

## **Guidelines for Employment Management for Foreigners**

So-m-work Co. Ltd. complies with the following guidelines for employers to appropriately deal with the improvement of employment management of foreign workers.

### Recruiting and Employing

- Do not accept mediation from employment agencies, etc. that collect penalty and security deposits.
- Implementation of statement changes in working conditions, etc. in a way that foreign workers can understand in their native language, simple Japanese, etc.

Working Conditions, Safety and Health, etc.

#### ○Clarifications of working conditions

- Utilization of model styles, should be explained in native language, simple Japanese, etc.

#### ○Appropriate Wage Payment

- The act of paying more than the minimum wage
- Proper payment of wages such as basic wages and surcharges, etc.
- In the case of deductions for food, housing, etc. based on labor-management agreements, the amount of deductions shall not have unreasonable deductions.
- Prohibition of compulsory savings

#### ○Appropriate Management of Working Hours, etc.

- Compliance with the regulation on overtime and holiday work
- Objective understanding of working-hour conditions
- Grant of additional annual pay

#### ○Dissemination of Relevant Laws and Regulations, etc.

- Dissemination of employment regulations and labor management agreements

#### ○Appropriation of Dormitory Affiliated to Business

#### ○Ensuring Fair Treatment Independent of Employment

- Prohibition of unreasonable treatment differences and discriminatory treatment

between regular and non-regular employees.

- Obligation to explain the contents, reasons, etc. of treatment differences

○ Ensuring Safety and Health

- Interview guidance for long-term workers
- Ensuring the employees` mental health (stress check)
- Implementation of material protection measures

○ Dismissal and Termination

- Keep in mind that dismissal or suspension of employment may not be recognized without a valid reason
- Keep in mind that there is a period of dismissal restriction
- Prohibition of dismissal on reasons of pregnancy and childbirth

### Labor and Social Insurance

○ Labor Insurance

- Consultation from the person or family regarding industrial accident
- Application for membership at a place of temporary voluntary application at the request of workers

○ Social Insurance

- Collection of insured certificates of health insurance at the time of departure and dissemination of the procedures for joining the national insurance.
- Support for joining the national insurance other than those company - covered health insurance and pension
- Points to avail withdrawal lump sum
- Injury allowance and disability awareness

### Human Resources Management, Life Support, etc.

○ Personnel Management

- Company regulations must be in multilingual
- Ensuring transparency and fairness in managing evaluation, wage, and deployment

○Life Support

- Make efforts to provide opportunities to participate in activities
- Support for safe daily living such as providing deregulation of government agencies, medical institutions, financial institutions, etc.

○Development of Complaints and Consultation System

○Assistance for Returning to Japan

- Assistance in paying the cost of returning home
- Consideration for taking a leave of absence if you wish to return home temporarily

○Attention to Diversity

○Matters Concerning Business Operations Engaging in Contracts

- Appropriate management within the place of business
- Securing stable employment relations

Measures according to status of residence

○Specific Skills

- Pay attention to the standards of employment contracts, support, notification

○For International Students

- Keep in mind that it is necessary to change the status of residence when hiring new graduates
- Appropriate management of internships
- For part-time jobs etc., permission for activities other than qualifications (work within the scope) is permitted.

