

Office

オフィス

We strive to promote sound material-cycle society by eliminating wasteful use of resources, and promoting separation and recycling of garbage.

✦ Daily Energy Conserving Activities

At the Head Office, we practice energy conservation by adjusting floor temperatures, turning off the lights during lunch, and dimming the lighting in the hallways. Electricity consumption at the Head Office has decreased every year. In Fiscal 2004, we were able to reduce it by approximately 7% as compared to Fiscal 2003.

✦ Effective Use of Resources

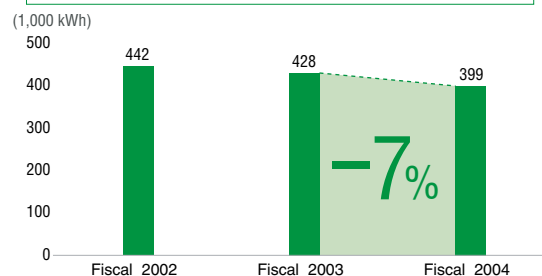
• Efforts towards a Paperless System

For the efficient operations and effective use of paper resources, we are attempting to achieve a paperless office through reevaluation of papers used for administrative purposes and the extensive use of computers.

• Enforcement of Trash Separation

With regard to paper trash that is generated by the Head Office, we have placed a "recycle box" on every floor and enforce separation of paper trash. The number of waste bins on each floor has been reduced, a "Clean-Corner" has been established, and 20 trash categories have been established including all types of trash in our effort to reduce waste and recycle resources.

Electricity Consumption in the Office (Head Office)



• Recycling of Paper Trash

At the Head Office, paper trash is separated into "high quality paper", "envelopes", "newspapers", and "magazines", and collected in the waste collection area. The waste paper is then collected by a recycling company and is used as raw material for producing recycled paper. Mixed papers such as notepads or labels are also collected, and some of those papers are reused as a toilet paper at the Head Office. The offices at our 4 refineries also collect waste paper. In Fiscal 2004, they recycled approximately 95 tons of waste paper (total for 4 refineries).