

We respect the individuality and diversity of employees while striving to create a safe, comfortable workplace.

Work-life balance

Emphasizing work-life balance

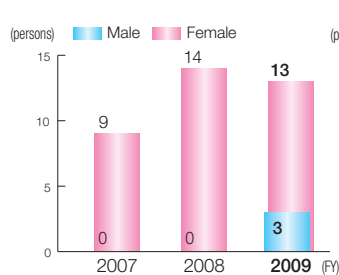
NTN is creating systems that underpin its focus on “work-life balance.” We help employees balance professional and childcare obligations through our “Child-raising Support Declaration system,” our “Mom-back system,” and our “Babysitter Support system.” These setups support employees from pregnancy and prenatal care stages through to their return to work.

“Child-raising Support Declaration system” for sharing parenting plans throughout workplaces

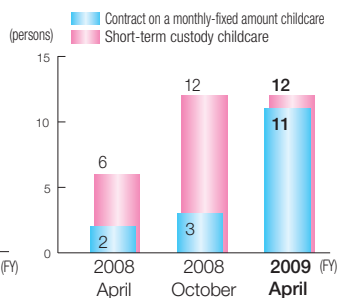
We have been promoting the “Child-raising Support Declaration system” to share parenting plans throughout workplaces of employees thinking of exploring work-life balance steps. These people start by recording their plans for the next year in their declarations. Workplace managers follow up by helping those employees improve their work practices to materialize their plans. The managers also share these plans throughout workplaces to obtain the understanding and cooperation of other workers.

We offer the “Babysitter Support system” to help parents balance postnatal infant care and work.

Number of employees taking leave to raise children



Number of “Bear Kids Land” users at Iwata Works



“Mom-back system” for helping employees find re-employment after giving birth

The “Mom-back system” is a framework for people seeking re-employment, where jobs are available, after temporarily resigning to raise children.

Employees qualifying for this system can be in one of four categories. These are people who 1) have resigned because of pregnancy or childbirth, 2) have resigned to raise their children, 3) have resigned to get married and have become pregnant, given birth, and raised their children, and 4) are regular employees whom the Company deems fulfilling the requirements of any of the above categories. Male employees resigning because of spouse pregnancy or birth or to help raise children can also qualify for this system.

Providing employee peace of mind through intra-company daycare

We established an intra-company daycare called “Bear Kids Land” at Iwata Works in April 2009 to give employees peace of mind. This was our first such facility. It accepts children on a monthly basis, a temporary basis and for extended hours in case parents have to work overtime.

The facility looks after small numbers of children to provide the equivalent of family care. It can handle children with allergies, and all meals are cooked on site. The single-story facility is made of natural wood and uses environmentally friendly solar power.



“Bear Kids Land” building with installed solar panels

The cooperation of everyone at work enabled me to take paternity leave.



Supervisor, Legal Dept.

Kenji Shibahara

I took childcare leave for five months from December 2009. I was admittedly somewhat unsure about whether I should take leave, but being able to focus on looking after my child was a valuable use of time and a wonderful experience. The support of my boss and colleagues enabled me to balance my professional and private obligations, and I am deeply grateful to them.

“Bear Kids Land”



Responsibility to Employees

Emphasizing employee diversity

Maintaining an organization that encourages the individuality of all employees

Maintaining an organization that encourages the individuality of all employees and enables them to fully realize their potential is key to improving our competitiveness as a corporation. We thus undertake an array of initiatives to support female employees, re-employ retirees, and provide work assistance for disabled employees.

Giving opportunities for people to use their abilities after retirement

In 2006, we revised our system for re-employing highly skilled retirees in their early 60s to provide opportunities for continuous employment.

This system is for employees who satisfy all employment standards such as willingness and desire to work, attitude, health, and strength. They can choose from the Skill Transfer or Full Excellence options in this program. The Skill Transfer allows participants to pass on their technical skills, abilities, and professional knowledge to young employees. The Full Excellence option allows participants to utilize the skills they have developed through the years to work. In 2009, we re-employed 73 individuals.

Helping the disabled to become independent through work

We have set aside workplaces that allow us to help disabled people excel and become independent, and we work to employ disabled people.

As part of this commitment, we created “Dream Workshops” at Iwata Works, Kuwana Works, and Okayama Works in 2004. In these workshops, disabled persons take responsibility and have a sense of purpose in their work as they carry out their duties with experienced employees. As of March 2010, nine disabled persons worked in these workshops under instructions from experienced employees. Disabled persons represented more than Japan’s legal requirement of 1.80% from fiscal 2003 through 2008, but in fiscal 2009 the proportion was below that requirement, at 1.77%, partly because of resignations and other factors. We will strive to attain the legal requirement, largely by hiring disabled persons for sites with lower percentages of them.



Work in progress at the “Dream Workshops”

Respecting the rights of workers

Respecting labor agreement based on mutual trust and equality

Our company has concluded a labor agreement with the NTN Labor Union based on a spirit of mutual trust and equality between labor and management. We have pledged to uphold this agreement based on common goodwill.

Labor and management communicate through informal talks and various labor-management meetings to work on accomplishing various measures. Labor-management meetings will be held regarding any changes to labor conditions and personnel management and any changes will be carried out upon mutual agreement.

Respecting human rights

Creating a discrimination-free workplace that respects human rights

Based on our “CSR Management rule” and our “Business Code of Conduct,” we strive to create a fair and equitable workplace environment, respecting human rights and ending discriminatory acts in the workplace.

