

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, nationality, religion, age, origin, physical disabilities, native inhabitation, immigrant status, sexual orientation, or gender identity. The LINTEC Group will continue to promote diversity so that all employees can grow through mutual understanding and respect.

Labor Management and Education with Respect for Human Rights

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 37 new employees in fiscal 2023 and training on prevention of sexual harassment and workplace bullying for newly appointed supervisors and managers.



New employee training

Job Return Program and Career Return Program

LINTEC introduced a job return program in April 2010. This program is designed to re-hire employees who had earlier resigned due to personal circumstances, such as having a child, providing care to family members, or a spouse's job transfer, as industry-ready professionals. There are 21 registered users of this program, three of which were actually re-hired. Also, as a new initiative to support diverse workstyles, LINTEC introduced a career return program in October 2022. In this program, the company re-hires employees who resigned due to personal circumstances for career development outside the company, as industry-ready professionals.

Employment of Older Person

In fiscal 2022, we re-hired 47 out of 54 employees who turned 60 years old as full-time employees, as well as three out of 23

employees who reached 65 years old as full-time employees and eight on a part-time basis^{*2}.

In line with the revision of the Act on Stabilization of Employment of Elderly Persons, LINTEC revised its rules on re-employment after retirement to allow re-employment of employees aged between 65 and 70 years. In addition, the age 65 retirement rule was introduced starting in fiscal 2023. The re-hired workers are playing active roles in various workplaces, and passing on the knowledge and skills that they have developed over many years to subsequent generations.

Increasing Career Development Opportunities for Female Employees

LINTEC has worked to increase career development opportunities for female employees following the action plan based on the Act on the Promotion of Women's Active Engagement in Professional Life (Phase 2). As a new goal for the period from April 2022 to March 2026, LINTEC formulated the action plan (Phase 3) based on the Act on the Promotion of Female Participation and Career Advancement in the Workplace. Under this action plan, we will ensure and expand diversity.

Specifically, the plan sets four targets as indicated below, and we will make steady steps toward achieving our ideal vision. The percentage of male employees who took childcare leave exceeded the target value by the end of fiscal 2022. We will aim to achieve further improvement.

1. Increase the rate of women among the total number of new hires (graduates from a junior college, university, or graduate school) to 35% or higher (average during the period of the plan).
2. Aim to increase the number of female managers/supervisors by 20% from the current number in four years.
3. Develop and operate systems that enable female employees to continue to work easily, and provide continuous training of female employees.
4. Aim to increase the percentage of male employees who take childcare leave to 30% or higher by March 31, 2026.

^{*1} Diversity: Differences between individuals and groups

^{*2} Employees on a part-time basis: Employees whose designated weekly working hours total less than 20 hours

Number and rate of employees with disabilities

Program	FY2020	FY2021	FY2022
Number of employees with disabilities	54	57	61
Full-year employment rate for people with disabilities (%)	2.0	2.0	2.26

Use of programs

Program	FY2020	FY2021	FY2022
Family care leave program (persons)	1	0	1
Family care time off (persons)	3	3	1
Accumulated time off (persons) ♦	71	104	275
Childbirth leave (persons)	14	25	15
Leave for spouse giving birth (persons) ♦	56	67	28
Childcare leave (persons)	34	32	48
(Male employees)	3	7	37
Percentage of childcare leave taken (%)	15.8	32.3	64.9
(Male employees)	4.5	8.9	59.7
Return to work after taking time off for childcare leave (%)	93.3	100	100
Child nursing care time off program (persons) ♦	7	4	4
Shorter hours/flex time (persons)	62	64	60
Paid social contribution time off (persons) ♦	12	15	15
Percentage of paid leave taken (%)	61.7	63.5	72.7
Average number of days of paid leave taken	11.8	12.1	13.9

♦ 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, 2022; In Japan: as of March 31, 2023)

Number of entries to the Job-Return Program

	FY2020	FY2021	FY2022
Number of entries (total)	20	22	21

Number of senior employees

		FY2020	FY2021	FY2022
Number of employees who have reached the designated ages (persons)	60 years of age	38	53	54
	65 years of age	—	15	23
Number of re-hires (rate*)	60 years of age	33 (87%)	43 (81%)	47 (87%)
	65 years of age	—	6 (40%)	11 (48%)

♦ Derived by: Number of re-hires/Number of employees who reached the designated age x 100

*3 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.

