

# Respect for Human Rights

Charter of Corporate Conduct

**The Oki Group respects the human rights of all persons involved in its corporate activities and eliminates illicit discrimination of any kind. It does not allow child labor nor forced labor.**

## The Oki Way

The business activities of the Oki Group will be guided by respect for basic human rights. The Oki Group will not discriminate on the basis of gender, age, nationality, race, ethnicity, beliefs, social status, religion or physical disability. The Oki Group will not engage in activities that harm the dignity of individuals.

The Oki Group will respect the diversity of its employees. Employees will be clearly and consistently informed through training activities that the Oki Group does not engage in discrimination. The Oki Group will support the protection of human rights as stated in the Universal Declaration of Human Rights and elsewhere, and will not allow child labor or forced labor.

## Policy on Human Rights

People are the company's most important business assets. The business activities of the Oki Group depend on the diverse roles played by a variety of people who work together to earn profits and contribute to society in their various workplaces. The Oki Group believes that these people are the heart of its organization, and that protection of the human rights of every individual involved in its business operations must be the starting point for all activities.

Economic globalization has been paralleled by a worldwide increase in concern about human rights. The Code of Conduct

adopted by the Oki Group in July 2002 lists the Constitution of Japan, the Universal Declaration on Human Rights and the International Covenant on Economic, Social and Cultural Rights as rules relating to human rights. The Code of Conduct requires employees to comply with these rules by showing mutual respect, by considering the circumstances of others, and by acting in good faith. In accordance with its Code of Conduct, the Oki Group recruits and selects employees fairly and is working actively to raise awareness of human rights among its employees.

## Employment of Diverse Human Resources

### Assigning Female Advisers

Oki has made efforts to promote an active role for female employees for many years. In 1991 it compiled a management handbook, "Maximizing the Potential of Female Employees," on the effective employment of women in the organization. This handbook was used in training for executive managers with female subordinates. And in 1993, Oki appointed female advisors to provide career and workplace advice to



Female adviser meeting

female employees.

These advisors continue to play an important role at all Oki sites, primarily as sources of advice. In the year ended March 2004, Oki held a round-table conference for its female employees. It has also introduced an annual survey on equal partnership. This survey is an important source of information about issues relating to corporate culture, attitudes, and systems.

Oki regards these activities as an essential part of its response to the Law for Measures to Support the Development of the Next-Generation, which took effect in April 2005. It will continue to emphasize the role of female advisors in efforts to ensure that female workers can reach their full potential. It will also continue to listen to the views of its workers.

## Employment for People with Disabilities

The Oki Group actively employs people with disabilities. In 1998, it established a system under which people with severe disabilities, for whom commuting would be impractical, were able to telecommute using computers and the Internet. All of these teleworkers had advanced computer skills and made an important contribution in such areas as website creation and the development of web systems. The Oki Group recognized the achievements of the OKI Networkers, as these people were called, and extended the system to group companies.

In April 2004 Oki established a special subsidiary, Oki WorkWel Co., Ltd. (see Page 11), to expand employment opportunities for people with disabilities. This company currently (as of March 31, 2005) employs 24 people, including the OKI Networkers, with physical, intellectual, visual and internal disabilities.

In the year ended March 2005, people with disabilities made up 1.84% of the Oki Group's workforce. This is above the legally mandated employment ratio.

## Employment of the Elderly

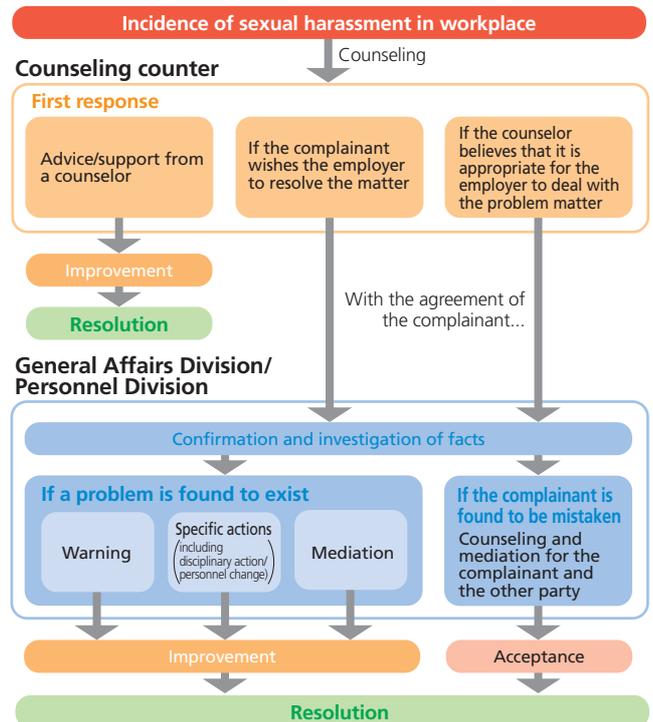
In 2000, Oki established the Senior Casting system, an employment extension scheme designed to promote employment for the elderly. Under this system, employment extension plans are formulated to provide jobs for elderly employees who wish to continue working. The experience, skills and preferences of each individual are then matched with the work opportunities that Oki is able to offer. This system was introduced to meet the needs of employees over 60, who will be affected by phased increases in the eligibility age for welfare pensions. It is also seen as an important part of preparations for the predicted shrinkage of Japan's working population because of aging and birthrate decline.

## Measures to Prevent Sexual Harassment

The prevention of sexual harassment is an extremely important priority for Oki. It uses training programs and its corporate intranet to promote a proper understanding of sexual harassment among its employees.

Oki also recognizes sexual harassment is a labor management issue and is working to eliminate this problem from its workplaces by working with unions to establish systems to resolve problems promptly, including clearly defined counseling and follow-up processes.

### Flowchart for Sexual Harassment Countermeasures



## Topics Activities by Overseas Group Companies

### Equal Opportunity Employment

Oki Data Americas, Inc., which is based in North America, strives to provide equal employment opportunities for all people. It has taken the following steps to prevent discrimination among job applicants and employees in relation to employment, wage and promotion on any grounds, including race, age, disability, skin color, religion, gender or country of birth.

#### Equal Opportunity Employment Measures

- New employee orientation
- Training to provide managers and personnel officers with accurate legal knowledge
- Establishment of a recruitment interface that anyone can access by registering on the corporate website
- Tuition Reimbursement Program for all employees, with particular emphasis on the needs of minorities and women
- Cooperation with schools in local communities to expand employment opportunities for minorities, women and people with disabilities
- Donations to and participation in NGOs involved in activities relating to equal opportunity employment
- Support for job applicants with disabilities that make it difficult for them to complete application forms
- Provision of free electric carts to allow employees with disabilities to move around within company facilities