

# Nichii Group Union Bylaws

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## Rules and Regulations of NICHII GROUP UNION

### **(Translation)**

These regulations translate “Nichii Group Union Bylaws” in English. The English text as presented in this document is translation of the original Japanese Bylaws. In the case of any questions or disputes about interpretation of context, the Japanese original will take precedence over the English translation.

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## **Regulations on Establishment of Election Committee**

### **Article 1: Purpose**

Based on Article 32, Paragraph 2 (6) of the Union Constitution, the Central Executive Committee shall stipulate the establishment of the Election Committee as follows.

### **Article 2: Establishment of Election Committee**

The Central Executive Committee shall appoint members of the Election Committee and establish it by April of each year.

### **Article 3: Term of Office**

The term of office of the Election Committee members shall be one year.

### **Article 4: Constitution**

The Election Committee shall consist of five members, and a Chair shall be elected from among the committee members.

### **Article 5: Duties**

The duties of the Election Committee shall be as follows:

- (1) Matters related to the election of Convention Delegates prescribed in Article 15 of the Union Constitution.
- (2) Matters concerning the election of Central Officers prescribed in Article 17 (6), Article 19, Paragraph 2, and Article 42 of the Union Constitution.
- (3) Article 17 (7) of the Union Constitution and matters relating to the direct secret ballot on the dismissal of the Central Officer as stipulated in Article 19 (3).
- (4) Matters related to the election of Branch Leaders and Branch Vice Leaders prescribed in Article 59, Paragraph 4 of the Union Constitution and Article 15, Paragraphs 4 to 7, which are applied mutatis mutandis.

### **Article 6: Right to Enact Detailed Regulations**

With the approval of the Central Executive Committee, the Election Committee may enact detailed operating rules, etc. necessary to carry out the duties prescribed in Article 5 above.

### **Article 7: Effective Date**

This bylaw takes effect from November 13, 2022.

## Convention Delegates Election Regulations

### Article 1: Purpose

Article 15, Paragraphs 1 to 5 of the Union Constitution, stipulate basic matters concerning the procedure and method of electing Convention Delegates. Regarding matters not stipulated in these, the Central Executive Committee shall stipulate the following Articles based on Article 22, Paragraph 4 of the Union Constitution.

### Article 2: Announcement of Election of Convention Delegates

1. When the Convention Chair announces the election of delegates to the Convention based on Article 15, Paragraph 1 of the Union Constitution, the following items (1) to (6) regarding the election will be decided and published in the Union Newsletter, which shall be distributed to all union members and by posting it on the members-only website (<http://www.nu-kirarin.com/>) at the same time.

- (1) A fixed number of Convention Delegates to be elected in each Block
- (2) The Election Committee within the Union Office shall be the reception place for Convention Delegate candidacy.  
Date and time for the reception starts and ends
- (3) Convention Delegates candidacy notification form (include the candidate's name, *furigana*, home address, affiliated Union Branch, place of work, employee ID, affiliated Company Department, and e-mail address, and affix their signature or name and seal)
- (4) The Election Committee within the Union Office will announce the names, Branches, workplaces, and departments of the candidates after the deadline for candidates for Convention Delegates. The method of announcement must be posted on the members-only website (<http://www.nu-kirarin.com/>).
- (5) If the number of candidates in each Block does not exceed the quota of Convention Delegates in each Block, the candidates in that Block will be elected as Convention Delegates without direct balloting.
- (6) If the number of candidates in each Block exceeds the quota of Convention Delegates in each Block, the Election Committee within the Union Office shall conduct direct secret ballots by union members in the Block as follows:
  - ① The start date and end date of the campaign period during which each candidate is allowed to campaign in the Block. Election campaigns shall be conducted only outside business hours.

- ② The method of direct balloting in the Block shall be by postal ballot addressed to the Election Committee at the Union Office.
  - ③ Deadline for postal ballots, and postal ballots delivered to the Election Committee at the Union Office after the deadline is invalidated.
2. The right to vote and to be elected as Convention Delegates shall be held by those who are union members on the date of the election of Convention Delegates and who have not been subject to the suspension of rights prescribed in Article 72 of the Union Constitution. However, after the notice of the Convention, those who lose their union membership by the deadline for voting by mail will lose the right to vote and the right to be elected.

#### Article 3: Declining Candidates for Convention Delegates

If a candidate withdraws due to unavoidable reasons, the candidate's name, affiliated Branch, employee ID, and a document stating that they are declining candidacy must be submitted to the Election Committee by the deadline for candidature application.

#### Article 4: Election Campaign for Convention Delegate Candidates

1. In the event that direct secret balloting of Convention Delegates is conducted, the advertisement that can be used by candidates during the election campaign shall be limited to those specified in the following, and other items may not be used.
2. After the deadline for the candidature application, each candidate shall submit the text published in the election bulletin that fits within the scope of one A4-size sheet by the date designated by the Election Committee to the place where the candidacy application is submitted. The Election Committee arranges these in the order the names appear on the ballot paper, prepares an election bulletin, and publishes it on the members-only website (<http://www.nu-kirarin.com/>) on the day the election is announced.

#### Article 5: How to Vote by Mail

1. The method of direct balloting for the election of delegates to the Convention shall be by mailing the ballot paper enclosed in a double envelope, and the method shall be as specified in the following paragraphs.
2. The Election Committee or persons under its direction (excluding candidates) shall distribute the following items to union members.
  - (1) Ballot Paper

The first line of the ballot shall contain the words "Ballot Paper" followed by the name of the Block conducting the Convention Delegates election in brackets.

Below the next line of the ballot paper, the following shall be written, "Choose one candidate you would like elect, and put a circle in the box next to that name. Votes with multiple circles will be invalid."

On the next line of the ballot, box the name of the first candidate in Japanese alphabetical order with a blank square next to the name. Under the name, add the Branch to which they belong and where they work at in smaller letters than the name.

On the next line, arrange the name of the second candidate in Japanese alphabetical order, and the format below is as described above. The same shall apply to the names of the third and subsequent candidates in Japanese alphabetical order.

(2) Inner Envelope

Use a flap envelope with adhesive tape which has the following words on the front side: "Voting paper inside (write the name of the Block where the election will be held in parentheses)", "put in a ballot, remove the tape and seal with glue", and "seal with glue" and "no other matters"

(3) Outer Envelope

Use a flap envelope with adhesive tape. The address shall be "Election Committee, Nichii Group Union".

On the back of the envelope, write "Envelope for Convention Delegates Election (Indicate the name of the Block where the election will be held in parentheses) Inside" in a square box, and provide an entry field for "Voter's Name", "Affiliated Branch", and "Employee ID".

(4) Instructions on How to Vote

[Contents of the Instructions]

- From among the candidates listed on the ballot, circle in the box next to the names of (put a figure on here) candidates listed on the ballot that you would like to vote for Convention Delegates.
- Check the members-only website (<http://www.nu-kirarin.com/>) for election bulletins about each candidate.
- Place the ballot paper in the inner envelope, remove the tape and seal with glue.
- Put the inner envelope into the outer envelope, remove the tape, seal with glue, and write voter's name, affiliated Branch, and employee ID on the back of the outer envelope.
- Post the outer envelope.
- The voting deadline date and time (must arrive) is \*\*year \*\*month \*\*day \*\*hour. Ballots delivered to the Election Committee at Union Office after this time will be void.
- Ballot papers and inner envelopes with extra information are invalid.

#### Article 6: Invalid Vote

1. A vote that falls under any of the following shall be void:
  - (1) Ballot paper with multiple circles
  - (2) Ballot papers that have been processed such as writing letters, symbols, lines, dots, etc. other than circle marks, or punching holes with needles.
  - (3) More than one-half of the circled line on the ballot paper protrude outside the box adjacent to the candidate's name.
  - (4) Items that have been processed such as writing letters, symbols, lines or dots on the inner envelope, or punching holes with a needle.
  - (5) Unsealed inner envelope
  - (6) The outer envelope does not include all or part of the affiliated Branch, employee ID, or voter name.
  - (7) Delivered to the Election Committee in the Union Office after the voting deadline
2. When multiple outer envelopes are mailed by the same person, all of the multiple votes will be invalidated without opening the outer envelopes.
3. When there are multiple inner envelopes in one outer envelope, all of the multiple votes are invalidated without opening the inner envelopes.

#### Article 7: Receiving Vote-by-Mail Ballots

1. The Election Committee shall appoint a person in charge of reception work for vote-by-mail (hereinafter referred to as "the official responsible for vote-by-mail").
2. The official responsible for vote-by-mail will affix a reception stamp on the outer envelopes delivered to the Election Committee in the Union Office by the time of the voting deadline and store them.
3. The official responsible for vote-by-mail writes "delivered after the deadline" and the date of delivery in red on the outer envelopes delivered to the Election Committee in the Union Office after the voting deadline and store them. For outer envelopes that were delivered to a mailbox after the deadline on the day of the voting deadline, the official responsible for vote-by-mail writes not only the date of delivery but also the time when the envelope was confirmed to be in the mailbox.
4. Upon receiving instructions from the Election Committee, the official responsible for vote-by-mail shall promptly hand over the following to the Election Committee: the outer envelopes delivered before the voting deadline, the outer envelopes delivered after the voting deadline, a document stating the total number of envelopes divided into each and the date and time when the envelopes and the document were handed over to the Election Committee.
5. The Election Committee will store the outer envelopes delivered after the

voting deadline date and time separately without counting the votes as prescribed in Article 8 below, but when an interested party requests to view them, they must be disclosed.

#### Article 8: How to Count Votes

1. The outer envelopes delivered before the voting deadline date and time are counted at one location for each Block.
2. The votes counting is conducted under the responsibility of the Election Committee. The Election Committee may appoint Central Officers, Union Office staff, or other persons to assist in the counting of votes.
3. A candidate or a person designated by a candidate may attend the counting of votes.
4. Follow the steps below to count votes.
  - (1) Sort and tally the outer envelopes.
    - A) Separate outer envelopes into the following ① to ③.
      - ① Those without all or part of the affiliated Branch, employee ID, voter name
      - ② Outer envelopes not sealed with glue
      - ③ Outer envelopes sealed with glue on which all the necessary information: affiliated Branch, employee ID and voter name, are listed.
    - B) Aggregate the numbers for each of the above ①②③.
    - C) If the items are sorted into ① or ② above, write the reason in red letters on the front of the outer envelope, and keep it without opening it.
  - (2) Create an actual voters' list after sorting the outer envelopes in ③ above for each Branch.
    - A) In advance, prepare an eligible voters' list printed with the names and employee IDs of all union members for each Branch to which they belong. However, this eligible voters' list excludes those who have been disqualified from membership at the time of the notification prescribed in Article 2, Paragraph 1 above. In addition, those who have lost their membership by the deadline for mail-in ballots shall be excluded.
    - B) If the description on the outer envelope in ③ above matches the description on the eligible voters' list, the actual voters' list will be created by placing a check mark on the member listed on the eligible voters' list. In this case, if the name on the eligible voters' list and the name on the outer envelope do not match due to a change in name ( e.g. marriage, adoption), or due to the use of a common name, etc., it will be treated as the same person.



- C) Separate the outer envelopes of ③ above into the following ④ to ⑥.
- ④ The description on the outer envelope does not match the description on the eligible voters' list.
  - ⑤ Multiple outer envelopes for the same member
  - ⑥ Anything other than ④ and ⑤ above
- D) Aggregate the numbers for each of ④, ⑤, and ⑥ above.
- E) If the items are sorted into ④ or ⑤ above, write the reason in red letters on the front of the outer envelope and keep it without opening it.
- (3) Collect the outer envelopes in ⑥ above, which have been sorted by Branch, in one place, stir them up, and check the number of inner envelopes inside after eliminating the sorting by Branch.
- A) Separate the outer envelopes of ⑥ above into the following ⑦ to ⑨.
- ⑦ Outer envelopes with multiple inner envelopes
  - ⑧ Outer envelopes with no inner envelope
  - ⑨ Outer envelopes with one inner envelope
- B) Aggregate the numbers for each of ⑦, ⑧ and ⑨ above.
- C) For items classified as ⑦ or ⑧ above, write in red letters on the front of the outer envelope that they fall under ⑦ or ⑧ above. For ⑦, return multiple inner envelopes to the outer envelope and store them in their original condition.
- (4) Remove the inner envelope from the outer envelope in ⑨ above and inspect the inner envelope.
- A) Separate the inner envelopes into the following ⑩⑪⑫.
- ⑩ Inner envelopes that are not sealed with glue
  - ⑪ Inner envelopes that have been processed such as writing letters, symbols, lines or dots on the inner envelope, or punching holes with a needle.
  - ⑫ Inner envelopes other than the above ⑩⑪
- B) Aggregate the numbers for each of the above ⑩⑪⑫.
- C) For items classified as ⑦ or ⑧ above, write in red letters on the front of the inner envelope that it corresponds to ⑩ or ⑪ above, and keep them unopened.
- (5) After gathering all the inner envelopes in ⑫ above in one place and stirring them, open the inner envelopes, take out the ballot papers, and sort and count the ballot papers that have been taken out as follows.
- A) Separate the removed ballot papers into the following ⑬ to ⑭.
- ⑬ Ballot papers with multiple circles
  - ⑭ Ballot papers that have been processed such as writing letters, symbols, lines, dots, etc. other than circle marks, or punching holes with needles.

