



# Cultivating Human Resources and Building a Comfortable Workplace Environment

ALSOK is constantly working to improve the workplace environment to enable human resources, which are the base of sustainable growth for the Company, to fully exercise their talents through the enhancement of training systems, active support for career development, and the promotion of diversity.

## Development of Human Resources That Embody ALSOK's Philosophy

Aiming to develop human resources that embody ALSOK's philosophy, the ALSOK Group is constantly working to improve its education and training programs. Immediately after joining ALSOK, new employees receive introduction training on such topics as ethics, the art of self-defense, disaster prevention practice, and first aid to gain necessary knowledge as a security guard.

We also encourage skills development of employees by enhancing ALSOK's correspondence education programs,

incentivizing employees to acquire public qualification, and conducting personnel exchanges within the Group as well as with central government agencies and other companies. In addition, with the introduction of an e-learning system in 2018, we have realized the enhancement of educational contents, a significant increase in the number of employees who take courses by conducting decentralized education programs, and a reduction in the burden for taking courses, such as the need for traveling.



Introduction training for new employees

Correspondence Education Programs

**120** courses available

[Up 10 courses YOY]

Employees Who Have Completed First-Aid Training

Aggregate total of **19,527**

[As of March 31, 2019]

## Respect for Human Rights and Diversity

ALSOK has developed frameworks to enable diverse human resources to fully exercise their talents. We place importance on providing 4,794 female employees (as of March 31, 2019) with a workplace environment that empowers them. These efforts have received a high degree of external recognition. In April 2018, our efforts to ensure a working environment that enables female employees to exercise their talents were recognized by the Japan Productivity Center with the Encouragement Award of the 3rd Women Empowerment Award.

In August 2018, ALSOK was certified as a Level 3 (highest level) "Eruboshi" company by the Ministry of Health, Labour and Welfare in accordance with the Act on Promotion of Women's Participation and Advancement in the Workplace.



Female technical staff at work



Eruboshi certification logo

## ■ Promotion of Overseas Employees' Active Participation

ALSOK promotes respect for human rights and different cultures overseas. In Thailand, we actively promote the advancement of female employees in the sales department, and promote career development through the improvement of maternity leave system.

We also provide an in-house place of worship in Indonesia for Muslim employees and make rotation plans to allow all Muslim employees time for worship. ALSOK continues to prioritize consideration for the national culture of each country in which it operates.



Female employees working at ALSOK BASS Indonesia

## ■ Creation of a Workplace That Develops Each Individual's Unique Talents

In 2010, ALSOK Business Support Co., Ltd., a specially certified subsidiary under the Act on Employment Promotion of Persons with Disabilities which undertakes business card printing, print-on-demand (POD) business, etc., was established as part of our efforts to normalize the presence of differently abled individuals smoothly in the workplace and promote diversity and inclusion.



Meticulous inspection of printed materials to be delivered

Active in a wide variety of fields including brochure printing and business card printing for employees



## Work-Style Reforms and Work-Life Balance

### ■ Enforcement of Welfare System

ALSOK puts effort into improving the working environment so that employees can continue to work with peace of mind, while enjoying a better work-life balance. We provide a wide range of welfare programs such as special discounts for sports facilities and hotels, so that employees can enjoy satisfying, high-quality leisure time. We also offer ALSOK LTD, long-term disability insurance designed to help replace lost income in the event that an employee is unable to work for an extended period.



Supports a good balance between work and childcare

Percentage of Employees Returning to Work after Childcare Leave

(As of March 31, 2019)

**98.1%**

### ■ Promotion of Health Management

For a company to continue to grow, its employees must have fulfilling professional and private lives; and the working environment must energize employees. To realize highly efficient and productive employee work styles, ALSOK formulated and announced its 3-year Work-Style Reform Action Plans starting from April 1, 2018. As part of its implementation, we have introduced the Platinum Holiday System to allow employees to take a long-term paid leave of nine or more consecutive days off to raise the rate of annual paid leave use.

Other health management initiatives include the participation as an action partner in the Ministry of Health, Labour and Welfare's Action Plan for Companies Promoting Cancer Prevention Program, the establishment of ALSOK Support Line, a mental health help desk, and health events held in collaboration with the ALSOK Health Insurance Society. Such health management initiatives were recognized under the 2019 Certified Health and Productivity Management Organization Recognition Program (White 500) (sponsored by the Ministry of Economy, Trade and Industry, and Nippon Kenko Kaigi) for three consecutive years from 2017.

Rate of Annual Paid Leave Use

**45.7% → 53.0%**

Up **7.3** percentage points YOY ↑

