GRI G4 content index in accordance - Core

Fuji Xerox Australia Sustainability Report 2014

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Fuji Xerox Australia Sustainability Report 2014

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General Standard Disclosures		
Indicator	**Description**	**Where in report**
Strategy and analysis		
G4-1	Statement from CEO	Message from our CEO (p. 4-5)
Organisational profile		
G4-3	Name of the organisation	Front cover
G4-4	Primary brands, products and services	Our business (p.7) and visit www.fujixerox.com.au for more information.
G4-5	Location of headquarters	About this report (p.3)
G4-6	Number of countries where the organisation operates	Report boundary (p.2)
G4-7	Nature of ownership and legal form	Parentage (p.10)
G4-8	Markets served	Our business (p.7) and visit www.fujixerox.com.au for more information.
G4-9	Scale of the organisation	Our business (p.7) and visit www.fujixerox.com.au for more information.
G4-10	Employee demographics	Our business (p.8)
G4-11	Percentage of total employees covered by collective bargaining agreements	Our business (p.8)
G4-12	Describe the organisation's supply chain	Procuring responsibly (p.27)
G4-13	Significant changes relative to supply chain	Procuring responsibly (p.28)
G4-14	Whether and how precautionary approach or principle is addressed	Message from our CEO (p. 5), Our business: Memberships of associations or advocacy bodies (p.9), Our business: Governance, Ethics and integrity, Risk management (p. 11-13), Procuring responsibly (p. 26), Cultural harmony (p. 36), Health and Wellbeing (p. 40)
G4-15	List externally developed economic, environmental and social charters, principles, or other initiatives to which the organisation subscribes or which it endorses.	Message from our CEO (p.5), Procuring responsibly (p. 26)

General Standard Disclosures		
Indicator	**Description**	**Where in report**
G4-16	List memberships of associations and national or international advocacy organisations in which the organisation: • Holds a position on the governance body • Participates in projects or committees • Provides substantive funding beyond routine membership dues • Views membership as strategic	Memberships of associations or advocacy organisations (p.9)
Identified material aspects and boundaries		
G4-17	a. List all entities included in the organisation's consolidated financial statements or equivalent documents. b. Report whether any entity included in the organisation's consolidated financial statements or equivalent documents is not covered by the report. The organisation can report on this Standard Disclosure by referencing the information in publicly available consolidated financial statements or equivalent documents.	About this report: Report boundary (p. 2)
G4-18	a. Explain the process for defining the report content and the Aspect Boundaries. b. Explain how the organisation has implemented the Reporting Principles for Defining Report Content.	About this report (p. 2-3), Sustainability strategy and stakeholder engagement (p. 14-17)
G4-19	List all the material Aspects identified in the process for defining report content.	See this GRI G4 content index - Specific standard disclosures.
G4-20	For each material Aspect, report the Aspect Boundary within the organisation, as follows: • Whether the Aspect is material within the organisation • If the Aspect is not material for all entities within the organisation (as described in G4-17), select one of the following two approaches and report either: – The list of entities or groups of entities included in G4-17 for which the Aspect is not material or – The list of entities or groups of entities included in G4-17 for which the Aspects is material • Any specific limitation regarding the Aspect Boundary within the organisation	Please see material matters 1 - 6 sections of our report (p.20-42).
G4-21	For each material Aspect, report the Aspect Boundary outside the organisation, as follows: • Whether the Aspect is material outside of the organisation • If the Aspect is material outside of the organisation, identify the entities, groups of entities or elements for which the Aspect is material. In addition, describe the geographical location where the Aspect is material for the entities identified • Any specific limitation regarding the Aspect Boundary outside the organisation	Please see material matters 1 - 6 sections of our report (p.20-42).
G4-22	The effect of any restatements of information provided in previous reports, and the reasons for such restatements.	See supporting footnotes throughout report where relevant.
G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries.	About this report: Significant changes (p. 3)

General Standard Disclosures		
Indicator	**Description**	**Where in report**
Stakeholder engagement		
G4-24	List of stakeholder groups engaged by the organisation.	Sustainability strategy and stakeholder engagement (p. 15)
G4-25	The basis for identification and selection of stakeholders with whom to engage.	Sustainability strategy and stakeholder engagement (p.14)
G4-26	The organisation's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.	Sustainability strategy and stakeholder engagement (p. 15)
G4-27	Key topics and concerns that have been raised through stakeholder engagement, and how the organisation 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.	Message from our CEO (p. 4-5), Sustainability strategy and stakeholder engagement (p.17), Material matters 1 - 6 sections (p. 20 - 42)
Report profile		
G4-28	Reporting period for information provided.	About this report (p. 2)
G4-29	Date of most recent previous report.	About this report (p. 2)
G4-30	Reporting cycle (such as annual, biennial).	About this report (p. 2)
G4-31	Provide the contact point for questions regarding the report or its contents.	About this report (p. 3)
G4-32	a. Report the 'in accordance' option the organisation has chosen. b. Report the GRI Content Index for the chosen option. c. Report the reference to the External Assurance Report, if the report has been externally assured.	a. About this report (p. 2) b. See this GRI content index as provided from our Report Centre. c. About this report and Net Balance assurance statement (p. 46)
G4-33	a. The organisation's policy and current practice with regard to seeking external assurance for the report. b. If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided. c. The relationship between the organisation and the assurance providers. d. Whether the highest governance body or senior executives are involved in seeking assurance for the organisation's sustainability report.	About this report (p.2) and Net Balance assurance statement (p. 46)
Governance		
G4-34	The governance structure of the organisation, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.	Our business: Governance (p.11)
Ethics and integrity		
G4-56	The organisation's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	Our business (p.9 and p. 12)

