

Respect for Human Rights

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Lintec Together with Employees (Human Rights / Employment)

Search



Lintec Group's Approach

All employees of the Lintec Group work together under the company motto, "Sincerity and Creativity." To ensure that all employees have the opportunity to engage in equally rewarding work, the group respects the diversity^{*1} of its employees and prohibits any kind of discrimination, including that based on race, creed, gender, education, nationality, religion, age, origin, physical disabilities, native inhabitation, immigrant status, sexual orientation, or gender identity. In 2011, Lintec joined the United Nations Global Compact, which seeks to eliminate the use of child and forced labor. The Lintec Group will continue to promote diversity so that all employees can grow through mutual understanding and respect.

Respect for Human Rights in Labor Management and Corporate Activities

The Lintec Group believes that compliance forms a foundation for its activities and thoroughly adheres to both social rules and relevant laws and regulations in and outside Japan. This also applies to the recruitment and treatment of employees. Labor management is performed in accordance with relevant laws. Unfair discrimination, child labor, and harassment are prohibited.

Lintec incorporates human rights education into its rank-based training programs. Lintec provided training on the UN Global Compact and CSR for 24 new employees in fiscal 2022 and training on prevention of sexual harassment and workplace bullying for newly appointed supervisors and managers.



Remotely held new employee training

Employment of Persons with Disabilities

Lintec provides employment opportunities for people with disabilities. The full-year employment rate at Lintec in fiscal 2021 was 2.0%, falling short of the statutory rate (raised in March 2021 to 2.3%). This is attributable to the reduced hiring of people with disabilities relative to those who resigned as we were unable to provide opportunities for workplace experience due to the COVID-19 pandemic.

The Operation Support Center was established in April 2015 under the Head Office's Human Resources Department to provide employment to people with disabilities. It has since been undertaking specific tasks requested by other departments. To expand the initiative at the Head Office, the Operation Support Center Suboffice

was established at the Research Center in May 2022.

We will consider expanding the initiative to the Bunkyo Kasuga Office and the Osaka Branch.



Newly established suboffice at Research Center

Job Return Program

In April 2010, Lintec introduced a job return program to provide more options for those seeking employment. Under the program, Lintec re-hires employees who had earlier resigned due to personal circumstances, such as having a child, providing care to family members, or job transfer of their spouse, as industry-ready professionals. In August 2014, we revised our employment system, introduced a registration system, and informed our employees accordingly. The number of applications for the registration system has increased. In fiscal 2021, no registered job return program user was re-hired.

Employment of Older Persons

With the revision of the Act on Stabilization of Employment of Elderly Persons on April 1, 2021, Lintec revised its rules on re-employment after retirement to allow the re-employment of employees aged between 65 and 70.

In fiscal 2021, we re-hired 43 out of 53 employees who turned 60 years old as full-time employees, as well as six out of 15 employees who reached their 65th birthday on a part-time basis. These workers are playing active roles in various workplaces, and passing on the knowledge and skills that they have developed over many years.

*1 Diversity: Differences between individuals and groups

Increasing Career Development Opportunities for Female Employees

Following the action plan based on the Act on the Promotion of Female Participation and Career Advancement in the Workplace (Phase 2), Lintec set targets for the period from April 1, 2019 to March 31, 2022 to increase career development opportunities for female employees. The company aimed to raise the average percentage of females in the total number of new hires (graduates from a junior college or technical college/university/graduate school) to over 35%. The percentage of female employees in Phase 2 stood at 37%. We have also set a numerical target for the number of female managers/supervisors, namely, to increase the percentage by 10% from the fiscal 2018 level. Fiscal 2021 saw an increase by 30%, indicating steady progress.

In addition, we hold interviews with young female employees hired at the Head Office on an ongoing basis (in their fourth, seventh, and 10th year) to support their career development.

Use of programs*

Program	FY2019	FY2020	FY2021
Family care leave program (persons)	0	1	0
Family care time off (persons)	2	3	3
Accumulated time off (persons)♦	92	71	104
Childbirth leave (persons)	20	14	25
Leave for spouse giving birth (persons)♦	51	56	67
Childcare leave (persons)	41	34	32
(Male employees)	3	3	7
Percentage of childcare leave taken (%)	21.6	15.8	32.3
(Male employees)	4.4	3.0	8.9
Return to work after taking time off for childcare leave (%)	100	93.3	100
Child nursing care time off program (persons)♦	13	7	4
Shorter hours/flex time (persons)	57	62	64
Paid social contribution time off (persons)♦	22	12	15
Percentage of paid leave taken (%)	66.5	61.7	63.5
Average number of days of paid leave taken	12.4	11.8	12.1

♦ indicates a leave system that can be used for the purpose of childcare
Organization covered: LINTEC Corporation

Number of employees by gender: LINTEC Corporation



Number of employees by gender: Lintec Group (incl. non-consolidated companies)



(Outside Japan: as of December 31, 2021; In Japan: as of March 31, 2022)

My Next Stage

At the Research Center, I am in charge of developing release films used for optical adhesive. I took childcare leave for three months following the birth of my first child and I am currently struggling to maintain a work-life balance.

