safety and health	8 RECEIVENS AND CONTROL OF THE PROPERTY OF T	pp. 89-91
Inclusion & diversity	Raise the percentage of female managers Raise the percentage of disabled employees	Percentage of female managers <sup>18</sup> : 5.5% [Japan] (End of March 2025) Percentage of disabled employees <sup>19</sup> : 2.3% [Japan] (June 2021)	Percentage of female managers: 3.5% [Japan] (16 0ji Group companies) Percentage of disabled employees: 2.0% [Japan] (June 2020)	Implement human resource strategies and develop human resources     Promote working style reforms     Promote diversity	Active participation of diverse human resources     Realization of innovation     Improvement in productivity	5 mar	pp. 92-94

Unless otherwise specified, Japanese and overseas consolidated companies

Forest carbon stocks (CO $_2$  tons) = Actual merchantable volume m $^3$  at end of FY  $\times$  Biomass expansion factor 1.7  $\times$  Wood density 0.5 BDT (bone dry ton)/m $^3$   $\times$  Carbon fraction of dry matter

\*3 Non-fossil fuel utilization ratio = Utilization ratio of fuels made from waste + Utilization ratio of renewable fuels

[Japan and overseas] Forest certification acquisition rate = Certification acquisition area (ha) ÷ own production forest areas (ha)

Effective waste utilization ratio = (Volume of waste generated - Volume of landfill waste) ÷ Volume of waste generated × 100

Recovered paper utilization ratio = Volume of recovered paper consumed ÷ Total volume of fiber raw materials consumed (total consumption of recovered paper, wood pulp, and other fiber raw materials)

\*7 (1) Covered period: January 1 to December 31

(2) The frequency rate is an indicator of the frequency of occupational accidents as the number of fatalities and injuries (fatal accidents and accidents resulting in at least one day of lost work) caused by occupational accidents per one million working hours.  $Lost time injury frequency \ rate \ (LTIFR) = (Number \ of \ occupational \ accident \ casualties \div Total \ working \ hours) \times 1,000,000$ 

(3) Total working hours are calculated based on the number of group company employees (regular employees and temporary/non-regular employees) as of the end of September every year, assuming the annual working hours per person is 2,000 hours.

(4) Unlike the figures in previous years, the frequency rate calculation of each year is adjusted retroactively to also include accidents at overseas group companies that are not determined to be at the level of accidents accompanied by injuries with lost work days in Japan.

 $\label{eq:percentage} \mbox{Percentage of female managers} = \mbox{Number of female managers} \div \mbox{Number of all managers}$ 

Percentage of disabled employees (employment rate) = Number of regular workers with physical or intellectual impairments or with mental illness ÷ Number of all regular workers (Workers with short working hours are counted as 0.5 workers and persons with severe disabilities are counted as two persons)

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The Oji Group works in concert under the direction and supervision of the Board of Directors to put into practice the basic policy of the Oji Group Environmental Charter.

## Oji Group Environmental Charter (established January 1997, revised June 2006)

#### **Basic Policy**

The Oji Group Environmental Charter requires the Oji Group to help create a truly enriched and sustainable society by developing business activities that harmonize with the environment from a global perspective. The Charter calls for the Oji Group to make autonomous efforts to achieve further environmental improvement, and aggressively drive its forest recycling, paper recycling, and global warming countermeasures forward.

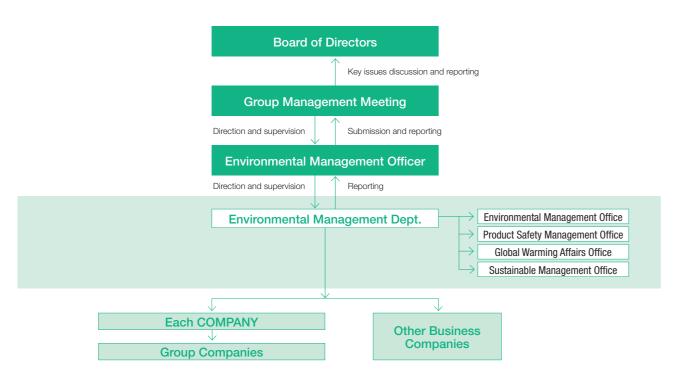
# **Environment Management Implementation Structures**

The Oji Holdings Environmental Management Department oversees and manages Group environmental governance and carries out environmental management.

The four subsidiary organizations of the Environmental Management Department identify Group-wide risks and opportunities in the areas of their responsibility. These organizations manage and mitigate risks by disseminating information to the Group via committees and other bodies for each risk affecting Each COMPANY, Group companies, and so on.

The Environmental Management Department oversees and manages these risks, reports on a monthly basis to an environmental management officer for environmental matters in general including climate change, biodiversity, and water resources, and submits and reports on issues to the Group Management Meeting twice a year. Additionally, risks that the environmental management officer determines to be significant are reported to the Board of Directors.

#### ■ Environment Management Implementation Structure Diagram



# **Progress in Environment Action Program**

Based on the policy of the Oji Group Environmental Charter, we are working on the "Environment Action Program 2020" with FY2013 being the base year and FY2020 being the target achievement year (established in 2015). We will continue to work toward the achievement of the targets in the final year.

Environment Action Program 2020, established in April 2015	FY2019 Results*1 and Activities, etc.
1 Ceaseless Efforts to Achieve a Zero-environmental Burden	
Zero-emission     Zero environmental incidents     Elimination of environmental incidents (violations of exceeding environmental regulatory standards)	Environment incidents (violations for exceeding environmental regulatory standards): 2 cases (10 cases in FY2013)  No penalties were imposed and no shutdown orders were given for regulatory violations  *Breakdown of violations in excess of environmental regulatory standards: Waste water: Total nitrogen; atmospheric: odor
Zero product liability incidents - Elimination of product liability incidents	Product liability incidents: Zero cases (none to date)
Promotion of effective utilization of wastes Reduction of wastes and promotion of effective utilization of wastes  Japan: Effective utilization rate of at least 99% in FY2020  Overseas: Effective utilization rate of at least 95% in FY2020	Japan: Effective waste utilization rate: 98.4% (96.6% in FY2013)  Overseas: Effective waste utilization rate: 88.5% (84.9% in FY2013)
Management of wastewater and exhaust gases with consideration of ecosystem  Compliance with environment-related laws/regulations, reduction of environmental load substances and management of wastewater and exhaust gases with consideration of ecosystem	Percent changes from FY2013 to FY2019 in emissions per net sales 2           BOD         COD         SS         SOx           Changes from FY2013         -9.7%         -12.4%         -11.5%         -26.3%
Reduction of greenhouse gases (GHG)  Promote energy conservation and fuel conversion, and reduce GHG emission intensity during product manufacturing by more than 10% in FY2020 compared to FY2013.	FY2020: Targeted an at least 10% reduction compared to FY2013 and achieved a reduction of 9.6%. (Target achievement rate: 96%)
Porest recycling / paper recycling Forest recycling	Rate of forest certification acquisition <b>Japan:</b> 100% (excluding profit-sharing forests) (FY2013: 100%) <b>Overseas:</b> 94% (FY2013: 71%)
Paper recycling - Promotion of paper collection and further expansion of recovered paper usage	Measures contributing to achieving the Japan Paper Association target of a 65% recovered paper utilization ratio: 65.6% recovered paper utilization ratio (62.7% in FY2013)
2 Responsible Raw Materials Procurement	
Wood raw materials and pulp  Procurement complying with laws/regulations and considering environment and society by means of third party audit	All traceability reports for procured chips and pulp underwent audit by a third party organization and no indications were made.
Raw materials (chemicals and materials)  Compliance with safety-related laws/regulations and appropriate management to follow voluntary standards	Zero violations of laws and regulations relating to raw material safety (none to date)
3 Sustainable Forest Management	
Sustainable forest management through the use of forest certifications  · Preservation of forests' multi-functions including conservation of biodiversity	Preserved and nurtured endangered and other species and continued implementation of forest conservation such as thinning as biodiversity preservation measures
Active promotion of lumber business - Contributions to recovery of the domestic forestry business and restoration of forests	The Group collaborated with a wide range of stakeholders both inside and outside the Group from mountain forestry workers in Japan to wood product users and supplies raw materials including lumber, plywood, paper, and biomass fuel.
Expansion of forest certified products  Expand forest certified products	Sales volume of forest certified products: 3,092,000 t (228,000 t in FY2013)
I Environmental performance data covers 113 consolidated Group companies involved	in production (285 business sites). The data collection period for both Japan and oversea

<sup>\*1</sup> Environmental performance data covers 113 consolidated Group companies involved in production (285 business sites). The data collection period for both Japan and overseas is in principle the fiscal year.

# **Next Environment Programs**

FY2020 is the final year for achieving the targets in the Environment Action Program 2020.

Until this year, we have formulated and worked on five-year targets. In September 2020, we established the "Environment Action Program 2030" with FY2030 being the target achievement year as a medium-term program to start new initiatives in FY2021 and the "Environmental Vision 2050," a 30-year long-term vision from now. The Environment Vision is composed with the main focus placed on "Net Zero Carbon," which is what the Oji Group aims for, and the "Environment Action Program 2030" is positioned as a milestone for achieving the "Environment Vision 2050."



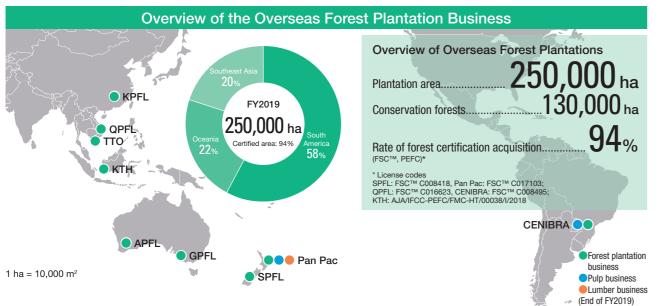
https://ojiholdings.disclosure.site/en/themes/89/

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<sup>\*2</sup> BOD: Biochemical oxygen demand, COD: Chemical oxygen demand, SS: Suspended solids, SOx: Sulfur oxides

The Oii Group maintains and manages a total of 440,000 hectares of production forests (an area twice the size of Tokyo), including 250,000 hectares of forest plantations overseas, and 190,000 hectares of company-owned forests in Japan. It is no exaggeration to say that forest resources are the foundation of the paper manufacturing industry. The stable supply of these resources as raw material for paper manufacturing and as fuel for biomass power generation is a central pillar of the Group's businesses. In the future, we also aim to provide a stable supply for wood fiber-derived new materials (pp. 34-36), such as the cellulose nano-fiber (CNF) and biomass plastic currently under development.

The Group spends approximately 11.0 billion yen annually for ongoing forest management in order to practice sustainable forest management.



The Oji Group owns 250,000 hectares of forest plantations, primarily in Brazil, New Zealand, and Southeast Asia. We mainly plant high-growth species, including hardwoods such as eucalyptus and acacia (harvestable in around 10 years), and softwoods such as radiata pine (harvestable in around 30 years). Our forest plantations in Brazil operate on a rotating basis, harvesting eucalyptus around every seven years.

# Overview of Company-Owned Forests in Japan

Company-owned forests in Japan

Forest certification acquisition rate For approximately 170,000 ha excluding

Total area... 190,000 ha For approximately 170,000 ha excluding profit-sharing forests

Forest certification acquisition rate....

SGEC-FM: JAFTA-002, JAFTA-008, JAFTA-012

The Oji Group owns around 190,000 hectares of forests in approximately 650 locations throughout Japan, extending from Hokkaido to Kyushu. We have obtained SGEC forest certification for all our company-owned forests, clearing stringent third-party standards, and engaging in sustainable forest management.

#### Oii's Forest Plantations in Figures The Oji Group's 440,000 hectares of forests is equivalent to around 510 million trees. Moreover, we planted around 28 million seedlings across an area of over 20,000 hectares in FY2019, one of the highest levels of planting in the world. (Reference: around 60 million seedlings were produced in total in Japan.) Area of company-owned forests Over **20,000** ha/year forests in Japan and in Japan and overseas forest overseas forest plantations Equivalent number of trees: 510 million **28** million per year Equivalent number of seedlings: equivalent to roughly 50% of the 60 million seedlings annually produced in Japan

The Oji Group began managing forests with an awareness of sustainability long before it became a requirement. The awareness is demonstrated in the words "those who use trees have the responsibility to plant trees." We established the Oil Group Environmental Charter in 1997, adopting sustainable forest management and "forest recycling," where trees are planted, grown, harvested and planted again, as its action guidelines.

