

< GRI Content Index >

Major items	Location or reason for omission
<b>GRI 100: Universal Standards</b>	
<b>GRI 102: General Disclosures 2016</b>	
<b>1. Organizational Profile</b>	
102-1 <b>Name of the organization</b>	<a href="#">Profile / History</a>
102-2 <b>Activities, brands, products, and services</b>	
a A description of the organization's activities.	<a href="#">Structure and External Service Providers</a>
b Primary brands, products, and services, including an explanation of any products or services that are banned in certain markets.	<a href="#">Properties</a>
102-3 <b>Location of headquarters</b>	<a href="#">Profile / History</a>
102-4 <b>Location of operations</b>	<a href="#">Profile / History</a>
102-5 <b>Ownership and legal form</b>	<a href="#">Profile / History</a>
102-6 <b>Markets served</b>	
a Markets served, including:	
i. geographic locations where products and services are offered;	<a href="#">Portfolio Map</a>
ii. sectors served;	<a href="#">Profile / History</a>
iii. types of customers and beneficiaries.	<a href="#">Total Unitholder's Equity and Major Unitholders</a>
102-7 <b>Scale of the organization</b>	
a Scale of the organization, including:	
i. total number of employees;	<a href="#">[ TOKYU REIT ] Board of Directors</a> *As REITs do not have employees by law, this refers to the asset management company. <a href="#">[Tokyu REIM] Social Contribution Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
ii. total number of operations;	1(Head Office only)
iii. net sales (for private sector organizations) or net revenues (for public sector organizations);	<a href="#">Highlight</a>
iv. total capitalization (for private sector organizations) broken down in terms of debt and equity;	<a href="#">Total Unitholder's Equity and Major Unitholders</a> <a href="#">Interest-Bearing Debt</a>
v. quantity of products or services provided.	<a href="#">Properties</a>
102-8 <b>Information on employees and other workers</b>	*As REITs do not have employees by law, this refers to the asset management company.
a Total number of employees by employment contract (permanent and temporary), by gender.	<a href="#">Social Contribution Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
b Total number of employees by employment contract (permanent and temporary), by region.	As the REIT and asset management company have only one office, there is no regional difference.
c Total number of employees by employment type (full-time and part-time), by gender.	<a href="#">Social Contribution Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
d Whether a significant portion of the organization's activities are performed by workers who are not employees. If applicable, a description of the nature and scale of work performed by workers who are not employees.	Not applicable as the majority of the organization's activities are performed by employees.
e Any significant variations in the numbers reported in Disclosures 102-8-a, 102-8-b, and 102-8-c (such as seasonal variations in the tourism or agricultural industries).	No significant variations
102-9 <b>Supply chain</b>	<a href="#">Social Contribution &lt;Stakeholder engagement&gt;</a>
102-10 <b>Significant changes to the organization and its supply chain</b>	No significant changes
102-11 <b>Precautionary Principle or approach</b>	<a href="#">Governance Promotion of Compliance and Risk Management</a>
102-13 <b>Membership of associations</b>	*Refers to asset management company: The Association for Real Estate Securitization The Investment Trusts Association, Japan
<b>2. Strategy</b>	
102-14 <b>Statement from senior decision-maker</b>	<a href="#">Message from Executive Director</a> <a href="#">Our Approach to Sustainability</a>
102-15 <b>Key impacts, risks, and opportunities</b>	<a href="#">Identification of Material Issues (Materiality)</a>
<b>3. Ethics and Integrity</b>	
102-16 <b>Values, principles, standards, and norms of behavior</b>	<a href="#">Basic Policies</a>
102-17 <b>Mechanisms for advice and concerns about ethics</b>	
a A description of internal and external mechanisms for:	
i. seeking advice about ethical and lawful behavior, and organizational integrity;	<a href="#">Major Initiatives Concerning TOKYU REIT's Compliance</a>

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		<a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
	ii. reporting concerns about unethical or unlawful behavior, and organizational integrity.	<a href="#">Major Initiatives Concerning TOKYU REIT's Compliance</a> <a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
<b>4. Governance</b>		
102-18	<b>Governance structure</b>	<a href="#">Structure and External Service Providers</a> <a href="#">Governance Development and Operation of a Process that Ensures Highly Workable Governance</a>
102-21	<b>Consulting stakeholders on economic, environmental, and social topics</b>	<a href="#">Identification of Material Issues (Materiality)</a>
102-22	<b>Composition of the highest governance body and its committees</b>	<a href="#">Governance Development and Operation of a Process that Ensures Highly Workable Governance</a> <a href="#">Board of Directors</a>