- ⑮ More than one-half of the circled line on the ballot papers protrude outside the box adjacent to the candidate's name.
- ⑯ Ballots other than ⑬ to ⑮ above, with a circle in one of the boxes next to the names of the candidates, and that are sorted by the positions and names of candidates
- ⑰ Ballots other than ⑬ to ⑮ above, in which all of the boxes next to the names of the candidates are blank.

#### Article 9: Announcement of Votes Counting Results

1. The Election Committee shall immediately announce the results of the counting of votes at the place where the votes were counted.
2. Matters to be announced by the Election Committee in accordance with the preceding paragraph shall be as follows.
  - (1) The name of the Block where the direct ballot (voting by mail) was conducted and the date and time of the voting deadline
  - (2) Number of votes obtained by each candidate (above ⑯) However, the name of each candidate shall be in descending order of the number of votes received, the voting rank shall be displayed above the name, and the number shall be displayed at the end.
  - (3) Number of votes determined to be invalid and their total number
    - A) Outer envelopes delivered after the voting deadline has passed
    - B) Outer envelopes that do not include all or part of the affiliated Branch/employee ID/name of the voter (above ①)
    - C) Outer envelopes that are not sealed with glue (above ②)
    - D) The description on the outer envelope does not match the description on the member list (above ④)
    - E) There are multiple outer envelopes for the same member (above ⑤)
    - F) Outer envelopes with multiple inner envelopes inside (above ⑦)
    - G) Outer envelopes with no inner envelopes (above ⑧)
    - H) Inner envelopes that are not sealed with glue (above ⑩)
    - I) Inner envelopes that have been processed such as writing letters, symbols, lines, dots, etc., or punching holes with a needle (above ⑪)
    - J) Ballot papers with multiple circles (above ⑬)
    - K) Ballot papers that have letters, symbols, lines, dots, etc. other than circle marks, or that have been processed such as punching holes with a needle (above ⑭).
    - L) One-half or more of the circled line on the ballot paper protrudes outside the boxed line of the voting column adjacent to the name of the candidate (⑮)
    - M) total number from A) to L)

- (4) Blank sheet (above ⑰)
3. Regarding the preceding paragraph (2), if there are persons with the same number of votes and the number exceeds the fixed number, the Chair of the Election Committee will conduct a drawing to bring the number of elected candidates within the fixed number. This drawing may be attended by the candidate and a person nominated by the candidate.
  4. After completing the counting of votes, the Election Committee will post the results of the counting of votes prescribed in the preceding Paragraph 2 and the lottery prescribed in the preceding Paragraph 3 on the members-only website (<http://www.nu-kirarin.com/>) , and at the same time, the Election Committee must post a note on the members-only website that an apposition must be filed with a document stating the content of the objection and the reason for the objection to the Election Committee within seven days from the date the election results are announced.

#### Article 10: Confirmation of Election Results

Within seven days from the day the Election Committee announces the election results based on the preceding Article, Paragraph 4, if there is no objection from the candidate as specified in Article 11, Paragraph 4 below, the election results will be finalized. The winner will be decided according to the results of the election.

#### Article 11: Demur (Objection)

1. An objection to the election results made by the Election Committee may only be filed by a candidate who would lose the election according to the results of the election. In addition, an objection can only be filed if it is claimed that any of the following ① to ⑥ applies, and an objection cannot be filed on the grounds that none of the following ① to ⑥ applies. .
  - ① Misinterpretation of what is written on the ballot
  - ② An error in determining whether or not a vote is invalidated
  - ③ There is an error in the way votes are counted.
  - ④ The drawing method lacks objectivity and fairness, or fraud has been committed in the lottery process.
  - ⑤ It is clear that there is fraud in the election campaign of the candidate who was elected according to the results of the election, and that this fraud has an impact on the election results.
  - ⑥ There is an error in the management and operation of the election, such as a violation of Union Constitution, and this has an impact on the election results.
2. If the reason for a objection is any of ① to ④ in the preceding paragraph, the following measures will be taken.

- (1) The Election Committee will conduct a reinvestigation within seven days from the date of filing of the objection.
  - (2) If, as a result of the reinvestigation based on (1) above, the Election Committee finds that any of the facts listed in ① to ④ above exist, the Election Committee will cancel the announcement of the election results and count the votes again. The results of the election will be newly announced after tallying or drawing lots, and Article 9, Paragraph 4 above will apply to this announcement.
  - (3) As a result of the reinvestigation based on (1) above, if the Election Committee determines that there is no fact corresponding to any of ① to ④ in the preceding paragraph, it will dismiss the objection, and will notify the objection to that effect. In addition to notifying the person in writing, it will be announced by posting it on the members-only website (<http://www.nu-kirarin.com/>).
  - (4) If the objector is dissatisfied with the decision of the Election Committee in (3) above, they may file another objection to the Convention. This second objection must be filed by submitting a document stating the objection and reasons to the Central Executive Committee within two weeks from the day on which the objector received the notice of objection (3) above. The Central Executive Committee shall submit the written objection, the document describing the decision of the Election Committee in (3) above, the second objection, and the opinion of the Election Committee on this and its handling to the Convention.
3. If the reason for filing an objection is ⑤ or ⑥ in Paragraph 1 above, the following measures will be taken.
- (1) Within one month from the date of filing of the objection, the Election Committee shall investigate the facts, prepare a report summarizing the results of the investigation and opinions based thereon, and submit the objection form and a written opinion to the Central Executive Committee.
  - (2) After the investigation, the Central Executive Committee will determine whether or not there is a fact that corresponds to ⑤ or ⑥ of the preceding Paragraph 1, and if such a fact exists, cancel the election results announced by the Election Committee and hold a re-election. decision whether to proceed and notify the objector in writing to that effect. It will be also made public by posting it on the members-only website (<http://www.nu-kirarin.com/>).
  - (3) If the objector is dissatisfied with the decision of the Central Executive Committee in (2) above, they may file another objection to the Convention. This second objection must be filed by submitting a document stating the objection and reasons to the Central Executive Committee within two

weeks from the day on which the objector received the notice of objection (2) above. The Central Executive Committee shall submit the written objection, the document describing the decision of the Central Executive Committee in (2) above, the second objection, and the opinion of the Central Executive Committee on this and its handling to the Convention.

4. The Convention shall deliberate on the re-objection based on the preceding Paragraph 2 (4) or the preceding Paragraph 3 (3), and if it determines that objection is justified, cancel the election results and take necessary measures and dismiss the objection, if it is determined that the objection has no justifiable grounds.
5. According to the results of the election announced by the Election Committee, those who have been elected, but who have been subject to objections or re-objections and are in dispute as to whether they have been elected, shall be subject to Paragraphs 2 to 3 above and those candidates will be treated as elected candidates until the election results are canceled through the procedures in Paragraphs 2 to 4 above and it is determined that they are no longer an election winner.

#### Article 12: Effective Date

This bylaw takes effect from November 13, 2022.

# **Central Officers Election Regulations**

## **Chapter 1 General Provisions**

### **Article 1: Purpose**

The basic matters concerning the procedures and methods for the election or dismissal of Central Officers are stipulated in Article 17 and (6)(7), Article 19, Paragraphs 2 and 3, and Article 42 of the Union Constitution. However, regarding matters not stipulated in these, the Central Executive Committee shall stipulate as follows in accordance with Article 22, Paragraph 4 of the Union Constitution.

### **Article 2: Appointment and Duties of Election Committee**

1. When a Convention is held to vote on the election or dismissal of Central Officers, the Convention Chair must seek a decision as to whether or not the Convention approves of the post facto approval that is described in Paragraph 3 (1) (2) already given by the Election Committee which is composed of the members appointed by the Central Executive Committee based on the provisions concerning the establishment of the Election Committee, and the matters described in paragraph 3 (3)~(5).
2. If the Convention does not give approval pursuant to the preceding paragraph, the Convention shall separately appoint five Election Committee members to engage in matters related to the election or dismissal of Central Officers at the Convention and elect the Chair of the Election Committee by mutual election of the Election Committee members, and shall carry out the matters described in (1) to (5) in Paragraph 3 below.
3. The Election Committee shall carry out the following matters regarding the election or dismissal of Central Officers.
  - (1) Notice of election
  - (2) Receipt and announcement of candidature
  - (3) Management of voting and ballot counting
  - (4) Announcement of vote counting results
  - (5) Other matters necessary for the election

## **Chapter 2 Election of Central Officers**

### **Article 3: Public Announcement**

If the President calls a Convention in accordance with Article 21 of the Union Constitution and the agendas to be discussed at the Convention include matters related to the election of Central Officers prescribed in Article 17(6) of the Union

Constitution, the Election Committee Chair shall notify the period and method of accepting candidates and other necessary matters.

#### Article 4: Candidacy

Candidates for Central Officers shall be made as follows.

- (1) Candidates must fill out the required information on the prescribed form, sign it or affix their name and seal, and submit it to the Election Committee.
- (2) The prescribed form for submission shall be determined separately by the Election Committee.

#### Article 5: Withdrawal of Candidacy

If a candidate withdraws due to unavoidable reasons, they must notify the Election Committee prior to the election, and the Election Committee will decide on the action.

#### Article 6: Ballot Paper

1. The ballot paper for the Central Officers Election shall be titled "Election of Central Officers", and shall include the titles of the Central Officers to be elected, the number of seats to be elected, the names of the candidates, and the voting columns. Among these, the names of the candidates are enclosed in a square with a solid line, followed by a square-enclosed voting column, and the voting column is left blank.
2. At the end of the ballot paper in the preceding paragraph, "To vote, you must put a circle in the square next to the candidates you want to elect from among the candidates within the maximum number of people. If you put anything other than the circle, your vote will be invalid. In addition, the order of candidate names is in Japanese alphabetical order."
3. The titles and fixed numbers of the Central Officers to be elected prescribed in Paragraph 1 above shall be as specified in Article 42, paragraph 1, (1) through (9) of the Union Constitution. However, the description is omitted for the Central Officers who do not need to conduct direct ballots under the provisions of Article 19, Paragraph 2 (4) of the Union Constitution.
4. The names of candidates specified in Paragraph 1 above shall be in Japanese alphabetical order.

#### Article 7: Voting Method

1. The Convention Chair shall, at the time voting is about to begin, request that all persons other than Delegates of the Convention leave the hall, close the hall, and declare that voting will commence after the closing of the hall is complete.

2. Voting shall be conducted according to the method determined by the Election Committee.
3. The Convention Chair shall declare the voting closed and lift the closure of the hall when the voting by the Convention Delegates has completed.
4. When the closing of the hall is lifted, the Convention Chair shall declare whether adjourn or continue the Convention during the time for the Election Committee to count and tally the votes prescribed in Article 8, Paragraph 1 above. However, the Convention Chair must consult with the Convention Management Committee in advance regarding which of these options to choose.

#### Article 8: Invalid Vote

If any of the following (1) to (4) applies, it shall be handled as follows.

- (1) Voting without a formal ballot
  - Void all such votes.
- (2) Ballot papers that have been processed such as writing characters, symbols, lines, dots, etc. other than circle marks, or punching holes with needles.
  - Void all such votes.
- (3) Ballots circled more than the quota to be elected
  - The votes on the title of the Central Officer concerned shall be void, however the votes on the other titles of the remaining Central Officers shall be valid.
- (4) A ballot in which a circle is filled across multiple candidates
  - The votes on the title of the Central Officer concerned shall be void, however the votes on the other titles of the remaining Central Officers shall be valid.

#### Article 9: Vote Counting

1. The Election Committee shall immediately count the votes after the end of the voting and tally the results of the votes.
2. A candidate or one person designated by the candidate may attend the vote counting and tallying work described in the preceding paragraph.

#### Article 10: Reporting Vote Tally Results

1. As soon as the ballots have been tallied, the Election Committee shall request the Convention Chair to report this to the Convention.
2. If the Convention has been adjourned in accordance with Article 7 above, the Convention Chair shall lift the adjournment and declare that the proceedings will be resumed.
3. The Convention Chair shall have the Election Committee report the tally of



votes at the Convention.

4. The Election Committee shall report the following matters at the Convention.
  - (1) Total number of ballots issued
  - (2) Total number of votes
  - (3) Number and breakdown of votes determined by the Election Committee to fall under either (1) or (2) of Article 8 above
  - (4) Regarding the votes excluding items (2) to (3) above, for each position name of the Central Officers to be elected as follows:
    - A) Number and breakdown of votes determined by the Election Commission to fall under Article 8 (3) or (4) above
    - B) Number of votes circled for each candidate name
    - C) Number of blank votes

#### Article 11: Election Committee Approval Procedures for Election Results

1. The Convention Chair shall urge the Convention Delegates, the Central Executive Committee, and the Candidates to immediately file an objection on this occasion if they have any objection to the report of the Election Committee prescribed in Paragraph 4 of the preceding Article. not.
2. If there is no objection filed as prescribed in the preceding paragraph, the Convention Chair must immediately request the Delegates to pass a resolution approving the report of the Election Committee prescribed in Paragraph 4 of the preceding article. This approval resolution can be done by a method of confirming a majority in favor by raising hands or applauding.
3. If an objection is filed as prescribed in Paragraph 1 above, the Convention Chair shall have the person who filed the objection state the reason for the objection, have the Election Committee state an opinion on the objection, and have the Delegates discuss the objection. After that, the Delegates must pass a resolution on whether to approve the report of the Election Committee.

