

Relationship with Employees

RIKEN TECHNOS GROUP aims to have each employee “attain personal growth through their job,” and in order to create a better working environment, a number of different programs have been established.

Message from the General Manager of the Administrative Division



Junji Irie
Director
Managing Executive Officer
General Manager of
Administrative Division
RIKEN TECHNOS CORPORATION

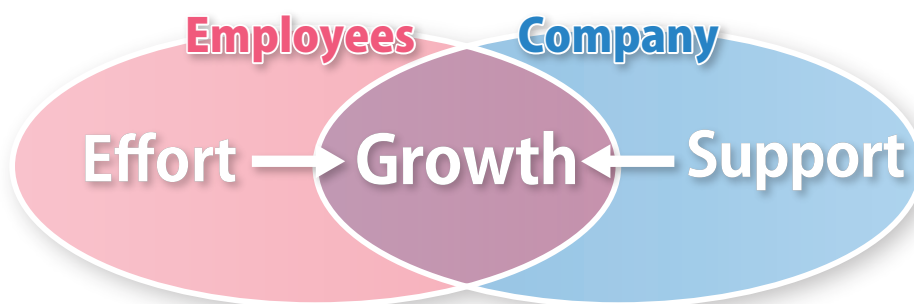
In its current three-year mid-term management plan, RIKEN TECHNOS states “Strengthen the Corporate Foundation through Strategic Human Resource Development.” We reformed our personnel system in FY2018 and are advocating the creation of a system in which all employees can proactively take on challenges. In addition, under the belief that employee growth is essential for corporate growth, we are also working on strengthening staff development by managers. In an environment in which the pace of globalization is accelerating, RIKEN TECHNOS is no exception. The Administrative Division will continue striving, convinced that developing as many employees who can thrive in Japan and overseas as possible is the best way to increase corporate valuation, which all of our stakeholders expect.

Approach to Developing Human Resources

RIKEN TECHNOS’ basic philosophy toward human resource development is to provide ideal work and a workplace environment that enable each employee to demonstrate his/her abilities, independence, creativity, practical skills, and autonomy; and to help employees grow and thrive, so that the results will help our company advance.

Employee growth and company growth are intimately connected. When employees grow into the ideal human resources sought by the company, the company grows as a result.

Relationship between employees and company



For this reason, we are helping our employees grow under the slogan,

“We support employees who have the drive to grow!”

New personnel system

We introduced a new personnel system in April 2018.

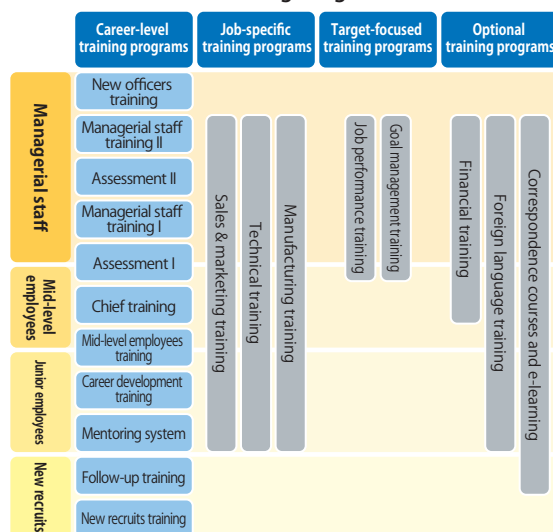
Objectives

- Correct the seniority system and create a structure and a corporate culture that enable all employees to proactively take on challenges.
- As part of human resources development, place importance on and strengthen a system that requires superiors to methodically educate and guide their subordinates.
- Create an environment that provides employees who are motivated to grow with educational opportunities any time.

Description

- For managerial staff, we have switched from the function qualification system, which bases employee compensation on the ability to execute one's duties (capability), to the role and grade system, which bases employee compensation on role responsibility and function (post).
- For general employees, since they are at the stage of accumulating capabilities, we revised the system for evaluating role behaviors while maintaining the function qualification system, in order to encourage them to grow through their jobs even more so than before.
- To strengthen staff development by managerial staff, we revised the evaluation system and the education system.
- As part of our effort to build a system that encourages young employees to proactively take on challenges, we significantly revised the promotion requirements.
- From the viewpoint of promoting success for female employees, we created opportunities for female employees to more actively participate.
- We are enhancing our employee education system, by providing career development training and e-learning for example, and establishing a structure that enables employees to actively receive education any time and grow.

