

OKI respects the diversity of its employees, provides and maintains safe, comfortable working environment for them, and is committed to creating a corporate culture that encourages them to take on new challenges.

Fiscal 2008		Fiscal 2009
Focal Points	Achievements in Fiscal 2008	Focal Points
<ul style="list-style-type: none"> ● Recruitment and training of diverse human resources ● Dissemination and monitoring 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"> ● Improved the level and quality of global education ● Built an environment for the development of the next generation by utilizing e-learning and SNS ● Revised the systems to support employees with young children ● Held events and training programs to help employees promote their mental and physical health 	<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

Basic Policy on Human Rights and Resources

The business activities of the OKI Groups are based on cooperation among diverse individuals with different roles who work together to contribute to the improvement of corporate profitability and the development of society. Believing that respect for human rights must underlie all business activities, the OKI Group has a strong commitment to pursuing fair recruitment and building working environments in which diverse people can fully exercise their abilities.

OKI articulates its vision for the development of human resources: "Pride, Passion and Sincerity." The vision asks all employees of OKI to:

- Take pride in themselves, their colleagues and the company,
- Take actions with passion, and
- Do any job with sincerity.

The company also puts great importance on the promotion of mental and physical health of its employees as an important managerial issue.

In fiscal 2008, we had to ask management level employees of OKI and its group companies to apply for an voluntary early retirement program during a period of three months from January to March 2009, due to difficult economic conditions. However, we provided an adequate explanation to the employees subject to the program prior to the application period, and communicated well with each applicant.

Good Labor-Management Relationship through Dialogue

OKI respects the freedom of association and collective bargaining based on the laws in each country and region, and puts great importance on building trust between employees and management. In Japan, the company is active in holding general labor-management meetings with the participation of the company's top executives and union leaders as well as divisional labor-management meetings to exchange opinions and information on economic conditions and labor issues.

Recruitment of Diverse Human Resources

Promoting the Employment of Challenged People

The OKI Group has promoted the recruitment of developmentally disabled people as teleworking employees since 1998. Based on this experience, we established a special purpose subsidiary* called OKI WorkWel in April 2004. As of April 2009, OKI WorkWel employs 40 people with physical, intellectual, visual or internal disabilities. They include 31 teleworking employees who are engaged in designing and producing posters, accessible web pages, and so on, utilizing information technology.

The OKI Group will continue to promote the employment of challenged people through OKI WorkWel.

Percentage of challenged people at the OKI Group (fiscal 2008) :1.98%

*A special subsidiary is a company established to provide special considerations for the employment of challenged people as defined in the Law for Employment Promotion, etc. of the Disabled.

Holding Internship Events

OKI carries out the "One-Day Internship" program for undergraduate and graduate students every year. The purpose of this program is to help students understand how OKI's products are being used in society and make them feel interested in working in the info-telecom industry.

The 2008 program featured events such as a tour of the OKI Premium Fair held in November, and an attendance in the OKI Endowed Course in Ubiquitous Services at the University of Tokyo.



OKI Premium Fair

The program focuses on close interactions between participating students and employees so that the students are able to understand how fun to work at OKI. For example, a discussion session with several employees is held after an office tour, and a factory tour is accompanied by an industrial engineer who can talk about the importance of skills and professionalism through a Q&A session.

Efforts to Ensure Equal Employment Opportunities

The OKI Group respects human rights and makes efforts to ensure equal employment opportunities at overseas sites as well.

OKI Data Americas, which is based in North America, has made utmost efforts to avoid any discrimination in employment, wage and promotion due to race, age, disability, skin color, religion, gender or national origin. More specifically, the company gives education programs on relevant laws and regulations to managers and employees involved in the personnel department. It has also introduced a scholarship program with special consideration for minority groups and women. Furthermore, it has promoted employment of minority groups, women and challenged people through various activities such as collaboration with local schools, contributions to and cooperation with NGOs involved in the promotion of equal employment opportunities.

In China, OKI Software Technology (OSTJ) obtained CSA8000 certification, a CSR certification unique to Jiangsu City, in 2007. Based on SA8000, a global code of conduct for companies seeking to make the workplace more humane in terms of human rights and labor conditions, CSA8000 respects not only all relevant laws in China but also the Universal Declaration of Human Rights, conventions and recommendations of the International Labor Office (ILO). OSTJ has established several systems to promote fair employment and ban discrimination of any kind.



