



 WE'RE GROWING TO
SUPPORT NEW ZEALAND'S
FUTURE GENERATIONS

GRI CONTENT INDEX 2012/2013

The Global Reporting Initiative (GRI) sustainability reporting guidelines have been developed to assist organisations around the world to report economic, governance, environmental and social performance in a consistent and comparable manner.

This is the second year that the Guardians of New Zealand Superannuation (Guardians) and New Zealand Superannuation Fund (Fund) have reported against the GRI framework. The following Index is based on the G3.1 version and includes indicators for the financial services sector. Some disclosures are not applicable, given the nature of the Guardians and Fund (for example, we do not undertake marketing). Other disclosures we have reported against, partially or in full. In some areas, we have yet to begin reporting.

More information about the GRI framework and guidelines can be found at www.globalreporting.org.

What our Index covers

The boundary of our reporting in the Index below covers the Guardians of New Zealand Superannuation and the New Zealand Superannuation Fund.

The Fund invests money on behalf of the New Zealand Government to help pre-fund future universal superannuation payments. The Guardians manages the Fund. The Guardians is a Crown entity and its assets, along with the assets of the Fund, are Crown assets. The Guardians is accountable to Parliament through the Minister of Finance. The Fund and Guardians together comprise 'the organisation' referred to in the Index.

We report on the Fund's underlying investments in our comments on the GRI Indicators FS10-12 and HR1. Our focus is on how, as a responsible investor, we monitor and engage with investee companies and external managers.

Our approach to responsible investment is governed by our [Statement of Investment Policies, Standards and Procedures \(SIPSP\)](#). Our [Responsible Investment Framework](#) sets out how we monitor the performance of, and engage with, investee companies and external managers on environmental, social and governance

(ESG) issues. We report on our activities and performance under this Framework in the Responsible Investment Report section of our Annual Report. (Occasionally we may choose to report additional, specific detail about individual investments or managers' activities, as seen in the Case Studies in our Annual Report.)

The subsidiaries listed on page 185 of the Annual Report are excluded from the Index. These are nominee companies only.

Information locations referred to in the Index are the Annual Report, published October 2013, and the New Zealand Superannuation Fund website www.nzsuperfund.co.nz. Page numbers refer to pages in the Annual Report. The Annual Report is also on the website, along with the Statement of Intent, SIPSP, a guide to 'How we Invest', Responsible Investment Framework and other key organisational documents including our Communications Policy.

Profile Disclosures

PROFILE DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
STRATEGY AND ANALYSIS		
1.1	Statement from the most senior decision-maker of the organisation about the relevance of sustainability to the organisation and its strategy.	Chair's Statement on ESG pg 58, and references in the Chair's Statement pg 8 Website: • Chair's Statement on Environmental, Social and Governance Issues
1.2	Description of key impacts, risks, and opportunities.	Relevant information can be found in the following places. A summary as per the GRI Guidelines will be developed in the future. Governance, Risk Management pgs 25-27 Responsible Investment Report pgs 58-64 Statement of Service Performance pgs 82-84 Operational Report pgs 68-74 Website: • Statement of Intent 2013-2018 • Responsible Investment
ORGANISATIONAL PROFILE		
2.1	Name of the organisation.	Front cover, Corporate Directory (inside back cover, pg 201), and throughout the Annual Report.
2.2	Primary brands, products, and/or services.	The organisation's 'product' is the Fund, which has no 'customers' other than Parliament. Overview pgs 6-7
2.3	Operational structure of the organisation, including main divisions, operating companies, subsidiaries, and joint ventures.	Organisational Chart pg 19 Investment Report & Case Studies 30-64 Subsidiaries pg 185
2.4	Location of organisation's headquarters.	Corporate Directory pg 201
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.	N/A The organisation does not operate outside New Zealand.
2.6	Nature of ownership and legal form.	Overview pgs 6-7 Governance – Principle 8, pg 23
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/ beneficiaries).	N/A The Minister of Finance, on behalf of the Crown, is the key stakeholder.
2.8	Scale of the reporting organisation.	Overview pgs 6-7 Our People, Workforce Profile and Statistics pgs 78-79 Financial Statements & Notes pgs 92-193
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	Addition of General Counsel to Organisational Chart pg 19 Increase in staff pg 10, pg 76-78
2.10	Awards received in the reporting period.	Operational Report Highlights, Awards Success pg 68 Responsible Investment Report, Communication pg 63 Statement of Service Performance, Output Measures, Risk Management pg 84 Awards and Recognition: Winner – aiCIO Award for Most Innovative Sovereign Wealth Fund Globally Winner – 2012 NZICA award for Best Public Sector Annual Report Winner – Best First-Time Entrant, 2013 Australasian Reporting Awards Finalist – 2013 Global RI Reporting Awards 10/10 in the Sovereign Wealth Fund Institute's Transparency Index
REPORT PROFILE		
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	Year to 30 June 2013 Front cover and throughout the Annual Report
3.2	Date of most recent previous report (if any).	Year to 30 June 2012
3.3	Reporting cycle (annual, biennial, etc.)	Annual
3.4	Contact point for questions regarding the report or its contents.	Catherine Etheredge, Head of Communications, Tel: +64 9 366 4905, cetheredge@nzsuperfund.co.nz