Retirement Planning Seminar, Future Life Planning Seminar

LINTEC holds a retirement planning seminar and a future life planning seminar, targeting different age groups, on a regular basis. These seminars aim to help employees learn about asset-building for a fulfilling future, including spending for life events, so that they can build a sound asset base and financial environment that will support them as they pursue their career. In view of ever-changing social circumstances and diversifying individual values, we will provide appropriate information to help our employees understand the importance of future life planning.

Measures against Working Long Hours

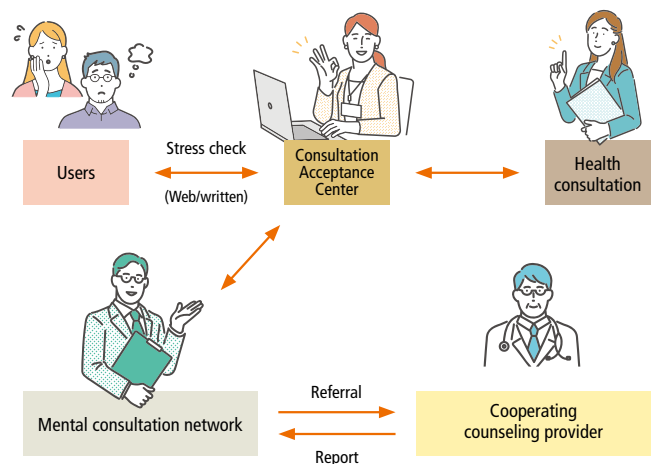
LINTEC proactively promotes measures to ensure that employees can remain in good health. To prevent long working hours and late-night work, which imposes an excessive physical and mental strain, we strive to ensure appropriate personnel assignment and the proper sharing of workloads, and that supervisors 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. Working hours are monitored for all employees, including managers, discretionary workers, and others. We have introduced an attendance management system to enable detailed labor management, following up on daily overtime work applications. In addition, by undergoing a "mental health checkup" once a year, employees are able to assess their own stress levels and use the results for self-management of their 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 2022, the checkup was offered across group companies in Japan to a total of 3,693 employees, 97.5% 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. The Group has also established a dedicated line, the "harassment counseling desk for the improvement of workplace environments," which is outsourced to an external company. The counseling desk provides employees with telephone consultation with a clinical psychologist regarding harassment and other issues.

Precautionary EAP system overview



Telephone counseling

- Counseling by psychological counselor
- Referring to provider for three-way interview with supervising doctor

Web-based counseling

- Individual counseling over the Internet

In-person counseling

- Directly managed counseling centers (Tokyo, Osaka, Nagoya)
- Cooperating providers (150 locations in Japan)

General information website

- 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 Division, 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.

LINTEC created the program for Creating a Culture of Safety and Health to provide a systematic guide to its safety and health activities. Using this, and based on the Four LINTEC Safety Principles, we will promote the four pillars of safety and health activities.

