

Our Involvement with Our Employees

Health and safety

Health and safety policy

Ensuring health and safety is an important issue that forms the foundation of any business. The company has codified this thinking in the Basic Health and Safety Policy. This helps to ensure safety and improve the working environment with the aim of creating workplaces where our employees can work with peace of mind.

Basic Health and Safety Policy

In order to ensure building corporate culture of safety first,

We declare that we would not

**·produce ·handle ·transport ·dispose
unless people's safety and health and environment
is protected.**

For preventing major accidents

Introduction of a lockout system

In fiscal 2006 we introduced a lockout system*¹ for machinery and equipment such as injection molding machines, pressing equipment, and robots where there is a possibility of serious accidents. The company held lockout training for over 2,000 employees, including meetings to explain the system, and set rules to ensure the safety of each individual.

*¹ Lockout system: A system for locking the equipment after an abnormality or other problem causes shutoff of the power supply. This prevents accidental operation by parties who may be unaware of the malfunction.

STOP6 initiative

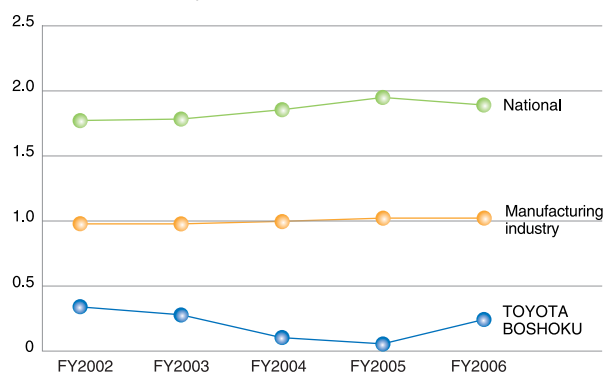
As part of our activities to prevent major accidents, Toyota Boshoku as a whole has carried out STOP6*² Special Safety Check of facilities and processes where there is a possibility of major accidents, implementing over 1,000 preventive measures.

*² STOP6: Six accidents that may cause fatal accidents (Caught in machines, Contact with heavy objects, Contact with vehicles, Falling, Electrocution, and Contact with heated objects)

Global implementation of health and safety activities

Toyota Boshoku believes that eradicating industrial accidents and promoting pleasant workplace environments should be undertaken with the same seriousness worldwide. Therefore in fiscal 2006, Environment, Safety, and Health Committees were established in each region governance company in North/Central/South America, China, ASEAN/Australia/India, and Europe/South Africa. This marked the start of health and safety activities on a global basis.

Frequency rate of Occupational Accidents (Lost work-time Injuries) (Fiscal 2002 to 2006)



Lockout equipment



China Region Environment, Safety, and Health Committee

● Comprehensive health supervision including mental health

With the aim of creating a workplace where all employees can work with health and vitality, the company is supporting efforts to maintain and improve physical and psychological health. This includes education about mental health and preventing lifestyle diseases.

● Health promotion through illness prevention

We have introduced a system for uniform management of the results of periodic medical examinations and health screening for employees, with personal guidance as follow-up. In addition, the newly opened Health Supervision Office is working to raise awareness of illness, especially lifestyle diseases, stressing the importance of prevention. Other initiatives include health guidance as part of the training for overseas appointees, a periodic health information leaflet 「Hot」, and health walking events.



Stretching and exercise lesson



Health walking



Health information leaflet 「Hot」

● Comprehensive mental health support

In order to create a bright and lively workplace culture, we held mental health education for managers and supervisors of each level concerning prevention and early detection. The course was attended by 77 managers. In addition, a psychiatrist gave a talk on mental health for 186 executives.

We are also encouraging employees to address their own care by distributing a Stress Check-sheet and other measures.

We have also created a rehabilitation program for helping employees with mental health issues to return to work. Through consultation with medical professionals, staff who have experienced problems can make a gradual and confident return to normal employment.



Mental health education for each grade of employees



A mental health lecture from an industrial physician

Development of Human Resources

● Development of Human Resources

Toyota Boshoku seeks to support the growth and personal realization of each individual employee through ongoing personnel development. Our personnel system, training program (off-the-job training) and on-the-job training contribute to realizing the TB Way, fostering professional personnel who can play a global role.

In order to develop professional personnel, we have been using the PRO-MPT personnel development program since fiscal 2005, to provide institutional support for our employees in addition to training. This involves cultivating the right mentality, improving knowledge and experience, and developing practicality.

Main education

- OJT training support
- Program for improving management capability
- Problem solving
- Training for local executives of overseas businesses
- Various professional training (techniques and skills)
- Language training

Major systems

- Target management
- Career design (self-assessment)
- In-house education at the different departments
- Registration for global employee
- Playing leader system

In FY2006 we carried out training for new supervisors, special training for middle level professionals (acquisition of problem solving techniques), training for overseas appointees, and Departmental professional training. We also provided coaching in target management for executives and general employees.

PRO-MPT

(Prompt: A play on the two meanings “fast” and “move to action”)

PROfessional Human Resources Development
Multiple **P**rogram for **T**oyota Boshoku



〈OJT support〉

This training for young employees is based on a team comprising a new employee, a manager and an experienced staff member. The manager and senior employee first learn the methods of OJT, then set clear issues and targets for the new employee. They check the progress of their charge, giving guidance where necessary. After a year, the whole team gives a presentation on their achievements.

