

# Human Rights

## Respecting Basic Human Rights

The Toppan Group operates business under the foundational concept of respect for people. The Conduct Guidelines, which set out behavioral norms for Toppan personnel, call for respecting basic human rights (respecting personal qualities and individuality; prohibiting discrimination and harassment; prohibiting child labor and forced labor; and so on [→P. 33]). Based on The Toppan Group Declaration on the Global Environment and the Basic Policy on Biodiversity, the Group promotes environmental conservation initiatives to avoid negative impacts on the lives of people living near its operational sites (→P. 40).

Toppan has been carrying out education on human rights through CSR training for new employees and e-learning-based programs on CSR and the environment for all employees of the Group. To disseminate initiatives for respecting human rights throughout the entire supply chain, the Group sets forth an article on respecting basic human rights in the Toppan Group CSR Procurement Guidelines and asks business partners to comply with this article (→P. 32).

Toppan has also set up dual hotlines through which employees and business partners can promptly report inappropriate actions.

## Collective Labor Agreement

The Toppan Printing Labour Union and the Company's management have concluded a collective labor agreement in order to stabilize labor-management relations, maintain and improve working conditions, and secure the corporate concord. The agreement sets forth a fundamental policy between labor and management, the rules governing union activities and labor-management negotiations, and employment conditions such as wages and working hours.

As a fundamental policy between labor and management, Article 1 of the collective labor agreement, the General Principles, stipulates that the Company and union shall contribute to society through business operations and collectively work for the benefit of the Company and long-term stability of the employees' livelihood. Labor and management both uphold this policy as a common goal. Article 2 of the agreement clearly states that the union has all the rights established by law, specifying that the Company shall respect the union's rights to organize and collectively bargain and act.

The Toppan Printing Labour Union is run by members from 10 Toppan Group companies. The union and the Company have concluded an agreement to impose a uniform set of liability-related clauses (rules governing union activities and labor-management negotiations) on all 10 Group companies.

## Working for Equal Opportunity and Eliminating Discrimination

Toppan pursues diversity management to innovate and create

value by engaging diverse human resources and nurturing their competence to its full potential.

### Positive Action

Toppan promotes positive action to bring out the full potential of individual employees and assign them to more diverse positions regardless of gender. To uphold the ideals stated in the Act to Advance Women's Success in their Working Life, a new Japanese law enforced in April 2016, the Company undertakes a consistent, well-planned program of actions, including measures to appoint more female employees to managerial positions based on their skills and motivation.

### Self-determination on the Career Path / In-house Staff Recruitment / Second Careers

Toppan has established the Challenging Job System, a self-directed program to encourage employees to report their work experience, official qualifications, medium-to-long-term career development plans, and the departments and divisions to which they would like to be transferred. The combined effects of the Challenging Job System and an in-house staff recruitment system nourish a problem-solving, can-do mindset to facilitate the placement of the right person in the right position across the Company. For retired employees in their second careers in company life, Toppan offers working options well suited to their knowledge, experience, skills, and motivation. Eighty-four of 94 employees who retired in fiscal 2015 were reemployed.

### Employment of Persons with Disabilities

Toppan promotes the hiring of persons with disabilities in collaboration with a special subsidiary, Tokyo Metropolitan Government (T.M.G.) Prepress Toppan Co., Ltd. The Company maintains the hiring and employment of persons with disabilities by devising procedures and routines adjusted to their capabilities to empower them to perform wide-ranging jobs in the workplace.

### Providing an Open Environment for Recruitment

Toppan hires diverse persons of both genders and of many nationalities, ages, and levels of physical and mental ability through recruitment channels such as the regular hiring of new graduates from universities and high schools and the hiring of persons with disabilities and experienced personnel in the middle of their careers. Toppan participates in a number of events, such as forums for international students learning in Japan, to make contact with human resources suited to careers in a global business environment.

The Company also holds multiple job-specific screenings in Japan to offer recruits a wider choice of employment opportunities in accordance with their own aspirations and vocational aptitudes. In the winter of fiscal 2015 the Company ran internship programs with practical training sessions for 106 students.

## ■ Initiatives for Respecting Basic Human Rights

### Participating in the United Nations Global Compact

Toppan participates in the global policy initiative and respects basic human rights in a proactive manner.

#### Respect for people

A universal concept highly valued by Toppan

##### Establishing and disseminating the Conduct Guidelines (→ PP. 30, 33)

Toppan specifies respect for basic human rights in the Conduct Guidelines—its listing of behavioral norms for employees—and disseminates this principle across the Group.

##### Working for equal opportunity and eliminating discrimination

Toppan respects personal qualities and individuality, and hires and treats employees without discrimination of any kind.

##### Organizing training and education

Toppan carries out education on human rights in rank-based training.

##### Promoting CSR procurement (→ P. 32)

Toppan cites respect for basic human rights as a guiding principle in its CSR procurement guidelines and asks business partners to comply with the guidelines.

##### Operating hotlines (→ PP. 30, 32)

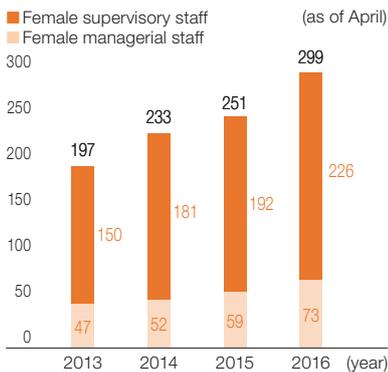
Toppan operates dual hotlines through which both employees and business partners can report inappropriate actions.

##### Contributing to society (→ PP. 18, 38)

Toppan supports people's livelihood mainly through educational cooperation and the donation and supply of money and goods throughout the world, especially in developing countries.

In fiscal 2015 Toppan participated in working groups on due diligence for human rights organized by the Global Compact Network Japan. Toppan gathered information and held opinion exchanges with other members on respect for basic human rights.

## ■ Female Managerial and Supervisory Staff



## ■ Number of Recruits

		Fiscal 2014	Fiscal 2015	Fiscal 2016	
Regular recruitment of new graduates from universities and graduate schools	Sales, administration, etc.	Male	69	88	98
		Female	42	50	73
	Technical	Male	94	102	102
		Female	33	40	35
Regular recruitment of new graduates from high schools and colleges of technology	Male	1	5	3	
	Female	11	21	33	
Total number of regular recruits (percent women)		250 (34.4%)	306 (36.3%)	344 (41.0%)	
Mid-career recruitment of experienced personnel	Male	19	27	—	
	Female	10	29	—	

## ■ Employment of Persons with Disabilities

	2014	2015	2016
Employees	247	247	250
Percentage of total workforce*	2.09%	2.10%	2.07%

\*The percentage is calculated based on the total number of regular employees (as of June 1) as a denominator. The total number was presented in the Disabled Persons Employment Report in accordance with Article 8 of the Law for Employment Promotion, etc. of the Disabled of Japan.

## Toppan Becomes One of the Diversity Management Selection 100

In fiscal 2013 Toppan Printing Co., Ltd. became one of the "Diversity Management Selection 100," a group of companies selected by the Ministry of Economy, Trade and Industry of Japan. The ministry aims to broaden the foundations of human resource diversity by selecting and recognizing the companies of the Diversity Management Selection 100 for their track records in innovation through the engagement of diverse human resources. Toppan's efforts to promote diversity have been extensive. The ministry gave high marks to the Company's initiatives to harness the unique capabilities and perspectives of women employees, especially in the areas of product and service development.

