

# Human Resources

## Occupational Health and Safety

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### Our Basic Approach and Strategy

In accordance with the Unicharm Group Policy on Human Rights and the Unicharm Group Charter of Actions, we at Unicharm work to eliminate all forms of child and forced labor as well as prevent overwork.

With the intent of preventing disasters and accidents, we have established basic policies for managing occupational health and safety and will maintain a safe and healthy workplace environment that places the highest priority on ensuring and improving the health and safety of our employees at all times.

Unicharm's policies on occupational health and safety are translated into various languages so that they are understood by all of our employees around the world.

#### Ensuring Thorough Safety and Occupational Health Management

To prevent workplace accidents and ensure that employees can work safely and comfortably, we strictly implement health and safety management in the workplace toward a goal of zero accidents. At the same time, we give top priority to always ensuring safety, not forcing employees into excessive labor or overtime, and improving the work environment, primarily through the deployment of health and safety managers.

Supervisors also observe the mental and physical health of their subordinates and respond promptly when they find an issue.

### Management Structure

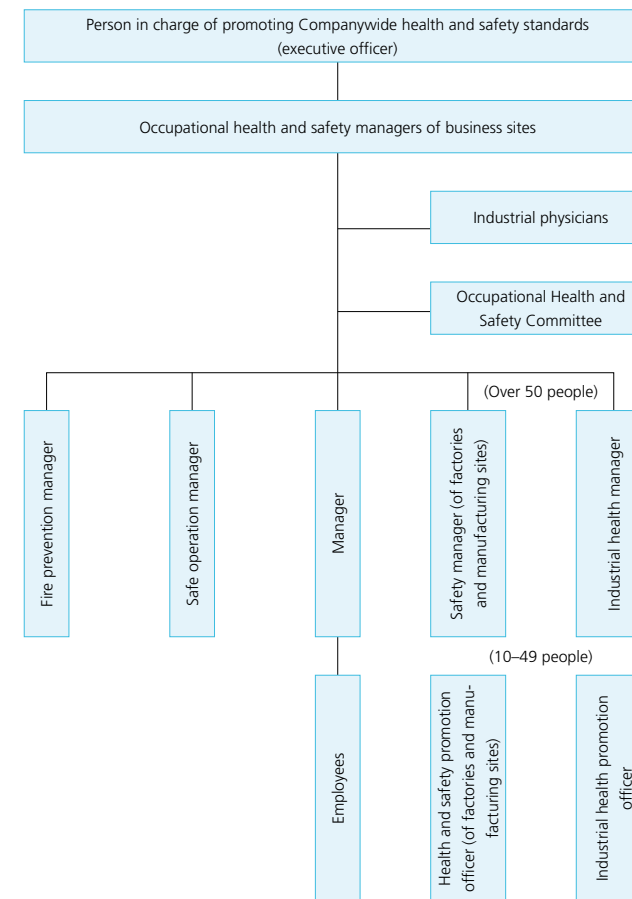
Unicharm has established the Occupational Health and Safety Management Regulations\* in accordance with the Industrial Safety and Health Act with a view to ensure and improve the health and safety of its employees while preventing accidents and disasters.

To oversee and manage the Companywide occupational health and safety management system (OSHMS), the executive officer in charge of promoting occupational health and safety, appointed by the president & CEO, coordinates the occupational health and safety managers of each business site, who are the highest-level authority for these sites. This executive officer designates a safety and industrial health manager at each location who then appoints a safety manager, industrial health manager, and fire prevention manager. The executive officer also formulates a Health and Safety Committee to build a management system.

The Health and Safety Committee, comprising members selected from the Company and labor union as well as industrial physicians, meets each month to discuss matters such as activities to improve the workplace environment, prevention of workplace accidents, elimination of vehicle accidents, and promotion of employee health. Moreover, workplace inspections are conducted by committee members once every two months. Important actions are reported by the Health and Safety Committee secretariat to the person in charge of promoting Companywide health and safety standards for approval. A PDCA cycle is implemented in which actions related to safety approved by the person in charge are carried out as activities in each department, and progress is reported periodically by the Health and Safety Committee to facilitate decision-making and improvements.

