

# STANDARD DISCLOSURE G3 INDEX & REPORT APPLICATION LEVEL

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<b>1. Strategy and Analysis</b>			
1.1	Statement from the most senior decisionmaker of the organisation (e.g., CEO, chair, or equivalent senior position) about the relevance of sustainability to the organisation and its strategy.	Chairman & CEO's Statement	58
1.2	Description of key impacts, risks and opportunities	Risk Management/Chairmen & CEO's Review/Materiality Analysis/Business Performance	117-120, 10-13, 60-62, 20-47
<b>2. Organisation Profile</b>			
2.1	Name of the organisation	Corporate Information	Inner back cover
2.2	Primary brands, products, and/or services	Business Performance	20-47
2.3	Operational structure of the organisation, including main divisions, operating companies, subsidiaries, and joint ventures.	Enterprise Governance	104-123
2.4	Location of organisation's headquarters	Corporate Information	Inner back cover
2.5	Number of countries where the organisation operates and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the Report	within the Sri Lanka	-
2.6	Nature of ownership and legal form	Group Structure	126
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries)	Business Performance	20-47
2.8	Scale of the reporting organisation	Enterprise Governance Report/Group Structure	104,64,110
2.9	Significant changes during the reporting period regarding size, structure, or ownership	Sustainability Report/Director Report	60,129-134
2.10	Awards received in the reporting period	Sustainability Report	59
<b>3. Report Parameters</b>			
3.1	Reporting period (e.g., fiscal/calendar year) for information provided	31.03.2010	
3.2	Date of most recent previous Report	22.05.2009	
3.3	Reporting cycle (annual, biennial, etc.)	12 Months	
3.4	Contact point for questions regarding the report or its contents	Sustainability Report/Report Profile	59
3.5	Defining report content	Sustainability Report/Report Scope & Boundary	60
3.6	Boundary of the Report	Sustainability Report/Report Scope & Boundary Report	60
3.7	State any specific limitations on the scope or boundary of the Report	Sustainability Report/Report Scope & Boundary	60
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organisations.	Sustainability Report/Report Scope and Boundary	60
3.9	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	Sustainability Report/Report Scope and boundary	60
3.10	Explanation of the effect of any restatement of information provided in earlier report, and the reasons for such re-statement	Sustainability Report/Report Scope & Boundary	60

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3.11	Significant changes from previous reporting periods in the scope, boundary or measurement methods applied in the Report	Sustainability Report/ Report Scope & Boundary	60
3.12	Table identifying the location of the Standard Disclosures in the Report	Sustainability Report	60
3.13	Policy and current practice with regard to seeking external assurance for the Report	Independent Assurance Statement	100-101
<b>4. Governance, Commitments and Engagement</b>			
4.1	Governance structure of the organisation, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organisational oversight.	Governance Report/ Enterprise Governance	104-123
4.2	Indicate whether Supervisory Board member is also an executive officer	Governance Report/ Enterprise Governance	104-123
4.3	For organisations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members	Governance Report/ Enterprise Governance	104-123
4.4	Mechanisms for shareholders and employees to provide recommendations or directions to the highest governance body	Governance Report/ Enterprise Governance	104-123
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives, and the organisation's performance	Governance Report/ Enterprise Governance	104-123
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided	Governance Report/ Enterprise Governance	104-123
4.7	Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organisation's strategy on economic, environmental and social topics	Sustainability Report/Governance, Commitment and Engagement	63-69
4.8	Internally developed statements of mission or values, codes of conduct and principles relevant to economic, environmental and social performance and the status of their implementation	Sustainability Report/Governance, Commitment and Engagement	63
4.9	Procedures of the highest governance body for overseeing the organisation's identification and management of economic, environmental, and social performance, including relevant risks and opportunities, and adherence or compliance with internationally agreed standards, codes of conduct, and principles	Sustainability Report/Governance, Commitment and Engagement	63
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance	Sustainability Report/Governance, Commitment and Engagement	63-69
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organisation	Sustainability Report/Governance, Commitment and Engagement	63-64
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organisation subscribes or endorses	Sustainability Report/Governance, Commitment and Engagement	63-64
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organisations in which the organisation	Governance, Commitment and Engagement	63
4.14	List of stakeholder groups engaged by the organisation	Sustainability Report/Stakeholder Engagement	64-69

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4.15	Basis for identification and selection of stakeholders with whom to engage	Sustainability Report/Stakeholder Engagement/ Materiality Analysis	63-69, 60-61
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group	Sustainability/ Stakeholder Engagement	60-69
4.17	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	Sustainability Report/Stakeholder Engagement	60-69

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<b>Performance Indicators</b>			
<b>Economic</b>			
EC1	Direct Economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and Governments	Reported	71
EC2	Financial Implications and other risks and opportunities for the organisation's activities due to climate change	Reported	72,73
EC3	Coverage of the organisation's defined benefit plan obligations	Reported	73
EC4	Significant financial assistance received from Government	Reported	73
EC5	Range of ratios of standards entry level wage compared to local minimum wage at significant locations of operation	Reported	73
EC6	Policy, practices, and promotions of spending on-locally-based suppliers at significant locations of operation	Reported	73
EC7	Procedures for local hiring and proportion of senior management hired from the local community at locations of significant operation	Reported	73
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit-through commercial, in-kind, or pro bono engagement	Reported	73
EC9	Understanding and describing significant indirect economic impact, including the extent of impacts	NM, NR	-
<b>Environmental</b>			
EN1	Materials used by weight or volume	Reported	76
EN2	Percentage of materials used that are recycled input materials	Reported	76
EN3	Direct energy consumption by primary energy source	Reported	77
EN4	Indirect energy consumption by primary source	Reported	77
EN5	Energy saved due to conservation and efficiency improvements	Reported	77
EN6	Initiatives to provide energy-efficient or renewable energy-based products and services, and reductions in energy requirements as a result of these initiatives	Reported	77
EN7	Initiatives to reduce indirect energy consumption and reductions achieved	Reported	77
EN8	Total water withdrawal by source	Reported	78

