

# RESPONSIBILITIES TO OUR EMPLOYEES

Believing that protection of each employee's human rights underlies all business activities, we work for thorough implementation through training and other such activities. We strive to build work environments with respect for diversity founded on our vision for human resources of "Pride, Passion, and Sincerity."

## Initiatives to Promote Diversity

The OKI Group recognizes it is vital to enable each employee in our diverse workforce to perform at the full height of his or her capabilities so the Group can continuously advance and respond to a changing social environment. We thus promote diversity, and supporting the success of women in the workplace, in particular, is a priority.

In our action plan based on the "Act of Promotion of Women's Participation and Advancement in the Workplace" that came into effect in April 2016, we set the following targets for 2020: (1) increase the ratio of women among all new graduate hires to 20% or more; and (2) double the ratio of female manager-level employees to 4%. We are also taking other steps to cultivate female leaders such as providing them with training.

In fiscal year 2016, we achieved 27.6%, our target ratio of women among all new graduate hires. Accordingly, in May 2017, OKI received "Eruboshi" company certification by the Ministry of Health, Labour and Welfare (MHLW) for the excellent implementation status of its initiatives aimed at promoting the role of women in the workplace.



OKI Group seminar to support advancement of women  
(December 2016)

### Female Executives and Employees (as of April 1, 2017)

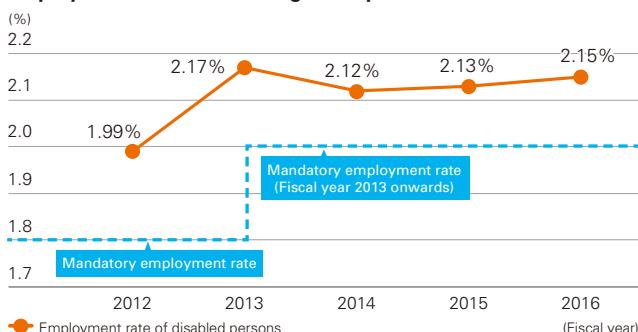
	OKI	OKI Group (Domestic)
Female employee ratio	12.2%	12.3%
Ratio of female employees at the rank of manager-level	3.1%	2.5%
Number of female executives	2	6 (includes 2 at OKI)

## Promoting Employment of Challenged People

The OKI Group has been working to employ challenged people, especially in OKI WorkWel, a special purpose subsidiary\* of the Group, which promotes telework for the severely disabled. The percentage of challenged employees at the Group in fiscal year 2016 was 2.15%.

\*Special purpose subsidiary: Company established to provide special considerations for the employment of disabled people, as defined in the Act on Employment Promotion etc. of Persons with Disabilities.

### Employment Rates of Challenged People



## Promotion of Work-Life Balance

OKI established the "Work-Life Balance Promotion Committee," comprised of labor union and management members, to confirm employee work hours and the status of paid vacation use, and promote work-life balance by increasing and improving a variety of systems relating to raising children and nursing the elderly. In January 2017, the initiatives in our fourth action plan in response to the requirements of the Act on Advancement of Measures to Support Raising Next-Generation Children were recognized, and OKI received the platinum "Kurumin" special certification from the Tokyo Labor Bureau, which recognized it as an excellent "supporting company for child-raising."



## Labor Safety and Health, and Health Promotion Initiatives

OKI established "Safety and Health Committees" in each region, with members from management and the labor union. These strengthen the safety and health system, create labor injuries and accidents prevention plan, patrol workplaces, provide safety and health training, etc. The Central Safety and Health Committee shares information on situations and initiatives in each region. OKI's fiscal year 2016 incidence rate of occupational accidents\* was 0.00.

Furthermore, the OKI Group promotes initiatives to support mental and physical health. In particular, we provide employees support for mental health such as promoting the use of self-care support tools and setting up a consultation counter to provide access to industrial doctors. In February 2017, OKI was certified as an Excellent Enterprise of Health and Productivity Management—White 500 by the Ministry of Economy, Trade and Industry (METI) as a large corporation that actively practices health-oriented management.

\*Incidence rate of occupational accidents: Number of causalities due to occupational accidents per million man-hours worked.

### Column

#### Awarded Special Encouragement Prize for Companies Promoting Telework

In November 2016, OKI WorkWel received the Kagayaku Telework Prize, a special encouragement prize, from the MHLW as a company promoting telework. The prize is awarded to companies that show remarkable results in realizing work-life balance for workers using telecommuting. Using a communication system developed in-house, 48 severely disabled workers work from home in 21 prefectures across Japan as of June 2017, performing assignments for OKI WorkWel such as building websites, preparing illustrations and crafting designs.