



































































Microsoft 2016 GRI G4 Content Index














Strategy and Analysis		Information Links	Page(s)
G4-1	Statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.	CEO Statement  Microsoft - Annual Report  Microsoft CSR Digital Report - Homepage	
G4-2	Description of key impacts, risks, and opportunities.	Key Impacts, Risks, and Opportunities  Microsoft Annual Form 10K  Microsoft CSR Digital Report - Homepage	
Organizational Profile		Information Links	Page(s)
G4-3	Name of the organization.	Microsoft Corporation	
G4-4	Primary brands, products, and services.	Primary Brands, Services  Microsoft - Annual Report  Microsoft Annual Form 10K	
G4-5	Location of the organization's headquarters.	Headquarters  Microsoft - Annual Report	
G4-6	Number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.	Countries of Operation  Microsoft - Worldwide Operations  Microsoft - Annual Report  Microsoft PressPass - Subsidiaries  Fast Facts about Microsoft - Operation Centers	
G4-7	Nature of ownership and legal form.	Legal Form  Information for Investors - Proxy & Annual Form 10K  Microsoft - Annual Report	
G4-8	Markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).	Markets Served  Microsoft - Annual Report  Microsoft Annual Form 10K	
G4-9	Scale of reporting organization:	Scale of Organization  Microsoft - Annual Report  Microsoft Fast Facts: Scale of Organization  Information for Investors - Proxy & Annual Form 10K	
G4-10	Total number of employees.	Total Workforce	

		Information for Investors - Proxy & Annual Form 10K Microsoft Global Diversity & Inclusion
G4-11	Percentage of total employees covered by collective bargaining agreements	Collective Bargaining Coverage
G4-12	Description of the organization's supply chain:	Supply Chain Description Microsoft CSR Digital Report - Responsible sourcing
G4-13	Significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain.	Significant Changes Microsoft - PressPass Microsoft - Annual Report Microsoft PressPass - Subsidiaries Information for Investors - Proxy & Annual Form 10K Microsoft CSR Digital Report - Responsible sourcing
Commitments to External Initiatives		Information Links Page(s)
G4-14	Explanation of whether and how the precautionary approach or principle is addressed by the organization.	Precautionary Approach Precautionary Principle for Consumer Electronics
G4-15	List of externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	Principles Endorsed Microsoft CSR Digital Report - Homepage Microsoft CSR Digital Report - Governance of CSR Microsoft CSR Digital Report - Principles
G4-16	Memberships of associations (such as industry associations) and national or international advocacy organizations.	Memberships Microsoft CSR Digital Report - Homepage Microsoft CSR Digital Report - Governance of CSR
Identified Material Aspects and Boundaries		Information Links Page(s)
G4-17	Operational Structure of the organization.	Operational Structure Microsoft - Annual Report Information for Investors - Proxy & Annual Form 10K
G4-18	Details on report content and aspect boundaries.	Report Content Microsoft CSR Digital Report - Governance of CSR Microsoft CSR Digital Report - Our approach to reporting
G4-19	All material Aspects identified in the process for defining report content.	Material Aspects













		 Microsoft CSR Digital Report - Governance of CSR
G4-20	Aspect Boundary within the organization	Internal Boundary  Microsoft CSR Digital Report - Homepage
G4-21	Aspect Boundary outside the organization.	External Boundary  Microsoft CSR Digital Report - Responsible sourcing
G4-22	Explanation of the effect of any restatements of information provided in previous reports, and the reasons for such restatements.	Restatements  Microsoft 2015 Citizenship Report
G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries.	Changes from Previous Reporting
Stakeholder Engagement		Information Links Page(s)
G4-24	List of stakeholder groups engaged by the organization.	Stakeholders Engaged  Microsoft CSR Digital Report - Governance of CSR
G4-25	Basis for identification and selection of stakeholders with whom to engage.	Identify Stakeholder  Microsoft CSR Digital Report - Governance of CSR
G4-26	Organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.	Stakeholder Engagement  Microsoft CSR Digital Report - Governance of CSR
G4-27	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.	Engagement Result  Microsoft CSR Digital Report - Governance of CSR
Report Profile		Information Links Page(s)
G4-28	Reporting period (such as fiscal or calendar year) for information provided.	Reporting Period  Microsoft CSR Digital Report - Our approach to reporting
G4-29	Date of most recent previous report (if any).	Previous Report  Microsoft CSR Digital Report - Reports hub
G4-30	Reporting cycle (such as annual, biennial).	Reporting Cycle  Microsoft CSR Digital Report - Our approach to reporting
G4-31	Contact point for questions regarding the report or its contents.	Contact Point
G4-32	GRI Content Index	GRI Content Index  Microsoft CSR Digital Report - GRI G4 Index
G4-33	Policy and current practices with regard to seeking external assurance for the report	Assurance  CDP - Microsoft Corp Responses
Governance		Information Page(s)