102-23	<b>Chair of the highest governance body</b>	<a href="#">Governance Development and Operation of a Process that Ensures Highly Workable Governance</a>
	a Whether the chair of the highest governance body is also an executive officer in the organization.	Yes
	b If the chair is also an executive officer, describe his or her function within the organization's management and the reasons for this arrangement.	Japanese only
102-24	<b>Nominating and selecting the highest governance body</b>	
	a Nomination and selection processes for the highest governance body and its committees.	Japanese only
	b Criteria used for nominating and selecting highest governance body members, including whether and how:	Japanese only
102-25	<b>Conflicts of interest</b>	
	a Processes for the highest governance body to ensure conflicts of interest are avoided and managed.	<a href="#">Rules on Related-Party Transactions</a>
	b Whether conflicts of interest are disclosed to stakeholders, including, as a minimum:	
	i. Cross-board membership;	Japanese only
	ii. Cross-shareholding with suppliers and other stakeholders;	<a href="#">Total Unitholder's Equity and Major Unitholders</a>
	iii. Existence of controlling shareholder;	<a href="#">Total Unitholder's Equity and Major Unitholders</a>
	iv. Related party disclosures.	Japanese only
102-26	<b>Role of highest governance body in setting purpose, values, and strategy</b>	Japanese only
102-33	<b>Communicating critical concerns</b>	Japanese only
102-34	<b>Nature and total number of critical concerns</b>	No critical concerns reported during reporting period
102-35	<b>Remuneration policies</b>	Japanese only
102-36	<b>Process for determining remuneration</b>	Determined by resolution of the REIT's board of directors
<b>5. Stakeholder Engagement</b>		
102-40	<b>List of stakeholder groups</b>	<a href="#">Social Contribution &lt;Stakeholder engagement&gt;</a>
102-41	<b>Collective bargaining agreements</b>	*As REITs do not have employees by law, this refers to the asset management company.
	a Percentage of total employees covered by collective bargaining agreements.	90% (worker representatives as no union is formed)
102-42	<b>Identifying and selecting stakeholders</b>	<a href="#">Identification of Material Issues (Materiality)</a>
102-43	<b>Approach to stakeholder engagement</b>	<a href="#">Social Contribution &lt;Stakeholder engagement&gt;</a>
102-44	<b>Key topics and concerns raised</b>	No key topics or concerns
<b>6. Reporting Practice</b>		
102-45	<b>Entities included in the consolidated financial statements</b>	The asset management company is included in the consolidated financial statements as a wholly owned subsidiary of Tokyu Corporation
102-46	<b>Defining report content and topic Boundaries</b>	
	a An explanation of the process for defining the report content and the topic Boundaries.	<a href="#">Identification of Material Issues (Materiality)</a>
	b An explanation of how the organization has implemented the Reporting Principles for defining report content.	<a href="#">Identification of Material Issues (Materiality)</a>
102-47	<b>List of material topics</b>	<a href="#">Identification of Material Issues (Materiality)</a>
102-48	<b>Restatements of information</b>	Not applicable
102-49	<b>Changes in reporting</b>	Not applicable
102-50	<b>Reporting period</b>	January to December in principle but including some details from outside of this period.
102-51	<b>Date of most recent report</b>	Not applicable
102-52	<b>Reporting cycle</b>	Annual reporting cycle
102-53	<b>Contact point for questions regarding the report</b>	<a href="#">Inquiries</a>
102-54	<b>Claims of reporting in accordance with the GRI Standards</b>	Sustainability reporting refers to GRI Standards

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102-55	GRI content index	GRI Content Index (this table)
102-56	External assurance	None
<b>Management Approach</b>		
103-1	Explanation of the material topic and its Boundary	<a href="#">Identification of Material Issues (Materiality)</a>
103-2	The management approach and its components	<a href="#">Our Approach to Sustainability</a>
<b>Topic-specific Standards</b>		
<b>GRI 200: Economic</b>		
201-2	Financial implications and other risks and opportunities due to climate change	<a href="#">Identification of Material Issues (Materiality)</a>
201-3	Defined benefit plan obligations and other retirement plans	*As REITs do not have employees by law, this refers to the asset management company: The company has established a retirement allowance system and contributes to the Smaller Enterprise Retirement Allowance Mutual Aid System at full company expense (contribution: 2.34 million yen/year)
201-4	Total monetary value of financial assistance received by the organization from any government during the reporting period, including:	Efforts on heat countermeasures utilizing the Tokyo Metropolitan Government's subsidy business <a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
<b>203: Indirect Economic Impacts 2016</b>		
<b>205: Anti-corruption 2016</b>		
205-1	Operations assessed for risks related to corruption	*As REITs do not have employees by law, this refers to the asset management company.