Profile Disclosures (continued)

PROFILE DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
REPORT SCOPE AND BOUNDARY		
3.5	Process for defining report content.	Content is prioritised against targets and requirements of the Statement of Intent, the NZ Superannuation and Retirement Income Act 2001, the Crown Entities Act 2004, the NZ Securities Commission's corporate governance principles, and our Responsible Investment programme including the United Nations Principles for Responsible Investment.
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).	The boundary covers activities of the Fund and Guardians (see 'What our Index covers' above).
3.7	State any specific limitations on the scope or boundary of the report.	No limitations within the material economic, environmental and social impacts of the organisation other than those outlined in 'What our Index covers' on page 2 of this document.
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.	See 'What our Index covers' on page 2 of this document.
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. Explain any decisions not to apply, or to substantially diverge from, the GRI Indicator Protocols.	Throughout the Annual Report and website.
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g. mergers/ acquisitions, change of base years/periods, nature of business, measurement methods).	No restatements of information.
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	No significant changes.
GRI CONTENT INDEX		
3.12	Table identifying the location of the Standard Disclosures in the report.	This G3.1 Content Index forms the table identifying these locations.
ASSURANCE		
3.13	Policy and current practice with regard to seeking external assurance for the report.	The Financial Statements & Notes are fully audited annually. Performance of the organisation is measured against the Statement of Intent. The report is not GRI-audited.
GOVERNANCE		
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 pgs 14-29, including Board Members pgs 16-17, and Governance Principle 3 regarding committees pg 21
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	The Chairman is not an executive officer. Board Member and Management profiles pgs 16-19
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.	All Guardians Board members are non-executive. They are appointed by the Governor-General on the recommendation of the Finance Minister, who must appoint only those recommended by an independent nominating committee. Governance, Securities Commission Principle 2, pg 20
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	Governance pgs 14-29 The Fund and Guardians maintain an open-door approach to management. Staff surveys are undertaken periodically. Whistleblowing, Securities Commission Principle 1, pg 20 Website: • Our Governance
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organisation's performance (including social and environmental performance).	Governance, Securities Commission Principle 5, pg 23 Discretionary Incentive Scheme pgs 28-29 Website: • Our Governance

Profile Disclosures (continued)

