### General Standard Disclosures

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<tr>
<td>G4-1 Statement from the most senior decisionmaker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.</td>
<td>MA p.5-6 F1 p.1 F2 p.1</td>
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<td>G4-2 Description of key impacts, risks, and opportunities.</td>
<td>MA p.5-6</td>
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#### Organizational Profiles

| G4-3 Name of the organization. | MA p.1 | | | | | | | | | | | | IR p.68 |
| G4-4 Primary brands, products, and services. | MA p.2 | | | | | | | | | | | | IR p.5-7, 20, 24-31, 48-52, 59-65 |
| G4-5 Location of organization's headquarters. | MA p.2 | | | | | | | | | | | | IR p.68 |
| G4-6 Number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report. | MA p.1 | | | | | | | | | | | | IR p.7, 27 |
| G4-7 Nature of ownership and legal form. | MA p.1 | | | | | | | | | | | | IR p.68 |
| G4-8 Markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries). | MA p.1-2 | | | | | | | | | | | | IR p.22-34, 48-52, 59-85 |
| G4-9 Scale of the organization, including: | MA p.1 | | | | | | | | | | | | IR p.7, 68 |
| - Total number of employees | | | | | | | | | | | | | |
| - Total number of operations | | | | | | | | | | | | | |
| - Net sales(for private sector organizations) or net revenues(for public sector organizations) | | | | | | | | | | | | | |
| - Total capitalization broken down in terms of debt and equity (for private sector organizations) | | | | | | | | | | | | | |
| - Quantity of products or services provided | | | | | | | | | | | | | |
| G4-10 Total number of employees by employment type and gender. | MA p.1 | | | | | | | | | | | | IR p.7, 68 |
| - Total number of permanent employees by employment type and gender. | | | | | | | | | | | | | |
| - Total workforce by employees and supervised workers by gender | | | | | | | | | | | | | |
| - Total workforce by region and gender | | | | | | | | | | | | | |
| - Whether a substantial portion of the organization's work is performed by workers who are legally recognized as self-employed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors. | | | | | | | | | | | | | |
| - Any significant variations in employment numbers (such as seasonal variations in employment in the tourism or agricultural industries) | | | | | | | | | | | | | |
| G4-11 Percentage of total employees covered by collective bargaining agreements. | | | | | | | | | | | | | |
| G4-12 Organization's supply chain | | | | | | | | | | | | | |
| G4-13 Any significant changes during the reporting period regarding the organization's asset structure, ownership, or its supply chain, including: | | | | | | | | | | | | | |
| - Changes in the location of, or changes in, operations, including facility openings, closings, and expansions | | | | | | | | | | | | | |
| - Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations) | | | | | | | | | | | | | |
| - Changes in the location of suppliers, the structure of the supply chain, or in relationships with suppliers, including secession and termination" | | | | | | | | | | | | | |
| G4-14 Whether and how the precautionary approach or principle is addressed by the organization. | MA p.5-6 | | | | | | | | | | | | IR p.27-31 |
| G4-15 List externally developed economic, environmental and social charters, principles, or other initiatives of which the organization subscribes or which it endorses | MA p.5-6 | | | | | | | | | | | | IR p.11-17 |
| G4-16 List membership of associations (such as industry associations) and natural or international advocacy organization in which the organization; | MA p.5-6 | | | | | | | | | | | | IR p.11-17 |
| - Holds a position on the governance body | MA p.5-6 | | | | | | | | | | | | IR p.11-17 |
| - Participates in projects or committees | MA p.5-6 | | | | | | | | | | | | IR p.11-17 |
| - Provides substantive funding beyond routine membership dues | MA p.5-6 | | | | | | | | | | | | IR p.11-17 |
| - Views membership as strategic | MA p.5-6 | | | | | | | | | | | | IR p.11-17 |