		Links
G4-34	Governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.	Structure, Committees  Microsoft Board Committees  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-35	Process for delegating authority for economic, environmental and social topics from the highest governance body to senior executives and other employees.	Delegation of Authority  Microsoft CSR Digital Report - Governance of CSR
G4-36	Details on whether the organization has appointed an executive-level position or positions with responsibility for economic, environmental and social topics, and whether post holders report directly to the highest governance body.	Manager Oversight  Microsoft Senior Leaders  Microsoft CSR Digital Report - Governance of CSR
G4-37	Processes for consultation between stakeholders and the highest governance body on economic, environmental and social topics.	Communicate with Board  Microsoft - Contact the Board of Directors  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-38	Composition of the highest governance body and its committees by: -Executive or non-executive -Independence -Tenure on the governance body -Number of each individual's other significant positions and commitments, and the nature of the commitments -Gender -Member of under-represented social groups -Competences relating to economic, environmental, and social impacts -Stakeholder representation	Board Members  Microsoft - Board of Directors  Information for Investors - Proxy & Annual Form 10K
G4-39	Details on whether the Chair of the highest governance body is also an executive officer (and, if so, his or her function within the organization's management and the reasons for this arrangement):	Chair/CEO Separation  Microsoft - Corporate Governance Guidelines  Corporate Governance Frequently Asked Questions  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-40	Nomination and selection processes for the highest governance body and its committees, and the criteria used for nominating and selecting highest governance body members.	Governance Nomination  Microsoft - Corporate Governance Guidelines
G4-41	Processes for the highest governance body to ensure conflicts of interest are avoided and managed.	Conflicts of Interest  Information for Investors - Proxy & Annual Form 10K
G4-42	Highest governance body's role in setting purpose, values, and strategy.	Governance Role  Microsoft - Corporate Governance Guidelines  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-43	Highest governance body's competencies.	Knowledge Enhancement  Microsoft Corporation Regulatory and Public Policy Committee...  Microsoft - Corporate Governance Guidelines

G4-44	Highest governance body's performance evaluation.	<p>Board Evaluation</p> <p> Microsoft - Corporate Governance Guidelines See item 22</p> <p> Microsoft Corporation Regulatory and Public Policy Committee... See item 6</p>
G4-45	Highest governance body's role in the identification and management of economic, environmental and social impacts, risks, and opportunities and whether stakeholder consultation is used to support the highest governance body's identification and management of economic, environmental and social impacts, risks, and opportunities.	<p>Economic, Environmental, Social Oversight</p> <p> Microsoft Corporation Regulatory and Public Policy Committee...</p> <p> Information for Investors - Proxy & Annual Form 10K</p> <p> Microsoft CSR Digital Report - Corporate governance and ethi...</p> <p> Microsoft CSR Digital Report - Governance of CSR</p>
G4-46	Highest governance body's role in reviewing the effectiveness of the organization's risk management processes for economic, environmental and social topics.	<p>Risk Management Review</p> <p> Information for Investors - Proxy & Annual Form 10K</p> <p> Microsoft CSR Digital Report - Governance of CSR</p> <p> Microsoft CSR Digital Report - Corporate governance and ethi...</p>
G4-47	Frequency of the highest governance body's review of economic, environmental and social impacts, risks, and opportunities.	<p>Frequency of Review</p> <p> Microsoft Corporation Regulatory and Public Policy Committee...</p> <p> Microsoft CSR Digital Report - Corporate governance and ethi...</p>
G4-48	Highest committee or position that formally reviews and approves the organization's sustainability report and ensures that all material Aspects are covered.	<p>Committee/Position Review</p> <p> Microsoft CSR Digital Report - Governance of CSR</p>
G4-49	Process for communicating critical concerns to the highest governance body.	<p>Critical Concerns Communication</p> <p> Microsoft - Contact the Board of Directors</p>
G4-50	Nature and total number of critical concerns that were communicated to the highest governance body and the mechanism(s) used to address and resolve them.	<p>Communicated Concerns</p>
G4-51	Remuneration policies for the highest governance body and senior executives for the following types of remuneration:	<p>Remuneration Policy</p> <p> Information for Investors - Proxy & Annual Form 10K</p>
G4-52	Process for determining remuneration.	<p>Determination Process</p> <p> Information for Investors - Proxy & Annual Form 10K</p>
G4-53	Details on how stakeholders' views are sought and taken into account regarding remuneration, including the results of votes on remuneration policies and proposals, if applicable:	<p>Stakeholders' Views</p> <p> Information for Investors - Proxy & Annual Form 10K</p> <p> Microsoft CSR Digital Report - Corporate</p>