PROFILE DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	Governance, Securities Commission Principle 1, pg 20 Website: • Our Governance
4.7	Process for determining the composition, qualifications, and expertise of the members of the highest governance body and its committees, including any consideration of gender and other indicators of diversity.	Governance, Securities Commission Principle 2, pg 20 Website: • Our Governance
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.	Our Mandate pg 7 Responsible Investment Report & Case Studies 58-64 Governance pgs 14-29 People & Environment Report pgs 76-81 Website: • Our Values • What we do, including 'How we invest' guide; our investment beliefs; and our investment and organisational policies, including Code of Conduct • Our Governance • SIPS • Statement of Intent 2013–2018
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.	Governance pgs 14-29 Website: • Our Governance • SIPS
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	Website: • Our Governance • Reviews: Independent reviews of the Board are conducted every five years, the last being in 2009. The Auditor-General also conducts periodic reviews, for example in 2008. Copies of all these reviews are available here. • Performance Against UNPRI, self-assessment
COMMITMENTS TO EXTERNAL INITIATIVES		
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organisation.	Responsible Investment Report pgs 58-64 Website: • Our Approach, including Responsible Investment Framework and precautionary approach • Our Governance
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organisation subscribes or endorses.	Responsible Investment Report pgs 58-64 Securities Commission Corporate Governance Principles Founding signatory of the United Nations' Principles for Responsible Investment (UNPRI) International Forum of Sovereign Wealth Funds Santiago Principles, and self-assessment
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organisations in which the organisation: • Has positions in governance bodies; • Participates in projects or committees; • Provides substantive funding beyond routine membership dues; or • Views membership as strategic.	Responsible Investment Report pgs 58-64 Website: • Responsible Investment Founding Signatory, UNPRI Member, Investor Group on Climate Change Australia/New Zealand International Corporate Governance Network Signatory, Carbon Disclosure Project (CDP) Responsible Investment Association Australasia (staff member on the Board)
STAKEHOLDER ENGAGEMENT		
4.14	List of stakeholder groups engaged by the organisation.	Governance Principle 9, with full stakeholder list pg 24
4.15	Basis for identification and selection of stakeholders with whom to engage.	Impact, interest, regulatory requirements, opportunities for mutual growth, Responsible Investment Framework, other.

Profile Disclosures (continued)

PROFILE DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	<p>The organisation is committed to regular, proactive stakeholder engagement, and as noted above, is recognised by the International Forum of Sovereign Wealth Funds (IFSWF) and Institute of Financial Stability for its transparency.</p> <p>Updated Engagement Process, in the Responsible Investment Report, pgs 60-61</p> <p>Governance Principles 4, 8 & 9, and reporting requirements pgs 22-23</p> <p>Chair's Statement on ESG, In the Responsible Investment Report pg 58</p> <p>Planned new stakeholder engagement initiatives Governance Principles 9 pg 24</p> <p>Investment and asset manager relationship management enhancements, see Progress against our Strategic Plan, 3. Manager segmentation pg 85; and peer relationship management in 5., pg 86</p> <p>Breakdown of the Fund's ESG engagement activities with investee companies during 2012/2013, Responsible Investment Report pg 62</p> <p>Website:</p> <ul style="list-style-type: none"> • Engagement approach on ESG risk with investee companies and managers • SIPS • Communications Policy <p>Wider stakeholder engagement channels include:</p> <ul style="list-style-type: none"> • Website – regularly updated • Feedback function on website • Annual Report • Media announcements • Statement of Intent, and other documents and reports • Staff and stakeholder surveys and feedback channels • Meetings and working groups with stakeholders such as NGOs and Government agencies <p>Engagement undertaken specifically as part of the Annual Report/ Statement of Intent/website reporting preparation process:</p> <ul style="list-style-type: none"> • Meetings/interviews with selected Board members, managers, staff, investees, partners, etc. for information gathering and confirmation • Minister of Finance's 2013 Letter of Expectation and our response • Meetings/liaison with The Treasury and the Office of the Auditor General • Invitation to key stakeholders to provide feedback on Report
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.	<p>Staff culture survey, see Our People pg 76</p> <p>Staff survey on risk awareness, see the table Progress against our Strategic Plan, Raising and embedding risk awareness pg 12</p> <p>Stakeholder survey regarding Guardians' public monthly reports and website, see Governance Principles 9 pg 24; and Communication pg 63</p> <p>Breakdown of the Fund's ESG engagement activities with investee companies during 2012/2013, Responsible Investment Report pg 62</p> <p>Responsible investment review of investment and asset managers, Responsible Investment Performance Report, Integration pg 61</p> <p>Exclusion of companies, in Updated Engagement Process pg 61</p> <p>Response to 2009 Ministerial Direction regarding New Zealand investment pg10-11, pgs 44-51.</p> <p>Website:</p> <ul style="list-style-type: none"> • Independent reviews of performance and our responses • Minister of Finance's 2013 Letter of Expectation and our response • Responsible investment engagement process