\* Applies to full-time employees, contract employees, part-time employees, and employees on assignment from relevant subsidiaries and external organizations

### ► Unicharm Corporation's Occupational Health and Safety Management System



## Occupational Health and Safety at Production Sites

Unicharm implements an occupational health and safety management system (OSHMS) at its production sites to continuously maintain and improve health and safety activities. We follow a specified PDCA process to promote ongoing health and safety management on an autonomous basis, which helps to prevent workplace accidents, promote worker health, create a comfortable Dialogue Between Labor, and enhance health and safety standards. Our OSHMS aims to ensure the health and safety of executives, employees, contingent staff, and part-timers, as well as employees of associate companies operating on our premises (including contractors and outsourced companies). OSHMS operations ensure that all employees at manufacturing factories have set objectives for health and safety activities with clear roles and responsibilities. Through regular checks by the factory manager, who is responsible for overall health and safety management at the factory, this system allows the identification of latent risks for occupational injuries and diseases and the revision of health and safety activities.

## Acquiring ISO 45001 Certification for Occupational Safety and Health Management Systems

Unicharm has obtained ISO 45001 certification, the international standard for occupational safety and health management systems, at 28.1% of its production sites across the globe (23.1% in Japan, 31.6% overseas).

## Indicators and Targets

### Occupational Health and Safety Targets and Results

	Manufacturing Industry Average (Fiscal 2022)	Fiscal 2021 Results	Fiscal 2022 Results	Fiscal 2023 Results	Fiscal 2024 Targets	Coverage
No. of violations of the Industrial Safety and Health Act	—	0	0	0	0	Unicharm Corporation employees
No. of fatal workplace accidents	—	0	0	0	0	
No. of workplace accidents resulting in inability to work*1	—	0	0	0	0	
Workplace accident frequency rate*2	1.25	0.22	0.22	0.22	Below the industry average	
Workplace accident severity rate*3	0.08	0.00	0.00	0.02		

\*1 Workplace accidents resulting in inability to work: Permanent inability to work or undertake certain tasks

\*2 Workplace accident frequency rate = Number of workplace accident occurrences ÷ Total number of working hours × 1 million hours

\*3 Workplace accident severity rate = Number of lost working days ÷ Total working hours × 1,000 hours

## Initiatives and Results

### Occupational Health and Safety Targets and Results

Every year, we aim for zero workplace accidents. We continue to promote a range of measures aimed at improving occupational health and safety, including visits to manufacturing floors by factory and production site managers. In fiscal 2023, there were zero cases of workplace accidents resulting in fatalities or the inability to work, and the workplace accident frequency and severity rates were both below the industry average.

Recognizing health and safety as a matter of utmost importance, and with the aim of creating a safe and comfortable workplace environment, the Company will continue to thoroughly enforce basic safety standards and improve the work environment by strengthening safety measures through equipment inspections and other efforts. In addition, we will promote timely and appropriate safety measures such as

assessment-based risk reduction and external evaluation by companies that specialize in safety crisis management.

## Occupational Safety Risk Assessment

As a company that operates in various countries and regions, Unicharm maintains a risk management information website on its corporate intranet, which specifically provides information on risks that may impact the lives of employees around the world. The site specifies clear guidelines and criteria for responding to natural disasters, pandemics, occupational accidents, large-scale equipment accidents, kidnappings, intrusion into and damaging of Company facilities, terrorist attacks, riots, coups d'état, and civil wars. The intranet is updated daily with information from the Ministry of Foreign Affairs of Japan (MOFA) and a risk management company contracted to provide its services and it displays information, alerts, business trip restrictions, and measures for dealing with serious injuries and illnesses. In these ways, we carry out risk assessments by means of education and information dissemination and monitoring of the work environment.

In fiscal 2020, we carried out a risk assessment regarding COVID-19 infections to formulate our guidelines for dealing with COVID-19 so that each employee could take appropriate action. We also implemented infectious disease prevention measures and domestic and international business trip restrictions. In terms of manufacturing facilities, we conducted risk assessments using safety diagnoses through a third-party organization.