#### Article 12: Confirmation and Announcement of Election Winners

When a resolution to approve the report of the Election Committee prescribed in Paragraph 2 or 3 of the preceding Article is made, the Convention Chair immediately decides the winners in order from those who obtained the largest number of valid votes for each Central Officer based on Article 19, Paragraph 2 (3) of the Union Constitution and announces the winners at the Convention. If the number of votes is equal, a lottery will be held on the spot by the candidates or those nominated by them (however, if none of them are present, the person appointed by the Convention Chair).

#### Article 13: Measures to be Taken When a Resolution Approving the Election Committee's Report is Not Reached

1. If the Convention Delegates do not approve the report of the Election Committee, the Convention Chair shall adjourn the Convention immediately and announce when the Convention will resume, and the Chair or the Delegates may take the following actions:
  - (1) During the recess, the Chair consults with the Convention Management Committee regarding the implementation of re-election and other measures that should be taken by the Convention. After hearing their opinions, at the restarted Convention, the Chair may propose it, ask for its consideration, and seek a decision.
  - (2) During the recess, the Convention Delegates shall prepare proposals or motions regarding the implementation of re-election and other measures that should be taken by the Convention based on Article 22, Paragraph 3 of the Union Constitution. After the restarted Convention, the Delegates are able to submit and propose them at the Convention after the restarted Convention and ask for consideration and seek a decision.
2. If the Convention Delegates are unable to pass a resolution to approve the report of the Election Committee, the election of officers shall be carried out in accordance with the Convention decision in the preceding paragraph.

### **Chapter 3 Dismissal of Central Officers**

#### Article 14: Ballot Paper

1. The ballot paper for the dismissal of the Central Officer shall be marked with the title "Dismissal of Central Officers", and shall include the officer title, name, and voting column of the central officer who is subject to the dismissal procedure and enclose the name in a square with a solid line, followed by a square-enclosed voting column, and leave the voting column blank. If there are more than one subject, list them in Japanese alphabetical order by name.
2. At the end of the ballot paper referred to in the preceding paragraph, write "Please place an X in the box next to the name of the person for whom you judge that the Central Officer should be dismissed, and cast your vote. Anything other than the X mark will be invalid."

#### Article 15: Voting Method

The voting method shall comply with Article 7 above.

#### Article 16: Invalid Voting

If any of the following (1) to (3) applies, void all the votes.

- (1) Voting without a formal ballot
- (2) Ballot papers that have been processed such as writing characters, symbols, lines, dots, etc. other than X marks, or punching holes with needles.
- (3) Ballots marked X more than the quota to be dismissed

#### Article 17: Vote Counting

1. The Election Committee shall immediately count the votes after the end of the voting and tally the results of the votes.
2. A person to be voted for or one person designated by the person to be voted for may attend the vote counting and tallying work described in the preceding paragraph.

#### Article 18: Procedures leading to the determination of the person to be dismissed

Articles 10 through 13 above shall apply mutatis mutandis to the procedures leading to the determination of the person to be dismissed. In that case, read as follows.

[Applicable Part]	[Before]	[After]
Article 10, Para. 4 (3)	(1) or (2) of Article 8 above	Article 16(1)(2) or (3)
Article 10, Para. 4 (4) A)		Remove the Clause
Article 10, Para. 4 (4) B)	○ for each candidate	× for each voting target
Article 10, Para. 4 (4) C)	number of blank votes	Remove the Clause
Article 12	All the words "immediately"	It is declared immediately that the dismissal of those crossed out by a majority of the total votes has been decided in accordance with Article 19(3) of the Union Constitution.

#### Article 19: Effective Date

This bylaw takes effect from November 13, 2022.

# **Branch Officer Election/ Branch Committee Member Appointment Regulations**

## **Chapter 1 General Provisions**

### **Article 1: Purpose**

The basic matters concerning the procedures and methods for the election and appointment of Branch Leaders, Branch Vice Leaders, and Branch Committee Members are stipulated in Article 59, Paragraphs 4 to 8 of the Union Constitution. However, regarding matters not stipulated in these, the Central Executive Committee shall stipulate in the following Articles in accordance with Article 32, Paragraph 2 (6) of the Union Constitution.

## **Chapter 2 Election of Branch of Leader / Branch Vice Leader**

### **Article 2: Number of Branch Vice Leaders**

1. As a rule, the number of Branch Vice Leaders prescribed in Article 59, Paragraph 1 (2) of the Union Constitution shall be two for each Branch.
2. When the Central Executive Committee needs to make an exception to the rule prescribed in the preceding paragraph in consideration of the size of the Branch or other circumstances, the Central Executive Committee shall, by April of each year, announce the name of the Branch that will be the exception to the rule prescribed in the preceding paragraph and the relevant Branch may determine the number of Vice Leaders to be elected in the Branch.

### **Article 3: Announcement of Election**

1. When the President announces the election of the Branch Leader and Branch Vice Leader based on Article 59, Paragraph 4 of the Union Constitution, the following matters (1) to (6) regarding this election will be decided and published in the Union Newsletter, which shall be distributed to all union members and by posting it on the members-only website (<http://www.nu-kirarin.com/>) at the same time.
  - (1) Each Branch shall elect one Branch Leader and the number of Branch Vice Leaders determined in accordance with Article 2 above.
  - (2) Candidates for Branch Leader and Branch Vice Leader will be accepted at the Election Committee within the Union Office, and the start date and time of acceptance and the deadline date and time.
  - (3) Branch Officer candidacy notification form (include the candidate's name, *furigana*, home address, affiliated Union Branch, workplace,

employee ID, affiliated Company Department, and e-mail address, and affix their signature or name and seal)

- (4) After the deadline for candidacy for Branch Leader and Branch Vice Leader, the Election Committee in the Union Office will announce the name of the candidates, affiliated Union Branch, workplace, affiliated Company Department, and method of announcement will be known on the union members-only website (<http://www.nu-kirarin.com/>).

- (5) If the number of Branch Leader candidate for each Branch does not exceed one, the candidate will be elected as Branch Leader without conducting a direct secret ballot.

The same shall apply even if the number of candidates for Branch Vice Leader does not exceed the announced fixed number.

- (6) If the number of Branch Leader candidate for each Branch reaches 2 or more, the Election Committee within the Union Office will conduct a direct secret ballot by union members at the relevant Branch as described in ① to ③ below.

The same shall apply if the number of candidates for Branch Vice Leader exceeds the announced fixed number.

- ① The start date and end date of the election campaign period during which each candidate is allowed to campaign in the Branch. The election campaigns shall be conducted only outside business hours.
- ② The method of direct balloting in the Branch shall be by postal ballot addressed to the Election Committee at the Union Office.
- ③ The deadline for postal ballots, and postal ballots delivered to the Election Committee at the Union Office after the deadline, shall be invalidated.

2. The right to vote and the right to be elected as a Branch Leader and a Branch Vice Leader shall be held by those who are union members on the day the election is announced and who have not been subject to the suspension of rights stipulated in Article 72 of the Union Constitution. However, after the announcement of the election, those who have lost their membership or who have been suspended before the deadline for voting by mail will lose their right to vote and the right to be elected.

#### Article 4: Declining Candidate for Branch Leader or Branch Vice Leader

If a Branch Leader or Branch Vice Leader candidate declines the candidacy due to unavoidable reasons, a document stating the candidate's name, Branch affiliation, employee ID, and the fact that the candidacy is to be withdrawn is submitted to the Election Committee before the deadline for notification of candidature.

#### Article 5: Election Campaign for Branch Leader or Branch Vice Leader Candidates

1. In the event that a direct secret ballot is conducted for the Branch Leader or Branch Vice Leader, the advertisements that can be used by the candidates during the election campaign shall be limited to those specified in the following paragraph, and other items may not be used.
2. After the deadline for the candidature application, each candidate shall submit the text published in the election bulletin that fits within the scope of one A4-size sheet by the date designated by the Election Committee to the place where the candidacy application is submitted. The Election Committee arranges these in the order the names appear on the ballot paper, prepares an election bulletin, and publishes it on the members-only website (<http://www.nu-kirarin.com/>) on the day the election is announced.

#### Article 6: How to Vote by Mail

1. The method of direct balloting for the election of Branch Leader/ Branch Vice Leader shall be by mailing the ballot paper enclosed in a double envelope, and the method shall be as specified in the following paragraphs.
2. The Election Committee or persons under its direction (excluding candidates) shall distribute the following items to union members.

##### (1) Ballot Paper

The first line of the ballot shall contain the words "Branch Officer Election" followed by the name of the Branch conducting the election in brackets.

Below the next line of the ballot paper, the following shall be written, "Choose one candidate you would like to elect, and put a circle in the box next to that name. Votes with multiple circles will be invalid."

On the next line of the ballot, write the words "Branch Leader Election", and box the name of the first candidate in Japanese alphabetical order with a blank square next to the name. Under the name, add the Branch to which they belong and where they work at in smaller letters than the name.

On the next line, arrange the name of the second candidate in Japanese alphabetical order, and the format below is as described above. The same shall apply to the names of the third and subsequent candidates in Japanese alphabetical order. However, if "Branch Leader Election" is not conducted, these descriptions are omitted.

On the next line, write the words "Branch Vice Leader Election", and the following description is the same as the above Branch Leader Election.

##### (2) Inner Envelope

Use a flap envelope with adhesive tape which has the following words on the front side: "Voting paper inside (write the name of the Block where the election will be held in parentheses)", "put in a ballot, remove the tape and

seal with glue", and "seal with glue" and "no other matters"

(3) Outer Envelope

Use a flap envelope with adhesive tape. The address shall be "Election Committee, Nichii Group Union".

On the back of the envelope, write "Envelope for Branch Officer Election (Indicate the name of the Branch where the election will be held in parentheses) Inside" in a square box, and provide an entry field for "Voter's Name", "Affiliated Branch", and "Employee ID".

(4) Instructions on How to Vote

[Contents of the Instructions]

- From among the candidates listed on the ballot, circle in the box next to the names listed on the ballot that you would like to vote for Branch Officers.
- Check the members-only website (<http://www.nu-kirarin.com/>) for election bulletins about each candidate.
- Place the ballot paper in the inner envelope, remove the tape and seal with glue.
- Put the inner envelope into the outer envelope, remove the tape, seal with glue, and write your name (voter's name), affiliated Branch, and employee ID on the back of the outer envelope.
- Post the outer envelope.
- The voting deadline date and time (must arrive) is \*\*year \*\*month \*\*day \*\*hour. Ballots delivered to the Election Committee at Union Office after this time will be void.
- Ballot papers and inner envelopes with extra information are invalid.

Article 7: Invalid Voting

1. Any vote that falls under any of the following shall be void.
  - (1) Multiple circles are marked for multiple candidates on the ballot regarding the Branch Leader Election, or similar description is made for the Branch Vice Leader Election.
  - (2) Ballot papers that have been processed such as writing letters, symbols, lines, dots, etc. other than circle marks, or punching holes with needles.
  - (3) More than one-half of the circled line on the ballot paper protrude outside the box adjacent to the candidate's name.
  - (4) Items that have been processed such as writing letters, symbols, lines or dots on the inner envelope, or punching holes with a needle.
  - (5) Unsealed inner envelopes
  - (6) The outer envelope does not include all or part of the affiliated Branch, employee ID, or voter name.

- (7) Delivered to the Election Committee in the Union Office after the voting deadline
2. When multiple outer envelopes are mailed by the same person, all of the multiple votes will be invalidated without opening the outer envelopes.
3. When there are multiple inner envelopes in one outer envelope, all of the multiple votes are invalidated without opening the inner envelopes.

#### Article 8: Receiving Vote-by-Mail Ballots

1. The Election Committee shall appoint a person in charge of reception work for vote-by-mail (hereinafter referred to as "the official responsible for vote-by-mail").
2. The official responsible for vote-by-mail will affix a reception stamp on the outer envelopes delivered to the Election Committee in the Union Office by the time of the voting deadline and store them.
3. The official responsible for vote-by-mail writes "delivered after the deadline" and the date of delivery in red on the outer envelopes delivered to the Election Committee in the Union Office after the voting deadline and store them. For outer envelopes that were delivered to a mailbox after the deadline on the day of the voting deadline, the official responsible for vote-by-mail writes not only the date of delivery but also the time when the envelope was confirmed to be in the mailbox.
4. Upon receiving instructions from the Election Committee, the official responsible for vote-by-mail shall promptly hand over the following to the Election Committee: the outer envelopes delivered before the voting deadline, the outer envelopes delivered after the voting deadline, a document stating the total number of envelopes divided into each and the date and time when the envelopes and the document were handed over to the Election Committee.
5. The Election Committee will store the outer envelopes delivered after the voting deadline date and time separately without counting the votes as prescribed in Article 8 below, but when an interested party requests to view them, they must be disclosed.

#### Article 9: How to Count Votes

1. The outer envelopes delivered before the voting deadline date and time are counted at one location for each Branch.
2. The votes counting is conducted under the responsibility of the Election Committee. The Election Committee may appoint Central Officers, Union Office staff, or other persons to assist in the counting of votes.
3. A candidate or a person designated by a candidate may attend the counting of votes.