Disclosures on Management Approach

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
DMA PS Disclosure on Management Approach – PRODUCT SAFETY		
FS1	Policies with specific environmental and social components applied to business lines.	The organisation's 'business line' falls under the Asset Management category of the GRI Financial Services Sector Supplement. Responsible Investment Report & Case Studies pgs 58-64 Website: <ul style="list-style-type: none"> • SIPSP • Responsible Investment
FS2	Procedures for assessing and screening environmental and social risks in business lines.	Responsible Investment Report & Case Studies pgs 58-64 Website: <ul style="list-style-type: none"> • SIPSP • Responsible Investment
FS3	Processes for monitoring clients' implementation of and compliance with environmental and social requirements included in agreements or transactions.	N/A
FS4	Process(es) for improving staff competency to implement the environmental and social policies and procedures as applied to business lines.	Operational Report Highlights, Board and Staff Education Programme pg 69 Responsible Investment Report & Case Studies pgs 58-64 Our People pgs 76-79 Website: <ul style="list-style-type: none"> • SIPSP • Responsible Investment
FS5	Interactions with clients/investees/business partners regarding environmental and social risks and opportunities.	Responsible Investment Report & Case Studies pgs 58-64 Investment and asset manager relationship management enhancements, see Progress against our Strategic Plan, 3. Manager segmentation pg 85; and peer relationship management in 5., pg 86 Website: <ul style="list-style-type: none"> • How we Invest • Responsible Investment • Exclusion of companies from the Fund for breaches of the Fund's responsible investment standards

Disclosures on Management Approach

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
DMA EC Management Approach – ECONOMIC		
Aspects	Economic performance, market presence, indirect economic impacts.	Chief Executive’s Statement pgs 10-11 Risk Management pgs 25-27 Investment Report pgs 31-64 Operational Report pgs 68-74 Statement of Service Performance pgs 82-84 Progress against our Strategic Plan pgs 85-86 Website: <ul style="list-style-type: none"> • SIPSP • Responsible Investment
DMA EN Management Approach – ENVIRONMENT		
Aspects	Materials; Energy; Water; Biodiversity; Emissions, effluents and waste; Products and services; Compliance; Transport; Overall approach	The organisation has an Environmental Policy, developed in 2009. Since developing this Policy the organisation has moved to a building that has a 5-star Green rating by the New Zealand Green Building Council. As a responsible investor, the organisation strives to integrate environmental concerns into its wider activities as an investment manager. Environmental Performance pgs 80-81 Responsible Investment Report & Case Studies pgs 58-64 Website: <ul style="list-style-type: none"> • SJPS • Responsible Investment
CATEGORY: SOCIAL		
DMA LA Management Approach – Labour		
Aspects	Employment; Labour/management relations; Occupational health and safety; Training and education; Diversity and equal opportunity	Our People pgs 76-79 Responsible Investment Report & Case Studies pgs 58-64 Board and Staff Education Programme pg 69 Website: <ul style="list-style-type: none"> • SIPSP • Responsible Investment
DMA HR Management Approach – Human Rights		
Aspects	Investment and procurement practices; Non-discrimination; Freedom of association and collective bargaining; Child labour; Forced and compulsory labour; Security practices; Indigenous rights	Responsible Investment Report & Case Studies pgs 58-64 Website: <ul style="list-style-type: none"> • Responsible Investment • Breaches of the Fund’s responsible investment standards • SIPSP
DMA SO Management Approach – Social		
Aspects	Community; Corruption; Public policy; Anti-competitive behaviour; Compliance	Governance pgs 14-29 Responsible Investment Report & Case Studies pgs 58-64 Website: <ul style="list-style-type: none"> • Responsible Investment • Exclusion of companies from the Fund for breaches of the Fund’s responsible investment standards • SIPSP
DMA PR Management Approach – Product Responsibility		
Aspects	Customer health and safety; Product and service labelling	N/A – Fund does not design / sell financial products and services to consumers
FS15 (SECTOR)	Policies for the fair design and sale of financial products and services.	N/A
	Marketing communications; Customer privacy; Compliance	N/A