G4-54	Ratio of the annual total compensation for the organization's highest-paid individual in each country of significant operations to the median annual total compensation for all employees (excluding the highest-paid individual) in the same country.	Pay Ratio
G4-55	Ratio of percentage increase in annual total compensation for the organization's highest-paid individual in each country of significant operations to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual) in the same country.	Pay Ratio (Increase)
Ethics and Integrity		Information Links Page(s)
G4-56	Description of the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	Values, Principles, Standards  Microsoft Standards of Business Conduct  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-57	Internal and external mechanisms for seeking advice on ethical and lawful behavior, and matters related to organizational integrity, such as helplines or advice lines.	Advice Mechanisms  Ethics & Compliance - Business Conduct Hotline  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-58	Internal and external mechanisms for reporting concerns about unethical or unlawful behavior, and matters related to organizational integrity, such as escalation through line management, whistleblowing mechanisms or hotlines.	Unethical Behavior  Ethics & Compliance - Business Conduct Hotline  Microsoft CSR Digital Report - Corporate governance and ethi...
Disclosures on Management Approach		Information Links Page(s)
	Disclosure on Management Approach	Disclosure on Management Approach - Global G4-DMA  Microsoft CSR Digital Report - Governance of CSR
Category: Economic		Information Links Page(s)
	Disclosure on Management Approach	Economic Disclosure on Management Approach G4-DMA  Microsoft - Annual Report  Information for Investors - Proxy & Annual Form 10K  Microsoft CSR Digital Report - Governance of CSR
Aspect: Economic Performance		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Economic Performance  Microsoft - Annual Report  Information for Investors - Proxy & Annual Form 10K  Microsoft CSR Digital Report - Governance of CSR
G4-EC1	Direct economic value generated and distributed.	Economic Value Generated

		Microsoft - Annual Report Information for Investors - Proxy & Annual Form 10K Part II, Item 8... Microsoft CSR Digital Report - People
G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	Financial Implications CDP - Microsoft Corp Responses Information for Investors - Proxy & Annual Form 10K
G4-EC3	Coverage of the organization's defined benefit plan obligations.	Benefit Plan Coverage Microsoft - Annual Report
G4-EC4	Financial assistance received from government.	Governmental Financial Assistance Information for Investors - Proxy & Annual Form 10K
Aspect: Market Presence		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Market Presence Microsoft CSR Digital Report - Governance of CSR Microsoft CSR Digital Report - Human Rights
G4-EC5	Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation:	Entry Wage Ratios
G4-EC6	Proportion of senior management hired from the local community at significant locations of operation.	Local Management
Aspect: Indirect Economic Impacts		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Indirect Economic Impacts Microsoft CSR Digital Report - Governance of CSR Microsoft CSR Digital Report - People
G4-EC7	Development and impact of infrastructure investments and services supported:	Impact of Investment Microsoft CityNext Microsoft CSR Digital Report - People Microsoft CSR Digital Report - Planet
G4-EC8	Significant indirect economic impacts, including the extent of impacts.	Indirect Economic Impacts Information for Investors - Proxy & Annual Form 10K Microsoft CSR Digital Report - Governance of CSR Microsoft CSR Digital Report - People Microsoft - Annual Report
Aspect: Procurement Practices		Information Page(s)

