

- CSR

> Tokyu Fudosan Holdings Group's CSR

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## Employment and Labor Practice Initiatives



The Tokyu Fudosan Holdings Group aims to establish energetic workplaces that allow each and every employee to perform to the best of their ability and work in a lively manner in order to improve customer satisfaction and corporate value.

> Health and Safety

> Labor Standards

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# Health and Safety

## Policy

The Tokyu Fudosan Holdings Group recognizes that ensuring the health and safety of its employees is an important issue for its sustainable development.

It is based on this awareness that the Group continuously works toward maintaining a positive workplace environment, ensuring the safety of employees, and supporting employees' health maintenance and improvement so as to create workplace environments where its diverse pool of human resources can thrive. We will also ask outsourcing partners, construction companies and other important stakeholders of the Group's business to thoroughly ensure health and safety at their own workplaces.

Tokyu Fudosan Holdings

## Management Structure

The Group has established health committees at its business offices that have 50 or more employees. These committees meet at least once per month to deliberate on three areas in order to improve occupational health standards in workplaces. The three areas include: (1) fundamental measures for preventing health problems in workers; (2) fundamental measures for promoting the health maintenance and improvement of workers; and (3) ways to identify the cause and prevent the reoccurrence of occupational injuries. At Tokyu Land Corporation, labor managers or health managers, industrial physicians, and labor union representatives participate in the company's health committee.

Starting in fiscal 2011, we began sharing information on labor management as it pertains to the overall health and safety of the Group through the Group's labor liaison meetings. In fiscal 2016, through this same organization a stress check was conducted on employees via the Group's shared infrastructure.

As of today, none of our business sites has obtained OHSAS 18001 certification.

Tokyu Fudosan Holdings

## Practice and Implementation

### Employees' physical health and mental health

The Group endeavors to offer sound workplaces that are dynamic so that each and every employee can contribute their skill set to the fullest extent possible, based on the belief that employees are one of our most important assets.

Tokyu Land Corporation offers employees training programs based on their number of years of service in order to enhance the skills needed to produce new value. It also provides self-development programs that allow employees to select the program that best fits their needs. All the company's employees also undergo annual health examinations to safeguard their health. The company has established no overtime days and Commitment Leave as a means to rest their mind and body and return to work fresh and with a new sense of vigor. For employees' mental health, Tokyu Land Corporation carries out stress checks and has introduced an employee assistance program (EAP) implemented by an external health organization. Mental health training is provided annually to newly appointed managers, and in fiscal 2016 a total of 12 newly appointed managers participated.

Tokyu Fudosan Holdings, TOKYU LAND CORPORATION

### Acquired Health Management Rating from the DBJ

In February 2015, Ewel, Inc. received the highest DBJ Employee's Health Management Rating of A from the Development Bank of Japan Inc, which awards ratings to companies with excellent health management practices. The company's wide ranging activities carried out at all of its business sites were impetus for this rating. These activities included promoting action through the company-wide Well Being Project that includes detailed health measures and incentive programs as well as its offices that are considerate of the work environment.



Logo of the DBJ  
Employee's Health  
Management Rating

EWEL, Inc.

### Number of fatal occupational accidents

2013 (FY)	2014 (FY)	2015 (FY)
0 incidents	0 incidents	0 incidents

Tokyu Fudosan Holdings

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TOKYU FUDOSAN HOLDINGS GROUP  
Recovery Support Project  
Great East Japan Earthquake For smiling faces all over Japan  
Smile for Japan

## Labor Standards

### Policy

The Tokyu Fudosan Holdings Group will respect the following matters as a set of fundamental rights in hiring and employment in order to achieve co-existence and co-prosperity with employees.

- (1) Prohibition of discrimination: We will eliminate all discriminatory actions based on nationality, race, religion, beliefs, gender, age, sexual orientation and/or disability and will strive to maintain equal opportunity and treatment in hiring and employment.
- (2) Prohibition of harassment: We will never engage in sexual harassment, power harassment, or any other form of harassment toward people in the workplace. We will also never tolerate language or actions related to harassment.
- (3) Prevention of forced labor: We will strive to eliminate and prevent all forms of forced labor.
- (4) Curtailment of overwork and reduction of overtime: We will establish a fundamental policy on work management to curtail overwork and reduce overtime work giving consideration to employees' work-life balance and their health maintenance/improvement. In Japan, we will comply with the "Article 36 Agreement."
- (5) Prevention of child labor: We will support and practice the effective abolishment of child labor.
- (6) Respect for freedom of association and the right to collective bargaining: In recognizing that the freedom of association and the right to collective bargaining are fundamental human rights that must be respected by a company, in countries and regions where the formation of labor unions is allowed we fully recognize employees' right to organize, right to collective bargaining and right to strike in labor agreements. In addition, even in countries and regions that do not allow the formation of labor unions due to laws or practice, we will effectively promote conflict resolution through dialogue involving management and labor with the purpose of securing the freedom of association and the right to collective bargaining.
- (7) Payment of wages above and beyond the minimum wage: We will comply with labor laws and regulations and adopt a fundamental policy on labor management in which we will pay wages to employees above and beyond the minimum wage.