〈Program for improving management capability〉

This is a program for managers at the General Manager and Group Leader level. The most important issues from their respective departments are used as objects of study, and with guidance from the relevant senior managers, they set targets, identify causes, and consider and implement appropriate measures, developing their leadership through study over a six-month course.

〈Problem solving〉

Young employees and middle management are set problems from their respective fields, and with guidance from advisors. They learn approaches from discovery of issues to identification of causes, consideration and implementation of solutions, through to codification and lateral development* of solutions.

* Applying valuable precedents to other parts of the organization

〈Training for local executives of overseas businesses〉

Local executives employed at our overseas businesses gather in Japan to learn about the sense of value at the company and our management approach and philosophy. This contributes to fostering a sense of unity throughout Toyota Boshoku as a whole.

Labor-Management relations

● Labor-Management relations

The company seeks to foster excellent labor relations based on mutual trust. Through dialog in various formats between labor and management concerning pay and bonuses, work policy, production, safety and other issues, the company seeks to create a safe and vibrant workplace.

〈Labor-Management Committees〉

We have established Labor-Management Committees for discussing a wide range of topics such as management of working hours, review of work policies, improving communication, measures for supporting next-generation training, social welfare and so on. The company plays an active part in this initiative.

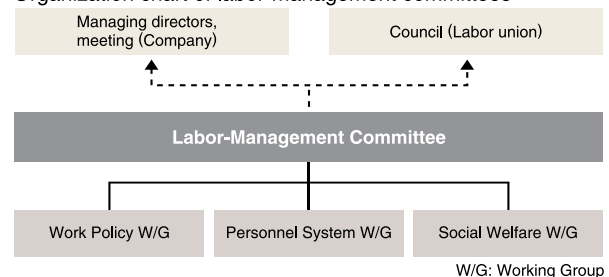
Major meeting body

● Labor-Management Council	● Labor-Management Gatherings
● Production Committee	● Safety and Health Committee
● Labor-Management Committee	

Main activities

● General review of company-wide communication
● Publication of the Paid Vacation Promotion Handbook
● Campaign for harmonization of work and home life
● Life-plan seminars

Organization chart of labor-management committees



Support for a comfortable workplace environment

● Childcare support system

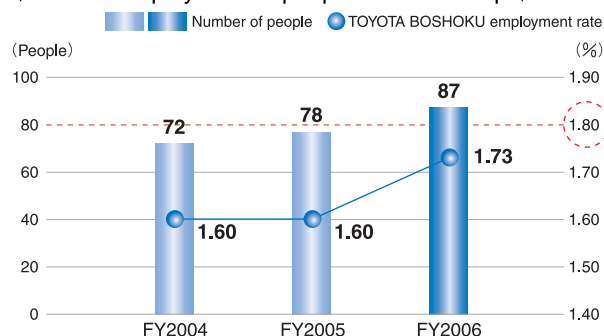
Toyota Boshoku is working to provide a workplace environment where employees with a will to work can demonstrate their abilities and can work consistently with enthusiasm. To support the childcare of our employees, we started a system in April 2006 that provides eight weeks leave before birth and leave up to the child's 3rd birthday. These provisions exceed the legal requirement. In this way, we are supporting the harmonization of work and childcare.

Item		Content
Pregnancy and birth ~ Up to the first birthday	Work restrictions	Exemption from overtime, holiday and night work
	Pre and postnatal maternal welfare	Maternity protection measures in accordance with doctor's directions
	Pre and postnatal leave	8 weeks pre and postnatal (14 weeks for multiple pregnancy)
	Childcare time	Twice per day (30 min each) in addition to set breaks
Up to the third birthday	Parental leave	Up to the third birthday (After the second child, up to 1 year and 6 months when taken in succession)
	Reduced working hours	Working hours can be shortened by 1 day
Up to elementary school age	Work restrictions	<ul style="list-style-type: none"> • No overtime required beyond a fixed time (Restricted to within 24 h/month and 150 h/year) • Exempted from night work
	Child nursing leave	Nursing for sick or injured children (5 days/year)

● Handicapped employees

Toyota Boshoku employs 87 people with handicaps in a variety of workplaces and roles (as of March 2007). In order to achieve an employment rate of 1.8% for handicapped people as soon as possible, we are assessing the situation in each workplace, taking measures to foster understanding and awareness within the company, and making workplaces barrier-free. The company aims to establish workplaces where able-bodied and handicapped employees can work together conveniently, and we are taking active steps to employ people with handicaps.

〈Trend in employment of people with handicaps〉



● Introduction of bone marrow donor leave system

In support of the social action activities of our employees, we started a system of leave for bone marrow donors from April 2007. With this system, the time required by the donor for the bone marrow transplant operation is handled as special paid leave rather than the usual annual paid vacation. In this way we hope to reduce the burden of work for our employees who donate bone marrow, and contribute to the community by expanding bone marrow donorship.

Scope of application	<ul style="list-style-type: none"> ● All employees and temporary staff ● Time required for hospitalization and hospital visits for donating bone marrow
Treated as leave	<ul style="list-style-type: none"> ● Special paid leave
Number of days of leave and units	<ul style="list-style-type: none"> ● Maximum of 10 days for donating marrow once ● Leave is taken in 1 day units