

Employment Rules

(Digest Version in English Language)

KEITOKU Social Welfare Service Corporation.

社会福祉法人 恵徳会 (職員) 就業規則 英語要点編

(Please ask Management for further details when necessary)

Chapter-1 General Provision (総則)

Article-1 Purpose (目的)

Employment Rules issued by Keitoku Social Welfare Service Corporation (Corporate) is based upon the laws of labors issued by the national government of Japan.

Any matters that are not mentioned in the Rules shall be addressed with the reference to the laws and labor standard acts regulated by the government.

Article-2 Permanent Employee (正職員の定義)

1. “Permanent Employee” is employee who are in permanent employment contract with corporate excluding employees with part time contract.
2. “Permanent Employee” should be capable to work full time, to exert assigned work , tasks and other fringe tasks indirectly related to the assigned work.
3. “Part-timer” ‘s employment rules shall be separately provided

Article-3 Compliance with Rules (規則順守の義務)

Corporate has an obligation to manage “employee” to exert required work in accordance with in Employment Rules.

Employee has obligation to comply with Employment Rules.

Both corporate and employee should cooperate each other and to strive for the further development of the mission of corporate entity.

Chapter-2 Personnel Affairs (人事)

1. RECRUITMENT (採用)

Article-4 Recruitment (採用)

1. to employ person selected from among the candidates who passed examination and completed submission of documents required by corporate.
2. to notify candidate of the employment offer to a position by writing.
3. The candidate who received offer letter (accepted candidate) has to submit to corporate the official letter of pledge to legally start employment from the date designed by the corporate.

4. The accepted candidate is required to submit the following documents to corporate within 2 weeks prior to the commencement of employment.

Resume with photo and signature

Resident Certificate

Health Certificate

Personal Income Tax Deduction Declaration

Certificate of withholding tax(only for the person who worked in other company within the current fiscal year)

National Pension Notebook

Unemployment Insurance Certificate

A Written Pledge

Personal Guarantee Letter

Confidential Information Retention Pledge

Car Driving License(if asked necessary)

Diploma, Graduation Certificate(if asked necessary)

My number card or number(income tax reason)

Other documents as required.

5. In case of any changes occurs regarding the private information such as address of

residence, family or spouse status (tax exemption for dependents), employee must promptly advise corporate management department of such information changed.

6. Information of documents in submission shall be used for the purpose of personnel management and labor relation.

Article-5 Probation Period (試用期間)

1. New employee shall be in probation period of 3 months from the start of employment.

2. During the period of probation, vocational skills and ability, work behavior, and health status shall be assessed and evaluated. If the evaluation is satisfactory, the probation period is considered completed and then the employee attains the permanent status in employment.

In case, 3 months period passed however evaluation still not completed due to exceptional reason, the probation period shall be extended to additional period of less than 3 months after the first probation period passed.

Upon completion of either the original or extended period, if the new employee is found inappropriate to become permanent employee, the new employee is dismissed.

4. notwithstanding the above, the probation period can be shortened, extended or not applied to new employee when specially granted by the director representing the corporate.

5. Probation period shall be added to the legal service years of employment (related to retirement allowance and unemployment insurance as example).

Article-6 Termination of employment within probation period (試用期間中の解雇)

If employee falls under the following, employee shall be dismissed.

1. Unjustifiable absence, tardiness, leaving work early in repeated manner.
2. Judged as lacking proper work behavior and skills, inadequate fitness to the work environment and aptitude as an employee.

Placement and Assignment (人事異動)

Article-7 Placement (配置)

1. Management shall decide the placement of employee by the necessity and fitness to work place environment.
2. Management is able to change the position, assignment and place work for employee by considering up-to-date requirement of business and the fitness of employee.
3. In the mentioned "2" above, employee must accept the reassignment change order made by corporate unless legitimate reasons that are accepted by corporate.

Suspension Leave (休職)

Article-9 Suspension (休職)

Corporate may issue an order for suspension of employment on employee who falls under following condition.

1. Absence from work continued more than 3 months by injury or illness suffered in private life environment.
2. Absence from work continued more than 1 month owing to the reason of household chores or other unavoidable incidents.
3. Other specific reasons signed off by corporate.
4. If the reason for taking suspension does not extinct after suspension period expires, the employee shall be automatically retired from employment.

Article-10 Suspension Period (休職期間)

1. For the Article-9-1: Less than a year served to corporate = 3 months

More than a year served = 6 months

Subject to extend the period change decision by corporate.

