

Labor

Creation of an environment for improving job satisfaction

In a rapidly changing environment, we promote the creation of a vibrant workplace with a high degree of psychological safety where each and every employee can frankly express their ideas and opinions, in order to encourage them to take on challenges they have never experienced before. As part of our efforts all employees, including the President, made a “zero harassment declaration” with the aim of eradicating harassment in our workplace. At the “workshop to improve job satisfaction,” in which top management and labor union executives participate, labor and management are working to identify and eliminate factors that hinder job satisfaction. We will work to improve our workplace environment. Specifically, we aim to create an environment where all employees can thrive by respecting the diversity of individuals, continually providing opportunities for them to take on challenges, and supporting them.

Work-style reforms

The purpose of our work-style reforms is for each employee to experience self-growth and to work enthusiastically while feeling job satisfaction, and to improve the company by accumulating these employees’ self-growth and satisfaction. We are preparing our workplace environment as a company so that we can respond to changes in the environment speedily, and realize each employee’s “desire to do it like this.” For systems, we have introduced a remote working system and an external challenge (side job) system.

[Achievement status of avoiding cutting of annual paid leave]

Year	No. of target people (people)	No. of achievements (people)	Achievement rate (%)	Avg. No. of days taken (days)	Avg. No. of days taken per month (days)
2020	4,898	4,744	96.9	18.7	1.56
2021	4,935	4,668	94.6	19.8	1.65
2022	4,884	4,659	95.4	20.0	1.64

\*For 2020, calculate with the target value of 10/12 months of the number of days carried forward.

[No. of overtime workers over 540 hours] (people)

FY 2017	5	FY 2020	0
FY 2018	7	FY 2021	0
FY 2019	0	FY 2022	23

Regarding the leave-taking promotion for the purpose of refreshing minds and bodies, in addition to “avoiding cutting,” (to take annual paid leave as planned to eliminate the expired annual leave), we recommend rest activities (activities to make employees’ private lives healthy and enriched).

Work-life balance

We have created an environment where each employee can choose their own work style according to their life stage, and we are supporting them to work with motivation while balancing job and family. In terms of balancing work and childcare, in addition to support for taking time off, such as the childcare leave of absence system, we have implemented the shortened working hours for childcare system, the remote working system, and childcare on holidays to create an environment in which it is easy for employees who are raising children to work. We also hold an interview before maternity leave and pre-return seminars to encourage employees to think about how to work after returning, to provide a place to share this with their managers, and to support them so that they can return to the workplace with peace of mind. Regarding balancing work and nursing care, we have established systems for nursing care leave of absence, shortened working hours, and remote working to create an environment in which employees can balance work and nursing care. In addition, we hold a nursing care seminar and an information exchange meeting among employees, and also distribute a “Support handbook for balancing work and nursing care” to employees over the age of 40.

[No. of people who used the shortened working hours for childcare system] (people)

FY	Total	Men	Women
2018	201	1	200
2019	199	1	198
2020	196	2	194
2021	190	3	187
2022	194	6	188

[No. of people who used the nursing care leave of absence system (Including continuous users from the previous year)] (people)

FY	Total	Men	Women
2018	5	0	5
2019	6	2	4
2020	4	1	3
2021	6	3	3
2022	9	4	5

Encouraging male employees to take childcare leave of absence

We created the Childcare Challenge (postpartum paternity leave) system so that male employees can flexibly take childcare leave immediately after a baby is born.

Male employees can take paternity leave in two installments of up to four weeks within eight weeks of the birth of their child.

During the Childcare Challenge (postpartum paternity leave), employees can work from home for up to two hours a day, checking emails and following up on work handed over to other employees. (Conditions apply)

[Childcare leave acquisition rate]

FY	No. of female employees who took childcare leave (people)	No. of male employees who took childcare leave (people)	Acquisition rate (%)
2018	142	5	51.6
2019	134	17	56.3
2020	145	26	69.5
2021	138	45	76.6
2022	35	111	84.9

Human Rights

Our principle of human rights

Our philosophy is “to honor the language and spirit of the law and the ethics of every nation, and to work in harmony with nature and local communities,” and we recognize the importance of respecting human rights in all of our business activities. We support the United Nations Guiding Principles on Business and Human Rights, and promote efforts to respect human rights based on our Group Human Rights Policy.

