

Correlation of Employee Support Programs with Relevant Laws				
Item	Legal requirements	Activities of Sumitomo Electric		
Action plan	To be formulated for a period of 1 to 4 years	Formulated since 2005, and the current plan is the 6th one		
Childcare	Period of childcare leave	Child-care leave until the child reaches 1 year (1 year and 2 months if both parents take child-care leave (Mom&Dad Child Care Leave Plus), up to 1 year and 6 months if day care is not available, etc.)	Before the 3rd birthday of the child	
	Number of times an employee can take childcare leave	The leave can be taken again by the father who took it within 8 weeks from childbirth	The leave can be taken in up to 3 separate periods irrespective of the reason	
	Pay during childcare leave	No pay	Paid for the first 5 days of the leave	
	Shortening of work time	Before the 3rd birthday of the child	Before the end of March when the child is a 6th grade elementary school student	
	Exemption from overtime	Same as above	Same as above	
	Limitation on overtime	Before the time of commencement of elementary school	Same as above	
	Limitation on night work	Same as above Not applicable if a person at the age of 16 or older lives together	Same as above Not applicable if a person at the age of 20 or older lives together	
	Sick/injured child care leave	5 days for a child before the time of commencement of elementary school, and 10 days for 2 or more such children	5 days per child before March 31 of the year when the child is a 6th grade elementary school student (e.g. 10 days for 2 such children, 15 days for 3 such children) Available on a half-day basis Accumulated paid holidays* can be used	
	Encouragement of male workers to take childcare leave	Not specified by law	Male employees can take leave when their spouses give birth (five paid holidays)	
	Financial support	Not specified by law	Preferential treatment in the use of the childcare menu in the cafeteria plan (selective welfare system) Partial payment of bonus	
	Support of pregnant women	Maternity leave	6 weeks before childbirth and 8 weeks after childbirth	8 weeks (including 2 weeks with no pay) before childbirth and 8 weeks after childbirth
		Other	—	Accumulated paid holidays* can be used for fertility treatment, hospital visits, etc.
	Introduction of a reemployment system	Not specified by law	Introduction of the reemployment system (available within 3 years or, for those who moved overseas, 5 years from the resignation)	
Support of early return to work from childcare leave	Not specified by law	Introduction of a welfare system to support employees in finding a childcare center		
Nursing care	Period of family care leave and number of times an employee can take it	Up to 93 days per person	2 year per person; the leave can be taken on a daily basis	
	Shortening of work time	Up to 93 days	During the period when a family member is in a condition of need for long-term care	
	Exemption from overtime	During the period when a family member is in a condition of need for long-term care	During the period when a family member is in a condition of need for long-term care	
	Limitation on overtime	Not less than 1 month but not more than 12 months per application No limit to the number of times an employee can apply for the leave	Same as on the left	
	Limitation on night work	Not less than 1 month but not more than 6 months per application No limit to the number of times an employee can apply for the leave Not applicable if a person at the age of 16 or older lives together	During the period when a family member is in a condition of need for long-term care. Application can be made on a daily basis	
	Nursing care leave	5 days for a family member who is in a condition of need for long-term care, and 10 days for 2 or more such persons	5 days per family member who is in a condition of need for long-term care (e.g. 10 days for 2 such persons, 15 days for 3 such persons) Available on a half-day basis Accumulated paid holidays* can be used for nursing care of a family member who is in need of specific nursing care or assistance (on a daily basis)	
	Financial support	Not specified by law	Introduction of nursing care support service Preferential treatment in the use of the family-care menu in the cafeteria plan (selective welfare system) Partial payment of bonus	
Review of work styles	Encouragement of employees to take paid holidays	Guidelines to encourage employees to take paid holidays	Introduction of the Planned Paid Time Off (PTO) System and the Five Consecutive Paid Time Off (PTO) System	
	Increase in the number of half-day paid holidays	Not specified by law	Increased to 30 times	
	Reduction of total working hours	Specification on maximum working hours, working hours management standards, etc.	Implementation of the SWITCH 17 Campaign	
	Flexible work style	Not specified by law	Introduction of a teleworking system	
	Volunteer holiday system	Not specified by law	Accumulated paid holidays* can be used	
	Introduction of a reemployment system	Not specified by law	Introduction of the reemployment system (available within 3 years or, for those who moved overseas, 5 years from the resignation)	
Enlightenment and dissemination	Continuance of work	Not specified by law	Introduction of a system to take a leave to accompany his/her spouse who is assigned overseas (up to five years of leave is allowed)	
	Dissemination of work conditions during and after childcare leave	Not specified by law	Implementation of childbirth and childcare support programs Distribution of Work & Life Handbook Disclosure on the corporate intranet (which can be browsed by employees at home)	
	Dissemination of systems, legal benefits, etc. and training	Not specified by law	In-house notification (posted on the corporate intranet) Published on the website of the Japanese Ministry of Health, Labour and Welfare to support work life balance Distribution of Work & Life Handbook Organization of Work-Life Forum, etc.	

Glossary *Accumulated paid holidays

This system allows employees to accumulate paid holidays that will expire if not used, up to 10 days per year (maximum accumulation 50 days in total). Employees may use these paid holidays for the reasons specified by the company rules including sick leave, childcare and nursing of sick family members.