

# Together with Our Employees

We consider people to be the most important management resource for a company and are working to create a workplace in which all employees of the Mabuchi Group can make full use of their skills to achieve economic stability and personal fulfillment.

## Human Rights Respect, Safety and Health

We advocate "Conduct corporate activity which preserves the earth's environment and protect human health" in our Management Guidelines and "Be fair and just to others, support and cooperate with fellow employees" in our Mission. For this reason, we respect the basic rights of our employees, including our overseas bases, and are actively working to create a workplace where every employee can play an active part in a healthy and safe manner.

### Respect for human rights

We respect the basic human rights, values, individuality and privacy of each individual. We do not tolerate discrimination for any reason including race, religion, gender, nationality, disability or age, or violence, sexual harassment, bullying or any other form of insult. Nor do we tolerate any child or forced labor.

### Labor, safety and health

As stated in the Management Vision, it is the company's policy that the health of employees and people in the community not be harmed by any business activity. We must maintain and further improve our working environment by placing the highest priority on the safety and health of employees and people in the community.

### Protection of Good Luck Information

Any personal information of employees must be strictly controlled and protected from disclosure to any employee other than those who need the information for performing their duties, and from disclosure outside the company.

## Balancing Work and Life

### Family-friendly Measures

In addition to enriching work, we are promoting the creation of a work environment in which many employees can work for a long period of time so that they can work easily according to each stage of their child-rearing and middle-aged and older lives. There are various leave systems, and we are raising the rate of taking childcare / care leave through efforts to deepen understanding in the workplace. Going forward, we will continue to implement measures that can accommodate the diversification of lifestyles, build a system that enables each person to achieve a work-life balance, and create a rewarding workplace environment.

### To build an employee-friendly environment

- Parental leave (three years) / Nursing leave (one year)
- Support for self - improvement during nursing leave and parental leave
- Leave for childbirth by spouse: Acquisition rate 100%
- Low - interest loans for fertility treatment
- Short working hours and exemption from overtime work for parental and nursing leave
- Flextime System and Discretionary Labor System introduced
- Encouragement for employees to take paid leave
- Enrichment of welfare facilities, etc.
- Introduction of Telework, Satellite Office and Mobile Work

## Danang Mabuchi's reception of an award for their contribution to health and safety endeavors

In May 2019, Danang Mabuchi received a "Contribution Award" from the Department of Safety and Labor for its positive contributions to health and safety endeavors.



## Received Chiba Labor Bureau Director's Encouragement Award

On October 21st, our Technical Research Institute (Inzai City) was recognized as an excellent model for conducting risk management and chemical substance risk assessment for safety and evaluating that no occupational accidents have occurred for more than 7 years.



As a company that is working to create a work environment where employees can balance work and nursing care, we have acquired "TOMONIN" from the Ministry of Health, Labor and Welfare. We will continue to improve the work environment where both work and nursing care can be solved, and we will solve social problems that increase the number of employees leaving for the care of their families.



仕事と介護の両立支援

Furthermore, with regards to the **Change! JPN** campaign, we are in support of the national movement to promote work-life balance. We also participate in "Shain Iki Iki! Genki na Kaisha Sengen" (Lively Employees! Robust Company Declaration) in Chiba Prefecture.



## Diversity

By actively promoting diversity, we are working to create an environment in which the Mabuchi Group employees can be active around the world without being limited to countries or regions. We have always been hiring and promoting regardless of nationality or gender. In recent years, we have been putting more effort into it and aiming to create new value by taking advantage of each feature by having a global sense among all our employees.

### Approach to Diversity through HR activity

We are working to create an environment in which human resources with various backgrounds can play an active role, in order to realize the diversity our company aims to achieve.

### Appointment of Female and Non-Japanese Directors

According to the leaflet "Women's Activities and SDGs: Towards Sustainability" issued by the Cabinet Office this January (2020), there are 887 companies (out of 3,740 listed companies total) with a female executive ratio exceeding 10%. Our company is on that list.



### Promoting active role of Non-Japanese Employees

We have recruited people with a sense of globalism, and many Non-Japanese employees are playing active roles. In addition, local employees overseas are promoting their activities all over the world through the short-term practical exchange system and the base head meetings of each functional department.



