

Respect for Employees

OKI respects the diversity of its employees and is determined to provide and maintain safe, pleasant working environment. We will persist with new challenges to meet goals in a business climate.

Focal Points for the Year Ended March 2007

- Recruitment and training of diverse human resources
- Next-generation development support initiatives
- Reinforcement of mental health initiatives

Main Initiatives in the Year Ended March 2007

- Conducted internship events and other initiatives
- Enhanced globalization training
- Formulated a second action plan for supporting the development of the next generation
- Introduced MTOP and developed a mental health training system

Focal Points for the Year Ending March 2008

- Recruitment and training of diverse human resources
- Create an environment for supporting the development of the next generation
- Strengthen safety training at production sites
- Extend mental health initiatives to group companies

Basic Policy on Human Rights

The business activities of the OKI Group are built on cooperation among diverse individuals who strive to improve corporate earnings and contribute to society through their various roles in the group's operations.

The OKI Group recognizes that all business activities must be based on respect for the human rights of the individuals who perform various tasks within its organization. This awareness is reflected in a commitment to fairness in recruitment and selection, and to the development of working environments in which a wide range of people can participate actively and constructively.

Recruiting and Developing Diverse Human Resources

Hiring People with Disabilities

Since 1998 the OKI Group has promoted home-based work for people with severe disabilities who would otherwise have difficulty commuting. The success of this program led to the establishment of a special subsidiary*, OKI WorkWel. As of June 2007, OKI WorkWel employs 33 employees with various disabilities, including physical, intellectual, visual and internal disabilities. Of these employees, 27 are involved in teleworking activities based on information technology. Their activities include creating accessible websites and designing posters.

As a company that allows

teleworking, which is a flexible work format that enables participating employees to work from anywhere, OKI WorkWel was honored with an Encouragement Award in the Support and Utilization Division at the Seventh Telework Promotion Awards, which was held by the Japan Telework Association in December 2006. At the Fifth Telework Promotion Awards in 2004, it received the Chairman's Award (in the Implementation Division). This time, in addition to its existing programs, OKI WorkWel was recognized for conducting new initiatives aimed at popularizing and promoting teleworking, such as running a course on web development via telecommuting for people with disabilities on behalf of national and local government bodies.

OKI WorkWel will remain the focus of the OKI Group's active commitment to provide employment for people with disabilities.

Percentage of OKI Group employees with disabilities (the year ended March 2007): 1.92%

* A subsidiary that provides special consideration for the employment of people with disabilities, as defined in the Law for Employment Promotion, etc. of the Disabled Persons.

Internship Events

OKI has run a one-day internship program since 2005 for job-hunting undergraduate and graduate students. By teaching the students about the relationship between OKI products and society at large, the program helps the students gain a sense for the appeal of working at an info-telecom equipment manufacturer.

In the year ended March 2007, as a part of the program, we organized a tour of the OKI Information and Telecom Convergence Solution Fair (see page 23), which is held every year, in order to allow the students to experience OKI products and solutions up close. It also gives us an opportunity to show them that our products deliver convenience to everyday life in



Awards ceremony for the Seventh Telework Promotion Awards

various forms. A discussion session with current employees was also held, giving the students a sense for the excitement and appeal of work at OKI.

Career Design Support Initiatives

OKI's career design program was established to create partnerships between management and employees and develop strong, autonomous human resources. Specific activities include annual interviews with managers on progress toward the employee's career vision and career plan, as well as career design training. This encourages employees of certain ages or at other career junctures to reaffirm where they are and to gain an understanding of themselves through self-analysis.

Multiple options, requirements and criteria are presented to employees so that they can establish their own career plans based on freedom of choice and self-responsibility. In this way the company facilitates autonomous career development. We strive to make this a win-win situation in which the respective visions of the individual and the company coincide.

Providing Career Counseling

With social and corporate environments undergoing rapid change, the values, abilities and situations of employees are growing more diverse, meaning that career-related anxiety and worry can

occur at any time.

In order to help employees resolve such anxiety, OKI started a career-counseling program in December 2006 with a view of expanding our support for career development. We have a new career support team staffed with in-house career counselors (with outside certification) who are available to employees for consultation at any time. Counseling is provided on all aspects of career development.

Employee Perspective

Using specialized career counseling steps and processes, I help people understand themselves and make good decisions for themselves from a neutral, objective perspective. We plan to continue to expand our support offerings to help employees become more proactively involved in developing their own careers.