#### Identified Material Aspects and Boundaries

| G4-17 a. List all entities included in the organization's consolidated financial statements or equivalent documents | MA p.5-6 | | | | | | | | | | | | IR p.66-87 |
| b. Whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report | MA p.5-6 | | | | | | | | | | | | IR p.66-87 |
| G4-18 a. Process for defining the report content and the Aspects Boundaries. | MA p.4-5 | | | | | | | | | | | | IR p.21 |
| b. How the organization has implemented the Reporting Principles for Defining Report Content. | MA p.4-5 | | | | | | | | | | | | IR p.21 |
| G4-19 List all material Aspects identified in the process for defining report content. | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-20 For each material Aspect, report the Aspects Boundary with the organizations | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-21 For each material Aspect, report the Aspects Boundary outside the organization | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-22 Effect of any restatements of information provided in previous reports, and the reasons for such restatements. | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-23 Significant changes from previous reporting periods in the Scope and Aspect Boundaries | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-24 Basis for identification and selection of stakeholders with whom to engage. | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-25 Data measurement techniques and the bases of calculations, including assumptions and techniques underlying estimations applied to the compilation of the indicators and other information in the report. | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-26 Organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagements was undertaken specifically, as part of the report preparation process | MA p.5-6 | | | | | | | | | | | | IR p.21 |
| G4-27 Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting. Report the stakeholder groups that raised each of the key topics and concerns | MA p.5-6 | | | | | | | | | | | | IR p.21 |
G4-34 Governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.

G4-35 Process for delegating authority for economic, environmental and social topics from the highest governance body to senior executives and other employees.

G4-36 Whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.

G4-37 Processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics. If consultation is delegated, describe to whom and any feedback processes to the highest governance body.

G4-38 Composition of the highest governance body and its committees.

G4-39 Whether the Chair of the highest governance body is also an executive officer (and, if so, his or her function within the organization’s management and the reasons for this arrangement).

G4-40 Nomination and selection processes for the highest governance body and its committees. Identify any processes used for nominating and selecting highest governance body members.

G4-41 Processes for the highest governance body to ensure conflicts of interest are avoided and managed. Report whether conflicts of interest are disclosed to stakeholders.

G4-42 The highest governance body’s and senior executives’ roles in the development, approval, and updating of the organization’s purpose, values, mission statements, strategies, policies, and goals related to economic, environmental, and social impacts.

G4-43 Measures taken to develop and enhance the highest governance body’s collective knowledge of economic, environmental and social topics.

G4-44 a. Processes for evaluation of the highest governance body’s performance with respect to governance of economic, environmental, and social topics. Whether such evaluation is independent or not, and its frequency. Whether such evaluation is a self-assessment. b. Actions taken in response to evaluation of the highest governance body’s performance with respect to governance of economic, environmental, and social topics, including, as a minimum, changes in membership and organizational practice.

G4-45 a. The highest governance body’s role in the identification and management of economic, environmental and social risks, and opportunities. Include the highest governance body’s role in the implementation of due diligence processes. b. Whether stakeholder consultation is used to support the highest governance body’s identification and management of economic, environmental and social risks, and opportunities.

G4-46 The highest governance body’s role in reviewing the effectiveness of the organization’s risk management processes for economic, environmental, and social topics.

G4-47 Frequency of the highest governance body’s review of economic, environmental and social impacts, risks, and opportunities.

G4-48 The highest committee or position that formally reviews and approves the organization’s sustainability report and ensures that all material Aspects are covered.

G4-49 Process for determining remuneration. Whether remuneration consultants are involved in determining remuneration and whether they are independent of management. Any other relation ships which the remuneration consultants have with the organization.

G4-50 Nature and total number of critical concerns that were communicated to the highest governance body and the mechanism(s) used to address and resolve them.

G4-51 a. Remuneration policies for the highest governance body and senior executives. b. How performance criteria in the remuneration policy relate to the highest governance body’s and senior executives’ economic, environmental and social objectives.

G4-52 Processes for evaluating the highest governance body’s performance with respect to governance of economic, environmental, and social topics. Whether such evaluation is independent or not, and its frequency. Whether such evaluation is a self-assessment.

G4-53 How stakeholders’ views are sought and taken into account regarding remuneration, including the results of votes on remuneration policies and proposals, if applicable.

G4-54 Ratio of the annual total compensation for the organization’s highest-paid individual to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual) in the same country.

G4-55 Ratio of percentage increase in annual total compensation for the organization’s highest-paid individual in each country of significant operations to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual) in the same country.

G4-56 Organization’s values, principles, and norms of conduct such as codes of conduct and codes of ethics.