2. For the Article-9-2 : 3 months

For the Article-9-3&4: any period judged by corporate as appropriate.

Article-11 Salary in suspension period

1. No salary shall be paid for the period in suspension of employment.

2. Suspension period shall not be added to Year Served for Corporate.

Article-12 Resumption of office (復職)

1. In order to be re-appointed to a position of employment after suspension, employee is required to go through doctors medical check to ensure the employee is physically sound to resume office.

If receiving medical check is rejected by employee, the resumption of office of employee shall not be approved.

Retirement, Resignation , Dismissal

(定年・退職・解雇)

Article-13 Retirement Age (定年)

1. Employee retires on the date of he/she becomes 65 of age.

2. Employee who reaches the retirement age , may be able to continue employment on periodical renewal contract basis.

Article-14 Resignation (退職)

1. Employee who falls under the following categories, shall be deemed as being resigned from the date the following incident occurs.

- (1) Death
- (2) Completion of the period by contract
- (3) Voluntary resignation letter signed off by representative director
- (4) After the passage of suspension period, condition of suspension persists.
- (5) Unreported absence from work continued for 14 days.
- (6) A letter of (voluntary)resignation should be submitted to corporate 30 days prior to the date of resignation.

Article-15 Dismissal (解雇)

1. Employee shall be dismissed when the following circumstance applies.
 - (1) Employee can no longer be able to continue performing normal work assignment owing to physical and mental disorder.
 - (2) Employee's work performance resulting in non-acceptable level.
 - (3) Employee, without permission from corporate, hands out documents or gives speech on topics not related to corporate assignment and business.
 - (4) Employee performs political activity, religion propagation in one party one faction attitude.
 - (5) Business contraction or other unavoidable circumstance occurs.
 - (6) Force majeure(natural disaster and others)

Education and Training (教育訓練)

1. Education and Training shall be provided to employees when necessary.

Chapter- 3 Performing Work (勤務)

Work Hours and Break Time (勤務時間・休憩)

Article-18 Work Hours and Break Time (労働時間・休憩時間)

1. Number of work hours is 8 hours a day, 40 hours a week.

1 hour a day as break time.

Star time and End time of work place depends on each department.

Holidays (休日)

Article-22 Holidays

Saturday, Sunday and all Public Holidays of Japan applied.

Year end holidays = December 31 ~ January 3

Works on holidays can be substituted to other days per day or per hours worked.

(HR department for details)

Annual Paid Leave (有給休暇)

Article-27 Annual Paid Leave (年次有給休暇)

1. When employee has not failed to attend more than 80 % of work days required in employment, employee shall be entitled to enjoy following numbers of paid leave.

Length of employment

Days of paid leave entitled

6 months = 10 days

1 year and 6 months = 11 days

2 years and 6 months= 12 days

3 years and 6 months= 14 days

4 years and 6 months= 16 days

5 years and 6 months= 18 days

6 years and 6 months= 20 days

Article-28 Maternity Leave (産前産後の休暇)

1. Pregnant employee expecting a baby in 6 weeks (in case of multi-birth, 14 weeks) is entitled for maternity leave.

2. Before 8 weeks passed after the child birth, employ should not be forced to resume work at work place.

However, after 6 weeks passed, with a doctors consent, employee can resume performing work duty.

3. Salary and wages shall not be paid during maternity leave.

Article-29 Maternity Health Care Leave (母性健康管理のための休暇)

(Please ask HR department when necessary, for details)

Article-30 Menstrual Leave(生理休暇)

1 paid day per year

Days exceeding 1 paid day without pay.

(HR department for details)

Article-31 Special Paid leave (特別休暇)

1. His/Her own wedding 7 days
2. Son/Daughter wedding 2 days
3. Spouse giving birth to baby 3 days
4. Breavement leave
Death of spouse 7 days
Death of parent or child 5 days

Death of grand parent 3 days

Death of grand child, sister, brother 1 day

(HR department for details)

Article-32 Child's Nursing Leave (子の看護休暇)

To take care of small child who falls ill or injured, additional leave can be approved.

(HR department for details)

Article-33 Child Care Time Allowance (育児時間)

To take care of infant/baby, certain amount of time leave can be approved.

(HR department for details)

Article-34 Child Care Suspension (育児休業)

To look after child up to 1 year of age, suspension of employment can be approved.