### Promoting active roles of female employees

Aiming to expand the appointment of female managers, support for career development of females

### Support activities of various people

Aiming to "live people through work", create a workplace where even for employees with handicap due to reasons such as disability, can work lively, by creating flexible working hours, barrier-free facilities, managerial education, etc.

## Keeping a Healthy Body and Mind

We believe that employees' healthy bodies and minds are the base of their good social life and the source of Mabuchi's vitality. Therefore, we started a mental health program at the Headquarters more than 20 years ago that includes mental health checks, care given by in-house counselors, and mental health seminars. In fiscal 2018, we featured an article by an outside counselor in our company newsletter and explained to our employees about "mental health".

In September 2019, we held a lecture about the advantages and disadvantages of breast cancer screening and hereditary breast cancer with a breast surgery doctor from New Tokyo Hospital. Furthermore, we invited sports instructors from NAS sports club to hold lectures about tobacco and alcohol to encourage employees and their family members to quit or cut back on smoking and alcohol consumption, as well as to teach breathing techniques and simple stretches. Since January 2020, a total smoking ban on company premises has been in place at the Headquarters.



Breast cancer screening lecture



Tobacco/alcohol lecture

### Health promotion day setting

With the aim of preventing and improving lifestyle-related diseases of employees, we set a "Health Promotion Day" four times in a month, and doing the following activities:

- Take adequate rest both physically and mentally (encourage employees to leave by 17:00 on The health promotion day)
- Improve eating habits by adjusting the amount of food and having a well-balanced menu
- Health promotion to start from walking (promote use of stairs by operate only one elevator out of 3 elevators of head office)
- Promote the habit of quitting smoking and setting days of no drinking alcohol



Healthy food plate at the company's restaurant



All employees leaving office at 17:00

### The Certified Health and Productivity Management Organization Recognition Program"

On March 2020, we were recognized by "The Certified Health and Productivity Management Organization Recognition Program (Large Enterprise Category)".

This program endeavors to these outstanding enterprises engaged in efforts to advance Health and Productivity Management.



## Human resource development

### Personnel Performance Evaluation System

Mabuchi group's personnel evaluation system is aimed at ensuring the mutual growth of the company and employees by correctly identifying the contributions of all the employees that play a wide variety of roles in the company. We positively use the system not only as a management tool but also as a way to develop human resources.

- Multifaceted human resource evaluation system
- Self-reporting system
- Multiple-track human resource system
- Clarification of the wage system
- Clarification of compliance rules for power harassment, sexual harassment, etc.

### Human Resources Training

The Mabuchi Group is implementing the following programs to build a company-wide environment for employees to learn languages (especially English) so that employees can be active globally.

- Providing training from various perspectives targeting persons from executives to new employees.



- Exchange of working experience between employees from overseas subsidiaries



- Strengthening the English skills (a global communication tool) of employees by providing opportunities for TOEIC and CASEC exams, TOEIC preparation courses, short-term study abroad programs, overseas trainee programs, and the use of online English conversation platforms
- Support for the promotion of self-development
- Qualification incentive system
- Holding of various public lectures for independent learning
- Establishment of multi-purpose self-study rooms
- Lending books within the company, etc.



Multipurpose self-study room



Books recommendation in a reading corner

### Recognition as a 3.5-star company in the 3rd Nikkei Smart Work Management Survey

In November 2019, our company received 3.5 stars in the 3rd Nikkei Smart Work Management Survey, which selects leading companies that have active roles in the revolution in productivity through work style reform.



### Promoting workplace reform

The Mabuchi workplace innovation efforts aim to increase productivity for the entire company by increasing the number of options for workstyles and by allowing each employee to adopt a workstyle that is suited to them.

We have increased the efficiency of meetings, standardized reporting methods, digitalized documents, and implemented other reforms, which have been spread throughout the company. Additionally, starting in 2019, we will introduce a full scale telework satellite office, change the company layout (a free address system will be implemented for parts of the company), and enhance our IT tools.



Sparking communication with a free address system



Tokyo Satellite Office

### Various Events for Employees and Families

We hold a variety of events such as garden parties and bowling tournaments by teams of departments to enhance communication and build a sense of unity among head office employees.

In addition, many events participated by employees at overseas bases are held regularly, including sports festivals, company trips, and cultural festivals.



Garden Party

Badminton Tournament (Dongguan Mabuchi)