

Proper management of working hours

At TECHNO ASSOCIE, labor and management work hand in hand to ensure appropriate working hours with the aim of supporting employee health and creating a workplace where they can work without any concern. To that end, we use an attendance management system that has been put in place to accurately monitor and manage employee working hours. We also lay emphasis on the proper management of working hours: for example, industrial physicians interview, and check the health of, employees having worked long hours; and based on the findings, we take steps to reduce working hours, such as instructing their superiors to prevent the subordinates from working long hours. Furthermore, every year we provide supervisors with labor management training so that they can manage the working conditions of their subordinates in an accurate and appropriate manner.

■ Actual annual working hours per regular employee

	FY2021	FY2022	FY2023
Employees (general employees)	1,772	1,734	1,728
Employees (supervisors)	1,754	1,754	1,754

[Calculation formula] Total annual actual working hours = Annual scheduled working hours + Annual unplanned working hours - Annual paid leave accrual - Other leave accrual

■ Number of regular employees who worked more than a certain number of hours in excess of the statutory limit (FY2023)

	0 times	1 time	2 times	3 times	4 times	5 times or more
Regular employees who have completed 45 hours per month (person)	278	11	6	0	2	0

■ Regular employees who annually worked more than 360 hours in excess of the statutory limit (FY2023)

	Number of people
Regular employees who annually worked more than 360 hours in excess of the statutory limit (person)	9

Commitment Related to Working Hours

Since fiscal 2017, we have improved our system in which employees facing family circumstances, such as childcare or caregiving, and employees who experience chronic overtime work as a result of work related to overseas base operations and time zone differences can realize a more efficient and reasonable work schedule.

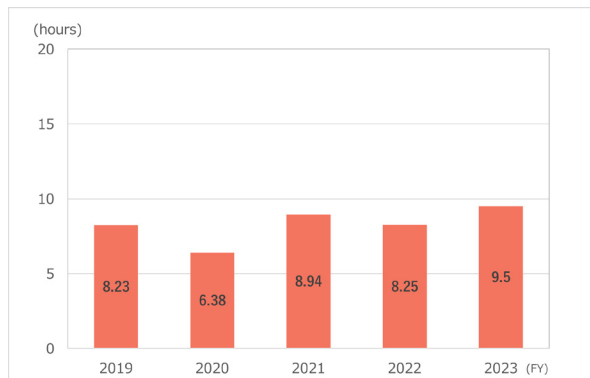
The average overtime in fiscal 2023 was 9.50 hours/month. While the length is returning to the level before the COVID-19 pandemic, it continues to be below the overtime of 12.80 hours/month in fiscal 2017.

●Flex-time system:

As of fiscal 2022, the system has been revised to allow for more flexible and autonomous work styles by increasing the number of flex-time working hour patterns from 10 to 13.

●Reduced hours system for childcare: Employees with a child or children in third-grade at elementary school or younger can use this system by submitting applications to the company.

■ Per-capita average overtime/month



2023:9.50h/month

Commitment Related to Leave Privileges

In order to maintain a comfortable work environment, employees must be able to take a leave of absence with peace of mind to refresh his or her mind and body. We have also been expanding our leave system program since fiscal 2016, and our annual paid leave utilization rate has steadily increased.

- Personally planned annual leave (“My Day-off Plan” annual leave)

A system that allows employees to make plans to take five days of the annual paid leave granted each fiscal year on the dates of their choice

- Accumulated leave

A system that allows expired paid leave to be used for childcare, caregiving, and nursing care (as well as non-occupational injury and illness, etc.)

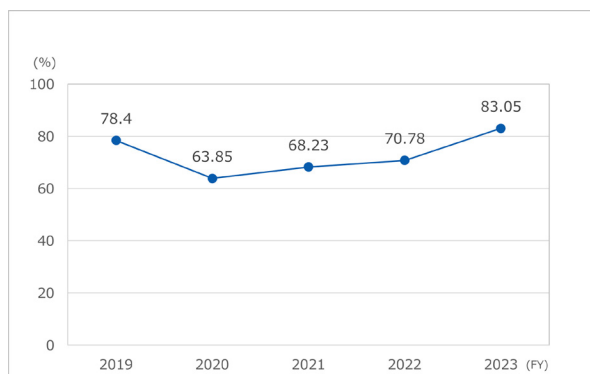
- Hourly paid leave system

A system allowing employees to take paid leave in one-hour increments (up to five days per year) was introduced in April 2022.

- Volunteer leave

In April 2023, a system was newly established to allow employees to take paid leave for the purpose of engaging in activities that contribute to society and local communities in addition to regular paid leave.

■ Per-capita average rate of taking paid leaves



2023 : 83.05%

■ The use of the childcare leave support system

	Scope	FY2023
The use of the childcare leave support system (person)	Male	4
	Female	11
	Total	15