

Promoting CSR at the OKI Group

In order to fulfill CSR based on the corporate philosophy, we cohesively promote our CSR initiatives, in accordance with the basic policies determined by the CSR Committee, through the cooperation between the CSR Division and other relevant business units under the seven priority themes.

CSR Priority Themes: Focal Points and Achievements

CSR Priority Themes	Focal Points for Fiscal 2011	Achievements in Fiscal 2011
Full Compliance with Laws and Regulations ⇒ p.20	<ul style="list-style-type: none"> ● Expansion of risk management as a group ● Improvement of efficiency in risk management and the enhancement of monitoring 	<ul style="list-style-type: none"> ● Revision of the OKI Group Code of Conduct ● Improvement of the compliance systems of overseas group companies ● Review of the risk management cycle ● Publication of a booklet called "Case Examples of Compliance"
Information Security ⇒ p.21	<ul style="list-style-type: none"> ● Review of the items to be checked in-house ● Continuation of the "visualization" of how the information security measures have been entrenched in suppliers 	<ul style="list-style-type: none"> ● Reexamination of the items to be checked in the information security general checkup ● Continuation of the self-check system to confirm the entrenchment of compliance measures
Improvement of Customer Satisfaction ⇒ p.22	<ul style="list-style-type: none"> ● Improvement of educational programs for mid-level engineers ● Expansion of the application range of universal design technique 	<ul style="list-style-type: none"> ● Establishment of Production & Product Safety Division ● Improvement of education programs focusing on practical business processes ● Establishment of a new business unit to promote human interfaces
Good Communication with Shareholders and Investors ⇒ p.23	<ul style="list-style-type: none"> ● Fair and timely disclosure of the achievements made in the first year for the revised mid-term business plan 	<ul style="list-style-type: none"> ● Holding of results briefings and IR meetings ● Redesigning of the IR website for more accessibility
Respect for Employees ⇒ p.24	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Promotion of the employment of challenged people not only in Japan but also at overseas sites ● Establishment of a teleworking system ● Promotion of the efficient management of working hours ● Continuation of the existing measures to promote mental and physical health
Social Contribution ⇒ p.25	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Promotion of social action programs including those focusing on recovery from the Great East Japan Earthquake ● Assistance to a project to build a dining hall at an elementary school in China
Consideration for the Environment ⇒ p.26	<ul style="list-style-type: none"> ● Improvement of the OKI Group's basic unit for CO₂ emissions and the achievement of the industry's new targets ● Addition of some new facilities to those applicable to the management standards in response to the Revised Energy Saving Act, 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 	<ul style="list-style-type: none"> ● Achievement of the OKI Group's target for improving the basic unit for CO₂ emissions ● Participation in the Nippon Keidanren's Commitment to a Low Carbon Society, a new initiative of the business circle ● Replacement of old air conditioning systems and other equipment with energy-saving systems ● Review of energy management standards in response to the national power-saving edict for summer ● Revision of in-house regulations to comply with the International ENERGY STAR Program and other global standards ● Addition of a new web research function to COSMOS-R/R, and the enhancement of the system's function to refer relevant laws and regulations ● Holding of briefing sessions about the CMS assessment standards at group companies inside and outside Japan, and the commencement of their operation

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 2011, we revised the OKI Group Code of Conduct in order to further promote corruption prevention and the elimination of antisocial groups. The revised code has been adopted also by group companies inside and outside Japan.

We will continue to reflect on our social responsibilities to be fulfilled through our global business activities pursuant to the 10 principles of the United Nations Global Compact (in the areas of human rights, labor, environment and anti-corruption) and ISO 26000 (an international standard about social responsibility) while reexamining 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 2012

Information Provided on the Website

- Effective follow-up for risk management activities at group companies
- Enhancement of measures to disseminate the contents of education programs

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

- Safe use of smartphones
- Continuation and improvement of the checking systems for the group companies and business partners

- 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 as a group
- Expansion of the application range of universal design technique

- Quality assurance system and management
- Cooperation within the group against product safety risks
- OKI Group's approach to universal design

- Fair and timely disclosure of how the revised mid-term business plan is being implemented for the group's further growth

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

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

- Basic policy on human rights and resources
- Holding internship events
- Career design support initiatives (results of training programs)
- Maternity, childcare and nursing care programs, and time adjustments
- Special-purpose leave
- Initiatives for occupational health and safety (lost worktime accident rates)

- Continuation of the activities that provide reconstruction assistance to those affected by the Great East Japan Earthquake
- Continuing promotion 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 2011
- Participatory social action programs
- Activities contributing to local communities in Japan and overseas

- Promotion of efforts to achieve the OKI Group Environmental Vision 2020: [Realization of a low-carbon society]
 - Improvement of the OKI Group's basic unit for CO₂ emissions
 - Preparatory efforts for the Nippon Keidanren's Commitment to a Low Carbon Society
- [Prevention of pollution]
 - Improvement of operational procedures and IT systems in compliance with the relevant laws and regulations as well as the industry standards
- [Resource circulation]
 - Examination of targets for reducing materials newly input at production sites
- [Biodiversity conservation]
 - Formulation of a clear policy
 - Construction of a management framework
 - Implementation of educational programs

- OKI Group Environmental Vision 2020
- OKI Group Environmental Policy
- OKI Group Environmental Management
- Scope of ISO14001 Consolidated Certification
- OKI Group Environmental Accounting
- OKI Eco Products
- Operation of the Chemical Substances Management Systems
- Recycling of Used Products
- Controlling and Reducing Chemical Substances