

Respect for Employees

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

Focal Points for Fiscal 2009

- 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

Achievements in Fiscal 2009

- Implementation of an internship event
- Acquisition of the government's certification in association with the Law for Measures to Support the Development of the Next-Generation
- Progress in efforts to promote work-life-balance at group companies
- Introduction of a new tool to support the mental health of employees

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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.

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

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

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

Based on the above policy and vision, we have made various efforts to respect human rights and ensure equal employment opportunities at overseas group companies as well. These efforts are designed to meet the individual needs of each country or region.

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 severely challenged 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 2010, OKI WorkWel employs 43 people with physical, intellectual, visual or internal disabilities. They include 34 teleworking employees who are engaged in designing and producing posters, web pages, and so on, utilizing information technology.

TOPICS

Publishing a Book on OKI WorkWel's Teleworkers

In January 2010, *OKI Networkers: A Story of Japan's Most Comfortable Company to Work In for Challenged People*, a book on the 10-year history of the OKI Networkers, a team of severely challenged teleworkers at OKI WorkWel, was published. In this book, the author, one of the company's teleworkers, describes how they have built various systems for the company, how they carry out their day-to-day tasks, and how they have developed and used a multiple voice communicator for teleworkers. We believe that the book will help general readers deepen their understanding of the employment of challenged people.



OKI Networkers: A Story of Japan's Most Comfortable Company to Work In for Challenged People (written by Ryuichi Tsuchiya, published by Chuokei Publishing Company)

The percentage of challenged employees at the OKI Group in fiscal 2009 was 1.95%. We will further promote the employment of challenged people mainly through OKI WorkWel. The company was certified as an "Excellent Employer of Challenged Persons" by the Ministry of Health, Labour and Welfare on October 1, 2009. In order to obtain this certification, a company needs to fulfill the "Standards for Excellent Employers of Challenged Persons" designated by the Japan Association of Employers of Persons with Severe Disabilities.

* A special purpose 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.



Group discussions

The 2009 program, held at the OKI Showroom, focused on solution business operations in which the participating students were asked to propose the most appropriate solution to the business issue of each customer using OKI products. The program was highly regarded by the participants because they were able to experience business-to-business operating activities.

annual interview session in which employees discuss their career vision and plan with their superiors as well as career design training sessions for employees who have reached important milestones in which they deepen their understanding of themselves through self-analysis. OKI has also established a career counseling system that helps employees develop their careers through counseling on career building in general.

Helping Employees Develop Their Skills

The OKI Group has developed different training curriculums for different job functions through which employees can learn basic knowledge and skills for their jobs. Other than compulsory or designated courses for new recruits, managers and specialists, more than 500 elective courses are offered. Employees are able to choose the most appropriate courses from among these elective courses in order to build the skills and/or competencies required for the achievement of their career goals. In order to provide learning opportunities to as many employees as possible, we have offered e-learning courses in addition to regular group session courses.

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. Among them, the courses of English are broken up into three levels: the Beginner Course, the Intermediate Course, and the Advanced Course. Employees are able to choose the most appropriate course for them from among these three options according to their English proficiency and objectives.

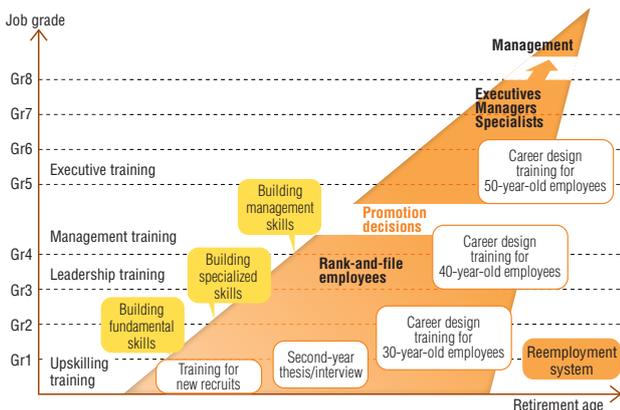
The OKI Group also offers courses of Chinese. Furthermore, the OKI Group's employees have been able to take the Chinese Language Proficiency Test (organized by the Society for Testing Chinese Proficiency) at OKI. From among 40 employees who took the test in fiscal 2009, 29 passed the grades they had applied for.

Efforts to Develop Human Resources

Career Design Support Initiatives

OKI's career design program (CDP) 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

● How OKI Helps Its Employees Build Their Careers



Efforts to Support the Development of the Next Generation

Establishing Support for the Development of the Next Generation

In compliance with the Law for Measures to Support the Development of the Next Generation, OKI has formulated and implemented a series of Action Plans. In order to encourage its employees to deepen their understanding of these action plans, we have produced two booklets on the plans, one for employees in general and the other for managers, offered an e-learning program on work-life balance, and opened the "Support Work-Life Balance" site on our intranet.



The "Kurumin" next generation certification logo

Respect for Employees

In June 2009, we were granted the "Law for Measures to Support the Development of the Next Generation" certification (nicknamed the "Kurumin" certification) by Tokyo Labor Bureau, the Ministry of Health, Labor and Welfare. The main reason for our acquisition of the certification was that we had achieved the targets set in our second Action Plan (for the period between April 2007 to March 2009) focusing on "building an atmosphere/ environment in which employees can work with vigor and enthusiasm."

Introducing Various Programs for Promoting Work-Life Balance

In fiscal 2008, OKI established the Work-Life Balance Promotion Committee with members from both the management and the labor union. Since then, OKI has offered various supporting programs and systems about childbirth, child rearing and nursing care in order to help its employees balance work and family life. Among them are a flextime system and a HOP 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 programs and systems have been disseminated to other companies of the group as well. In September 2009, OKI Data Systems in Fukushima won the "Fukushima Prefecture Work-Life Balance Award" for its efforts to reform its working climate epitomized by an increasing number of employees using the "Special Leave for a Particular Purpose" system, and decreasing working hours.



The "Fukushima Prefecture Work-Life Balance Award" ceremony

Descriptions of programs and systems to promote Work-Life balance

<http://www.oki.com/en/csr/csreact/emp/nextgnrt.html>

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 management and the labor 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.

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 OKI 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. In October 2009, the OKI Group introduced "Kokoro Wellness Navi," a new tool to support mental health that allows users to self-check their stresses on the web.

TOPICS

The Outstanding Labor-Management Relationship/Labor Welfare Award and the Excellent Education Program Award Granted by the Ministry of Labor, the Kingdom of Thailand

In February 2010, OKI Precision (Thailand), a production site of printheads for dot printers in Thailand, received the Outstanding Labor-Management Relationship/Labor Welfare Award and the Excellent Education Program Award from the Ministry of Labor, the Kingdom of Thailand.

The company has regularly and systematically offered various skill building programs and education programs for its employees. The education programs include those on labor laws and health for all employees. The company has also been very active in social action programs for local communities such as operational assistance for sports events for local citizens, reforestation programs and corporate blood drive campaigns. It also has an athletic field on its premise that was built at the suggestion of the Welfare Committee representing its employees. The above awards were granted to the company since these activities had been deemed outstanding in terms of labor-management relationships, benefit programs and employee training.



The award trophies handed by Minister of Labor Phaitoon Kaeothong (right) to OKI Precision's Administration Manager (center) and Chairman of the Welfare Committee (left).