

GRI Content Index Table
2013

Key

Required for Level C FC=Fully Compliant/PC= Partial Compliant/NC= Not Covered

STANDARD DISCLOSURES PART I: Profile Disclosures

1. Strategy and Analysis				
Profile Disclosure	Description	Reference	Section	Comments
1.1	Statement from the most senior decision-maker of the organization	pg 8-11	Chairman and CEO's Report	FC
1.2	Description of key impacts, risks, and opportunities.	pg 16-19/ 20-44	Internal Control and Risk Management/SDR	FC

2. Organizational Profile				
Profile Disclosure	Description	Reference	Section	Comments
2.1	Name of the organization.	OFC/pg 2-3	OFC/Report Profile	FC
2.2	Primary brands, products, and/or services.	pg 4-6	Who We Are and What We Do	FC
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	pg 4-6	Who We Are and What We Do	FC
2.4	Location of organization's headquarters.	pg 4-6	Who We Are and What We Do	FC
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	pg 4-6	Who We Are and What We Do	FC
2.6	Nature of ownership and legal form.	pg 4-6	Who We Are and What We Do	FC
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	pg 4-6	Who We Are and What We Do	FC
2.8	Scale of the reporting organization.	IFC/pg 4-6/7	Performance Highlights/Who We Are and What We Do/ Value Added Statement	FC
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	pg 2-3	Report Profile	FC
2.10	Awards received in the reporting period.	pg 20	SDR- Introduction	FC

3. Report Parameters				
Profile Disclosure	Description	Reference	Section	Comments
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	pg 2-3	Report Profile	FC
3.2	Date of most recent previous report (if any).	pg 2-3	Report Profile	FC
3.3	Reporting cycle (annual, biennial, etc.)	pg 2-3	Report Profile	FC
3.4	Contact point for questions regarding the report or its contents.	pg 2-3	Report Profile	FC
3.5	Process for defining report content.	pg 2-3	Report Profile	FC
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance.	pg 2-3	Report Profile	FC
3.7	State any specific limitations on the scope or boundary of the report (see completeness principle for explanation of scope).	pg 2-3	Report Profile	FC
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 organizations.	pg 2-3	Report Profile	FC
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.	pg 20-44	SDR	FC
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).	pg 2-3	Report Profile	FC
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	pg 2-3	Report Profile	FC
3.12	Table identifying the location of the Standard Disclosures in the report.	pg 2-3/ www.comair.co.za	Report Profile- reference to website where contained	FC
3.13	Policy and current practice with regard to seeking external assurance for the report.	pg 2-3	Report Profile	FC

4. Governance, Commitments, and Engagement

4. Governance, Commitments, and Engagement				
Profile Disclosure	Description	Reference	Section	Comments
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	pg 45-53	Corporate Governance Report	FC
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	pg 45-53	Corporate Governance Report	FC
4.3	For organizations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	pg 45-53/61-66	Corporate Governance Report/ Directors Report	FC
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	pg 21-27	SDR- Stakeholder Engagement	FC
4.5	Linkage between compensation for members of the highest governance body, senior managers, and executives (including departure arrangements), and the organization's performance (including social and environmental performance).	pg 57-59	Remuneration report	PC
4.6	Processes in place for the highest governance body to ensure conflicts of interest are avoided.	pg 45-53	Corporate Governance Report	FC
4.7	Process for determining the qualifications and expertise of the members of the highest governance body for guiding the organization's strategy on economic, environmental, and social topics.	pg 45-53	Corporate Governance Report	PC
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.	pg 12/13/14-15/21-44/ 45-53	Core Values/Group Objectives/ Strategic Intent/SDR/ Corporate Governance Report	PC
4.9	Procedures of the highest governance body for overseeing the organization'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.	pg 16-19/45-53	Internal Control and Risk Management Report/Corporate Governance Report	FC
4.10	Processes for evaluating the highest governance body's own performance, particularly with respect to economic, environmental, and social performance.	pg 45-53	Corporate Governance Report	FC
4.11	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	pg 20-44/45-53	SDR/ Corporate Governance Report	FC
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.	pg 20-44/45-53	SDR/ Corporate Governance Report	FC
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: * Has positions in governance bodies; * Participates in projects or committees; * Provides substantive funding beyond routine membership dues; or * Views membership as strategic.	pg 21-27	SDR- Stakeholder Engagement	FC
4.14	List of stakeholder groups engaged by the organization.	pg 2-3	Report Profile	FC
4.15	Basis for identification and selection of stakeholders with whom to engage.	pg 2-3	Report Profile	FC
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	pg 21-27	SDR- Stakeholder Engagement	FC
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.	pg 21-27	SDR- Stakeholder Engagement	FC