We have 190,000 hectares of company-owned forests in Japan, and 380,000 hectares (of which forest plantations comprise 250,000 hectares) outside of Japan. We pride ourselves in engaging in appropriate forest management.

Last fiscal year, the Group established a new target: 400,000 hectares of forest plantations outside of Japan.

We are not only increasing our proprietary resources to ensure a stable supply of raw materials, but also engaging in appropriate management of plantation forests and conservation forests, utilizing forest certification as a tool to create, protect and grow forests for the next generation, that the whole world can be proud of.

Vice President, Forest Resources and Environment Marketing COMPANY Corporate Officer, Oji Holdings Corporation

Azumi Kawabe

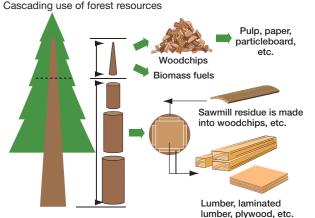
Forests are a reproducible and sustainable resource that can be planted, grown, harvested and re-planted. The Oji Group has developed cyclic forest resource businesses, and promotes the effective utilization of forests as a comprehensive forestry business group, in order to harness the full potential of the wood it harvests, leaving none to waste.

Growth



We have planted around 14,000 hectares of larch forests, primarily in Hokkaido. These will grow for approximately 40-60 years before harvesting. The larch is used in a variety of applications such as lumber, plywood, packaging materials, pallet materials, raw material for paper manufacture, and wood biomass fuel,

The first thinning is carried out around 10-15 years after planting. Sunlight penetrates into the dark interior of the forest, enriching the lower levels of vegetation and making the forest healthy. Thinning is carried out every 10-15 years thereafter.



Forest plantation trees are used for lumber, plywood, woodchips for paper manufacture, wood biomass fuel, etc. The lumber, laminated lumber, and the raw materials for plywood come from the thick part of the tree trunks. The sawmill residue from the production of lumber, and the tips of the trunks which cannot be used for lumber, are thoroughly utilized as woodchips for paper manufacturing or biomass fuel.



A stick or similar measure is used when planting seedlings to ensure that they are properly spaced.

Weeds that would inhibit the growth of the trees are kept cut back until the saplings reach a sufficient height.

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# Environment Conservation of Biodiversity



### **Initiatives for Conservation of Biodiversity**

The Oji Group engages in activities for protecting and nurturing endangered species, recovering ecosystems, and other activities in cooperation with governments, administrative authorities, environmental NPOs, academics, local residents, and other parties.

#### 1 Conservation Activity for Kiwi (Pan Pac / New Zealand)

Pan Pac Forest Products, an Oji Group company, conducts activities for protecting the kiwi, a rare bird species, in cooperation with the Ministry for the Environment of New Zealand, citizen volunteers, and other parties. For these activities, the company has designated land of an area of approximately 40 hectares as a kiwi sanctuary for protecting kiwi chicks. Chicks and eggs in the surrounding area are captured and collected, and chicks that are captured or hatched from the collected eggs are nurtured in the sanctuary before being returned to the wild.

In June 2019, Pan Pac was awarded Community Corporate Sponsor of the Year at a national kiwi conference held by Kiwis for kiwi, a kiwi protection organization.

#### 2 Sarufutsu Itou Conservation Activities (Sarufutsu company-owned forest in Hokkaido)

In 2009, Oji Holdings established the Sarufutsu Itou Conservation Council with a local NPO, administrative bodies, researchers, and others for the purpose of protecting the Japanese huchen, or the sea-run taimen (Hucho perryi), an endangered species that lives in the river zone of the Sarufutsu company-owned in Sarufutsu village, Hokkaido. An area of 2,600 hectares including the river zone was designated a conservation area, and conservation activities are conducted.

#### 3 Restoration of Ecosystems and Protection of Rare Species (CENIBRA / Brazil)

One of the largest overseas forest plantations of the Oji Group is owned by CENIBRA, which operates the eucalyptus plantation and pulp businesses in Brazil. CENIBRA owns and manages a 150,000 hectares forest plantation and 100,000 hectares forest reserve areas. In the forest reserve areas, in accordance with the Brazilian Forest Law, natural forests as well as steep slopes and areas around water sources such as wetlands are left unharvested to preserve biodiversity. In cases where natural forest in a forest reserve area is lost due to erosion, wildfire, or other such events, the company plants indigenous species of trees so that the environment can recover (restoration of natural forest).

Diverse wildlife species are observed in the forest plantation areas of CENIBRA. The symbol of the company's biodiversity initiatives is the Macedonia Farm, a 560-hectare area that is registered as a natural forest reserve (RPPN'). In this forest, the company has been engaged in activities for breeding the Mutum (a relative of the curassow), an endangered bird species, and returning them to the wild, jointly with an NPO since 1990. CENIBRA also provides environmental education related to forests and biodiversity to schools and local communities and conducts wide-ranging monitoring surveys of flora, fauna, and water resources in the forest on a regular basis.

\* RPPN: Reserva Particular do Patrimônio Natural

#### 4 Conservation Activity for the Fairy Pitta (Koyagauchi company-owned forest in Kochi Prefecture)

The fairy pitta is a migratory bird with multiple body colors and a body length of around 20 centimeters. It is listed as a class IB endangered species on the Red List of the Ministry of the Environment.

In August 2016, Oji Holdings concluded an agreement to protect the fairy pitta with the Ecosystem Trust Society at the 260 hectares of company-owned forest, which is adjacent to the fairy pitta sanctuary of the organization.

# Mitigation of and Adaptation to Climate Change

## Disclosure of Information Related to Climate Change (response to TCFD)

We recognize that it is important to understand the risks and opportunities associated with climate change, formulate strategies, and manage them in order to continue our business and achieve sustainable growth. We are making efforts toward disclosure based on the TCFD recommendations.

\* Task Force on Climate-related Financial Disclosures

A task force led by the private sector that encourages companies to disclose climate-related financial information to help investors to make appropriate investment decisions

# Governance Pp.74

- At the Board of Directors chaired by the Representative Director, business risks and opportunities including those with environmental aspects (such as climate change) are reported (once a year).
- Corporate Governance Division and companies in charge, which oversee and manage business risks including climate change, analyze medium- to long-term issues of risks and opportunities, whereby formulating and promoting countermeasures.

#### **Risks and Opportunities of Climate Change**

		Risks	Time frame
Transition risks	Policies, laws and regulations	An increase in costs due to strengthening and introduction of carbon tax, introduction of an emissions trading system, etc.	Medium- to long-term
*Assuming a transition to a carbon-free society *Risks that arise primarily in the 2°C	Technologies	<ul> <li>Loss of opportunities, an increase in cost, and a decline in profitability due to delay in technological development</li> </ul>	Medium- to long-term
scenario	Markets, reputations	Impact on sales due to changes in evaluation of attitudes towards climate change	Short- to long-term
Physical risks *Assuming insignificant progress in a transition to a carbon-free society and	Acute	<ul> <li>Partial loss of forest assets due to intensified abnormal weather (forest fire, heavy rain)</li> <li>Business stagnation due to natural disasters such as floods</li> </ul>	Medium- to long-term
frequently intensified abnormal weather *Risks that arise primarily in the 4°C scenario	Chronic	An increase in procurement costs for chips, pulp, etc. due to poor growth of tree as a result of abnormal weather	Medium- to long-term

	Opportunities
Products and services	<ul> <li>An increase in profits from new businesses that contribute to mitigation and adaptation to climate change</li> <li>An expansion of the market for products that contribute to response to natural disasters (corrugated container beds, hats for emergency evacuation made of paper, etc.)</li> </ul>
Markets	<ul> <li>An increase in business opportunities due to changes in market evaluation of products derived from natural materials (wood)</li> <li>An increase in value of company-owned forests through trading carbon credits obtained for the carbon absorbed by the forests</li> </ul>

## How to Identify, Assess, and Manage Climate-related Risks

Corporate Governance Division and companies in charge oversee and manage the possibilities (risks) and opportunities that may cause uncertainty and economic loss in the business activities of the Oji Group. The risks and opportunities examined by each business division are classified and organized into categories such as climate change, pandemics, laws and regulations, and used by each business division to improve their business activities based on assessment of the impact on management and business activities over the medium- to long-term as well as discussion of countermeasures.

#### Strategies, Indicators, and Targets

As a leading company in the paper industry, we will contribute to the mitigation and adaptation to climate change through reduction of environmental burdens of our current businesses, products such as corrugated container beds that contribute to response to natural disasters, and development of new materials and new businesses. In particular, as a company that owns the largest amount of forest resources in Japan, we will put a lot of effort into CO<sub>2</sub> absorption, development of new materials derived from wood fiber components that are friendly to the global environment, water treatment business and biomass power generation business that apply paper manufacturing technology.

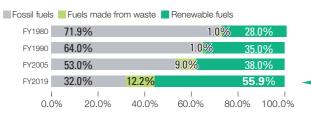
As the climate change issue becomes more serious, we recognize that reducing GHG emissions is an urgent issue and are working to reduce GHG emissions by conserving energy and utilizing non-fossil fuels (renewable fuels and fuels made from waste).

#### **Efforts to Reduce GHG Emissions**

#### **Use of Non-Fossil Fuels**

The Oji Group has been encouraging to reduce fossil fuel ratio by using black liquor\*2, renewable fuels\*1 such as wood residue, bark, and fuels made from waste such as RPF\*3. Renewable fuels accounted for 55.9% in FY2019.

Changes in Fuel Composition Ratio



- \*1 Renewable fuels: Organic energy and resources derived from renewable biological sources (such as wood) except for fossil resources
- \*2 Black liquor (black vegetative waste fluid): Black vegetative waste fluid that remains after removing wood fibers in woodchips in the process of making pulp from woodchips (kraft pulping process). Its components include lignin and hemicellulose.
- \*3 RPF (Refuse paper and plastic fuels): A type of waste-derived fuels (WDF). It is a solid fuel made from refuse paper and plastics. It has been attracting attention as a method of thermal recycling of wastes including plastics and paper that is difficult to recycle.

Renewable fuel ratio: Japan's target for renewable energy ratio by 2030: **22**-24%

In the Energy Business utilizing renewable fuels, we sold 942 million kW/year of electricity in FY2019 through biomass power generation and hydroelectric power generation whose facilities were renovated. This amount of sold electricity contributed to the reduction of GHG emissions of 433 thousand ton-CO<sub>2</sub> to be emitted by other electric power companies.

Biomass power plant (Oji Green Energy Nichinan/Miyazaki Prefecture)

**Reduction of GHG emissions** through the Energy Business\*4

433 thousand t-CO<sub>2</sub>

\*4 Estimated value using the electricity emission factor of 0.462 t-CO<sub>2</sub>/MWh (Emission factor by electric power company, announced by the Ministry of the Environment on January 7.

#### **Reduction of Energy** Consumption

The Oji Group has positioned energy conservation measures as a crucial topic and takes continuous measures to address it. Conserving energy is important not only because it reduces energy costs, but also as a part of fulfilling our corporate social responsibility to undertake environmental measures.

Going forward, the entire Group will continue to make efforts toward thorough energy conservation and production efficiency improvement.

#### Energy Consumption<sup>★</sup> and Intensity

Consumption (kL oile) (crude oil equivalent) Consumption per unit of net sales



The Oji Group Energy consumption\*5 **Compared to FY2018** 

- ★ A star mark indicates that FY2019 figure for energy consumption has been assured by KPMG AZSA Sustainability Co., Ltd.
- \*5 Energy consumption in conjunction with the manufacture of products is calculated excluding the following energy use.
- (1) Business sites of consolidated companies are included in the total, but nonproduction sites (primarily the main building, sales offices, and other sites that perform managerial and administrative work and sites where GHG and environment impact are extremely low) are excluded.
- (2) Consumption relating to the electric power business (supply of electricity or heat to other companies) and transport by Group-owned vehicles is
- (3) Energy relating to the supply of electric power or heat to other party is excluded from fossil fuel and non-fossil fuel derived energy. (4) Unit calorific values are calculated by using the following laws and international standards.
- Japan: Act on Rationalizing Energy Use and Act on Promotion of Global Warming Countermeasures
- Overseas: IPCC 2006 Guidelines for National Greenhouse Gas Inventories
- (5) Since unit calorific values for non-fossil fuels emphasize comparability to reduction targets, the factors set in the FY2013 reporting are used.

# **GHG** Emissions by the Oii

The Japanese government's target of reducing GHG emissions by 26% in FY2030 compared to FY2013 is equivalent The reduction rate of GHG ucts, which was formulated based on that target, was -9.6% compared to the base year of FY2013, resulting in a target achievement rate of 96% of the FY2020 target.

