

# Occupational Safety and Health

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### | Policy |

#### **KDDI Basic Policy on Health and Safety**

Based on the corporate philosophy that the “KDDI Group will pursue the happiness of all employees both physically and mentally,” KDDI has introduced a company-wide policy of “valuing human life, ensuring the safety of employees in the workplace at all times, maintaining and promoting their mental and physical health, and maintaining a pleasant working environment” and is taking various measures to prioritize the health and safety of employees. This policy is incorporated in all company regulations throughout the KDDI Group, ensuring management of health and safety in the work environment.

### | System |

#### **Health and Safety Committees**

KDDI has established Health and Safety Committees that plan and conduct activities as joint labor-management efforts. In addition to exchanging opinions on occupational safety, fire and disaster risk prevention, mental health, long working hours, health management, traffic safety, talks by industrial doctors and other such themes, the committees work toward employee health management and maintenance and the prevention of workplace injuries. The committees have been established at every office with 50 or more workers and they meet once a month. The minutes of the committee meetings held at each office enable the sharing of information among offices. By sharing health and safety measures, accidents can be prevented. In addition, a system is in place for reporting important items relating to health and safety to the General Administration & Human Resources Division Executive Officer.

#### □ Number of Workplace Injuries

(rate of work-related accident frequency, rate of work-related accident severity, LTIFR)

\* There have been no deaths due to work-related accidents since the founding of KDDI

\* KDDI has not acquired OHSAS 18001 certification

### | Initiative |

#### **Priority Measures Relating to Occupational Health and Safety**

KDDI has set “reduction of long working hours” and “reduction of number of employees absent due to mental health problems” as key performance indicators and is taking various steps toward such reduction. These efforts have their basis in KDDI’s corporate philosophy and basic policies relating to health and safety. Our final goal is for there to be “no one who cannot work due to health disorder” and to this end we have established a mechanism for reporting to management.

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## | Initiative |

### Initiative for Improvement of Long Working Hours

KDDI has set reduction of long working hours as a key performance indicator and is endeavoring to achieve such reduction. For example, we are striving to promote a “No Overtime Day” as a means of reducing long working hours with every Wednesday designated as a no overtime day. In addition, rules have been introduced on advance application for overtime, and some offices have introduced a Long Working Hours Reduction Month.

We also added a provision to the work regulations in July 2015 that will require a break of at least 8 hours between the end of one workday and the start of the next.

## | Initiative |

### Promotion of Mental Healthcare

KDDI has set reduction in absence due to mental health disorder as a key performance indicator and is striving to achieve such reduction.

We are focusing particularly on “measures to prevent new onset” and “measures to prevent recurrence” to eliminate absence due to mental health problems.

As a means of preventing new onset, we provide e-learning courses for management, e-learning courses for all employees, e-learning courses and group training for newly appointed line managers, mental health seminars by psychiatric specialist industrial doctors, and stress checks by interviews and check sheets for new graduates for three years after joining the company, and we are proactively encouraging self-care and line care.

We are also aggressively promoting prevention of mental health problems by requiring employees who have worked longer than the prescribed number of hours to submit a questionnaire and consult the industrial doctor. Industrial health staff are also required to provide individual follow-up.

In addition, the Employee Counseling Center provides counseling by industrial counselors and we have set up the “Mind Clinic” portal site on our intranet as a repository of information related to mental health.

As measures to prevent recurrence, when an employee returns to the workplace following leave due to mental health issues, the industrial doctor always interviews the returnee and the returnee’s superior, offering reduced working hours to ease the physical and mental burden of returning to work. In terms of the workplace environment, support is provided for the returnee’s superior, and the returnee, his or her colleagues, superior, industrial doctor and industrial health staff work together to facilitate a smooth return to work.

