

The Act on Promotion of Women's Participation and Advancement in the Workplace / Sojitz Corporation, Statistical Information on Women in the Workplace

	Area	Topic	Sojitz Data	
1	Employment	Percentage of newly-hired female employees	[Career-track] 37.4% [Administrative-track] 100% [Mid-career track] 21.7%	New graduates: Joined the company in April 2018 Mid-career: Joined in FY2017
2(1)		Acceptance rates for men and women	[Career-track] Men: 1 in 33, Women: 1 in 13.7 [Administrative-track] Women: 1 in 25.8	Joined the company in April 2018
2(2)		Ratio of accepted men to women	[Career-track] Men: 1, Women: 0.6	Joined the company in April 2018
3	Years of continuous employee service and improvements to working style	Percentage of female employees	[Career-track] 9.2% [Administrative-track] 100.0% [Contract Employee] 33.9% [Temporary Employee] 89.1%	FY2017
4		Difference in average years of employee service for men and women	[Career-track] 5.7 years (16.6 years for men, 10.9 years for women) [Administrative-track] – (15.1 years for women)	FY2017
5		Percentage of continued employment for men and women 10 or so years after being hired	[Career-track] Men: 81.8%, Women: 50.0%	FY2006 FY2007 FY2008
6	Years of continuous employee service and improvements to working style	Percentage of employees who take childcare leave	[Career-track] Men: 22.8%, Women: 100.0% [Administrative-track] Women : 100.0% [Contract Employees] N/A	FY2017
7		Average employee overtime hours per month	25.7 hours	FY2017
8		Initiatives to revise long working hours	-We are implementing company-wide policies deemed to be effective in reducing overtime hours and encouraging employees to take paid leave. (Employees are fundamentally discouraged from working after 8:00PM, and encouraged to take 15 paid vacation days.) -We aim to have all employees take all 5 summer vacation days (5 days between June and October). (Each month, HR provides interim reports to each department on the status of summer vacation days taken by employees of that department.) -"No Overtime Day" held twice a month (2nd and 3rd Wednesday). Announcements made on the intranet and through the office intercom, encouraging employees to leave the office at 18:00. -HR keeps track of overtime hours, periodically instructing and sending reminders to employees. Monthly overtime hours are reported to each department. -The policies for use of flex-time and shortened working hours have been revised. A system is now in place to more fully promote flexible working hours with the abolishment of core time and adjustable start times and sliding work hours. -Starting from FY2018, select Sojitz employees are participating in a VDI/telecommuting trial. Sojitz is committed to improving working styles to be more flexible and increase productivity.	FY2017
9	Years of continuous employee service and improvements to working style	Average monthly employee hours	[Career-track] 31.2 hours [Administrative-track] 14.2 hours [Contract Employee] 18.5 hours	FY2016
10		Average percentage of paid vacation days taken	[Career-track] 52.6% [Administrative-track] 73.7% [Contract Employee] 70.2%	FY2017
11		Percentage of female employees in management positions	3.1%	FY2017
12	Evaluations, promotions	Percentage of female employees in assistant manager positions	13.8%	FY2017
13		Percentage of female corporate officers	Full-time only : 0% Including part-time directors and corporate auditors : 2.9%	FY2017
14	Initiatives for rehiring/mid-career hiring	Number of employees with changes to their employment status	Administrative-track ⇒ Career-track : 0 Career-track ⇒ Administrative-track : 0 Contract employee ⇒ Full-time employee : 1	FY2017
15		Number of employees rehired or hired mid-career	[Employees rehired in Japan after accompanying spouses transferred overseas] Women: 3 [Mid-career hires (30 years old and up)] Men: 16, Women: 1	FY2017

Employee Management Classifications: These are employee categories based on occupational type, competence (qualifications?), and other factors such as employment status. They are set with the intention that the employment of employees in one category be managed appropriate to that category and mutually exclusive from other categories.

Examples: Administrative-track, career-track, part-time employee, full-time employee, contract-employee, part-time contract employees, temp workers

Definition of a full-time employee: A "standard employee" as defined in Article 2 of Japan's "Act on the Improvement of Employment Management, Etc. of Part-Time Workers" (Part-Time Work Law, Law No. 76, 1993). A standard employee refers to a regular employee for whom employee status and method of payment are determined in accordance with conventional standards through an overall consideration of factors.

(Ex. Decisions regarding whether an employee will not have a fixed term of employment in their labor contract and be considered a long-term employee, and the primary form of payment for the employee's wages, as well as the applicability of bonuses, regular salary increases, and promotions.)

Non-full-time employee: All employees that are not classified as "full-time."

Definition of employee: Applied flexibly on a case-by-case basis.

Definition of managers: All employees at the section manager level and above.

Definition of section manager: A manager for which the following apply

-A manager with the title of "section manager" with duties that span two areas, or a manager who oversees a group of over 10 employees (10 including the section manager)

-An employee with duties that are weighted as "section-manager level" regardless of not having the section manager title or group of 10 employees operating under their authority.

(However, the employee cannot be of the lowest job classification.)

Definition of assistant manager: A manager that is below the level of section manager with the title of "section manager," or an employee with duties that are weighted as comparable to that of an assistant manager.