# to a 10% reduction in FY2020. emissions per ton of prod-

GHG emissions volume\*6★



- \*6 Scone 1: Direct emissions including fuel combustion, electric power business transportation by Group-owned vehicles, etc.
- Scope 2: Indirect emissions of purchased energy such as electricity and steam

#### **Measures in the Logistic Division**

In April 2020, we completed replacement of three vessels dedicated to the Tomakomai-Shinagawa route with new vessels with the latest energy-conserving functions incorporated. As a result, fuel consumption has decreased, achieving energy conservation of 43.9% per loaded vehicle (comparison on a full-ship basis).

Oji Rikuun, which is in charge of land transportation, has obtained Green Management Certification at all of its 15 business offices. We have been working on reduction of environmental burden through increasing the usage rate of recycled tires and providing training on eco-driving more in depth.

Going forward, based on the Oii Group White Logistics Declaration (p. 55), we will work on reduction of environmental burdens through improving our logistics, such as promoting the modal shift and improving delivery efficiency.

#### **Efforts to Disclose More Climate-related** Information

As a effort to disclose more climate-related information, the Oji Group is working to grasp not only GHG emissions accompanying product manufacturing, but also GHG emissions accompanying raw material manufacturing and logistics.

#### GHG emission intensity accompanying product manufacturing

GHG emissions intensity (t-CO<sub>2</sub>e/production t)



2013 (Base year) 2015 2016 2017 2018 2019

The Oii Group **GHG** emission intensity

**Compared to** the base year

- ★ A star mark indicates that EY2019 figures for GHG emission volume have been assured by KPMG AZSA Sustainability Co., Ltd.
- (1) Business sites of consolidated companies are included in the total, but nonproduction sites (primarily the main building sales offices and other sites that perform managerial and administrative work and sites where GHG and environment impact are extremely low) are excluded.
- (2) Emissions relating to the electric power business (supply of electricity or heat to other companies) and transport by Group-owned vehicles are included.

2020 (FY)

- (3) Emissions of carbon dioxide (CO<sub>2</sub>) generated in conjunction with the use of fossil fuels do not include emissions relating to the supply of electric power or heat to other companies. (4) Unit calorific value and emissions factors are calculated by using the following laws and international
- Japan: Act on Rationalizing Energy Use (Energy Conservation Act), Act on Promotion of Global Warming
- Countermeasures (Global Warming Act), and base emissions factors of individual electric power
- Overseas: IPCC 2006 Guidelines for National Greenhouse Gas Inventories IEA CO2 emission factors by country in 2010
- (5) Emissions from fuels derived from biomass (black liquor, wood, etc.) that are subject to the Global Warming
- Act are calculated.
- (6) Since unit calorific values for non-fossil fuels emphasize comparability to reduction targets, the factors set



**Energy conserving rate** by replacing vessels with new ones

43.9%

### The Oji Group

GHG emissions in upstream and downstream logistics\*7

Compared to FY2018 -(FY2019: 362 thousand t-CO2e)

\*7 Total value of SCOPE 3 Category 4 (GHG emissions accompanying transportation of raw materials) and Category 9 (GHG emissions accompanying transportation of products)

#### The Oji Group

GHG emissions accompanying raw material manufacturing\*8

Compared to FY2018 (FY2019: 3,766 thousand t-CO₂e)\*

- \*8 SCOPE 3 Category 1 (GHG emissions relating to purchased goods and services)
- For emission intensities, we have referred to the "Emission intensity database for calculation of GHG emissions by organizations throughout the supply chain (ver. 2.6)" and the "CO2 equivalents common intensity database (ver. 4.0)."
- ★ A star mark indicates that FY2019 figure has been assured by KPMG AZSA Sustainability Co., Ltd.

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The Oii Group recognizes that the reduction of environmental burdens and effective resource utilization are important tasks for achieving a sustainable society. The Group sets its own management values that are stricter than the regulatory values for waste water and exhaust gas, strives to strictly comply with laws and regulations, and promotes pre-

We are also working on effective utilization of resources, promoting effective use of water resources and waste.

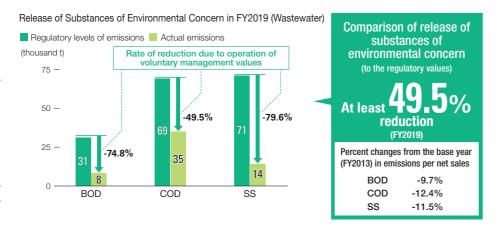
#### Reduction of Environmental Burden

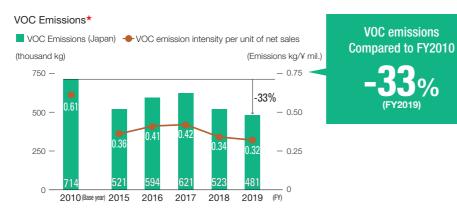
#### **Purification of Wastewater** and Exhaust Gases

We operate with our own management values that are stricter than the regulatory values to manage wastewater and exhaust gases.

For example, emissions of substances of environmental concern in wastewater have been reduced by at least 49.5% compared to the emissions in keeping with the regulatory values. We are working to purify the wastewater.

In terms of exhaust gases, we are working to reduce emissions of VOC (volatile organic compounds) to maintain them at or below their levels in FY2010, which is a guideline presented by the Japan Paper Association. In addition, we manage SOx (sulfur oxides) and other compounds using our own management values.





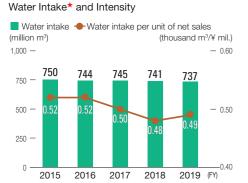
S0x: FY2019 vs. base year (FY2013) **Reduction rate of** emissions per net sales:

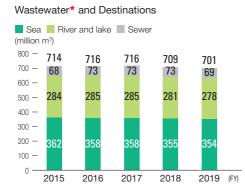
- ★ A star mark indicates that FY2019 figure has been assured by KPMG AZSA Sustainability Co., Ltd. (1) Domestic Group companies subject to Japanese pollutant release and transfer register (PRTR) law
- (2) Of the substances subject to PRTR law, those corresponding to the 100 types of VOC indicated by the Ministry of the Environment based on the Air Pollution Control Act have been included.
- (3) Intensity is the volume of VOCs generated divided by net sales.

## **Resource Utilization (Water Resources)**

#### **Water Intake and Wastewater**

Water resources used in manufacturing processes are then purified. We return 95% of our water intake to rivers, oceans, etc.





## water intake At least 95% We purify the water we use and release 95% back into oceans and rivers, etc Water intake (million m³) 737 Wastewater (million m³) 701 Consumption (million m³) 36 ★ A star mark indicates that FY2019 figures for wastewater have been assured by KPMG AZSA Sustainability Co., Ltd. Business sites of consolidated companies are included in the total, but nonproduction sites are excluded

(2) Intensity is the volume of water intake divided

Wastewater compared to

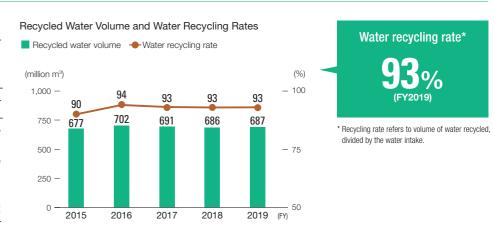
# Effective Utilization of Water through Reuse and Recycling

Paper and pulp businesses use a large amount of water in production processes. We work to prevent any wastage of water through our processes, while reusing water (through cascading processes) according to its quality and recycling water.

Wastewater generated by Jiangsu Oji Paper through manufacturing processes is treated and purified until it meets the regulatory levels for wastewater, then transferred to Nantong Nengda Water Co., Ltd. in Nantong Economic & Technological Development Zone, where it undergoes various treatment processes. All the resulting water is used as recycled water within the Economic & Technological Development Zone.

Recycled water is water of a quality between tap water and sewage, and is used for industrial purposes.

As a results of various initiatives the Oii Group achieved a water recycling rate of 93% in FY2019.





Compared to

#### **Effective Use of Waste**

#### **Effective Use of Waste**

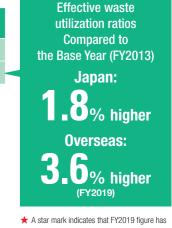
The effective waste utilization ratios were 1.8% higher than the base year (FY2013) in Japan, and 3.6% higher overseas.

We aim to achieve our targets for FY2020, by promoting the recovery and reuse of raw materials from water used in manufacturing processes, and by the effective utilization of ash left from burning fuel to generate the electricity and heat for manufacturing processes in applications such as roadbed materials.



Effective Waste Utilization Ratios

Base year



- been assured by KPMG AZSA Sustainability Co., Ltd.
- (1) Business sites of consolidated companies are included in the total, but nonproduction sites are excluded.
- (2) The volume of waste generated includes valuable materials (general waste is not

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Paper is essential in our day-to-day lives. It is used in a wide range of situations for various applications such as newspapers, notebooks, copy paper, tissues, toilet paper, corrugated containers, and packaging materials. Approximately 60 percent of the raw material used for these types of paper is recovered paper, and the remaining 40 percent comes from trees. The Oji Group is working on "paper recycling" for the purpose of sustainable use of resources and contribution to the environment.

# **Recovered Paper Use Results**

The Oji Group uses approximately 4.01 million tons of re-

\*1 Recovered paper utilization ratio

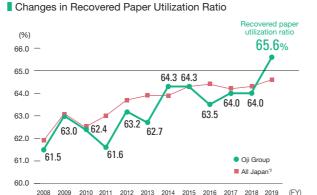
ber raw materials consumed

= Volume of recovered paper

consumed ÷ Total volume of fi-

(total consumption of recovered

paper, wood pulp, and other fi-



households

Collection of recovered paper from

part of the Environmental Action Plan of the Japan Paper

Association. We will continue to promote paper recovery

and engage in the further expansion of waste paper utili-

## \*2 All Japan: Paper Recycling Promotion Center

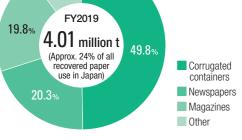
covered paper each year, the largest amount and about 24 percent of the 16.50 million tons of total recovered paper use in Japan. The breakdown of recovered paper use is as follows: about 50 percent old corrugated containers and about 20 percent each of old newspaper and old magazines. In addition, recovered paper utilization ratio<sup>1</sup> in FY2019 was 65.6 percent, an increase of 2.6 points in the past 10 years as a result of various efforts to use recovered paper as a resource.

The Oji Group has achieved the target of a recovered paper utilization ratio of 65 percent by FY2020, which is

#### 19.8% 4.01 million t

■ FY2019 Recovered Paper Use Results

10.1%



# Various Efforts to Promote the Use of Recovered paper

The Oji Group is working to promote various uses of recovered paper, such as thorough sorting of recovered paper at offices and mills within the group, a recovered paper wholesaler as a supplier, and an awareness campaign on paper recycling in cooperation with local residents and industry groups.

#### 1. Enhancing the quality of Recovered paper

The inclusion within recovered paper of specially processed paper and foreign substances that are not suitable as papermaking materials (collectively referred to as prohibited materials) is a cause of product problems. Accordingly, the Group cooperates with Paper Recycling Promotion Center and recovered paper whole saler, which play a central role in recovered paper logistics, engaging in initiatives such as awareness campaigns targeting households and businesses to eliminate prohibited materials included in recovered paper and strives to raise the recovered paper utilization ratio.

#### 2. Increasing the use of Recovered paper

- Use of difficult-to-process paper: The Group is installing purpose-built facilities to process paper tubes, laminated paper, and other difficult-to-process paper for use as a raw material.
- Use of confidential documents: In consideration of the maintenance of confidentiality and issues of information leaks, confidential documents were incinerated in the past, but the Group performs confidential dissolution processing in fully secure facilities for use as a raw material.



Difficult-to-process recovered paper



Confidential document processing facility (Oji Materia Edogawa Mill)

# Contributing to Paper Recycling amid a Shrinking International Recovered Paper Market

Around 80% of the recovered paper collected in Japan, including the corrugated containers that enter the country from overseas together with agricultural produce, electric appliances and other imported products, is used as raw material by Japanese paper manufacturers.

The remainder is exported. However, China, which has received 80% of these exports, decided to prohibit the import of recovered paper from the end of 2020, which makes us difficult to compensate for the drop in Chinese demand, either from within Japan, or through demand from other importing nations. It is feared that if present

#### Recovered Paper Demand in Japan



conditions persist, some of the recovered paper collected in Japan will end up as rubbish.