		Links
	Disclosure on Management Approach	G4-DMA - Aspect: Procurement Practices  Microsoft CSR Digital Report - Responsible sourcing
G4-EC9	Proportion of spending on local suppliers at significant locations of operation.	Local Supplier Spending
Category: Environmental		Information Links Page(s)
	Disclosure on Management Approach	Environmental Disclosure on Management Approach G4-DMA  Microsoft CSR Digital Report - Our environmental commitment
Aspect: Materials		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Materials  Microsoft CSR Digital Report - Our environmental commitment
G4-EN1	Materials use by weight or volume.	Materials Used
G4-EN2	Percentage of materials used that are recycled input materials.	Recycled Materials Percentage  Microsoft CSR Digital Report - Planet  Microsoft Environment  Microsoft CSR Digital Report - Reports hub
Aspect: Energy		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Energy  Microsoft CSR Digital Report - Planet
G4-EN3	Energy consumption within the organization.	Internal Energy Consumption  CDP - Microsoft Corp Responses
G4-EN4	Energy consumption outside of the organization.	External Energy Consumption  CDP - Microsoft Corp Responses
G4-EN5	Energy intensity ratio for the organization.	Energy Intensity
G4-EN6	Reduction of energy consumption.	Energy Saved  CDP - Microsoft Corp Responses
G4-EN7	Reductions in energy requirements of products and services	Product Energy Reductions  Microsoft CSR Digital Report - Planet  Microsoft CSR Digital Report - Reports hub
Aspect: Water		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Water
G4-EN8	Total water withdrawal by source.	Water Withdrawal

		CDP - Microsoft Corp Responses Microsoft CSR Digital Report - Reports hub Microsoft CSR Digital Report - Planet
G4-EN9	Water sources significantly affected by withdrawal of water.	Water Sources Affected Microsoft CSR Digital Report - Reports hub Microsoft CSR Digital Report - Planet CDP - Microsoft Corp Responses
G4-EN10	Percentage and total volume of water recycled and reused.	Water Reused CDP - Microsoft Corp Responses Microsoft CSR Digital Report - Planet Microsoft CSR Digital Report - Reports hub
Aspect: Biodiversity		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Biodiversity Microsoft CSR Digital Report - Reports hub Microsoft CSR Digital Report - Planet
G4-EN11	Operational sites owned, leased, managed in, or adjacent to, protected areas of high biodiversity value outside protected areas	Biodiverse Land
G4-EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	Impact on Biodiversity
G4-EN13	Habitats protected or restored.	Restored Habitats
G4-EN14	Total number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk.	Endangered Species
Aspect: Emissions		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Emissions Microsoft CSR Digital Report - Reports hub Microsoft CSR Digital Report - Planet
G4-EN15	Direct greenhouse gas (GHG) emissions (Scope 1)	Direct GHG CDP - Microsoft Corp Responses Microsoft CSR Digital Report - Reports hub Microsoft CSR Digital Report - Planet
G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2).	Indirect GHG CDP - Microsoft Corp Responses Microsoft CSR Digital Report - Reports hub Microsoft CSR Digital Report - Planet

G4-EN17 Other indirect Greenhouse Gas (GHG) emissions (Scope 3)

[Other Indirect GHG Emissions](#)

 [CDP - Microsoft Corp Responses](#)

 [Microsoft CSR Digital Report - Reports hub](#)

 [Microsoft CSR Digital Report - Planet](#)

G4-EN18 Greenhouse gas (GHG) emissions intensity

[GHG Emissions Intensity](#)

 [Microsoft CSR Digital Report - Reports hub](#)

 [Microsoft CSR Digital Report - Planet](#)

 [CDP - Microsoft Corp Responses](#)

G4-EN19 Reduction of greenhouse gas (GHG) emissions.

[Greenhouse Gas Reductions](#)

 [CDP - Microsoft Corp Responses](#)

G4-EN20 Emissions of ozone-depleting substances (ODS).

[Ozone-Depleting Emissions](#)

G4-EN21 NOx, SOx, and other significant air emissions.

[NOx, SOx & Other Air Emissions](#)

Aspect: Effluents and Waste

Information
Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Effluents and Waste](#)

 [Microsoft CSR Digital Report - Planet](#)

 [Microsoft CSR Digital Report - Reports hub](#)

G4-EN22 Total water discharge by quality and destination.

[Water Discharge](#)

 [CDP - Microsoft Corp Responses](#)

G4-EN23 Total weight of waste by type and disposal method.

[Total Waste](#)

 [Microsoft CSR Digital Report - Reports hub](#)

 [Microsoft CSR Digital Report - Planet](#)

G4-EN24 Total number and volume of significant spills.

[Significant Spills](#)

G4-EN25 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.

[Hazardous Waste](#)

 [Microsoft CSR Digital Report - Reports hub](#)

 [Microsoft CSR Digital Report - Planet](#)

G4-EN26 Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the organization's discharges of water and runoff.

