

Employee Relations

We at Toyota Auto Body are aiming for the expansion of our company and the happiness of all employees through a safe and comfortable workplace, human resource development, career support, and creating a healthy, energetic workplace.

■ Creating a Safe and Comfortable Workplace

A safe and comfortable workplace is something desired by all people and is the source of a company's energy. We at Toyota Auto Body are making efforts to place safety first by introducing safety and health management that uses risk assessment as a basis of our safety and health basic policy.

 ["Safety and Health Basic Policy"](#)

■ Introducing Discussions on Safety and Frightening Experiences Education for All Employees

We are promoting *kaizen* through concurrent discussion times to ensure safety through morning safety meetings (five minutes every morning), designating a time specifically for safety (every week on Monday morning and for one hour every day after operations resume in the afternoon), and selecting dangerous operation locations by taking up opinions of operators. In addition, we are instituting experience-based safety learning[※] for all employees, which allows them to be exposed to a "hiyari," or "fearful," experience to learn "risk of occupational accident" and links this to the "importance of observing basic safety rules."

※ Understanding the importance of "safety device" and the "risk of fall" and being caught in a machine.
(7000 recipients of the experience during FY2008, FY2009)

● Morning Safety Meeting



Making an "Anzen no Wa" , safety circle, and workers in turn announce safety activities using a large voice on a day-to-day basis.

● Frightening Experience Education



Hanging by a lanyard body belt experience

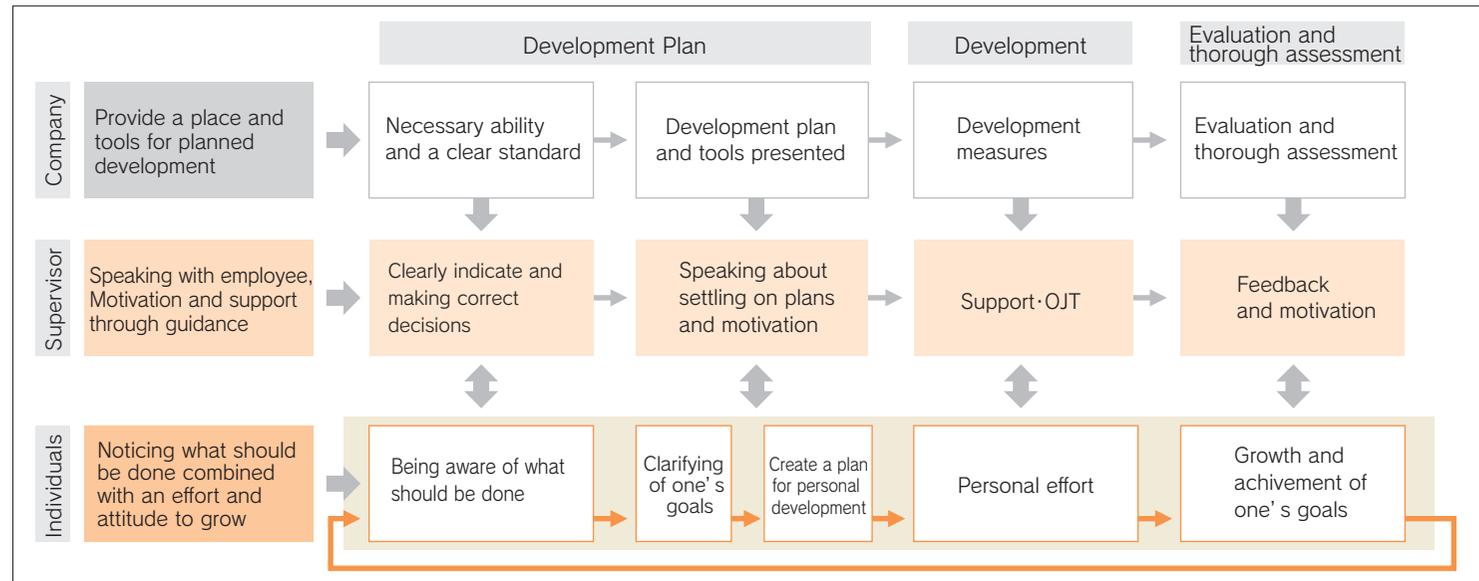
 ["Frightening Experience Education"](#)
 ["Occupational Accident Occurrence Status"](#)

Human Resources and Career Support

We at Toyota Auto Body believe in the importance of having every employee achieve self-realization through tasks and exercise their creativeness.

Career Support Program (CSP)

With the company, individuals, and managers uniting to creating a system of mid-to long-term human resource development, we are promoting development of the individual by aiming toward developing “independent human resources” capable of action based on the individual’s own thinking.