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EN9	Water sources significantly affected by withdrawal of water	NM, NR	-
EN10	Percentage and total volume of water recycled and reused	Reported	78
EN11	Locations of size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected area	NA, NR	-
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas	NA, NR	-
EN13	Habitats protected or restored	NA, NR	-
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity	Not Applicable	-
EN15	Number of IUCN Red list species and national conservation list species with habitats in areas affected by operations, by level of extinction risk	NA, NR	-
EN16	Total direct and Indirect greenhouse gas emissions by weight	Reported	79
EN17	Other relevant indirect greenhouse gas emissions by weight	Reported	79,80
EN18	Initiatives to reduce greenhouse gas emissions and reduction achieved	PR	80
EN19	Emissions of ozone-depleting substances by weight	PR	80
EN20	NOx, SOx, and other significant air emissions by weight	PR	80
EN21	Total water discharged by quality and destination	PR	80,81
EN22	Total weight of waste by type and disposal method	Reported	83
EN23	Total number of volumes of significant spills	PR	83
EN24	Weight of transported, imported, exported or treated waste deemed hazardous under the terms of Basel Convention Annex I, II, III and VIII and percentage of transported waste shipped internationally	NM, NR	-
EN25	Identify size, protected status and biodiversity value of water bodies and related habitats significantly affected by the reporting organisation's discharges of water and runoff	NM, NR	-
EN26	Initiative to mitigate environmental impacts of products and services, and extent of impact mitigation	Reported	83
EN27	Percentage of products sold and their packaging materials that are reclaimed by category	NM, NR	-
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	Reported	93
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organisation's operations, and transporting member of the workforce	NR	-
EN30	Total environmental protection expenditure and investments by type	Reported	83
<b>Labour Practices and Decent Work</b>			
LA1	Total workforce by employment type, employment contract, and region	Reported	85
LA2	Total number and rate of employee turnover by age group, gender, region	Reported	85/86
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations	Reported	86/87
LA4	Percentage of employees covered by collective bargaining agreements	Reported	87
LA5	Minimum notice period(s) regarding operational changes, including whether it is specified in collective agreements	Reported	87

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LA6	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advice on occupational health and safety programmes	Reported	87
LA7	Rates of injury, occupational diseases, lost days and absenteeism, and of work-related fatalities by region	Reported	88
LA8	Education, training, counselling, prevention, and risk-control programmes in place to assist workforce members, their families, or community members regarding serious diseases	Reported	88
LA9	Health and safety topics covered in formal agreements with trade unions	NA, NR	-
LA10	Average hours of training per year per employee by employee category	Reported	88,89
LA11	Programmes for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	NR	-
LA12	Percentage of employees receiving regular performance and career development reviews	Reported	90
LA13	Composition of governance bodies and breakdown of employees per category according to gender, age, group, minority group membership, and other indicators of diversity	Reported	90
LA14	Ratio of basic salary of men to women by employee category	Reported	90
<b>Human Rights</b>			
HR1	Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening	PR	90
HR2	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken	Reported	90
HR3	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained	Reported	90
HR4	Total number of incidents of discrimination actions taken	Reported	90
HR5	Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights	PR, NA	91
HR6	Operations identified as having significant risk or incidents of child labour, and measures taken to contribute to the elimination of child labour	Reported	91
HR7	Operations identified as having significant risk for incidents of forced or compulsory labour, and measures taken to contribute to the elimination of forced or compulsory labour	Reported	91
HR8	Percentage of security personnel trained in the organisation's policies or procedures concerning aspects of human rights that are relevant to operations	NR	-
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken	NA, NR	-
<b>Society</b>			
S01	Nature, scope, and effectiveness of any programmes and practices that asses and manage the impacts of operations on communities, including entering, operating, and exiting	Reported	91,92
S02	Percentage and total number of business units analysed for risks related to corruption	Reported	92
S03	percentage of employees trained in organisation's anti-corruption policies and procedures	Reported	92
S04	Actions taken in response to incidents of corruption	Reported	92
S05	Public policy positions and participation in public policy development and lobbying	NM, NR	-
S06	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country	NM, NR	-

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S07 ●	Total number of legal actions taken for anti-competitive behaviour, anti-trust, and monopoly practices and their outcomes	Reported	92
S08 ●	Monitory value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	Reported	93
<b>PRODUCTS RESPONSIBILITY</b>			
PR1 ●	Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures	Reported	93
PR2 ●	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life cycle, by type of outcomes	Reported	93
PR3 ●	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements	Reported	93
PR4 ●	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.	Reported	93
PR5 ●	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction	Reported	93
PR6 ●	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship	Reported	93
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	Reported	93
PR8 ●	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	Reported	93
PR9 ●	Monetary value of significant fines for noncompliance with laws and regulations concerning the provision and use of products and services	Reported	93

NM - Not Material, NA - Not Applicable, NR - Not Reported, PR - Partially Reported

● High ● Medium ● Low

**Report Application Level**