STANDARD DISCLOSURES PART II: Disclosures on Management Approach (DMAs)

G3 DMA	Description	Reference	Section	Comments
DMA EC	Disclosure on Management Approach EC	pg 21-44/ 70-117	SDR and AFS	FC
DMA EN	Disclosure on Management Approach EN	pg 21-44	SDR	FC
DMA LA	Disclosure on Management Approach LA	pg 21-44	SDR	FC
DMA HR	Disclosure on Management Approach HR	pg 21-44	SDR	PC
DMA SO	Disclosure on Management Approach SO	pg 21-44/45-53	SDR/ Corporate Governance Report	FC
DMA PR	Disclosure on Management Approach PR	pg 21-44	SDR	PC

STANDARD DISCLOSURES PART III: Performance Indicators

Economic				
Performance Indicator	Description	Reference	Section	Comments
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.	pg 7	Group Value Added Statement	FC
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.		Not addressed	NC
EC3	Coverage of the organization's defined benefit plan obligations.	pg 57/70-117	Remuneration Report/ AFS	FC
EC4	Significant financial assistance received from government.	pg 21-27	SDR- Stakeholder Engagement- Government Financial Assistance	FC
EC5	Range of ratios of standard entry level wage compared to local minimum wage at significant locations of operation.		Not addressed	NC
EC6	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operation.	pg 34	SDR- BBE/EE- Preferential Procurement	FC
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.	pg 34	SDR- BBE/EE- Employment Equity	PC
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.		Not addressed	NC
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts.	pg 21-27	SDR- Economic impact	PC

Environmental				
Performance Indicator	Description	Reference	Section	Comments
EN1	Materials used by weight or volume.	pg 40-43	SDR- Environmental Impact-Emissions	FC
EN2	Percentage of materials used that are recycled input materials.		not addressed	NC
EN3	Direct energy consumption by primary energy source.	pg 40-43	SDR- Environmental Impact-Emissions	FC

