

Offices

■ Prevention of climate change and energy conservation

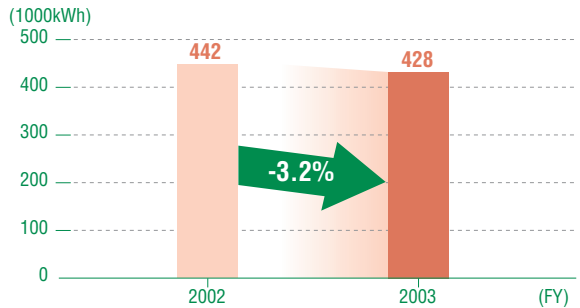
We are implementing day-to-day energy conservation activities.

At our head office, we are committed to energy conservation activities, such as adjusting room temperature on each floor, “no tie” campaign, switching off lights during lunch hours and dimming lights in corridors.

As a result, it has achieved a 3% reduction in electricity consumption in FY 2003 from the FY 2002 level.

Reference For details, please see p.10 of the Data Book

■ Electricity consumption at our office (head office)



■ Effective use of resources

We effectively use paper by moving to paperless systems and implementing a complete trash separation system.

➤ Going paperless

For the purpose of streamlining operations and effective use of paper resources, Cosmo Oil Group has been committed to going paperless by reviewing and computerizing various paper ledgers, slips, etc. As a result, we have reduced such paper by 33.3% in FY 2003 from FY 2002 level.

➤ Thoroughness in trash separation

We have placed “Recycling Boxes” on each floor in our head office for disposal of used paper, as part of promotion of thorough trash separation.

We are promoting reduction of waste and recycling of resources by reducing the number of trash bins on each floor and instead instituting “Clean-Corners” where trash is separated into 20 types, including waste other than paper.



A “Clean-Corner” at the head office

➤ Recycling of used paper

Used paper at our head office is separated into high quality paper, envelopes, newspapers and magazines and collected at the paper collection room. This used paper is then collected by recycling manufacturers and used as a resource for paper. Our Environmental Report 2003 and calendars are made of recycled paper, including used paper

from our head office.

We also collect miscellaneous paper such as notepads and labels, and recycle some of them into toilet papers for use at our head office. Furthermore, we are collecting used paper from the offices of our 4 refineries, totaling approximately 93 tons in FY 2003.

Recycling boxes



Used paper at head office is separated and taken to the paper collection room...

Collection by recycling agents



... and it is collected by recycling agents.

Recycled-paper products



It is transported to paper factories and recycled into tissue papers, etc.

Environmental Report 2003



Recycled paper is used for our Environmental Report, calendars, etc.

Reference For details, please see p. 30 of the Data Book.