Human rights initiatives

- We carry out awareness-raising activities for group directors and employees through “A Call to Thought and Action,” the “Employee Code of Conduct,” and internal newsletters. Particularly in Japan, we are focusing on education and establishing systems to eradicate harassment.
- We provide consultation services and respond seriously to human rights violations, including safety, health, harassment, and discrimination.

Human rights due diligence

- We recognize the importance of addressing human rights issues throughout the supply chain, including our group companies and suppliers. Specifically, we work to identify, prevent, and reduce negative impacts on human rights through investigations, consultations, and support for our subsidiaries and suppliers.
- We are working to eradicate harassment, especially at our domestic companies.

Comment from male employee who took childcare leave

Shuichi Orui, Assistant Project Manager, Human Resources Div.



By working during the Childcare Challenge, I was able to check the progress of work handed over to other employees, so I could take time off with peace of mind.

Also, while I was working reduced hours, I dropped off and picked up my older child from kindergarten, and my wife was happy that I had helped her.

After my wife gave birth, I spent time with her during a time when her health was susceptible to changes, so I was keenly aware of the stress she was experiencing while raising our child and the difficulty of doing housework.

- Shorter working hours for childcare → 2 months before childbirth and 1 month after childbirth
- Childcare Challenge (postpartum paternity leave) → 20 days
- Working during Childcare Challenge → 2 days a week (2 hours a day)
- Childcare leave → 23 days

Human Rights Policy	
One of the Tokai Rika Group's management philosophies is, "By honoring the spirit of the law and ethics, the company aims to be a corporate citizen that coexists with nature and the local community." As we are a company that has been entrusted by customers, employees, society, and local communities, we recognize the importance of respecting the human rights of everyone involved in all of our business activities. We have established the "Tokai Rika Group Human Rights Policy" (hereinafter referred to as "the Policy") and will promote efforts to respect human rights using this as a guideline.	
1. Commitment to respect human rights The Tokai Rika Group respects internationally recognized views on human rights, such as the International Bill of Human Rights and the UN Declaration on Fundamental Principles and Rights at Work, and other international instruments. We will continue to promote initiatives to respect human rights. The Tokai Rika Group complies with the laws and regulations of the countries and regions in which it conducts business activities. If the laws and regulations of such countries and regions conflict with internationally recognized human rights, we will seek ways to respect internationally recognized human rights to the greatest extent possible.	
2. Scope of application This Policy applies to all officers and employees of the Tokai Rika Group. We also expect all stakeholders, including suppliers related to Tokai Rika Group's products and services, to understand and support this Policy.	
3. Human rights due diligence The Tokai Rika Group will establish and continuously implement a human rights due diligence system, which is to promptly implement to identify, prevent, and mitigate adverse impacts on human rights.	
4. Correction and remedy The Tokai Rika Group corrects human rights violations against others through its own business activities, and if necessary, also takes measures to contribute to an adverse impact on human rights, it will take various measures to stop it. If the adverse human rights impact is caused by others or other related parties directly linked to our business, products, or services, we will also ask these business-related parties to respect human rights and not to infringe them.	
5. Education and raising awareness The Tokai Rika Group will conduct appropriate education and awareness-raising activities for our officers and employees, and strive to prevent and correct adverse effects on human rights through the penetration of this Policy. In addition, we will reflect this Policy in related policies, guidelines, and other necessary procedures in order to establish this Policy throughout our corporate activities.	
6. Progress confirmation and information disclosure The Tokai Rika Group will continuously monitor the status of compliance with this Policy, and will appropriately disclose information on efforts to amend this Policy and its progress through its website, integrated report, etc.	
7. Dialogue with stakeholders We will engage in dialogue with relevant stakeholders regarding negative impacts on human rights and provide feedback on our own activities.	
November 1, 2022 TOKAI RIKKA CO., LTD. Representative Director and President Hisayoshi Ninoyu	

Tokai Rika Group Human Rights Policy



Introduction in internal newsletter