In this context, the Oji Group is undertaking the following initiatives to contribute to the maintenance and survival of recovered paper recycling systems.

- Increase the use of recovered paper through expanded exports of containerboard
- Expand recovered paper exports to overseas Group companies (GSPP in Malaysia)
- Set and maintain procurement prices with due consideration for recovery cost of recovered paper

#### Containerboard and Recovered Paper Exports



# Initiatives for Paper Recycling at Overseas Business Locations

#### **Use of Recovered Paper in Malaysia**

GSPP, a member of the Oji Group, consumed 330 thousand tons of recovered paper in 2019 for manufacturing corrugated containerboard.

Most were collected through domestic recovered paper franchise (recovered paper collecting and sorting bases) in alliance with GSPP, and the volume accounted for 15% of all recovered paper collected in Malaysia. GSPP is currently carrying out works to increase corrugated containerboard production capacity. Once this new capacity comes on line, GSPP is planning to increase imports of recovered paper, including Japan.

#### **Activities to Promote Paper Recycling in Malaysia**

GSPP is working to improve the quality of recovered paper in Malaysia, mainly with its domestic recovered paper franchise.

Moreover, GSPP is conducting awareness campaign targeting general public to further promote recovered paper recycling.

Photograph on the right below shows the sorting bins donated to welfare facilities by GSPP in conjunction with the Embassy of Japan in Malaysia.

Bins are designed to raise awareness of recycling by enabling separate disposal of paper, plastics and cloth.



Recovered paper at franchise



Recovered paper yard in GSPP



Quality check by GSPP on receipt



Donated sorting bins

The Oii Group is expanding and enhancing its CSR (Corporate Social Responsibility) procurement, which takes environmental and social factors into consideration when procuring raw materials. Specifically, the Group shares the Oji Group Partnership Procurement Policy with all its divisions involved in procurement, not only requesting the understanding of new suppliers before starting transactions, but also informing all existing suppliers of revised content at the time of revision, to fulfill its social responsibilities along the entire supply chain.

#### Partnership Procurement Policy

(established in 2007 and revised in 2012 and 2018\*)



ttps://ojiholdings.disclosure.site/en/themes/187/

We revised the Policy provisions relating to reducing GHG emissions, as well as climate change, management of water resources, protection of labor rights, etc., and requested our suppliers

#### **Wood Raw Material Procurement**

The Oji Group has established the Wood Raw Material Procurement Guidelines for the procurement of wood raw materials, our main raw material, and we implement a range of initiatives to practice responsible procurement based on these policies and guidelines.

#### Wood Raw Material Procurement Guidelines (Summary)

- (1) Expand procurement of wood from certified forests
- (2) Increase use of plantation trees
- (3) Utilize unused wood effectively
- (4) Verify that procurement is in compliance with laws, environmentally friendly, and socially responsible
  - 1. Implement monitoring of supplies
  - 2. Ensure raw material traceability
  - a) Production place of raw materials (place of logging, forest owner, differentiation between plantation wood and natural forests, etc.)
  - b) Forest management method (applicable forestry laws, regulations for forest management, etc.)
  - c) Acquisition status for forest certification
  - d) Avoidance of wood obtained through illegal logging
  - e) Avoidance of genetically modified (GMO) wood
  - f) Avoidance of logging in forests that are recognized publicly as forests with high conservation value
- g) Avoidance of raw materials associated with major social conflicts
- h) Adherence to protection of human rights and labor rights
- (5) Disclose information

# **Procurement of Raw Materials** (Chemicals and Materials)

The Group confirms the safety of raw materials (chemicals and materials) during the selection phase of procurement, through the following two systems.

#### **Pre-use Evaluation System**

When considering the use of a new raw material, the Oii Group conducts an assessment by checking laws and regulations, hazard information, and green procurement by major industry associations, etc. using proprietary preuse evaluation sheets and makes a determination whether the material can be used.

#### **Information Updating System**

Chemical substance management regimes are being strengthened in Japan and overseas, and accordingly, the Group regularly updates evaluation sheets and information by regularly evaluating raw materials in use and confirms their safety.

# **Supply Chain Management**

#### 1. Supply Chain Management Structure

The Forest Certification System Implementation Committee, headed by the Director responsible for raw material procurement, meets twice a year. It shares environmental and social issues related to the supply chain, discusses and implements improvement measures.

#### 2. Supplier Risk Assessment

The Oji Group has around 3,000 suppliers in Japan and overseas. As a first step, we implemented a survey of around 1,200 suppliers associated with the procurement of wood raw materials and recovered paper, our main raw materials, regarding compliance with our Procurement Policy. We are engaged in assessing supplier risk and providing feedback. We will progressively expand the scope of our risk assessment, and strive to mitigate risk.

#### Examples of Risk Assessment and **Monitoring of Wood Suppliers**

#### New suppliers

- New suppliers are selected if they are deemed low risk as a result of new supplier due diligence (risk assessment):
- a) Confirming supplier's general information in documents
- b) Conducting national and regional risk assessments based on the forest certification system, Corruption Perceptions Index (CPI), and deforestation rate in the country or region indicated by Food and Agriculture Organization of the United Nations (FAO)
- c) Checking suppliers for a certificate for compliance with legal regulations

## **Existing suppliers**

The Oji Group employees check information such as logging licenses, etc., verify sites (logging sites and forests), and monitor compliance with the Wood Raw Material Procurement Guidelines.





Interviewing a local supplier

Inspecting a forest with a local supplier

The Oii Group not only procures wood and other raw materials, but is also a supplier itself, selling paper and paperboard products produced by each of its Group companies to a diverse range of customers. For this reason, we have established systems to promptly provide documents to certify the lawfulness and traceability of wood raw materials whenever these are required by our customers.

## Confirmation of Traceability

Woodchip procurement volume in Japan in FY2019 was 4.83 million BDT (bone dry tons). The Group obtained a total of 1,105 traceability reports including 492 on the entire volume of domestic woodchips, 217 on imported woodchips covering all ships, and 396 on the entire volume of purchased pulp, verifying that the Group conducted procurement in accordance with the Wood Raw Material Procurement Guidelines.



A third-party audit report on traceability reports



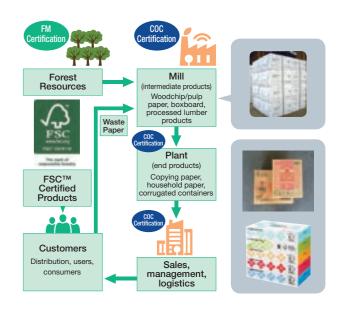
An ESC™ -FM certification audit QPFL (FSC™ C016623) Vietnam

# **Utilization of Forest Certification Programs**

The Oii Group also manufactures FSC™ certified products, the use of which indirectly contributes to preserving

These products use woodchips that meet FSC™ requirements. The Group has acquired FSC™-FM certification<sup>\*1</sup> for its overseas forest plantations and FSC™-CoC certification\*2 for its manufacturing and processing operations. Acquiring integrated certification from forests to converting plants enables the Group to offer a wide range of FSC™ certified products, from intermediate products to end products such as photocopying paper and paper for household use.

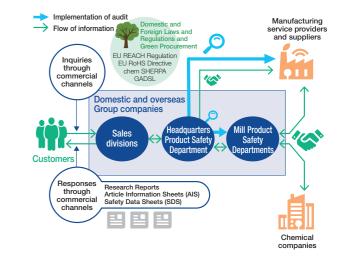
- \*1 FM certification: Confirmation of forest management
- \*2 CoC certification: Confirmation of management on processing and distribution of produced wood



#### **Provision of Information to Customers**

The Group responds to customer inquiries regarding the safety of the raw materials (chemicals and materials) we use, based on safety information for various raw materials verified using the pre-use evaluation system and the information updating system. Responses to customer inquiries are made using Research Reports, Article Information Sheets (AIS), Safety Data Sheets (SDS) and other documents.

Research Reports	Reports that respond to detailed individual inquiries by tracing back to the chemicals used
Article Information Sheets (AIS)	A document that summarizes laws and regulations relating to products and key handling points
Safety Data Sheets (SDS)	A document provided pursuant to laws and regulations concerning special products that contain substances designated in laws and regulations in amounts exceeding certain thresholds



The Oji Group believes that the responsibility to respect human rights is an important element of the global code of conduct. In August 2020, we established the Oji Group Human Rights Policy based on the United Nations Guiding Principles on Business and Human Rights and other sources to further strengthen and implement our initiatives on respect for human rights 1. Under the policy, the Oji Group will continue its effort to uniformly introduce measures related to human rights and ensure that all domestic and overseas Group companies are made thoroughly aware of the basic policies.

### Oji Group Human Rights Policy

The Oji Group recognizes respect for human rights as a global code of conduct and we established the Oji Group Human Rights Policy as our basic stance on human rights. We will continue to make further efforts to respect human rights, respect the diverse values of individuals, and contribute to the realization of a society where everyone can manifest their abilities to the fullest.

This policy applies to all executives and employees of the Oji Group and is reflected in all business activities. Moreover, we expect all stakeholders of the Oji Group to kindly understand and comply with this policy.

#### 1. Basic Principles

We support and respect international norms such as the International Bill of Human Rights (the Universal Declaration of Human Rights and the International Covenant on Civil and Political Rights)<sup>2</sup> and the ILO Declaration on Fundamental Principles and Rights at Work's, based on the United Nations Guiding Principles on Business

Moreover, the Group has signed the United Nations Global Compact and supports its 10 principles including human rights. This policy is formulated based on expert advice from inside and outside the Group.

#### 2. Human Rights Due Diligence

To fulfill our responsibility of respecting human rights in accordance with the procedures described in the United Nations Guiding Principles on Business and Human Rights, we will develop a human rights due diligence system taking into account the perspective of our stakeholders, and will continuously work to identify, prevent, alleviate, and remedy the negative effects on human rights that are caused or exacerbated through our business activities as well as the negative effects that may be directly related to our business activities, products, or services through our business relationships.

The Oji Group will provide suitable education to all executives and employees to promote understanding and effective implementation of this policy.

#### 3. Remedy

If it becomes evident that we are causing, are exacerbating, or are directly involved in negative effects on human rights, we will engage in dialogue with those concerned and strive to remedy the situation through appropriate

If the laws and regulations of a country differ from international human rights norms, we will adhere to the higher standard, and if they contradict each other, we will respect internationally recognized human rights to the maximum extent and prioritize dealing with the most serious negative effects.

The Oji Group operates a Business Ethics Help Line for consultation and reporting that is open to all executives and employees as a mechanism for handling complaints in accordance with our guiding principles. We also respond to reports from outside the Group through our Compliance Contact Point on Contact us of the Oji Holdings website.

#### 4. Information Disclosure and Dialog

The Oji Group discloses and reports on the progress of our human rights initiatives on our website and elsewhere.

> Established: August 4, 2020 Masatoshi Kaku Director of the Board, President, and Group CEO Oii Holdings Corporation

### Safety and Health Policies and Targets

Under a policy of making safety, the environment and compliance top priorities, the Oji Group has established rules and standards on occupational safety and health in the Oji Group Corporate Code of Conduct and the Oji Group Behavior Standard. We secure the safety and health of workers by ensuring that every Group employee is aware of these rules and standards on occupational safety and health, practices them, and complies with them. At the same time, we promote the creation of comfortable worksite environments and strive to create better worksite safety climates so that all workers in the Oji Group can work in a safe environment and with a sense of security.

Each Group company creates a safety and health promotion plan and a specific safety and health action plan for each company and worksite based on the Oji Group's annually formulated safety and health promotion plan. Measures for the elimination of occupational accidents are implemented together by Group employees, affiliates and business operators who enter the Group's premises on a temporary basis.

#### Oji Group's 2020 Safety and Health Promotion Plan

The plan expresses the Group's commitment to achieving zero fatal and serious work-related accidents, which is a priority target, and preventing the occurrence of similar accidents that have occurred repeatedly. The entire Group, including affiliates, is working together towards achieving these objectives.

#### **Basic Policies**

The Oji Group will promote activities with the target of zero work-related accidents across the entire Group with safety as its absolute top priority.