[Water Discharge Impact](#)

 [Microsoft CSR Digital Report - Reports hub](#)

 [Microsoft CSR Digital Report - Planet](#)

 [CDP - Microsoft Corp Responses](#)

Aspect: Products and Services

Information
Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Products and Services](#)

 [Microsoft CSR Digital Report - Reports hub](#)

 [Microsoft CSR Digital Report - Planet](#)

G4-EN27 Extent of impact mitigation of environmental impacts of products and services

[Mitigate Product Impact](#)

-  [Microsoft Environment Hardware Compliance](#)
-  [Microsoft Policy - Environmental Requirements for Proper Dis...](#)
-  [GeSI SMARTer2020](#)
-  [Microsoft CSR Digital Report - Reports hub](#)
-  [Microsoft CSR Digital Report - Planet](#)
-  [CDP - Microsoft Corp Responses](#)

G4-EN28 Percentage of products sold and their packaging materials that are reclaimed by category.

[Sold Products Packaging Reclaimed](#)

-  [Microsoft CSR Digital Report - Planet](#)

Aspect: Compliance

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Compliance](#)

-  [Microsoft CSR Digital Report - Planet](#)

G4-EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.

[Environmental Law Non-compliance](#)

Aspect: Transport

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Transport](#)

G4-EN30 Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.

[Transport Impact](#)

-  [CDP - Microsoft Corp Responses](#)

Aspect: Overall

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Overall](#)

-  [Microsoft CSR Digital Report - Planet](#)

G4-EN31 Total environmental protection expenditures and investments by type.

No Information Available

Aspect: Supplier Environmental Assessment

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Supplier Environmental Assessment](#)

-  [Microsoft CSR Digital Report - Planet](#)

G4-EN32 Percentage of new suppliers that were screened using environmental criteria.

[New Supplier Screening](#)

-  [Microsoft CSR Digital Report - Responsible sourcing](#)

G4-EN33 Significant actual and potential negative environmental impacts in the supply chain and actions taken.

[Supplier EIA](#)

-  [Microsoft CSR Digital Report - Responsible sourcing](#)












Aspect: Environmental Grievance Mechanisms














Information Links















Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Environmental Grievance Mechanism](#)

G4-EN34	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms.	Environmental Grievances
Category: Social		Information Links Page(s)
Disclosure on Management Approach		Social Disclosure on Management Approach G4-DMA  Microsoft CSR Digital Report - Homepage
Labor Practices and Decent Work		
Aspect: Employment		Information Links Page(s)
Disclosure on Management Approach		G4-DMA - Aspect: Employment  Microsoft CSR Digital Report - Empowering our employees
G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender, and region.	Employee Turnover  Microsoft Global Diversity & Inclusion  Microsoft CSR Digital Report - Empowering our employees
G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operations.	Employee Benefits  Microsoft CSR Digital Report - Empowering our employees  Microsoft careers: Benefits and perks
G4-LA3	Return to work and retention rates after parental leave, by gender.	Return to Work
Aspect: Labor/Management Relations		Information Links Page(s)
Disclosure on Management Approach		G4-DMA - Aspect: Labor/Management Relations  Microsoft CSR Digital Report - Empowering our employees
G4-LA4	Minimum notice periods regarding operational changes, including whether these are specified in collective agreements	Notice Operational Changes
Aspect: Occupational Health and Safety		Information Links Page(s)
Disclosure on Management Approach		G4-DMA - Aspect: Occupational Health and Safety  Microsoft CSR Digital Report - Empowering our employees
G4-LA5	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.	Health & Safety Committees  Microsoft CSR Digital Report - Empowering our employees
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, absenteeism, and total number of work-related fatalities by region and gender	Injury Fatality Rates  Microsoft CSR Digital Report - Empowering our employees
G4-LA7	Workers with high incidence or high risk of diseases related to their occupation.	High Risk Occupation  Microsoft CSR Digital Report - Empowering our employees

