Chapter Y Service Regulations

Article Y Employees shall not engage in any of the following activities.

(1) Acts that cause discomfort to others or disturb the order and morals of the company.

(2) Violating the human rights of, interfering with the duties of, or forcing others to resign.

(3) Assault, intimidation, bodily injury, gambling or similar acts, or humiliation.

(4)–(6) (omitted)

Chapter Z Disciplinary Action

Article Z Grounds for Disciplinary Action

1. Employees who conduct any of the following shall be subject to censure, reduction in pay, suspension from work, or demotion, depending on the circumstances.

(1)–(5) (omitted)

(6) Disturbance of order and morals in accordance with Article Y (Service Regulations) Item (1) or (2).

1. Employees who conduct any of the following shall be subject to resignation under instruction or disciplinary dismissal, depending on the circumstances.

(1)–(10) (omitted)

(11) In the event that the employee has been subject to disciplinary action several times in accordance with Item (6) of the preceding paragraph and his/her conduct is not expected to improve, or the employee has disturbed order and morals in accordance Article Y (Service Regulations) Item (3).

DD/MM/YYYY

We Will Not Tolerate Harassment!!

XXXX, President and CEO

(Company Name)

1. Harassment in the workplace is a socially unacceptable act that not only unjustly harms workers’ dignity as individuals and prevents workers from effectively exercising their abilities, but also negatively impacts the company as it interferes with workplace order and the performance of work duties, as well as affecting societal reputation.

Language or behavior based on preconceived gender roles can be the cause of or a factor in sexual harassment, while negative language or behavior regarding pregnancy, childbirth, childcare leave, etc. can be the cause of or a factor in harassment related to pregnancy, childbirth, childcare leave, etc. Take due care to avoid language or behavior of this nature. In addition, as problems in the work environment such as lack of communication among workers, are believed to be the cause of or a factor in cases of power harassment (abuse of authority), we will strive to improve the work environment.

1. We will not tolerate the acts of harassment outlined below, nor will we engage in similar conduct toward persons who are not employees of the company. (“Power harassment,” as referred to below, is defined as an act of harassment in which the perpetrator holds a position of power over the victim.)

“Acts that cause discomfort to others or disturb the order and morals of the company” (Article Y, Item (1) of the Rules of Employment) refers to the following:

<Power Harassment>

1. Disconnection from human relationships, such as isolation, exclusion from group, and ignoring.
2. Excessive intrusion into private matters.

<Sexual Harassment>

1. Jokes, teasing, or questions of a sexual nature.
2. Viewing, posting, or displaying obscene images.
3. Other language or behavior of a sexual nature that causes discomfort to others.

<Harassment Related to Pregnancy, Childbirth, Childcare Leave, Caregiving Leave, etc.>

1. Language or behavior that discourages subordinates or colleagues from using systems or measures related to pregnancy, childbirth, childcare leave, or caregiving leave.
2. Harassment, etc. of subordinates or colleagues related to use of systems or measures related to pregnancy, childbirth, childcare leave, or caregiving leave.
3. Harassment, etc. of subordinates or colleagues due to pregnancy or childbirth, etc.

“Violating the human rights of, interfering with the duties of, or forcing others to resign” (Article Y, Item (2) of the Rules of Employment) refers to the following:

<Power Harassment>

1. Forcing employees to perform tasks that are clearly unnecessary or impossible to complete, or interfering with work.
2. Assigning menial work that is clearly below the employee’s ability or experience without sufficient business rationale, or refusing to assign work.

<Sexual Harassment>

1. Spreading sexual rumors.
2. Unnecessary physical contact.
3. Acts involving sexual language or behavior that diminish the motivation of other employees toward their duties and prevent them from exercising their abilities.

<Harassment Related to Pregnancy, Childbirth, Childcare Leave, Caregiving Leave, etc.>

1. Acts that suggest that a subordinate may face dismissal or other disadvantageous treatment as a result of using systems or measures related to pregnancy, childbirth, childcare leave, or caregiving leave.
2. Acts that suggest that a subordinate may face dismissal or other disadvantageous treatment as a result of pregnancy or childbirth, etc.