a	Total number and percentage of operations assessed for risks related to corruption.	1 (asset management company has only one office), 100%
b	Significant risks related to corruption identified through the risk assessment.	Not applicable
205-2	Communication and training about anti-corruption policies and procedures	*As REITs do not have employees by law, this refers to the asset management company.
a	Total number and percentage of governance body members that the organization's anti-corruption policies and procedures have been communicated to, broken down by region.	All employees (including temporary) (100%) <a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
b	Total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to, broken down by employee category and region.	All employees (including temporary) (100%) <a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
c	Total number and percentage of business partners that the organization's anti-corruption policies and procedures have been communicated to, broken down by type of business partner and region. Describe if the organization's anti-corruption policies and procedures have been communicated to any other persons or organizations.	Status of compliance initiatives of REIT's major subcontractors surveyed every two years
d	Total number and percentage of governance body members that have received training on anti-corruption, broken down by region.	All employees (including temporary) (100%) <a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
e	Total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region.	All employees (including temporary) (100%) <a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
205-3	Confirmed incidents of corruption and actions taken	Not applicable
<b>GRI 300: Environmental</b>		
<b>302: Energy 2016</b>		
302-2	Energy consumption outside of the organization	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
302-3	Energy intensity	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
302-4	Reduction of energy consumption	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
302-5	Reductions in energy requirements of products and services	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
<b>303: Water 2018</b>		
303-5	Water consumption	<a href="#">Environmental Measures Reduction of Water Consumption and Waste</a>
<b>305: Emissions 2016</b>		
305-1	Direct (Scope 1) GHG emissions	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
305-2	Energy indirect (Scope 2) GHG emissions	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
305-3	Other indirect (Scope 3) GHG emissions	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
305-4	GHG emissions intensity	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
305-5	Reduction of GHG emissions	<a href="#">Environmental Measures Reduction of Energy Consumption and Greenhouse Gas ("GHG") Emissions</a>
<b>306: Effluents and Waste 2016</b>		
306-2	Waste by type and disposal method	<a href="#">Environmental Measures Reduction of Water Consumption and Waste</a>
306-3	Significant spills	Not applicable

Major items		Location or reason for omission
307-1	<b>Non-compliance with environmental laws and regulations</b>	Not applicable
<b>GRI 400: Social</b>		
<b>401: Employment 2016</b>		*As REITs do not have employees by law, this refers to the asset management company.
401-1	<b>New employee hires and employee turnover</b>	
a	Total number and rate of new employee hires during the reporting period, by age group, gender and region.	3 people (20s: 2 [1 man, 1 woman], 30s: 1 [woman])
b	Total number and rate of employee turnover during the reporting period, by age group, gender and region.	2 people (20s : 1 [woman],30s : 1 [man])
401-2	<b>Benefits provided to full-time employees that are not provided to temporary or part-time employees</b>	
Benefits which are standard for full-time employees of the organization but are not provided to temporary or part-time employees, by significant locations of operation. These include, as a minimum:		
i.	life insurance;	Not applicable
ii.	health care;	Healthcare benefits paid to all employees (including temporary)
iii.	disability and invalidity coverage;	Healthcare benefits paid to all employees (including temporary)
iv.	parental leave;	All employees (including temporary) eligible
v.	retirement provision;	All permanent employees enrolled in Smaller Enterprise Retirement Allowance Mutual Aid System
vi.	stock ownership;	Group shareholding association (for permanent employees only)
401-3	<b>Parental leave</b>	<a href="#">Social Contribution</a> <a href="#">Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
a	Total number of employees that were entitled to parental leave, by gender.	4 people (2 men,2 women)
b	Total number of employees that took parental leave, by gender.	4 people (2 men,2 women)
c	Total number of employees that returned to work in the reporting period after parental leave ended, by gender.	2 men
d	Total number of employees that returned to work after parental leave ended that were still employed 12 months after their return to work, by gender.	2 women
e	Return to work and retention rates of employees that took parental leave, by gender.	men:100%, women:100%
<b>403: Occupational Health and Safety 2018</b>		*As REITs do not have employees by law, this refers to the asset management company.
