Employees—Career development for advancement and satisfaction

Personnel and Organization

One of our objectives is to promote career development of our employees. We attempt to realize by (1) “inspirational” work and office, (2) challenge spirit, and (3) combination of the corporate strategy, carrier promotion, and development. They not only help boost individual performance but serve to continuously strengthen our company structures.

Our personnel system focuses on the individual role and competency to improve each performance.

Dedicating “Role”

Under our personnel system, our top managements create the corporate strategies and the organization managers dedicate the necessary roles. Required abilities and standard wage of a role are specified, and employees are rewarded with respective achievements. Information of each role is shown on the intranet.

Even Footing between Company and Employees

Employees can challenge a new role referring to their carrier development plan including timeframe, location, and competency. Basis of our personnel lies in the balance of reward and capability which can be upgraded by professional skills.

Supporting Competency Development

Overall performance and achievement of the company are to progress through and by summation of carrier development of every employee. Fuji Xerox supports the employees’ career development.

Competency Assessment

Carrier development commences with accessing individual current competencies and identifying a carrier goal in a mid to long term. Employees and their superiors have an annual meeting for performance appraisal and specifying competencies to develop present improvements and a carrier goal. In addition, from a company-wide point of view, coherence of strategy implementation and competency stock can be reviewed and the findings are reflected to future recruitment and training.

Employee Satisfaction

Employee satisfaction is annually surveyed company-wide, which we call “Moral Survey”. The survey is composed with total 59 questionnaires including 5 clusters of assignment, office, superior, promotion, organization, and free description. Summary of the result is published throughout the company and individual organization, from assembly shop to senior management, which consider possible solution and improvement. The results of the 2002 survey indicated a trend towards greater satisfaction.
Respect of Diversity

"Respect of diversity" is featured in our “Shared Values” statement. Our senior management and union members work together to create a workplace where employees feel free from such discrimination as in religion, race, gender, and such.

Equal Opportunity for Male and Female

The number of female employees in managerial positions at Fuji Xerox is relatively low in proportion to that of male. Yet, the Moral Survey of 2002 showed 27% of male and 35% of female employees had felt inconvenience and disadvantage because of gender, which indicated improvement if compared to the previous year.

Employment of Disabled

Our employment ratio for disabled persons slightly fell below the statutory requirement ratio of 1.8%. This is an issue that claims our continued attention.

As a Family Member

Our personnel scheme also regards a private life of the employees essential to vocational performance.

Caring Leave

Our employees are eligible to take up to two years leave for nursing their family who suffers age-related dementia, other serious sickness, or injury. In FY 2002 total 5 employees took this option, including some in managerial positions. Employees who need to take care of sick or injured family are also eligible to apply daily working hours of up to 2 hours less.

Childcare Suspension

Employees who wish to continue working after delivery are eligible to suspend till the baby is 1 year old. In FY 2002, 50 employees including male made use of this option. Working hours are also flexible for employees who need to take care of their children of no older than 4 years. In FY 2002, we were awarded the Health, Labour and Welfare Minister’s Prize for Excellence in recognition of our employee welfare practices.
Health and Safety

It is our priority to ensure safety in the workplace and assist in health care of the employees. Health care of employees is promoted by our Health and Safety Committee, physical and mental consultations, and such.

Reduction in Labour Accidents

In FY 2002 we experienced 43 labour accidents, 68% of the previous year. Most remarkable reduction was in the motorcycle accidents of our service engineers in the metropolitan area. It was achieved in Tokyo area by efforts of the Labour Accident Prevention Committee, and road safety seminars performed in cooperation with the local police, and our Safety Newsletter.

Both 0.56 of our overall accident frequency rate and 0.01 of accident severity rate in FY 2002 were well below the domestic average.

Ebina Plant Keeps Safety Record

Our Ebina plant renewed, at the end of 2002, the safety record of cumulative 41.71 million hours, the first place in the general machinery manufacture industry.

Health Control

Our assistance for health control of the employees is of primary protection in the preventive medicine.

Types of Preventative Medicine

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Mental Health Education

In 2001 we began a mental health program for our managerial staff. The program is designed to help managers find telltale signs in routine operation of the subordinates and enable to consult and advise at early stage. By the end of FY 2002, we had held cumulative 101 sessions, which were attended by 3,645 managerial staff.

Annual Physical Checkups

As a primary protection measures, all employees are to annually receive consultation by an industrial physician or hygienist after physical examination. This is intended to encourage employees to look after their own health and prevent lifestyle-related diseases or mental illness before they occur, whether they appear healthy or not. 10 industrial physicians, 10 hygienists and 13 health supervisors are in charge of such promotion. In FY 2002, 97.5% of the employees received physical checkups and 90% had health consultation.

Information Sharing for Awareness

A company-wide Safety Forum is held for related information sharing for common understanding. At the manufacturing facilities, it includes the Safety Promotion Conference, which are tailored to suit each characteristic.

Medical checkup

Interview and advice by industrial physician or hygienist

Physical exercise Nutrition Psychological consultation Health control

Safety Promotional Conference at the Ebina Plant

Our industrial physicians relay health-related information through Labour Accident Newsletters and such through the intranet.