4. Follow the steps below to count votes.
  - (1) Sort and tally the outer envelopes.
    - A) Separate outer envelopes into the following ① to ③.
      - ① Those without all or part of the affiliated Branch, employee ID, voter name
      - ② Outer envelopes that are not sealed with glue
      - ③ Outer envelopes sealed with glue on which all the necessary information: affiliated Branch, employee ID and names of voter are listed
    - B) Aggregate the numbers for each of the above ①②③.
    - C) If the items are sorted into ① or ② above, write the reason in red letters on the front of the outer envelope, and keep it without opening it.
  - (2) Create an actual voters' list after sorting the outer envelopes in ③ above for each Branch.
    - A) In advance, prepare an eligible voters' list printed with the names and employee IDs of all union members for each Branch to which they belong. However, this eligible voters' list excludes those who have been disqualified from membership at the time of the notification prescribed in Article 2, Paragraph 1 above, and excludes those who have been disqualified at this time. In addition, it is composed of those who exclude those who have lost their membership by the deadline for mail-in ballots.
    - B) If the description on the outer envelope in ③ above matches the description on the eligible voters' list, the actual voters' list will be created by placing a check mark on the member listed on the eligible voters' list. In this case, if the name on the eligible voters' list and the name on the outer envelope do not match due to a change in name ( e.g. marriage, adoption), or due to the use of a common name, etc., it will be treated as the same person.
    - C) Separate the outer envelopes of ③ above into the following ④ to ⑥.
      - ④ The description on the outer envelope does not match the description on the eligible voters' list.
      - ⑤ Multiple outer envelopes for the same member
      - ⑥ Anything other than ④ and ⑤ above
    - D) Aggregate the numbers for each of ④, ⑤, and ⑥ above.
    - E) If the items are sorted into ④ or ⑤ above, write the reason in red letters on the front of the outer envelope and keep it without opening it.
  - (3) Collect the outer envelopes in ⑥ above, which have been sorted by Branch, in one place, stir them up, and check the number of inner

envelopes inside after eliminating the sorting by Branch.

A) Separate the outer envelopes of ⑥ above into the following ⑦ to ⑨.

- ⑦ One outer envelope with multiple inner envelopes
- ⑧ Outer envelopes with no inner envelope
- ⑨ Outer envelopes with one inner envelope

B) Aggregate the numbers for each of ⑦, ⑧ and ⑨ above.

C) For items classified as ⑦ or ⑧ above, write in red letters on the front of the outer envelope that they fall under ⑦ or ⑧ above. For ⑦, return multiple inner envelopes to the outer envelope and store them in their original condition.

(4) Remove the inner envelope from the outer envelope in ⑨ above and inspect the inner envelope.

A) Separate the inner envelopes into the following ⑩⑪⑫.

- ⑩ Inner envelopes that are not sealed with glue
- ⑪ Items that have been processed such as writing letters, symbols, lines or dots on the inner envelope, or punching holes with a needle.
- ⑫ Items other than the above ⑩⑪

B) Aggregate the numbers for each of the above ⑩⑪⑫.

C) For items classified as ⑦ or ⑧ above, write in red letters on the front of the inner envelope that it corresponds to ⑩ or ⑪ above, and keep them unopened.

(5) After gathering all the inner envelopes in ⑫ above in one place and stirring them, open the inner envelopes, take out the ballot papers, and sort and count the ballot papers that have been taken out as follows.

A) Separate the removed ballot papers into the following ⑬ to ⑯.

- ⑬ Ballot paper with multiple circles
- ⑭ Ballot papers that have been processed such as writing letters, symbols, lines, dots, etc. other than circle marks, or punching holes with needles
- ⑮ More than one-half of the circled lines on the ballot paper protrude outside the boxed lines in the ballot box adjacent to the candidate's name
- ⑯ Ballots other than ⑬ to ⑮ above, with a circle in one of the boxes next to the name of the candidates, and that are sorted by the officer positions and the names of candidates
- ⑰ Ballots other than ⑬ to ⑮ above, in which all of the voting boxes next to the names of the candidates on the ballot are blank

#### Article 10: Announcement of Votes Counting Results

1. The Election Committee shall immediately announce the results of the

counting of votes at the place where the votes were counted.

2. Matters to be announced by the Election Commission in accordance with the preceding paragraph shall be as follows.
  - (1) The name of the Branch where the direct ballot (voting by mail) was conducted and the date and time of the voting deadline
  - (2) Number of votes obtained by each candidate (above ⑩) However, the name of each candidate shall be in descending order of the number of votes received, the voting rank shall be displayed above the name, and the number shall be displayed at the end.
  - (3) Number of votes determined to be invalid and their total number
    - A) Outer envelopes delivered after the voting deadline has passed
    - B) Outer envelopes do not include all or part of the affiliated Branch/employee ID/name of the voter (above ①)
    - C) Outer envelopes that are not sealed with glue (above ②)
    - D) The description on the outer envelope does not match the description on the member list (above ④)
    - E) There are multiple outer envelopes for the same member (above ⑤)
    - F) Outer envelopes with multiple inner envelopes inside (above ⑦)
    - G) Outer envelopes with no inner envelopes (above ⑧)
    - H) Inner envelopes are not sealed with glue (above ⑩)
    - I) Inner envelopes have been processed such as writing letters, symbols, lines, dots, etc., or punching holes with a needle (above ⑪)
    - J) Ballot papers with multiple circles (above ⑬)
    - K) Ballot papers that have letters, symbols, lines, dots, etc. other than circle marks, or that have been processed such as punching holes with a needle (above ⑭).
    - L) One-half or more of the circled line on the ballot paper protrudes outside the boxed line of the voting column adjacent to the name of the candidate (⑮)
    - M) total number from A) to L)
  - (4) Blank sheet (above ⑰)
3. Regarding the preceding Paragraph (2), if there are persons with the same number of votes and the number exceeds the fixed number, the Chair of the Election Committee will conduct a drawing to bring the number of elected candidates within the fixed number. This drawing may be attended by the candidate and one person nominated by the candidate.
4. After completing the counting of votes, the Election Committee will post the results of the counting of votes prescribed in the preceding Paragraph 2 and the lottery prescribed in the preceding Paragraph 3 on the members-only website (<http://www.nu-kirarin.com/>) , and at the same time, the Election

Committee must post a note on the members-only website that an apposition must be filed with a document stating the content of the objection and the reason for the objection to the Election Committee within seven days from the date the election results are announced.

#### Article 11: Confirmation of Election Results

Within seven days from the day the Election Committee announces the election results based on the preceding Article, Paragraph 4, if there is no objection from the candidate as specified in Article 11, Paragraph 4 below, the election results will be finalized. The winner will be decided according to the results of the election.

#### Article 12: Demur (Objection)

1. An objection to the election results by the Election Committee may only be filed by candidates who would lose the election according to the results of the election. In addition, an objection can only be filed if it is claimed that any of the following ① to ⑥ applies, and an objection cannot be filed on the grounds that none of the following ① to ⑥ applies. .
  - ① Misinterpretation of what is written on the ballots
  - ② An error in determining whether or not a vote is invalidated
  - ③ There is an error in the way votes are counted.
  - ④ The drawing method lacks objectivity and fairness, or fraud has been committed in the lottery process.
  - ⑤ It is clear that there is fraud in the election campaign of the candidate who was elected according to the results of the election, and that this fraud has an impact on the election results.
  - ⑥ There is an error in the management and operation of the election, such as a violation of Union Constitution, and this has an impact on the election results.
2. If the reason for an objection is any of ① to ④ in the preceding paragraph, the following measures will be taken.
  - (1) The Election Committee will conduct a reinvestigation within seven days from the date of filing of the objection.
  - (2) If, as a result of the reinvestigation based on (1) above, the Election Committee finds that any of the facts listed in ① to ④ above exist, the Election Committee will cancel the announcement of the election results and count the votes again. The results of the election will be newly announced after tallying or drawing lots, and Article 9, Paragraph 4 above will apply to this announcement.
  - (3) As a result of the reinvestigation based on (1) above, if the Election Committee determines that there is no fact corresponding to any of ① to

- ④ in the preceding paragraph, it will dismiss the objection, and will notify the objector to that effect. In addition to notifying the objector in writing, it will be announced by posting it on the member-only website (<http://www.nu-kirarin.com/>).
- (4) If the objector is dissatisfied with the decision of the Election Committee in (3) above, they may file another objection to the Convention. This second objection must be filed by submitting a document stating the objection and reasons to the Central Executive Committee within two weeks from the day on which the objector received the notice of objection (3) above. The Central Executive Committee shall submit the written objection, the document describing the decision of the Election Committee in (3) above, the second objection, and the opinion of the Election Committee on this and its handling to the Convention.
3. If the reason for filing an objection is ⑤ or ⑥ in Paragraph 1 above, the following measures will be taken.
- (1) Within one month from the date of filing of the objection, the Election Committee shall investigate the facts, prepare a report summarizing the results of the investigation and opinions based thereon, and submit the objection form and a written opinion to the Central Executive Committee.
- (2) After the investigation, the Central Executive Committee will determine whether or not there is a fact that corresponds to ⑤ or ⑥ of the preceding paragraph 1, and if such a fact exists, cancel the election results announced by the Election Committee and hold a re-election. decision whether to proceed and notify the opponent in writing to that effect. It will be also made public by posting it on the members-only website (<http://www.nu-kirarin.com/>).
- (3) If the objector is dissatisfied with the decision of the Election Committee in (2) above, they may file another objection to the Convention. This second objection must be filed by submitting a document stating the objection and reasons to the Central Executive Committee within two weeks from the day on which the objector received the notice of objection (2) above. The Central Executive Committee shall submit the written objection, the document describing the decision of the Election Committee in (2) above, the second objection, and the opinion of the Election Committee on this and its handling to the Convention.
4. The Convention shall deliberate on the re-objection based on the preceding paragraph 2 (4) or the preceding paragraph 3 (3), and if it determines that the objection is justified, cancel the election results and take necessary measures and dismiss the objection, if it is determined that the objection has no justifiable grounds.

5. According to the results of the election announced by the Election Committee, those who have been elected, but who have been subject to objections or re-objections and are in dispute as to whether they have been elected, shall be subject to Paragraphs 2 to 3 above. Those candidates will be treated as elected candidates until the election results are canceled through the procedures in Paragraphs 2 to 4 above and it is determined that they are no longer an election winner.

### **Chapter 3 Branch Committee Member Appointment**

#### **Article 13: Number of Branch Committee Members**

1. Based on Article 59, Paragraph 1 (3) of the Union Constitution, the number of members shall be determined for each Branch according to the following standards.
  - (1) One person will be appointed for every 50 union members (rounded up).
  - (2) Regardless of (1) above, the maximum number is 10.
  - (3) A Branch with less than 50 members may not appoint a member.
2. The Central Executive Committee, in consideration of the size and distribution of workplaces within a Branch, and other circumstances, shall make exceptions to the rule stipulated in the preceding paragraph. When it is necessary to appoint Branch Committee Members, by August of each year, the Central Executive Committee may decide the name of the Branch that is an exception to the rule prescribed in the preceding paragraph and the number of Branch Committee Members to be appointed for each workplace within the Branch.

#### **Article 14: Effective Date**

This bylaw takes effect from November 13, 2022.

# **Meeting Rules and Regulations**

## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1: Purpose**

In accordance with Article 22, Paragraph 4 and Article 30, Paragraph 3 of the Union Constitution, the Central Executive Committee shall, with the aim of ensuring the democratic and smooth operation of the Convention and the Board of Councilors, determine the proceedings of the Convention and the Board of Councilors as follows.

## **CHAPTER 2 CONVENTION**

### **Section 1 Moderator**

#### **Article 2: Moderator**

One member of the Executive Committee shall be assigned as a moderator of the Convention and shall host the Convention until the Convention Chair takes their seat.

### **Section 2 Management Committee**

#### **Article 3: Purpose and Constitution of Managementste Committee**

The purpose of the Management Committee is to keep meetings smoothly. The Committee shall consist of six people from the Executive Committee members and Delegates, and the President of the Committee shall be elected by the Management Committee members from among themselves.

#### **Article 4: Duties of management Committee**

The duties of the Management Committee shall be as follows

- (1) Examination of qualification
- (2) Matters relating to the meeting date
- (3) Matters relating to the meeting procedures
- (4) Other matters relating to the meeting operations

### **Section 3 Convention Chair and Vice-Chair**

#### **Article 5: Election of Chair and Vice-Chair**

The Chair and Vice-Chair shall be elected one each from the Delegates attending the Convention according to the moderator's proposal and progress.

#### Article 6: Duties and Powers of Chair and Vice-Chair

1. The Chair and the Vice-Chair shall operate their duties based on the following.
2. The Chair has the following authority:
  - (1) To assign the Secretary
  - (2) To call the Convention to order
  - (3) To adjourn the Convention when the attendance is less than a quorum
  - (4) To give permission to question when a speaker finishes their speech
  - (5) To restrict questions or statements not related to agenda items
  - (6) To declare the end of debate and take a vote on a question when the debate is approved to be ended
  - (7) To declare the vote on a question
  - (8) To take the vote in accordance with the Convention rules. The voting shall be taken by objection, standing, a show of hands, or secret ballot.
  - (9) To cast the deciding vote, in case of a tie vote
  - (10) To ensure the members to refrain from making any statements when voting
  - (11) To announce the result of the voting, and no voting shall be taken more than once on the same subject at the identical Convention
  - (12) To pass an urgent motion to the Management Committee or lay it on the table by the decision of the Chair
  - (13) To declare the meeting closed when the scheduled meeting is completed
  - (14) To confirm the Convention minutes, and sign signature and place seal
  - (15) To have the Vice-Chair act on behalf of the Chair
3. The Vice-Chair has the following authority:
  - (1) Duties to assist the Chair
  - (2) Duties to act on behalf of the Chair in the event of exercising the authority set forth in item (8) of the preceding paragraph or in the event of an accident in the Chair
4. When the Vice-Chair is seated in the Chair's seat in accordance with the procedure, the Vice-Chair has the authority to act as the Chair in place of the Chair.

