

Takakuwa office internal disciplinary rules excerpt

Any conduct that is similar to the following will be grounds for disciplinary action.

① Punishment for harassment such as sexual harassment and power harassment that have been recognized as industrial accidents

*Disciplinary dismissal and lapse of lump-sum retirement benefits (voluntary retirement is not permitted)

*If your accident is recognized as a work-related injury and your workers' compensation rates increase under the merit system, you can file a civil damages claim for the loss of insurance premiums from the calculation date when the rate increase begins to the calculation date when the rate is restored.

Therefore, the insurance premium burden on all workers will remain the same.

*In the civil damages claim brought by the victim as plaintiff, we will promptly fulfill our corporate responsibility as an employer, and then promptly claim compensation for damages from the perpetrator, who was a former employee.

*As criminal prosecutions brought by victims are between individuals, as a basic principle, we will not get involved if there is no denying corporate responsibility.

② Our company does not hire operators,

All employees, including myself as the representative, answer calls assigned via the toll-free number up to three times a day, and no one is permitted to be exempt from answering the phone.

As a result, those who take on senior positions are expected to perform exemplary work.

③Our company does not recruit for miscellaneous tasks, so it is common practice within the company to handle miscellaneous internal tasks yourself.

*Regarding matters ② and ③ above, if a violation of the rules is confirmed through an internal report or tip, an investigation will be conducted, and for cases that have not been improved, disciplinary action will be taken, in the order of warning, suspension, pay cut, or demotion, but not to the extent of dismissal.