<p>G4-LA8 Health and safety topics covered in formal agreements with trade unions.</p>	<p>Trade Union Health & Safety  Microsoft CSR Digital Report - Empowering our employees</p>
<p>Aspect: Training and Education</p> <p>Disclosure on Management Approach</p>	<p>Information Links Page(s)</p> <p>G4-DMA - Aspect: Training and Education  Microsoft CSR Digital Report - Empowering our employees</p>
<p>G4-LA9 Average hours of training per year per employee, by gender, and by employee category.</p>	<p>Average Hours Training  Microsoft CSR Digital Report - Empowering our employees</p>
<p>G4-LA10 Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings</p>	<p>Skills Management Program  Microsoft CSR Digital Report - Empowering our employees</p>
<p>G4-LA11 Percentage of employees receiving regular performance and career development reviews, by gender and by employee category.</p>	<p>Formal Review  Microsoft CSR Digital Report - Empowering our employees</p>
<p>Aspect: Diversity and Equal Opportunity</p> <p>Disclosure on Management Approach</p>	<p>Information Links Page(s)</p> <p>G4-DMA - Aspect: Diversity and Equal Opportunity  Microsoft CSR Digital Report - Empowering our employees</p>
<p>G4-LA12 Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.</p>	<p>Diversity Indicators  Microsoft - Board of Directors  Microsoft Global Diversity & Inclusion  Information for Investors - Proxy & Annual Form 10K  Microsoft CSR Digital Report - Empowering our employees</p>
<p>Aspect: Equal Remuneration for Women and Men</p> <p>Disclosure on Management Approach</p>	<p>Information Links Page(s)</p> <p>G4-DMA - Aspect: Equal Remuneration for Women and Men  Microsoft Global Diversity & Inclusion  Microsoft CSR Digital Report - Empowering our employees</p>
<p>G4-LA13 Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation.</p>	<p>Female to Male Salary Ratio</p>
<p>Aspect: Supplier Assessment for Labor Practices</p> <p>Disclosure on Management Approach</p>	<p>Information Links Page(s)</p> <p>G4-DMA - Aspect: Supplier Assessment for Labor Practices  Microsoft CSR Digital Report - Responsible sourcing</p>

<p>G4-LA14 Percentage of new suppliers that were screened using labor practices criteria</p>	<p>New Supplier Screening  Microsoft CSR Digital Report - Responsible sourcing</p>
<p>G4-LA15 Significant actual and potential negative impacts for labor practices in the supply chain and actions taken.</p>	<p>Negative Impacts (Labor)  Microsoft CSR Digital Report - Responsible sourcing</p>
<p>Aspect: Labor Practices Grievance Mechanisms</p>	<p>Information Links Page(s)</p>
<p>Disclosure on Management Approach</p>	<p>G4-DMA - Aspect: Labor Practices Grievance Mechanisms  Microsoft CSR Digital Report - Corporate governance and ethi...  Microsoft CSR Digital Report - Responsible sourcing</p>
<p>G4-LA16 Number of grievances about Labor practices filed, addressed, and resolved through formal grievance mechanisms.</p>	<p>Labor Grievances  Microsoft CSR Digital Report - Corporate governance and ethi...  Microsoft CSR Digital Report - Responsible sourcing</p>
<p>Human Rights</p>	
<p>Aspect: Investment</p>	<p>Information Links Page(s)</p>
<p>Disclosure on Management Approach</p>	<p>G4-DMA - Aspect: Investment  Microsoft CSR Digital Report - Responsible sourcing</p>
<p>G4-HR1 Total number and percentage of significant investment agreements and contracts that include human rights clauses or that have underwent human rights screening.</p>	<p>Agreements w/ Human Rights Clauses  Microsoft Supplier Code of Conduct  Microsoft CSR Digital Report - Human Rights</p>
<p>G4-HR2 Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.</p>	<p>Human Rights Training  Microsoft CSR Digital Report - Governance of CSR  Microsoft CSR Digital Report - Human Rights  Microsoft CSR Digital Report - Responsible sourcing</p>
<p>Aspect: Non-Discrimination</p>	<p>Information Links Page(s)</p>
<p>Disclosure on Management Approach</p>	<p>G4-DMA - Aspect: Non-discrimination  Microsoft CSR Digital Report - Corporate governance and ethi...  Microsoft CSR Digital Report - Empowering our employees Microsoft CSR Digital Report - Responsible</p>

 [sourcing](#)

G4-HR3 Total number of incidents of discrimination and corrective actions taken.

[Discrimination Incidents](#)

 [Microsoft CSR Digital Report - Responsible sourcing](#)

Aspect: Freedom of Association and Collective Bargaining

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Freedom of Association and Collective Bargaining](#)

 [Microsoft CSR Digital Report - Empowering our employees](#)

 [Microsoft CSR Digital Report - Human Rights](#)

G4-HR4 Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights.

