

# Creation of a Worker-friendly Work Environment

Casio is pressing forward with the construction of an environment and a system that permit all employees to demonstrate their full capabilities.

## Policies concerning Construction of a Work Environment

Casio strives to build a work environment that is friendly to all workers so that every one of them can demonstrate their full capabilities. As part of such efforts, we are working to shorten the total annual hours worked by employees and expand support programs that give consideration to family demand that workers face, such as child care and nursing care.

## Vacations

Toward the goal of shortening the annual working hours by employees, Casio is pressing forward with the construction of

an environment and climate that enable employees to actively take paid vacations.

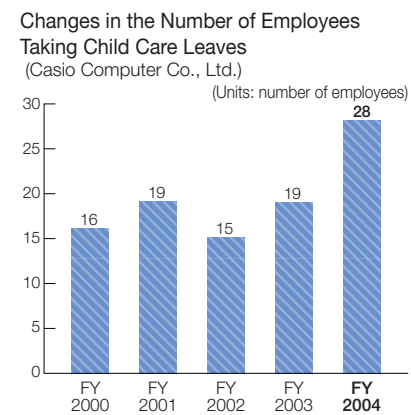
In fiscal 2004, 21.8 paid vacation days were given, and 55.3% of them were claimed. The number of days of paid vacation taken was 9.9 days and the number of half-day vacations claimed was 4.4 times. (Based on sole Casio Computer Co., Ltd.)

In 1997, Casio started its "Vacation Day Accumulation Program." Under the program, part of unclaimed paid vacation days that otherwise would expire is carried over and made available for use in case an employee faces personal situations, injuries or illness that prevents him/her from working. Furthermore, employees with at least 10 years of service are granted five days of vacation to get refreshed.

## Child Care and Nursing Care Leaves

Casio established its "Rules concerning Child Care Leaves" in 1996 in accordance with the company's employment regulations. The rules

are applicable to employees with a child or children younger than one year, and have been revised in response to changes in laws and the environment. In addition, employees who have a family member requiring care are covered by the "Rules concerning Nursing Care Leaves." The rules also have been revised as necessary since their establishment in 1999.



## Continued Promotion of Support to Achieving a Balance between Work and Family

-In Preparation of the Law Concerning the Promotion of Measures to Aid the Nurturing of the Next Generation of Children-

Casio has always worked on establishing various vacation programs, including child care leaves and nursing care leaves, so that all employees may demonstrate their full capabilities in a work environment that accommodates their needs.

In preparation of the implementation of the Law Concerning the Promotion of Measures to Aid the Nurturing of the Next Generation of Children in April 2005, Casio had held numerous discussions at its labor-management committee level so that the company may provide further assistance to permit its workers to balance work and family. At the Central Labor-Management Council meeting in April 2005, the Special Committee on Aid to the Nurturing of the Next Generation of Children was set up and the following action plan was established:

### Objectives of the Special Committee on Aid to the Nurturing of the Next Generation of Children:

- To create a work climate in which all employees understand the importance of "helping workers achieve a balance between work and family, and show understanding and offer cooperation to the employees who seek to receive the benefit of various programs.
- To provide support to employees who request a leave for child care or nursing care so that the workers can retain and improve their professional skills and return to work smoothly.
- To disclose to employees, who wish to receive the application of laws and regulations as well as the company's various systems of support in connection with "aid to the balancing between work and family," the workings and procedures relating to such laws, regulations and company's various systems in a way that is easy to understand.
- To advise the Labor-Management Council as to the direction of improvement concerning various systems for the "support of the balancing between work and family," based on the employees' needs and industry trends.

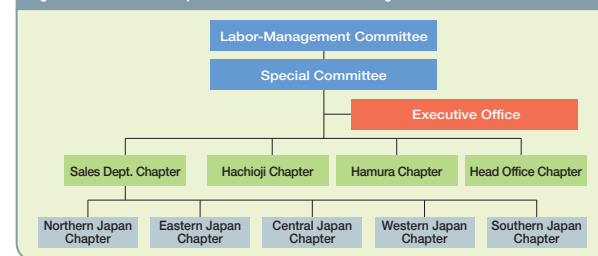
### Targets

- Target 1:** Creation of an environment that permits employees to claim vacations easily.  
(1) Advance planning of paid vacation requests.  
(2) An expansion of leaves with a specific purpose.
- Target 2:** Creation of an environment that permits employees to gain time off for child care or nursing care (leaves or shorter hours workdays), and improvement of acquisition status. (During the planned period, at least one male employee gains a child care leave, etc. (including shorter hours workdays) and usage ratio of female employees' child care leaves reach at least 70%.)
- Target 3:** To enable workers returning from child care leaves to be reintegrated smoothly.
- Target 4:** To construct a system that reflects the opinions of employees on the action plan.

