

# Working with our Employees

Web page <http://www.cosmo-oil.co.jp/eng/sustainable/06/soc/employee.html>

Every employee supports the company.

We aim to create a working environment in which all the employees are aware of their social duties through their work, and bring their ability into full play.

## Consolidated Medium-Term Human Rights/Affairs Plan



Details <http://www.cosmo-oil.co.jp/eng/sustainable/06/soc/employee.html>

In FY2005, we drew up the "Consolidated Medium-term Human Rights/ Personnel Plan," and have conducted activities in the following six areas: human rights, respect for diversity and equal opportunity, health and safety, welfare, education and ability development, guarantee and creation of employment.

The purpose of this plan is to carry out personnel affairs based on the respect for fundamental human rights, to create a "Fair and Better Working Environment" on the basis of respect for diversity and by defining humans as a keyword, and to stimulate the employee motivation.

### Human rights

On February 7, 2006, we expressed our support to the United Nations Global Compact . It defines 10 principles for solving international problems in human rights, labor, environment, corruption, and so on.

We have held a training course for the top management of the Cosmo Oil Group, regarding the respect for human rights. It was titled "CSR and Human Rights." We also conducted another training at each site, and the number of participants increased significantly. We also assigned persons in charge of the group's promotion body for the reinforcement of promotion structure.



Activities for the Global Compact [http://www.cosmo-oil.co.jp/eng/sustainable/06/gl\\_cp.html](http://www.cosmo-oil.co.jp/eng/sustainable/06/gl_cp.html)

### Respect for diversity and equal opportunity

Aiming at workplaces where women can work actively, we maintain fair employment. For example, we appointed two female engineers at refineries and employed three female employees as sales representatives.

The employment rate of the handicapped is 1.9 percent, which exceeds the regulatory rate of 1.8 percent. In order for the handicapped to be able to work comfortably in the Cosmo Oil Group, we have worked to improve the awareness of staff members, to create a good working environment, and to promote normalization.

We set up a rule that allows employees that meet certain conditions to choose where they work. This aims to provide employees with a stable private life and comfortable working environment by lightening their burdens related to the child care, education, and nursing.

### Health and safety

As part of mental health care, we checked about 3,000 staff members working with a PC for stress in October 2005.

Nearly 100 percent of employees and seconded employees working for the Cosmo Oil Group turned up for the regular health examinations. In addition, we provide health care services, such as the industrial doctor's health guidance and "Hello Health Consultation 24" in collaboration with the health insurance association.

To prevent overworked employees from having health problems, we instruct them to turn up for health checks and receive guidance from doctors, under a general supervision of the "Labor Hours Control Meeting".

▼Table 2

Number of employees

As of March 31, 2006

		Male	Female	Total
Cosmo Oil	Employees	1,222	169	1,391
	Management	312	2	314
	Others*	13	0	13
	Subtotal	1,547	171	1,718
Affiliates	Employees	1,160	119	1,279
	Management	424	1	425
	Others*	19	0	19
	Subtotal	1,603	120	1,723
Total		3,150	291	3,441

\* Seconded employees and full-time staffs for the labor union.

▼Table 3

Employment of the handicapped (data submitted to Ministry of Health, Labor and Welfare in June 2006)

	June 1, 2005	June 1, 2006
Handicapped	42	43
(of which, handicapped with a high degree of disability)	19	21
Handicapped employment rate*	1.8%	1.9%
Number of the handicapped still to be employed	0	0

\* Regulatory employment rate: 1.8%. (Round figure at the second decimal.)

## Welfare

According to the "Law for Measures to Support the Development of the Next Generation" enacted in 2003, we submitted a "General Business Owner's Action Plan" to the Ministry of Health, Labor, and Welfare in April 2005. The plan describes how to improve our work environment so that employees can well balance child care and work, and aims to achieve, among others, the target of at least one male employee and more than 70% of the eligible female employees taking child care leave.

Our employees are now allowed to take child care leave until their child grows up to 1.5 years old, provided that they cannot find a nursery or their spouse is ill, etc. As for the maternity leave granted to male employees whose wife is on maternity, we extended the period from three to five days, which exceed the regulatory period.

To encourage all the personnel to have a leisure time, we conduct campaigns to promote the use of summer holidays and achieve a vacation-taking rate of about 70 percent.

## Education and ability development

In FY2000, we introduced an "In-house Recruiting System" that allowed any employees to apply for jobs offered by other departments or affiliates without having to give notice to their superior. In FY2005, there were jobs offered by 12 departments and six employees successfully found new positions.

Regarding our education system based on the position-based training, we added a CSR training course to the conventional ability development training. This mandatory course includes training in environmental

issues, respect for human rights, and corporate ethics (compliance).

We now provide financial support to employees who take correspondence courses and external training courses as part of our support for personnel development.

## Guarantee and creation of employment

According to the "Law concerning Stabilization of Employment of Older Persons," we started a "re-employment system" on April 1, 2006. This system replaces our existing re-employment support program and allows the elderly individuals to be rehired in the Cosmo Oil Group.

Apart from "life design training", which employees take at the age of 55 well before they retire, we provide "second career training" in order to support re-employment. Participants in the "second career training" who wish to be re-employed after retirement, can learn how to write CVs and tips for interviews.

## Management and labor

Our labor-management contract states that the management and the labor union shall meet for discussions before any work conditions, such as employees' positions and employment, are altered. The top management and the labor union gather and discuss in regular meetings and in a variety of committees at the headquarters or at individual sites. In addition, we have set up the "Workshop for optimum working hour management" so as to prevent health problems due to overwork, to control labor hours appropriately, and promote the compliance with the 36 Agreement and the acquisition of holidays.

▼ Table 4

Number of employees who take maternity and child care leave, and who take the reinstatement support course

	FY2004		FY2005	
	Female	Male	Female	Male
Maternity leave	8	0	6	0
Child care leave*1	6(12)	0	8(11)	0
Reinstatement support course*2	4	0	3	0
Infant care leave rate	88%	-	100%	-

\*1 Number of employees who applied for a leave in FY2005. The figure in parentheses shows the number of employees who took a leave in FY2005.

\*2 Since the figures in the last report contained an error, we now restate figures for FY2004.

## C O L U M N

### Health examinations for asbestos

The Cosmo Oil Group manufactures no asbestine products, but asbestos-bearing insulators are used in the refineries. Accordingly, since FY2005 all the personnel undergo an annual chest X-ray, and employees are instructed to consult with the doctor during the visit if they are worried about health problems related to asbestos.

To find asbestos-induced diseases at the early stages, we also conduct a special health examination, recommended even for the retirees.