

Union Constitution and By-laws

Rules and Regulations of NICHII GROUP UNION

(Translation)

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

As amended on October 16, 2021

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NICHII GROUP UNION Constitution and By-laws

CHAPTER 1 GENERAL PROVISIONS

Article 1: Name

This union shall be known as NICHII GROUP UNION, hereinafter referred to as the Union.

Article 2: Location of Head Office

The Union Head Office shall be located at Toko Denki Koji Building 5th Floor, 1-4-5 Nishi-Kanda, Chiyoda-Ku, Tokyo, Japan.

Article 3: Block

A Block can be created for each area or duty.

The Central Executive Committee shall decide on the creation, revision, and abolishment of a Block.

Article 4: Branch

The block shall be divided into Branches.

The Central Executive Committee shall decide on the creation, revision, and abolishment of a Branch.

Article 5: Union Membership

Employees of NICHII HOLDINGS CO.,LTD., NICHIIIGAKKAN CO., LTD. and its group companies (hereinafter referred as the Respective Companies) may become members of the Union. However, the following employees are unacceptable to the Union members.

- 1) An employee prohibited from the membership in accordance with the Labor Union Act
- 2) A person who does not belong to range of union member established by resolution of Convention.
- 3) Persons belonging to the scope of non-union members stipulated by collective agreements concluded between the Union and the Respective Companies.

Article 6: Body Corporate

The Union shall have the legal capacities of a body corporate.

Article 7: Superior Body

The Union shall be directly affiliated with the UA ZENSEN which is a collective term for the Japanese Federation of Textile, Chemical, Food, Commercial, Service and General Workers' Unions.

CHAPTER 2 PURPOSE AND OPERATIONS

Article 8: Purpose

The purpose of the Union is to improve members' working conditions and economic and cultural life.

Article 9: Operations

The Union commits itself to the pursuit of the following operations to accomplish the purpose as provided in the preceding Article.

- (1) To conclude, amend or eliminate the labor agreements
- (2) To improve working conditions
- (3) To foster a democratizing management through the labor-management consultation system
- (4) To promote and guarantee the welfare and mutual aid
- (5) To enhance education and culture business
- (6) To cooperate with other organizations working for the same purposes
- (7) To study or conduct researches required for the Union operations
- (8) Matters regarding grievance
- (9) Thing about social participation activities
- (10) Thing about activities based on policy of upper organization
- (11) To conduct any necessary matters to accomplish the purpose

Article 10: Professional Teams

The Union shall establish Professional Teams as follows to facilitate the operations as provided in the preceding Article. In addition, a subcommittee can be established by resolution of the Central Executive Committee, taking into account the occasional need for union activities.

- 1) Education and Training Team
- 2) Information and Publicity Team
- 3) Project Services Team

CHAPTER 3 RIGHTS AND OBLIGATIONS

Article 11: Equal Treatment and Principal of Equality

1. Union members have the right to participate in all issues of the Union and to receive equal treatment.
2. All persons not otherwise disqualified by law regardless of sex, race, family or social origin, or religion are eligible for membership in the Union.

Article 12: Rights

The members shall have the following rights:

- (1) To participate in the Union activities
- (2) To have a right of voting and eligibility for election for the executive officers and the Union representatives; however a current officer cannot hold an additional post except for Block Leaders and Block Vice Leaders who are able to serve as Executive Officers.
- (3) To participate in given meetings, make statements and take part in the decision-making process
- (4) To request behavior reports of respective organizations and the Union Officers, and also to express his or her will freely
- (5) To criticize the Union Officers when failing to complete their duties, or when conducting violating statements or actions that give disadvantageous effect on the Union
- (6) To browse Union's accounting book

Article 13: Obligations

The Union members shall have following obligations:

- (1) To follow the general principals, regulations and the decisions of each body
- (2) To pay the membership dues by the due date
- (3) To participate in the specified meetings and activities
- (4) To accede to a post when elected (Declinations are not allowed without good reason.)

Article 14: Acquisition of Eligibility

The membership shall start from the date of hire. However, this shall not apply to non-union members as mentioned in Article 5.

Article 15: Membership Removal

1. When a union member falls under any of the following items, the Central Executive Committee decides to remove their membership.

