

Sustainability Accounting Standards Board Content Index

TOPPAN Holdings Inc. discloses the information in this index in accordance with the “Professional & Commercial Services” standard issued by the Sustainability Accounting Standards Board (SASB) in October 2018.

Sustainability Disclosure Topics & Metrics

Topic	Metric	Code	References
Data Security	Description of approach to identifying and addressing data security risks	SV-PS-230a.1	PP. 152-157: Information Security
	Description of policies and practices relating to collection, usage, and retention of customer information	SV-PS-230a.2	P. 153: Complying with Laws and Regulations P. 154: Protecting Personal and Confidential Information
	(1) Number of data breaches (2) Percentage involving customers' confidential business information (CBI) or personally identifiable information (PII) (3) Number of customers affected	SV-PS-230a.3	—
Workforce Diversity & Engagement	Percentage of gender and racial/ethnic group representation for: (1) Executive management (2) All other employees	SV-PS-330a.1	PP. 42-46: Information on Employees at the TOPPAN Group P. 139: Directors and Audit & Supervisory Board Members at TOPPAN Holdings Inc.
	Turnover rate for employees (1) Voluntary (2) Involuntary	SV-PS-330a.2	P. 42, PP. 45-46: Information on Employees at the TOPPAN Group
	Employee engagement as a percentage	SV-PS-330a.3	P. 80: Surveying Employee Engagement
Professional Integrity	Description of approach to ensuring professional integrity	SV-PS-510a.1	P. 26: Human Rights Due Diligence P. 63: Sustainable Procurement Initiatives PP. 74-77: Total Quality Assurance P. 78: AI Ethics PP. 141-144: Risk Management PP. 148-151: Strict Compliance PP. 152-157: Information Security
	Total amount of monetary losses as a result of legal proceedings associated with professional integrity	SV-PS-510a.2	—

Activity Metrics	Code	References
Number of employees by: (1) full-time and part-time, (2) temporary, and (3) contract	SV-PS-000.A	PP. 42-46: Information on Employees at the TOPPAN Group
Employee hours worked, percentage billable	SV-PS-000.B	P. 58: Monthly Overtime Working (regular employees, TOPPAN Inc.)