



#### Pre-Stage After marriage

The company offers a system that enables employees to request a work location so that they can continue to work and live together with their spouses, even though their living conditions change due to marriage.

#### 1st Stage From pregnancy to before prepartum leave

The company offers various systems tailored to the individual needs of pregnant and nursing employees to help them maintain their physical and emotional health. Under these systems, they are exempt from overtime work, work on holidays, and late-night work, and are allowed to work staggered hours to avoid peak commute times and to work shorter hours. They may also go to the hospital to receive necessary health guidance and health checkups during the prescribed working hours. Maternity leave is paid leave.

#### 2nd Stage From prepartum leave to immediately before return to work

Employees can take childcare leave until the eldest child becomes three years old, which is longer than the legal period, with a focus on achieving a work-life balance. In addition, consultation services are provided to employees absent from work, and the lending of personal computers is available. Thus, necessary information is provided to employees even during their absence from work to support their smooth return to work.

#### 3rd Stage From return to work to the time when the child finishes the 3rd grade of elementary school

Employees are allowed to work shorter hours due to child rearing until their child finishes the 3rd grade of elementary school. If they work full-time, they are allowed to work staggered hours according to individual lifestyles and are fully or partially exempt from overtime work. The company has also introduced a system that enables nursing employees to actively engage in child rearing regardless of gender, including exempting them from a job relocation requiring a change of residence and allowing them to use a company car to take their child to and from a day nursery on an application basis.

#### 4th Stage Systems for long-term nursing care

If the family members of employees require long-term nursing care, the relevant employees are allowed to take nursing care leave and work shorter hours due to long-term nursing care. In any case, they can use these systems for up to two years, which is longer than the legal period. They are also allowed to take holidays due to long-term nursing care and are exempt from late-night work.

#### Common to All Stages

The company offers a system that enables employees to request a work location\* so that they can continue to work according to diversified views on work-life balance and various life events. An annual leave accumulation system allows employees to accumulate their expired annual paid holidays and to use them as paid holidays for nursing care for their child and long-term nursing care and at the time of their injuries and diseases.

\* The eligible people are sales staff members who are regularly asked to be transferred to another office.