- (1) When a member does not submit a withdrawal notice in spite of falling under any of Article 5 (1) to (3)
2. A member who has received the removal decision may submit an objection request to the Central Executive Committee requesting cancellation of the removal decision with the convention as the addressee within 2 weeks from the date of the decision.

The Central Executive Committee submits the Opposition Form and the Central Executive Committee's views regarding this to the most recent Convention to be held, and asks for deliberation on whether or not to cancel the removal decision, and the Convention decides whether or not to cancel the removal decision.

Article 16: Enrollment Procedure

The procedure for joining the Union is by submitting a "Union Membership Agreement Form" to the President.

CHAPTER 4 BODIES

Article 17: Types of Body

The Union shall have following bodies:

- (1) Convention
- (2) Central Committee
- (3) Board of Trustees
- (4) Central Executive Committee

Article 18: Establishment and Powers

Each body shall be formed with the attendance of at least two-thirds of the voting members. Unless otherwise specified, the resolutions to be made, by a majority of the attendants. In the case of tie votes, the respective chairs shall make decisions.

Section 1 Convention

Article 19: Constitution and Authorities

The convention is the top decision-making resolution body of the Union and is composed of central officers, special executive committee members and convention delegates. However, the central officers and special executive committee members do not have voting rights.

Article 20: Holding Convention

The Convention shall be divided into two types: regular and special. Regular convention shall be convened by the President once a year. Special convention may be called by the President within one month when the necessity is deemed by the Central Executive Committee, or upon request of at least one-third of all the members.

Article 21: Convention Delegates Election

Convention Delegates shall be elected based on the number of the Union members (as of the last day of May of every year) as follows:

- (1) The number of delegates shall not exceed one for every 700 Union members in each Block. Numbers will be rounded up. However, when there are less than 700 union members in each Block, one delegate shall be elected by necessity.
- (2) The Convention Delegates shall be the persons who are elected using the ratio as provided in the preceding Article by direct secret ballot in each Block.
- (3) If the number of Convention Delegates for each block does not exceed the fixed number of delegates in each block, the candidate(s) will be the delegate(s) for the event without the direct secret voting (2) above.
- (4) The details of selecting the Convention Delegates will be stipulated by the Convention Delegates Election Rules and Procedures.

Article 22: Duties of Convention Delegates

The Convention Delegates shall conduct following duties:

- (1) The Convention Delegates are required to send out the notice of the Convention to the President at least 10 days prior to the Convention. Also, they must send out notices to all Union members in each Block at least one week prior to the convention.
- (2) The Convention Delegates are required to report to the Union members about decisions and process of the Conventions.

Article 23: Notice of Convention

The President shall be given notice of the date, time, venue, agenda and necessary information about the Convention at least 10 days prior to the Convention; provided, however, that this shall not apply to the special conventions that is in need for emergencies.

Article 24: Agendas for Convention

The agendas for the Conventions shall be as follows:

- 1) Amendment to the Union Constitutions and By-laws, and general principals
- 2) Yearly activities and reports of Union operations
- 3) Yearly activities and the Union operating plans
- 4) Yearly financial reports and budgets
- 5) Accounting audit report
- 6) Election and removal of Central Officers
- 7) Matters concerning the establishment, revision and abolition of various regulations
- 8) Matters concerning strike action
- 9) Affiliation or withdrawal from the upper organization
- 10) Matters concerning disciplinary action or award for members
- 11) Merger and dissolution of the Union
- 12) Urgent matters

Article 25: Secret Ballot

Among the matters listed in the respective items of the preceding Article, the following items should be conducted by secret voting.

- 1) With regard to the items of 1,6,7,9, 10 and 11, the secret voting shall be conducted on resolutions with the affirmative votes of at least three-fourth of the Convention Delegates.
- 2) A resolution will be made with a majority of the valid votes by the direct bearer vote of the convention delegates. The exercise of a strike shall be in accordance with the procedure prescribed in Article 95.
- 3) Union Officers Election and procedures shall be stipulated separately.

Article 26: Convention Operation

The Convention Operation shall be specified separately by the Election Rules and Procedures.

