

Action Guideline for the Officers and Staff of Labor Management Organization for
USFJ Employees, Incorporated Administrative Agency

Labor Management Organization for USFJ Employees, Incorporated Administrative Agency (hereto after referred to as “LMO/IAA”) determines the following action guideline, taking into consideration particularity, a public nature of and social responsibility to the labor management business for USFJ employees working at USFJ facilities, in order to properly administer the business and to maintain and increase social reliability of LMO/IAA as well as to work on tasks with high ethical standards, a sense of responsibility and insight:

(Compliance with Laws and Regulations)

Article 1. The officers and staff members shall obey laws and regulations and perform the duties with high morals and common sense.

(Obligation to Dedicate to the Tasks)

Article 2. The officers and staff members shall dedicate to their own tasks with full understanding of their own roles.

(Fair Accounting and Contract Processing)

Article 3. The officers and staff members shall fairly carry out accounting and contract processing, considering that LMO/IAA is administered under public funding.

(Strict Information Management)

Article 4. The officers and staff members shall manage personal information and secret information they may have access on in the performance of their duties and maintain and enhance the information security, considering the particularity that they perform the labor management tasks of USFJ employees working at the USFJ facilities.

(Proper Disclosure of Information)

Article 5. The officers and staff members shall disclose information in a proper and timely manner in order to achieve accountability.

(Response to Disasters)

Article 6. The officers and staff members shall prepare to continue the necessary tasks even when a disaster occurs.

(Building of Health Work Environment)

Article 7. The officers and staff members shall make efforts to respect individual dignity and build a well-ordered and vigorous work environment.