#### Article 7: Voting Rights of the Chair and Vice-Chair

1. A person who is elected as the Chair and sits in the Chair's seat at the Convention, or a person who is elected as the Vice-Chair and sits in the Chair's seat pursuant to Article 6, Paragraph 4 above (hereafter both of them are referred to as "persons seated in the Chair's seat") reserve the right to exercise their voting rights, however, the Chair and the Vice-Chair may participate in the resolution when they are not in the Chair's seat at the time of the resolution.



2. The Chair or Vice-Chair of the Convention who is not seated at the Chair's seat may choose to withhold or exercise voting rights on each proposal at the Congress.
3. Notwithstanding the provisions of the preceding paragraphs, any person seated in the Chair may exercise the rights to vote in direct secret ballots on the bills of the Convention.

#### Article 8: Maintain Good Order

The Chair may take actions as follows against members who often violate or disobey the Chair's instructions in order to perform their duties and maintain good order on the floor:

- (1) To restrict or cancel statements
- (2) To remove from the Convention

#### Article 9: Duties of Secretary

The Convention shall have one or more Secretaries. The Secretary shall be the guardian of the process of the Convention and keep minutes.

#### Article 10: Subcommittee

The Chair shall establish the Subcommittee by the proposal of the Management Committee or the Delegates through the approval adopted by the Convention, to discuss or examine particular proceedings and items. The Chair may refer to the Subcommittee. The approval of the Convention shall be necessary for the Management Committee to set out how the Subcommittee consists of and the election method.

### **Section 4 Statements**

#### Article 11: Statements

The following rules shall be used to make statements at the Convention:

- (1) A member wishing to speak shall rise, when recognized by the Chair, they state their name and affiliated Branch
- (2) Any member speaking shall be confined to their statement to the subject
- (3) No statement shall be allowed after conducting a vote by the Chair's declaration
- (4) A member wishing to debate shall clarify their pros or cons in advance
- (5) The debate only among the Convention constituents or the personal insults shall not be permitted.
- (6) The statements from the parties participated by the request of the Convention shall lie within the purview of the Convention.

- (7) The statements from silent observers shall need the recognition by the Convention.

### **Section 5 Silent Observers**

#### **Article 12: Procedures of Silent Observation and Leaving Seats**

1. A member wishing to observe shall file the documents to the Management Committee in advance, and shall obtain the permission.
2. Silent observers, unless otherwise permitted, shall not make any statements or disturb the meeting.
3. The Chair may order to leave their seats in the case that the action provided in the preceding clause occurs or the vote is taken.

## **CHAPTER 3 BOARD OF COUNCILORS**

#### **Article 13: Operation**

The provisions of Chapter 2 General Provisions shall apply mutatis mutandis to the operation of the Board of Councilors meeting.

## **CHAPTER 4 ADDITIONAL RULES**

#### **Article 14: Effective Date**

- (1) This bylaw takes effect from September 1, 1993.
- (2) Amended: October 14, 1994
- (3) Amended: October 18, 1997
- (4) Amended: October 16, 2004
- (5) Amended: March 14, 2021
- (6) Amended: October 16, 2021
- (7) Amended: November 13, 2022

# **Regulations for Full-Time Union Officers and Staff**

## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1: Purpose**

The purpose of these regulations is to establish the discipline for the Union Officers and staff members as prescribed by Article 39, Paragraph 5 of the Union Constitution.

## **CHAPTER 2 POLICY AND RULES**

### **Article 2: Basic Principles**

The full-time Union Officers and staff members shall adhere rigidly to these regulations, the Union Constitution and Bylaws and other detailed regulations, and they shall comply with orders of the Union President. They shall be engaged exclusively in their duties and cooperate mutually in order to maintain discipline and order.

### **Article 3: Compliance Rules**

The full-time Union officers and staff members must comply with the following items at all the times.

- (1) Shall maintain their health at all the times and perform duties with a cheerful attitude and enthusiasm.
- (2) Shall not exceed assigned duties and shall not operate independently.
- (3) Shall not act in a way that would harm the integrity or reputation, damage the trust of the Union.
- (4) Shall not leak Union's confidential information, and information that would put the Union at a disadvantage.
- (5) Shall carefully utilize facilities and equipment of the Union, and refrain from use for the purposes unrelated to work duties.
- (6) Shall endeavor to maintain a clean and orderly workplace, preserving an organized environment at all times.
- (7) Shall refrain from intimidation that would interfere with duties, as well as from actions that would disrupt the ethics or order.
- (8) Shall not benefit from unreasonable appropriation or endowment of money or goods.
- (9) After using electricity, heating, or gas, shall make sure they are turned off.
- (10) During work hours, shall not leave the workplace without valid reason, and shall not perform duties under the influence of alcoholic beverages.

- (11) Without permission by the Union, shall refrain from religious or political activity at the Union Office or any facilities of the Union as well as meetings, and posting, distributing, dissemination of literature, and broadcasts unrelated to Union activities.

### **CHEPTER 3 DISCIPLINARY POLICY**

#### **Article 4: Disciplinary Reason**

The disciplinary actions shall be taken as prescribed in the successive Article when the full-time Union Officers behave the following items:

- (1) Unlawful employment by knowingly falsifying personnel records, or employments by any unlawful means
- (2) Frequent violation of these regulations
- (3) Disruption of the ethics or order of the Union through bad behavior
- (4) Whether willfully or through negligence, hinder effectiveness of work, or interfere with performance of duties
- (5) Cause an obstruction of duties whether by negligence or due to failure to exercise proper oversight, or cause damage to Union equipment or facilities
- (6) Reoccurring tardiness without reasonable explanations, or failure to meet minimum established standards
- (7) Without permission, transport union articles, materials, and information data off the premises, or attempts to do so
- (8) Whether willfully or through negligence, cause disadvantage to the Union
- (9) Damage Union's reputation or trust
- (10) Falsify union information data, divulge or attempt to divulge union confidential information
- (11) Without permission, take part time job while still in employment with the Union, or employment from other company
- (12) Disobedience of orders at work
- (13) Whether willfully or through negligence, alter or delay work reports and thus hinder performance of duties
- (14) Commit a wrongful act equivalent to the above

#### **Article 5: Disciplinary Action**

The disciplinary action shall be taken in circumstances of an offence by the following category:

- (1) Admonition  
Written apology shall be necessary to admonish for the future.
- (2) Reduction in Pay

The amount per instance shall not exceed one half of the average wage for one day, and the total shall not exceed the range of 10% of total wages for a month.

(3) Suspension of Duties

Suspension from duties for up to seven days without pay

(4) Punitive Dismissal

The immediate dismissal shall be conducted without notice.

In this case, with approval of the director of relevant labor standards office, dismissal notice payment will not be provided.

## **CHAPTER 4 COMPENSATION FOR DAMAGE**

### **Article 6: Compensation for Damage**

The full-time Union Officers and staff members may make reparation for the whole or partial damage when they whether willfully or through negligence, cause damage to the Union. However, such reparations do not provide exemption from disciplinary actions of Article 4 and 5.

## **CHAPTER 5 ADDITIONAL RULES**

### **Article 7: Corresponding Rules**

Items that are not provided in these regulations shall be pursuant to the Company Regulations for Employment of Office Workers, Regulations for Junior Employees in Office Work Department, or Regulations for Part Time Employees in Office Work Department of NICHII HOLDINGS CO., LTD. and NICHIIIGAKKANCO., LTD.

### **Article 8: Questions**

All questions relating to these regulations shall be clarified at the Central Executive Committee.

### **Article 9: Effective Date**

- (1) This bylaw takes effect from October 14, 1994.
- (2) Amended: October 18, 1997
- (3) Amended: October 16, 2004
- (4) Amended: October 21, 2017
- (5) Amended: October 19, 2019
- (6) Amended: October 16, 2021
- (7) Amended: November 13, 2022

# **Salary Regulations for Union Officers and Staff**

## **CHAPTER 1 GENERAL PRPVISIONS**

### **Article 1: Purpose**

Based on Article 39, Paragraph 5 of the Union Constitution, the Central Executive Committee establishes the standards for wages and dedicated activity expenses for full-time union officers and staff, as well as research expenses paid to union officers, as follows.

### **Article 2: Wages for Full-Time Union Officers and Staff Members**

As a general rule, the wages of full-time union officers and staff members are subject to the Salary Regulations of NICHII HOLDINGS CO., LTD. and NICHIIIGAKKANCO., LTD., from which they are seconded.

### **Article 3: Payday and Payment Method for Full-time Union Officers and Staff Members**

The wage calculation period, payday, payment method and deductions shall be pursuant to the Salary Regulations of NICHII HOLDINGS CO., LTD. and NICHIIIGAKKANCO., LTD. The wages shall be paid by current money or bank transfer. The deductions are also based on the Salary Regulations of NICHII HOLDINGS CO., LTD. and NICHIIIGAKKANCO., LTD.

### **Article 4: Prorated Daily Basis**

The payment during the wage calculation period in the cases of the withdrawal from or assumption of the full-time Union Officer or staff member positions shall be prorated on a daily basis.

### **Article 5: Wage Determination Standard**

The wages for the full-time Union Officers and staff members shall be guaranteed their current salaries during their time in office.

### **Article 6: Wage Change**

Increase in pay and bonus for the full-time Union Officers and staff members shall be pursuant to the Company's regulations.

### **Article 7: Full-Time Union Officers Activity Allowance**

The Full-Time Union Officers' Activity Allowance shall be paid monthly as follows:

- |                    |     |            |
|--------------------|-----|------------|
| (1) President      | ... | 60,000 yen |
| (2) Vice President | ... | 50,000 yen |

(3)	Secretary General	...	50,000 yen
(4)	Vice Secretary General	...	45,000 yen
(5)	Treasury	...	45,000 yen
(6)	Executive Committee Member	...	40,000 yen
(7)	Councilor, Full-time Staff	...	35,000 yen

#### Article 8: Research Allowance

1. The Research Allowance shall be paid monthly as follows:

(1)	President	...	20,000 yen
(2)	Vice President	...	15,000 yen
(3)	Secretary General	...	15,000 yen
(4)	Vice Secretary General	...	10,000 yen
(5)	Treasury	...	5,000 yen
(6)	Executive Committee Member	...	5,000 yen
(7)	Special Executive Officer	...	5,000 yen
(8)	Block Leader	...	10,000 yen
(9)	Block Vice Leader	...	5,000 yen
(10)	Branch Leader	...	5,000 yen
(11)	Branch Vice Leader	...	3,000 yen
(12)	Principal Contact Staff	...	5,000 yen

2. For those who act on behalf of the Union Officers, an amount equivalent to the above will be paid according to the duty to be performed on behalf of the person.

#### Article 9: Accounting Audit

The allowance for accounting audit shall be provided 5,000 yen per Auditor appointed by the Union for each audit.

## CHAPTER 2 ADDITIONAL RULES

#### Article 10: Questions

Items that are not provided in these regulations and items required specific procedures shall be conducted upon discussions of the Central Executive Committee.

Article 11: Effective Date

- (1) This bylaw takes effect from January 1, 1993.
- (2) Amended: September 16, 1993
- (3) Amended: October 14, 1994
- (4) Amended: October 18, 1996
- (5) Amended: February 15, 1997
- (6) Amended: October 18, 1997
- (7) Amended: October 15, 2000
- (8) Amended: October 16, 2004
- (9) Amended: October 17, 2015
- (10) Amended: October 21, 2017
- (11) Amended: October 19, 2019
- (12) Amended: October 16, 2021
- (13) Amended: November 13, 2022



## **Regulations on Calculating Union Dues**

### **Article 1: Purpose**

Based on Article 63, Paragraph 3 of the Union Constitution, the Central Executive Committee stipulates the details of the union dues calculation method as described in the following Articles.

### **Article 2: Standard Wage (Fixed Wages)**

The “standard wage” referred to in Article 63, Paragraph 1 (1) of the Union Constitution is the total amount of the following payment items listed on the salary statement.

#### **(1) Business Departments**

Base Salary, Job Salary, Ability Salary, Hospital Allowance, Post Allowance, Field Management Allowance, Management Allowance, Job Ability Allowance, Position Grade Allowance, New Skill Allowance, Adjustment Allowance, Work Allowance, Regional Additional Allowance, Scale Allowance, Qualification Allowance, Grade Allowance, Instrument Allowance, PC Allowance, Assistant Allowance, Attendance Allowance, Special Allowance, Special Allowance 1, Adjustment Allowance 1, Adjustment Allowance 2, Periodic Salary Increase Carried Forward, Current Salary Guaranteed Amount, Family Allowance, Dependent Allowance, Housing Allowance, Transfer Allowance, Company Housing, Etc. (Supply), Childcare Allowance, Early Morning By Time Period, Night Time By Time Period, Late Night By Time Period, Profit Return Allowance, Nurse Net, Preliminary Allowance 1 Or Treatment Improvement Allowance 1, Preliminary Allowance 2, Preliminary Allowance 3 Or Treatment Improvement Allowance 2, Preliminary Allowance 4, Preliminary Allowance 5, Other Allowance 1, Other Allowance 2, Other Allowance 6, Other Payment

#### **(2) Administrative Department**

Base Salary, Job Salary, Performance Salary, Special Allowance, Special Allowance 1, Family Allowance, Dependent Allowance, Housing Allowance, Transfer Allowance, Company Housing, Etc. (Supply), Childcare Allowance, Adjustment Allowance, Position Grade Allowance, Current Wage Guarantee Amount, Profit Return Allowance, Treatment Improvement Allowance 1

### **Article 3: Exemption Amount for Special Circumstances**

In the case that the final take-home amount is 9 or less yen, or that there will be a shortfall in the final take-home pay and each member must make up the shortfall, after taxes, social insurance premiums, and other items are deducted from the total wages of each union member, followed by the deduction of the total amount of union dues for the current month calculated according to Article 63,

Paragraph 1 of the Union Constitution, partial or full payment of union dues will be exempted based on Article 63, Paragraph 2.

