Human Rights Policy

In order to further promote human rights initiatives, we have formulated a Human Rights Policy in which all Group employees share a common sense of values related to human rights and which serves as the basis for their day-to-day activities and business activities.

Based on the Human Rights Policy, we will address human rights issues which are gaining more and more global attention, as exemplified by the Sustainable Development Goals (SDGs) and the UK’s Modern Slavery Act, and fulfill our corporate responsibility for respecting human rights.

Outline of Human Rights Policy

Based on the following three basic principles, we have formulated the Human Rights Policy pursuant to our Management Policy:

1. NTN will respect internationally recognized human rights.
2. NTN will not violate the human rights of others.
3. NTN will respond appropriately to any negative impacts its business activities may have on human rights.

Safety and Health Basic Policy

Creating a workplace environment where everyone in the NTN Group can work actively, safely and healthily is the foundation of our business activities and is the foundation of our management. In order to demonstrate that the NTN Group can work actively, safely and healthily is the foundation of our management, we have formulated the Safety and Health Basic Policy pursuant to our Management Policy.

Based on the following six basic principles, we have formulated the Safety and Health Basic Policy pursuant to our Management Policy:

1. NTN will endeavor to maintain and promote safety and health management at all workplaces throughout the Group and in every Group company.
2. NTN will respond appropriately to any negative impacts its business activities may have on human rights.
3. NTN will respect internationally recognized human rights.
4. NTN will ensure that all employees share the values of the safety and health management system.
5. NTN will strive to establish a safe and comfortable workplace for all employees.
6. NTN will strive to promote the health and well-being of all employees.

NTN Job Return Scheme

We have a rehiring system for employees who left their jobs due to life events such as marriage, childbirth, childcare, long-term care, career development opportunities (studying abroad, job change, etc.) and spouse’s job relocation. Through this approach, we promote work-life balance as well as the development of an environment where employees can make the most of their experience, knowledge, and expertise acquired in the Company or other companies after leaving the Company.

Thus far, three people have returned to work using the job return scheme.

Enhanced lineup of employee leave programs

We provide maternity, childcare, and long-term care leave programs which are developed well beyond the legally mandated standards. Such approach leads to a system which allows many employees to continue their careers without restrictions.

For example, the system of shortened working hours for childcare expands its scope to those who raise children who are in the third grade of elementary school or younger, and introduces staggered working hours due to childbirth in Tokyo and Osaka. Such initiatives are far beyond the legally mandated standards.

We are not only working to develop such a system, but also putting our heart into making the system become vitalized and convenient for employees. We are also trying to create an office workplace where employees can make full use of the system.

Governmental support and cooperation

In order to further promote human rights initiatives, we have formulated a Human Rights Policy in which all Group employees share a common sense of values related to human rights and which serves as the basis for their day-to-day activities and business activities.

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Outline of Safety and Health Basic Policy

Based on the following six basic principles, we have formulated the Safety and Health Basic Policy pursuant to our Management Policy:

1. Compliance with laws and regulations
2. Promotion of continuous improvement through the operation of an occupational safety and health management system
3. Elimination and reduction of hazardous/harmful risks
4. Promotion of employee education and training
5. Maintenance and promotion of mental and physical health
6. Creating a safety culture

Promotion of work style reform

We have promoted a work style reform which enables all employees to work actively, safely and healthily. We have also worked on the reform of personnel systems, such as introducing systems responding to various types of career paths and life events (e.g. childcare and long-term care), to provide opportunities for many employees to take an active role.

Realize diverse work styles

Promotion of remote work

We participated in TELEWORK DAYS 2019, an initiative taken by MIC, METI and other organizations to encourage companies across Japan to conduct telework.

From April 2020, to prevent the spread of the new coronavirus (COVID-19), we have promoted telecommuting initiative and staggered working hours for employees, which mainly uses public transportation, and are implementing measures prioritizing the health and safety of employees.

Basic approach to occupational safety and health

Ensuring the safety and health of everyone working in the NTN Group is the most important value. It takes priority over all our business activities and is the foundation of our management.

Based on this basic stance, we aim to create a workplace environment where employees can work actively, safely and healthily.

Development of framework supporting safety and health

We work to further strengthen the management of the natural environment, and occupational safety and health in order to improve the effectiveness of the Group, by promoting integrated management of the natural environment, health and safety, which are gaining more and more attention globally.

We promote the development of a workplace with no occupational accidents, under the global safety management structure where President/CEO serves as chief director, the officer in charge as general manager of corporate safety and health, and the corporate general manager of each department.

Annual paid leave

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High rate of taking annual paid leave

Our initiative to promote the taking of annual paid leave started in the 1980s. Under the original keywords of “comfort and prosperity,” we have worked on the realization of work-life balance. We have maintained a high average utilization rate of annual paid leave, exceeding over 80% for over 25 years. Now, we are aiming at a higher level, working to develop multi-skilled employees, conduct proactive job rotation, and cultivate a workplace atmosphere which encourages employees to take annual paid leave.

Trend of annual paid leave utilization rate

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<th>Year</th>
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