

## Social

# Diversity & Inclusion

### Policy and Concept

With a shrinking population due to declining birthrates and aging demographics, it is important now more than ever to effectively utilize an effective workforce that includes women, senior citizens, and others in order to build a sustainable society. Organizations with diverse talent will be able to provide broader perspectives and make better decisions in service offerings from many different views.

Tokyo Tatemono established a Human Resource Policy that includes creating a fulfilling, rewarding workplace in which employees can experience growth and feel satisfaction from their work. We pursue the creation of an environment in which diverse human resources are motivated and dedicated in their work, acting freely without obstacle. We believe that these efforts will inspire innovations for providing customer-focused services and enhancing productivity, which will lead to corporate growth.

### System

The Tokyo Tatemono Personnel Department works with all group company departments, overseeing labor affairs in a group-wide support system. This Department engages in measures to ensure a diverse base of human resources can challenge themselves to grow continuously, acting freely without obstacles.

In January 2020, Tokyo Tatemono established the Human Resources Development Group and Health Management and Diversity Promotion Group to respond to the ever-increasing

importance of human resource development and the rising social demand for health management and the promotion of diversity.

 [\(Data\) Diversity and Inclusion Indicators and Results P.70](#)

### Promoting the Success of Women

Tokyo Tatemono pursues initiatives aimed at empowering women to develop their careers in a way that draws from their personal values, their talents and their individuality. To provide a secure work environment, we have established various systems to maintain employee career continuity even after a major life event. We also recruit diverse human resources actively.

Our ratio of women employees was 30.2% as of December 2020, up 4.4% from 2016. The percentage of management positions held by women reached 6.0%, up 3.3 percentage points.

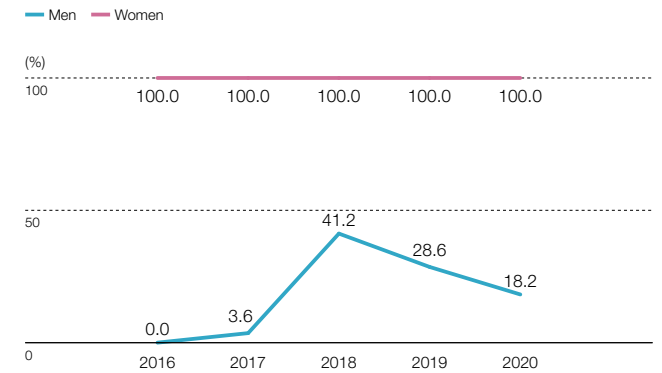
#### ■ Leave Systems for Pregnancy, Childbirth, Childcare and Nursing

In addition to maternity leave, we have established leave systems for both women and men employees to use in the case of childcare and nursing care. We have also set up a re-employment system for former employees who resigned from their jobs for the aforementioned reasons.

 [\(Data\) Childcare Leave P.71](#)

 [Rehiring of Retirees P.39](#)

### Changes in the Ratio of Employees Taking Childcare Leave



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#### Overview of Childbirth and Childcare Support Systems

Period	Policy	Overview
The full duration of childbirth and childcare	Paid Leave Carryover Policy	Employees may use the paid leave carryover policy. <b>Salary:</b> paid
	Re-Employment Policy for Employees who Resigned due to Pregnancy, Childbirth, or Child Rearing	Retired employees may apply to be rehired by Tokyo Tatemono.
During Pregnancy	Flextime System	Flextime System can be used. This applies to office admin staff, who are not ordinarily eligible to use flextime (work start/stop times can be adjusted).
Immediately Before /After Childbirth	Leave Before/After Childbirth	Employees may take up to six weeks of leave before childbirth/up to eight weeks of leave after childbirth. <b>Salary:</b> paid
	Childcare Leave	Employees may take leave until one month after the first March 31 that falls after their child's third birthday. <b>Salary:</b> Unpaid (With benefits from employment insurance)
	Special Leave for Childbirth	Employees may take one day of special leave.
	Celebratory Monetary Gift for Childbirth	Employees may receive 50,000 yen as a celebratory gift for the birth of their child.
During Childcare	Flextime System	Flextime System can be used. <b>Salary:</b> Same as ordinary flextime system. <b>Period:</b> Until the conclusion of the child's third year of elementary school
	Shortened Working Hour System	Employees may work a shorter six-hour day. Employees may select from five work styles. <b>Period:</b> Until the conclusion of the child's third year of elementary school
	Childcare Leave (Childcare Time)	Employees may take up to one hour of leave per day. This leave may be taken over one or multiple periods during the day. <b>Salary:</b> Unpaid <b>Period:</b> Until the child reaches their first birthday
	Restrictions on Overtime for Childcare	Employees are limited to no more than 24 hours of overtime per month and must not exceed 150 hours of overtime per year. <b>Period:</b> Until the conclusion of the child's third year of elementary school
	Restrictions on Late Night Work for Childcare	Employees may be restricted from working between the hours of 10:00 p.m. to 5:00 a.m. <b>Period:</b> Until the conclusion of the child's third year of elementary school
	Exemption from Overtime for Childcare	Employees may be exempt from exceeding their prescribed work hours. <b>Period:</b> Until one month after the first March 31 that falls after their child's third birthday.
	Nursing Care Leave for a Child	Employees may take up to five days leave for their first child or up to ten days for their second and subsequent children between April 1 and March 31 to care for injured or sick children (leave may be taken in hourly increments). <b>Salary:</b> Unpaid <b>Period:</b> Until the conclusion of the child's third year of elementary school
Special Babysitter Discount	Employees may receive a special discount on babysitter fees if they use an employee benefit service.	