The exemption amounts are as follows.

- (1) Full amount of union dues will be exempted if the amount after tax, social insurance premiums and other deductions from the total wages of each union member and before deduction of union dues is 10 yen or less, or if there is a shortfall and each member has to make up the shortfall.
- (2) After deducting taxes, social insurance premiums, and other deductions from the total wages of each union member, if the wage amount before deducting union dues is 10 yen or more, the final wage after deducting union dues, all or part of the union dues will be exempted so that the final take-home amount will be 10 yen.

#### Article 4: Effective Date

This bylaw takes effect from November 13, 2022.

## **Detailed Financial Regulations**

### **CHAPTER 1 GENERAL PROVISIONS**

#### **Article 1: Purpose**

Based on Article 69 in the Union Constitution, the Central Executive Committee stipulate the necessary matters to deal with accounts.

#### **Article 2: Account Books**

The Union Office shall keep the following account books, and shall keep them in good condition for the period specified as below:

- |  |          |
|--|----------|
| 1. Slips (Receiving/disbursement/transfer slips) | 10 years |
| 2. Principal Account Books                       |          |
| (1) General Ledge                                | 20 years |
| 3. Subsidiary Book                               |          |
| (1) Cash Book                                    | 5 years  |
| (2) Furniture and Fixtures Ledger                | 10 years |
| 4. Financial Statements                          |          |
| (1) Settlement Statements                        | 20 years |
| Revenue and Expenditure Account Statement        |          |
| Balance Sheet                                    |          |
| List of Assets                                   |          |
| Auditing Report                                  |          |
| (2) Cash Count Sheet                             | 2 years  |
| (3) Certificate of Deposit Balance               | 3 years  |
| (4) Monthly Actual Achievement Sheet             | 3 years  |

#### **Article 3: Account Titles**

The account titles shall be established along with the budget resolution adopted in the deliberations.

#### **Article 4: Responsibility**

The Union Office shall deal with accounts under the responsibility of the Secretary General.

#### **Article 5: Functions**

The Union Office shall have the following functions:

- (1) To prepare the draft budget plan
- (2) To process the balance of payments
- (3) To purchase and control goods

- (4) To control budget
- (5) To prepare the final statement and related lists
- (6) To keep the Union's seal impression
- (7) To keep the account related documents in good condition
- (8) To process office work relating to the Union assets

## **CHAPTER 2 BUDGET**

### **Article 6: Budgeting**

All union income and expenses must be included in the budget.

### **Article 7: Budget Correction**

An additional budget may be prepared when it is necessary to add to the revenue and expenditure budget within the fiscal year, and a revised budget may be prepared when there is a need to amend the budget.

### **Article 8: Calculation of Expenses Budget**

An assigned Executive member shall prepare the budget plan on necessary expenses for the next fiscal year by the end of current fiscal year and submit to the Secretary General.

### **Article 9: Preparation of Budget Plan**

The Secretary General shall take the budget plan prescribed in the preceding Article and the revenue budget into consideration and adjust them, divide items into each expense and category, and submit to the Central Executive Committee.

### **Article 10: Expenditure Budget**

The expenditure budget shall be divided into the current expenditure and discretionary reserve.

### **Article 11: Budget Diversion**

The established account titles shall be used only for their purposes, however, with the approval of the Central Executive Committee, the budget diversion may be conducted.

## **CHAPTER 3 ACCOUNTING**

### **Article 12: Accounting Procedure**

All the balance of payments shall be processed by prescribed Union slips. When processing the slips, approval of the Secretary General must be obtained.

#### Article 13: Discretionary Reserve

The discretionary reserve shall be credited to the budgetary deficit or unexpected expenses for the budget. When executing the discretionary reserve, the approval of the Central Executive Committee must be obtained.

#### Article 14: Temporary Payment

An estimated temporary payment shall be conducted with the approval of Secretary General by filling in a temporary payment slip for a Union member needed the temporary payment for business trips or performing tasks. However, adjusting account for such payment shall be conducted within one week; in addition, the overlapping payments are not processed.

### **CHAPTER 4 EXPENDITURE CRITERIA**

#### Article 15: Travel Expense Policy.

- (1) Travel expenses, daily allowance, and related expenses necessary for the Union activities are tabled separately in appendices. However, this does not apply to activities decided by the Central Executive Committee.
- (2) The moving expenses shall not be paid for both the departure and returning days.
- (3) For the use of taxi, a member shall need to define purposes of using taxi along with the receipt.
- (4) The President shall authorize business trips.

#### Article 16: Activity Allowance

The allowance other than the allowances provided in these detailed regulations shall be disbursed at cost to the Officers for necessary duties. The receipt must be attached as a general rule.

#### Article 17: Furniture and Fixtures

- (1) Possessive furniture and fixtures shall be defined on the furniture and fixtures ledger listing with date of purchase, name of item, unit price, quantity, purchased shop name and place where the item kept.
- (2) The furniture and fixtures handling standard amount shall be 200,000 yen and more per item.
- (3) Purchase and disposition of the furniture and fixtures shall be approved by the Secretary General.

### **CHAPTER 5 MISCELLANEOUS REGULATIONS**

#### Article 18: Use of Head Office, Furniture and Fixtures

If anyone other than the full-time Union Officers and staff members uses the Union Office, furniture, and fixtures, they shall be approved by the Secretary General, and shall be filled in on the account book and be made known.

## **CHAPTER 6 ADDITIONAL RULES**

### **Article 19: Questions**

Any questions regarding these regulations shall be clarified by the Central Executive Committee.

### **Article 20: Effective Date**

- |   |                                 |
|---|---------------------------------|
| (1) This bylaw takes effect from March 1, 1993. |                                 |
| (2) Amended: September 16, 1993                 | (9) Amended: October 12, 2014   |
| (3) Amended: October 14, 1994                   | (10) Amended: October 17, 2015  |
| (4) Amended: February 15, 1997                  | (11) Amended: October 21, 2017  |
| (5) Amended: October 18, 1997                   | (12) Amended: October 19, 2019  |
| (6) Amended: October 17, 1998                   | (13) Amended: March 14, 2021    |
| (7) Amended: October 16, 2004                   | (14) Amended: October 16, 2021  |
| (8) Amended: October 12, 2013                   | (15) Amended: November 13, 2022 |

## Appendices

### Accommodation Fee, Business Trip and Accommodation Allowance

Accommodation Fee	Business Trip Allowance	Accommodation Allowance
Actual Cost	3,000 yen	2,000 yen

- \* However, if there are difficulties with returning home (after 0:00am) (by using the public transportation) due to Union related activities and accommodation is required on a day business trip, the accommodation allowance shall be paid.
- \* The ceiling of the accommodation fee shall be up to 9,000 yen (capped amount) except for any particular reasons.
- \* The accommodation fee shall not be paid for arranging accommodation at their convenience.
- \* The business trip allowance shall not be paid during the trip.

### Day Business Trip

- \* Day business trip allowance for the Union activities shall be paid when the time frame of the business trip exceeds the stipulated time frame, the following business trip allowance shall be paid.

Time Required	5 ~7hours	7~9 hours	9 hours or more
Amount of Allowance	2,000 yen	3,500 yen	5,000 yen

- \* The above allowance shall not be paid to the full-time Union Officers, but paid in accordance with NICHII GROUP or NICHII GAKKAN's Travel Expenses Regulations.

### Holiday Pay

- \* Holiday pay shall be provided 2,000 yen per day in the case where the Union related business trip takes place on holidays (Sundays, public holidays, weekly holidays or paid leaves).

### Transport Expenses

By Rail	By Air	Other
Ordinary Rate	Ordinary Rate	Actual Cost

# **Fund Management Regulations**

## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1: Purpose**

Based on Article 69 of the Union Constitution, the Central Executive Committee shall establish the following Articles for the purpose of contributing to the sound operation of the Nichii Group Union.

### **Article 2: Types of Funds**

The funds that are managed by these regulations shall be deposits and marketable securities.

### **Article 3: Management Basic Principals**

The basic principles for the funds management shall be as follows:

- (1) Ensuring capital recovery and certainty
- (2) Ensuring the liquidity as a disbursement reserve funds such as the Union activity expenses
- (3) The pursuits for efficiency to manage funds.
- (4) Considering the significance and purpose of worker's capital responsible investment, environmental management, social management, and governance will be considered when necessary.

## **CHAPTER 2 DEPOSIT MANAGEMENT**

### **Article 4: Purpose**

The purpose of the deposit management is to obtain an efficient management of deposit in order to ensure the security and liquidity as well as to understand the soundness of correspondent financial institutions.

### **Article 5: Types of Deposit**

The accessible deposit types, after taking funds security into account, shall be as follows:

- (1) Ordinary Deposit (including checkable deposit)
- (2) Fixed Deposit
- (3) Current Deposit
- (4) Others (e.g. Contribution to Capital)



#### Article 6: Safety and Soundness of Financial Institutions

It is necessary to check the financial ratings on regular basis and minimize the loss influenced by bankruptcies of the financial institutions where the deposit functions are conducted. The Central Executive Committee and Central Committee shall check the safety and soundness of the financial institutions regularly and take decisions for the bankruptcy risk managements. In addition, a BBB rating or above shall be set up for a standard.

### **CHAPTER 3 MARKETABLE SECURITIES MANAGEMENT**

#### Article 7: Purpose

The purpose of the marketable securities management is to obtain an efficient management of marketable securities in order to ensure the security and liquidity as well as to understand the soundness of correspondent financial institutions.

#### Article 8: Types of Marketable Securities

The accessible marketable securities, after taking the security of the capital recovery into account, shall be Company's own stock and bond certificates issued by the following organizations:

- (1) Government of Japan (Government Bonds)
- (2) Government-Affiliated Agencies  
(Bonds with State Guaranteed, Investment-and-Loan Bonds, Public Cooperation Bonds, Bank Bonds: The Shoko Chukin Bank, Ltd.)
- (3) Local Public Authorities (Local Government Bonds)
- (4) Domestic Private Companies  
(Bank Bonds: Other than those above, General Cooperate Bonds, Euro-Yen Bonds)
- (5) Investment Trust
- (6) Others that are approved their safety and advantages by the Central Executive Committee

#### Article 9: Financial Ratings

Following rating agencies shall be used for an investment indicator.

##### 1. Bond Rating Agencies

- |   |           |
|---|-----------|
| (1) Rating & Investment Information, Inc. | (R&I)     |
| (2) Japan Credit Rating Agency, Inc.      | (JCR)     |
| (3) Moody's Investors Service, Inc.       | (Moody's) |
| (4) Standard & Poor's                     | (S&P)     |

##### 2. Acquisition Criteria

The acquired bonds shall be possessed until the date of redemption of

maturity as follows for a general principal. However, in the case where there are reasonable accounts such as increased profitability, a switching trade may be operated in accordance with Article 12.

(1) AA or above ... Within 20 years (Acquisition ~ Redemption)

(2) A ... Within 10 years (Acquisition ~ Redemption)

### 3. Criteria for Bond Holding

A BBB or higher rating with one or more agencies among the rating agencies mentioned in Article 9. 1 will be needed for the bond holding, when the rating is lower than a BBB, it may be possible to dispose them on the basis of the decision of the Fund Management Committee. In addition, securing the union property (=union dues) must be required when selling securities.

### Article 10: Fund Management Committee

The Fund Management Committee shall be established to discuss the trade of the marketable securities.

### Article 11: Constitution of the Committee

The Committee shall consist of the *Sanyaku* (three most important posts), and the Committee Chair shall be elected from among themselves. The Chair may appoint additional members to the Committee on the basis of the decision of the Committee.

### Article 12: Switching Trade

The following items shall be taken notice in case of the switching trade.

(1) Clarify the purpose of the switching all the time.

(2) Evaluate the necessity of the asset liquidity with consideration for the status of the management. The funds not requiring the liquidity shall be focused on the high rates of return for a long term investment.

### Article 13: Practical Bond Dealing

Traders shall separately manage individual property of the depository institution and conduct the settlement service without fault. The Central Executive Committee shall regularly evaluate them.

## CHAPTER 4 ADDITIONAL RULES

### Article 14: Questions

All questions relating to these regulations shall be clarified at the Central Executive Committee.

Article 15: Effective Date

- (1) This bylaw takes effect from October 16, 2010.
- (2) Amended: October 27, 2012
- (3) Amended: October 21, 2017
- (4) Amended: March 15, 2020
- (5) Amended: November 13, 2022

## **Congratulatory or Condolence Payments Regulations**

### **Article 1: Purpose**

Based on Article 69 of the Union Constitution, the Central Executive Committee shall establish congratulatory and condolence money as follows for the purpose of providing mutual assistance to members of the Nichii Group Union.

