

## Personnel Related Data (Fiscal 2004 end)

### 1. Basic Data

#### Number of Company Staffs

		Men	Women	Total
Cosmo Oil	Union	1,238	171	1,409
	Management	314	1	315
	Other *1	4	1	5
	Subtotal	1,556	173	1,729
Affiliate Companies	Union	1,193	118	1,311
	Management	425	1	426
	Other *1	14	0	14
	Subtotal	1,632	119	1,751
Total	3,188	292	3,480	

#### Years of Service

	Years of Service
Men	22 years 4 months
Women	18 years 3 months
Average	21 years 11 months

Data is as of March 31 2005.

\*1: Other refers to the number of dispatched company staffs received

### 2. Human Rights

#### Human Rights Seminar

Program	Theme	Participants	Training Hours
New Company Staffs	General fundamental knowledge regarding human rights	38	1
Training for Company Staffs newly promoted to the 3rd Rank	General human rights	22	1
Training for Company Staffs newly promoted to Management Level	Antidiscrimination issues, power harassment	45	1
Training for Company Staffs newly promoted to Line Chief	General human rights, power harassment	23	1
Promotion Committee Members	General human rights	11	13.5
Business Site Training	Sexual harassment *1, power harassment	1,119	1

#### Corporate Ethics (Compliance) Seminar

Program	Theme	Participants	Training Hours
New Company Staffs	*2	38	1
Training for Company Staffs newly promoted to Management Level	*2 + general laws and restrictions	45	1
Training for Company Staffs newly promoted to Line Chief	*2 + claim measures	23	1
Business Site Training	Handling of personal information	1,119	1

\*2: Management vision + corporate activity guideline + protection of personal information

\*1: For Cosmo Oil business sites, power harassment; for affiliated companies, sexual harassment

### 3. Respect for Diversity, Equal Opportunity, etc.

#### Cosmo Survey (Company Staffs, Survey of Awareness and Satisfaction)

- Implementation period: December 2004
- Object persons: All company staffs with a PC environment (Including transferred and dispatched personnel)
- Number of valid responses: 2,732 people (men: 2,376, women: 356)
- Number of questions: 50
- Question items:
  - About the amount and quality of work, and the degree of satisfaction attained from achievements
  - About the work environment
  - About their future vision and future career
  - About self assessments and setting of goals (evaluations)
  - About interviews held with superiors
  - About the degree of understanding regarding various policies
  - About sexual harassment and power harassment
  - Other

#### Example Questions and Answers

A	Close to A	Cannot say One Way or the Other	Close to B	B
Acquisition of Knowledge and Ability related to Work should be done by the Individual Voluntarily	42.0%	21.2%	36.8%	Opportunities to acquire Knowledge and Ability related to Work should be offered by the Company
People who work overtime work more	17.9%	49.7%	32.4%	Those who finish Work at the End of the Business Day are more capable
Work should be enjoyable	75.3%	16.2%	8.6%	Work should obviously be a Hardship
Would like to work commensurate with Ability	45.4%	25.2%	29.4%	Would like to work beyond Ability

#### Employment of the Disabled

(Numbers filed with the Ministry of Health and Welfare and Labor in June 2005)

Number of Employed Disabled Persons	42
(Of which, severely Disabled Persons)	19
Employment Percentage of Disabled Persons	1.8 %
Number below the Legal Number	0

### 4. Training and Development

#### Tiered Educational Seminars \*1

\*1: Includes the CSR education program.

#### Training for Management Personnel

Program	Training Hours	Participants
Training for Company Staffs newly promoted to Line Chief	20.5	23
Training for Company Staffs newly promoted to Management Level	4.5	47
Total		70
Total Number of Management Personnel		771

#### Self-education

##### Correspondence Courses

Number of company staffs receiving correspondence courses	Fiscal 2002	Fiscal 2003	Fiscal 2004
Number of students	214	154	151

##### In-house Staff Recruitment (Implementation date: March 2005)

Number of Recruited company Staffs	13 departments (including affiliated companies)	17
Number of Applicants	7 departments	8
Number of officially Employed	5 departments	5

#### Training for Union Workers (main career track personnel)

Program	Training Hours	Participants
Training for Mid-career Company Staffs	34	58
Training for Company Staffs newly promoted to the 3rd Level	49	20
Training for New Company Staffs	352.5	37
Total		115
Total Number of Union Workers		542

#### Company Staffs acquiring Qualifications \*2

Number of Company Staffs receiving Correspondence Courses	Cosmo Oil	Affiliate Companies	Total
Hazardous Materials Officer (Class A&B)	1,370	1,396	2,766
Boiler Operator (special, 1st & 2nd grade)	1,027	660	1,687
High-pressure Gas Production Safety Manager (Class A & B)	966	825	1,791
Pollution Control Manager (air, water, noise, etc.)	176	193	369
Qualified for Energy Management (electricity, heat)	116	104	220

\*2: The number of company staffs acquiring qualifications is the total number of company staffs who acquired qualifications (example: a company staff who acquired qualifications to be an qualified for electricity and heat shall count as 2 people)