(HR department for details)

Article-35 Nursing Care Suspension or Leave (介護休業、介護休暇)

To look after family member in need for long term care, suspension or leave can be approved.

(HR department for details)

Article-38 Absence without permission, Tardiness, Early Leave (欠勤、遅刻、早退)

Without reasons signed off by management, arrival at work place later than xx AM shall

be taken as an absence from office without pay.

(HR department for more details)

Article-39 Attendance and Leaving (出退勤)

Employees are expected to arrive at work place before the start time to sufficiently become ready and prepared for commencement of work .

Article-40 No Entry , Exit Order (入場禁止、退場)

Management may prohibit employee's entering work place and facilities under legitimate reasons and circumstance.

Management may give order to employee to exit work place or facilities under legitimate circumstance.

Article-41 carry-on, carry-out (持込持出)

Employee should not carry excessive and not-work related items of personal belongings into workplace.

Employee should not carry any items of corporate ownership out of the workplace without permission from management.

Article-42 Absent notice (欠勤手続)

Certain procedures to be followed through

(HR department for details)

Article-43 Late coming, early leaving, going out on personal reason (遲刻、早退、私用
外出)

Certain procedures to be followed through
(HE department for details)

Article-44 meeting someone/friends in work place (面會)

Certain procedures to be followed through
(HE department for details)

Chapter- 4 Disciplinary Rule (服務規律)

Article-46 Discipline (服務心得)

1. Employee should be committed to have thorough understanding of his/her responsibility of position assigned and the policy of corporate, be proud of having participation in implementing assigned mission in the organization.

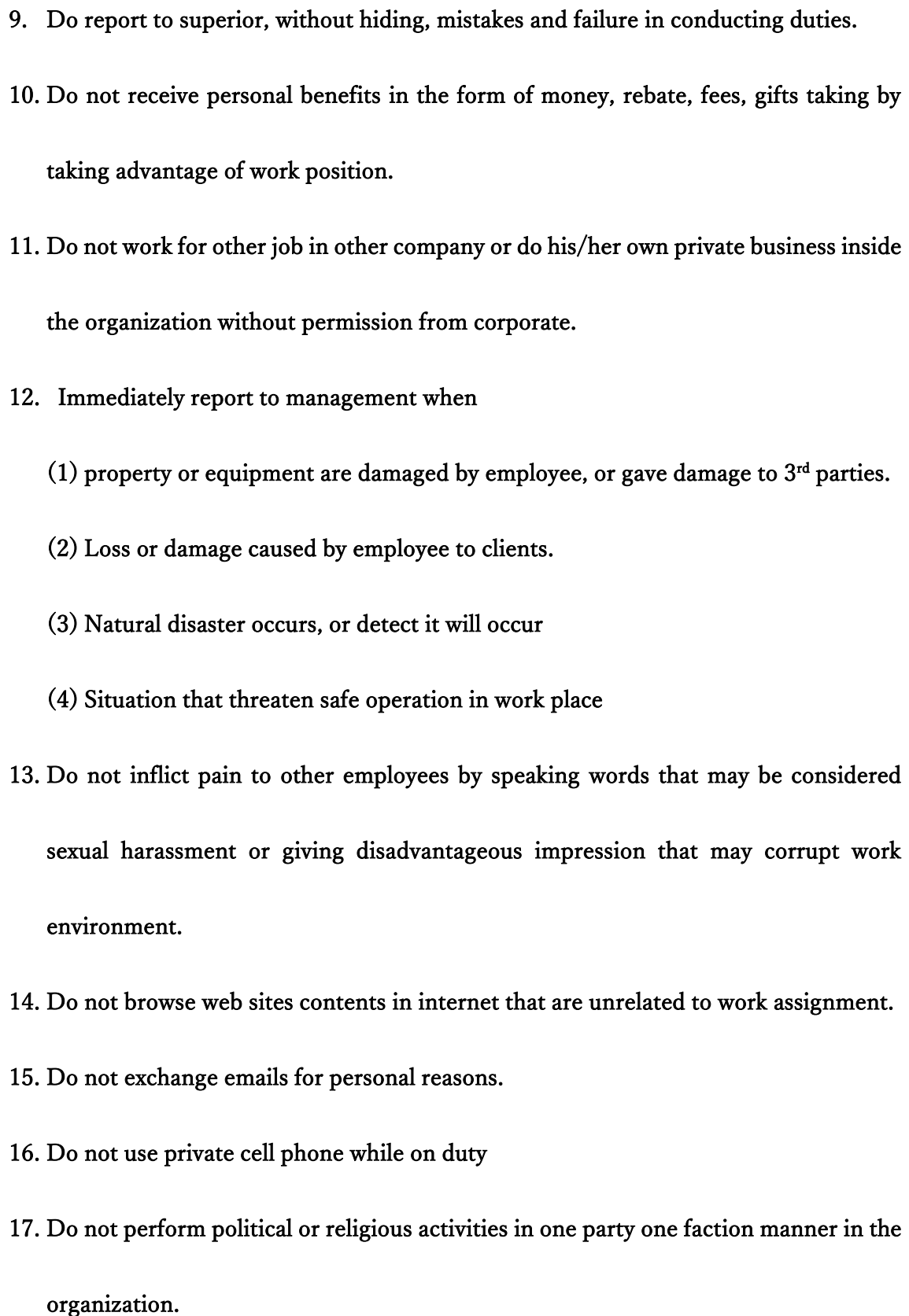
Employees should work in harmony and cooperate each other to achieve the common goals set under the direction and guidelines laid down by superior.