Product and Service Impact

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
Product Portfolio		
FS6	Percentage of the portfolio for business lines by specific region, size (e.g. micro/SME/large) and by sector.	Countries where we invest pg 53 New Zealand Investments pgs 44-51 Table of New Zealand Investments pg 51 Global Investments pg 52 Additional information throughout the Investment Report pgs 31-64
FS7	Monetary value of products and services designed to deliver a specific social benefit for each business line broken down by purpose.	N/A for asset management business line. See FS11
FS8	Monetary value of products and services designed to deliver a specific environmental benefit for each business line broken down by purpose.	N/A for asset management business line. See FS11
Audit		
FS9	Coverage and frequency of audits to assess implementation of environmental and social policies and risk assessment procedures.	Audit of Financial Statements and non-financial information in the Annual Report pgs 165-166, and pgs 194-195 Responsible Investment Report & Case Studies pgs 58-64 Website: • Responsible Investment
Active Ownership		
FS10	Percentage and number of companies held in the institution's portfolio with which the reporting organisation has interacted on environmental or social issues.	Number – Breakdown of the Fund's engagement activities in the Responsible Investment Report, pg 62 Percentage – not reported.
FS11	Percentage of assets subject to positive and negative environmental or social screening.	Our portfolio monitoring service analyses the performance of the equity portfolio against recognised environmental, social or governance (ESG) standards. This service currently covers 100% of the portfolio for exclusion screening and an estimated 90% for ESG standards. In the unlisted market, our managers are required to identify and manage significant ESG risks in their portfolios.
FS12	Voting polic(ies) applied to environmental or social issues for shares over which the reporting organisation holds the right to vote shares or advises on voting.	Responsible Investment Report pg 62 Website: • Proxy voting overview and six monthly reports

Product and Service Impact

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
CATEGORY: ECONOMIC		
Economic Performance		
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.	Performance Summary pgs 2-3 Financial Statements & Notes pgs 92-193
EC2	Financial implications and other risks and opportunities for the organisation's activities due to climate change.	References in Chair's Statement on ESG, pg 58 and Responsible Investment Report pgs 59 and 62 Website: • Investment Themes and Resource Sustainability (presentation by Aaron Drew) The Guardians is a member of the Investor Group on Climate Change Australia/New Zealand and a signatory to the Carbon Disclosure Project
EC3	Coverage of the organisation's defined benefit plan obligations.	N/A
EC4	Significant financial assistance received from government.	N/A
Market Presence		
EC5	Range of ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation.	Not reported.
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	Not reported.
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.	Not reported.
Indirect Economic Impacts		
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	N/A (our whole business is for public benefit)
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts.	Not reported.
CATEGORY: ENVIRONMENTAL		
Materials		
EN1	Materials used by weight or volume.	Not reported.
EN2	Percentage of materials used that are recycled input materials.	Not reported.
Energy		
EN3	Direct energy consumption by primary energy source.	Environmental Performance pgs 80-81 Carbon footprint, estimated kilometres flown per FTE, and electricity use per FTE pg 81 The Guardians operates from Zurich House, which has received a five-star rating from the New Zealand Green Building Council.
EN4	Indirect energy consumption by primary source.	Not reported.
EN5	Energy saved due to conservation and efficiency improvements.	Drop in electricity use and kilometres flown, see Environmental Performance pgs 80-81
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.	N/A
EN7	Initiatives to reduce indirect energy consumption and reductions achieved.	Environmental Performance pgs 80-81
Water		
EN8	Total water withdrawal by source.	Not reported. Zurich House includes facilities for rain water harvesting. Water is supplied by Watercare.