#### Slogan

Always Follow the Rules and Ensure that Others Follow the Rules to Prevent Fatal and Serious Accidents

#### **Key Targets**

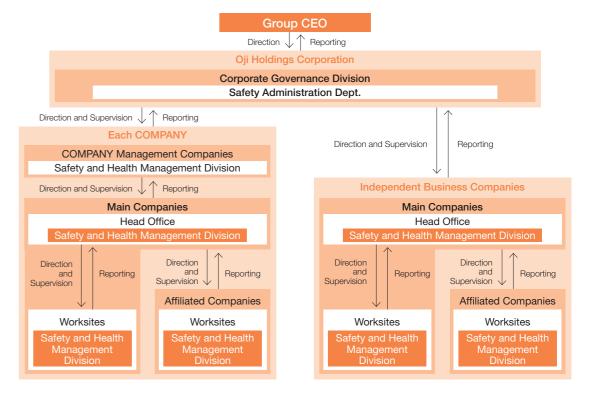
Group target: Achieve zero fatal and serious work-related accidents

#### **Key Measures**

- 1 Measures for preventing fatal and serious work-related accidents (Specific measures for each accident cause: contact with machinery in operation, falling and tripping accidents, exposure to liquid chemicals, contact with heavy machinery)
- 2 Reform the worksite safety culture
- 6 Prevention measures against the accidents leading to lost work time that happens to employees of contractors
- 4 Management of physical and mental health, and improvement and maintenance of the worksite environment

# Safety and Health Management Structures

Oji Group Safety and Health Management Structures aim to prevent occupational accidents and maintain and promote the good health of Group employees, affiliates, and business operators who enter the Group's premises on a temporary basis, and also clarify responsibilities relating to safety and health. It stipulates fundamental matters in the Group Safety and Health Management Rules.



Oii Group Integrated Report 2020

<sup>\*1</sup> Approved by the Board of Directors of Oji Holdings.
\*2 The collective term for the Universal Declaration of Human Rights and the International Covenants on Human rights (the ICESCR and the ICCPR) that are proclaimed by the United Nations regarding the fundamental human rights of all people. The ICESCR refers to International Covenant on Economic, Social and Cultural Rights. The ICCPR refers to International Covenant on Civil and Political Rights.

<sup>\*3</sup> The declaration on fundamental rights at work adopted by the International Labour Organization (ILO). It urges its members to promote the freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labor; the effective abolition of child labor; and the elimination of

<sup>\*4</sup> International standards that require all states and business enterprises to take preventative and remedial measures against risks of human rights abuses that are related to

# Distribution of Safety and Health Information and Occupational Accident Reports

The Group's safety and health promotion plan, notices and guidelines on safety and health, and occupational accident reports, and other information are distributed throughout the Group.

If a fatal or serious accident occurs, the incident is immediately reported to management in accordance with the reporting route specified in the Basic Regulations for Group Risk Management, and structures are in place to ensure appropriate responses. In addition to strengthening the sharing of safety notices and accident case studies across the Group with the aim of lowering the lost time injury frequency rate at worksites overseas, the Group is also working to increase awareness of safety measures and the opportunities for local patrols at worksites in Japan to enhance safety levels.

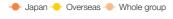
# Safety Performance (Lost Time Injury Frequency Rate

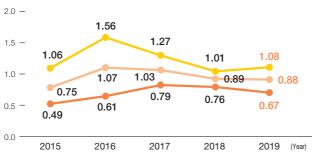
Lost time injury frequency rate (LTIFR)\* occurring within the Oji Group continuously declined since 2016, falling to 0.88 (0.67 in Japan, 1.08 overseas) in 2019. According to the Ministry of Health, Labour and Welfare's Survey on Industrial Accidents (businesses with at least 100 employees), in 2019, the rate in manufacturing industries was 1.20 and the rate in the pulp, paper, and paper processing manufacturing industry was 1.94.

\*(1) Covered period: January 1 to December 31

- (2) The frequency rate is an indicator of the frequency of occupational accidents as the number of fatalities and injuries (fatal accidents and accidents resulting in at least one day of lost work) caused by occupational accidents per one million working hours. Lost time injury frequency rate (LTIFR) = (Number of occupational accident casualties  $\div$  Total working hours)  $\times$  1,000,000
- (3) Total working hours are calculated based on the number of group company employees (regular employees and temporary/non-regular employees) as of the end of September every year, assuming the annual working hours per person is 2,000 hours.
- (4) Unlike the figures in previous years, the frequency rate calculation of each year shown in the graph above is adjusted retroactively to also include accidents at overseas group companies that are not determined to be at the level of accidents accompanied by injuries with lost work days in Japan.

## Lost time injury frequency rate (LTIFR) \*





★ A star mark indicates that 2019 figures have been assured by KPMG AZSA Sustainability Co., Ltd

# Safety Audits and Safety Patrols

#### Safety audits and safety patrols

The Oji Holdings Safety Administration Department and the safety departments of each COMPANY and Lead Company conduct safety audits and safety patrols of the companies and worksites that they oversee including overseas companies and worksites to raise safety and health management levels.

#### Designated system for special guidance on enterprise safety management

The Oji Holdings Safety Administration Department and the safety departments of each COMPANY and Lead Company established the Designated System for Special Guidance on Enterprise Safety Management. Under this system, companies and worksites at which improvements in safety management are deemed necessary such as those where occupational accidents resulting in a serious injury or death or resulting in a temporary incapacity for work have occurred repeatedly within a short period of time are designated as worksites needing special guidance on enterprise safety management. Inspections are conducted and guidance is provided, not only regarding measures for preventing recurrence but also about safety management systems, improvement plans, the status of activities, and other matters, to improve the safety management level at each designated worksite.

#### On-site accident investigation

The Oji Holdings Safety Administration Department and the safety departments of each COMPANY and Lead Company immediately visit worksites where accidents occurred to confirm how and why the accident occurred and countermeasures and also conduct thorough confirmation and hold discussions with worksite executives and worksite managers regarding measures for preventing the recurrence of accidents and daily safety management activities, thereby providing guidance aimed at improving the safety management activities of and creating a better work safety climate at the worksite as a whole.

# **Employee Participation**

#### Occupational safety and health committees, worksite safety and health meetings, and worksite discussions

Group companies have established occupational safety and health committees at each worksite in accordance with laws. These committees formulate plans for the prevention of occupational accidents and health impairment, create comfortable working environments, maintain and promote good health, and hold monthly discussions to confirm and improve initiatives taken under these plans and address other relevant issues. At small-scale worksites where the establishment of an occupational safety and health committee is not required, we also hold monthly worksite safety and health meetings and worksite social gatherings, create opportunities to obtain opinions from many employees, and promote safety and health activities with a unified labor and management approach.

#### ■ Central Labor-Management Committee

The Central Labor-Management Committee, which is made up of managers including the Group CEO and representatives from Group company labor unions, meets twice annually. Information concerning safety is shared at these meetings including the status of safety and health activities pursuant to the Group's Safety and Health Promotion Plan, occupational accident occurrence, and initiatives for preventing the recurrence or occurrence of accidents. Committee discusses the establishment of worksites where Oji Group employees put an absolute top priority on safety and that instill a sense of security among their families.

# Safety Initiatives (Case examples)

#### Group CEO Safety Award

The Group CEO Safety Award is granted to Oji Group's all domestic and overseas worksites that meet certain criteria determined according to the business scale (number of employees) including the total work time without any occupational accidents resulting in temporary incapacity for work and the number of consecutive years without any occupational accidents. The Award is granted to worksites with outstanding records of no accidents together with the employees of those worksites and those of affiliates of Group companies with the aim of improving the safety and health levels of the Oji Group and eliminating occupational accidents.



#### Hands-on Risk Training Using Hazard Simulation Virtual Reality Devices

Installation of devices that simulate hazards and encouraging personnel to take external courses give workers firsthand experience, contributing to improving sensitivity to risks and awareness of safety. All Group worksites in Japan successively conduct training sessions using risk sensitivity educational tools that employ virtual reality (VR) technologies to provide safe and effective occupational accident experiences such as tripping, falling, and electric shock. Original scenarios that represent the danger of fatal and serious accidents have been developed for the training, such as forklift collision, entanglement in printing rollers, and collision or dropping of crane loads.



Training using hazard simulation VR devices

#### Plant managers in China have been holding annual meetings since 2013 to exchange information and deepen interaction among plant managers and safety and environmental managers with the objective of achieving zero occupational and environmental accidents. During the meetings, attended by plant managers from Oji Group companies in China, the participants inspect the worksite where the meeting is held and hear re-

ports on safety and environmental topics presented by the Oii

■ Meeting of Plant Managers from Oji Group Companies in China

Holdings Safety Administration Department and Environmental Management Department. They also attend presentations on achievements from daily activities and best practices regarding safety and the environment

given by individual companies,

question and answer sessions,

and other programs.



Meeting of Plant Managers in China

#### OAP: Meeting of Safety and Disaster Control Managers

Oji Asia Packaging (OAP), which is supervised by the Industrial Materials COMPANY, has been playing a central role in meetings of safety and disaster control managers in Southeast Asia since 2016. Measures are undertaken with the aim of raising safety management levels at each company under the slogan "zero occupational accidents." Personnel from Malaysia, Vietnam, Thailand, India, Cambodia, and Myanmar attend the meetings, where they inspect the worksite, receive explanations of the OAP safety promotion plan, review case studies of occupational accidents, and confirm important matters to be shared among the worksites through notices. The participants are eager to discuss safety initiatives every year.



OAP: Meeting of Safety and Disaster Control Managers

# **Health Initiatives (Case Studies)**

#### ■ Regular Health Examinations

The Group provides regular health examinations (with statutory examination items) at least once each year. In addition, major Group companies provide their employees aged 35 years or older with screenings for lifestyle-related diseases (total cholesterol, uric acid, fundoscopy, tumor markers, breast and cervical cancer screening, screening for VDT syndrome, and others) together with the health insurance union. Detailed follow-ups are conducted for the early detection and treatment of health problems by working in collaboration with an industrial physician.

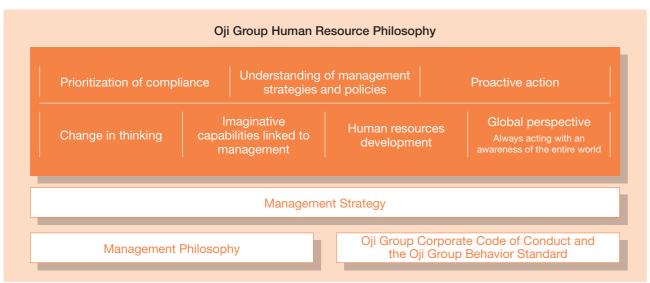
#### Stress Checks

In accordance with the law, the Oji Group ensures that employee stress check tests are conducted once annually, and encourages employees with high stress levels to receive face-to-face guidance from doctors. The Group holds meetings, including reporting seminars, for responsible personnel from Group companies and divisions as well as providers of clerical work related to the implementation of the stress checks, where we provide feedback on organizational analysis and encourage them to improve their worksite environments.

#### ■ Health Consultation Office

The Group established the Oji Group Health Consultation Office, where doctors and counselors are available to give advice, either by telephone or online, on various health problems of employees and their families, including mental health problems caused by worksite human relations and so on. The Group also established a system in the whole region of Japan that enables employees to receive face-to-face counselling services from specialized counselors. The Group provides employees who have used this service with a wide variety of support based on the particulars of their issues.

For the Oji Group to grow as a global enterprise "beyond the boundaries," we have been committed to promoting "human resources development," "working style reforms," and "diversity promotion" in order to encourage every employee to embrace diversity of values and flexibility in thinking and to enhance his/her skills; in accordance with our fundamental principle, "a company's strength originates from human resources."



# Human Resource Strategies and Targets (Global Human Resource Strategies) and **Human Resource Development**

#### ■ Global Human Resource Development

The Oji Group identifies and develops human resources.

Name of training	Eligible employees	Outline
New employee global challenge	Employees in their first year	Selected new employees are sent to an over- seas site for one week. They engage in field work and visit universities, companies, etc.
Overseas training for young employee (as trainees)	Employees in their fifth to tenth year	Three months of language training, followed by two years of practical experience at an overseas site. Develops immediately effective global human resources.
Oji Global School	Employees at the age of 31 to 45	Develops effective human resources for inter- national business in a short time, through glob- al training. Six months of language training, followed by overseas assignment.
Online English conversation classes	All employees who apply	Increases overall English ability and develops cross-cultural communication capacity

The Group also actively recruits outstanding human resources from outside the Group.

#### ■ Next-generation Development

The Group fosters human resources who will be the core of management of our Group companies, which will be the key to achieving its management strategies.

- Mid-level management training (Oji Juku)
- Management Training and Training by Job Type

To successfully carry out management strategies centered on business structural reforms, it is necessary to enhance management capabilities on the middle management level. The Group has clarified the ideal in human resources for each COMPANY and is conducting awareness-changing training and division-specific training.