RIKEN TECHNOS Training Programs



Management Training

RIKEN TECHNOS is also focusing on management training. We send some of our managers to the Globis Management School to provide them with opportunities to hear a variety of viewpoints and learn practical management skills.

Voice



Tomozo Ogawa Acting General Manager of Corporate Planning Department

When I was given an opportunity to attend courses at the Globis Management School, the first thing I realized was that I had been making decisions based on the spur of the moment or solely based on my own experience. I really feel that attending three courses—critical thinking, accounting, and marketing—has helped me start judging things more logically than before.



Daisuke Okubo Group Leader, Corporate Management Group, Corporate Planning Department

Although the course subjects have been varied, I think the main thing we are learning is communication. We students have learned to think comprehensively about the subject matter to avoid missing anything, and repeat hypotheses and verification. We try to have others sympathize with and understand our thinking through highly accurate logic. That is the kind of training we are receiving. Business is nothing but communication with both internal and external people. Therefore, as I carry out my business tasks, I want to enhance mutual understanding with others about what we want to accomplish.

Relationship with Employees



Human Rights



Labor Practices



Ingraining Our Management Philosophy

The company has established four systems for ingraining our management philosophy, the “RIKEN TECHNOS WAY,” among our employees. One of them is the “Thank You Card” system, in which employees express their feelings of gratitude to each other. This is also being introduced in our overseas sites. We also give commendations to employees who have received the most Thank You Cards. In FY2017, all the top recipients were from the Gunma Factory.

Japan



General Manager Uchida

No. 1 recipient

Sumio Yanagida
Film Production Section, Gunma Factory



General Manager Uchida

No. 1 sender

Ryu Yoshida
Film Production Section, Gunma Factory



(From left to right) Fumimasa Kitamura, Sumio Yanagida, Ryu Yoshida, and Junji Watanabe

Recipient	
No. 1	Sumio Yanagida (Film Production Section, Gunma Factory)
No. 2	Fumimasa Kitamura (Film Production Section, Gunma Factory)
No. 3	Junji Watanabe (Administration Section, Gunma Factory)
Sender	
No. 1	Ryu Yoshida (Film Production Section, Gunma Factory)

Overseas

The “Thank You Card” system has also been implemented at overseas locations. A commendation ceremony was also held at RIMTEC CORPORATION in the U.S.



Top three recipients of Thank You Cards
(From left to right) Dave Wilson, Rich Lynde, and Andy Loyer



Top ten senders of Thank You Cards
(From left to right) Dave Grzybowski, Paul Smollock, Jason Ewing, Art Minuto, Raymond Johnson III, Xuhui Wang, and Keith Branch

Challenge Project

The Challenge Project system is part of our efforts to firmly establish the RIKEN TECHNOS WAY among our employees.

This system provides opportunities to young employees in particular for starting up projects. In FY2017, projects were carried out under two themes and final reports were issued.

Theme: Major strategy for marketing reform

For the new Recromer compound product, the project team experimentally introduced a brand new website configuration and carried out web marketing, then verified their effectiveness.

Members

- Two from technical departments
- One from the System Development Department
- One from the Corporate Planning Division



↑ Business card with a QR code



↑ Specially established Recromer website

Theme: THE BAG FOR WORKING WOMEN

The project team created business bags for women utilizing ACT Leather, a new film product with an excellent tactile feel.

Members

- Two female employees in charge of sales

ACT Leatherの耐久性			
試験項目	ACT Leather	PVC系合成皮革	PVC系合成皮革
比重 (g/cm³)	1.18	1.2	1.2
厚み (mm) (1000mm幅) (mm)	1.5	2.0	2.0
耐摩耗試験 (H) (mm)	50.0	20.0	20.0
耐摩耗試験 (L) (mm)	50.0	20.0	20.0
耐熱試験 (150℃×5時間)	変色なし	変色あり	変色あり
耐寒試験 (-20℃×5時間)	変色なし	変色あり	変色あり
耐油性試験 (10%×5時間)	変色なし	変色あり	変色あり



↑ Bags utilizing ACT Leather →



Support for Raising Children

Leave of Absence System for Childcare

All employees can take leave for up to two years.