2. Employee must comply with the rules of organization and segregation of duties

designed.

Under the guidelines laid down by the superior, in good faith and quick manner, employee must exert assignment and tasks.

3. Dress and Grooming appropriately. Be clean, not give unpleasant impression.
4. Do take care of health.
5. Do receive permission from superior when employee intend to do the following, in advance.
 - (1) To purchase items (except for consumables for daily use)
 - (2) To take out the work files and documents out of work place for any reason.
6. Do not do the following conduct and behavior.
 - (1) to violate the rules and orders given, to resist orders from superior, to neglect the orders, assignment and tasks.
 - (2) To corrupt morals in work place, neglect duties.
 - (3) To receive or demand money or gifts from clients
7. Be cautious as not to show or disclose confidential information to outsiders either physically or verbally.
8. Do not bring disgrace or give disadvantage to corporate

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9. Do report to superior, without hiding, mistakes and failure in conducting duties.
 10. Do not receive personal benefits in the form of money, rebate, fees, gifts taking by taking advantage of work position.
 11. Do not work for other job in other company or do his/her own private business inside the organization without permission from corporate.
 12. Immediately report to management when
 - (1) property or equipment are damaged by employee, or gave damage to 3rd parties.
 - (2) Loss or damage caused by employee to clients.
 - (3) Natural disaster occurs, or detect it will occur
 - (4) Situation that threaten safe operation in work place
 13. Do not inflict pain to other employees by speaking words that may be considered sexual harassment or giving disadvantageous impression that may corrupt work environment.
 14. Do not browse web sites contents in internet that are unrelated to work assignment.
 15. Do not exchange emails for personal reasons.
 16. Do not use private cell phone while on duty
 17. Do not perform political or religious activities in one party one faction manner in the organization.

Article-47 Confidentiality (機密保持)

Information of confidentiality should be protected, confidential information and personal information should be kept inside the work place. Leakage is illegal by law.

Article-48 Personal Information Protection (個人情報保護)

Protection of privacy and personal information of any parties.

Article-49 Intellectual Property (知的所有權、無体財産)

Intellectual Property of Corporate in any forms be solely owned by Corporate by law.

Chaper-5 Salary and Wages (賃金等)

Chapter-6 Commendation、Punishment (表彰、制裁)

Article-53 Commendation (表彰)

Gifts or Certificate of Commendation to be issued to employees who made notable contribution.

Article-54 Punishment (制裁)

1. Admonition
2. Pay Cut

- 3. Suspension of employment
- 4. Retirement under instruction
- 5. Disciplinary dismissal

Chapter-7 Compensation for damage (損害賠償)

Corporate shall compensate for the damage to employee

Employee shall compensate for the damage to corporate

Chapter-8 Accident Compensation (災害賠償)

When employee injured by duty, damage compensation package is available.

Chapter-9 Safety, Hygiene (安全、衛生)

Need to follow safety measures instruction and evacuation process for disasters.

Need to follow prevention schedules and drills for contagious disease.

Need to keep work place always clean and be prepared for possible dangers

Chapter-10 Health Check Up (健康診断)

All employees need to receive periodical health check up that is required by law.

(corporate expense)

Chapter-13 Protection for whistleblower (公益通報者保護)

By law, corporate shall take protection measures to employees who reports illegal conducts done by other employee(s) to management.