

# Oiles Group

## Basic Policy on Human Resources

The Oiles Group believes that its employees are precious assets. We respect the human rights of all employees and support their growth so they can fully demonstrate their diverse abilities and individuality in accordance with Oiles' company vision. In addition, we will improve our working environment to protect the safety and health of our employees from the ever-changing social conditions and enable them to work flexibly and efficiently.

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### Company Vison

*We have come together under the Oiles name. Let us grow together with Oiles that communicates with the world.*

**O**nward ————— *forward day by day*

**I**dea ————— *originality and ingenuity*

**L**iberty and Law ——— *freedom and discipline*

**E**xpert ————— *all of us specialists*

**S**ervice ————— *serving society*

## **Human Resource Development**

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**The Oiles Group requires that all employees do the following and encourages them to grow for the reasons described below.**

- To respect human rights and diversity and thrive on the global stage
- To demonstrate a high level of expertise and consistently take on challenges with a passion for creativity and innovation
- To serve society and act on their own initiative to create added value

## **Respect for Human Rights**

We will respect the human rights of each individual and never unfairly discriminate on such grounds as skin color, gender, language, religion, political and other opinions as well as nationality or statelessness, property, and status. We will ensure equal opportunity at all times and strive to prevent all forms of harassment.

## **Respect for Diversity**

We will actively develop the abilities of each individual, enhanced by their unique qualities and characteristics, and strive to ensure that employees can achieve maximum performance through systematic human resource development, utilization, evaluation, and treatment.

## **Human Resource Development**

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## **Improving the Internal Environment**

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The Oiles Group will strive to improve the working environment that protects the safety and health of all employees and accommodates a variety of work styles.

## **Creating a Safe and Healthy Workplace**

In order to protect the safety and health of all employees, we have set the goal of creating a safe, secure, and comfortable working environment. We will use our occupational health and safety management system to create a safety-first climate in which all employees participate. Moreover, we will establish an occupational healthcare system so that all employees can continue to work in good physical and mental health, and we will strive to maintain and improve the health of our employees.

## **Work-Life Balance**

To create an environment where all employees can balance their work and private lives and live a vibrant life, we have enhanced our support system for balancing work and family life events such as childbirth, childcare, and nursing care. We also have an employment support system in place to enable flexible and efficient work styles.

**Established ; 1/9/2017**

**Revised ; 1/12/2021**

**President**

