

S

Social

# Human Rights Policy

## Human Rights Policy

Amano's Management Principle is to create new values in the field of “People & Time” and “People & Air”, and Amano will contribute to the realization of a safe, comfortable, and wholesome society. We understand that creating an environment in which individual human rights and individuality are respected to enrich people's lives is a natural expectation towards companies.

We will fulfill our own responsibility to respect human rights, aiming to realize a society in which human rights are always respected. Through our activities, we will avoid causing or contributing to negative impacts on human rights in every way throughout the entire value chain. Furthermore, in the event such an effect occurs, we will immediately work to remedy it through appropriate procedures.

In addition, based on such consideration for human rights, we will strive to build an easy-to-work and rewarding company with a diverse environment where all employees can maximize their individual abilities and share diversified values.

Moreover, this policy has been formulated based on international human rights standards, including the International Bill of Human Rights and the “ILO Declaration on Fundamental Principles and Rights at Work” of the International Labour Organization (ILO).

## To fulfill our Responsibilities

- We will respect the human rights of all employees in the Amano Group, including non-regular workers. In addition, we will encourage our suppliers and partners to support and adopt the contents of the Amano Group Human Rights Policy.
- We comply with the local laws and regulations in each region and country where we conduct business. In the event of a conflict between internationally recognized human rights and the local requirements, we will respect the principles of international human rights while giving due consideration to the laws and regulations of each country and region.
- We respect diversity and prohibit discrimination based on race, religion, age, gender, disability, political or other opinion, or any other factors unrelated to legitimate business interests.
- We do not allow any form of forced labor, child labor, or any form of modern slavery or human trafficking.
- We respect the workers' fundamental labor rights to organize, bargain collectively, and take collective action, and we adhere to fair compensation.
- We create a working environment where all Amano Group employees can work safely, securely, and comfortably and pleasantly.
- In order to protect the safety and health of those who use products produced by the Amano Group, we are committed to producing high quality products and work on accurate product descriptions without falsifications or misleading.
- In accordance with the United Nations Guiding Principles on Business and Human Rights, we have established and continue to implement a human rights due diligence mechanism.
- We encourage all employees to promptly report any violations (or potential violations) of laws, regulations, etc.
- To this end, we have established and maintain an internal whistleblowing system that is independent of the normal chain of command, including an external hotline that allows employees to report issues directly to lawyers. In addition, we maintain the anonymity of whistleblowers in order to ensure that employees who made the report are treated fairly.
- We will hold dialogue and consultation with relevant external stakeholders to address and ameliorate the negative impacts on human rights arising from our business activities.
- In order to comply with laws, regulations and principles related to human rights, we thoroughly educate and train appropriately all of our officers and employees so that this policy becomes an integral part of our business activities. We will also work to promote understanding of this policy among our suppliers and partners.
- The Amano Group has appointed a person in charge of implementing this policy (the Human Rights Policy Response Officer), who will be responsible for supervising compliance with this policy.

President & Representative Director



Established on 10 November, 2021  
Revised on 7 November, 2022

# Human Rights Due Diligence



Amano Corporation is working to develop a human rights due diligence system in accordance with the UN Guiding Principles on Business and Human Rights. Human rights due diligence is an ongoing effort to identify the risks of human rights violations that accompany their business activities, and to prevent or mitigate them.

In order to mitigate any negative impact that the activities of Amano Corporation may have on society, we investigate and ascertain this from a preventive perspective, implement appropriate corrective measures, and publicly disclose the progress and results.

## Human Rights Due Diligence Process

- STEP 01 Investigation into potential human rights risks**
  - We clarified our business value chain and stakeholders.
  - Investigated potential human rights risks through desktop research using Rep Risk (\*) in line with human rights risks stipulated in international human rights norms.

(\*) Rep Risk: Global risk assessment tool and incident investigation tool for searching human rights articles.
- STEP 02 Develop a list of human rights risks**
  - Based on the investigation conducted STEP 01, we discussed potential adverse human rights impacts in the value chain, and developed a list of human rights risks.
- STEP 03 Identification of important human rights risks to be addressed**
  - We assessed the importance of the listed human rights in line with the definitions of the most significant human rights risks.
  - We conducted a questionnaire survey to our major suppliers on human rights initiatives.
  - Based on the above results, we are working on indentifying a high-priority human rights risks need to be addressed.
- STEP 04 Implementation of measures to prevent and mitigate human rights risk**
  - We promote improvements aimed at mitigating high-priority risks.
- STEP 05 Disclosure of information**
  - Regular disclosure of information on human rights initiatives.

In FY2022, we conducted a survey of suppliers to address human rights risks among suppliers.

## Details of each STEP

STEP 01 Scope of human rights risks investigation	
<b>Target businesses</b>	<ul style="list-style-type: none"> <li>• Time Information System business</li> <li>• Environmental System business</li> </ul> <p>We analyze human rights related incidents in our industry and identify human rights risks that require particular attention to in our business activities.</p>
<b>Product-based risk investigation</b>	For incidents that cannot be identified by risk investigations of each business activity, we search by product name to identify any human rights risks that need to be monitored.
<b>Target country</b>	Japan (Primary suppliers)

- STEP 02 Human rights risks in target business activities**
- Occupational health and safety
  - Freedom of association / Right to collective bargaining
  - Consumer health and safety
  - Forced labor
  - Rights of local residents
  - Overwork / long working hours
  - Discrimination / harassment
  - Access to relief
  - Right to privacy
  - Child labor
  - Payment of appropriate remuneration and living wages

**STEP 03 Identification of human rights risks**

From the list of human rights risks we created, we identified important human rights risks to be addressed, taking into account the magnitude of the negative impact on people. With regard to the identified human rights themes, we conducted a questionnaire survey to our primary suppliers and went on to identify the priority on human rights initiatives. Going forward, we will continue to promote initiatives to mitigate human rights risks for any stakeholders in vulnerable stakeholders.