Anyone can become unable to work in the way they wish for various reasons. Based on my experience, I would like to help improve the workplace environment to make it easier for people to use systems when they need to.



Yuki Ozawa

Assistant Project Manager,
Product Research Department
Research Center

*2 Percentage of each gender in management positions

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Work-life Balance

Achieving work-life balance is indispensable to help employees perform their jobs with peace of mind and exercise the full range of their abilities. For creating workplace environments where diverse employees can make active contributions and promoting career development, we have revised the work regulations and discussed and implemented multifaceted initiatives to create a comfortable workplace.

Future Life Planning Seminar Training

In fiscal 2021 Lintec provided employees in their 20s and 30s with a future life planning seminar with the aim of helping employees learn about asset building for a fulfilling future, including spending related to major life events, so that they can build a healthy asset base and thereby create an environment in which they can concentrate on their careers.

We will continue to provide information to raise awareness around life planning as social situations change and individual values diversify.

Measures against Working Long Hours

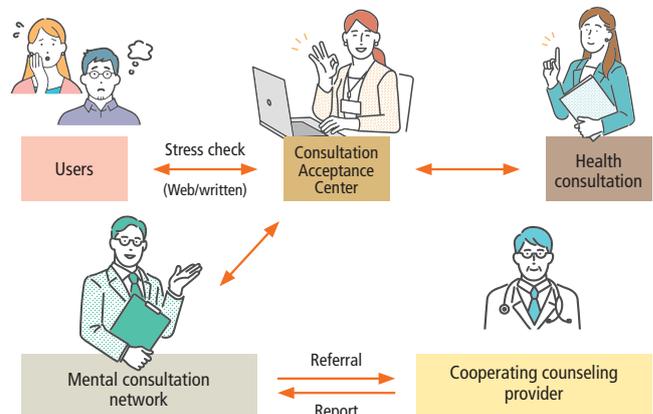
Lintec proactively promotes measures to ensure that employees can remain in good health. To prevent long working hours and late-night work, which imposes an excessive physical and mental strain, we strive to ensure appropriate personnel assignment and the proper sharing of workloads, and that supervisors are responsible for managing the overtime of individual subordinates. In particular, we have introduced no-overtime days set in each workplace, flextime programs, and a discretionary labor system. Additionally, in fiscal 2019, we adopted a work interval system and a work-from-home system. Work hour management has been enhanced, specifically by expanding the scope to the entire workforce, including executives and discretionary workers, adopting an attendance system that enables detailed labor management, and checking individual requests for overtime on a daily basis. We also provide employees with a mental checkup once a year to help them assess their stress level and manage their own mental health.

Mental Health Measures

The Lintec Group has introduced a precautionary Employee Assistance Program (EAP)*¹ that provides employees with opportunities to obtain a mental health checkup once a year. Through this checkup, employees come to understand their own stress level, which is useful for personal mental health management. The manager of each business unit receives the results and analysis for employees in the unit, and takes appropriate improvement measures as needed. In fiscal 2021, the checkup was offered across group companies in Japan to a total of 3,671 employees, 96.4% of whom actually received it. The Lintec Group has also set up an employee support hotline that employees and their families can contact directly to talk confidentially with a specialist about their worries, including in relation to physical and mental health, childcare, nursing care, legal issues, or personal finances.

To improve the workplace environment at the Lintec Group, we also provide a dedicated harassment counseling service desk in the form of an outsourced helpline. Employees can call the helpline to seek advice from a clinical psychotherapist.