Section 2 Central Committee

Article 27: Constitution and Authorities of Central Committee

The Central Committee shall be a decision-making body successor to the Convention, and shall consist of Central Officers and members of the Central Committee excluding Accounting Audits.

Article 28: Holding Central Committee Meeting

The Central Committee meetings shall be called by the President when need

arises. However, when the request has been made by at least one-third of the Central Officers, or the Central Executive Committee authorizes its necessity, such committee shall be called on a timely basis.

Article 29: Election and Term of Office

The Central Committee shall adopt a registration system, and members of the Central Committee shall be elected based on the number of the Union members (as of the last day of October of every year) as follows:

- 1) The number of committee members shall not exceed one for every 1,000 union members in each Block. Numbers will be rounded up. However, when there are less than 1,000 union members in each Block, one committee member shall be elected when necessary.
- 2) The term of the Central Committee members shall be one year.

Article 30: Duties of Central Committee Members

Members of the Central Committee shall report to the Union members in each Block about the processes and decisions conducted by the Central Committee.

Article 31: Agendas for Central Committee Meeting

1. The agendas for the Central Committee meeting shall be as follows:
 - (1) Delegated issues from the Convention
 - (2) Urgent matters apart from the agendas for the Convention
 - (3) Reports of Union activities and operations
 - (4) Establishment and dissolution of the Blocks
 - (5) Proposals and matters to be considered by the decision-making body of the upper organization
 - (6) Establishment, amendments and eliminations of the rules and regulations
 - (7) Election of external officers and members of each committee
 - (8) Salaries of the full-time union officers
 - (9) Matters relating to Block control
 - (10) Matters concerning disciplinary action against union members
 - (11) Matters concerning strikes
 - (12) Other authorized urgent matters
2. Regarding item (11) of the preceding paragraph, a resolution shall be made with a majority of the valid votes by the direct anonymous vote of the central committee members. Regarding the exercise of a strike, the procedure prescribed in Article 95 shall be followed.

Article 32: Central Committee Operation

The operation of the Central Committee meeting shall be pursuant to the Meeting Rules and Regulations.

Section 3 Board of Trustees

Article 33: Constitution and Authorities

The Board of Trustees shall be a decision-making body successor to the Central Committee, and shall consist of the Central Officers excluding Councilors and Accounting Auditors.

Article 34: Holding Trustees Meetings

The Board of Trustees meetings shall be called by the President when necessary. However, when the request has been made by at least one-third of the councilors, or the Central Executive Committee authorizes its necessity, the Board of Trustees shall be called on a timely basis.

Article 35: Election and Term of Office

The Board of Trustees shall adopt a registration system, and its members shall be elected as follows:

- (1) The number of Councilors shall not exceed two persons in each Block.
- (2) The term of office for the Councilors shall be one year.

Article 36: Duties of Councilors

The Councilors shall report to the Union members in each Block about the processes and decisions conducted by the Board of Trustees.

Article 37: Agendas for Board of Trustees Meeting

1. The agendas for the Board of Trustees meeting shall be as follows:
 - (1) Delegated issues from the Convention
 - (2) Activities and reports of the Union operations
 - (3) Proposals and matters to be considered by the decision-making body of the superior organization
 - (4) Establishments, amendments and eliminations of the rules and regulations
 - (5) Matters concerning disciplinary action against union members
 - (6) Matters concerning strikes
 - (7) Other authorized urgent matters
2. With regard to item (6) of the preceding paragraph, a majority of the valid votes shall be resolved by a direct anonymous vote of the councilor. The

procedure for exercising a strike is in accordance with the provisions of Article 95.

Article 38: Board of Trustees Operation

The operation of the Board of Trustees meeting stipulates in the Meeting Rules and Regulations.

Section 4 Central Executive Committee

Article 39: Holding Central Executive Committee Meetings

The President shall convene the Central Executive Committee meetings at any time, and such committee shall consist of the Central Officers and Block Leaders and Vice Leaders excluding Accounting Auditors.

Article 40: Chair of the Central Executive Committee

In principle, the President serves as the chair of the Central Executive Committee.