SPECIFIC STANDARD DISCLOSURES

Product and Service Impact (continued)

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
EN9	Water sources significantly affected by withdrawal of water.	Not reported.
EN10	Percentage and total volume of water recycled and reused.	Not reported.
Biodiversity		
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	N/A For information on selected underlying investments, see Responsible Investment Report & Case Studies pgs 58-64 Website: • Responsible Investment
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	N/A For information on selected underlying investments, see Responsible Investment Report & Case Studies pgs 58-64
EN13	Habitats protected or restored.	N/A For information on selected underlying investments, see Responsible Investment Report & Case Studies pgs 58-64
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity.	Fund requires forests to be managed in line with Forest Stewardship Council (FSC) standards. FarmRight's Responsible Farming Policy pg 64
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	NIL Fund requires forests to be managed in line with FSC standards.
Emissions, Effluents and Waste		
EN16	Total direct and indirect greenhouse gas emissions by weight.	CarboNZero audit and carbon footprint pgs 80-81
EN17	Other relevant indirect greenhouse gas emissions by weight.	CarboNZero audit and carbon footprint pgs 80-81
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved.	Environmental Performance pgs 80-81
EN19	Emissions of ozone-depleting substances by weight.	Environmental Performance pgs 80-81
EN20	NOx, SOx, and other significant air emissions by type and weight.	Not reported.
EN21	Total water discharge by quality and destination.	Not reported.
EN22	Total weight of waste by type and disposal method.	Environmental Performance pgs 80-81
EN23	Total number and volume of significant spills.	N/A
EN24	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 waste shipped internationally.	N/A
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organisation's discharges of water and runoff.	N/A
Products and Services		
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	N/A
EN27	Percentage of products sold and their packaging materials that are reclaimed by category.	N/A
Compliance		
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	NIL

Product and Service Impact (continued)

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
Transport		
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organisation's operations, and transporting members of the workforce.	Environmental Performance pgs 80-81
Overall		
EN30	Total environmental protection expenditures and investments by type.	Not reported.
CATEGORY: SOCIAL		
SUB-CATEGORY: LABOUR PRACTICES AND DECENT WORK		
Employment		
LA1	Total workforce by employment type, employment contract, and region, broken down by gender.	Partially reported, see Our People pgs 76-79
LA2	Total number and rate of new employee hires and employee turnover by age group, gender, and region.	Male and female turnover, Our People pg 78
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	The Guardians provides, on a discretionary basis, health, life and income continuance insurance cover to all full-time and part-time staff. Temporary staff are not eligible.
LA15	Return to work and retention rates after parental leave, by gender.	Our People pg 78 Flexible return to work arrangements are applied on a case by case basis.
Labour/management relations		
LA4	Percentage of employees covered by collective bargaining agreements.	Zero
LA5	Minimum notice period(s) regarding significant operational changes, including whether it is specified in collective agreements.	Not reported. Affected staff are engaged in any change processes.
Occupational health and safety		
LA6	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programmes.	6.51%
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region and by gender.	Zero LTIs LTIs and Absenteeism, see Our People pg 78
LA8	Education, training, counselling, prevention, and risk-control programmes in place to assist workforce members, their families, or community members regarding serious diseases.	Information on the organisation's pandemic policy is included in induction and additional support is provided where the need arises. Company-provided health insurance programme includes access to information and advice. Staff have access to an Occupational Health Nurse. Counselling assistance via an EAP programme is also available.
LA9	Health and safety topics covered in formal agreements with trade unions.	N/A
Training and education		
LA10	Average hours of training per year per employee by gender, and by employee category.	Not reported. Individual development plans are linked to business unit strategies. A training budget is assigned to these development activities.
LA11	Programmes for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	Our People pgs 76-77 Board and staff education programme pg 69
LA12	Percentage of employees receiving regular performance and career development reviews, by gender.	100%
Diversity and equal opportunity		
LA13	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	Our People pgs 78-79 Board Members pgs 16-17 Management Team pgs 18-19

