




Promotion of work-life balance

NOF is developing a work environment in which employees can work with motivation while attaching due importance to the work-life balance between work and non-work activities including childcare, family care, hobbies, studies, rest, and community activities. In light of the importance NOF attaches to the work-life balance of its employees, it has adopted systems to provide specific support shown in the table on the right. The items with the  symbol in the table indicate NOF's own systems or systems that go above and beyond the scope of law.

- *1 In the case of childcare, the systems apply for employees raising a child up to the third grade of elementary school.
- *2 We have introduced the online service "wiwiw" (provided by wiwiw.inc) that supports balancing careers and childcare for employees taking childcare leave. By making this service available to those taking maternity or childcare leave, we help them achieve a balance between their careers and raising children.
- *3 Can be taken in hourly increments.
- *4 The short hour work system, flex-time system, fertility treatment leave, and the like may be taken.
- *5 Female employees raising an infant less than one year old are entitled to paid childcare hours twice a day (30 minutes per time).
- *6 Cumulative saved leave is a leave system in which a certain number of unused annual paid leave can be carried over each year. This may be used for personal illness or injury, childcare, family care leave, family care, self-education/development, volunteer activities, or refresh leave (service leave).
- *7 We support self-education/development by providing support for "correspondence courses" in which each employee is allowed to choose his/her own training options, and by establishing a system that allows employees who have worked continuously at the Company 10 years or more to use cumulative saved leave when they participate in external training for 10 or more consecutive days for self-education/development.
- *8 Up to two remote work days are allowed per week with prior approval. In addition, with prior approval, employees are allowed to shift their working hours up to two hours earlier or later.

Systems that support diverse working styles

Childcare support		Support for raising the next generation	
Pregnancy	Childbirth	Childcare	Family care
Limitations on and exemptions ^{*1} from overtime, limitations ^{*1} on night work			
Later or earlier work start or finish times ^{*1}			
Limitations on work on holidays		Childcare leave (up to 2 years, may be partially paid)	Family care leave (can be taken 3 times, up to 365 days)
Consideration to and reduction of workload		Career and childcare balance support program ^{*2}	Family care leave (10 days per year) ^{*3}
Hospital visit leave (paid holidays: 1 day per month)		Sick child care leave ^{*1} (10 days per year) ^{*3}	
Prenatal and postnatal leave		Childcare hours (paid) ^{*5}	
Support for balancing fertility treatment and work ^{*4}			
Other			
Annual paid leave (up to 21 days)			
Half-day annual paid leave			
Cumulative saved leave ^{*6}			
Refresh leave (every 5 years after 5 years of continuous service)			
Flex-time system			
Discretionary work system (R&D position employees)			
Support for self-education/development ^{*7}			
Support for sports and culture activities			
Remote work system ^{*8}			