Article 41: Duties, Obligations and Powers

Duties, obligations and powers of the Central Executive Committee shall be as follows:

- (1) To execute decisions adopted by the Convention, Central Committee and Board of Trustees; assume responsibilities for the Convention
- (2) To plan the Union activities
- (3) To draft and conclude proposals in order to submit to the Convention, Central Committee and Board of Trustees
- (4) To respond to urgent matters and daily operations
- (5) To report its activities, principal matters and decisions of the committee to respective Blocks on a monthly basis

CHAPTER 5 CENTRAL OFFICERS, SPECIAL EXECUTIVE COMMITTEE MEMEBRS, ADVISERS

Article 42: Titles of Central Officers

(1) The Union shall have the following Central Officers.

President	1
Vice President	2~3
General Secretary	1
Assistant General Secretary	2~3
Treasurer	1
Executive Committee Member	2~3

- (2) Required number of officers is determined by Central Executive Committee before the public notice of the commencement of the election, considering the necessity for the union activities.

Article 43: Duties and Authorities

The Central Officers shall have the following duties and authorities.

- (1) The President shall represent the Union, and supervise the affairs and operations.
- (2) The Vice President shall support the President and perform all the Presidential duties in the case of an accident to the President.
- (3) The General Secretary shall supervise the Head Office and seize control of general operations under the order of the President.
- (4) The Vice General Secretary shall support the General Secretary and perform all the General Secretary duties in the case of an accident to the General Secretary.
- (5) The Treasurer shall be responsible for proper accounting operations under the order of the President.
- (6) The Executive Committee Members shall include persons who have additional work as leaders or vice leaders of the Block, and every member shall conduct their Professional Team's and daily duties.
- (7) The Account Auditors shall audit the finance, and report the results to the Convention.

Article 44: Special Executive Committee Officers

1. A special executive committee member can be assigned to the Union. The special executive committee is appointed by the chair after a resolution of the convention, the central committee, or the board of trustees.
2. All special executive committee members execute the work and daily work of each specialized team.
3. The term of office of the special executive committee shall apply mutatis mutandis to the provisions of Article 46.

Article 45: Advisers

1. The Union shall have an adviser. The adviser is appointed by the President after a resolution of the convention, the central committee, or the board of trustees.
2. The adviser shall respond to the advice of the President and attend various organizations to express their opinion at the request of the Union.
3. The term of office of an adviser shall apply mutatis mutandis to the provisions of Article 46.

Article 46: Term of Office

The term of office for the Central Officers shall end by the completion of their second regular Convention after acceding to such posts, and such officers may be reappointed. However, in the case that the Central Officers obtain assignments outside the scope of the Union Shop Contract when such officers are promoted or transferred in the middle of their term, the Central Officers, in consideration of the circumstances, shall continue to be qualified for such posts until the first day of the Convention for the coming year.

Article 47: Resignation of Officers

When an officer resigns for an unavoidable reason during the term of office, a decision of the Central Executive Committee must be passed.

Article 48: Method of Filling Vacancies

In the event of a vacancy in the central officer, it can be replenished at the convention. However, the term of office shall be until the next convention.

Article 49: Official Positions and Superior Body

The authorization of the Central Executive Committee shall be necessary in order to stand as a candidate of the superior body or for an official position, or in order to accede to officers of the same.

CHAPTER 6 BLOCK

Section 1 Rights and Obligations

Article 50: Rights

The Block shall have an authority to execute decisions in each Block with regard to the matters relating to the Block. However, this shall not exceed the scope of the Head Office authority.

Article 51: Obligations

The Block shall report promptly to the Head Office the following:

- (1) Meeting date, time, agenda and decisions adopted in the meeting
- (2) Accounting reports
- (3) Election or shifting of the Block Officers
- (4) Necessary matters occurring on a temporary basis

However, nomination procedures for the Block Officers shall be specified separately by the Election Rules and Procedures.

Section 2 Body of the Block

Article 52: Body

The Block shall have the following bodies.

- (1) Block Convention
- (2) Block Committee

Article 53: Holding Block Convention

The Block Convention shall be divided into two types: Regular and Provisional. Regular conventions shall be convened once a year. Provisional conventions may be called by the Block Leader at any time. However, the Block Convention has been stopped for the time being since 1995.