G4-57 Internal and external mechanisms for seeking advice on ethical and lawful behavior, and matters related to organizational integrity, such as hotlines or advice lines.

G4-58 Internal and external mechanisms for reporting concerns about unethical or unlawful behavior, and matters related to organizational integrity, such as escalation through line management, whistleblowing mechanisms or hotlines.
**Economic**

**Performance**

**DMA**

- G4-EC1: Direct economic value generated and distributed

- G4-EC2: Financial implications and other risks and opportunities for the organization's activities due to climate change

**Indirect Economic Impacts**

**DMA**

- G4-EC7: Development and impact of infrastructure investment and services supported

- G4-EC8: Significant indirect economic impacts, including the extent of impacts

**Procurement Practices**

**DMA**

- G4-EC9: Proportion of spending on local suppliers at significant locations of operation

**Environmental**

**Materials**

**DMA**

- G4-EN1: Materials used by weight or volume

- G4-EN2: Percentage of materials used that are recycled input materials

**Energy**

**DMA**

- G4-EN3: Energy consumption within the organization

- G4-EN4: Energy consumption outside of the organization

- G4-EN5: Energy intensity

- G4-EN6: Reduction of energy consumption

- G4-EN7: Reduction in energy requirements of products and services

**Water**

**DMA**

- G4-EN8: Total water withdrawn by source

- G4-EN9: Water sources significantly affected by withdrawal of water

- G4-EN10: Percentage and total volume of water recycled and reused

**Biodiversity**

**DMA**

- G4-EN11: Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas

- G4-EN12: Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas

- G4-EN13: Habitats protected or restored

- G4-EN14: Total number of IUCN red list species and national conservation list species with habitats in areas affected by operations, by level of extinction risk

**Emissions**

**DMA**

- G4-EN15: EEOs and Waste

- G4-EN16: Trade: Goods, stocks and other significant air emissions

**Effluents and Waste**

**DMA**

- G4-EN17: Total water discharge by type and disposal method

- G4-EN18: Total number and volume of significant spills

- G4-EN19: Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel convention annex I, II, III and VIII, and percentage of transported wasted shipped internationally

- G4-EN20: Identify, size, protected status and biodiversity value of water bodies and related habitats significantly affected by the organization's discharges of water and runoff

**Products and Services**

**DMA**

- G4-EN21: Extent of impact mitigation of environmental impacts of products and services
### Global Compliance

| DMA | G4-EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations | EN p.25 | DG p.4-5, F2 p.1-2, EN p.1-3, PP p.27-31 |
| DMA | G4-EN30 Significant environmental impacts of transporting products and other goods and materials for the organization’s operations, and transporting members of the workforce | EN p.22-23 | DG p.4-5, EN p.22-23, PP p.27-31 |
| DMA | G4-EN31 Total environmental protection expenditures and investments by type | Data version (environment) | Data version (environment) |
| DMA | G4-EN32 Percentage of new suppliers that were screened using environmental criteria | EN p.24-25 | EN p.24-25 |
| DMA | G4-EN33 Significant actual and potential negative environmental impacts in the supply chain and actions taken | EN p.24-25 | EN p.24-25 |
| DMA | G4-EN34 Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms | EN p.24-25 | EN p.24-25 |

### Social

#### Sub: Labor practices and decent work

#### Employment

| DMA | G4-LA1 Total number and rates of new employee hires and employee turnover by age group, gender and region | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA2 Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA3 Return to work and retention rates after parental leave, by gender | Data version (personnel and labor) | Data version (personnel and labor) |

#### Occupational Health and Safety

| DMA | G4-LA5 Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA6 Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number or work-related fatalities, by region and by gender | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA7 Workers with high incidence or high risk of diseases related to their occupation | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA8 Health and safety topics covered in formal agreements with trade unions | Data version (personnel and labor) | Data version (personnel and labor) |

#### Training and Education

| DMA | G4-LA9 Average hours of training per year per employee by gender, and by employee category | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA10 Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA11 Percentage of employees receiving regular performance and career development reviews, by gender and by employee category | Data version (personnel and labor) | Data version (personnel and labor) |

#### Equal Remuneration for Women and Men

| DMA | G4-LA12 Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity | Data version (personnel and labor) | Data version (personnel and labor) |