Precautionary EAP system overview



Telephone counseling	In-person counseling
<ul style="list-style-type: none"> ● Counseling by psychological counselor ● Referring to provider for three-way interview with supervising doctor 	<ul style="list-style-type: none"> ● Directly managed counseling centers (Tokyo, Osaka, Nagoya) ● Cooperating providers (150 locations in Japan)
Web-based counseling	General information website
<ul style="list-style-type: none"> ● Individual counseling over the Internet 	<ul style="list-style-type: none"> ● Basic mental health information ● Mental health self-checks

*1 Precautionary EAP: An employee program that aims to improve productivity through the creation of comfortable workplaces and by focusing on precautions for healthy employees in addition to addressing the concerns of employees who already have a health issue

Lintec Group's Approach

The Lintec Group continues to operate the Occupational Safety and Health Policy, which it established based on ISO 45001.^{*2} According to the policy, annual safety and health plans are developed. Relevant activities are carried out in accordance with the plans, which set targets and specific activities for individual priority actions. Activity results are evaluated by way of internal audit and management review to assist activities in the following fiscal year.

Occupational Safety and Health Policy

In 2018, the Lintec Group established the Lintec Occupational Safety and Health Policy and revised the Lintec Occupational Safety and Health Manual in conformity with the ISO 45001 standard.

Our plants formulate annual safety and health plans and engage in relevant activities. We have established an occupational safety and health management system, and the Safety and Health Committee and the Health Committee hold meetings every month. In addition, employees of eight domestic plants, the Research & Development Div., and Tokyo Lintec Kako, Inc., as well as employees of partner companies who are permanently stationed at these business sites, are subject to internal audits.

In 2020, we set out our program for "Creating a Culture of Safety and Health," a systematic overview of Lintec's safety and health activities. We promote safety and health activities based on the Four Lintec Safety Principles.

Annual Safety and Health Plans

Each fiscal year, the Lintec Group formulates annual plans for safety and health activities. The plans indicate top management policies and set priority action items to realize the policies, including safety patrols, risk assessment^{*3}, and safety education. More specific activities and targets

are set for the priority action items and are reflected in safety and health activities. The results of activities and the progress are reported in the monthly Safety and Health Committee meetings, and all members of the Committee engage in discussions on improvement. By implementing such PDCA cycles that lead to the next round of initiatives, the Lintec Group continues to step up its safety and health activities.

Safety and Health Committee and Health Committee

Every month, the Lintec Group plants in and outside Japan hold Safety and Health Committee meetings, while the Head Office, Bunkyo Kasuga Office, Osaka Branch Office, and other business sites having sales departments convene Health Committee meetings. Each of these meetings are attended by representatives of the labor union.

Matters concerning overall safety and health, including statutory matters, are discussed by the committees, and we make it a rule to seek employee input. Regarding the outcomes of the committee meetings, the head of each site has the responsibility and authority to make the final decision. After Safety and Health Committee and Health Committee meetings conducted at each business site, employees' opinions submitted at these events are recorded in the proceedings, and relevant information is communicated to all employees.

■ Creating a Culture of Safety and Health at Lintec

Culture of safety and health 1) Safety is the top priority. 2) Everyone shares the same level of awareness toward safety. 3) Create a culture where everyone can follow the rules easily.

Goals of safety and health activities 1) Prevent occupational accidents (safety) 2) Provide a safe and healthy workplace (security) 3) Stay accident-free



*2 ISO 45001: An international standard for occupational health and safety
 *3 Risk assessment: Evaluating risks to set safety standards

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Lintec Cooperating with Suppliers Search



Lintec Group's Approach

Considering all suppliers as "partners who should grow together with Lintec," the Lintec Group strives to establish relationships built on trust with them. When selecting suppliers, we evaluate them appropriately based on the principle of free competition. We engage in fair and transparent transactions, and ensure legal and ethical compliance in our procurement activities.

Green Procurement

For procurement with lower environmental impact, the Lintec Group is ensuring thorough chemical substance management for raw materials, parts, and secondary materials. We conduct investigations into substances contained not only in new materials that we procure for the first time but also in materials that we have continuously procured in order to ensure compliance with new regulations.

In fiscal 2021, we asked suppliers to respond to our survey based on the REACH Regulation^{*1} (25th and 26th candidate lists) and chemSHERPA^{*2} (version 2.04), covering around 5,000 raw materials.

Together with suppliers, we will continue to promote environmental protection activities and ensure control of chemical substances.

CSR Procurement

Lintec has established the Lintec Procurement Policy, the Lintec Green Procurement Policy, and the Lintec Lumber Pulp Procurement Policy, all of which are based on CSR. Its procurement activities follow the Policies.

We request suppliers, on various occasions, to ensure CSR activities from multiple perspectives, including respect for human rights, occupational health and safety, information security, and corporate ethics.

In fiscal 2021, we asked 118 trading companies and agencies (150 departments), out of roughly 500 domestic material suppliers, to complete a questionnaire, and 109 companies (141 departments) did so. The survey covered CSR-related items, including legal compliance, prohibition of child labor, and safe/healthy working environments. We are also using the survey results in supplier evaluation.