### 5. Company Staff Benefits

#### Assistance for Work/Life Balance

	Company Staffs qualified to take Child-care Leave	Company Staffs attending the Reinstatement Support Tool
Women	6 (12)	7
Men	0	0

Note: The number of company staffs that qualified to take child-care leave is the number of people who applied for leave of absence in Fiscal 2004. The number inside of ( ) is the number of people who qualified for leave of absence within Fiscal 2004.  
 Reinstatement support tool (introduction of *wiiw* from Shiseido Co., Ltd.)  
 • Business skills improvement course (PC, Word, Excel, TOEIC, etc.)  
 • Lifestyle skills improvement course (cooking, organization, fitness, etc.)  
 • Communication skills course (bulletin board, information exchange with superiors, etc.)

#### Number of Paid Holidays per Year (when joining the Company in April)

Years of Service	0	1	2	3
Cosmo Oil	15 days	17 days	19 days	21 days
Labor Law	6 months: 10 days - 6 years 6 months: 20 days			

Note: A different cumulative paid leave policy exists which can be obtained for sickness, etc.

#### Labor Hours (Average for Union Workers: for the Year)

Designated Labor Hours	1,820 hours
Overtime Labor Hours	214 hours
Total Labor Hours	1,921 hours

### 6. Employment Guarantee/Job Creation

#### Pre-retirement Seminar

Training	Subject Number of Company Staffs	Participants	Participation Rate
1st Time	40	38	95%
2nd Time	33	31	94%
Total	73	69	95%
Training hours: 13.5 hours/person			

#### Second Career Seminar

Training	Subject Number of Company Staffs	Participants	Participation Rate
1st Time	40	21	53%
2nd Time	33	9	27%
Total	73	30	41%
Training hours: 10.5 hours/person			

#### Life Planning Seminar (Management)

Training Location	Subject Number of Company Staffs	Participants	Participation Rate
Shonan Seminar House	47	29	62%
Shonan Seminar House	47	32	68%
Shonan Seminar House	47	30	64%
Total	141	91	65%
Training hours: 14 hours/person			

#### Life Planning Seminar (Union Workers)

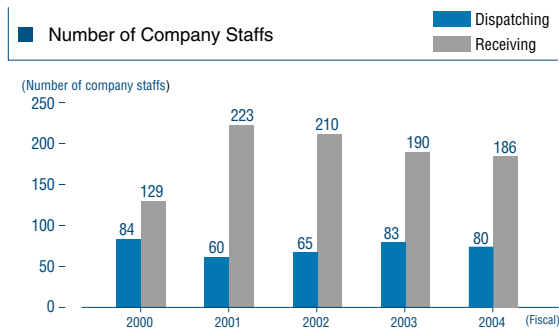
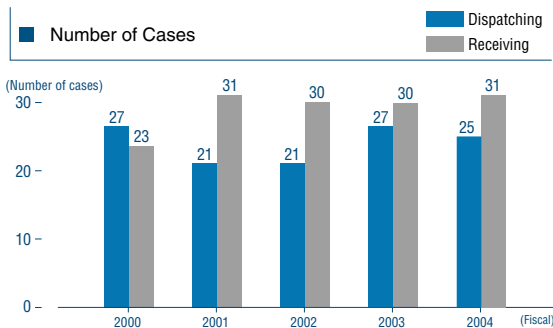
Training Location	Subject Number of Company Staffs	Participants	Participation Rate
Chiba	29	16	55%
Chiba	29	17	59%
Yokkaichi	51	19	37%
Sakai	27	18	67%
Sakai	27	15	56%
Sakaide	22	12	55%
Matsuyama	26	19	73%
Shonan Seminar House	38	9	24%
Total	249	125	50%
Training hours: 13.2 hours/person			

### 7. Management and Labor

1. Management meeting (1 time): Information exchange
2. Capital and labor meeting (5 times):  
Spring labor offensive, workplace improvement
3. Appropriate management of appropriate labor hours committee (12 times):  
Promotion of shorter hours

## Overseas Cooperation: Status of Technical Support by Experts

#### Receiving/Dispatching Trainees



Countries: UAE, Qatar, Iran, Oman, Yemen, Saudi Arabia, Kuwait, Bahrain, Pakistan, Thailand, Indonesia, Vietnam, China, Mexico, Kazakhstan

## Safety Data

#### Number of Accidents

	2003	2004
Accidents which resulted in Lost-time Injuries (Number of cases)	0	1
Accidents which did not result in Lost-time Injuries (Number of cases)	1	2
Frequency Rate of Accident *1	0	0.47

\*1 Frequency rate: Number of accidents which resulted in lost-time injuries per 1 million total working hours.

#### No Accident Hours Recorded

Name of Refinery	Total Hours (1,000 hours)
Chiba Refinery	16,420
Yokkaichi Refinery	7,474
Sakai Refinery	1,515
Sakaide Refinery	299

As of December 2004