# Human Resource Development Policy - Policies to Enhance the Workplace Environment

## Human Resource Development Policy

Aiming for “both company and individual growth,” the Amano Group has a human resource development program to support and develop self-motivated employees who can think and act on their own.

## Policies to Enhance the Workplace Environment

The Amano Group values the independence and creativity of each employee, as well as the coexistence and co-prosperity with each employee, and will protect workplace safety and physical and mental health, respect human rights, and strives to ensure a healthy work environment without discrimination.

### • Respecting for Personality and Individuality

The Amano Group endeavors to maintain a lively and rewarding workplace environment while respecting the personality and individuality of each employee, fostering an open and energetic corporate culture where employees do not fear innovation. In addition, we will conduct objective and fair personnel evaluations based on achievements and business performance, and develop unique human resources with abundant expertise and creativity.

We also ensure a healthy work environment free of harassment and discrimination arising from differing ideas, beliefs, religions, nationalities, races, genders, physical characteristics, property, and place of birth, etc.

### • Privacy Protection

The Amano Group obtains and manages the personal information of employees in a proper manner, complies with relevant laws and regulations in its handling, and pays careful and meticulous attention to protecting employee privacy.

### • Safe and Healthy Workplace Environment

The Amano Group places the highest priority on ensuring people's safety and health in all business activities.

In particular, sexual harassment, the abuse of authority towards subordinates, pregnancy and gender discrimination, and psychological harassment are all acts that infringe on human rights and damage the workplace environment. We prohibit such conduct and do not overlook such behavior in others. In the event of such cases, we will investigate the facts in a prompt manner and take decisive action and prevent reoccurrence.



# Relationship with Employees



## Corporate Stance

Amano has been and will continue to be a company that grows with the people while nurturing them.

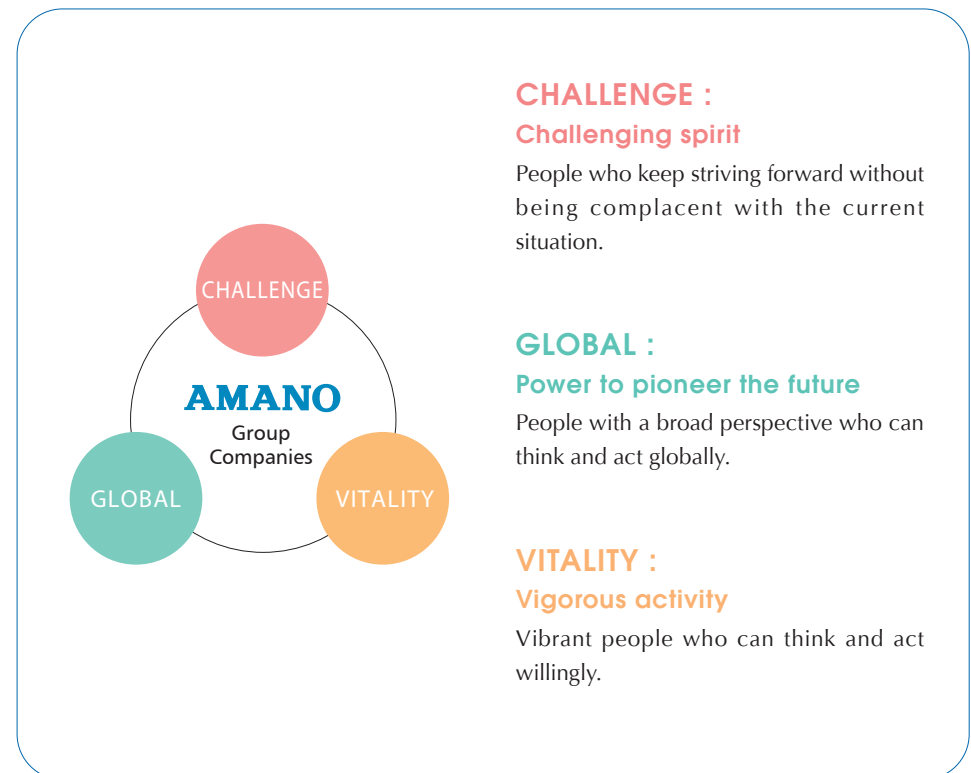
Amano's company insignia, the triangle, which is comprised of the steadfast three arches, is a representation of the letter "A" of AMANO. "A" being the first letter of the alphabet and also the highest score, reflects Amano's concepts such as "frontier spirit", "No.1 philosophy" and "wisdom & creativity". It represents Amano's corporate stance to leap forward globally in the fields of "People & Time" and "People & Air" with a challenging spirit armed with a focus on the market and state-of-the-art technology. Furthermore, inside the triangle, the three arches emboss the kanji character "人 hito" which means person, expresses Amano's philosophy that "human resources" are "human assets" emphasizing the importance of people. In other words, while each of the 3 sides of the triangle represents "an environment to nurture employees", "free and open culture" and "the spirit to make the effort", the harmony of these elements will nurture the employees and hence the company. In addition, we have a "spirit in which people support and compete with other people for infinite possibilities and strive to help themselves", which is precisely a corporate culture centered on "人 hito".