Yasunori Taguchi
Career Support Team

OKI Training Systems and Global Training

		Compulsory/Designated Training		Elective Training/Voluntary Learning	
Leadership development	Leadership reinforcement	Elective development <ul style="list-style-type: none"> Phoenix Forum Management candidate training, etc. 		Business skills <ul style="list-style-type: none"> Logical thinking Presentation Communication, etc. 	Management skills <ul style="list-style-type: none"> Organizational management Leadership Project management, etc.
	Reinforcement of management skills	Management skills training <ul style="list-style-type: none"> New manager candidate training New manager training New team leader training Competency appraiser training Coaching course 			
Skill/competency reinforcement	Reinforcement of work-related specialties	Job skill training <ul style="list-style-type: none"> Sales and marketing staff training Technical staff/quality assurance staff training 		Solution skills <ul style="list-style-type: none"> Product knowledge Legal knowledge, etc. 	Technical skills <ul style="list-style-type: none"> Programming Networking, etc.
	Basic employee training	Set-up <ul style="list-style-type: none"> New employee training Job transfer training 	CSR training <ul style="list-style-type: none"> Compliance Information security, etc. 		
	Promotion of qualification acquisition	OKI-approved qualifications		Qualifications	
Careers	Career support	Career design seminars		Global <ul style="list-style-type: none"> English/Chinese Cultural training, etc. 	IT literacy

Promotion of Compliance with Laws and Regulations

Improvement of Customer Satisfaction

Good Communication with Shareholders and Investors

Respect for Employees

Consideration for the Environment

Social Contribution

Enhancing Global Training

The OKI Group has developed a range of training curriculums through which employees acquire essential work-related knowledge and skills for each job area. Each curriculum consists of courses that are designed systematically in levels, from basic knowledge to the latest theories and practices. There are 200 compulsory and designated courses and over 450 elective courses.

In the year ended March 2007 we started a designated training program for employees who are likely to be directly involved in global operations in the future in order to foster human resources capable of contributing to global business activities. The program's curriculum not only teaches foreign languages, but also seeks to raise cultural and diversity awareness and strengthens business communication skills.

Initiatives under the Law for Measures to Support the Development of the Next Generation

In compliance with the Law for Measures to Support the Development of the Next Generation, which was enacted in April 2005, OKI formulated the following action plan (our second such plan) for the two-year period starting in 2007 and began implementing its initiatives.

The OKI Action Plan

Objectives	Initiatives
1 Deepen understanding of balancing work and family life	<ul style="list-style-type: none"> OKI will conduct training programs and communicate information intended to deepen the understanding of all employees with regard to the significance of balancing work and family life and related programs, in order to create an environment that makes it easy for employees to use the programs, regardless of gender.
2 Reinforce support programs for employees who will be having or are raising children	<ul style="list-style-type: none"> OKI will create a mechanism to enable employees having or raising children to consult with other employees with the same experience. OKI will also compile and publish a booklet containing information on maternity and childcare programs. OKI will create a booklet containing advice on how managers can provide appropriate support for employees who will be having or raising children and will distribute the booklet to managers. OKI will introduce Internet-based correspondence courses (PeC) to employees taking maternity or childcare leave who wish to advance their careers.
3 Review work programs and systems in line with the needs of employees currently raising children	<ul style="list-style-type: none"> OKI will consider new, effective programs and mechanisms for balancing work and family life and will assess and institute new programs on a priority basis.

In the year ending March 2008, we plan to actively work on a top-down basis to develop environments and conditions for all employees in order to achieve the goals of the plan.

Enhancing Programs for Balancing Work and Childcare or Nursing Care

OKI will enhance its programs for maternity, childcare and nursing care and make additional adjustments to working hours to enable employees to balance their work and family lives. OKI will ensure that its programs exceed legal requirements, including the length of leave provided.