- New manager training
- Sales personnel training

# ■ Support for Employee Ability Development

The Group supports employees in their autonomous and continuing development of their abilities.

Personal-empowerment system

#### Voice of a Training Participant

By getting the training in India, I have felt the challenge of adapting to an unfamiliar environment, as well as the difficulty and fascination of understanding a different culture. Through interaction with staff at the local subsidiary and local students, I felt the importance of accepting differences between people, expanding perspectives and acting flexibly. After returning to Japan, I have continued with language learning, taking online English conversation classes. At the same time, I have become more aware of the quality and quantity of communication with the people around

Keita Mikami (new employee global challenge participant) Human Resources Division, Oji Management Office

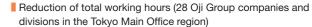
# **Promotion of Working Style Reforms**

#### Reduction of total working hours and promotion of operational efficiency

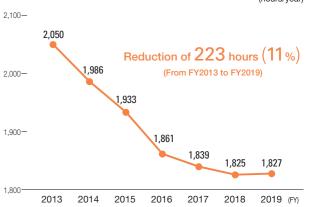
The Group has been implementing business reforms to reduce overtime work and total working hours.

- Use of flex-time systems (a flex-time system with a three-month settlement period was introduced from FY2019), setting limits on overtime work, enabling full transfer of time off when work is performed on holidays, encouraging employees to take annual paid leave, promoting flexible working styles, and other measures
- Initiatives to establish personnel systems for promoting working style reforms

In order to reliably carry out the tasks in line with the management strategy, we are working to establish a personnel system that enhances the effectiveness of working style reforms.







#### 1 Role-based personnel grading system

Each employee is evaluated based on whether or not he/she has fulfilled his/her clarified roles. The appropriateness of evaluations is confirmed once each year and strict implementation is undertaken. Training is conducted to raise evaluator levels. Suitable people are appointed to the right position based on the evaluation results.

2 Certified researcher system and creative personnel development system

To promote the creation of innovative value, the Group grants researchers with particularly high levels of specialized knowledge discretion regarding their work styles and provides working environments that allow them to focus on research.

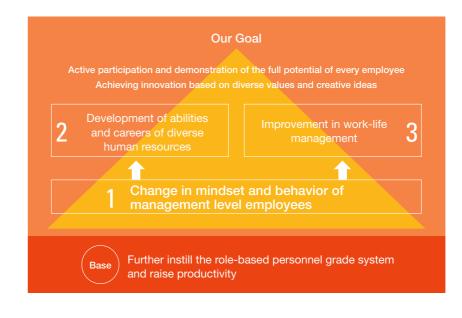
Retirement at age 65

Introduced in FY2017 to enable employees to demonstrate their knowledge, skills, and abilities to the fullest and work with enthusiasm.

\* Introduced at 10 Group companies

## **Promotion of Inclusion & Diversity**

Oji Group strives to carry out initiatives that enable its diverse human resources to actively assume roles at work regardless of gender, age, disability, or nationality, ultimately strengthening the Group's competitiveness with their diverse values and ideas.



#### ■ Promotion Structure

The Oji Group has established the Diversity Promotion Committee, chaired by the Group CEO, to share diversity promotion policies and goals, as well as to support and confirm the progress of its promotion plans, across the Group.

Change in mindset and behavior of management level employees

The Oji Group believes that changing the mindset and behavior of management level employees is particularly important and conducts training and other programs to disseminate the thinking of top management and diversity promotion policy. The Group also conducts awareness surveys as indicators to assess activities.

- Skill enhancement training for managers
- Diversity management training for new general managers
- Training for managers who have as subordinates pre-management female employees on the generalist track
- Supervisor management training for young female employees on the generalist track

#### Development of abilities and careers of diverse human resources

#### Promoting the Active Participation of Women

Career development for female employees on the generalist track, practical development support for personnel in all positions, and various other measures are being undertaken, with the aim of raising the percentage of female managers to 5.5% by March 31, 2025.

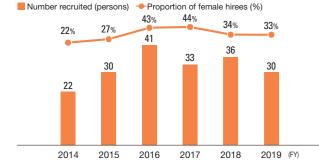
- Training for pre-management female employees on the generalist track
- Career design training for young female employees on the generalist track
- \* At 16 Oji Group companies in Japan (companies subject to the Act on Promotion of Women's Participation and Advancement in the Worksite)

#### Percentage of female managers (Japan)



Percentage of Female Hirees for Generalist-Track Positions (Japan)

2015 2016 2017 2018 2019 (FY)



#### Promoting Recruitment of Persons with disabilities

Oji Group established a special subsidiary in 2007 to promote the recruitment of Persons with disabilities. Employees perform management and cleaning of common areas in the Head Office Building and laboratory (Shinonome). The Group formulated a Three-Year Disabled Persons Employment Plan in FY2018 to promote the recruitment of persons with disabilities throughout the Group. The Group will continue working to expand employment opportunities for persons with disabilities.

#### **Technical Internship Program for Foreigners**

The Group recruits a large number of foreign technical interns from countries such as Vietnam and Thailand in its corrugated container and folding carton processing businesses. The internships are run appropriately based on the internship program.

### 3 Improvement in employee work-life management

The Oji Group has introduced various systems that enable employees with childcare or nursing care responsibilities to continue to actively participate in their work. The Group also encourages male employees to participate in childcare.

#### Main Initiatives

- Nursery subsidies for employees who return to work early from their childcare leave
- Paternity leave system for male employees (paid leave of five consecutive days)
- Hourly use of accumulated annual leave (for childcare / nursing care)
- Leave system for employees obligated to leave work to accompany their spouses' overseas transfers
- Priority guidance on watching services for the elderly (nursing care)



Seminar for employees returning from childcare leave

# Support for Balancing Work and Childcare or Nursing Care Support for balancing work and childcare Support for balancing work and nursing





At each of its bases around the world, the Oji Group undertakes a range of social contribution initiatives including the promotion of culture and sports in accordance with the Management Philosophy of the Oji Group including "Contribution to the Future and the World" and "Harmony with Nature and Society."

#### Nepia SODATERASU, company-managed childcare facility





The Group opened Nepia SODATERASU, a nursery, in April 2018 at a facility adjacent to a Group condominium located in Edogawa-ku, Tokyo to help employees balance child-care and work and eventually to contribute to the elimination of children on the waiting list for nursery schools, in line with our corporate social responsibilities. The facility is also available for use by local residents.

The name "SODATERASU," embodies three meanings: "sodate [to raise children] (carefully and soundly)," "terasu [to illuminate] (the future brightly)," and "terrace (safe play on the nursery school playground)."

#### **Fujihara Foundation of Science**



The 60th Fujihara Award presentation ceremony (FY2019)

The Fujihara Award presented by the Fujihara Foundation of Science, which was established by Ginjiro Fujihara, is known as a historic and prestigious accolade that honors scientists who have made distinguished contributions to the development of Japan's science and technology. Several past recipients went on to win Nobel Prizes. Oji Holdings supports the foundation, mainly through financial assistance.

#### Oji Hall



November 30, 2019 Jean-Guihen Queyras, Emmanuel Pahud, and Eric Le Sage

Oji Hall, which reopened in October 2018 following renovations, is a full-fledged 315-seat music hall with a homey atmosphere in the main building of Oji Holdings. Oji Hall uses it to host diverse performance and engage in the hall rental business. The hall has been praised by Japanese performers and fans as well as renowned artists from the West.

#### Sports





The Oji Eagles

The Oji Baseball Team

The Oji Group sponsors the Oji Baseball Team, which is based in Kasugai City, Aichi Prefecture, and the Oji Eagles, an ice hockey team based in Tomakomai City, Hokkaido. Both teams focus on contributing to their local communities and promoting sport competition while achieving their respective objectives.

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# Consolidated Operating Profit of 100 Billion Yen or More From Solid Growth to the Next Stage of Growth

#### Review of FY2019

Under the FY2019-2021 Medium-term Management Plan (p. 30), the Oji Group promoted capital efficiency by rebuilding the production system in order to respond to structural changes in demand, while concentrating management resources on promising businesses, and worked to enhance the Group's cash earning capacity in domestic business. In the overseas business, in addition to expanding the number of overseas sites, we worked to organically expand from existing sites, by developing new businesses that utilize existing infrastructure, etc., and created synergies between businesses and between sites.

Net sales for FY2019 were 1,507.6 billion yen, a decrease of 43.4 billion yen (down 2.8%) year on year, due to the weakening pulp markets in overseas business, etc., despite a price correction effect in domestic business.

Operating profit increased in domestic business, but decreased in overseas business, and declined overall by 4.1 billion yen (down 3.7%) year on year to 106.1 billion yen.

Non-operating profit and loss saw a decrease of 13.0 billion yen year on year, and ordinary profit saw a decrease of 17.1 billion yen (down 14.4%) year on year to 101.3 billion yen. Extraordinary profit and loss saw an increase of 24.4 billion yen year on year due to a decrease in impairment loss, etc., and profit before income taxes increased 7.3 billion yen (up 8.1%)

Profit attributable to owners of parent saw an increase of 6.2 billion yen (up 11.9%) year on year to 58.2 billion yen, the highest level ever.

#### **Financial Position**

Total assets decreased by 66.1 billion yen from the end of the previous fiscal year, to 1,885.3 billion yen. This was mainly due to a decrease in notes and accounts receivable - trade, as well as the sale of investment securities and a decrease in the valuation difference on available-for-sale securities. Total liabilities decreased by 82.3 billion yen from the end of the previous fiscal year, to 1,053.6 billion yen. This was mainly due to decreases in notes and accounts payable - trade, and interest-bearing debt. Net assets increased by 16.3 billion yen from the end of the previous fiscal year, to 831.7 billion yen, mainly due to an increase in retained earnings.

Net interest-bearing debt (interest-bearing debt, minus cash and cash equivalents, etc.) totaled 497.3 billion yen, 37.6 billion yen less than at the end of the previous fiscal year. The net D/E ratio (net interest-bearing debt, divided by net assets) was 0.6.

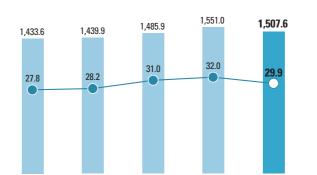
#### Consolidated Financial Forecasts for FY2020

For FY2020, we forecast net sales of 1,400.0 billion yen, operating profit of 90.0 billion yen, ordinary profit of 80.0 billion yen, and profit attributable to owners of parent of 50.0 billion yen. The worldwide economic slump caused by the COVID-19 pandemic has also extended an undeniable impact on the Group's businesses. Specifically, we forecast a significant decline in sales volumes for newsprint and printing and communication paper in Japan, and for printing paper and other products in China. The outlook remains unclear into the second half of the fiscal year. On the other hand, we expect foreign exchange rates, raw materials and fuel prices, and pulp markets to remain at the same levels as we saw at the start of the first half.

As we enter the second year of our Medium-term Management Plan, spanning FY2019 to FY2021, we will steadily implement strategic measures in accordance with the three fundamental policies - Profitability Improvement of Domestic Business, Expansion of Overseas Business, and Promotion of Innovation - even in increasingly challenging business conditions around the world, and strive to enhance corporate value.

#### Net Sales and Overseas Sales Ratio

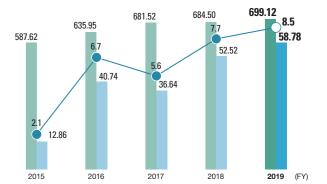
Net sales (¥billion) Overseas sales ratio (%)





Net assets per share (¥) Profit per share (¥)





# Message from the Director in Charge of Finance

Director of the Board, Senior Executive Officer

# Ryuichi Kisaka

I would like to express my sincere condolences for those who have fallen victim to COVID-19, and my best wishes for those currently battling the virus. As a member of global society, we have reaffirmed our resolve to face and overcome these difficult times, together.

As an initial contribution, we commenced the manufacture of masks featuring excellent fit and the durability to withstand usage for extended periods under severe conditions, as well as non-woven fabric isolation gowns with features designed to reduce the risk of infection, in response to requests from doctors and healthcare workers fighting the COVID-19 crisis on the front line. We prioritize medical and welfare facilities in our supply of these products.