EN4	Indirect energy consumption by primary source.	pg 40-43	SDR- Environmental Impact-Emissions	FC
EN5	Energy saved due to conservation and efficiency improvements.		not addressed	NC
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives.		not addressed	NC
EN7	Initiatives to reduce indirect energy consumption and reductions achieved.		not addressed	NC
EN8	Total water withdrawal by source.	pg 40-43	SDR- Environmental Impact-Emissions	FC
EN9	Water sources significantly affected by withdrawal of water.		not addressed	NC
EN10	Percentage and total volume of water recycled and reused.		not addressed	NC
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.		not addressed	NC
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.		not addressed	NC
EN13	Habitats protected or restored.		not addressed	NC
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity.		not addressed	NC
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.		not addressed	NC
EN16	Total direct and indirect greenhouse gas emissions by weight.	pg 40-43	SDR- Environmental Impact-Emissions	FC
EN17	Other relevant indirect greenhouse gas emissions by weight.	pg 40-43	SDR- Environmental Impact-Emissions	FC
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved.	pg 40-43	SDR- Environmental Impact-Emissions	FC
EN19	Emissions of ozone-depleting substances by weight.		not addressed	NC
EN20	NOx, SOx, and other significant air emissions by type and weight.		not addressed	NC
EN21	Total water discharge by quality and destination.		not addressed	NC
EN22	Total weight of waste by type and disposal method.	pg 40-43	SDR- Environmental Impact-Emissions	PC
EN23	Total number and volume of significant spills.		not addressed	NC
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.		not addressed	NC
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff.		not addressed	NC
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation.	pg 43	SDR- Environmental Impact-Emissions	FC
EN27	Percentage of products sold and their packaging materials that are reclaimed by category.		not addressed	NC
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	pg 40/44	SDR- Environmental Impact	FC
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.		not addressed	NC
EN30	Total environmental protection expenditures and investments by type.		not addressed	NC
Social: Labour Practices and Decent Work				
Performance Indicator	Description	Reference	Section	Comments
LA1	Total workforce by employment type, employment contract, and region.	pg 29-34	SDR-Issues Impacting the Group, its Strategic Direction and its Ability to Operate and Create Value- BBEEE-Employment Equity	FC
LA2	Total number and rate of employee turnover by age group, gender, and region.	pg 35	SDR- Social Impact- The group's employees- Employee Composition and Turnover Rate	PC
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.	pg 35	SDR- Social Impact- The group's employees- Employee Remuneration	FC
LA4	Percentage of employees covered by collective bargaining agreements.	pg 21-27	SDR- Stakeholder Engagement- Employees and Trade Unions	FC
LA5	Minimum notice period's regarding significant operational changes, including whether it is specified in collective agreements.	pg 36	SDR- Social Impact- The group's employees- Labour Relations	FC
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 programs.		Not addressed	NC
LA7	Rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities by region.	pg 37	SDR- Social Impact- The group's employees- health and safety	PC
LA8	Education, training, counselling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	pg 37	SDR- Social Impact- The group's employees- Staff Welfare	FC
LA9	Health and safety topics covered in formal agreements with trade unions.		Not addressed	NC
LA10	Average hours of training per year per employee by employee category.		Not addressed	NC
LA11	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	pg 37	SDR- Social Impact- The Group's employees- Employee Training	PC
LA12	Percentage of employees receiving regular performance and career development reviews.	pg 36	SDR- Social Impact- The Group's employees- Performance Management	FC
LA13	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.	pg 29-34/35/61-66	SDR- Issues Impacting the Group, its Strategic Direction and its Ability to Operate and Create ValueBBEEE-employment Equity/SDR- Social Impact-The Group's employees/ Directors Report	FC
LA14	Ratio of basic salary of men to women by employee category.	pg 36-37	SDR- the group's employees- Diversity and Equal Opportunities	FC
Social: Human Rights				
Performance Indicator	Description	Reference	Section	Comments
HR1	Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening.		Not addressed	NC
HR2	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken.		Not addressed	NC
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 addressed	NC
HR4	Total number of incidents of discrimination and actions taken.	pg 37	SDR- Social Impact -The Group's employees- Diversity and Equal Opportunities	FC
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.		Not addressed	NC
HR6	Operations identified as having significant risk for incidents of child labour, and measures taken to contribute to the elimination of child labour.		Not addressed	NC
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.		Not addressed	NC
HR8	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.		Not addressed	NC
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken.		Not addressed	NC
Social: Society				
Performance Indicator	Description	Reference	Section	Comments
SO1	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting.		Not addressed	NC
SO2	Percentage and total number of business units analysed for risks related to corruption.		Not addressed	NC
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures.		Not addressed	NC
SO4	Actions taken in response to incidents of corruption.	pg 24/45	SDR- Stakeholder Engagement- Employees and Unions- Human Rights/ Corporate Governance Report- Code of Ethics- Corruption	FC
SO5	Public policy positions and participation in public policy development and lobbying.	pg 21-27/45	SDR- Stakeholder Engagement- Government and Regulatory Bodies/ Corporate Governance Report- Code of Ethics- Corruption	FC
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country.	pg 21-27/45	SDR- Stakeholder Engagement- Government Financial Assistance/ Corporate Governance Report- Code of Ethics- Corruption	FC
SO7	Total number of legal actions for anti-competitive behaviour, anti-trust, and monopoly practices and their outcomes.	pg 45-46	Corporate Governance Report- Code of Ethics-Competition	FC
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	pg 46	Corporate Governance Report- Code of Ethics- Compliance	FC
Social: Product Responsibility				
Performance Indicator	Description	Reference	Section	Comments
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.		Not addressed	NC
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.		Not addressed	NC

PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements.		Not addressed	NC
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labelling, by type of outcomes.		Not addressed	NC
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	pg 29	SDR- Issues Impacting the Group, its Strategic Direction and its Ability to Operate and Create Value- Commitment to Quality- Customer Experience	FC
PR6	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship.		Not addressed	NC
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.	pg 21-27	SDR- Stakeholder engagement- Customers	FC
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	pg 45-53	Corporate Governance Report- customer privacy	FC
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	pg 46	Corporate Governance Report- Code of Ethics- Compliance	FC