### **Article 2: Category**

The category shall be as follows:

- (1) Marriage
- (2) Childbirth
- (3) Death of Family Member
- (4) Injury or Sickness Absence of Union Member
- (5) Death of Union Member

### **Article 3: Procedures**

1. A member who is eligible to obtain the payment shall report promptly to Union President and process the application with required supporting documentations.
2. When there is a reason for the payment of condolence money, the Union will pay the condolence money without waiting for the claim procedure by the bereaved family.

### **Article 4: Suspension**

The payment shall be suspended by following items:

- (1) When a member is expelled from the Union membership
- (2) When a member knowingly makes a false statement in an application for the payment, or fails in reporting duty
- (3) When no claim has been made for 90 days or more after the occurrence of the reason for receiving the payment, provided, however, that the Union member's hospitalization payment has not been claimed for 90 days or more from the time a member returned to work.
- (4) When the fact corresponding to the reason for payment corresponds to violation of public order
- (5) When the fact that corresponds to the reason for payment corresponds to self-injury or is caused by gross negligence
- (6) When the payment goes against the purpose and purpose of the mutual aid of the members

#### Article 5: Payment for Marriage

1. The amount of 10,000 yen shall be paid out when a member gets married.
2. Marriage payment is limited to one time per union member, and if both are union members, they will be paid separately.

#### Article 6: Payment for Childbirth

The amount of 10,000 yen shall be paid out when a member or their spouse gives birth.

#### Article 7: Payment for Death of Family Member

In the case of the death of family member who falls under any of the following, the following will be paid to the member.

- |   |            |
|---|------------|
| (1) Spouse/Common-Law Partner                                       | 10,000 yen |
| (2) Parent (Blood or matrimonial relation)                          | 10,000 yen |
| (3) Biological or Adopted Child                                     | 10,000 yen |
| (4) Grand Parent Living Together<br>(Blood or matrimonial relation) | 5,000 yen  |
| (5) Grand Child Living Together                                     | 5,000 yen  |
| (6) Siblings Living Together<br>(Blood or matrimonial relation)     | 5,000 yen  |

#### Article 8: Injury or Sickness Absence of Union Member

The amount of 10,000 yen shall be paid out for more than seven consecutive days of hospitalization. In addition, a document which can identify the reason of hospitalization shall be required accompanied with the application.

#### Article 9: Death of Union Member

1. In the event of the death of a member, the following shall be paid.

(1) Incumbent Central Officer	30,000yen+condolence flower
(2) Incumbent Branch Leader/ Vice Leader	20,000yen+condolence flower
(3) Union Member other than the above	20,000yen
2. A condolence telegram shall be sent when a member dies. However, this shall not apply when making a call to express their condolence.

Article 10: Effective Date

- (1) This bylaw takes effect from January 1, 1993.
- (2) Amended: October 14, 1994
- (3) Amended: October 14, 1995
- (4) Amended: October 18, 1997
- (5) Amended: October 16, 2004
- (6) Amended: October 21, 2007
- (7) Amended: October 17, 2009
- (8) Amended: October 17, 2015
- (9) Amended: October 21, 2017
- (10) Amended: October 19, 2019
- (11) Amended: March 15, 2020
- (12) Amended: November 13, 2022

# **Donation Policy Regulations**

## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1: Purpose**

Based on Article 32, Paragraph 2 (6) of the Union Constitution, the Central Executive Committee has established the donation policy in the following Articles for the purpose of aiming to provide mutual assistance to members of the Nichii Group Union responding to unexpected serious accidents, disasters, etc. for the union members or their families.

### **Article 2: Events Applicable to Donation**

The following are applicable to the donation.

- (1) When a member or their family becomes victims of a disaster and becomes difficult to live everyday life.
- (2) When a member or their family suffers from an illness that requires a large amount of expenses, and it is difficult to raise the expenses.
- (3) When other events pursuant to the preceding items (1) and (2) occur to a member or their family.

### **Article 3: Source of Donation Funds**

The source of donation funds is covered by donations voluntarily contributed by the members on a case-by-case basis.

### **Article: 4 Procedures**

1. If an event that is considered to be applicable to the above Article 2 occurs, a union member promptly requests the President to review whether or not to apply the donation.
2. When the President receives a request for review as prescribed in the preceding paragraph, the President requests the Central Executive Committee to deliberate and decide whether or not to apply the donation to the case. However, in an emergency, the President may consult with the *Sanyaku* (three most important posts); President, Vice President, and Secretary General, and decide whether or not to apply the donation to the case. In this case, ex-post approval shall be sought from the Central Executive Committee.
3. If the application of the donation is decided, inform the union members through the union newsletter, etc., and call for fund raising.
4. Donations are collected at the Union Office and delivered to the applicable union member.

Article 5: Effective Date

- (1) This bylaw takes effect from October 14, 1994.
- (2) Amended: October 18, 2012
- (3) Amended: October 17, 2015
- (4) Amended: October 21, 2017
- (5) Amended: October 19, 2019
- (6) Amended: March 15, 2020
- (7) Amended: November 13, 2022



# **Retirement Appreciation Reward Regulations**

## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1: Purpose**

Based on Article 69 of the Union Constitution, the Central Executive Committee has established the following Articles for the purpose of expressing gratitude for long-term union participation until resignation/retirement or becoming a non-union member under the Labor-Management agreement.

### **Article 2: Criteria for Reward**

The reward shall be provided to members when the following items are applied depending on the Union Membership Period according to the appendix given separately.

- (1) When a resignation process has completed and approved by the Company
- (2) When a union member passes away
- (3) When a union member is designated to a position or business for non-Union members so that it is possible for them to continue their membership

### **Article 3: Recipient**

1. The appreciation reward shall be given out to the bereaved family in case of union member's death.
2. The scope of the bereaved family provided in the preceding paragraph shall be limited to recipients of the union condolence money.

### **Article 4: Suspension**

The appreciation reward shall not be given out when the following items are applied;

- (1) Expulsion from the Union Membership, or the resolution of suspending the reward due to the breach of obligations of the Union member which is adopted by the Central Executive Committee
- (2) Falsely claiming by intent
- (3) Being unclaimed for ninety and more days after the resignation date, or becoming a non-union member

#### Article 5: Calculation of Union Membership Period

1. The starting date of the Union Membership Period is September 18, 1992, when the Union was formed. Each member's membership period is from the date of joining after September 18, 1992, to the date of resignation.
2. In case of a re-enrolment, the start of membership shall be the date of re-enrolment, and the previous Union Membership Period shall not be summed together.

#### Article 6: Procedures

The applicable members shall submit an application form along with required documentations to the President.

#### Article 7: Period of Issuing Benefit

The appreciation reward shall be paid within a month after the appropriate procedures have been made.

### CHAPTER 2 ADDITITONAL RULES

#### Article 8: Questions

All questions relating to this bylaw shall be clarified at the Central Executive Committee.

#### Article 9: Date of Enactment

- (1) This bylaw takes effect from October 18, 1997.
- (2) Amended: October 12, 2003
- (3) Amended: October 21, 2007
- (4) Amended: October 17, 2009
- (5) Amended: October 15, 2011
- (6) Amended: October 17, 2015
- (7) Amended: October 15, 2016
- (8) Amended: October 21, 2017
- (9) Amended: October 19, 2019
- (10) Amended: October 16, 2021
- (11) Amended: November 13, 2022

## Appendix

#### Criteria for the Appreciation Reward

Membership Period	3years ~ 5 years	5,000 yen
"	5 years ~ 7 years	10,000 yen
"	7 years ~ 10 years	15,000 yen
"	10 years ~ 15 years	20,000 yen
"	15 years ~ 20 years	30,000 yen
"	20 years ~ 25 years	40,000 yen
"	25 years and more	50,000 yen

## **Award Rules and Regulations**

### **CHAPTER 1 GENERAL PROVISIONS**

#### **Article 1: Basis**

The Central Executive Committee stipulates the following Articles based on Articles 70 and 76 of the Union Constitution.

#### **Article 2: Purpose**

The purpose of these regulations is to clarify the criteria and procedures for awarding union members, and to ensure proper operation.

#### **Article 3: Category**

The type of award is as follows.

Achievement award: Given to those who have made significant contribution to the union activities and the union's development.

#### **Article 4: Procedures**

If a union member is deemed eligible for the commendation, the Central Executive Committee makes a recommendation, and a decision shall be made at the Convention.

#### **Article 5: Commendation**

The award shall be presented to the member on behalf of the Union by the President along with a certificate issued by the Central Executive Committee.

#### **Article 6: Public Notification**

All awards will be announced public.

#### **Article 7: Expenditure Associated with Award**

Expenses associated with the award under this bylaw shall be taken from the general account.

### **CHAPTER 2 ADDITIONAL RULES**

#### **Article 8: Questions**

All questions relating to this bylaw shall be clarified at the Central Executive Committee.

Article 9: Effective Date

- (1) This bylaw takes effect from October 19, 2019.
- (2) Amended: October 16, 2021
- (3) Amended: November 13, 2022

## **Disposition and Control Rules and Regulations**

### **CHAPTER 1 GENERAL PROVISIONS**

#### **Article 1: Purpose**

Based on Article 76 of the Union Constitution, the Central Executive Committee, with the aim of maintaining justice and order within the Union for realizing fair and appropriate disposition through fair and appropriate procedures, shall stipulate following Articles to operate the control deposition procedures.

#### **Article 2: Establishing Investigation Committee and Selecting Members**

The Central Executive Committee sets an investigation committee for each matter that is consist of five members who are selected from among the union members. In addition, it is not prevented that one union member serves concurrently as a member of multiple Investigation Committees.

#### **Article 3: Qualification for Committee Members**

A person having kinship with a member who is the subject of an investigation regarding controlled disposition, or a person in the same job category, or a person who is related to or has an interest in the subject matter of investigation cannot be a member of the Investigation Committee related to the case.

#### **Article 4: Restrictions on Committee Members' Rights**

If a person who is a member of the Central Executive Committee appointed as a member of the Investigation Committee, this person cannot participate in the decision of the Central Executive Committee based on the results of the Investigation Committee's investigation.

#### **Article 5: Term of Office for Committee Members**

The term of office of the Investigation Committee members shall be from the time they are selected by the Central Executive Committee for each case until such time as the results of the investigation are reported to the Central Executive Committee where a decision is made on the case.

#### **Article 6: Chair for the Committee**

The Chair of the Investigation Committee is elected by the mutual selection of the Investigation Committee members, has the authority to convene the members for the purpose of holding the Investigation Committee, and becomes the chairperson of the Investigation Committee.

#### Article 7: Authority for the Committee

The Investigative Committee has the authority to conduct the necessary investigations within the Union, and union members must cooperate with this investigation.

#### Article 8: Grant of Opportunity for Explanation

The Investigation Committee will give a subject union member an opportunity to give an explanation. Then, a document in which the following items (1) to (4) are described will be delivered at least 10 days before the date of the Investigation Committee meeting as written in the following (3) or sent by mail.

- (1) The investigative committee has been established to investigate whether there were any acts or omissions subject to the controlled disposition prescribed in Article 71 of the Union Constitution.
- (2) Summary of acts or omissions that the investigation committee is investigating.
- (3) The date and place of the investigation committee where the subject union member can attend and state their opinions if they wish to verbally express their opinions.
- (4) The place to submit the document if the subject union member wishes to submit a written opinion, the deadline for submitting the document.

#### Article 9: Establishment of the Committee

The Investigation Committee shall be deemed valid if attended by four or more members.

#### Article 10: Survey Report, Opposition Opinion, Supplementary Opinion

1. The Investigation Committee prepares a report on the results of investigation that includes name, date of birth, affiliation, and position of the Union, the background of the investigation, the facts revealed by the investigation, the supporting evidence, and the necessity and details of the controlled disposition and submits it together with evidence to the Central Executive Committee for reporting.
2. The contents of the survey results report will be decided with the approval of at least 3 members of the Committee.
3. The members who make up the Investigation Committee, when necessary, create a dissenting opinion or supplementary opinion on the contents of the findings report determined by the Investigation Committee, and attach this to the Investigation Progress Report, and may submit it to the Central Executive Committee.

#### Article 11: Control Disposition Proposal Form

1. The Control Disposition Proposal Form contains the name, date of birth, affiliation, title of the person subject to control disposition, specific details of the act or omission to be subject to control disposition, and details of the required control disposition (in the case of suspension of rights: period for suspending rights) and the evidence heading.
2. When submitting a controlled disposal proposal, evidence shall be attached thereto.

#### Article 12: Notification to Member Subject to Controlled Disposal

When the Central Executive Committee submits a proposal for control disposition to a decision-making body, the Investigation Committee sends a document describing the following (1) to (5) directly or by mail to a subject member at least 2 weeks before the date of the meeting.

- (1) The Central Executive Committee has created a control disposal proposal for the subject member to control disposal (attach a copy of the control disposal proposal).
- (2) Name of the decision-making body to which the proposal for control disposal is submitted and the date and time of the meeting
- (3) If the subject member wishes to view the evidence attached to the Controlled Proposal, they can browse or make copies at their own expense and cost.
- (4) If the member subject to controlled disposition wishes to make an oral statement at the decision-making body, the request to that effect should be made in writing, and the destination and deadline for submission.
- (5) If the member subject to controlled disposition wants to make a written opinion at the decision-making body, the deadline for submitting the document and the place to submit the document.