### Supporting international initiatives

The Group supports and respects the OECD Guidelines for Multinational Enterprises and international labor standards. In December, 2016, we stated our support for the UN Global Compact. In accordance with the 10 principles of the UN Global Compact broken down by the subjects of human rights, labour, environment, and anti-corruption, we are promoting responsible management aimed at contributing to the realization of a sustainable society.

### The 10 Principles of the UN Global Compact

Human rights	Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and Principle 2: make sure that they are not complicit in human rights abuses
Labour	Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining Principle 4: the elimination of all forms of forced and compulsory labour; Principle 5: the effective abolition of child labour; and Principle 6: the elimination of discrimination in respect of employment and occupation
Environment	Principle 7: Businesses should support a precautionary approach to environmental challenges; Principle 8: undertake initiatives to promote greater environmental responsibility; and Principle 9: encourage the development and diffusion of environmentally friendly technologies

## Anti-corruption

Principle 10: Businesses should work against all forms of corruption, including extortion and bribery

[Click here to learn more about the UN Global Compact](#)

Tokyu Fudosan Holdings engages in activities as a member of the Global Compact Network Japan (GCNJ), the local network of United Nations Global Compact in Japan.

[Click here to learn more about the GCNJ](#)



Tokyu Fudosan Holdings

## Management Structure

### Diversity Council

The Group has established the CSR Promotion Committee headed by the President & CEO, and to address the issues of diversity with regard to employees and work styles, the Diversity Council, established as a subcommittee, leads relevant management activities across the entire Group.

### Management of work hours

Each subsidiary of the Group monitors employees for chronic and constant prolonged work hours and makes improvements when necessary by discussing information about employees working prolonged hours and solutions at meetings of the Group Executive Committee and meetings involving executive officers.

Tokyu Land Corporation has a mechanism in place for labor-management negotiations and it also holds no overtime days and takes other measures. Tokyu Livable, Inc. also strives to prevent prolonged work hours by using a program to automatically shutdown computers after a certain period of time and other solutions.

### Management of wages

The Group follows the minimum wage laws of each country where it operates to ensure that it pays wages that exceed the local minimum wage. The average annual wage of Tokyu Fudosan Holdings Corporation was 12.13 million yen in fiscal 2015.

### Dialogue between labor and management

Tokyu Land Corporation has established a mechanism for negotiations between labor and management that enables employee representatives to hold dialogue with the company's senior management.

### Preventing child labor

The Group primarily provides knowledge-based services, which means child labor or forced labor does not typically occur in this business segment. In its employment regulations, Tokyu Land Corporation prohibits employees under the age of 18 from working more than eight hours in one day, and as of today, there have been no cases of child labor or forced labor. To prevent child labor or forced labor from occurring in the future, checks are conducted as part of daily operations. If a case of child labor or forced labor is found, a mechanism and reporting system are in place to report the matter to the company.

## Respect for Human Rights

The Group has clear stipulations prohibiting discrimination based on race, religion, gender, age, sexual orientation, disability or nationality. Such forms of discrimination are not present within the Group as of the present, and checks are conducted as part of daily operations in order to prevent discrimination from occurring in the future. If a case of discrimination is found, a mechanism and reporting system are in place to report the matter to the company.

In addition, The Tokyu Fudosan Holdings Group states “Respect human rights” in the Code of Conduct and encourages individual employees to give due consideration to human rights in their activities. The Group respects basic human rights in compliance with “the Universal Declaration of Human Rights” adopted by the United Nations as well as with the local laws and regulations implemented in the regions where it has bases. The Group also takes steps to prevent discriminatory behavior and speech, sexual harassment and power abuse while making efforts to respect the diverse values, individuality, and privacy of individuals. Tokyu Land Corporation holds a training seminar for all new employees on the theme “Issues Surrounding Companies and Human Rights,” so that they can have a grasp of human rights issues.

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Tokyu Fudosan Holdings

## Practice and Implementation

### Seminar for executive officers led by outside expert

In October 2015, as part of its diversity promotion efforts the Group held a seminar for executive seminars led by Ms. Yoshie Komuro, President & Representative Director of Work Life Balance Co., Ltd. Ms. Komuro spoke about the importance of the commitment expected of management and top management as employees and work styles become more diverse. During the seminar participants engaged in active discussions on the topic.

