

30 April 2021

## **General Employer Action Plan based on Act on Promotion of Women's Participation and Advancement in the Workplace (second term)**

We, Tokyo office of Arup Group, which have been doing engineering and consulting business in Japan as Ove Arup & Partners Japan Limited with our Codes of Practice that promotes 'EDI (Equality, Diversity, and Inclusion)' and 'Human Rights', are pleased to announce that we have developed this General Employer Action Plan (2<sup>nd</sup> term) as required by the Japanese government's 2016 Act on Promotion of Women's Participation and Advancement in the Workplace. This plan is in line with the Sustainable Development Goals (SDGs) that include 'gender equality' and 'health and well-being for all', one of our management objectives.

### **1 Acton Plan period**

1 May 2021 to 30 April 2023 (2 years)

### **2 Issues**

Higher turnover rate of female employees than that of male employees.

### **3 Objectives**

- Reduce to zero the number of employees, both male and female, who leave the firm duet to balancing work and private life;
- Increase opportunities to learn about EDI to better understand the importance of diversity in organisations, including the ratio of women.

#### **4 Actions to be implemented and its timing**

As a working environment that takes into account a diverse range of individuals is considered to contribute to improving employee turnover, we will implement the following measures:

- |         |  |
|---------|--|
| FY 2021 | <ul style="list-style-type: none"><li>■ Introduce the rules of remote working to support flexible working in terms of location;</li><li>■ Consider flexible working hours or flexible starting and finishing time of work to support flexible working in terms of time;</li><li>■ Provide training opportunities and information on EDI regularly.</li></ul> |
| FY 2022 | <ul style="list-style-type: none"><li>■ Review and make necessary improvements to our flexible working practices in terms of location and time;</li><li>■ Review the EDI initiatives for 2021 and make necessary improvements as well as encourage Tokyo Office to disseminate information to Arup Group.</li></ul>  |

30 April 2021

## **General Employer Action Plan based on Act on Advancement of Measures to Support Raising Next-Generation Children**

We, Tokyo office of Arup Group, which have been doing engineering and consulting business in Japan as Ove Arup & Partners Japan Limited with our Codes of Practice that promotes ‘EDI (Equality, Diversity, and Inclusion)’ and ‘Human Rights’, are pleased to announce that we have developed this General Employer Action Plan as required by the Japanese government’s Act on Advancement of Measures to Support Raising Next-Generation Children. This plan is in line with the Sustainable Development Goals (SDGs) that include ‘gender equality’ and ‘health and well-being for all’, one of our management objectives.

### **1 Action Plan period**

1 May 2021 to 30 April 2023 (2 years)

### **2 Issues**

- Although it is easy for employees, including male employees, to take child-care leave, and several have done so (including special leave for the birth of a child for male employees), there are still individual differences in awareness of taking child-care leave among male employees;
- Development of a working environment that allows both men and women to balance work and private life more easily.

### **3 Objectives**

- Make male employees aware of the special leave for the birth of a child and the child-care leave.

- Introduce an official remote working scheme by March 2022 while considering a flextime system or flexible starting and finishing time of work.

#### **4 Actions to be implemented and its timing**

##### **4.1 Informing male employees about the special leave for the birth of a child and the child-care leave**

FY 2021      Conduct a questionnaire with male employees regarding leave and absence for the birth of a child.

FY 2022      Inform of the leave and absence based on the results of the interviews.

##### **4.2 Support on flexible working**

FY 2021      ■ Introduce the rules of remote working to support flexible working in terms of location;

                 ■ Consider flexible working hours or flexible starting and finishing time of work to support flexible working in terms of time.

FY 2022      Review and make necessary improvements to our flexible working practices in terms of location and time.