OSTJ's office (Jiangsu, China)

Efforts to Ensure Equal Employment Opportunities

Career Design Support Initiatives

OKI's career design program focuses on the establishment of partnerships between management and employees as well as the development of strong, autonomous human resources. More specifically, the program includes an annual interview session in which employees discuss their career vision and plan with their superiors as well as a career design training session for employees who have reached important milestones in which they deepen their understanding of themselves through self-analysis. The career counseling system established in 2006 also helps employees develop their careers through counseling on career building in general.

Enhancing training focusing on business globalization

The OKI Group has developed different training curriculums for different job functions through which employees can learn basic knowledge about their jobs, latest methods and theories.

More than 70 compulsory or designated courses as well as more than 550 elective courses are offered every year.

We have also offered a designated training program for employees likely to be directly involved in global operations in the future since fiscal 2006. The curriculum of the program includes not only language lessons but also courses on foreign cultures, diversity and business communication skills. In fiscal 2008, two new courses of English, the Advanced Course and the Beginner Course, were opened in addition to the existing Intermediate Course. Employees can now choose the most appropriate course for them from among these three options according to their English proficiency and objectives.

The OKI Group also offers courses of Chinese. The OKI Group's employees have been able to take the Chinese Language Proficiency Test (organized by the Society for Testing Chinese Proficiency) at OKI since fiscal 2008. From among 38 employees who took the first Chinese Language Proficiency Test at OKI in July 2008, 30 passed the grades they had applied for: 19 people for Grade Pre-4, 5 for Grade 4, and 6 for Grade 3. We plans to give the test again at OKI in fiscal 2009.



English proficiency development course

Efforts for the Development of the Next Generation

Aiming to be a company where people can work free from anxiety, the OKI Group has been actively involved in the development of the next generation.

Creating an Environment That Helps Develop the Next Generation



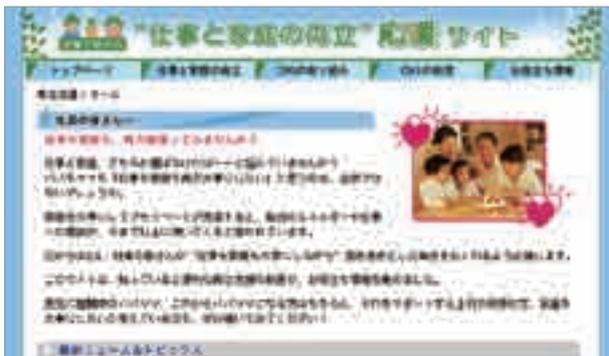
e-learning on Work-Life balance

In compliance with the Law for Measures to Support the Development of the Next Generation, OKI has formulated the (1st and 2nd) Action Plans. In order to encourage its employees to deepen their understanding of these action plans, OKI has distributed a booklet on the plans among them. In fiscal 2008, we gave an e-learning

program subject to all employees on work-life balance. In conjunction with the e-learning program, we also conducted a questionnaire survey to investigate the needs and awareness of employees. The results of the survey have been used to extract challenges and make plans for the future. In September 2008, the "Support Work-Life Balance" site accessible to all employees whenever necessary was opened on the intranet. The site features various pieces of information related to work-life balance including the result of the above questionnaire survey.

In February 2009, we launched the Work-Life Balance community, an online community to support work-life balance, using in-house SNS. The community allows employees expecting babies to consult with those with children on what they are concerned about. Furthermore, we have also produced a booklet about child rearing to help managers appropriately support their staff members expecting babies.

We have been involved in the development of the 3rd Action Plan in order to further promote work-life balance since April 2009.



The "Support Work-Life Balance" site on the intranet

Encouraging Male Employees to Participate in Child Rearing

In order to encourage male employees to participate in child rearing, OKI applied for the Program to Promote the Involvement of Male Workers in Child Rearing organized by the Japan Institute of Workers' Evolution in fiscal 2007 and 2008. As a result, OKI was certified as a firm that promotes the participation of male employees in child rearing by the Tokyo Office of the Institution each year. In fiscal 2008, a male employee took a child-care leave for the first time at OKI.

OKI Data Systems in Fukushima Prefecture was designated a model firm for the prefecture's "Support Dad's Child Rearing" program. Since then, it has been active in building an environment that



Training program for managers on child-care support for fathers (October 2008)

encourages male employees to participate in child rearing. The company's training programs on child rearing and support for male employees to take child-care leaves have been highly acclaimed. As a result, it was certified as a firm very active in the development of the next generation (in compliance with the Law for Measures to Support the Development of the Next Generation) by Director of the prefecture's Bureau of Labor Affairs in March 2009. OKI Data Systems was the second company with this certification in the prefecture.