“Assault, intimidation, bodily injury, gambling or similar acts, or humiliation” (Article Y, Item (3) of the Rules of Employment) refers to the following:

<Power Harassment>

1. Physical attacks such as assault or bodily injury.
2. Psychological attacks such as threats, defamation, insults, or severe verbal abuse.

<Sexual Harassment>

1. Forcing a relationship or sexual relations.
2. Disadvantageous treatment of subordinates or other employees who reject sexual language or behavior, etc.
3. This policy applies to all full-time, temporary, and part-time employees of the company.

Sexual harassment can be perpetrated by supervisors, co-workers, customers, and employees of business partners, and it applies not only to acts perpetrated against those of the opposite sex, but also to acts perpetrated against those of the same sex. Sexual harassment covers all language or behavior of a sexual nature, regardless of the victim’s sexual orientation or gender identity.

Regarding harassment related to pregnancy, childbirth, childcare leave, and caregiving leave, the harassers may be the manager or coworkers of female workers who have become pregnant or given birth, or of male and female workers who utilize childcare leave or other systems.

We will be mindful to think from the other’s position and review our everyday language and behavior to create a comfortable, harassment-free workplace.

1. Employees engaging in acts of harassment may be subject to disciplinary action under Paragraphs (1) and (2) of Article Z “Grounds for Disciplinary Action” of the Rules of Employment.

In such a case, the following factors will be evaluated from a comprehensive perspective to determine the disciplinary action issued:

1. The specific circumstances of the act (time, place [whether or not the act occurred in the workplace], details, severity)
2. The relationship between the parties in question (position, etc.)
3. The response taken by and feelings, etc. of the victim (filing charges, etc.)
4. Consultation Window

The following representatives are responsible for handling consultation (including complaints) regarding harassment in the workplace. If you have concerns about harassment in the workplace please be assured that you are not alone, and contact the members below by telephone or email.

In addition to cases where harassment is clearly occurring, our representatives handle a wide range of consultations, including cases where there is a possibility of harassment, cases where there is a risk that the working environment will deteriorate if the situation is not dealt with, and cases where it is unclear whether the act in question constitutes harassment or not.

(Section/Group Name) (Ext: xx, Email: ×××) (Female)

(Section/Group Name) (Ext: xx, Email: ×××) (Male)

External Consultations: (Name of Organization/Contact) (Tel: ××, Email: ×××)

Please be assured that in responding to the consultation we will maintain fairness by protecting the privacy of not only the employee making the consultation but also the party that is the subject of the consultation.

1. Neither the employee making the consultation nor parties who cooperate in establishing related facts will be subject to any form of disadvantageous treatment.
2. Upon receiving a consultation, we will confirm the facts promptly and accurately, and, if the facts are confirmed, will take measures that respect the needs and circumstances of the victim as well as measures against the perpetrator. We will also take appropriate measures to prevent recurrence.
3. We have a variety of systems available for workers who are pregnant, giving birth, raising children, or caring for family members. Likewise, for temporary employees, dispatch companies have systems in place which can be utilized. Check the Rules of Employment and other resources for information on the systems and measures that are available for use.

Please note that when utilizing these systems and measures, the workplace may be affected to some extent, such as needing to reassign work duties among members. While there is no need to hesitate to use the various systems and measures available, please consult your manager or the human resources department as early as possible to ensure smooth use of the system. To ensure the system can be used effectively by all parties involved, users should also strive to maintain good communication with members involved in their duties on a day-to-day basis.

Heads of respective workplaces should review the allocation of work to ensure that workers who are pregnant, giving birth, raising children, or caring for family members can use the related systems with peace of mind and maintain a healthy balance between work and family responsibilities. If you are unsure how to handle a certain situation, please consult XX Section, HR Department, Headquarters.

1. Proactively participate in training and courses on workplace harassment prevention when offered.