

June 20, 2019

## **We do not tolerate harassment!!**

Company: Yamato Kosan K.K

Company's president: Chikara Katakura

- (1) Harassment within the workplace is a socially unacceptable behavior that unfairly damages the dignity of the worker. Harassment is also a problem that undermines the effective performance of the employee and destabilizes the tasks and order of the workplace, and it could end up causing disrepute to the company.
- Negative behaviors against issues such as pregnancy, childbirth and maternity leave can provoke pregnancy harassment, and behaviors motivated by the sexual division of labor can be the cause of sexual harassment. We all need to be careful not to encourage such acts.

- (2) Our company does not tolerate any harassment described below:

**< Any moral harassment related to pregnancy, childbirth, maternity leave, leave to take care of the family member, etc. >**

Attitudes by bosses or co-workers that may cause negative reactions to the environment of the worker who applied for maternity leave or other leave due to pregnancy, childbirth, childcare, etc.

**Examples:**

1. Attitudes that hinder the subordinate or co-worker to use systems or measures of support for pregnancy, childbirth and care of family members;
2. Negative attitudes to the subordinate or co-worker who used systems of support related to pregnancy, childbirth and care of family members;
3. Negative attitudes to the subordinate or coworker who became pregnant, gave birth, etc.;

4. Attitudes that insinuate negative consequences, such as dismissal, to the subordinate who wants to use systems or measures of support related to pregnancy, childbirth and care of family members;
5. Attitudes that insinuate negative consequences, such as dismissal, to the subordinate who became pregnant, gave birth and so on.

**Attention:** Negative behaviors against issues such as pregnancy, childbirth, maternity leave and leave to care of family members can be the cause of moral harassment.

#### < Sexual harassment >

Conduct of sexual nature that are not acceptable to the worker, and that negatively affect the worker or his working conditions due to his reaction against such attitudes.  
Conduct of sexual nature that negatively affects the work environment.

**Examples:**

1. Jokes, taunts and questions of sexual nature;
2. To watch, distribute or display obscene images;
3. To propagate rumors of sexual nature;
4. Unnecessary physical contact;
5. Conduct of sexual nature that reduces the employee's self-esteem and impair their effective performance;
6. To require a relationship of sexual nature;
7. To take unfavorable actions against the worker who has reacted negatively to any conduct of sexual nature;
8. Any other conducts of sexual nature that cause discomfort to other workers.

**Attention:** Behaviors motivated by the sexual division of labor cause sexual harassment.

- (3) All employees (*arubaito, pāto, haken, seishain, etc.*), regardless of the type of hiring, must follow the terms established in this document. All workers are not allowed to harass co-workers or subordinates who are in state of pregnancy, childbirth, maternity leave and parental leave.

We must also be aware that sexual harassment against coworkers, subordinates, clients, employees of other companies that provide service to us or any person of any gender should not be committed.

Any sexual attitudes against a person, regardless of their sexual orientation or gender identity, can be considered as sexual harassment.

It is important to think about how a conduct of sexual nature can affect a person, and avoid taking such attitudes to establish a comfortable work environment for everyone.

(4) An employee who commits any kind of harassment may be punished with disciplinary punishment in accordance with the company's labor regulations.

In these cases, the penalty will be defined after the analyze of the following points:

1. Details of the conduct (when, where (at work or not), what happened and how);
2. The relationship between the parties involved (hierarchical level, etc.);
3. The reaction (such as complaint) and the feeling of the victim.

(5) Sectors for consultations about harassment

The sectors listed below are available to assist with consultation and deal with harassment (including complaints) occurring in the workplace. Consultations can also be made by phone or e-mail, so do not hesitate to contact the responsible departments.

Consultation sectors are also open to hear and take action against any acts that are not harassment but may harm the working environment.

#### 【 SECTORS RESPONSIBLE FOR CONSULTATION 】

Department of General Affairs [*Sōmu-bu*] : Kaoru Minowa

**(Women)** Phone: 0495-33-1161, Email: kminowa@yamato-kosan.co.jp

Department of Operations [*Jigyō-bu*]: Osamu Miyashita

**(Men)** Phone: 0495-33-1161, Email: omiyashita@yamato-kosan.co.jp

**Important:** To maintain a fair position, information such as the names of the consultant and the party responsible for the acts will be kept in privacy.

- (6) We ensure that the consultant and workers who collaborate in the investigation of the facts will not be treated in a negative way.
- (7) When there is a query, we will immediately investigate the facts accurately. As soon as the facts are confirmed, we will take action against the perpetrator of the acts for the sake of the victim. We will also take measures to avoid the occurrence of similar cases.
- (8) In our company, the worker can have access to various systems of support related to pregnancy, childbirth, maternity leave and leave to care family members. Outsourced employees [*haken-shain*] also have access to support systems that are offered by the service provider company. First, you have to know the systems of support that you are entitled by analyzing the labor regulations of the company responsible. In order to use certain systems of support, the company must analyze and arrange distribution of work, and this may in some way influence the routine of other employees. Workers must not hesitate to use the systems of support for this reason, but need to collaborate by informing their wish to those responsible, such as bosses, the department of general affairs or the department of operations as soon as possible making the procedures smoothly. We must to give importance and be aware of maintaining good communication with the surrounding workers so that everyone can harness the systems of support comfortably.

I ask all employees in the positions of boss to re-analyze the distribution of work of the section that each is in charge, to ensure that the workers can maintain the balance between work and personal life using the systems of support for pregnancy, childbirth, maternity and family care. If there is any difficulty, contact the employee Osamu Miyashita of the Operations Department of the parent company.

- (9) For those interested in the subject, come to participate in our study groups and lectures on prevention of harassment in the workplace.

Let's create together a comfortable work environment free of harassment!!!