

# Respect for Human Rights and the Development of Diversity

## Basic Policy

Mitsubishi Chemical (MCC) regards respect for human rights as the basis of its management and the development of diversity as part of its management strategy. MCC has established its Basic Policy on Respect for Human Rights and the Development of Diversity to focus efforts on these issues.

### ■ Basic Policy on Respect for Human Rights and the Development of Diversity

Within the MCC Group, all employees shall respect one another's diverse individuality and values, including nationality, race, religious beliefs, age, gender, sexual orientation and disability or lack thereof, and together fulfill the Group's corporate social responsibility. Building on this foundation, we aim to enable every individual in the Group to develop their abilities to the fullest.

#### Ⅱ Respect for Human Rights

In line with the Mitsubishi Chemical Holdings Group Charter of Corporate Behavior, we shall respect the dignity and rights of all people and shall not unfairly discriminate under any circumstances. Furthermore, each employee shall endeavor to correctly understand human rights and related issues and help create workplaces that realize KAITEKI and are free of discrimination and harassment.

#### Ⅱ Developing Diversity

In line with the Mitsubishi Chemical Holdings Group Charter of Corporate Behavior, we shall build organizations that take strength from diversity, in which each individual is aware of their role, strives to enhance their abilities as needed, and utilizes said abilities to the fullest to contribute to the creation of KAITEKI value. Furthermore, we shall endeavor to balance our work and personal lives and, by deepening dialogue and mutual understanding, create a workplace culture that is rich in drive and energy and that realizes KAITEKI.

To promote respect for human rights and diversity on a company-wide basis, we have established the Human Rights and Diversity Development Committee, chaired by the supervising officer in charge of Human Resources and comprising the chief operating officer of each business domain and corporate function domains. The members of this committee regularly monitor performance and discuss new initiatives as they implement PDCA cycles.

## Respect for Human Rights and the Development of Diversity

### Respect for Human Rights

The Mitsubishi Chemical Holdings (MCHC) Group has established the Mitsubishi Chemical Holdings Group Global Policy on Respecting Human Rights, Employment and Labor. In light of the Universal Declaration of Human Rights and United Nations Global Compact, MCC has adopted this policy as its action guidelines.

In addition to implementing the necessary employee education to ensure respect for individual dignity and rights, MCC forbids child labor and forced labor and strives to maintain proper working conditions. Through these efforts, MCC seeks to fulfill its corporate social responsibility to ensure that the rights of all its stakeholders are respected. We are now preparing to create a human rights due diligence system based on the United Nations Guiding Principles on Business and Human Rights.

Within the company, we maintain systems for dealing with human rights issues appropriately. Specifically, we are implementing a variety of educational and other initiatives, including rank-specific training and e-learning, aimed at deepening awareness and knowledge of human rights. In addition, we are promulgating a clear message of zero tolerance for harassment while working to improve awareness and mindsets. At each plant, we have appointed harassment counselors, to whom employees can go to seek help or guidance related to harassment or human rights issues.

#### Fiscal 2017 Human-Rights Related Training

	In-house training		Human rights slogans <sup>1</sup>
	Sessions	Participants	Slogans submitted
Mitsubishi Chemical	108	2,629	4,842
Group companies	324	6,415	8,388
Total	432	9,044	13,230

<sup>1</sup> To promote employee awareness of human rights, every summer we ask employees and their families to submit human rights-related slogans.

## Enabling Women to Succeed

MCC is working to develop female managers, provide career development support for female employees, implement workstyle reforms and develop its workplace culture. We are also aiming to double the percentage of management positions (line manager or equivalent and above) held by women by 2021 from the 2017 level. MCC is implementing a range of initiatives to achieve these goals.

To develop female managers, the general manager of the HR & Organization Development Department meets with women who are not in line management positions and their supervisors to hear their opinions and requests and better understand where they are in their careers. Based on these meetings, we formulate and execute development measures. To provide career development support, we send employees to training programs organized by external organizations and offer training on various specific themes that is open to all. Through such initiatives, we are providing opportunities for employees to expand their perspectives and enhance their skills.

In coordination with the new Mitsubishi Chemical Women's Council (a company-wide project sponsored by the president and aimed at promoting the success of women), MCC is providing support to enable its female employees to achieve greater success as part of efforts to utilize its people's capabilities in line with its basic policy on promoting diversity. At the same time, we are building a foundation to ensure that women and all employees can succeed in their own ways by providing accurate evaluations and increasing awareness of flexible workstyles.

We have formulated the action plan below based on the Act on Promotion of Women's Participation and Advancement in the Workplace.

### ■ MCC's Action Plan

We have established the following action plan to support the development and success of female employees.

#### 1. Plan Duration

April 1, 2017–March 31, 2021 (four years)

#### 2. Numerical Target

Double the percentage of management positions (line manager or equivalent and above) held by women from the 2017 level

#### 3. Initiatives

- (1) Implement systematic career development support for female employees
- (2) Develop female managers
- (3) Enhance educational opportunities for motivated employees
- (4) Implement workstyle reforms and develop workplace culture

# Respect for Human Rights and the Development of Diversity

## Balancing Work and Personal Lives

To effectively promote diversity and enable every employee to utilize their abilities, employees must be able to balance their work and personal lives. MCC supports its employees with numerous systems designed to meet the needs attendant to a range of life stages.