In terms of promoting new and ongoing businesses and projects, as appropriate, we also carry out risk assessments and monitoring that take into account the local laws, physical environment, infrastructure, facilities, and so on. In order to further protect against disasters, we will also systematically move forward with risk assessments, revise work methods, and improve facilities to eliminate risks and thoroughly educate and train employees.

## Eliminating Workplace Accidents

Having designated April 17 of each year as Unicharm Occupational Safety Day, we vow to eliminate workplace accidents through a Groupwide effort. We hold a safety convention with the participation of all production sites in Japan and overseas, where they pledge to eliminate occupational accidents toward the goal of achieving zero accidents and fires. To this end, it was declared that senior executives would take the initiative to create a “safe and comfortable workplace” based on the philosophy of “safety as an asset” and “safety taking precedence over all.”

Moreover, we are working to eliminate workplace accidents not only at our production sites but also at our offices worldwide by inspecting workplaces and checking evacuation routes, the conditions of firefighting equipment, and the locations of automated external defibrillators (AEDs).

### Daily Safety Briefings (Malaysia)

Each day after morning exercise, Unicharm’s local subsidiary in Malaysia holds safety briefings led by office and factory managers. This briefing serves as a reminder for all employees and enhances their awareness of the importance of safety and accident prevention.

### Alcohol Checks (Japan)

All sales staff at Unicharm’s branch and sales offices in Japan are required to undergo alcohol checks prior to the operation of vehicles to ensure that they do not do so while under the influence of alcohol. Our alcohol check management system is designed to monitor blood alcohol levels of our sales staff via PC or smartphone even when driving directly home or on business trips.

## Occupational Health and Safety Education and Training

Unicharm’s production sites provide training on occupational health and safety to employees upon joining the Company or when changing roles. For leader training and special training programs that are required by law, we rely on external organizations to provide education and training on occupational health and safety. Moreover, depending on their position and workplace, employees are trained on the handling of machinery and equipment, raw materials, safety equipment, and devices for controlling hazardous materials prior to the assignment to their respective departments or when changes are made to the nature of their duties.

### Occupational Health and Safety Education and Training

Targets	Details	No. of Participants in Fiscal 2023	Coverage
Newly appointed leaders	Education on occupational health and safety, including leader training, as required by law	92	Unicharm’s production sites in Japan
Employees prior to the assignment to their respective departments or changing roles	Education and training on occupational health and safety for new employees prior to the assignment to their respective departments and for employees changing roles	90	

## Prohibition of Child and Forced Labor

As clearly stipulated in the Unicharm Group Policy on Human Rights and the Unicharm Group Charter of Actions, we at Unicharm do not tolerate any form of child or forced labor.

Unicharm’s factories are monitored on a regular basis using Sedex’s Self-Assessment Questionnaire (SAQ). In fiscal 2023, all 39 business sites (16 in Japan, 23 overseas) responded to the SAQ, confirming that there were no cases of child labor or forced labor.

P.084 Human Rights Risk Assessment at Unicharm Group Factories

## Dialogue Between Labor and Management

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We place a great deal of value on mutual trust between labor and management and hold monthly discussions between the Company and labor union. In addition to these regular meetings, additional meetings are held depending on the nature of these discussions. In fiscal 2023, discussions were held on matters such as reducing overtime work, regulation changes, the human resources system, employee benefits, and health management measures. We will continue with efforts to foster workplaces that can motivate and fulfill employees.

### Selected by Vietnam 100 Best Places to Work 2023 (Vietnam)

Unicharm’s local subsidiary in Vietnam was selected as by Vietnam 100 Best Places to Work 2023, the first time a Japanese consumer goods manufacturer has received such an honor. Conducted by human resources consulting firm Anphabe and market research firm Intage Vietnam, this annual ranking aims to enhance corporate brands and improve work environments.

In fiscal 2023, surveys were conducted among 63,878 business people in 18 different job categories and 9,638 students of 113 universities on the attractiveness of corporate brands and on recent developments in human resources and work environments.