## The People Amano Desires

Amano wishes to be an attractive company that prosper and share the prosperity with all the people and societies that support our business activities.

Amano aims to continually be a company that is attractive to both customers and employees. To realize this, we will endeavor to be a group of people that is full of vigor and vitality who can challenge new things. We would like to be sensitive to the changes in the times and capable of self adapting, and be able to think and act independently.



## Human Resource Development / Education & Training Program (Application type)

Application type training is human resource development training to support and nurture self-learning and motivate employees. It helps develop skills based on individual abilities and issues. We offer three types of training : group training (including online training), e-learning, and correspondence study, depending on the study purpose and environment.



## Human Resource Development / Education & Training Program (Selection type)

We provide various educational and training programs designed to develop the skills and abilities of employees to execute their jobs believing that this is important for the continued growth of Amano in the future. In level-based training among the selection type training, employees learn thinking and skills required for promotion, and in function-based training, they learn professional skills required for their individual work to improve their expertise.



### ● Selection type training

	[Level-based training] Enhance organizational capabilities/Improve individual capabilities/Internal control			[Function-based training] Enhance business strategies/Improve expertise skills			
	Conceptual skills Vision development capabilities, Imagination and strategy development capabilities, and decision making and judgement abilities, etc.	Human skills Leadership, Human resource development capabilities, Negotiation and adjustment skills, etc.	Technical skills Expertise, Time management skills, etc.	Sales Unit	Operating Unit	R & D Unit	Manufacturing Unit
Senior leadership position (Senior professional position)	Division manager training						
General leadership position (Intermediate professional position)	Manager training New department manager training			New store manager training	FSE leader training Parking engine IT skills training	Human error training Environmentally sustainable training	Cross-industry exchange training Production innovation training
General leadership position (General professional position)	Junior division management training Next generation leadership development program New assistant manager training	Women's career development training	e-learning for all employees	Junior sales rep follow-up training	FSE training for mid-career and young people	Engineer development training	
Career track employees (General employees)	OJT leader training New leader training	Compliance / Information security / J-SOX / Sustainability / IT basics					Office training
	3rd year power-up training			Junior sales rep follow-up training			
	2nd year follow-up training New employee follow-up training						
	New employee start-up training Prospective employee training						

## Young Employee Development and New Graduate Turnover Rate

### Young Employee Development

We put efforts into developing employees in their first year to third year, with the aim of having employees learn the necessary business skills in three years.

In the first year, we provide activities combining OJT and Off-JT under the main

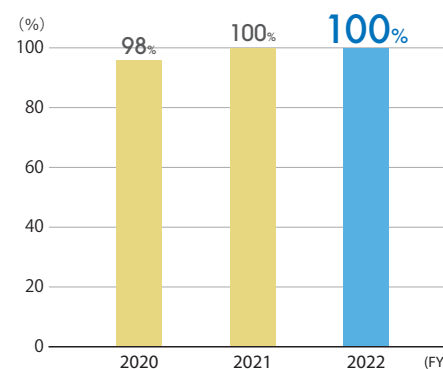
theme of employee learning and business skill review. In the second year, employees learn more advanced business skills in addition to reflecting on their work processes. In the third year, they reflect on their past activities and think about their future careers.



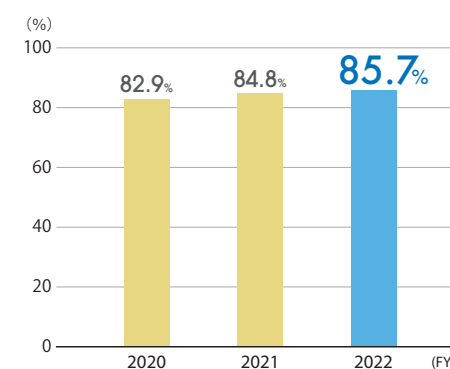
### New Employee Turnover Rate

Our new employee turnover rates are as follows. We provide training for OJT leaders (new employee trainers) so that new employees can work and develop themselves free from anxiety. We also provide new employees with follow-up training on a regular basis.

### ● New Graduate first-year turnover rate



### ● New Graduate third-year turnover rate



### 1 Number and rate of new hires in FY2022

		FY2022 (People)		
		Male	Female	Total
All employees	New employment rate by gender	53.3%	46.7%	100%
All employees	Number of new graduates	17	6	23
	Number of mid-career recruits	7	15	22

### 2 Breakdown of employee turnover by number and gender in FY2022 (By personal choice, retirement age, and end of contract)

		FY2022 (People)		
		Male	Female	Total
Number of people leaving company		76	20	96
	Personal reasons	41	14	55
	Retirement age	2	2	4
	End of contract	33	4	37

\* Retirement age means retirement at age of 60 or part-time retirement age  
\* End of contract means the end of a commission contract, or the end of a part-time contract

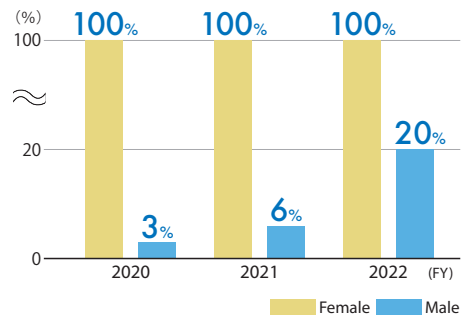
# Efforts for Diverse Working Styles and Work-Life Balance

As demand for various values and working styles increases along with employee life events including childbirth, childcare, and nursing care of family members, we are working to allow employees to have options for efficient working styles and help them achieve work-life balance, according to the type of work and based on proper labor management.

