

## Creating a Lively Workplace Atmosphere

We strive to provide a workplace atmosphere in which employees can exercise their abilities to the greatest possible extent.

### Encouragement of Employees to Take Advantage of Their Paid Vacations

We encourage employees to plan and take their annual paid vacations, so that they can refresh their minds and bodies and strike a balance between their work and private lives. As one of these efforts, we began our Consecutive Vacation Days for Refreshment program in April 2008. Employees can request their vacation in advance at the beginning of the year so that they can take the vacation without constraint. Until FY2007, one day was provided as an anniversary holiday, but we have now expanded this to a two-day vacation. Moreover, in April 2010, we increased the number of annual paid vacation days from 21 days to 22 days. As we continued to encourage employees to take vacations.

### Creation of a Workplace that Facilitates Work

We aim to create a workplace that allows employees to do their jobs easily and without harassment. In addition to providing guidance and consciousness-raising through training sessions, we have instituted additional efforts, such as setting up a Sexual Harassment Counseling Service. We also make use of training sessions for new employees and for various classifications and levels of current employees to raise awareness of human rights issues.

### Communication between Management and Employees

We believe that it is important for top managers to share their thoughts, guiding principles, and information about management and other matters with all employees as soon as possible in order to create a lively and vital workplace environment. We use our intranet and internal bulletins to share information in a timely manner and to ensure dissemination of messages from top managers. We strive to ensure that correct information is transmitted to everyone by providing a variety of opportunities for consultations between labor and management, where managers can explain their guidelines and management information. Yet it is also important for requests and other communications to be transmitted from employees to managers. Here, too, consultations between labor and management allow labor unions to convey employees' wishes and opinions. In addition, we conduct surveys of employee satisfaction every other year and use the information when considering policies and actions.



Central Management Consultation Committee



Associate Officers with the President and Vice-president at the center

## Creating a Safe Workplace Where Workers Feel Comfortable and Secure

The KHI Group has proclaimed that protecting the safety and health of its employees comes first, and we try to create a workplace atmosphere that prioritizes health and safety and to make sure that the working environment is a safe and comfortable one, where one can work with "a sound mind in a sound body."

### Efforts to Prevent Occupational Accidents

#### 1 Reliable Implementation and Deployment of Occupational Health and Safety Management Systems

By continually administering and improving our occupational health and safety management systems, we are improving the system standards and implementing a reliable safety and health management, thus striving to prevent occupational accidents and create comfortable workplace environments. In particular, we are enhancing our risk assessment efforts and thoroughly eliminating any latent risks present in the workplace in order to achieve and maintain fundamental safety.

#### 2 Continued Execution of KSKY Activities

Since 2002, the execution of KSKY activities is one of our most important policies for safety. The letters of KSKY stand for the first letters of Japanese words meaning "basic rule" for K, "pointing and calling" for S and "predicting danger" for KY. The purpose of these activities is to ensure thorough compliance with basic safety rules and safety checks, enhance sensitivity to danger and toxicity, encourage every employee to willingly participate in safety actions and create a workplace that is able to promote "mutual cautioning" among employees as a standard practice.

#### 3 Promoting Education That Simulates Experiences of Danger

By making employees understand the dangers in their workplaces through the use of simulated experiences of danger, we are seeking to raise safety awareness and striving to prevent occupational accidents that are caused by unsafe behaviors. Furthermore, we are installing more devices and facilities to achieve more efficient education that simulates experiences of danger.



Education that simulates experiences of danger

### Health Advice and Efforts in Mental Health Care

#### 1 Providing a Variety of Health Classes

As one of our corporate-wide THP (Total Health Promotion) efforts, we are holding classes on health in order to promote health management. These classes include a class on dental hygiene, a class to quit smoking, as well as a class to improve the dietary practices of younger people or to improve high blood sugar for new employees and employees that shows signs of having lifestyle diseases based on the results of regular health diagnoses.

#### 2 Implementation of Stress Checks

During regular health diagnoses, we check the stress level of employees in their daily lives, and industrial physicians interview employees with high stress levels and provide them with individual guidance. Furthermore, we have implemented efforts to relieve stress in the workplace using work stress diagnoses. In addition to these efforts, we have been conducting group education for managers and education through E-learning about line-care, self-care and other topics.

#### 3 Implementation of Fatigue Accumulation Self-diagnosis Checks

We require people who work long hours to conduct Fatigue Accumulation Self-diagnosis Checks. Industrial physicians interview employees with high levels of accumulated fatigue and provide them with individual guidance.



Health class