#### Article 13: Deliberation at Decision-Making Body of Controlled Disposal

1. A decision-making body that has been referred to for control disposition by submitting a control disposition proposal shall distribute in advance a copy of the control disposition proposal to all its members.
2. Members of the decision-making body that have received a controlled action proposal can view the evidence and make a copy of it when necessary.
3. When a written statement of opinion is submitted by the member subject to controlled disposition, a copy of the written statement of opinion will be distributed to all members of the decision-making body at the latest by the start time of all proceedings to be held on the day the decision-making body is

held.

4. When a written request for verbal opinion is submitted by the member subject to controlled disposition, the Chair of the decision-making body shall set the upper limit time for oral explanation regarding the control disposition proposal made by the Chair of the Central Executive Committee or a person appointed by the Chair, and then after determining the maximum time for verbal opinion statements by the member subject to controlled disposition, each verbal explanation and opinion statement is permitted and performed.

#### Article 14: Opposition to Control Disposition by the Board of Councilors

1. If a member who has received a reprimand, reprimand, or suspension of rights by the Board of Councilors is dissatisfied with such control disposition, they may file a written objection addressed to the Convention from the date of receipt of the decision, which can be submitted to the Central Executive Committee within one month.
2. The written objection pursuant to the preceding paragraph shall include the date and content of the decision which the Board of Councilors has made, the date on which this decision was received, a request to revoke the decision of the Board of Councilors at the Convention, and the reason for the revocation.
3. The Central Executive Committee shall discuss that the objection requesting revocation of the control disposition at the most recent Central Executive Committee meeting and submit the objection and the Central Executive Committee's opinion thereon.
4. When a request for an oral statement of opinion is submitted by the subject member who has filed the objection, the Chair of the Board of Councilors shall decide the maximum time in advance for each opinion of the member who has filed the objection and the Chair of the Central Executive Committee or a person appointed by the Chair and authorize to state their opinions.
5. The Convention will deliberate and decide whether or not to revoke the control disposition.

#### Article 15: Opposition to Control Disposition by Central Committee

1. If a member who has received a reprimand, reprimand, or suspension of union officers' qualification by the Central Committee is dissatisfied with such control disposition, they may file a written objection addressed to the Convention from the date of receipt of the decision, which can be submitted to the Central Executive Committee within one month.
2. The written objection pursuant to the preceding paragraph shall include the date and content of the decision which the Central Committee has made, the



- date on which this decision was received, a request to revoke the decision of the Central Committee at the Convention, and the reason for the revocation.
3. The Central Executive Committee shall discuss that the objection requesting revocation of the control disposition at the most recent Central Executive Committee meeting and submit the objection and the Central Executive Committee's opinion thereon.
  4. When a request for an oral statement of opinion is submitted by the subject member who has filed the objection, the Chair of the Central Committee shall decide the maximum time in advance for each opinion of the member who has filed the objection and the Chair of the Central Executive Committee or a person appointed by the Chair and authorize to state their opinions.
  5. The Convention will deliberate and decide whether or not to revoke the control disposition.

## **CHAPTER 2 ADDITIONAL RULES**

### **Article 16: Questions**

All questions relating to this bylaw shall be clarified at the Central Executive Committee.

### **Article 17: Effective Date**

- (1) This bylaw takes effect from October 19, 2019.
- (2) Amended: October 16, 2021
- (3) Amended: November 13, 2022

# **Personal Information Management Regulations**

## **CHAPTER 1 GENERAL PROVISIONS**

### **Article 1: Basis**

Based on Article 32, Paragraph 2 (6) of the Union Constitution, the Central Executive Committee shall establish the following Articles for the purpose of managing personal information.

### **Article 2: Purpose**

The purpose of this bylaw is to ensure the proper handling of personal information of members in the association based on the "Act on the Protection of Personal Information".

### **Article 3: Basic Concept**

1. In addition to complying with the Personal Information Protection Law and other related laws and regulations, the Union will properly handle personal information in accordance with the guidelines of relevant ministries and other social rules regarding the proper handling of personal information.
2. Revise and maintain the Union Constitution and Bylaws and manuals, etc. as necessary for the proper handling of personal information, and disseminate them to officers and staff of the Union, including the Central Officers.

### **Article 4: Purpose of Use**

The Union shall use the personal information of its members for the following purposes, and handle personal information within the scope necessary to achieve this purpose of use. However, this does not apply if the consent of the individual is obtained in advance or if it is permitted by law to handle beyond the scope.

- (1) To notify, contact, guide, etc. necessary for union activities
- (2) To use as basic data for labor-management consultations and negotiations
- (3) For administrative processing within the Union and management and operation of the Union
- (4) To take necessary and appropriate measures as the Union for disasters, accidents, injuries and illnesses, etc. related to union members
- (5) For paperwork when union members (including family members) use union welfare (mutual aid) services
- (6) In addition to the above, to handle matters necessary for union activities
- (7) For the purpose of use if there is a purpose of use that has been individually notified or made readily available

#### Article 5: Acquisition of Personal Information

The Union shall acquire personal information directly from the individual. However, in the following cases, personal information may be obtained from someone other than the person themselves.

- (1) When obtaining information from a person other than the person with the consent of the person
- (2) When required by law
- (3) When it is urgently necessary to protect the life, body or property of a member
- (4) When obtaining from each Company Information related to union members' employment and welfare benefits
- (5) When obtaining personal information from a person hinders the proper execution of the union's business and it is recognized that it is difficult to achieve the purpose
- (6) In addition to the above, when there is a reasonable reason for obtaining information from a person other than the person themselves.

#### Article 6: Information not Acquired

Regarding the personal information of the members, the Union shall not acquire the permanent domicile, political or religious beliefs and affiliated organizations, and other information that is not appropriate to collect. However, this shall not apply in the following cases.

- (1) When required by law
- (2) When there is a special need for the business of the Union, or when it is essential for the proper implementation of other business, and when the purpose of use is indicated and the person's consent is obtained

#### Article 7: Management of Personal Information

1. The Union shall endeavor to keep personal information accurate and up to date within the scope necessary to achieve the purpose of use.
2. The Union shall implement necessary and appropriate safety management to prevent leakage, loss, falsification, etc. of personal information. The Union also requests enterprises and organizations with which the Union is affiliated or cooperating in order to carry out practical work related to union activities to handle personal information appropriately.
3. Documents containing personal information must be kept locked at all times.
4. When disposing of documents containing personal information, the personal information must be made unreadable.
5. In the event that personal information is leaked, etc. and there is a risk of

harming the rights and interests of an individual, the Union will report to the <sup>1</sup> Personal Information Protection Commission and notify the person concerned.

#### Article 8: Shared Use with the Companies

The union will jointly use the personal data of the union members with NICHII HOLDINGS CO., LTD., NICHII GAKKAN CO., LTD., and Group Companies (hereinafter referred to as "the Companies") as follows. For joint use, a Memorandum of Understanding for Joint Use will be concluded with the Companies.

- (1) Items of personal data to be jointly used: Union member name, gender, date of birth, salary, etc., address, postal code, telephone number, employee category, employee number, department and workplace name, internal email address, union membership status, other similar items
- (2) Scope of joint use: The Union, each Company
- (3) Purpose of use by joint users: Employment management affairs, welfare affairs, wage deductions for union fees, confirmation of the scope of labor agreements, confirmation of union membership, etc.
- (4) Parties responsible for the management of jointly used personal data: The Union, each Company

<sup>1</sup>Personal Information Protection Commission is an administrative agency established as an external bureau of the Cabinet Office to ensure the proper handling of personal information based on the "Act on the Protection of Personal Information."

#### Article 9: Shared Use with Upper Organization

The Union may share the personal data of the union members with UA ZENSEN, which is an upper organization, as follows.

- (1) Items of personal data to be jointly used: Union member name, gender, date of birth, salary, etc., address, postal code, telephone number, employee category, employee number, department and workplace name, and other similar items
- (2) Scope of joint use: The Union, UA ZENSEN
- (3) Purpose of use by joint users: Union activities and welfare affairs, etc. conducted as an affiliated union of UA ZENSEN with the cooperation, support, request, guidance, etc. of UA ZENSEN
- (4) Parties responsible for the management of jointly used personal data: The Union, UA ZENSEN

#### Article 10: Providing Personal Data to Subcontractor

1. The Union may outsource a part of the handling of personal data and provide the personal data to the outsourced party in order to facilitate business within the scope necessary to achieve the purpose of use described in the above Article 4. In that case, the Union supervises a subcontractor to take appropriate measures such as management of the list and prompt return or disposal after use.
2. Subcontractors are limited to those who have agreed to bear the following obligations.
  - (1) Safely manage personal data and do not leak or misappropriate it.
  - (2) In the case of subcontracting, obtain the consent of the union in writing in advance.
  - (3) Clarify the retention period of personal data.
  - (4) After the consignment work is completed, the personal data shall be returned, discarded, or deleted, and report to the Union that it has been done properly and reliably.
  - (5) Do not copy or reproduce personal data beyond the scope necessary for the performance of the commissioned work.
3. The Union shall appropriately supervise subcontractors regarding the safe management of personal data and the prompt return or disposal of personal data after the completion of the subcontracted work.

#### Article 11: Providing Personal Data to Third Party

1. In any of the following cases, the Union may provide the member's personal data to a third party.
  - (1) When there is consent of the union member.
  - (2) When required by law.
  - (3) When it is necessary to protect a person's life, body or property, and it is difficult to obtain the person's consent.
  - (4) When it is particularly necessary to improve public health or promote the sound development of children, and it is difficult to obtain the consent of the individual.
  - (5) When it is necessary to cooperate with a national agency, a local public entity, or a person entrusted by them in carrying out the affairs stipulated by laws and regulations, and obtaining the consent of the individual is likely to interfere with the performance of the relevant affairs.
2. Notwithstanding the provisions of the preceding paragraph, the Union shall, in accordance with the rules of the Personal Information Protection Commission, notify a person in advance of the matters listed below or put them in a state

where the person can easily know them, and Personal data may be provided to a third party upon notification to the Union.

- (1) The purpose of use is to provide to a third party.
  - (2) Items of personal data provided to a third party.
  - (3) Method of providing personal data to a third party.
  - (4) Discontinue providing personal data that can identify the person concerned to a third party at the request of the person.
  - (5) Method to receive a request from the person
3. When the Union provides personal data to a third party, the date of providing the data and the name of the recipient shall be recorded and stored for a certain period of time.

#### Article 12: Disclosure of Personal Data

1. If a member requests disclosure of personal data pertaining to the member, the Union shall disclose it without delay after confirming the identity of the member. However, if disclosure falls under any of the following, all or part of it may not be disclosed.
  - (1) When there is a risk of harming the life, body, property or other rights and interests of the person or a third party.
  - (2) When there is a risk of significant hindrance to the proper implementation of the union's business.
  - (3) In case of violation of laws and regulations.
2. When the Union decides not to disclose all or part of the personal data pertaining to the request set forth in the preceding paragraph, or when the relevant personal data does not exist, the Union shall notify the person to that effect without delay and explain the reason.

#### Article 13: Corrections, Additions, Deletions

1. If the Union is requested by a member to correct, add or delete the content of the personal data (hereinafter referred to as "the Correction, etc." in this article) since the content of the personal data pertaining to the member is not true, unless special procedures are stipulated by other laws and ordinances regarding the correction of the content, the Union shall conduct necessary investigations without delay and based on the results, within the scope necessary for achieving the purpose of use. , correct the content of the personal data, etc.
2. When the Association has made the Corrections, etc. to all or part of the content of the personal data pertaining to the request set forth in the preceding paragraph, or has decided not to make the Corrections, etc., the

Union shall notify the member to that effect without delay (including the content of any of the Corrections, etc.). When notifying that the requested measure will not be taken or that a different measure will be taken, the reason shall be explained to the member.

#### Article 14: Suspension of Use, Elimination

1. If a member makes a request to the Union for the suspension of use or elimination of the relevant personal data pertaining to the member on the grounds that the data was being handled in violation of statutory restrictions on the purpose of use, or that such personal data must not be acquired by deception or other wrongful means, the Union suspends the use of the personal data or eliminates the data without delay to the extent necessary to correct the violation. However, this does not apply in cases where the elimination or suspension of use of the relevant personal data requires a large amount of money, or where it is otherwise difficult to suspend the use, etc., and necessary alternative measures are taken to protect the rights and interests of the member.
2. When the Union eliminates or suspends use of all or part of the personal data pertaining to the request set forth in the preceding paragraph, or decides not to eliminate or suspend use, the Union shall notify the member to that effect without delay. When notifying that the requested measure will not be taken or that a different measure will be taken, the reason shall be explained to the member.

#### Article 15: Suspension of Providing Personal Data to Third Party

1. If personal data pertaining to the member concerned has been provided to a third party in violation of Article 11, Paragraph 1 of these regulations and the member requests to suspend providing the personal data to the third party, the Union will stop providing the personal data to the third party without delay, when it is found that there is a reason for the request. However, this does not apply when taking alternative measures if it is necessary to protect the rights and interests of the person concerned in cases where it would be difficult to stop providing the personal data to the third party, such as when a large amount of money is required.
2. When providing all or part of the personal data pertaining to the request set forth in the preceding paragraph to the third party has been suspended, or when a decision has been made not to suspend providing the data to the third party, the Union shall notify the member without delay. When notifying that the requested measure will not be taken or that a different measure will be

taken, the reason shall be explained to the member.

## **CHAPTER 2 ADDITIONAL RULES**

### **Article 16: Questions**

All questions relating to this bylaw shall be clarified at the Central Executive Committee.

### **Article 17: Effective Date**

- (1) This bylaw takes effect from October 16, 2021.
- (2) Amended: November 13, 2022