## Childcare Leave System

In the past few years, the rate of childcare leave taken by women has been 100%, but it has been low at 1% for men in FY2019 and 3% in FY2020. Therefore, we have made active announcements, including disclosing information on the outline of our childcare leave system for both men and women. Also, as an action plan based on the Act on the Promotion of Women's Active Engagement in Professional Life, we set a target of at least 5% male childcare leave, and achieved 6% in FY2021. The amendment of the Act on Childcare Leave, which has been in force since April 2022, is also supporting these efforts, and in FY2022, the rate of childcare leave taken by men increased significantly to 20%.

### Acquisition rates of childcare leave



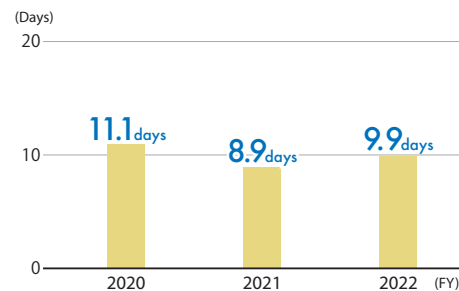
## Reduced Working Hours System

It is one type of workstyle in response to life events, such as using the system not only to balance work and childcare after returning from childcare leave but also for nursing care and other purposes.

## Paid Leave System

The annual holidays are set at 127 days, with consecutive holidays during the Year-end and New Year, Golden Week, and Obon holidays. In addition to paid leave, employees are also entitled to special leave such as anniversary holiday (1 day) and refreshment holidays (up to 10 days). In addition, paid leave can be taken not only on a daily basis, but also on a half-day or hourly basis, and is widely used for a variety of purposes.

### Average paid leave days taken



## Women's Career Development

We make the following efforts, aiming to create a work environment where women can play an active role, as well as a company that is easy to work for.

### Efforts based on the Act of Promotion of Women's Participation and Advancement in the Workplace

We have developed and made public our action plan based on the Act of Promotion of Women's Participation and Advancement in the Workplace since FY2016. In the first period, we set and achieved our target to hire 70 female employees by the end of FY2020, and in FY2021 we developed the second period action plan. We have achieved a rate of taking childcare leave system of at least 5% for men. From FY2023, our target will be raised to at least 50%.

- target 1: Raise the percentage of female workers in the workforce to 20%.
- target 2: Raise the childcare leave rate of male workers to over 50%.

### Achievements and goals related to the active participation of women

	Fiscal 2022 results	Goals by March 2026
Ratio of female managers	1.9%	5.0%
Ratio of managers among female employees	2.4%	10.0%
Differences in wages between male and female workers*	65.7%	
Regular workers	71.0%	
Part-time workers	34.1%	

\* Ratio of women's wages to men's wages

### Career training for female employees

We conduct "Women's Activity Training" to encourage our employees think about their own career based on work-life balance and to promote their future growth. The number of trainees achieved are as follows.

- FY 2019: 18 trainees
- FY 2020: 15 trainees
- FY 2021: 21 trainees
- FY 2022: 16 trainees



## Social Support Service

We have a "Social Support Service" outsourcing contract with the social welfare office for the purpose of providing a comfortable work environment and supporting a family environment where employees can feel secure in their lives.

In order to balance work and family life, this service provides consultation with experts about issues such as parental nursing care, post-retirement living plans and other issues, as part of welfare services.

## Employee Diversity

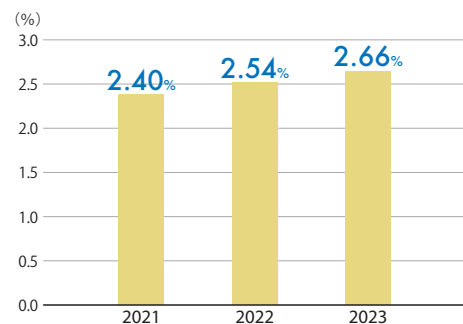
We respect the personality and individuality of each employee and ensures a sound workplace environment free from harassment and discrimination because of ideology, beliefs, religion, nationality, race, sex, disability, property and place of origin.

### Employment of people with disabilities

In order to promote the active participation of people with disabilities, we encourage their participation in the Abilympics\* with the aim of improving their skills and motivation.

\*Abilympics ... Held for people with disabilities to compete against each other using skills developed through everyday work to improve vocational abilities, and to help companies and the public have an in-depth understanding and awareness of people with disabilities, while promoting their employment.

### ● Employment rate of people with disabilities



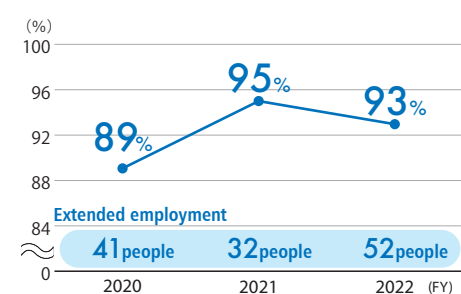
Abilympics

### Employment opportunities for senior workers

When our employees wish to continue working after reaching the mandatory retirement age (at the end of the fiscal year of their 60th birthday), we extend their employment as part-time contract workers (until the end of the fiscal year of their 65th birthday). About 90% of our compulsory retirees are rehired every year and contribute to corporate growth and the development of younger workers.