403-1	<b>Occupational health and safety management system</b>	<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a>
403-2	<b>Hazard identification, risk assessment, and incident investigation</b>	
A description of the processes used to identify work-related hazards and assess risks on a routine and non-routine basis, and to apply the hierarchy of controls in order to eliminate hazards and minimize risks, including:		
a		<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a> <a href="#">Governance</a> <a href="#">Promotion of Compliance and Risk Management</a>
A description of the processes for workers to report work-related hazards and hazardous situations, and an explanation of how workers are protected against reprisals.		
b		<a href="#">Major Initiatives Concerning Tokyu REIM's Compliance</a>
A description of the policies and processes for workers to remove themselves from work situations that they believe could cause injury or ill health, and an explanation of how workers are protected against reprisals.		
c		<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a>
403-4	<b>Worker participation, consultation, and communication on occupational health and safety</b>	<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a>
403-5	<b>Worker training on occupational health and safety</b>	<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a> <a href="#">Governance</a> <a href="#">Promotion of Compliance and Risk Management</a>
403-6	<b>Promotion of worker health</b>	
An explanation of how the organization facilitates workers' access to non-occupational medical and healthcare services, and the scope of access provided.		
a		<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a>
A description of any voluntary health promotion services and programs offered to workers to address major non-work-related health risks, including the specific health risks addressed, and how the organization facilitates workers' access to these services and programs.		
b		<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a>
403-8	<b>Workers covered by an occupational health and safety management system</b>	<a href="#">Social Contribution</a> <a href="#">Creation of a Healthy Organizational Culture and Work Environment</a>
403-9	<b>Work-related injuries</b>	Not applicable
<b>404: Training and Education 2016</b>		*As REITs do not have employees by law, this refers to the asset management company.
404-1	<b>Average hours of training per year per employee</b>	<a href="#">Social Contribution</a> <a href="#">Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
404-2	<b>Programs for upgrading employee skills and transition assistance programs</b>	
Type and scope of programs implemented and assistance provided to upgrade employee skills.		
a		<a href="#">Social Contribution</a> <a href="#">Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
Transition assistance programs provided to facilitate continued employability and the management of career endings resulting from retirement or termination of employment.		
b		Development of retirement age re-employment program
404-3	<b>Percentage of employees receiving regular performance and career development reviews</b>	All permanent employees
<b>405: Diversity and Equal Opportunity 2016</b>		*As REITs do not have employees by law, this refers to the asset management company.
405-1	<b>Diversity of governance bodies and employees</b>	

Major items	Location or reason for omission
a Percentage of individuals within the organization's governance bodies in each of the following diversity categories:	
i. Gender;	<a href="#">Social Contribution</a> <a href="#">Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
ii. Age group: under 30 years old, 30-50 years old, over 50 years old;	Under 30s:0%, 30s-50s:20%, Over 50s:80% (Tokyu REIM's Board of Directors)
iii. Other indicators of diversity where relevant (such as minority or vulnerable groups).	Not applicable
b Percentage of employees per employee category in each of the following diversity categories:	
i. Gender;	<a href="#">Social Contribution</a> <a href="#">Allocation and Development of Personnel Sufficient in Both Quality and Quantity</a>
ii. Age group: under 30 years old, 30-50 years old, over 50 years old;	Under 30s:15%, 30s-50s:79%, Over 50s:6%
iii. Other indicators of diversity where relevant (such as minority or vulnerable groups).	Not applicable
405-2 <b>Ratio of basic salary and remuneration of women to men</b>	No remuneration gap at any level
<b>406: Non-Discrimination 2016</b>	
406-1 <b>Incidents of discrimination and corrective actions taken</b>	Not applicable
412-3 <b>Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening</b>	Not applicable
<b>413: Local Community 2016</b>	
413-1 <b>Operations with local community engagement, impact assessments, and development programs</b>	<a href="#">Social Contribution</a> <a href="#">Contribution to the Development of Communities</a>
413-2 <b>Operations with significant actual and potential negative impacts on local communities</b>	Not applicable
<b>415: Public Policy 2016</b>	
415-1 <b>Political contributions</b>	No political contributions provided
<b>416: Customer Health and Safety 2016</b>	
Assessment of the health and safety impacts of product and service categories	<a href="#">Social Contribution</a> <a href="#">Improvement of Safety and Comfort of Tenants</a>
Incidents of non-compliance concerning the health and safety impacts of products and services	Not applicable
<b>419: Socioeconomic Compliance 2016</b>	
419-1 <b>Non-compliance with laws and regulations in the social and economic area</b>	Not applicable
<b>GRI G4: Construction and Real Estate Sector Disclosures</b>	
CRE8 <b>Type and number of sustainability certification, rating and labeling schemes for new construction, management, occupation and redevelopment</b>	<a href="#">Environmental Certification</a>