

# Respect for Employees

**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 based on its vision for the development of human resources: "Pride, Passion and Sincerity." We have made various efforts at overseas group companies as well such as the encouragement of the acquisition of relevant certifications, and different support programs meeting the needs of each country or region.**

**In fiscal 2010, we had to implement a voluntary early retirement program in Japan for a limited period of time to survive in the difficult business environment. We made our utmost efforts to have the understanding of employees through an orientation meeting and close communication with applicants.**

## 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 holds general labor-management meetings with 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.

## Promoting the Employment of Challenged People

The OKI Group has promoted the recruitment of severely challenged people as teleworking employees through OKI WorkWel, a special purpose subsidiary\* of the group. The percentage of challenged employees at the group in fiscal 2010 was 1.94%.



Award ceremony

As of March 2011, OKI WorkWel employs 45 people with physical, intellectual, visual or internal disabilities, including 35 employees who work at home utilizing IT. In fiscal 2010, OKI WorkWel won the Award for Excellence for employing people with upper limb disabilities as one of the Examples of Good Practices for Employment Promotion and Expansion of Vocation Areas (chosen by the Japan Organization for Employment of the Elderly and Persons with Disabilities, with support from the Ministry of Health, Labor and Welfare).

\* 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.

## Helping Employees Develop Their Skills

The OKI Group offers more than 250 elective courses other than compulsory or designated training courses for new recruits, managers and specialists. Employees are able to choose the most appropriate courses from among them in order to build the skills required for their career goals. In fiscal

2010, the group introduced a reduced working schedule to help employees attend graduate and other schools for academic degrees and qualifications.

## Establishing Support for the Development of the Next Generation

In June 2009, OKI was granted the "Law for Measures to Support the Development of the Next Generation" certification (nicknamed "Kurumin") by the MHIW's Tokyo Labor Bureau. The main reason for the company's acquisition of the certification was that it had achieved the targets set in its second Action Plan in compliance with the Law for Measures to Support the Development of the Next Generation.



In fiscal 2010, OKI started implementing its third Action Plan focusing on "establishing work-family balance through various support programs that help employees take specific actions." As part of the plan, OKI expanded its leave system, and encouraged employees to deepen their understanding of the plan through the "Support Work-Life Balance" site on the intranet. The company always offers an e-learning program on balancing work and family. The program allows employees to self-check their awareness and behavior, and learn from various cases.

## Promotion of Work-Life Balance

OKI has offered various supporting 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 (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, and other purposes including participation in social action programs, education and school events.

Furthermore, the Work-Life Balance Promotion Committee, with members from both the management and the labor union, sets specific targets, checks and improves the relevant systems for work-life balance. Information on the committee's activities is available on the intranet.

## Promoting Mental and Physical Health of Employees

The OKI Group has promoted "Health OKI 21," a campaign to facilitate voluntary health management of employees with support from all group companies, labor unions and corporate health insurance societies. As part of this campaign, the Group gives useful advice through the intranet, conducts health-related surveys of employees, and offers exercise programs. Furthermore, the OKI Group has the "Mental Health Working Group" as an ad hoc committee of the Central Safety and Health Committee, promotes the utilization of "Kokoro Wellness Navi," a new tool to support mental health, and provides a consultation services.