

Improving the quality of management in various aspects such as product quality, environmental protection, and occupational health and safety



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We have to address diverse issues at our manufacturing sites. These issues include not only the improvement of productivity and product quality, environmental protection, and occupational health and safety but also the protection of human rights, ensuring ethics, and business continuity in a time of disaster. In cooperation with each corporate division of OKI, the Production/Quality Management Office offers support for the improvement and streamlining of management to each manufacturing site. In addition to meeting customer needs and complying with applicable laws and regulations, we see things in a broad context, and help each manufacturing site work symbiotically with its employees, suppliers and the local community, while paying attention to the possibility of management integration in the future.

Social Responsibilities Demanded at Manufacturing Sites

The OKI Group has manufacturing sites not only in Japan but also in other countries including China, Thailand and Great Britain. There are a wide range of issues to be addressed at these manufacturing sites. Among them are the strict control of product quality, the reduction of environmental impacts arising from manufacturing activities, and the appropriate management of occupational health and safety for people working in manufacturing settings. As these issues are covered in the OKI Group Charter of Corporate Conduct, the OKI Group has made every effort to fulfill its social responsibilities with respect to its manufacturing sites.

As people around the world have become increasingly aware of corporate social responsibility, efforts for these issues are sometimes incorporated specifically in the terms and conditions of business agreements. In order to follow this trend and meet the needs of our partners and customers, the OKI Group has established and implemented various systems to appropriately address these issues at each manufacturing sites.

Establishment and Appropriate Implementation of Management Systems

In order to ensure quality and obtain trust from customers, the OKI Group has been very active in quality control efforts with a Quality Management Department to supervise the entire group while each in-house company or group company has a Quality Assurance Division. The group's manufacturing sites have established their own quality control systems in accordance with their production lines and the characteristics of their products. Furthermore, every manufacturing site of the group has obtained ISO 9001 certification.

Regarding environmental protection, the OKI group has been promoting "Company-wide network-type environmental management" to achieve an efficient management in the entire group, by vertically and horizontally combining the activities of

our sites and in-house companies. As part of such environmental efforts across the group, the OKI Group obtained ISO 14001 Consolidated Certification for the group. Since then, the group has continued to expand the scope of the certification. In 2007, we expanded the scope of ISO14001 Certification to include ten more business units including two manufacturing sites in China. The OKI Group will continue to expand the scope, and enhance compliance with environment-related laws and regulations.

Occupational health and safety is also a major agenda. It is being managed at each manufacturing site by its Safety and Health Committee. The committee is comprised of members from both management and employees. In addition, OKI has conducted a spot safety-management investigation of each manufacturing site once a year in accordance with common criteria since 2001.



Kunshan Site of Oki Electric Technology (Kunshan) Co., Ltd. newly added to the scope of ISO14001 Certification

Interactions with Local Communities

In addition to the safe and secure operations of its manufacturing sites, the OKI Group is also responsible for contributing to the development of local communities. Other than the employment of local citizens and various training programs for them, the group has been enthusiastically interacting with local communities and conducting social action programs.



OKI Data Manufacturing Thailand gives its employees seedlings on Environment Day and encourages them to contribute to the reduction of carbon dioxide emissions.



Column

Comprehensive Management of Environmental Efforts, Product Quality, and Occupational Health and Safety

The Dong Guan Tang Xia OKI Micro Engineering Factory

The Dong Guan Tang Xia OKI Micro Engineering Factory is a manufacturing site of OKI Micro Engineering (HK) Limited, a Chinese subsidiary of OKI Micro Engineering Co., Ltd., a member company of the OKI Group that specializes in manufacturing motors and actuators. The factory was established in April 2006 to meet an increasing demand for motors in China. Approximately 600 employees are currently working at the factory located in Dong Guan City, Guangdong Province. It manufactures stepping motors for OA equipment.



Manufacturing lines designed for production innovation

the factory tried to establish a system to manage product quality, environmental efforts, and occupational health and safety. In June 2006, two months after its opening, the factory obtained a management system certification for quality and environmental protection. It then obtained OHSAS18001 Certification for occupational health and safety management in October of the same year.

Since people have different ethnic and cultural backgrounds in China, the establishment of a management system based on these widely accepted standards is very effective. The factory has helped its employees improve their motivation and morale through various training and education programs.

Embodying Operating Policy in Management Systems

A progressive approach was taken for the factory from the planning phase. First, a group of highly capable people were employed from among local residents as manager trainees. With them as the core members, OKI Micro Engineering (HK) Limited started preparing for the opening of the factory at the end of 2005 and built systems for commercial production in a short period of six months.



Inspection of occupational health and safety by the OKI Group

The factory set an operation policy at its opening: "The company and its employees work together steadily to make visible changes for a bright future." In order to put this policy into practice,

Enhancing Management as a Member of the OKI Group

In the fiscal year ended March 2008, the efficiency of the factory's management system greatly improved because it became one of the facilities subject to the OKI Group's ISO14001 Consolidated Certification. Furthermore, the factory has started enhancing its



The factory obtained ISO14001 Consolidated Certification

efforts for work ethics since its adoption of the OKI Group Code of Conduct. It has held in-house study sessions on SA8000, a global standard to improve human rights in workplaces. More than 30 employees have already become qualified internal auditors.

The factory now plans to compile a comprehensive manual for the management of product quality, environmental efforts, occupational health and safety, and work ethics. It will continue to steadily fulfill its responsibilities to customers, local communities and its employees through the enhancement of safety and security as well as the improvement of product quality and productivity.

Employee Perspective



Guo Xiao Fei
Factory Assistant Manager
Dong Guan Tang Xia
OKI Micro Engineering Factory

We fully recognize that we are responsible for delivering quality products to our customers and ensuring good working conditions for our employees based on the OKI Group's corporate philosophy emphasizing its determination to "meet the diversified needs of communities worldwide." Thus, we have established various systems since the opening of the factory. We have also launched a campaign at the beginning of 2008 to improve the quality of life. The purpose of this campaign is to encourage our employees to improve productivity by cutting overtime hours and reducing waste. We also plan to introduce some new systems to help our employees enrich their personal life. We hope the campaign will help improve their motivation and satisfaction.