Introducing Programs for Promoting Work-Life Balance

In order to help its employees balance work and family life, OKI has offered various supporting programs and systems about childbirth, child rearing and nursing care, including a flextime system and a HPO system (discretionary labor system) that allow flexible work styles. In case of "Special Leave for a Particular Purpose," employees are allowed to take a leave for medical care for themselves, nursing care for their families (including protective vaccination and medical checkups of small children), and other purposes including participation in social action programs, education and school events. Such special leaves are longer than those stipulated by law.

In April 2009, OKI revised part of the system to support employees with small children, and expanded the applicable period, from "the period until the child in question finishes his or her third grade year of school" to "the period until the child in question finishes his or her sixth grade year of school."

 Descriptions of programs and systems to promote work-life balance
<http://www.oki.com/en/csr/csraact/employ/nextgnrt.html>

Promotion of Diverse Work Styles

Adoption of Telework on a Trial Basis

OKI has promoted various systems to allow diverse work styles and worked to create an environment in which individual employees can choose the most appropriate work style according to their family needs such as child rearing and nursing.

As part of such efforts, the company launched a project to adopt telework on a trial basis at OKI System Center in Warabi, Saitama in December 2007. As of April 2009, seventeen employees, who are deemed suitable for telework due to their need for child rearing or nursing care, work at home once or twice a week.

The company is planning to expand the range of application for telework to include employees other than those involved in child rearing and nursing.

Initiatives for Occupational Health and Safety

Initiatives by Safety and Health Committees

OKI has set up a "Safety and Health Committee" in each district. Comprised of representatives from the company and

the union, the committee establishes and enhances systems for occupational health and safety in accordance with the working conditions in the district, formulates plans to prevent industrial accidents, patrols workplaces, offers educational programs on occupational health and safety. In order to raise awareness of safety and health across the company, representatives of local Safety and Health Committees meet at the "Central Safety and Health Committee," and share the results of their activities and efforts.

OKI's industrial accident frequency rate*1 and severity rate*2 in fiscal 2008 were both 0.00.

*1 Industrial accident frequency rate: Fatalities and injuries caused by industrial accidents / Total hours worked x 1,000,000

*2 Industrial accident severity rate: Working days lost / Total hours worked x 1,000

Promotion of Safety Management at Manufacturing Sites

In order to improve safety management at its manufacturing sites, the OKI Group conducts a safety inspection every year in which a team of inspectors from the headquarters check the safety management of each manufacturing site in terms of "occupational health and safety," "disaster prevention" and "environmental protection" based on a set of standards shared across the group. Inspectors not only point out things to be improved but also offer information on outstanding efforts made by other manufacturing sites. In this sense, the inspection has been used as an opportunity of safety education as well. The problems discovered by such inspections and the measures implemented to solve them are reported to the "OKI Group Safety Management Liaison Committee," a committee comprised of representatives from the production divisions of group companies, and shared across the group.

In fiscal 2008, the OKI Group conducted safety inspections at 16 sites in Japan and 2 sites in overseas. There were no serious problems at these sites.

Promoting Mental and Physical Health of Employees

The OKI Group has promoted "Health OKI 21", a campaign to facilitate voluntary health management of employees. The campaign has been supported by all group companies, labor unions and corporate health insurance societies. The campaign focuses on the primary prevention of diseases by encouraging employees to change their life style habits. While useful healthcare information is provided through the "Health OKI 21" site on the intranet, each business unit or group company has a committee for the campaign under which various programs, such as a consciousness survey and a walking rally in which employees' families can participate as well, are planned and carried out.

Furthermore, the group has the "Mental Health Working Group" as an ad hoc committee of the Central Safety and Health Committee, which has been involved in the development of systems to promote self-care and the organization of training programs about mental health.

Topics

OKI and OKI WorkWel Won the 9th Telework Promotion Award



In September 2008, OKI and OKI WorkWel (OWW) received the 9th Telework Promotion Award sponsored by the Japan Telework Association. OKI won the "encouragement prize" for its contribution to diverse work style by building a telework environment using security wireless LAN. OWW won the "outstanding prize" for its contribution to the employment of challenged people through the development of an original system to support telework as well as its accumulated know-how and constant achievements as a pioneer of telework.