We also provide employees who end their part-time contracts after reaching 65 years of age with reemployment opportunities in parking lot management (customer service and replenishment of change and expendable supplies) at our Group company (Amano Management Service) to prepare them for new opportunities to use their knowledge, skills, and experience.

### ● Extended employment rate of senior workers



### Employment of Foreign Nationals

We recruit new graduates and mid-career professionals regardless of nationality, and this has led to revitalization of the organization through intercultural exchanges.

In addition, after joining the company, we provide support not only for work, but also to ensure that foreign national employees can live with peace of mind in Japan. We also hire foreign national executives and strive to develop a company with a global perspective.

## Telework

In response to the spread of COVID-19 since around February 2020, we are working on flexible ways of working remotely, such as working from home. In addition, for positions where working from home is not possible, we have also devised work styles to stagger working hours, such as introducing shift work. Since May 2023, when COVID-19 was categorized as a Class 5 infectious disease, onsite work has increased slightly, but teleworking continues to be one of the diverse ways to work.

### Expanding Work Opportunities

Due to our company structure consisting of product planning to development, manufacturing, sales, and maintenance, there are many job opportunities available. We are currently working to expand opportunities even further with the aim of enhancing employee's careers and optimizing our workforce. This is a new initiative that will enable employees to use their skills and proactively take the initiative to advance their careers.

### Specialist Development System

We have introduced the Specialist Development System to nurture specialist resources with highly-specialized skills. We accredit them as specialists regardless of their position (leadership role, professional position, etc.). They contribute to improving corporate performance by utilizing their skills and creating new things. They also endeavor to pursue selfdevelopment and improve their expertise as pioneers in their fields.

## Freedom of Association

We respect workers' fundamental labor rights that recognize their right to solidarity, collective bargaining, and collective action. Based on mutual honesty and trust, we work with the trade union to establish labor-management relationships through collective bargaining and other means, and to communicate effectively for the lasting development of the company.

### Internships

We offer internships to students to deepen their understanding of work, our company, industry, and society.

Several courses are available, including one-day courses to deepen understanding of our company and hands-on courses for several days of practical work.

The following Experiential Courses are held:

- Software Development Course
- Parking Product Development Course
- Production Technology Course
- Plant Design Engineering Course
- Customer Engineering Course
- Systems Engineering Course
- Group Discussion Course

\* Available courses are changed every year.





# Occupational Safety and Labor Hygiene / Disaster Prevention Measures



## Occupational Safety and Labor Hygiene

To ensure that all employees feel safe, secure, and comfortable at work, we educate them on the basics of safety and labor hygiene when they join the company, and raise awareness about occupational safety and labor hygiene for everyone. We regularly measure the working environment (noise, dust, organic solvents, heat stroke index) according to the characteristics of each site, and strive to maintain the comfort of the work environment. As a safety and health awareness campaign, we ask employees to come up with safety slogans and apply to Labor Standards Associations, during “National Safety Week” and “National Occupational Health Week”. We also provide occupational health training by industrial physicians and ask police chiefs for lectures on safety.



Safety training



Tip-over prevention measures

## Safety and Disaster Prevention Initiatives

Each site has established action guidelines to cope with disasters. The guidelines assumes various situations such as spillage of hazardous substances due to an earthquake and /or factory fires, etc., and regularly conducts emergency response drills along with employee training sessions.

### • Action guidelines for responding to earthquakes

In order to prepare for major earthquakes, we have established “Action Guidelines for Responding to Earthquakes” for all employees to ensure that basic policy and action standards in the event of disasters are fully understood and observed. Each site has prepared their own “Disaster Prevention Manual” which gives more specific and detailed instructions on how to act during emergencies.

### • Employee safety confirmation system

In order to prepare as part of our Business Continuity Plan (BCP), for emergencies we have introduced an “Employee Safety Confirmation System” that can promptly and accurately confirm the safety of all employees including those of domestic group companies. We regularly conduct operational training.

### • Initial response checklist

We have prepared and operated an “Initial Response Checklist” to promptly secure the safety of visitors, employees, and company equipment.

## Activities to Prevent Work-related Accidents

We conduct safety education (foreman education, low-voltage electricity, free grinding wheels,

asbestos work, and full harnesses) as required by laws and regulations by in-house lecturers, and safety experience workshops to improve risk awareness. In addition, employees and cooperative companies jointly hold safety events and disaster prevention councils on a regular basis, and carry out activities to prevent work-related accidents.

## Emergency Drills

In anticipation of fires caused by earthquakes, the Sagamihara Factory conducts fire drills in which all employees participate in calling 119, evacuation training, and firefighting training under the supervision of the fire department in accordance with infection prevention measures. Furthermore, we also conduct environmental protection drills for workplaces that handle hazardous and toxic substances, based on the assumption that a leakage of such substances may occur.

The Hosoe Factory conducts disaster prevention training on the assumption of tsunamis and fires. Based on the division of roles in the event of a disaster, such as fire extinguishing teams, rescue teams, information liaison teams, and evacuation guidance teams, we conduct evacuation drills and fire extinguishing drills, to reconfirm evacuation routes and fire extinguishing equipment. In addition, to training at the entire site, we also identified risks at each workplace and conducted simulated training on a workplace basis, assuming the occurrence of fire in dust collectors and other equipment, as well as leakage from equipment in the event of an earthquake. We are working on disaster preparedness, actions, and countermeasures by conducting training based on the developed response procedures, and by checking and revising the content of the drills. The head office conducts fire drills assuming

an earthquake. We divided into groups and conducted training in calling 119, extinguishing fires and handling AEDs.