Product and Service Impact (continued)

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
Equal remuneration for women and men		
LA14	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation.	Not reported.
SUB-CATEGORY: HUMAN RIGHTS		
Investment and procurement practices		
HR1	Percentage and total number of significant investment agreements and contracts that include clauses incorporating human rights concerns, or that have undergone human rights screening.	Agreements and contracts – not reported. All investment mandates and new investment initiatives undergo Responsible Investment due diligence to identify if there are human rights concerns, and to have these integrated into investment agreements where relevant. For information: Responsible Investment Report & Case Studies pgs 58-64 Website: Responsible Investment
HR2	Percentage of significant suppliers, contractors and other business partners that have undergone human rights screening, and actions taken.	Not reported.
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	Not yet reported. Our responsible investment policy, which includes information on human rights issues, is included in staff inductions. During 2012/13, 14 staff enrolled in Responsible Investment Academy training which includes aspects of human rights training relevant to investments.
Non-discrimination		
HR4	Total number of incidents of discrimination and corrective actions taken.	NIL
Freedom of association and collective bargaining		
HR5	Operations and significant suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and actions taken to support these rights.	NIL
Child labour		
HR6	Operations and significant suppliers identified as having significant risk for incidents of child labour, and measures taken to contribute to the effective abolition of child labour.	NIL
Forced and compulsory labour		
HR7	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labour, and measures to contribute to the elimination of all forms of forced or compulsory labour.	NIL
Security practices		
HR8	Percentage of security personnel trained in the organisation's policies or procedures concerning aspects of human rights that are relevant to operations.	N/A
Indigenous rights		
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken.	NIL
Assessment		
HR10	Percentage and total number of operations that have been subject to human rights reviews and/or impact assessments.	NIL
Remediation		
HR11	Number of grievances related to human rights filed, addressed, and resolved through formal grievance mechanisms.	NIL

Product and Service Impact (continued)

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
SUB-CATEGORY: SOCIETY		
Local Community		
SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programmes.	N/A
SO9	Operations with significant potential or actual negative impacts on local communities.	NIL
SO10	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities.	N/A
FS13	Access points in low-populated or economically disadvantaged areas by type.	N/A
FS14	Initiatives to improve access to financial services for disadvantaged people.	N/A
Corruption		
SO2	Percentage and total number of business units analysed for risks related to corruption.	100%
SO3	Percentage of employees trained in organisation's anti-corruption policies and procedures.	100%
SO4	Actions taken in response to incidents of corruption.	NIL
Public policy		
SO5	Public policy positions and participation in public policy development and lobbying.	Website: Statement of Intent pg 22 Submissions
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.	NIL
Anti-competitive behaviour		
SO7	Total number of legal actions for anti-competitive behaviour, anti-trust, and monopoly practices and their outcomes.	NIL
Compliance		
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	NIL
SUB-CATEGORY: PRODUCT RESPONSIBILITY		
Customer health and safety		
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.	N/A
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.	N/A
Product and service labelling		
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.	N/A
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.	N/A
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	N/A
FS16	Initiatives to enhance financial literacy by type of beneficiary.	N/A

Product and Service Impact (continued)

DISCLOSURE	G3.1 DISCLOSURE DESCRIPTION	LOCATION OF INFORMATION & NOTES
Marketing communications		
PR6	Programmes for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.	The Guardians and Fund do not undertake marketing. Sponsorships pg 69 Website: Communications Policy, including our sponsorship guidelines
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.	NIL
Customer privacy		
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	N/A
Compliance		
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	NIL