Specific Standard Disclosures		
Indicator	**Description**	**Where in report**
Material matter 1: Transforming our business		
G4-DMA	Management approach	Transforming our business (p.20-21)
Category: Economic		
Aspect: Economic performance		
G4-EC1	Direct economic value generated and distributed Nb. Fuji Xerox Australia discloses financial figures based on publicly available Australian statutory accounts. It follows direction from Fuji Xerox Co Ltd on financial disclosures in accordance with a directive from FUJIFILM Holdings Corporation. For financial information reported by Fuji Xerox Co Ltd, please see www.fujixerox.com/eng/company/profile/finance	Transforming our business: Business performance (p. 21), Other highlights (p. 45 - for community investment)
Material matter 2: Focusing on what matters most		
G4-DMA	Management approach including aspect specific disclosures	Focusing on what matters most (p. 22-23)
Category: Social / Sub-category: Product responsibility		
Aspect: Product and service labelling		
G4-PR5	Results of surveys measuring customer satisfaction	Focusing on what matters most (p. 23-24)
Material matter 3: Procuring responsibly		
G4-DMA	Management approach including aspect specific disclosures	Procuring responsibly (p. 26-31)
Category: Economic		
Aspect: Procurement practices		
G4-EC9	Proportion of spending on local suppliers at significant locations of operation Nb. Significant locations of operation for the purposes of our report encompasses our operations nationally - Australia	Procuring responsibly: Our supply chain (p. 27)
Category: Environmental		
Aspect: Transport		
G4-EN30	Significant environmental impacts of transporting products and other goods and materials for the organisation's operations. Nb. transporting members of the workforce is not material and therefore omitted from this response.	Procuring responsibly: Managing carbon with logistics providers (p. 27)
Aspect: Supplier environmental assessment		
G4-EN32	Percentage of new suppliers that were screened using environmental criteria.	Procuring responsibly: Responsible procurement in our domestic supply chain (p. 28), Responsible paper procurement (p. 29)
G4-EN33	Significant actual and potential negative environmental impacts in the supply chain and actions taken	Procuring responsibly: Responsible procurement in our domestic supply chain (p. 28), Responsible paper procurement (p. 29)

Specific Standard Disclosures		
Indicator	**Description**	**Where in report**
Category: Social / Sub-category: Labour practices and decent work		
Aspect: Supplier assessment for labour practices		
G4-LA14	Percentage of new suppliers that were screened using labour practices criteria	Procuring responsibly: Responsible paper procurement (p.29)
G4-LA15	Significant actual and potential negative impacts for labour practices in the supply chain and actions taken	Procuring responsibly: Responsible procurement in our domestic supply chain (p. 28), Responsible paper procurement (p. 29)
Material matter 4: Talented people		
G4-DMA	Management approach	Talented people (p. 32-35)
Category: Social / Sub-category: Labour practices and decent work		
Aspect: Training and education		
G4-LA11	Percentage of employees receiving regular performance and career development reviews, by gender and by employee category	Talented people: Enabling our business transformation (p. 33)
G4-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing carer endings	Talented people: Enabling our business transformation (p. 33)
Material matter 5: Cultural harmony		
G4-DMA	Management approach	Cultural harmony (p. 36-39)
Category: Social / Sub-category: Human rights		
Aspect: Non-discrimination		
G4-HR3	Total number of incidents of discrimination and corrective action taken	Cultural harmony: Workplace relations (p. 36)
Category: Social / Sub-category: Labour practices and decent work		
Aspect: Diversity and equal opportunity		
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 Nb. Gender diversity was specifically raised through our materiality process and therefore our focus for this indicator in the report. Once this has been appropriately address in the business, other areas of diversity will be explored. Experience also highlights that once you successfully start addressing one area, others will subsequently improve.	Cultural harmony: Gender diversity (p.37)
Aspect: Equal remuneration for women and men		
G4-LA13	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation	Cultural harmony: Equal remuneration (p. 38)
Material matter 6: Health and wellbeing		
G4-DMA	Management approach including aspect specific disclosures	Health and wellbeing (p. 40-42)

Specific Standard Disclosures		
Indicator	**Description**	**Where in report**
Category: Social / Sub-category: Occupational health and safety		
Aspect: Occupational health and safety		
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	Health and wellbeing: Supporting our people (p. 40)
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of workrelated fatalities, by region and by gender	Health and wellbeing: A healthy workplace (p.41)

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