[Collective Bargaining Risk](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

 [Microsoft CSR Digital Report - Human Rights](#)

 [Microsoft CSR Digital Report - Empowering our employees](#)

 [Microsoft CSR Digital Report - Responsible sourcing](#)

Aspect: Child Labor

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Child Labor](#)

 [Microsoft CSR Digital Report - Human Rights](#)

 [Microsoft CSR Digital Report - Empowering our employees](#)

 [Microsoft CSR Digital Report - Responsible sourcing](#)

G4-HR5 Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.

[Child Labor Risk](#)

 [Microsoft CSR Digital Report - Human Rights](#)

 [Microsoft CSR Digital Report - Empowering our employees](#)

 [Microsoft CSR Digital Report - Responsible sourcing](#)

Aspect: Forced and Compulsory Labor

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Forced or Compulsory Labor](#)

 [Microsoft CSR Digital Report - Human Rights](#)

 [Microsoft CSR Digital Report - Empowering our employees](#)

 [Microsoft CSR Digital Report - Responsible sourcing](#)

G4-HR6 Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor

Forced Labor Risk

-  [Microsoft CSR Digital Report - Human Rights](#)
-  [Microsoft CSR Digital Report - Empowering our employees](#)
-  [Microsoft CSR Digital Report - Responsible sourcing](#)

Aspect: Security Practices

Information Links

Page(s)

Disclosure on Management Approach

- [G4-DMA - Aspect: Security Practices](#)
-  [Microsoft Standards of Business Conduct](#)
-  [International Code of Conduct for Private Security Service P...](#)
-  [Microsoft CSR Digital Report - Human Rights](#)

G4-HR7 Percentage of security personnel trained in the organization's human rights policies or procedures that are relevant to operations.

Security Training

-  [Microsoft Standards of Business Conduct](#)
-  [International Code of Conduct for Private Security Service P...](#)
-  [Microsoft CSR Digital Report - Human Rights](#)

Aspect: Indigenous Rights

Information Links

Page(s)

Disclosure on Management Approach

- [G4-DMA - Aspect: Indigenous Rights](#)
-  [Microsoft CSR Digital Report - Human Rights](#)

G4-HR8 Total number of incidents of violations involving rights of indigenous people and actions taken.

Indigenous People Violations

-  [Microsoft CSR Digital Report - Human Rights](#)

Aspect: Assessment

Information Links

Page(s)

Disclosure on Management Approach

- [G4-DMA - Aspect: Assessment Human Rights](#)
-  [Microsoft CSR Digital Report - Human Rights](#)

G4-HR9 Total number and percentage of operations that have been subject to human rights reviews or impact assessments.

Human Rights Reviews

-  [Microsoft CSR Digital Report - Human Rights](#)
-  [Microsoft CSR Digital Report - Responsible sourcing](#)

Aspect: Supplier Human Rights Assessment

Information Links

Page(s)

Disclosure on Management Approach

- [G4-DMA - Aspect: Supplier Human Rights Assessment](#)
-  [Microsoft CSR Digital Report - Human Rights](#)
-  [Microsoft CSR Digital Report - Responsible sourcing](#)

G4-HR10 Percentage of new suppliers that were screened using human rights criteria.

Supplier Screening (Human Rights)

- [Microsoft CSR Digital Report - Responsible](#)

 [sourcing](#)

G4-HR11 Significant actual and potential negative human rights impacts in the supply chain and actions taken

[Negative Impacts \(Human Rights\)](#)

 [Microsoft CSR Digital Report - Responsible sourcing](#)

Aspect: Human Rights Grievance Mechanisms

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Human Rights Grievance Mechanisms](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

 [Microsoft CSR Digital Report - Human Rights](#)

G4-HR12 Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms.

[Human Rights Grievances](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

 [Microsoft CSR Digital Report - Human Rights](#)

Society

Aspect: Local Communities

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Local Communities](#)

 [Microsoft CSR Digital Report - People](#)

G4-SO1 Percentage of operations with implemented local community engagement, impact assessments, and development programs.

[Impacts On Community](#)

 [Microsoft CSR Digital Report - People](#)

 [Microsoft CSR Digital Report - Planet](#)

 [Microsoft CSR Digital Report - Principles](#)

 [Microsoft CSR Digital Report - Governance of CSR](#)

G4-SO2 Operations with significant actual and potential negative impacts on local communities.

