

# Occupational health and safety

## Basic policy

FineToday Group’s Purpose calls for it “To enrich the lives of everyone today and for generations to come, one fine day at a time.” Based on this concept, the FineToday Group Code of Conduct and Ethics (see p. 58) specifies that the Group will strive to create healthy and safe workplaces and enhance work-life quality for employees. The group also has established the Occupational Health and Safety Policy, under which it focuses on maintenance and improvement of employees’ health and building workplace environments and a corporate culture for safety and peace of mind.

The Occupational Health and Safety Policy also identifies the aim of workplaces where everybody can work in good health and with peace of mind. This policy serves as the foundation of a variety of active efforts now underway, including prevention of occupational illnesses, formation of appropriate workplace environments, and support for autonomous health management by employees.

### Occupational Health and Safety Policy

FineToday Group aims for workplaces where everybody can work in good health and with peace of mind.

It will carry out the following measures toward this end.

1. Realizing safe, comfortable working environments for all workers
2. Aiming for zero accidents involving time off work
3. Conforming to the requirements of the occupational health and safety management system (applies only to business sites with manufacturing sections)
4. Conducting risk assessments and striving to prevent on-the-job accidents in all workplaces
5. Continually improving the occupational health and safety management system and raising the level of occupational health and safety (applies only to business sites with manufacturing sections)
6. Promoting occupational health and safety activities to emphasize an appropriate culture and thinking, through discussion and engagement with all employees

## Promoting occupational health and safety

FineToday has established the seven-member Health and Safety Committee, chaired by a manager from the Human Resources Division. The committee’s other members comprise two managers from the Human Resources Division, one industrial physician, and three representatives chosen from employees. It meets at least

monthly to promote various occupational health and safety measures.

Fine Today Industries Co., Ltd. also has a Health and Safety Committee that meets at least once each month. It strives toward its goal of eliminating lost-time accidents by making improvements to hazards and unsafe activities and preventing serious accidents.

### — Main agenda items of the Health and Safety Committee (FY2023) <FineToday>

- Sharing the findings of workplace patrols and addressing issues identified
- Keeping down long working hours (e.g., numbers of eligible persons and consultations with the industrial physician)
- Status of health checkups and stress checks
- State of occurrence of on-the-job accidents
- Sharing information provided by industrial physicians (e.g., cautionary alerts for heat stroke and seasonal diseases, hay fever, characteristics of seasonal depression, cognitive behavioral therapy)
- Providing the Mental Health Promotion Plan
- Sharing information provided by the health insurance association
- Changing the health insurance association
- Setting up the counselor contact desk

# Occupational health and safety

## Education and training on occupational health and safety

FineToday provides online training for employees, with aims including to raise awareness of occupational health and safety and to share information on cautions.

## Ensuring occupational health and safety

FineToday Group implements measures from a variety of approaches to realize workplace environments where employees can work in good health and with peace of mind.

## Keeping down long working hours

FineToday's "Article 36" agreement (an agreement on working hours under Article 36 of the Labor Standards Act in Japan) specifies a maximum of 80 hours of overtime work per month. It strives toward thorough management and more efficient work so that employees will not exceed this maximum. The HR section meets with the superiors of employees found to have exceeded this maximum, to identify the reason and study and implement practical improvements.

Since temporary workload increases and imbalances during peak periods could lead to overworking, FineToday checks project workloads and staff assignments. If a project does not have the staff it needs at the time, responses are considered such as partial outsourcing, use of temporary placement agencies and development of new tools.

In addition to these initiatives, we have introduced an attendance management system that enables each department to thoroughly and efficiently manage work hours of their employees. The system enables work-hour verification in real time and automatically sends alerts when monthly work hours exceed a set amount.

## Health checkups

All employees of Group companies in Japan are members of the health insurance society, which provides annual health checkups. Checkups cover the examination items of regular checkups that employers must provide by law (statutory items) and other optional items provided by the health insurance society, chiefly cancer screening (optional items). All employees are made aware of the need to undergo checkups on the mandatory statutory items.

Employees instructed to seek treatment, follow-up exams, or detailed exams following checkups receive the support they need through means such as meeting with industrial physicians and follow-up exams.

Appropriate health checkups and similar services are provided at Group companies overseas in accordance with local laws and regulations.

## Stress checks

FineToday provides annual stress checks for all employees other than temporary employees. We provide consultation upon request for individuals evaluated as "highly stressed" and are taking steps to reduce sources of stress in the workplace, including by improving our leadership training.

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## Support programs for women’s health issues

FineToday provides external services to support women's health issues. These services have contributed to improved presenteeism (reduced productivity when employees are not fully functioning in the workplace due to health issues) and increased productivity.

### – Details of support programs for health issues

Menstrual period program	<ul style="list-style-type: none"><li>• Providing online content for all employees to learn about the menstrual period</li><li>• Support for administering low-dosage oral contraceptive pills through online gynecological exams</li></ul>
Menopause program	<ul style="list-style-type: none"><li>• Providing online content for all employees to learn about menopause</li><li>• Support for administering traditional Chinese herbal medicines and other treatment through online exams</li></ul>

## Health campaigns, etc.

We conduct various campaigns when considered helpful for employees to maintain and improve their health.

### – Main initiatives (FY2023)

Dental checkup campaign	Covers part of the cost of employee dental checkups
Flu vaccinations	Covers part of the cost of (optional) flu vaccinations for employees and their families

## Physical and mental health hotlines

FineToday provides a consultation desk accessible by full-time company employees of Group companies in Japan to contact about physical or mental health issues. Counselors specializing in various issues may be contacted by telephone, email, or other method.

The hotlines protect the privacy of their users, and information they share with the hotlines will not be provided to their workplaces or superiors without their permission. Employees are informed about the hotlines so that all can use them worry-free.

### – Examples of topics addressed by physical and mental health hotlines

General health topics	<ul style="list-style-type: none"><li>• Concerns about recent symptoms</li><li>• Seeking specialist opinions</li><li>• Seeking an appropriate hospital</li></ul>
Mental health concerns	<ul style="list-style-type: none"><li>• Feeling stressed and uneasy</li><li>• Feeling out of sorts</li></ul>

### Highlight

#### In-house massage center for employees

To support employees' health and improve productivity, the Re-fine massage center has opened at the FineToday head office. A nationally qualified massage therapist is on hand at all times to provide massage therapy as well as communicating health management tips, the latest health research findings, and other information for living healthier every day, through the in-house social networking service.

Employees working at other sites may receive assistance with part of the costs of using private relaxation spas.