Maternity, Childcare and Nursing Care Programs and Time Adjustments

Programs (by Application)	Details
Maternity medical care leave	During pregnancy, female workers are allowed to take time off for various reasons, including regular medical examinations, health checks, medical guidance and pregnancy-related health problems.
Reduction of working hours during pregnancy	Female workers can apply to have their working hours reduced during pregnancy.
Childbirth leave	Female workers can take 56 days of special leave before childbirth (98 days in the case of multiple births) and 56 days after childbirth.
Childcare leave	After childbirth, an employee is allowed to take leave until the child reaches the age of two.
Reduced working hours for childcare	Working hours can be reduced until the child completes the third year of elementary school.
Nursing care leave	Up to one year of leave can be taken to provide nursing care for a family member.
Reduced working hours for nursing care	Working hours can be reduced for up to one year to allow a worker to provide nursing care for a family member.
Time Adjustments	Details
Rest times during pregnancy	Rest times will be provided when necessary on the request of female workers who are pregnant.
Nursing periods	Female workers who are caring for infants under the age of one year can apply for two 30-minute nursing periods per day.

OKI Group companies have also developed equivalent programs and we are starting to see more and more male employees take advantage of childcare leave. These initiatives have been well regarded. In January 2006, OKI Data Systems in Fukushima Prefecture was certified under Fukushima Prefecture's program for companies supporting the development of the next generation. It was certified for supporting child-raising in the small and medium-sized company division and for facilitating work-life balance in the promotion division. In addition, Miyagi OKI received the Miyagi Labour Bureau Director's Award for Family Friendly Companies in Miyagi Prefecture.

Occupational Health and Safety

Safety and Health Committees

OKI has established Safety and Health Committees in each region. Made up of company and union representatives, the committees perform, develop, and enhance safety and health systems in line with workplace conditions. They also formulate plans for preventing occupational accidents, patrol workplaces, and conduct safety and health education programs. To raise the level of safety and health throughout the organization, representatives of local committees attend meetings of the Central Safety and Health Committee, at which reports are made on local conditions and information is shared.

OKI's industrial accident frequency ratio*¹ in the year ended March 2007 was 0.18, and its accident severity rate*² was 0.00. Both ratios are below industry averages.

*1 Accident frequency ratio: Fatalities and injuries caused by occupational accidents / Total hours worked * 1,000,000

*2 Severity rate: Working days lost / Total hours worked * 1,000

Improving Management Levels at Production Sites through Spot Checks of Safety Management

In order to improve safety management levels at production sites, the OKI Group has run spot safety-management investigations every year since the year ended March 2002. The spot investigations have been conducted by corporate staff in order to check the level of management safety at production sites with common criteria. The spot investigations cover three territories: health and safety, accident prevention, and the environment. Investigation teams use checklists to examine management systems, education and training, day-to-day management, and accident response procedures in each of these three territories.

In the year ended March 2007 a CSR perspective was incorporated into these checklists. Specifically, existing checklist items were revised while making reference to the Supply-Chain CSR Deployment Guidebook published by the Japan Electronics and Information Technology Industries Association (JEITA) in August 2006. We added and revised the checklists to include items on risk identification and appropriate response.

Problems discovered by the spot investigations at production sites and necessary improvement measures are reported at meetings of the OKI Group Safety Management Liaison Committee,



A spot safety check in progress

which is an organization made up of production divisions. In this way information is shared throughout the organization and relayed to other divisions. In addition, the committee invites instructors from other companies in the vanguard of health and safety to present case studies. Such activities are used as an opportunity to improve the skills and abilities of staff members.

In the year ended March 2007 spot safety-management investigations were conducted at 14 domestic production sites and four overseas production sites. No major issues were discovered during these spot investigations.

Strengthening Mental Healthcare Initiatives

In order to support the mental health of our employees, in the year ended March 2006 the OKI Group formed the Mental Healthcare Working Group as a special subcommittee of the Central Safety and Health Committee. The working group has created systems to help employees care for their own mental health and has established training programs related to mental healthcare.

In the year ended March 2007, two group companies implemented the Mental Toughness Orientation Program (MTOPI), a tool for checking stress levels that makes use of the Internet. Through implementing the program we have created a system in which employees are able to check their own stress levels and instantaneously receive advice based on the results. Also, in order to provide further support for mental healthcare at the workplace, a manager's guidebook is provided as a part of the program, which can be used as a reference text as needed. The text is also used in group training sessions. Starting in the year ending March 2008 we plan to extend the MTOPI program to other group companies.



MTOPI screenshots

Promoting the Health OKI 21 Campaign

The OKI Group runs the Health OKI 21 Campaign, which involves group companies, unions, and health insurance societies coming together to help employees take the initiative in caring for their health. We use the company intranet and other means to communicate various types of information designed to help improve lifestyle habits, survey employees to gauge their health awareness, and run various other campaigns.

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