Emergency Drills

## Health Care and Mental Health

At the Amano group, employee health care is viewed from a business management perspective, and in order to strategically promote “Health Management”, we have established a “Health Management Declaration”. In addition, dedicated industrial physicians and nurses have been assigned to take care of the employees

1. Regular medical checkups, and lung, stomach, and colon cancer screening (introduced checkups for lifestyle-related diseases such as metabolic syndrome for employees over the age of 30)
2. Health promotion support for employees including their dependants (medical checkups, breast cancer, and uterine cancer screening, and bone density measurement)
3. Employee support through regular health guidance and consultation (individual consultations via interviews, telephone, and e-mails including branches)
4. The provision of health information and education via inhouse electronic bulletin boards at each site
5. Consultations and support via interviews and telephone by health staff for mental health care, liaison with medical institutions, and back-to-work support.
6. Safety & Health support activities by the Safety and Health Committee
7. Seminars by external instructors (physical & mental health, nutrition guidance, and first aid methods, etc.)
8. Influenza vaccinations are available for all employees
9. Conduct stress checks on all employees regardless of the size of their office

## Online "Quit Smoking" Program

In order to improve employee healthcare, we offer a free online “quit smoking” program to help employees to quit smoking. This program allows smokers who wish to quit to easily access doctors online at a convenient location and time. The program also includes long-term periodic support and check-up calls via telephone and e-mails, which have proven effective to maintain a high rate of success.

## Implementation of Stress Checks

From a stress management and mental health perspective, we conduct stress checks for all employees once a year. Each individual receives an analysis of their results and feedback, and we provide self-care training as needed. For employees with high stress, we recommend individual consultation with a doctor, which is provided by the consigned party that executes the test. In addition, the analysis results are fed back in the form of a report for each workplace unit, so that improvements can be made at that level. We also collaborate with industrial physicians to also help us improve the work environment.

## Health and Productivity Management Organization 2023

Amano has been certified as “Health & Productivity Management Outstanding Organization 2023 (Large Enterprise Category (White 500))” under the Health & Productivity Management Outstanding Organization certification scheme jointly implemented by the Ministry of Economy, Trade and Industry and Nippon Kenko Kaigi (Japan Health Council). This scheme recognizes large enterprises that think about employee health management from a management perspective and work strategically.



### Health Management Declaration

Based on the philosophy that “Companies are People” fostered since foundation, Amano considers that the physical and mental health of its employees is of utmost importance and hereby declares that Amano will promote the various activities by the company, health insurance association and employees as a united force in order to practice “Health Management”.

September 2017  
AMANO Corporation  
Health management supervisor

Further, the Hosoe Factory has been certified as a “Hamamatsu City Work-Life Balance Promotion Workplace” under a scheme to promote work style reforms such as supporting work-life balance among employees (FY2017-FY2024). In addition, the Yokohama Head Office has received a class “AAA certification” as a “Yokohama Health Management Certification 2022 Certified Workplace”, under a scheme that promotes health management to strategically promote the health of employees from a management perspective (FY2022-FY2024).

- **Ministry of Economy, Health and Productivity Management Organization**  
[https://www.meti.go.jp/english/press/2023/0308\\_004.html](https://www.meti.go.jp/english/press/2023/0308_004.html)
- **Amano Corporation - Health Management Declaration**  
[https://www.amano.co.jp/en/sustainability/social/health\\_management/](https://www.amano.co.jp/en/sustainability/social/health_management/)

## Participation in the “Satsuki Run & Walk 2023 Corporate Competition”

As part of our health promotion efforts, we have participated in the “Satsuki Run & Walk” since 2022, and in the corporate competition again in 2023. All participants successfully completed the race and walked the entire distance, setting new records for the total distance and total number of steps, and winning the “Best Company Award”. In this online event, you can compete based on the distance you run and the number of steps you walk in the month of May every year on the app, and you can participate according to your own pace and events from anywhere in Japan. In addition to developing exercise habits, the event helps to revitalize internal communication.

## Delivering Health Information (health literacy)

We distribute monthly health information to our employees, such as how to utilize the results of medical examinations, anger management, and mindfulness to consciously creates a mental state where one can concentrate only on the present moment. We prioritize the physical and mental health of our employees and their families. This not only improves job performance but enhances their private lives.

## Distribution of Disaster Prevention Helmets

In order to ensure safety in the event of disasters, we distribute disaster helmets at our head office and factories. The helmets are a fold-up type and are easy to wear. In order to be able to wear it quickly in the event of an earthquake or fire, etc., each employee keeps their own helmet, for example by hanging it on a hook next to their desk. Similar helmets are always provided in the reception rooms used by visitors. In this way, we are highly conscious of disaster prevention and are prepared for emergencies.



## Introduction of mini Convenience Store (snack sales service)

In the Amano Galaxy Building adjacent to the head office, we have introduced a service that allows employees to purchase snacks and light meals. Payments can be settled using the beverage vending machine. Even during lunch or on rainy days, employees can use this service when they want to buy something without going to nearby shops or convenience stores, which leads to better rest time for employees.



## Installation and hands-on Training of AEDs (Automated External Defibrillators)

We have deployed AEDs (Automated External Defibrillators) at all of our offices and branches to prepare for emergencies involving visitors, local residents, or employees. In order to ensure that AEDs can be used quickly and appropriately, we conduct AED operation training at our branches during “National Safety Week”, and we also hold regular sessions at the head office.