Employee Relations

■ Concentrating Technical Training Sites to Strengthen Manufacturing

At the Global Production support Center (GPC) training area, we are carrying out skill and knowledge training by staff and dedicated instructors based on student level and qualifications. In addition, we are fostering the will to challenge and improve skills by “technical proficiency” and “technical contests.” In FY2009, we conducted skill training prior to placement for a total of 2,121 new regular employees, skilled laborers, and fixed-term contract laborers, who are active in all of our manufacturing.



New employee technical training



Skilled labor training



New employee and fixed-term contract labor skill training

■ Achieving Global Human Resource Development

We at Toyota Auto Body are promoting planned training by actively progressing with international training, particularly language training. In addition, from overseas companies, we are training our workers who support global expansion domestically and overseas in putting energy toward human resource development that “allows worksite instruction” through practical training by managers and supervisors who form the core of our worksite staff.



Language training (Chinese)



Trainees presenting results



Students engaged in practical training

Employee Relations

■ Creating a Healthy and Energetic Workplace

We at Toyota Auto Body are enhancing communication for creating a healthy and energetic workplace with the cooperation of labor in aiming to expand society and the happiness of individual employees.

■ Communication Between Employees in the Workplace

To enhance communication in the workplace, the C (communication) Meeting System was introduced from 2004. Every month for one hour, we are making efforts to create an open atmosphere in the C Meetings in which all workers speak freely and discuss one workplace theme.

● FY2009 Theme

(Human rights issues, workplace culture reform, safety, compliance, rules and manners as citizens, social contribution activities)



C Meeting

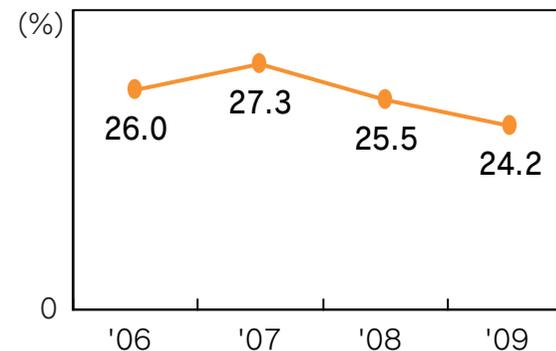
■ Holding Health Study Meetings

Toyota Auto Body held “Health Study Meetings” for three years starting in June of 2008 for almost all of our 6,200 employees who are over 36 years old. These meetings support self-help efforts for employees who are becoming more aware of the importance of maintaining their health.

● Activity Content

<ul style="list-style-type: none"> Content covered in the study meetings are as follows: <ul style="list-style-type: none"> Nutritional and exercise guidance and creating action plans to achieve results Measures for employees who require improvement <ul style="list-style-type: none"> Once a month action plan progress check and follow-up improvement for those who have not yet achieved the goals
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● Employee Obesity Rate (BMI) Greater Than 25% ratio transition



Health Study Meeting

Employee Relations

■ Employee and Family Communication

- We are achieving enhanced communication that includes families by holding festivals once a year at our plants in creating a place to interact with employees, families, and member of the community in aiming to improve communication.



“HAPPY FESTA” at the main office and Fujimatsu Plant area



Yoshiwara Plant Area
“Big Jump-Rope Competition”

- Through watching various sporting events of handball, volleyball, and triathlons, we are fostering and deepening amity by having workplaces unite by supporting players in one's own workplace.



Men's Handball club and a workplace supporter group



Volleyball club supporters

 [“Men's Handball Club HP”](#)

 [“Women's Volleyball Club HP”](#)

 [“Triathlon Competition Club HP”](#)

Employee Relations

■ Good Labor and Management Relations

Our employee labor policy of “mutual trust between labor and management” is a basic principle. At Toyota Auto Body, we are deepening mutual understanding through regular discussions such as our “Workplace Labor and Management Discussion Meeting,” “Plant Labor and Management Discussion,” and Production Committee,” that deliberate production issues for labor needs and line operations for the following month. In addition, weekly “Administrative Negotiations” deliberate daily process management between labor and management, and the “Labor and Management Council” deliberates such issues as labor conditions.

■ Promotion of Diversity

Toyota Auto Body is working to create a safe and healthy workplace that demonstrate the capability of individuals in respecting the diversity of all employees without discriminating by social identity, physical or mental condition, sex, principles, nor race.

■ Deepening Human Rights Awareness

We are conducting human rights education as part of our education for new managerial staff and new employees, as well as through C Meeting enlightenment in each of our workplaces for achieving deeper human rights awareness. In FY2009, a total of 1,700 people received human rights education at Toyota Auto Body.