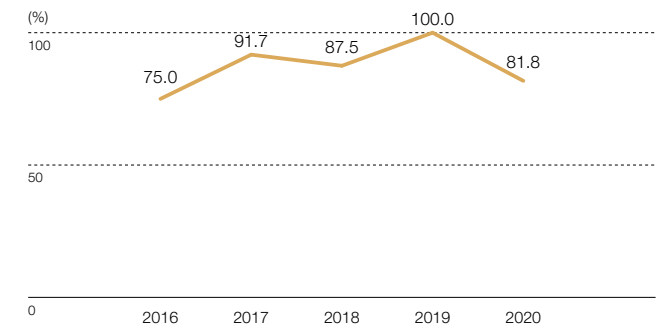
\* Some policies carry conditions such as length of service

#### Promoting the Success of Seniors

Tokyo Tatemono has introduced a rehiring policy for employees who have reached the retirement age of 60 but wish to continue working until the age of 65 so that they can continue to enjoy active, successful careers. Our Personnel Department conducts individual interviews with employees who are approaching the statutory retirement age. These employees have the opportunity to express their wishes about how they want to work based on their individual life plans. These programs let us offer employees the opportunity to be fully active, even after 60 years of age.

In 2019, we launched career design training programs for experienced line managers. These programs help line managers have a positive experience in making career choices on post-retirement-age rehiring.

#### Ratio of Employees Rehired at Retirement Age



(Data) Rehiring of Employees at Retirement Age P.71

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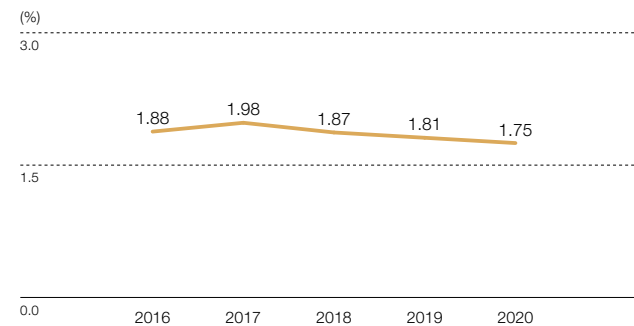
#### Promoting the Success of People with Disabilities

Tokyo Tatemono promotes the success of people with disabilities through hiring activities throughout the year.

We have prepared systems that allow people with disabilities to enjoy long-term, stable employment. We accomplish this through optimal department assignment based on the individual's particular qualities, through regular consultations with the Personnel Department, and through working hours set appropriately to the particular circumstances of each disability.

The employment rate of people with disabilities in 2020 was 1.75%, but as of March 2021, the mandatory number of employees was met and the rate was 2.28%. We will continue our efforts to employ people with disabilities.

#### Ratio of Employees with Disabilities



\* As of the end of June each year

[\(Data\) Headcount P.70](#)

#### Promoting the Success of Non-Japanese Employees

Tokyo Tatemono does not discriminate in its hiring based on factors such as nationality or race.

In our overseas business, we hire and foster strong talent from various nationalities at our local subsidiaries. This enables our business to grow roots in the regions in which we operate.

[\(Data\) Headcount P.70](#)

#### System to Accompany Spouse on Overseas Transfer

With globalization as a backdrop, opportunities to work overseas are increasing. Tokyo Tatemono allows employees to take up to three years of leave of absence to accompany their spouse on an overseas assignment. The policy is designed for employees who wish to remain with the company but also want to share their life with their family. By giving consideration to the work-life balance of employees in this situation, we hope to enable them to lead a fulfilling life. In addition, employees who have left the company due to reasons such as their spouse's transfer are eligible to rejoin under the rehiring system for retired employees.

[\(Data\) Rehiring of Retirees P.39](#)

#### Rehiring of Retirees

We have introduced a rehiring system for retired employees who had to leave the company due to life events or family reasons, such as pregnancy, childbirth, childcare, or nursing care. This enables them to return to the company and resume leveraging the knowledge and experience they obtained during their tenure.

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