### Initiatives Related to Child Care

In fiscal 2017, as part of a support program for employees using child care leave, we made pre-maternity leave meetings between employees and their line managers mandatory and, to facilitate an earlier return from child care leave, set up a “concierge service” to assist parents in finding and securing a spot in a daycare facility. As a safety net in case employees are unable to get a place for their child, we partnered with an external daycare facility near our head office (in the Marunouchi/Otemachi area) to secure a number of places for the company from April 2018. Through such measures, we have created an environment that helps employees return to work with confidence.

We have formulated the action plan below based on the Act for the Promotion of Measures to Support the Nurturing of the Next Generation.

### MCC's Action Plan

To facilitate balanced work and personal lives for employees and enable all employees to exercise their abilities, we have established the following action plan and are creating accommodating work environments.

#### 1. Plan Duration

April 1, 2017–March 31, 2021 (four years)

#### 2. Targets and Initiatives

Target 1: Create environments that facilitate the success of employees engaged in child care

- Monitor the usage of systems to support employees in balancing their work and personal lives as well as the results of related initiatives and share findings broadly with employees
- Provide support to help employees continue working and return to work smoothly and promptly after child care leave

Target 2: Develop a workplace culture that is supportive of employees balancing work and home responsibilities

- Foster increased understanding of company systems
- Respect employees' diverse values and workstyles while creating a workplace culture in which each employee recognizes their role and can exercise their abilities to the fullest
- Reduce working hours
- Encourage the use of paid leave

Target 3: Carry out other initiatives to support the development of the next generation

- Provide opportunities for children to come into contact with workplaces, such as plant tours
- Foster understanding of the meaning of work among young people and provide work experience opportunities

## ■ Initiatives Related to Nursing Care

In recent years, enabling individuals to both work and perform nursing care duties for family members has become a major social issue. To find out more about employees' nursing care duties, we added questions about nursing care to the regular Employee Perception Survey conducted in autumn 2017.

To help solve issues identified through the survey, we created and distributed a support handbook on the topic of balancing work and nursing care. The handbook provides knowledge about preparing for nursing care and information on company support systems. The handbook also covers how to handle related requests or inquiries from subordinates and content intended to deepen understanding of related issues among workplace management-level supervisors.



Nursing care handbook (24 pages)



The "Tomonin" mark, created by the Ministry of Health, Labour and Welfare, can be used by companies that strive to ensure workplace environments that enable employees to balance work and nursing care.

## ■ Main Systems to Support Employees in Balancing Their Work and Personal Lives

- Temporary retirement for childcare: Until the April 30 after the child's third birthday
- Reduced work hours for childcare: Until the end of the child's third grade school year
- Injury/illness nursing care leave: Up to 10 days per year (can be used in half-day units)
- Temporary retirement for family care: One year per qualifying family member
- Reduced working hours for nursing care: Maximum two-hour reduction in working hours per day (as long as necessary)
- Reduced work days for nursing care: Maximum five-day reduction in working days per month (as long as necessary)
- Nursing care leave: Up to 20 days per year (can be used in half-day units)
- Life support leave (system for accumulating expired annual paid leave): Can be used for recovery from illness or injury, child care, nursing care, etc.
- Declaration of desired place of work: Allows employees to specify their desired place of work to accommodate family circumstances
- Temporary retirement for spouse's overseas service: Allows employees to take leave of up to three years to accompany their spouse on an overseas work assignment
- Fertility treatment leave: Allow employees to take leave of up to a total of one year for advanced fertility treatment that meets certain standards
- Remote work system: Employees whose work is suitable for telecommuting can do so up to two days a week
- Day care cost stipends
- Day care information service
- Nursing care stipends and financial support
- Home care worker stipend
- Establishment of external nursing care consultation points

## Respect for Human Rights and the Development of Diversity

### Support to Enable People with Disabilities to Exercise Their Abilities

MCC's basic policy is to ensure that the individuality of every employee, disabled or not, is respected and that all employees can thrive. In accordance with this policy, MCC is advancing initiatives to promote the hiring of people with disabilities and enable them to exercise their abilities. Each business site partners with special-needs schools and institutions to proactively provide work experience opportunities. We also strive to develop working environments that are accommodating to employees with disabilities and seek to retain such employees. Furthermore, we are advancing such initiatives as making toilets barrier-free, improving work-rooms to suit the needs of people with disabilities, and adopting flex-time and other flexible work systems.

In 1993, we established the special subsidiary Kasei Frontier Service, Inc., which mainly provides PC data entry and printing services, to help people with disabilities achieve growth by taking on work responsibilities and thus contribute to society. As of June 2018, said company had 72 employees with disabilities (of 102 total employees).

In June 2018, 2.08% of MCC employees were people with disabilities. At each site and at Kasei Frontier Service, we provide appropriate support for employees with disabilities and actively seek to hire such employees.

### A Company Where People with and without Disabilities Work as One to Take on Ambitious Goals

Koji Nakano  
Managing Director  
Kasei Frontier Service, Inc.

At Kasei Frontier Service, Inc., although we provide both tangible and intangible accommodations to enable people with disabilities to thrive at work, we do not give such employees special treatment. This is because our aim is to be a company where people with and without disabilities work as one to take on ambitious goals.

In managing Kasei Frontier Service, we continually strive to make the company an organization we can be proud of as a team of human beings. To that end, it must be a company where anyone can work comfortably in a friendly but competitive environment. At the same time, as employees age, their circumstances and abilities change. Even so, we must cooperate and help one another to develop working environments that offer each employee the joy of working and a true sense of participating in and contributing to society.