It is obvious that the financial results of the Oji Group will not be immune to the COVID-19 crisis this fiscal year. We will prepare for unexpected circumstances on the financing front by securing even more substantial liquidity on hand. At the same time, despite the anticipated adverse impact of the crisis on the progress of the FY2019-2021 Medium-term Management Plan already established, our policy for the entire Group is to uphold our performance indicator targets, achieving consolidated operating profit of at least 150 billion yen, an overseas sales ratio of 40% (with a target of 50% or more in the short term), ROE of 10.0%, maintaining the current net D/E ratio, and achieving a market capitalization of 1 trillion yen or more.

To build a business foundation indomitable in the face of any environment, we must use our response in difficult times to support sustainable growth in the future. Under the previous Medium-term Management Plan, the Group achieved the targeted reduction in net interest-bearing debt ahead of schedule, and we will maintain the level of net D/E ratio as of FY2018 going forward. In this context, it is important that we address the issue of how we can



make the most of cash flows from operating activities.

Firstly, we will continue to invest actively in businesses that we assess as promising, whether in Japan or overseas. This includes not only the organic expansion of existing businesses, but also more liberal investment in development aimed at promoting innovation, in areas including new materials.

At the same time, we will return profits to the shareholders that support our Group. We will give due consideration to preparing the internal reserves necessary for our future various management measures, but we consider it our highest priority, wherever possible, to maintain stable dividends for our shareholders. Based on this policy, we implemented an ordinary dividend of 14 yen per share for FY2019, an increase of two yen per share over the previous fiscal year.

Going forward, we will apprehend unexpected difficulties as the new normal, and aim to increase and strengthen the Group's portfolio profit drivers through effective investment activities.

Oji Group Integrated Report 2020

# Changes in Assets and Profit/Loss

Segment		FY2015	FY2016	FY2017	FY2018	FY2019
Net sales	(¥ million)	1,433,595	1,439,855	1,485,895	1,550,991	1,507,607
Operating profit	(¥ million)	71,987	70,243	70,781	110,212	106,125
Ordinary profit	(¥ million)	60,517	52,949	65,958	118,370	101,289
Profit attributable to owners of parent	(¥ million)	12,706	40,270	36,222	51,977	58,181
Total assets	(¥ million)	1,909,483	1,901,029	1,960,753	1,951,369	1,885,280
Net assets	(¥ million)	711,230	759,198	810,011	815,406	831,657
Profit per share*1	(¥)	12.86	40.74	36.64	52.52	58.78
Net assets per share*2	(¥)	587.62	635.95	681.52	684.50	699.12

<sup>\*1</sup> Profit per share was calculated by dividing profit attributable to owners of parent by the average number of shares outstanding for the year under review upon subtracting from it the number of treasury stocks.



49.2

123.2

Cash in Cash out

117.2

40.2

Cash in Cash out

157.4

74.0

140 6

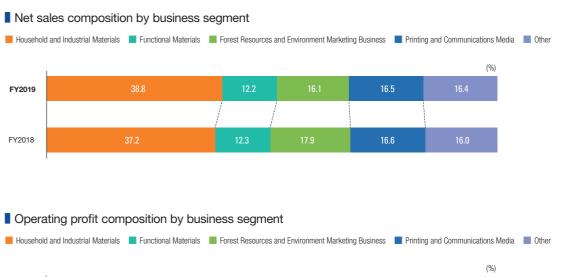
Cash in Cash out

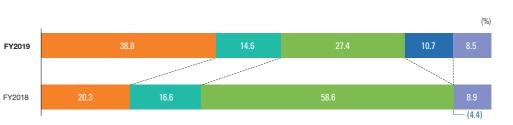
Cash in Cash out

# Status of Individual Segments

Segment	Net Sales	Operating Profit
Household and Industrial Materials (¥ million)	686,066	40,937
Functional Materials (¥ million)	214,669	15,354
Forest Resources and Environment Marketing Business (¥ million)	285,551	28,847
Printing and Communications Media (¥ million)	292,653	11,326
Other (¥ million)	289,392	8,976
Subtotal (¥ million)	1,768,334	105,441
Adjustments (¥ million)	(260,726)	683
Total (¥ million)	1,507,607	106,125

<sup>\*1</sup> Adjustment amount is mainly the adjustment concerning internal transaction.





<sup>\*</sup> Net sales and operating profit composition by business segment (%) were calculated excluding adjustments (adjustments for internal transactions, etc.)

84.8

43.3

Cash in Cash out

128.1

<sup>\*2</sup> Net assets per share were calculated by dividing net assets by the number of shares outstanding at the end of the year under review upon subtracting from it the number of treasury stocks.
\*3 Numbers less than one million yen are rounded down to the nearest million.

<sup>\*2</sup> Numbers less than one million yen are rounded down to the nearest million.

(¥ million)

Consolidated Bala	Previous consolidated	Current consolidated		Previous consolidated	(¥ millio Current consolidated
	fiscal year (March 31, 2019)	fiscal year (March 31, 2020)		fiscal year (March 31, 2019)	fiscal year (March 31, 2020)
ASSETS	(maion 61, 2616)	(maron 01, 2020)	LIABILITIES	(maion 01, 2010)	(maron 01, 2020)
Current assets			Current liabilities		
Cash and deposits	78,756	73,943	Notes and accounts payable-trade	253,929	209,669
Notes and accounts receivable-trade	334,852	301,682	Short-term loans payable	193,175	172,027
Marketable securities	9,471	10,381	Commercial paper	3,000	14,000
Merchandise and finished goods	101,940	98,483	Current portion of bonds	20,000	20,000
Work in process	20,094	23,467	Accounts payable-other	16,705	16,330
Raw materials and supplies	94,758	94,946	Accrued expenses	48,912	48,485
Short-term loans receivable	6,294	3,749	Income taxes payable	17,941	22,984
Accounts receivable-other	14,531	20,232	Other	22,705	29,479
Other	14,603	15,407	Total current liabilities	576,369	532,976
Allowance for doubtful accounts	(1,838)	(1,811)	Non-current liabilities		332,313
Total current assets	673,465	640,484	Bonds	70,000	80,000
Non-current assets			Long-term loans payable	334,402	295,647
Property, plant and equipment			Deferred tax liabilities	62,486	48,412
Buildings and structures	662,001	670,400	Deferred tax liabilities for land revaluation		7,803
Accumulated depreciation	(473,139)	(482,113)	Net defined benefit liability	52,874	54,213
Buildings and structures (Net)	188,861	188,286	Long-term deposits	7,728	7,492
Machinery, equipment and vehicles	-	2,376,088	Other	24,295	27,078
Accumulated depreciation	(2,051,165)	(2,078,455)	Total non-current liabilities	559,593	520,647
Machinery, equipment and vehicles (Net)		297,632	Total liabilities	1,135,963	1,053,623
Tools, furniture and fixtures	59,894	60,765	NET ASSETS	.,,	.,000,020
Accumulated depreciation	(54,979)	(55,205)	Shareholders' equity		
Tools, furniture and fixtures (Net)	4,914	5,560	Common stock	103,880	103,880
Land	235,975	235,700	Capital surplus	110,474	110,750
Forests	110,882	109,664	Retained earnings	413,023	457,568
Plantations	89,719	85,858	Treasury stock	(13,753)	(13,577)
Leased assets	9,012	50,587	Total shareholders' equity	613,625	658,623
Accumulated depreciation	(6,715)	(15,738)	Accumulated other comprehensive income		
Leased assets (Net)	2,296	34,849	Valuation difference on available-for-sale securities		21,004
Construction in progress	33,404	58,241	Deferred gains (losses) on hedges	317	(957)
Total property, plant and equipment		1,015,794	Revaluation reserve for land	5,816	5,813
Intangible assets		.,,	Foreign currency translation adjustment	· · · · · · · · · · · · · · · · · · ·	2,390
Goodwill	6,682	4,672	Remeasurements of defined benefit plans		5,261
Other	9,903	8,388	Total accumulated other comprehensive income		33,512
Total intangible assets	16,586	13,060	Share acquisition rights	222	216
Investments and other assets	.0,000	/	Non-controlling interests	137,790	139,305
Investment securities	186,287	150,831	Total net assets	815,406	831,657

# Consolidated Statements of I

idated Statements of	Income
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	Previous consolidated fiscal year  ( From April 1, 2018	Current consolidated fiscal year  ( From April 1, 2019 To March 31, 2020 )
Net sales	1,550,991	1,507,607
Cost of sales	1,175,093	1,143,665
Gross profit	375,897	363,942
Selling, general and administrative expenses		
Freight expenses	149,421	141,674
Warehouse expenses	6,652	7,006
Salaries and wages	52,886	52,360
Retirement benefit expenses	883	1,214
Depreciation and amortization	5,151	5,582
Other	50,689	49,978
Total selling, general and administrative expenses	265,685	257,816
Operating income	110,212	106,125
Non-operating income		
Interest income	2,081	2,172
Dividends income	3,386	3,146
Equity in earnings of affiliates	12,593	2,889
Other	9,535	6,096
Total non-operating income	27,596	14,305
Non-operating expenses		
Interest expenses	6,419	6,948
Exchange loss	4,046	4,797
Other	8,973	7,396
Total non-operating expenses	19,439	19,142
Ordinary Profit	118,370	101,289
Extraordinary income		
Gain on sales of investment securities	2,091	5,070
Insurance claim income	904	1,513
Gain on return of assets from retirement benefits trust	11,224	-
Other	1,271	508
Total extraordinary income	15,492	7,092
Extraordinary losses		
Loss on business restructuring	1,348	2,758
Loss on disaster	3,716	2,583
Loss on disposal of non-current assets	1,933	1,910
Impairment loss	34,141	1,728
Other	1,925	1,262
Total extraordinary losses	43,065	10,242
Profit before income taxes	90,797	98,138
Income taxes-current	31,227	35,018
Income taxes-deferred	(6,560)	(1,380)
Total income taxes	24,667	33,637
Profit	66,130	64,500
Profit attributable to non-controlling interests	14,152	6,319
Profit attributable to owners of parent	51,977	58,181

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Total assets

Other

Long-term loans receivable

Long-term prepaid expenses

Allowance for doubtful accounts

Total investments and other assets

Net defined benefit asset

Deferred tax assets

Total non-current assets

7,398

21,336

37,115

10,732

14,806

(1,119)

276,558

1,277,904 1,951,369 7,558

3,998

32,019

7,184

15,258

215,941

1,244,796

1,885,280

(910)

Total liabilities and net assets

1,951,369

1,885,280

#### C

140,571

70

(59.197)

530

(11,246)

5.131

(1,858)

1.038

(1,104)

(66,636)

124,491

2,730

(92,454)

594

(1,190)

25,543

(1,113)

2,383

(1,295)

(64,801)

onsolidated State	ements o	of Cash F	Flows		(¥ million)
	Previous consolidated	Current consolidated		Previous consolidated	Current consolidated
	fiscal year From April 1, 2018	fiscal year From April 1, 2019		fiscal year From April 1, 2018	fiscal year From April 1, 2019
agh flavos from apparating activities	To March 31, 2019 )	To March 31, 2020 /	Cook flows from financing activities	To March 31, 2019 <i>)</i>	To March 31, 2020 /
ash flows from operating activities	90,797	98,138	Cash flows from financing activities		
Profit before income taxes	69,527	63,379	Net increase (decrease) in short-term loans payable	(21,047)	17,715
Depreciation and amortization	34,141	1,728		2.000	11 000
Impairment loss			Net increase (decrease) in commercial paper	,	11,000
Amortization of goodwill	1,685	1,898	Proceeds from long-term loans payable	26,897	4,203
Depletion of standing timber	8,457	8,656	Repayment of long-term loans payable	(21,004)	(80,650)
Increase (decrease) in allowance for	74	(211)	Proceeds from issuance of bonds	29,795	29,789
doubtful accounts			Payment for redemption of bonds	(40,000)	(20,000)
(Increase) decrease in net defined benefit asset	(3,490)	(2,468)	Payments from changes in ownership		
Increase in net defined benefit liability	2,192	1,750	interests in subsidiaries that do not result	(10,424)	(172)
Interest and dividend income	(5,468)	(5,319)	in change of scope of consolidation		
Interest expenses	6,419	6,948	Repayments of lease obligations	(1,031)	(4,770)
Exchange loss (gain)	3,825	2,475	Payment for purchase of treasury stock	(50)	(548)
Equity in (earnings) losses of affiliates	(12,593)	(2,889)	Proceeds from disposal of treasury shares	1	577
Loss (gain) on sales of investment securities	(1,521)	(4,867)	Dividends paid	(10,900)	(12,883)
Loss (gain) on revaluation of investment securities	56	287	Dividends paid to non-controlling interests	(728)	(2,215)
Loss (gain) on return of assets from retirement benefits trust	(11,224)	_	Other  Net cash used in financing activities	953 (45,539)	(192) (58,148)
Loss on disposal of non-current assets	1,933	1,910		(10,000)	(00)110)
Loss (gain) on sales of non-current assets	(132)	(231)	Effect of exchange rate change on cash and cash equivalents	(2,241)	(1,737)
Business structure improvement expenses	1,348	2,758			
(Increase) decrease in trade receivables	(14,005)	31,729	Net increase (decrease) in cash and cash equivalents	26,152	(196)
(Increase) decrease in inventories	(16,365)	(1,968)	Cash and cash equivalents at the beginning		
Increase (decrease) in trade payables	6,381	(42,609)	of the year	58,343	82,794
Other	(6,134)	(7,092)	Increase in cash and cash equivalents		_
Subtotal	155,905	154,002	resulting from mergers of subsidiaries	20	9
Interest and dividend income received	6,372	6,231	Decrease in cash and cash equivalents resulting	(1 700)	(040)
Interest paid	(6,366)	(5,892)	from exclusion of subsidiaries from consolidation	(1,722)	(216)
Income taxes paid	(15,339)	(29,850)	Cash and cash equivalents at the end of the year	82,794	82,390



## Independent Assurance Report

To the Representative Director of the Board, President and CEO of Oji Holdings Corporation

We were engaged by Oji Holdings Corporation (the "Company") to undertake a limited assurance engagement of the environmental and social performance indicators marked with a red star \* (the "Indicators") for the period from April 1, 2019 to March 31, 2020, except for the lost time injury frequency rate, which is for the period from January 1, 2019 to December 31, 2019, included in The Oji Group Integrated Report 2020 (the "Report") for the fiscal year ended March 31, 2020.