In addition, our employees are actively participating in training and classes in outside organizations with the aim of developing personnel that take the initiative in human rights enlightenment activities.



In-company human rights education for new employees

■ Promotion of Diversity

■ Employing the Mentally and Physically Disabled

Currently in April, 2010, Toyota Auto Body placed 145 disabled people into various administrative positions. We are progressing in making an attractive place to live and we are performing *kaizen* of dormitories and the workplace that allows the disabled to live a satisfying company life as do others.

● Support for employment for those with hearing disabilities

(1) Maintaining a System of Intergration

- Carrying out education prior to entry into assigned office positions
- Installing lights that flash to alert the employee of a problem along the production line

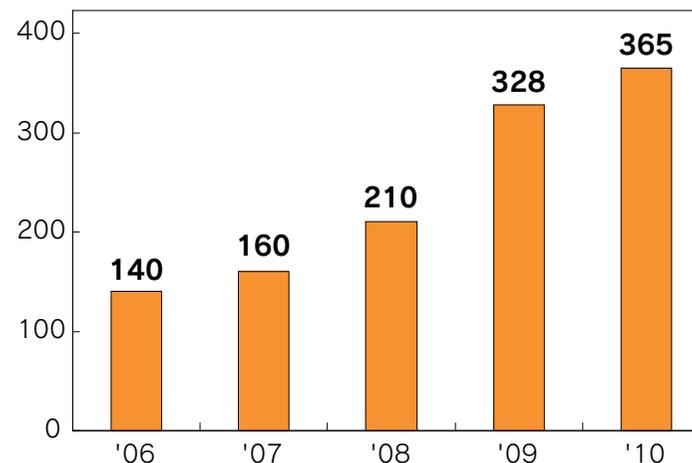
(2) Communication

- Preparation of paper for written communication and a whiteboard
- Sign language class attendance of representatives who place the disabled in the workplace

■ Reemployment System for Elder Workers

In continuing to achieve a balance between work and one's private life, Toyota Auto Body introduced a system for reemploying retired workers called "Career Partner System" that started in FY 2001. This system allows those who have developed high levels of skill and abundant experience at Toyota Auto Body to educate their successors with their skills and knowledge.

● Number of Enrolled Career Partners (Annually from April 1)



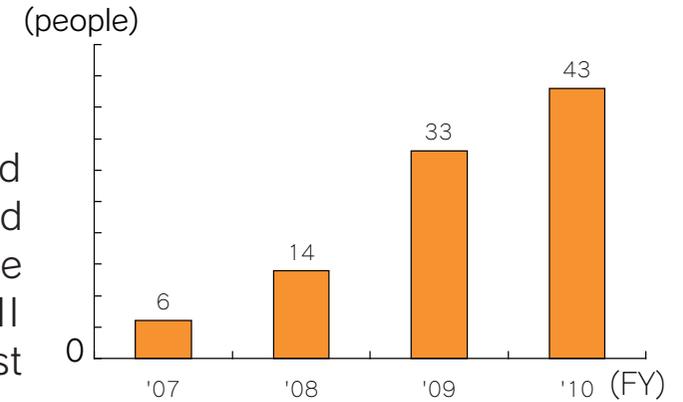
Promoting Diversity

Child Rearing Support (Child Support System)

Toyota Auto Body is progressing with balanced support of in-company nursery facilities and a child support system in a society that allows women the freedom to be employed and balance well “childbirth and child rearing” and “work” that best suits the stage of life for individual employees.

Pregnancy and delivery through the child's first year	Labor restrictions	Exempt from overtime, holidays, and late night work
	Maternity protection when pregnant and after delivery	Maternity protection measures taken based on physician's instructions
	Time off work before and after delivery	6 weeks prior to and after delivery (14 weeks for multiple births) Not allowed to work for 8 weeks after delivery
	Maternity Time	Allow 30 minutes for childcare two times a day
Until 3 years old	Maternity leave	Work leave possible until child is 3 years old (Office and technical staff: up to 2 years old)
	Overtime exemption	Exempt from overtime until child is 3 years old
Until 6 years old	Work restrictions	Work restricted outside set hours and for holidays (Not to exceed 24 hrs/month, max 150 hrs/year)
	Child care leave	Time off allowed for injury care and illnesses for children up to 6 years old For one child: Five days/year For two or more: 10 days/year
Until 8 years old	Shortened work time	Set work hours shortened by 2 hours (6 hour work day)

● Tacchi-chi House Fujimatsu Users



Cooperative Child Daycare Facility
“Tacchi-chi House Fujimatsu”

● Number of child rearing leave system users