Furthermore, a certain period of the leave is paid. In FY2017, four employees used this system.

Shorter Working Hours System for Childcare

Employees with childcare responsibilities are permitted to reduce their working hours to six hours a day. They can choose their manner of working to suit home and nursery school schedules, as well as other individual circumstances. This system can be used until the children begin elementary school.

In FY2017, two employees used this system.

Diversity of Employees

RIKEN TECHNOS CORPORATION respects the diversity, personality, and individuality of our employees, and has consideration for human rights and equal employment opportunities. We implement various initiatives to enable female employees to be active in business, and currently some of our female employees have reached managerial positions. We are also actively engaged in recruiting overseas employees.

Safety and Health Activities

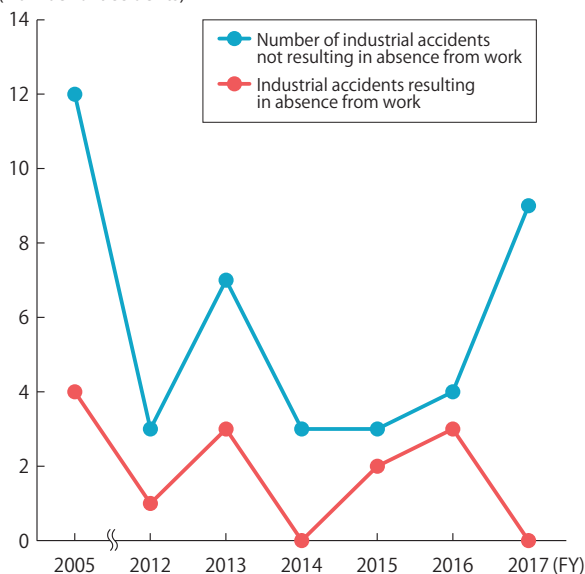
Concept of Safety and Health Activities

Based on respect for people, RIKEN TECHNOS CORPORATION considers occupational health and safety to be one of the most important foundations in business operations, and strives to maintain and improve a healthy and safe working environment. Therefore, we carry out our business operations according to the occupational safety and health management system (OSHMS).

Eradication of Causes of Dangers and Hazards through "Risk Assessments"

Following the introduction of risk assessments (RA) in 2003, improvement activities to prevent incidents were established to reduce potential dangers and hazards in the workplace through elimination and separation. Going beyond "zero accidents," all employees work to achieve "zero risks" by participating in safety awareness and risks and systems improvement activities.

Number of industrial accidents resulting in absence from work (Number of accidents)



Fire drill at RIKEN VIETNAM



Review of Activities

In FY2017, to achieve "zero accidents," we carried out a variety of activities, including promotion of the "pointing and calling" procedure, giving out awards for safety suggestions, training using equipment that simulates danger, and a near-miss reporting promotion month. As a result, we achieved zero industrial accidents resulting in absence from work. However, there were nine industrial accidents that did not result in absence from work. The accident

modes were collision, falling down, and entrapment, caused by insufficient attention to foresee dangers and RA delay. Specifically, falling down on a snowy road, falling down stairs, etc. occurred. In FY2018, our activities will be focused on RA promotion, promotion of the "pointing and calling" procedure, reciting of safety slogans utilizing a visual panel showing past industrial accidents, comprehensive check of safety rules, and re-education of employees on safety and health basics (common sense).



Safety education using equipment for experiencing dangers



Our New Employees in 2018

Using the theme “We enjoy our work and love what we do,” which is included in our core values under the RIKEN TECHNOS WAY, we asked our new employees—who will be among those responsible for the future of RIKEN TECHNOS—to fill in the blank in the sentence “If _____, I would be very enthusiastic” so they can work with a self-awareness of being members of the RIKEN TECHNOS GROUP.



Follow-up Training

In the third month after joining the company, we conduct a two-day follow-up training for new employees for reflection and follow-up.

Besides attending lectures, they work in groups and present on the work they have done in the three months since joining the company. The new employees seemed to have learnt and realized many things through the training's curriculum.



Training session



Trainees giving a presentation