Article 54: Agendas for Block Convention

The agendas for the Block Convention are as follows:

- (1) Matters pursuant to the agendas for the Convention
- (2) Other authorized urgent matters

Article 55: Holding Block Committee Meeting

The Block Committee meetings shall be called by the Block Leader at any time.

Article 56: Duties and Authorities of the Block Committee

The duties and authorities of the Block Committee shall be as follows:

- (1) To execute decisions specified by the Central Executive Committee
- (2) To execute decisions made by the Block Convention
- (3) To draft and conclude proposals to the Block Convention
- (4) To plan and execute activities in each Block
- (5) To respond to urgent matters and daily operations

Section 3 Block Officers

Article 57: Titles of Block Officers

The Block shall have the following officers.

Block Leader	1
Block Vice Leader	1
Block Committee Member	Several

Article 58: Duties of Block Officers

The duties of the Block Officers shall be as follows:

- (1) The Block Leader shall be a member of the Executive Committee, and shall represent the Block and supervise affairs and operations.

- (2) The Block Vice Leader shall be a member of the Executive Committee, and shall support the Block Leader and perform all the Block Leader duties in the case of an accident to the Block Leader;
- (3) The Block Committee Members shall divide their tasks to conduct the Block operation, and shall have additional work as Branch Leaders and supervise the operations of the Branch.

Article 59: Term of Office

Term of office for the Block Officers shall be as follows:

- (1) The term of office for the Block (Vice) Leaders shall end by the completion of their second regular Convention after acceding to such posts, and such officers shall be reappointed. However, in the case of obtaining assignments outside the scope of the Union Shop Contract when such officers are promoted or transferred in the middle of their term, in consideration of the circumstances, the Block (Vice) Leaders shall continue to be qualified for such posts until the first day of the Convention for the coming year.
- (2) The term of office for the Block Officers, other than those provided in the preceding paragraph, shall be one year. However, in the case of obtaining assignments outside the scope of the Union Shop Contract when such officers are promoted or transferred in the middle of their term, in consideration of the circumstances, the Block Officers shall continue to be qualified for such post until the expiration of their term of office.

Section 4 Control of Block

Article 60: Restrictions on Strike

The Block shall not be able to conduct its own strikes without the approval by the Convention.

Article 61: Major Decision

Resolutions adopted by a Block which exercise serious influence on other Blocks externally shall need an approval by the Central Executive Committee in advance.

Article: 62: Block Operation

The Block shall execute operations as ordered by the Head Office.

CHAPTER 7 BRANCH

Section 1 Rights and Obligations

Article 63: Rights

The Branch shall have an authority to execute its own matters in each Branch. However, this shall not exceed the scope of the Block or Head Office authority.

Article 64: Obligations

The Branch shall report following matters to the Head Office promptly by way of the Block.

- (1) Meeting date, time, agenda and decisions adopted in the meeting
- (2) Accounting reports
- (3) Election or shifting of the Branch Officers
- (4) Necessary matters occurring on a temporary basis

However, nomination procedures for the Branch Officers shall be specified separately by the Election Rules and Procedures.

Section 2 Body of the Branch

Article 65: Body

The Branch shall have the Branch Committee.

Article 66: Holding Branch Committee Meetings

The Branch Committee meetings shall be called by the Branch Leader at any time.

Article 67: Duties of Branch Committee

The duties of the Branch Committee shall be as follows:

- 1) To plan and execute the Branch activities
- 2) To respond to urgent matters and daily operations

Section 3 Branch Officers

Article 68: Titles of Branch Officers

The Branch shall have following Officers:

Branch Leader	1
Branch Vice Leader	2~3
Branch Committee Member	2~3

Article 69: Duties of Branch Officers

The duties of the Branch Officers shall be as follows:

- (1) The Branch Leader shall represent the Branch, and supervise the affairs and operations, and shall be a constituent member of the Block Committee as a Block Committee member.
- (2) The Branch Vice Leader shall support the Branch Leader and perform all the Branch Leader duties in the case of an accident to the Branch Leader.
- (3) Branch Committee Members shall divide their tasks to conduct the Branch operations.