## Infectious Disease Measures

We give top priority to the safety and health of our employees. We strive to prevent infection. We encourage telework and promote the use of web conferencing. At each site, non-contact thermometers and items necessary for disinfection are at the ready.

We divide up the times the cafeteria can be used and try to avoid crowding. We apply antibacterial coatings to each table, chair, and tea dispenser. We have installed our own "Amatsukaze" industrial air purifiers to not only clean the air in wide spaces but also trap and suppress viruses, to provide a space where people can enjoy meals with peace of mind.





# Quality and Customer Satisfaction

## Amano Quality Activities (Quality Management Systems)

The social responsibility of any manufacturer is to provide its customers high quality products, systems, and services which are safe and reassuring.

In order to maintain maximum customer satisfaction, we have been certified under the international quality management system ISO 9001 for “Design, development and manufacture of Parking System” and “Design, development and manufacture of Time Recorders, and Products for Time Information System” at the Sagamihara Factory and Head Office, and “Design and manufacture of dust collection systems, pneumatic powder conveyance systems and floor cleaners” and “Manufacture of electrolytic water generator” at the Hosoe Factory. Each workplace is committed to maintaining and continuously improving the PDCA cycle in accordance with ISO 9001 so that we can always provide our customers with the best products and services. In addition, there were no violations of regulations and voluntary codes for product and service information and labeling in FY2022.

### ● Certifications obtained at each Factory

Business operations	Certification Standard	Certifying Institution	Examination registration No.	Initial registration date	Renewal date	Expiration date
Head office and Sagamihara Factory	ISO9001:2015	SGS	JP98/011884	1998/01/08	2023/07/03	2026/07/03
Hosoe Factory	ISO9001:2015	SGS	JP99/015829	1999/03/25	2023/07/05	2026/07/05

## Production Meister Certification

For the personnel involved in the “making of things”, the Production Meister Certification is a program which judges, certifies, and authenticates the degree of knowledge and skills of the managers, frontline supervisors, group leaders and production line personnel in aspects pertaining to Role, Quality, Cost, Delivery, Safety and Environment (R, Q, C, D, S, E). In addition, it also measures the degree of knowledge and skills in production management and their roles in innovative production in their respective job positions.

we are seeking to further improve quality by promoting our workers to obtain this Production Meister Certificate (formerly known as Efficiency Expert).

### Production Meister original badges

We distribute Amano original Production Meister badges to qualified personnel to wear for the purpose of showing their skills and sharpening other workers desire to acquire such skills.



## Improvement Proposal Activities

All of our factories have adopted improvement proposal activities and allow anyone to submit proposals, which helps to improve manufacturing efficiency and product quality. In addition, if inferior or faulty products are found, we make a thorough diagnosis using “Near Miss incident” and “Five Whys” analysis to find the true cause of the problem. In this way, we are taking effective steps to prevent occurrence and recurrence. In addition, we implement small group improvement activities aimed at solving common problems. While aiming to solve problems, we also seek to develop independent and problem-solving human resources and revitalize the organization.



Small group improvement activities presentation meeting

## Customer Support System

Our basic stance is that “The manufacturer is responsible for providing appropriate services from the installation of products and systems through to after-sales service”.

Adhering to our “Customer First” basic policy, which implies “listen to your customers”, all business activities are geared to obtain customer satisfaction and through this, we will continue to pursue the quality and cost effectiveness that meet the market so as to provide our customers with the products, solutions, and services that they need.

## Nationwide Customer Service Network

From the northern Hokkaido to the southern Okinawa, we have branches, sales offices, representative offices, sales & marketing divisions (71), system centers (23), and sales & service stations that cover the entire country. In addition, we along with our 7 domestic group companies, which engage in state-of-the-art R&D and various service operations, can provide consistent and reliable services to customers.



# Social Contribution Activities



## Kids' Eco Club

Japan Environment Association (JEA) offices across Japan provide programs and opportunities for the environmental activities conducted by the Kids' Eco Club with the support and cooperation of local communities, companies, and organizations. We support the Kids' Eco Club project as a project partner. The project is aimed at promoting children's environmental conservation activities and their environmental education, encouraging children to be friendly to the environment and helping children to develop the ability to think for themselves in acting to resolve environmental problems. It is also intended to expand the local network for environmental conservation activities.



Children's Eco Club homepage screen  
<http://www.j-ecoclub.jp/>

## Initiative for "The Children's Future Used Book Donation"

"The Children's Future Used Book Donation" is an initiative that links donations through the sale of used books that have been read with support for the eradication of poverty among children, who will be responsible for future society. Used books collected from companies and individuals are purchased by affiliated companies and the entire amount raised is donated to The Children's Future Support Fund\* in full. The donations collected are used to support the activities by grassroots organizations that actually support children in the community through a public-private partnership projects. We have been participating in this initiative since June 2022. We will continue to regularly call on employees to donate to "Children's Future Used Book Donation" and promote activities aimed at realizing a society where children can grow up with dreams and hopes.

\*The Children's Future Support Fund

Established in 2015 as part of the Children's Future Support National Movement (Promotion Secretariat: Cabinet Office, Ministry of Education, Culture, Sports, Science and Technology, Ministry of Health, Labour and Welfare, Independent Administrative Agency Welfare and Medical Service Agency), a public-private collaborative project to combat child poverty, the fund supports NPOs and other organizations that work closely with children, such as children's canteens and learning support.



## Introduction of The Nippon Foundation Charity Vending Machines

We operate some Nippon Foundation vending machines at our head office, factories, and branches. For each can, we donate 10 yen to a social contribution project run by the Nippon Foundation, which makes social contribution activities accessible to employees.