We will continue to improve procurement activities and enhance cooperation with our suppliers.

Questionnaire for trading companies/agencies

Corporate management	<ul style="list-style-type: none"> Financial status
Management/Labor	<ul style="list-style-type: none"> Legal compliance/Corporate ethics Labor (Respect for human rights, working hours, wages, etc.) BCP SDGs initiative Information security
Service	<ul style="list-style-type: none"> Cost Deadline Survey request (Environment, material search, BCP, etc.) Information provision (Information on products, technology, industry, etc.)
BCP	<ul style="list-style-type: none"> Accident status check (Production site, product, logistics, etc.)
Actions outside of Japan	<ul style="list-style-type: none"> Provision of information on overseas industries, compliance with overseas laws

Conflict Minerals^{*3}

Lintec recognizes that conflict minerals, mined to fund armed conflict, are a serious social problem, and investigates whether materials it uses include metals from mines that serve as funding sources for armed groups.

We will continue to confirm that our supply chain is not funding armed groups and conduct procurement management that avoids the use of conflict minerals.

*1 REACH Regulation: A chemical substance regulation in the EU on the "Registration, Evaluation, Authorization and Restriction of Chemicals." Registration is required when exporting a chemical substance into EU states in quantities of one metric ton or more per year. Notification must also be submitted to the authorities when a chemical substance falling under the category of "candidate for required authorization" is present in a product at more than 0.1 percent of the mass of the object.

*2 chemSHERPA: A scheme, recommended by Japan's Ministry of Economy, Trade and Industry, for communicating information about chemical substances contained in products. The mechanism is aimed at properly managing chemical substances contained in products across supply chains, from upstream to downstream, to ensure continued compliance with tighter regulations.

Community Participation

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Lintec Local Communities Search



Lintec Group's Approach

Recognizing that it is part of society and local communities, the Lintec Group is engaged in various initiatives to contribute to society while ensuring harmonious co-existence with society.

Global Activities

The Lintec Group carries out social contribution activities in locations where it operates.

My Next Stage

Giving Old Clothes a New Life for a Sustainable World

Lintec Advanced Technologies (Taiwan), Inc. conducted activities to give old clothes a useful second life. We invited employees to bring in clothes they no longer wore and were able to fill 13 cardboard boxes with their donations. While providing some of the clothes to a social welfare organization for distribution among people in need, the remainder we asked designers to rework into hats, eco-bags, and bottle holders, which we sold at a bazaar and donated the proceeds. From the amount of interest our booth generated, we found that there was a genuine appetite for unneeded items that had been upcycled and given a new life.



Selling items made from old clothes collected from employees



Pao-ya Ke
Lintec Advanced Technologies (Taiwan), Inc.

Community Safety Activities

Every year, the Kumagaya Plant, together with other companies in Kumagaya City, participates in the Self-Defense Forces incipient firefighting training event hosted by the local government to learn practical skills in handling extinguishers and other equipment for incipient firefighting. In fiscal 2021, the event was cancelled due to the COVID-19 pandemic, but the plant will participate in the event next time.

Dialogue with Local Residents

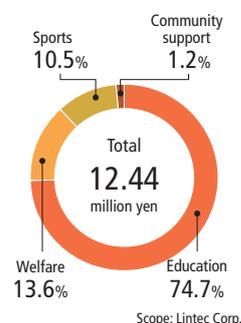
Lintec provided cooperation for food pantry events organized by the Itabashi Council of Social Welfare. In June and September 2021, we provided single-parent households and elderly households in need of support with canned food and retort pouch food taken from our emergency food stocks. In December 2021, in addition to emergency food stocks, we offered gift cards for fried chicken as Christmas gifts to around 200 households, who were very happy to receive them.



Food pantry event

Breakdown of Community Support Expenses (FY2021)

In fiscal 2021, expenses for educational support accounted for more than 70% of the total. We also provided support for welfare and sports.



Offering Plant and Facility Tours

Every year the Lintec Group accepts numerous students, local authorities, NPOs, and community residents for tours of its plants and facilities in Japan. In fiscal 2021, we reduced these activities in response to the COVID-19 pandemic, resulting in a total of 26 visitors being welcomed at four sites.

Support for persons with disabilities

In fiscal 2021, a day out for people with disabilities and their helpers at a professional baseball game at Tokyo Dome was cancelled in the planning stage in view of the COVID-19 risk.

*3 Conflict Minerals: Metals derived from conflict minerals defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act include tantalum, tin, tungsten and gold.