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

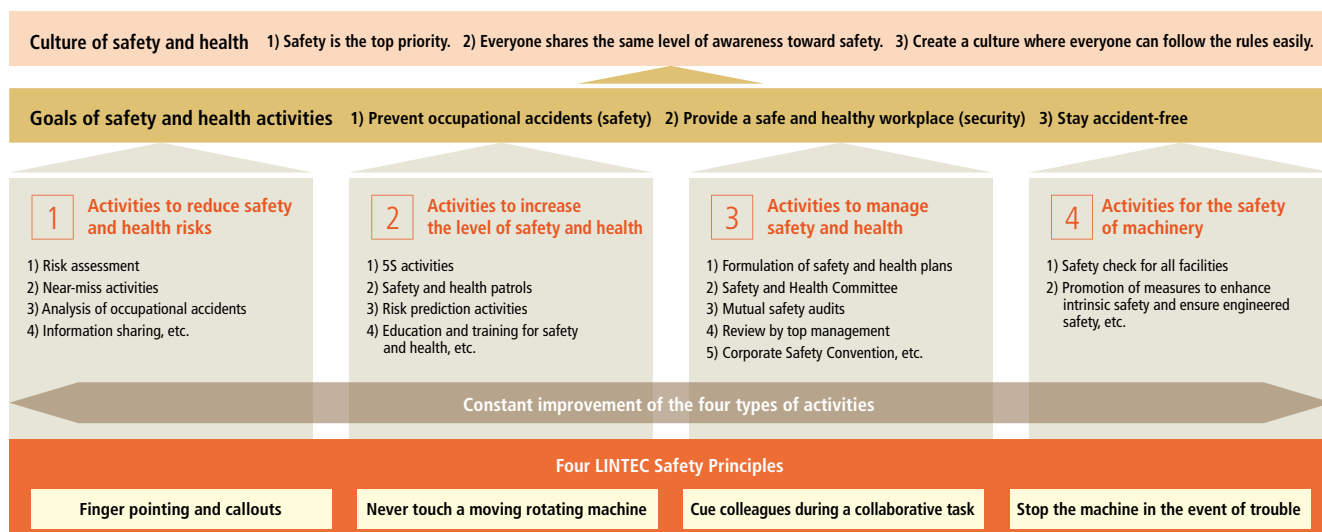
activities and targets are set for the priority action items and are reflected in safety and health activities. The results of activities and the progress are reported in the monthly Safety and Health Committee meetings, and all members of the Committee engage in discussions on improvement. By implementing 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



*2 ISO 45001: An international standard for occupational health and safety

*3 Risk assessment: Evaluating risks to set safety standards

Supply Chain

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LINTEC Cooperating with Suppliers

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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 2022, we conducted surveys based on the REACH Regulation^{*1} (28th candidate list) and chemSHERPA^{*2} (version 2.06).

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.

We also confirm our suppliers' CSR status (legal compliance, underage employment prohibited safety/health, etc.) in the supplier questionnaire survey and ask for improvement when deemed necessary.

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

Survey items (Outline)

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^{*3} 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

Responsible Sourcing of Minerals

LINTEC recognizes that conflict minerals^{*4} and other materials mined to fund armed conflict are a serious social problem, and rigorously investigates whether the materials it uses include metals from mines that are linked to armed groups. We will continue to confirm that our supply chain does not fund armed groups and to practice responsible mineral procurement that is free of conflict minerals that could be used to fund such groups.

^{*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.

^{*3} BCP: BCP stands for a Business Continuity Plan. It is a plan developed in advance to enable the minimization of damage and the continuation or early resumption of business in the event that a company encounters an emergency situation such as an accident or disaster.

^{*4} 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 (3TG). At LINTEC, cobalt and mica, which are not currently regulated by law, are also classified as conflict minerals.

Community Participation

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LINTEC Local Communities

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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

We participated in Job and Family Service Christmas for Kids, an annual donation drive held during the Christmas season in Miami County, Ohio, U.S.A., where SPINNAKER PRESSURE SENSITIVE PRODUCTS LLC is located. For more than 15 years, we have been supporting this program, which gives gifts to children under the age of 12 from families in need so that they can have a joyful Christmas. This time, we asked 14 children from 4 families what they wanted. We made a list of their wishes, and our employees purchased gifts based on the list. In addition, we collected donations within the company and gave their parents gift certificates for local shops, much to the delight of the families. We will continue this activity as an annual event to support the community.



Gifts given to children

Mark Cuenot

SPINNAKER PRESSURE SENSITIVE
PRODUCTS LLC



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 2022, the event was held in the rain, and the team was awarded a fourth-place finish. We will continue our efforts to win prizes at the next event.

Dialogue with Local Residents

In 2022, LINTEC sponsored an event to commemorate the 90th anniversary of the establishment of Itabashi city. The event was held from October 3 to December 1. In addition to applying floor markings resembling paint palettes to the floor of the venue, we also provided bird-shaped message labels with a releasable adhesive.



Floor marking being applied

At food distribution events held by the city for families in need of assistance, we offered 20 five kg rice packages in September and gift coupons redeemable for fried chicken in December, which were greatly appreciated by everyone.

Breakdown of Community Support Expenses (FY2022)

In fiscal 2022, expenses for educational support accounted for more than 68% of the total. We also provided support for welfare and sports.

