

A Better Working Environment

Charter of Corporate Conduct

The Oki Group ensures and maintains a safe and comfortable working environment for all employees.

The Oki Way

The Oki Group will maintain and improve its working environment and establish a safety and health supervision organization to ensure that all employees can work in safety.
The Oki Group will provide comfortable working environment for all employees based on the principle of equal partnership.

Support for Diverse Work Styles

Helping Employees to Combine Work and Child Care

To help its employees to combine work with childcare, Oki has introduced a range of systems relating to childbirth and childcare, including adjustments to working hours.

In March 2004, Oki further enhanced these systems by extending the cut-off point for the childcare working hours scheme from the time when children enter elementary school to the completion of the third year of elementary school. It also increased the amount of paid leave provided for childbirth from two to five days.

● Main Systems Relating to Childbirth and Child Care

Various Systems	Pregnancy Medical Care Leave System	During pregnancy, female employees 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 are given 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.
Time Adjustments	Rest Times during Pregnancy	Rest times will be provided when necessary on request from female workers who are pregnant.
	Nursing Time	Female workers who are caring for infants under the age of one year can apply for two 30-minute nursing periods per day.

Helping Workers to Combine Work and Nursing Care

Oki has introduced a nursing care support scheme that helps employees to combine work with nursing care by providing leave or reducing their working hours.

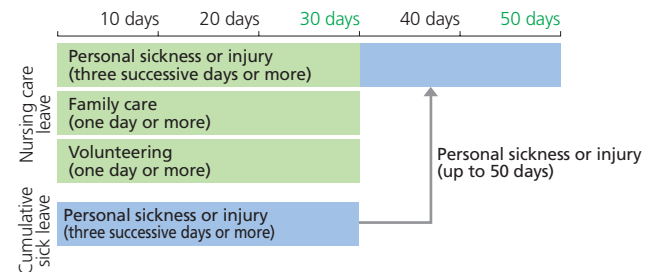
Since March 2004, the nursing care leave and cumulative sick leave systems were combined to create a single enhanced system known as the "Special-purpose Leave System." Under the new system, the maximum amount of leave that can be taken to care for a family member has been increased to 50 days, which is the same period as for personal sick leave. It is also possible to take leave for educational purposes.

● Support Systems for Nursing Care

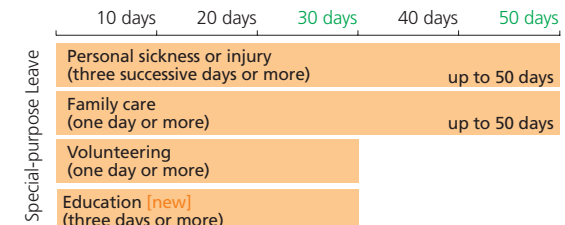
Various Systems	Care Leave System	Employees can take leave up to a maximum of one year to care for a family member.
	Reduced Working Hours to Facilitate Nursing Care	Employees can work reduced hours for a period of up to one year when caring for a family member.

● Changes to Care Leave System

Old System



Under the Integrated "Special-purpose Leave System"



Occupational Safety and Health

Safety and Health Committees

In each region, Oki has established Safety and Health Committees made up of company and union representatives. The activities of these committees include the creation and enhancement of safety and health systems that reflect local workplace environments and the formulation of occupational accident prevention plans. The committees also patrol workplaces and arrange safety and health education programs. Members of local committees present reports and share information at meetings of the Central Safety and Health Committee, which is made up of members of local committees.

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

The Oki Group is working to improve safety management standards in its production sites with the aim of preventing fires, explosions and other accidents. In addition to day-to-day safety management, Oki has conducted yearly spot checks of its production sites since the year ended March 2002 to check that all facilities are being managed in accordance with the common standards for Oki divisions.

Spot checks cover three areas: safety and health, accident prevention, and the environment. Check teams made up of staff from corporate divisions visit each facility to investigate its management. Checks are carried using predetermined checklists with items that include safety management systems and training, day-to-day operations, and responses to accidents. The check teams examine each plant objectively so that they can quickly detect any problems that may exist. Their findings are reported to the site management so that any problems can be remedied.

Production divisions in the Oki Group have formed a Safety Management Liaison Committee. Its role is to raise the overall standard of safety management in the Oki Group by sharing information among production sites. Participants share information and reports about problems discovered through spot checks and measures implemented to remedy those problems. They also discuss examples of innovative initiatives at production sites. This process allows information and ideas to be applied at all production sites. In the year ended March 2005 the Safety Management Liaison Committee received a report on emergency response measures and improvements to earthquake-proofing, based on lessons learned from the experiences of Miyagi Oki Electric Co., Ltd. during the offshore earthquake that struck Miyagi Prefecture in the previous year.

These continuing efforts are helping to raise awareness of safety management at all sites. Over the years, this has been reflected in a downward trend in the number of problems discovered during each spot check. In the year ended March 2005, no major problems were identified during spot safety checks at 15 production sites in Japan and four overseas production sites.

Health Oki 21 Campaign

Since 2002, Oki Group companies, unions and health insurance societies have been working together to support personal health initiatives by employees through the Health Oki 21 campaign. This campaign is modeled on the government efforts to improve the health of the Japanese people under the Health Japan 21 campaign*. The Oki Group's campaign emphasizes not only the early detection and treatment of disease, but also primary prevention through lifestyle improvements. The Health Oki 21 page on the corporate intranet provides a variety of information about health improvement. Activities include surveys of employee attitudes to health, walking campaigns, and a web-based stop-smoking clinic.

Subcommittees made up of representatives from administrative departments, health promotion centers and unions have been formed at in each work site and group company to ensure that activities produce the desired effects. These subcommittees share information through reports on their initiatives in a group newsletter called the Health Oki 21 News.



The intranet "Stop-Smoking Clinic" page



Logo for the Health Oki 21 campaign

*Health Japan 21 campaign: The Ministry of Health, Labour and Welfare has been implementing this campaign since 2000. Its official name is "People's Health Promotion Campaign for the 21st Century."

Mental Health Care

The Oki Group implements mental health initiatives for its employees, including a variety of counseling services and the provision of information. Industrial health physicians at Health Promotion Centers in each region either provide direct consultations or if necessary refer employees to medical institutions. In the year ended March 2005, the Oki Group Health Insurance Society introduced a mental health support system. Under this system, employees can obtain confidential advice about mental health issues through a specialized advisory service. Counseling is provided in various ways, including telephone or face-to-face consultations.

Oki Group executives receive mental health training as part of efforts to encourage daily awareness and consideration in the workplace. In addition, a mental health support section has been set up on the Health Oki 21 intranet page. Employees can download stress-checking tools and receive information about self-control, and the relief and prevention of stress.



The mental health support section on the Health Oki 21 intranet page on the corporate intranet