

# Initiatives Based on the Act on Promotion of Women's Participation and Advancement in the Workplace

## Action Plan for the Promotion of Women's Participation

Established on March 1, 2016

As a corporation that provides society with "safety and peace of mind," SECOM has established the following Action Plan to develop a workplace environment in which female employees can work with energy, cheerfulness, and peace of mind.

### 1. Plan period

March 1, 2016 to March 31, 2021

### 2. Issues at SECOM

- Low ratio of female employees in management positions
- Lower average years of service for female employees than for male employees

### 3. Goals

- In fields other than security staff<sup>1</sup>, appoint at least 30 new female managers<sup>2</sup>
  - \*1: Security Services (business) staff who have undergone training as defined in the Security Services Act before becoming involved in security duties
  - \*2: Position in which management allowances are issued as part of wages
- Actively support for work-family balance, thus extending the average job tenure for women
- Increase the ratio of female employees who respond "I participate actively in the workplace" when answering questionnaires on women's participation in the workplace.

### 4. Contents of initiatives

#### ■ Initiative 1 Hold Events Throughout Japan Led by the Council on Promoting Women's Participation in the Workplace, an Internal Organization Established in 2013

April 2016	From among female employees at headquarters and offices throughout Japan, appointed staff specializing in promoting women's participation in the workplace (hereinafter, "Promotion Staff")
Since June 2016	Members of the Council on Promoting Women's Participation in the Workplace travel throughout Japan and cooperate with local Promotion Staff to hold events (training, roundtable discussions, introduction of role models, etc.)
	* Reports on events can be viewed by all employees on the intranet

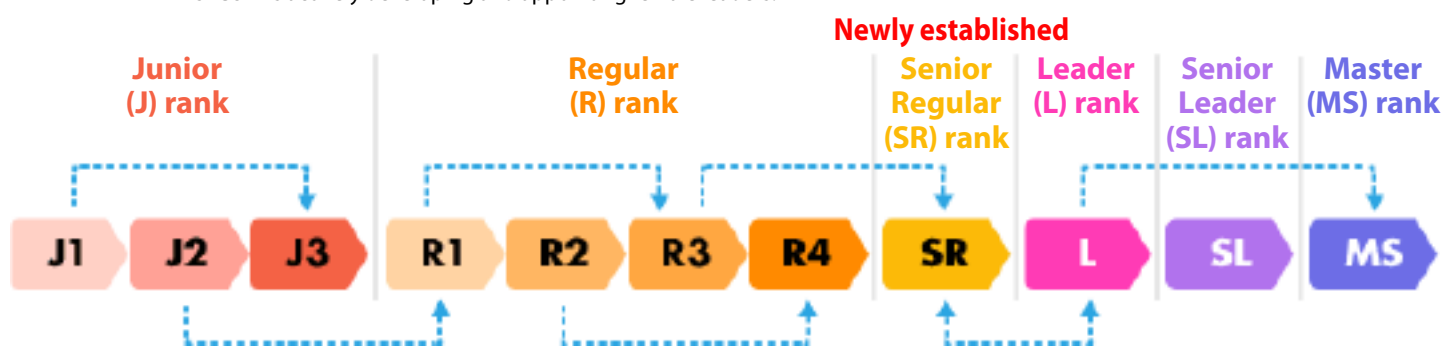
#### ■ Initiative 2 Conduct periodic awareness questionnaires led by the Council on Promoting Women's Participation in the Workplace

Since June 2016	For female employees, conducted awareness questionnaires on women's participation (held yearly since 2016)
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### ■ Initiative 3 Active development of female leaders

#### Reform of the personnel evaluation system (ranking system)

April 2016 As a reform of the personnel evaluation system to enable all employees, both male and female, to advance their careers, SECOM has reformed its ranking system. The system evaluates employees' attitude towards work more in detail and allows employees to feel even greater fulfillment from their work. We established the new Senior Regular (SR) rank for employees who are candidates for future leader positions. Also, for the Leader (L) rank, we abolished the previous levels of L1 to L5, and changed to operation that allows employees to rise to a higher rank in a short period of time depending on their abilities. Through this new evaluation system, SECOM is actively developing and appointing female leaders.



\*Skipping ranks is also possible

#### Leader Development Trainings

Since October 2016 Trainings to develop female leaders are held, regardless of occupation

### ■ Initiative 4 Further support for balancing work, childcare, or family care

#### Implementation of the SECOM Life Support Program

March 2016 Reviewed further enhancement of systems for supporting work-family balance (childcare, family care, etc.)

Since April 2016 Started the SECOM Life Support Program

- Utilize the total strength of ALL SECOM (the SECOM Group) to support changes to employment location due to reasons such as the need to provide care to family members, or work transfer of spouse.
- Approve temporary leave from work when the employee moves overseas when their spouse is transferred overseas (maximum of 5 years).
- Support flexible working styles which consider difficult household circumstances with the need for childcare or family care.

## Information on women's performance in the workplace

### 1. Ratio of female employees

(as of the end of each fiscal year)

	2014	2015	2016	2017	2018	2019
Number of employees (persons)	15,196	15,318	15,403	15,677	15,986	16,153
Male (persons)	12,899	12,979	13,007	13,159	13,334	13,403
Female (persons)	2,297	2,339	2,396	2,518	2,652	2,750
Ratio of women	15.1%	15.3%	15.6%	16.1%	16.6%	17.0%

## 2. Average age

(as of the end of each fiscal year)

	2014	2015	2016	2017	2018	2019
Male (years)	42.8	43.1	43.4	43.6	43.9	44.2
Female (years)	36.3	36.6	37.1	37.2	37.2	37.5

## 3. Average years of service

(as of the end of each fiscal year)

	2014	2015	2016	2017	2018	2019
Male (years)	16.1	16.4	16.7	17.0	17.1	17.4
Female (years)	10.9	11.3	11.8	11.8	11.9	12.2

## 4. Ratio of female managers

(as of the end of each fiscal year)

	2016	2017	2018	2019
Ratio of female managers* <sup>2</sup> in fields other than security staff* <sup>1</sup>	10.7%	11.0%	11.5%	11.8%

\*1: Security Services (business) staff who have undergone training as defined in the Security Services Act before becoming involved in security duties

\*2: Position in which management allowances are issued as part of wages, or position at or above a certain level in the ranking system

## 5. New challenges and diverse careers

### ■ Results of the Job Return Program

Established on April 1, 2014, the Job Return Program allows employees who have left SECOM due to unavoidable reasons such as childbirth, childcare, or family care, to return to work.

(as of the end of each fiscal year)

	2016	2017	2018	2019
Number of employees who returned to SECOM	1	1	1	1