[Negative Impacts](#)

 [Microsoft CSR Digital Report - Human Rights](#)

Aspect: Anti-Corruption

Information Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Anti-corruption](#)

 [Microsoft's Commitment to Anti-Corruption](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

G4-SO3 Total number and percentage and of operations assessed for risks related to corruption and the significant risks identified.

[Corruption Risk](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

G4-SO4 Communication and training on anti-corruption policies and procedures.

[Anti-Corruption Training](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

G4-SO5 Confirmed incidents of corruption and actions taken

Corruption Response

-  [Our Commitment to Compliance - John Frank blog post](#)
-  [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

Aspect: Public Policy

Information Links

Page(s)

Disclosure on Management Approach

G4-DMA - Aspect: Public Policy

-  [Microsoft CSR Digital Report - Public policy engagement](#)

G4-SO6 Total value of political contributions by country and recipient/beneficiary

Political Contribution

-  [Federal Election Commission](#)
-  [Microsoft CSR Digital Report - Public policy engagement](#)




Aspect: Anti-Competitive Behavior

Information Links

Page(s)

Disclosure on Management Approach

G4-DMA - Aspect: Anti-competitive Behavior

-  [Microsoft's Commitment to Anti-Corruption](#)
-  [Microsoft Annual Form 10K](#)
-  [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

G4-SO7 Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes

Monopoly Litigation

-  [Microsoft - Presspass Legal News](#)
-  [Microsoft - Legal Overview](#)
-  [Class Action Settlements](#)
-  [Information for Investors - Proxy & Annual Form 10K](#)

Aspect: Compliance

Information Links

Page(s)

Disclosure on Management Approach

G4-DMA - Aspect: Compliance

-  [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

G4-SO8 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations

Non-Compliance w/ Law Fines

-  [Class Action Settlements](#)
-  [Information for Investors - Proxy & Annual Form 10K](#)

Aspect: Supplier Assessment for Impacts on Society











Information Links

Page(s)

Disclosure on Management Approach

G4-DMA - Aspect: Supplier Assessment for Impacts on Society

-  [Microsoft CSR Digital Report - Responsible sourcing](#)

G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society	Suppliers Screened (Social)  Microsoft CSR Digital Report - Responsible sourcing
G4-SO10	Significant actual and potential negative impacts on society in the supply chain and actions taken.	Negative Impacts (Supply Chain)  Microsoft CSR Digital Report - Responsible sourcing
Aspect: Grievance Mechanisms for Impacts on Society		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Grievance Mechanisms for Impacts on Society  Microsoft CSR Digital Report - Corporate governance and ethi...
G4-SO11	Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms	Grievances (Society)  Microsoft CSR Digital Report - Corporate governance and ethi...
Product Responsibility		
Aspect: Customer Health and Safety		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Customer Health and Safety  Microsoft Standards of Business Conduct
G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement	Product Safety Assess
G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes	Product Health & Safety Non-compliance
Aspect: Product and Service Labeling		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Product and Service Labeling  Microsoft Standards of Business Conduct
G4-PR3	Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements	Product Information Labeling  Microsoft Environment Hardware Compliance
G4-PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes	Labeling Non-compliance
G4-PR5	Results of surveys measuring customer satisfaction	Customer Satisfaction  Microsoft Customer and Partner Experience
Aspect: Marketing Communications		Information Links Page(s)
	Disclosure on Management Approach	G4-DMA - Aspect: Marketing Communications  Microsoft Standards of Business Conduct
G4-PR6	Sale of banned or disputed products	Banned Products  Microsoft Standards of Business Conduct - Complying with Law...

G4-PR7 Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotions, and sponsorship, by type of outcomes

[Marketing Non-compliance](#)

 [Microsoft Standards of Business Conduct](#)

Aspect: Customer Privacy

Information
Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Customer Privacy](#)

 [Microsoft CSR Digital Report - Privacy and data security](#)

G4-PR8 Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.

[Customer Privacy Breach](#)

 [Microsoft CSR Digital Report - Privacy and data security](#)

Aspect: Compliance

Information
Links

Page(s)

Disclosure on Management Approach

[G4-DMA - Aspect: Compliance](#)

 [Microsoft CSR Digital Report - Corporate governance and ethi...](#)

G4-PR9 Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services

[Total Non-compliance Fines](#)

 [Microsoft.com - Legal News](#)

 [Information for Investors - Proxy & Annual Form 10K](#)