We strengthen respect for human rights in many ways. For example, we hold classes on the subject in training for new employees, supervisors, and managers. We participate in the activities of regional human rights organizations, run educational initiatives, and take part in human rights exhibitions. We prevent sexual and power harassment by maintaining an ongoing workshop program and distributing pamphlets to all employees.

We set up internal and external help desks to make it easy for employees to seek advice on any concerns.



Pamphlet about how to prevent sexual harassment

Number of employees



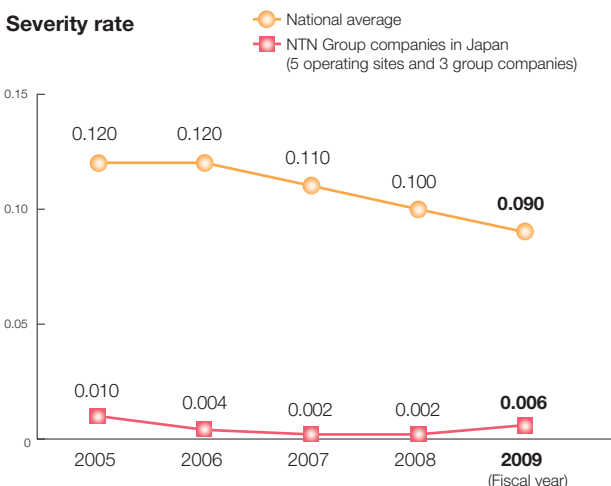
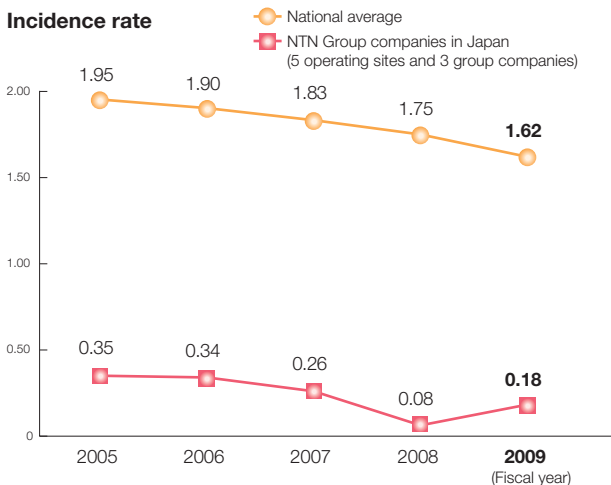
Improving Levels of Occupational Safety and Health

Building an administrative structure based on our Occupational Safety and Health Management System

We work to create safe work environments based on a “safety first” spirit that respects people. We have therefore created a safety and health management system based on Occupational Safety and Health Management System (OSHMS). As of fiscal 2009, all seven operating sites of the NTN Group in Japan had been certified by the Japan Industrial Safety and Health Association.

Our workplace accident “incidence rate”, which indicates the frequency of workplace accidents, and “severity rate”, which describes the seriousness of such mishaps, are below the national averages. We had 11 workplace accidents in fiscal 2009, however, and responded by strengthening safety and health management to achieve zero workplace accidents.

We are acting to create more comfortable workplaces and thereby prevent mental illnesses among employees. For example, we conduct mini-interviews during health checkups. Employees can make appointments to speak with counselors in the biweekly “Oasis NTN program”. Other initiatives include the telephone-based Mental and Physical Health Counseling Service (also accessible through our website), for which both the assistance and phone calls are free. Specialists provide mental health training for managers and supervisors and help sufferers to return to work.



Supporting self-improvement

Helping employees to improve themselves to realize their potential

We assist employees with self-improvement so they can all fully apply their talents.

We assist employees taking the Test of English for International Communication to reinforce their capabilities as befitting a global enterprise. Employees can choose from 271 correspondence courses matching their abilities to increase their business and specialist skills. We offer these courses twice annually. We offer English correspondence courses to new employees, starting from when we provisionally hire them.

Rewards for employee inventions

Rewarding employees' inventions

To reward our employees' inventions and to improve our technical competitiveness, we have established a “Patent Management rule” and a “Patent Reward rule” and we have clarified how patent rights are attributed and how the value of the award is calculated. Rewards are also made for foreign patents and for know-how and inventions considered to be trade secrets. There is no upper limit to actual awards.

In fiscal 2009, there were 68 separate patent rewards made to 93 individuals.

Holding family tours

Conducting plant tours for employees' families

We conduct “family tours” as part of initiatives to deepen understanding of our business activities. We showed families around seven domestic sites in fiscal 2009.

The Kuwana Works tour started with a DVD presentation profiling the company. Other activities included a visit to a new ultralarge plant, a demonstration of a machine that simulates some of the dangers of factory work, and a quiz on bearings. The visitors, ranging from two-year-olds to senior citizens, enthusiastically listened to explanations about bearings and were particularly interested in the Kuwana Works' wind power generator and new solar generator.

NTN Mikumo Co., Ltd., held a tour in November 2009 in response to requests to hold such tours outside of the summer season. There were 22 participants, with children in the group learning how to exchange business cards followed by a product presentation that doubled as a game. Afterwards, the visitors toured the facility and lunched in the dining hall.



“Family tours” at NTN Mikumo Company Ltd.