

## Training related data (actual result at the end of FY 2003)

### Training scheme by ranking\*<sup>1</sup>

#### For managers

	Hours conducted	Attendees
For new managers	34.0	36
For new selected managers	14.5	43
Total	48.5	79
Total number of managers		747

#### For general employees

	Hours conducted	Attendees
For core employees	34.0	49
For new 3rd-level employees	50.0	46
For new employees	352.5	19
Total	436.5	114
Total number of management candidates		568

**Note:** Apart from the above, we have various trainings such as departmental training and participation in outside training.

### Career support training\*<sup>1</sup>

#### Pre-retirement and second career trainings (10 hours/person)

Sessions held	Total eligible persons	Attendees	
		Pre-retirement	Second career
3	161	158	100

#### Life design training (15 hours/person)

Sessions held	Total eligible persons	Attendees
3	212	78

### Human rights education\*<sup>2</sup>

	Sessions held	Attendees
Scheme by ranking	4	189
Training in subject sites/companies	12	713

#### Training themes

- *Violation of human rights in corporate environment– Power harassment* (for top management)
- *Sexual harassment* (for ranks excl. top management, and at branch trainings)

**Note:** Ranking categories are new employee, new manager, new selected manager, and top management.

### Corporate ethics (compliance) training\*<sup>2</sup>

	Sessions held	Attendees
Scheme by ranking	3	109
Training in subject sites/companies	15	855

#### Training themes

- *Need for corporate ethics and social trend of their promotion*
- *Explanation on promotion structure, regulations and workability maintenance measure (i.e. helpline)*
- *Detailed explanation of corporate activity guideline tailored to each subject branch and explanation of antimonopoly law related issues if required.*

## Human resources

### Labor union\*<sup>1</sup>

<b>Number of union members (at the end of FY 2003)</b>	<b>2,799</b>
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#### Major discussions held with the management in FY 2003

- Management council (1) – mutual affirmation on managerial policies
- Labor-management conference (6) – shunto (spring offensive); workplace improvement

### Employment situation of alternative persons\*<sup>1</sup>

<b>Alternative persons employed</b>	<b>40</b>
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<b>Employment ratio of alternative persons</b>	<b>1.63%</b>
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**Note:** Data as of June 1, 2004; two more prospective employees for FY 2005.

### Equal opportunity\*<sup>1</sup>

<b>Number of female directors</b>	<b>One (Two in managerial positions)</b>
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### Welfare system\*<sup>1</sup>

Our welfare system surpasses the Labor Standards Law stipulations in working hours, holidays, various allowances/compensations, etc.

Systems (example)	Cosmo Oil	Labor Standards Law
Paid holiday	21 days (seniority: 3 years or more)	20 days (6.5 years or more)
Nominal hours	37.5 hours/week	40.0 hours/week

**Note:** In addition to the paid holidays, we provide "Reserved leaves" (21 days maximum) which can be used for sick leaves, childcare or nursing.

Special leave systems for child care, nursing care, and Camp Waku Waku (participation in volunteer activities) are also provided.

	Employees used the systems
Child care leave	Total 10 (9 females and 1 male)
Nursing care leave	0 (no applicant during subject period)

\*<sup>1</sup> Subject: Cosmo Oil employees and loaned employees \*<sup>2</sup> Subject: Entire workforce of the group including Cosmo Oil employees and loaned employees

## Results of Cosmo Survey (Employees' satisfaction survey)

**Conducted in:** December 2002

**Conducted in:** Personnel Department

**Subjects (number of responses):**

2,390 employees (valid responses out of \*1 of page 17)

Managers: 453

General employees: 1,937

(2,199 males; 191 females)

**Items and number of questions**

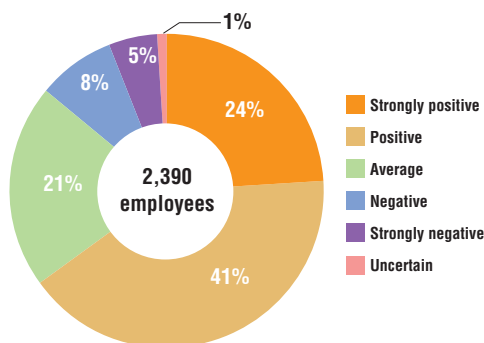
Satisfaction in terms of quality/quantity of work and sense of achievement ..	12
Workplace environment in own department .....	5
Liaison with superiors .....	6
Future vision and career development .....	8
Self declaration/setting goals (assessment) .....	7
Interview implementation .....	4
Degree of understanding regarding various systems .....	5
Others (sexual harassment, etc.) .....	1

**Publishing method :** Posting on the corporate Intranet

### ■ Sample question and response

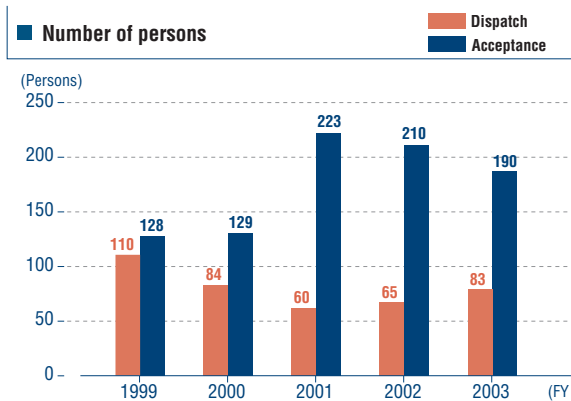
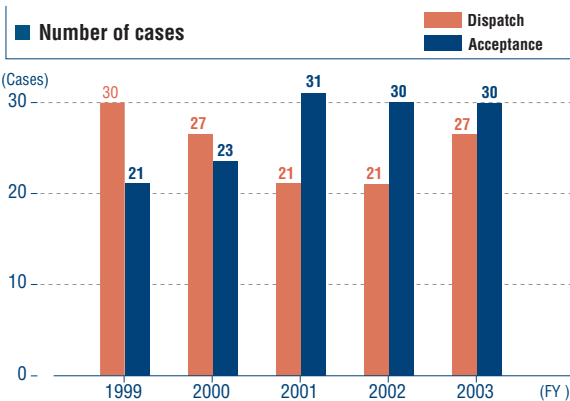
**Do you get a sense of satisfaction in your job?**

(Satisfaction in terms of quality/quantity of work and sense of achievement)



## Overseas cooperation: State of technical support by specialists

### ▶ Acceptance of trainees and dispatch of trainers



**Countries:** UAE, Qatar, Oman, Saudi Arabia, Iran, Bahrain, Yemen, Pakistan, Thailand, Vietnam, Indonesia, Malaysia, South Korea, China, Mexico.

## Safety related data

### ▶ Number of accidents

	2002	2003
Accidents which resulted in lost-time injuries	1	0
Accidents which did not result in lost-time injuries	4	1
Frequency rate of accident	0.43	0

**Notes:**

- As of December 2003 (at four refineries of Cosmo Oil)
- Frequency rate: Number of accidents which resulted in lost-time injuries per 1 million total working hours.

### ▶ No accident hours recorded

Refinery	Total hours (1,000 hours)
Chiba Refinery	15,702
Yokkaichi Refinery	6,829
Sakai Refinery	1,140
Sakaide Refinery	680
Cosmo Matsuyama Oil Co., Ltd.	6,553

**Note:** As of December 2003