## Sponsorship of "Theatre of the Heart"

We sponsor the "Theatre of the Heart", a social contribution project organized by the BUTAIGEIJUTSU CENTER and the Shiki Theatre Company. Aiming to realize a spiritually rich society, we support the project to bring the excitement of theater to children throughout Japan who watch the performances as a sponsor of the event in Kanagawa and Shizuoka prefectures.



From a past performance

\* In FY2022, the performances will be held online to avoid the spread of COVID-19

## Local Production for Local Consumption at Sagamihara Factory cafeteria

As an initiative to revitalize local agriculture and related industries, we have begun "local production for local consumption" at the Sagamihara Factory cafeteria since July 2020. On the first and third Fridays of every month, we offer a menu using ingredients grown in Nagatake, Midori-ku, in Sagamihara.



## Orders to Facilities for People with Disabilities

As an initiative to support the independence of people with disabilities, we are ordering packing of timecards and labels for employees from a social welfare corporation in Sagamihara City.



## Accepting Tours of Local Elementary and Junior High School Students (Hosoe Factory)

At our factory, we accept local elementary and junior high school students for off-campus study and social studies trips.

In FY2022, continuing from FY2021, 5th grade elementary school students from Hamamatsu city visited the Hosoe Factory to investigate environmental and SDGs initiatives under the theme "Thinking about creating cities that are environmentally friendly and easy to live in". In addition, 2nd grade junior high school students from Hamamatsu City visited the factory as part of a fieldwork effort to discover the thoughts and aspirations of working people, such as the rewarding and hardships of work, and efforts and creative ideas to make their work sustainable, under the theme "Local Contribution to Support the Community".

## **Job Coach (workplace adaptation assistants\*) Training (Hosoe Factory)**

The Hosoe Factory serves as a training site for job coaches (workplace adaptation assistants) training. We act as a lecturer for those in charge of persons with disabilities from various companies, and shares information about guidance methods with a perspective of people with disabilities through lectures and work experiences.

\*Job coach (workplace adaptation assistant)

A person who provides professional support based on the characteristics of people with disabilities in cases where people with disabilities have problems adapting to the workplace when working at companies

## **Fire Brigade Cooperation Workplace (Hosoe Factory, Sagamihara Factory)**

At the Hosoe Factory and the Sagamihara Factory, we cooperate in local disaster prevention as a "Fire Brigade Cooperation Workplace\*". Companies and workplaces certified as Fire Brigade Cooperation Workplaces help to improve the local disaster prevention system through cooperative activities with the fire brigade. For example, many employees join the fire brigade, and materials and equipment are provided to the fire brigade in the event of a disaster.

\*Fire Brigade Cooperation Workplace

A workplace certified by the "Fire Brigade Cooperation Workplace Certification Mark System" established by the Fire Department in order to obtain a better understanding of and cooperate with fire brigade activities at workplaces that employ fire brigade members

## **Sports Promotion**

### **Women's Professional Golf:**

#### **Sponsoring a professional golf player Ms. Yumiko YOSHIDA**

We are supporting Ms. Yumiko Yoshida, a professional on the Japanese LPGA Tour golfer from Kanagawa Prefecture, the same one where Amano's headquarters is located, as an athlete belonging to our company. We will continue to support Ms. Yoshida as we believe that her attitude is in line with our corporate stance as she continues to grow and develop on the tour with the skills she has built up and her natural cheerfulness and strong spirit in the highly competitive world of women's professional golf.



#### **Supporting the American football team Nojima Sagamihara Rise**

Since the 2023 season, we have been supporting Nojima Sagamihara Rise, which belongs to the American football professional club team "X League", as a supporting goods sponsor. Nojima Sagamihara Rise was founded in 2009 with the philosophy of "a professional club that stands with the community and fans regardless of social conditions", and has participated in the "X League" since the 2009 season.



#### **Local Football Club: Supporting the activities of "Mamedo FC (Football Club)"**

We support Mamedo FC (football club), a football club based in Mamedo, Kohoku Ward, Yokohama City (the location of our head office), as an official club partner. "Mamedo FC" is a strong team with approximately 400 elementary and junior high school students and has participated in the Club Youth Championship Kanto Tournament multiple times. In addition, they are also actively involved in activities that contribute to the community and support the growth of children.



#### **Canoeing: Supporting the activities of the Sagamihara City Canoe Association**

We support the Sagamihara Canoe Association, which is based at Doshi River in Sagamihara City, near our Sagamihara Factory, as a sponsor. The Doshi River has a "slalom" competition area where canoeists dive through 18 to 25 gates in a predetermined order on a 250 to 400 -meter rapid course, competing for their skills to pass through the gates and reaching the goal in the quickest possible time.



#### **Beach Soccer: Supporting the activities of the beach soccer Team "Harectio Okayama"**

We support "Harectio Okayama", a beach soccer team managed by the Shibukawa Marine Activity Association that promotes tourism in Okayama Prefecture, as a sponsor. Beach soccer is a sport that always starts with a beach cleanup activity before the game, as it is played barefoot. Therefore, the more activities such as competitions and daily practice occur, the more beautiful the coast becomes. As a result, a beach soccer is also called a "good sport for the global environment".



#### **Amano Sporting Club Activities: Rifle Shooting Club**

In hopes that a local athlete will compete in the global arena, since April 2019, we have formally established the Amano Rifle Shooting Club. We are determined to contribute to the development of rifle shooting competitions by strengthening and developing affiliated shooters.

