

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 (such as respecting personal qualities and individuality; prohibiting discrimination and harassment; and prohibiting child labor and forced labor [→P. 31]). 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. 38).

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. 30).

Toppan has also set up dual hotlines through which employees and business partners can promptly report human rights issues or violations.

Collective Labor Agreement

The Toppan Printing Labour Union and the 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 livelihood of employees. 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 Toppan and nine Group companies. The union and the management have concluded an agreement to impose a uniform set of liability-related clauses (rules governing union activities and labor-management negotiations) on all 10 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. Women play important roles in wider arenas as the Company has appointed 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 medium-to-long-term career development plans. 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. Toppan has also implemented various career development measures, such as a training program to help employees consider their own career paths going forward. For retired employees in their second careers in company life, the Company offers working options well suited to their knowledge, experience, skills, and motivation. Seventy-one of 85 employees who retired in fiscal 2016 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. Toppan and T.M.G. Prepress Toppan maintain 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. To make contact with diverse persons, Toppan publicizes its working styles in company orientation sessions and via the Company website and other media.

Toppan 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 fiscal 2016 the Company ran internship programs with practical training sessions for 92 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. 28, 31)

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. 30)

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. 28, 30)

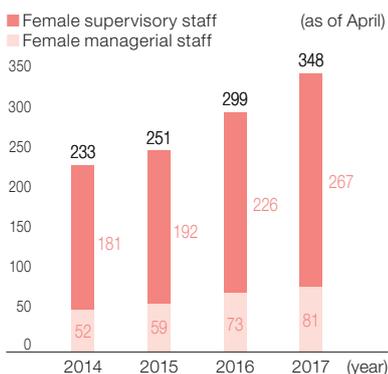
Toppan operates dual hotlines through which both employees and business partners can report human rights issues or violations.

Contributing to society
(▶ P. 36)

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 2016 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 2015	Fiscal 2016	Fiscal 2017
Regular recruitment of new graduates from universities and graduate schools	Sales, administration, etc.	Male	88	98	105
		Female	50	73	65
	Technical	Male	102	102	115
		Female	40	35	36
Regular recruitment of new graduates from high schools and colleges of technology	Male	5	3	1	
	Female	21	33	33	
Total number of regular recruits (percentage of women)			306 (36.3%)	344 (41.0%)	355 (37.7%)
Mid-career recruitment of experienced personnel	Male	27	56	—	
	Female	29	20	—	

■ Employment of Persons with Disabilities

	2015	2016	2017
Employees	247	250	253
Percentage of total workforce*	2.10%	2.07%	2.06%

*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 Japanese Law for Employment Promotion, etc. of the Disabled.

Recognized in the Health & Productivity "White 500" Category

Toppan Printing Co., Ltd. was recognized as an outstanding organization engaging in health and productivity management under the Certified Health and Productivity Management Organization Recognition Program operated by the Japanese Ministry of Economy, Trade and Industry (METI). METI established this program in 2017 to highlight excellent enterprises advancing health and productivity management. The ministry's aim is to facilitate an environment where these enterprises gain enhanced public recognition for their strategic health and productivity management practices to safeguard and maintain their employees' health from a management perspective.

Toppan was recognized in the large enterprise category ("White 500") under the program in 2017.