### Schedule

- Apr. 2005** Central Labor-Management Council (Organization of the Special Committee and discussion of the action plan)  
- An expansion of reasons for gaining paid vacation time carryovers (An addition of doctor visits by pregnant workers and family nursing care).  
- An expansion of shorter hours workdays for childcare by employees (from 3 years of age to until entry in elementary school).  
- An expansion of a special leave of absence for a child delivery by an employee's spouse from one day to two days.  
- An expansion of the number of times that paid vacation days can be split into half days (from 12 times to 18 times).
- Jun. 2005** The first Special Committee meeting (Confirmation of the action plan)
- Jul. 2005** Information to employees regarding a plan on planned paid vacations and encouragement of taking vacations.
- Aug. 2005** Gathering of opinions at a meeting between labor and management at the Sales Department Chapter (- September).
- Aug. 2005** The second Special Committee meeting (Discussion of a manual, an office for employees to contact, and management education)
- Sep. 2005** Preparation of a manual on the program of child care and nursing care leaves, and procedures for claiming them; information dissemination about the program; creation of an office for employees to contact about child care and nursing care leaves; and implementation of management education.
- Oct. 2005** The third Special Committee meeting (Discussion of an HP, and confirmation of the results of the opinion gathering)
- Jan. 2006** Start-up of an HP concerning measures to aid the nurturing of the next generation of children.
- Feb. 2006** The fourth Special Committee meeting (Summarization of this year and confirmation of the tasks for next year)

### Organization Chart of the Special Committee on the Nurturing of the Next Generation of Children



## Expansion of Fringe Benefits

### Casio Group Benefit Association

Casio strives to provide all employees of the Casio Group with a full range of fringe benefits, as well as maintain and improve these benefits. The benefit program is administered mainly by the Casio Group Benefit Association. Specifically, the association issues various congratulatory or condolence payments relating to its mutual benefit work to its members on such occasions as wedding, child birth, wedding anniversary, graduation of a member's child from middle school, hospital admission and death. In addition, the association runs a pension program for surviving families, a lending program (of small amounts), and arranges for group insurance.

In fiscal 2004, the association consolidated information on all of its services and placed it on a company HP so as to ensure that its benefit activities are well known. This replaced the sending of information that used to be done on an individual basis. As a result, the recognition level of the association's activities among employees was raised, and more employees began to participate in the program.

### Topics

#### Introduction of the Care Provider Discount Program

The Casio Group Benefit Association adopted a care provider coupon program in April 2002. This program allows members of the association and their families to use nursing care coupons to receive services at a discounted rate when a care provider is needed for temporary childcare, illness or nursing care at home. Individuals using the program receive nursing care coupons from the association's office, selects an agency that is a member of the Japan Clinical Nursing Housekeeping Association from the "list of agencies" that is furnished with the coupons, and applies.

### Recreational Activities

At Casio, the labor union plans, organizes and runs various recreational activities and furnishes information on distant learning classes for life-long education as a way to help employees and their families enjoy healthy and fulfilling lives.

In fiscal 2004, a trout fishing competition, clam digging, beach seining and a sports day were held. Each of these events was at-

tended by many employees and their families and was instrumental in deepening friendship among them. Regarding distant learning classes for life-long education, guidebooks were distributed. Eleven employees took classes.



Clam Digging

Sports Day

## Communication among Employees

Casio has taken steps to build a Web-based environment to activate two-way communication among employees.

In 2002, Casio Computer Co., Ltd. started up an in-house portal called "C's☆Cafe" for company-wide dissemination and sharing of information. The portal contributes greatly to the sharing of information within the company, productivity improvement and reduction of paper use by making available a wide range of information, including not only business communication within the company but also messages from the company president, communication between the sales people on the forefront and the development staff, various application-related work, pay slip information, indirect commodity purchase, and travel expense reimbursement.

In fiscal 2004, "Blog technology" was introduced so information can be sent out more easily. This reduced the content creation time to a quarter of what it used to take. In addition, an English language portal was started up to enable sharing of information at a global level. The target of 90 thousand hits per day was surpassed greatly. In the future, contents directed at overseas employees will



In-house Portal "C's☆Cafe"

be expanded, and a new target of 120 thousand hits per day is hoped to be achieved by the end of fiscal 2005.

## Communication between Labor and Management

Through regular communication between the management and the labor union, Casio hopes to raise the awareness of employees about participating in the company's management, and establish close communication between labor and management.

At the core of this labor-management communication is the Japan Federation of Workers' Labor-Management Conference," which is held twice a year (in September and February). At these conferences, opinions of the management and labor, both representing the entire Casio Group, are exchanged. In addition, close communication is maintained at various levels and in varying scopes, including the Central Labor-Management Meeting, the Division Labor-Management Meeting, and Sales Chapter Labor-Management Meeting.

As of the end of fiscal 2004, 4,637 of the 7,035 employees of Casio Computer Co., Ltd. and its domestic Group companies were members of the labor union.

## Efforts on the Protection of Employees' Personal Data

In response to the Personal Information Protection Law, which came into full effect in April 2005, Casio has devoted its efforts on constructing a mechanism to protect personal data on employees. In time with the full enforcement of the law in April 2005, the company issued a memo entitled "Handling of Personal Information of Employees" to thoroughly educate employees about the definition of personal information, rules that govern the acquisition of such information, purpose for using it, considerations to be paid when sharing the information with third parties and the rights of employees. In addition, an office was created within the Human Resource Department at the company's head office for employees to contact and request disclosure. → P18