# Occupational Safety and Health

## | Initiative |

### Enhancing Employees' Health Management

KDDI provides health checks with testing categories that are more detailed than the legal requirements, and we offer health guidance to



Refresh Room

employees who undergo regular health checks. We have also reinforced our efforts targeting the prevention of lifestyle diseases, providing a specific health checkup and specific counseling guidance. Furthermore, in partnership with the health insurance society, we promote facilities for the prevention of aggravation of diseases (data health planning). We have a Healthcare Room and a Refresh Room to encourage employee health maintenance and recovery. Employees can take a temporary rest in the Healthcare Room when they are not feeling well, and receive first-aid care and health counseling. At the Refresh Room, nationally qualified masseurs (health keepers) work to ease away back and neck aches and to soothe tired eyes, helping to support the health of employees and temporary staff.

## | Initiative |

### Risk Assessment Related to Health and Safety in Developing Countries

The level of medical care in Asia, particularly in Myanmar, India, Bangladesh, Mongolia and Vietnam, is lower than in Japan and it is difficult to receive the same level of medical services as in Japan due to language and cultural problems as well as the high risk of infectious diseases rarely found in Japan.

Under these circumstances, in FY2014, KDDI established the Vaccination and Health Report Guidelines for Transferees and Business Travelers to Hardship Regions from the perspective of health management and safety of employees to such regions on business.

Employees transferred or traveling abroad on business are required to take measures against infectious diseases based on the guidelines.

More precisely, the guidelines set out the pathogens and viruses, infection route, incubation period, symptoms, pathology/aggravation, prognosis, treatment, existence of vaccine, vaccination, prevention, and benchmarks for temporary repatriation for 35 infectious diseases including malaria.

When specific prerequisites are met, all employees are obliged to submit a Health Report. And in the event of the onset of disease, the employee will be compelled to return to Japan for treatment by the industrial doctor.

In addition, in the case of Myanmar, risk assessment is conducted through a medical support company that is familiar with the situation in the country.

KDDI considers traffic accidents to be the biggest risk in Myanmar and takes the following measures for all employees and their families.

- Designation of hospital (designation of hospital in Myanmar with the latest treatment facilities)
- Transportation to and from hospital (to avoid the employee having to drive)
- Medical support in Burmese, Japanese and English (treatment will be provided by doctor in Myanmar)
- Daily life support by Myanmar staff, holding of seminar.
- Monthly report (implementation of PDCA), etc.

# Occupational Safety and Health

## | Initiative |

### PM2.5 Countermeasures

To protect the health of employees working in China and India and their families, KDDI provides grants for the purchase of new air purifiers as a measure to combat PM2.5. As an initiative in FY2014, we added “sputum test” to the health check items for employees working in China and India and their families.

## | Initiative |

### Basic Life-Saving Training

KDDI regularly holds Basic Life-Saving Training sessions to teach employees how to perform cardiopulmonary resuscitation and how to use an AED (automated external defibrillator).

The participants acquire both the knowledge and practical skills for saving lives in an emergency. After the training, the participants are presented with a Basic Life-Saving Training Certificate from the Fire Department.

At the present time, KDDI has installed AEDs in all KDDI offices and is working to enhance employees’ emergency preparedness.

Number of participants in training session at KDDI Office Building (example)

FY2014: 20

FY2013: 48

## | Initiative |

### Driver Training and Introduction of Vehicle Operation Management System

KDDI conducts driver training throughout Japan for employees who use vehicles on company business. In FY2014 we introduced a vehicle operation management system for all company vehicles. The system aims to enforce safe driving by the driver and provide an enhanced deterrent effect on traffic accidents by recording data on the vehicle’s operation and the driver’s driving and alerting the driver to inadequacies.

In FY2014 the accident rate fell 17.4% year on year.

## | Initiative |

### STOP! Falls Project 2015

The Ministry of Health, Labour and Welfare and workplace accident prevention organizations launched the STOP! Falls Project 2015 to reduce accidents by falling, the number one cause of death or injury resulting in 4 or more days absence from work. Of the reported accidents during or on the way to and from work, accidents caused by falling are on the increase, with some of the more serious resulting in several months off work. To raise awareness of safety in the workplace (including commuting) and create a safe work environment, KDDI is taking measures to prevent falls. From January 20 to December 31, 2015, we aim to create a workplace environment where employees can work without worry, focusing on February when falls reach a peak and June, the preparation month for National Safety Week.