#### The Company's Responsibility

The Company is responsible for the preparation of the Indicators in accordance with its own reporting criteria (the "Company's reporting criteria"), as described in the Report.

#### **Our Responsibility**

Our responsibility is to express a limited assurance conclusion on the Indicators based on the procedures we have performed. We conducted our engagement in accordance with the 'International Standard on Assurance Engagements (ISAE) 3000, Assurance Engagements other than Audits or Reviews of Historical Financial Information' and the "ISAE 3410, Assurance Engagements on Greenhouse Gas Statements' issued by the International Auditing and Assurance Standards Board. The limited assurance engagement consisted of making inquiries, primarily of persons responsible for the preparation of information presented in the Report, and applying analytical and other procedures, and the procedures performed vary in nature from, and are less in extent than for, a reasonable assurance engagement. The level of assurance provided is thus not as high as that provided by a reasonable assurance engagement. Our assurance procedures included:

- Interviewing the Company's responsible personnel to obtain an understanding of its policy for preparing the Report and reviewing the Company's reporting criteria.
- Inquiring about the design of the systems and methods used to collect and process the Indicators.
- Performing analytical procedures on the Indicators.
- Examining, on a test basis, evidence supporting the generation, aggregation and reporting of the Indicators in conformity with the Company's reporting criteria, and recalculating the Indicators.
- Visiting the Kasugai Mill of Oji Paper Co., Ltd. selected on the basis of a risk analysis.
- Evaluating the overall presentation of the Indicators.

Based on the procedures performed, as described above, nothing has come to our attention that causes us to believe that the Indicators in the Report are not prepared, in all material respects, in accordance with the Company's reporting criteria as described

#### Our Independence and Quality Control

We have complied with the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants, which includes independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior. In accordance with International Standard on Quality Control 1, we maintain a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

KPMG AZSA Sustanabelity Co., Ltd.

KPMG AZSA Sustainability Co., Ltd.

Tokyo, Japan

December 4, 2020

Net cash provided by operating activities Cash flows from investing activities

Proceeds from sales and redemption of

Payment for acquisition of property, plant,

Proceeds from sales of property, plant,

Payment for acquisition of investment securities

Proceeds from sales and redemption of

Proceeds from collection of loans receivable

Net cash used in investing activities

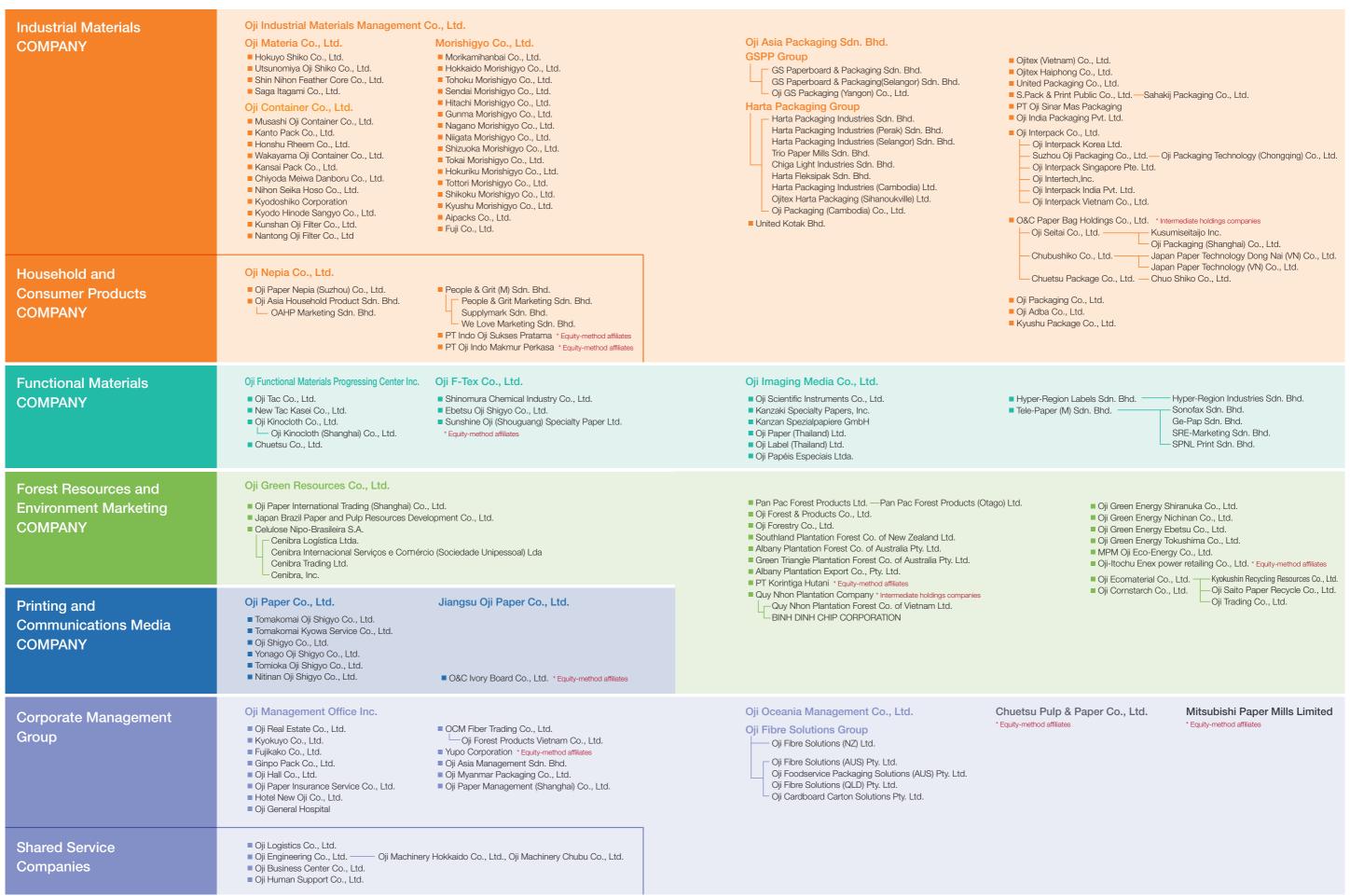
equipment and intangible assets

equipment and intangible assets

marketable securities

investment securities

Payment for loans receivable



Excerpts from consolidated subsidiaries, non-consolidated subsidiaries, and equity-method affiliates (As of March 31, 2020)

# A Year at the Oji Group

#### Company Profile (as of March 31, 2020)

Company name	Oji Holdings Corporation
Director of the Board, President	Masatoshi Kaku (appointed April 1, 2019)
Headquarters address	7-5, Ginza 4-chome, Chuo-ku, Tokyo 104-0061 Japan
Start of business	February 12, 1873
Corporate establishment	August 1, 1949
Capital	¥103,880 million
Total number of authorized shares	2,400,000,000 shares
Total number of issued shares (treasury stocks included in the total)	1,014,381,817 shares (22,327,605 shares)
Number of shareholders	65,690
Number of employees of the consolidated Group	36,810

#### Stock Information (as of March 31, 2020)

Listing stock exchange	Tokyo Stock Exchange
Securities Identification Code	3861
Share register manager and account administration authority for special accounts	Sumitomo Mitsui Trust Bank, Limited 4-1, Marunouchi 1-chome, Chiyoda-ku, Tokyo Japan
Mailing address	Transfer Agency Department, Sumitomo Mitsui Trust Bank, Limited 8-4, Izumi 2-chome, Suginami-ku, Tokyo 168-0063 Japan
Toll-free telephone number	+81-120-782-031

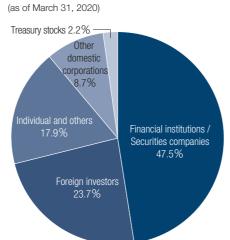
#### Principal Shareholders (as of March 31, 2020)

Name of shareholder	Shares held (Thousands)	Percentage of total shares issued
The Master Trust Bank of Japan, Ltd. (Trust account)	85,345	8.6%
Japan Trustee Services Bank, Ltd. (Trust account)	58,342	5.9%
Japan Trustee Services Bank, Ltd. (Trust account 4)	33,971	3.4%
Sumitomo Mitsui Banking Corporation	31,668	3.2%
Nippon Life Insurance Company	25,658	2.6%
Mizuho Bank, Ltd.	21,636	2.2%
Oji Group Employee Stock-holding Association	19,766	2.0%
Japan Trustee Services Bank, Ltd. (Trust account 5)	16,700	1.7%
The Norinchukin Bank	16,654	1.7%
Japan Trustee Services Bank, Ltd. (Trust account 9)	16,154	1.6%

<sup>\*1</sup> The Company holds treasury stock of 22,327 thousand shares, which is excluded from the above list.

\*3 Numbers less than one thousand are rounded down to the nearest thousand

# Distribution of Shareholders









Nestlé Japan Ltd. adopts our paper products to replace plastics as packaging materials for "KITKAT" products.

New disposable diaper plant commences operation.

Harta Packaging Group New corrugated container plant commences operation. (Phnom Penh, Cambodia)

November

**2020** 

OCM Fiber Trading (a joint venture

Paper, and Mitsubishi Paper Mills) starts joint procurement of imported

The company name of Mitsubishi

Paper Sales Co., Ltd. changes to

Mitsubishi Oji Paper Sales Co., Ltd.

of Oji Holdings, Chuetsu Pulp &

March

February

January

woodchips.

Oji Container starts providing OJI FLEX PACK'AGE, a next-generation packaging solution, and sales of Rakudan, continuous corrugated sheets.



Oji Indo Makmur Perkasa

Provided technology to

CNF composite resin glass exhibited by Toyota Motor East Japan Inc, at Tokyo Motor Show 2019.

(Bekasi, West Java, Indonesia)

MPM Oji Eco-Energy, engaged in the joint biomass power generation business, starts commercial operation of Hachinohe Eco-Energy Power Plant, one of the largest FIT-eligible biomass power plants in Japan.

Nestlé in Thailand adopts our paper products to replace plastics as packaging materials for their products.

duces water production facilities and commences their operation at a beer factory of Myanmar Brewery Limited.

Oji Myanmar Packaging intro-

2019

June

August -----

September

October

Develops KAMIWAZA jointly with Shimizu Corporation to utilize paper materials as

construction materials.

Ojitex Haiphong New corrugated container plant commences operation. (Ha Nam, Vietnam)

Achieves high-precision pattern formation on Transparent Cellulose Nano-fiber Sheets.

Starts joint development with Hamari Chemicals, Ltd., to commercialize sulfated hemicellulose for medical applications.

material with barrier properties.

Starts providing samples of SILBIO BARRIER, a paper

MPM Oji Home Products (a joint venture of Oji Nepia and Mitsubishi Paper Mills)

Household paper facility commences commercial operation.



\*2 The percentage of total shares issued has been calculated after excluding the Company's treasury stock

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<sup>(22.327</sup> thousand shares)



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