

# Promoting CSR at the OKI Group

In order to cohesively promote its CSR initiatives based on the corporate philosophy, according to the basic policies determined by the CSR Committee, by the CSR Division in cooperation with other relevant business units under the seven priority themes.

## CSR Priority Themes: Focal Points and Achievements

CSR Priority Themes	Focal Points for Fiscal 2010	Achievements in Fiscal 2010
<b>Full Compliance with Laws and Regulations</b> ⇒ p.20	<ul style="list-style-type: none"> <li>● Improvement of risk management as a group</li> <li>● Enhancement of measures against registered risks</li> </ul>	<ul style="list-style-type: none"> <li>● Launch of the compliance portal site</li> <li>● Enhancement of responses by overseas group companies</li> <li>● Sharing of cases about registered risk and enhancement of monitoring processes</li> </ul>
<b>Information Security</b> ⇒ p.21	<ul style="list-style-type: none"> <li>● "Visualization" of how the information security measures have been entrenched in suppliers (confirmation of yearly improvement)</li> <li>● Improvement of the items to be checked to evaluate how the information security measures have been implemented and established</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation of how the information security measures have been entrenched in suppliers based on the security checklist</li> <li>● Revision of the items to be checked for more specificity based on an experience of computer virus infection</li> </ul>
<b>Improvement of Customer Satisfaction</b> ⇒ p.22	<ul style="list-style-type: none"> <li>● Improvement of educational programs for mid-level engineers</li> <li>● Implementation of education and training programs on quality across the group</li> <li>● Expansion of the application range of universal design technique</li> </ul>	<ul style="list-style-type: none"> <li>● Launch and implementation of a new course unit focusing on practical business processes at group companies</li> <li>● Development of a direction board for a special-needs school utilizing universal design that assists visual function</li> </ul>
<b>Good Communication with Shareholders and Investors</b> ⇒ p.23	<ul style="list-style-type: none"> <li>● Fair and timely disclosure of the achievements made in the first year for the mid-term business plan</li> </ul>	<ul style="list-style-type: none"> <li>● Holding of a briefing session on the refined mid-term business plan</li> </ul>
<b>Respect for Employees</b> ⇒ p.24	<ul style="list-style-type: none"> <li>● Recruitment and training of diverse human resources</li> <li>● Entrenchment of the supports for the development of the next generation</li> <li>● Promotion of work-life balance</li> <li>● Promotion of the mental and physical health of employees</li> </ul>	<ul style="list-style-type: none"> <li>● Improvement of the systems for career building</li> <li>● Promotion of the supports for the development of the next generation by improving related systems and disseminating information thereon among employees</li> <li>● Establishment of specific goals at the Work-Life Balance Promotion Committee to take actions</li> <li>● Continuation of the Health OKI 21 campaign</li> </ul>
<b>Social Contribution</b> ⇒ p.25	<ul style="list-style-type: none"> <li>● Continuing operation of the OKI 100 Yen Fund of Love</li> <li>● Enhancement of social contribution activities inside and outside Japan in collaboration with municipal governments and NPOs</li> </ul>	<ul style="list-style-type: none"> <li>● Review of the criteria to select social action organizations for the OKI 100 Yen Fund of Love</li> <li>● Implementation of new social contribution activities inside and outside Japan</li> </ul>
<b>Consideration for the Environment</b> ⇒ p.26	<ul style="list-style-type: none"> <li>● Improvement of the basic unit for CO<sub>2</sub> emissions and response to the Revised Energy Saving Act</li> <li>● Expansion of the registration of OKI Eco Products</li> <li>● Enhancement of conformity with regulations to control chemical substances in products inside and outside Japan</li> <li>● Strengthening oversight of compliance within and of the OKI Group and its partners</li> </ul>	<ul style="list-style-type: none"> <li>● Improvement of the basic unit for CO<sub>2</sub> emissions with the goal for the OKI Group unattained</li> <li>● Completion of the promotion systems, managerial standards, execution plan called for by the Revised Energy Saving Act</li> <li>● Improvement of compliance with evaluation criteria such as laws and regulations about power saving products</li> <li>● Improvement of IT systems for greater compatibility with the information distribution system and industry-standard research tool</li> <li>● Commencement of the operation of the CMS (Chemical Management System) in which suppliers are participated</li> </ul>

In order to disseminate the OKI Group Charter of Corporate Conduct and the OKI Group Code of Conduct as the basis of our CSR activities throughout the group, we published a booklet featuring the full text of the charter and code with explanatory notes in four languages (Japanese, English, Chinese and Thai). Copies of the booklet were distributed to all applicable employees. In fiscal 2010, an e-learning program called "the OKI Group Charter of Corporate Conduct and the OKI Group Code of Conduct" was given to all employees of the group companies in Japan while an attitude survey of them was conducted.

Based on the United Nations Global Compact (in which we have participated since May 2010) and ISO26000 (an international standard about social responsibility published last November), we will continue to reflect on our social responsibilities to be fulfilled through our global business activities, reexamine our CSR activities in terms of what our stakeholders expect from us, and further contribute to people and society through our core business.

### Focal Points for Fiscal 2011

### Information Provided on the Website

- Expansion of risk management as a group
- Improvement of efficiency in risk management and the enhancement of monitoring

- Establishment of compliance systems
- Risk management promotion systems
- Fair business and purchasing practices
- OKI Group Procurement Policies
- Efforts for security export control

- Review of the items to be checked in-house
- Continuation of the "visualization" of how the information security measures have been entrenched in suppliers

- Strengthening of information security
- Regulations and rules related to information security
- Information security education
- System for protecting personal information

- Improvement of educational programs for mid-level engineers
- Expansion of the application range of universal design technique

- Quality assurance system and management
- System to support customer engineers that help improve customer satisfaction
- OKI Group's approach to universal design

- Fair and timely disclosure of the achievements made in the first year for the revised mid-term business plan

- OKI Group's investor relations activities
- Strict prevention of insider trading
- Information for shareholders and investors (IR site)

- Recruitment and training of diverse human resources
- Entrenchment of the supports for the development of the next generation
- Promotion of work-life balance
- Promotion of the mental and physical health of employees

- Basic policy on human rights and resources
- Holding internship events
- Career design support initiatives
- Maternity, childcare and nursing care programs and time adjustments
- Special-purpose leave
- Initiatives for occupational health and safety

- Creation of new activities that provide reconstruction assistance to those affected by the Great East Japan Earthquake
- Enhancement of social contribution activities inside and outside Japan

- Basic philosophy and systems for social contribution activities
- The OKI 100 Yen Fund of Love achievements in fiscal 2010
- Donation of a blood transport vehicle to the Japan Red Cross Society
- Supporting social action organizations in which OKI's employees are involved
- Participatory social action programs, activities contributing to local communities in Japan and overseas

- Improvement of the OKI Group's basic unit for CO<sub>2</sub> emissions and the achievement of the industry's goal
- Addition of some new facilities to those applicable to the management standards, and the review of the standards
- Response to the revision of laws and regulations about power saving products
- Improvement of efficiency in surveys of information on chemical substances in products
- Implementation of surveys of suppliers' CMS systems

- OKI Group Environmental Policy
- OKI Group Environmental Management
- Scope of ISO14001 consolidated certification
- OKI Group Environmental Accounting
- OKI Eco Products
- Operation of Chemical Substance Management System
- Controlling and Reducing Chemical Substances