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Tokyu Fudosan Holdings

### Promoting diversity and creating dynamic workplaces

Tokyu Livable, Inc. has established the Diversity Promotion Section in an effort to create a workplace environment where women, seniors, foreign nationals and people with disabilities can be more actively involved. The company has introduced a mentor program for female real estate agents and provides training in an effort to increase the number of female managers. In 2015, Tokyu Livable, Inc. became the first major real estate sales company to receive the Tokyo Labor Bureau Director-General’s Award of Excellence in the category of equal opportunity promotion at the Equal Opportunity and Work-Life Balance Promotion Awards organized by the Ministry of Health, Labor and Welfare.

The company also has a Career Expert Re-employment System in place that enables the continued employment of employees that fulfill certain internal standards until age 70 if they wish to remain employed. In addition to promoting the proactive use of female employees, the Group will actively work towards creating a workplace that can take advantage of the abundant experience and personal connections of senior employees that are expected to increase in the future so that they can be effectively used in the organization.

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TOKYU LIVABLE, INC.

### Initiatives to create an employee-friendly work culture

Tokyu Community Corp. was ranked 44th in the 2015 version of the Companies that Utilize People survey by Nikkei Inc. which examines companies from various vantage points including the hiring and development of human resources and efforts to improve employee motivation. Tokyu Community Corp. was recognized for its diverse work systems, mental health care policies as well as its human resource policies for employees to meet their childcare or nursing care obligations. We will continue to create diverse work styles tailored to the lifestyle needs of employees in an effort to offer a leading work environment where all employees, including women and seniors, can continue to contribute for a long period of time.

\*The 2015 version of the Companies that Utilize People survey (conducted jointly by Nikkei Inc., Nikkei Human Resources Inc. and Nikkei Research Inc.) targets 1,654 major corporations in Japan with a consolidated workforce of 1,000 or more (454 companies responded).

TOKYU COMMUNITY CORP.

### Employee training hours dedicated to skills development

The average hours spent on skills development per regular employee of Tokyu Land Corporation was 13 hours per year.

TOKYU LAND CORPORATION

### Turnover rate

The average turnover rate per voluntary reason over the previous three years at the Group's five main subsidiaries was 3.5%, and there were no cases of dismissal due to personnel cuts.

Tokyu Fudosan Holdings

### Ratio of non-regular employees

The Group employs 9,944 contract workers, and 41% of all persons employed, including regular employees, have fixed term contracts.

Tokyu Fudosan Holdings

### Social Data

	(Unit)	2013	2014	2015
Number of employees	person	17,594	18,243	19,230
Ratio of female managers	%	4.81	5.70	5.91
Female directors	person	0	0	0
Female audit & supervisory board member	person	0	0	0
Female operating officer	person	2	2	2
Average years of service (male employees)	year	13.23	13.21	13.01
Average years of service (female employees)	year	8.79	8.96	8.71
Ratio of full-time employees (female employees)	%	23.66	24.22	25.26
Ratio of new female employee hires to total hires	%	31.47	33.00	35.37

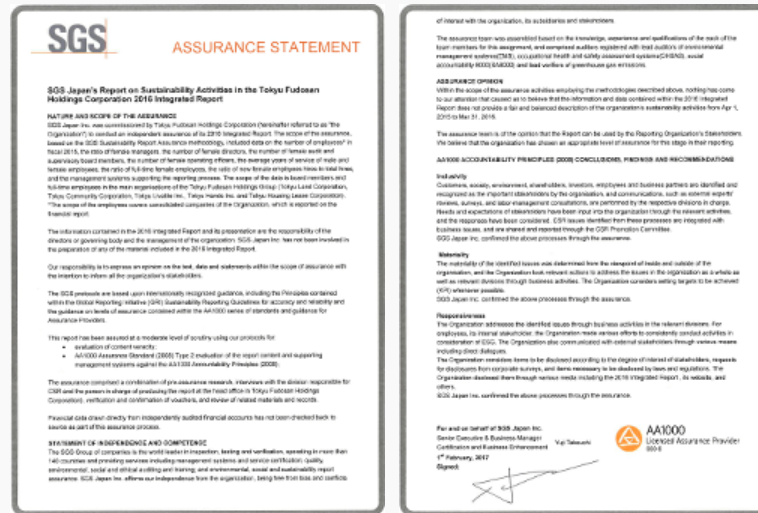
\*Numerical data for companies that fall within the scope of disclosure based on the Law on Promoting Women in the Workforce (Ministry of Health, Labour and Welfare): Tokyu Community Corporation, Tokyu Livable, Inc., Tokyu hands, Inc., and Tokyu Housing Lease Corporation

Tokyu Fudosan Holdings

## Third-party Verification of Social Data

The Tokyu Fudosan Holdings Group receives verification of its non-financial data from a third-party in order to ensure the reliability of this information. For fiscal 2015, the scope of this verification includes social data (nine items including the ratio of female managers, average years of service, and the ratio of new female employee hires to total hires, etc.).

### Third-party Verification Report on Social Data



[Third-party Verification Report.pdf \(PDF:168KB\)](#)

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