

Operation Standards on “Employee Referral System” (Summary)

○ Employees in this operational standard include full-time employees, part-time workers, contract employees (including part-time workers who have converted to indefinite-term employment, and contract employees), temporary employees, contract employees, and indefinite-term employees.

* However, employees in employee category [1] are not eligible.

○ These operating standards apply to all employees and are eligible for incentives. However, those whose job is related to recruitment, are excluded from the application of these operating standards and are not eligible for incentives.

○ Incentives will be granted to job openings designated by the company among those hired as temporary employees, contract employees, and indefinite-term employees.

○ Job openings through employment introduction methods under the Employment Security Act and job openings recruiting full-time employees, part-time workers, and contract employees are excluded from incentives.

○ Incentives will occur if all of the following conditions are met:

① Employees introduce job candidates for the targeted job proposal, and those who are hired by the company after receiving the introduction join the company. (Hereinafter, the person who made the introduction will be referred to as the "introducer," and the person who received the introduction will be referred to as the "introduced person.")

② The referred person must be employed at the company for at least two months after joining the company, and the introducer must remain employed at the company until the attendance deadline on the incentive payment date.

③ The referred person has never joined the company under the application of these operational standards.

*Notwithstanding the provisions of ②, if the introducer or the referred person resigns or is transferred to a group company for reasons other than their own personal reasons before the period ② has elapsed, they will be eligible for incentives.

*Regardless of the provisions of ③, even if the referred person has joined the company before the enforcement of these operational standards, if more than one year has passed since retirement at the time of introduction, the person will be eligible for incentives.

○ Incentives are generally paid to the introducer at the end of June and December of each year, after deducting income tax and social insurance premiums. The payment period will be at end of June if the referred person joins the company between October 1st and March 31st of the following year, and at the end of December if the referred person joins the company between April 1st and September 30th.

○ An upper limit will be set on the amount of incentive payments that a single referrer can receive in a one-year period from April 1st to March 31st of the following year.

○ The applicants or introduced individuals must reside in Japan. Referrals from people living overseas are not applicable.

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● **Free dial : 0120-639-310**

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We look forward to your introduction!**