#### Supplier Assessment for Labor Practices

| DMA | G4-LA13 Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA14 Percentage of new suppliers that were screened using labor practices criteria | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-LA15 Percentage of significant and potential negative impacts for labor practices in the supply chain and actions taken | Data version (personnel and labor) | Data version (personnel and labor) |

#### Labor/Management Relations

| DMA | G4-LA16 Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms | Data version (personnel and labor) | Data version (personnel and labor) |

### SUB: Human rights

#### Investment

| DMA | G4-HR1 Total number and percentage of significant investment agreements and contracts that include human rights clauses or that underwent human rights screening | Data version (personnel and labor) | Data version (personnel and labor) |
| DMA | G4-HR2 Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained | Data version (personnel and labor) | Data version (personnel and labor) |

#### Non-discrimination

| DMA | G4-HR3 Total number of incidents of discrimination and corrective actions taken | Data version (personnel and labor) | Data version (personnel and labor) |

#### Freedom of Association and Collective Bargaining

| DMA | G4-HR4 Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights | Data version (personnel and labor) | Data version (personnel and labor) |

#### Child Labor

| DMA | G4-HR5 Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor | Data version (personnel and labor) | Data version (personnel and labor) |
Forced or Compulsory Labor

DMA
G4-PRS Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor

HR p.1-3
PP p.6, 18-22

Security Practices

DMA
G4-PRR Percentage of security personnel trained in the organization’s human rights policies or procedures that are relevant to operations

HR p.1-3
PP p.6, 18-22

Indigenous Rights

DMA
G4-PRQ Total number of incidents of violations involving rights of indigenous peoples and actions taken

HR p.1-3
PP p.6, 18-22

Assessment

DMA
G4-PRP Total number and percentage of operations that have been subject to human rights reviews or impact assessments

Supplier Human Rights Assessment

△ HR p.1

DMA
G4-PRQ Percentage of new suppliers that were screened using human rights criteria

△ HR p.1, 3

Human Rights Grievance Mechanisms

DMA
G4-HR1 Significant actual and potential negative human rights impacts in the supply chain and actions taken

△ OG p.8

Sub-Society

Local Communities

DMA
G4-SO1 Percentage of operations with implemented local community engagement, impact assessments, and development programs

△ OG p.1-14

G4-SO2 Operations with significant actual and potential negative impacts on local communities

△ FT p.8-9

Anti-Corruption

DMA
G4-SO3 Total number and percentage of operations assessed for risks related to corruption and the significant risks identified

△ OG p.3

DMA
G4-SO4 Communication and training on anti-corruption policies and procedures

△ OG p.3, 5

DMA
G4-SO5 Confirmed incidents of corruption and actions taken

△ OG p.8

Public Policy

DMA
G4-SO6 Total number of political contributions by country and recipient/beneficiary

△ OP p.8

Anti-competitive behavior

DMA
G4-SO7 Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes

△ OP p.8

Compliance

DMA
G4-SO8 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations

△ OG p.4-6

DMA
G4-SO9 Percentage of new suppliers that were screened using criteria for impact on society

△ Supplier Assessment for Impacts on Society

△ HR p.1-2

G4-SO10 Significant actual and potential negative impacts on society in the supply chain and actions taken

△ HR p.1-14

DMA
G4-SO11 Number of grievances about impacts on society filed, addressed and resolved through formal grievance mechanisms

△ OG p.1-3

Sub-Product Responsibility

Customer Health and Safety

DMA
G4-PR1 Percentage of significant product and service categories for which health and safety impacts are assessed for improvement

△ CI p.1-4, 7-9

G4-PR2 Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes

△ CI p.1-3

Product and Service Labeling

DMA
G4-PR3 Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements

△ CI p.5-6, 9-10

G4-PR4 Total number of incidents of non-compliance with regulations and voluntary codes concerning product and services information and labeling, by type of outcomes

△ CI p.9-10

G4-PR5 Results of surveys measuring customer satisfaction

△ CI p.7-9

Marketing Communications

DMA
G4-PR6 Sale of banned or disputed products

△ CI p.7-9

G4-PR7 Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes

Customer Privacy

DMA
G4-PR8 Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data

△ CI p.8

Compliance

DMA
G4-PR9 Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services

△ OG p.4-5

CI p.1