Article 70: Term of Office

The term of office for the Branch Officers shall be one year. However, in the case of obtaining assignments outside the scope of the Union Shop Contract when such officers are promoted or transferred in the middle of their term, in consideration of the circumstances, the Branch Officers shall continue to be qualified for such posts until the expiration of their term of office.

Section 4 Control of Branch

Article 71: Restrictions on Strike

The Branch shall not be able to conduct its own strikes without the approval by the Convention.

Article 72: Major Decision

Resolutions adopted by a Branch which exercise serious influence on other Branches shall need an approval by the Block Committee.

Matters which exercise serious influence on other Blocks externally shall need an approval by the Central Executive Committee in advance.

Article 73: Branch Operation

The Branch shall execute operations as ordered by the Head Office or the Block.

CHAPTER 8 FINANCIAL OPERATIONS

Article 74: Accounting

The accounting shall be done in the following methods:

- (1) Accounting for the Union shall be divided into a general and special accounting.
- (2) Special accounts include a special account for reserve funds for

securing strike, a special account for reserve funds for disaster countermeasures for securing funds for disaster countermeasures, a special account for anniversary projects for the purpose of securing funds for anniversary projects, and a special account for union members appreciation money for the purpose of securing funds for membership withdrawal.

If it is necessary for the Union to carry out a specific business, it will be established separately after the resolution of the convention.

- (3) Voting shall be required at the Convention to transfer the funds from the special to general account.
- (4) Detailed regulations relating to accounting operations and rules relating to the Fund Management shall be established separately.

Article 75: Revenue

The Union financial resources shall be covered by Union dues and charitable contributions.

Article 76: Union Dues

The Union dues shall be collected from a monthly salary or a lump-sum payment in the manner determined by the Union. When Union members disagree to check off their Union dues, the collection of such dues shall be brought with members, through the money transfer, or direct debit from bank account in the manner determined by the Union.

The Union Dues shall be established as follows:

- (1) The Union Dues shall be calculated as follow:
 - Standard Wage (Monthly Salary, Bonus) × 0.8%The first digit shall be rounded up or down to the nearest.
- (2) Union members shall be exempted from paying Union Dues when a month-to-date payment default occurs.

Article 77: Refunds

Regardless of any reasons, no refunds of dues shall be made to Union members.

Article 78: Budgets and Settlements of Accounts

The budget shall be proposed and approved by a resolution adopted by the Convention at the beginning of a new fiscal year. Financial reports that show all the financial resources and expenditures, shall be proposed and approved by the Convention at the end of a fiscal year. Such reports shall be submitted with an approval certificate issued by qualified accounting auditors delegated by auditing committee and the Union.

Article 79: Allotment Money

The allotment money shall be levied by a resolution adopted by the Convention when necessary.

Article 80: Fiscal Year

The Union's fiscal year shall commence on 1 September and end on 31 August of every year.

CHAPTER 9 HEAD OFFICE

Article 81: Head Office

The Union shall have its Head Office to process Union operations.

Article 82: Full-Time Union Officers and Staff Members

The Union shall have full-time Union Officers (excludes Accounting Auditors) and Councilor(s) as needed.

Article 83: Designation of Full-Time Union Officers

Designation of full-time Union Officers shall be approved by a resolution adopted by the Convention and Central Committee.

Article 84: Duties and Allowance of Full-Time Union Officers

The duties and allowance of full-time Union officers shall be specified separately by the Office and Salary Regulations for Union Officers and Staff Members.

CHAPTER 10 CONDOLENCE

Article 85: Condolence Money

In the case that a union member does pass way during his /her membership period, the following will be conducted.

Central Officer (in the present office):

Condolence Money ¥30,000 and live flowers

Branch Leader/ Branch Vice Leader (in the present office):

Condolence Money ¥20,000 and live flower

Union Member other than above: Condolence Money ¥20,000

Article 86: Condolence Call

President of the Union, as a general rule, attends a funeral and express condolences.

Article 87: Questions

All questions relating to the guidelines for responding to the death of a union member shall be discussed at the *Sanyaku* meeting, and be reported at the Central Executive Committee meeting.

CHEPTER 11 REWARDS AND SANCTIONS

Article 88: Rewards

Union members shall be given an award or reward upon discussions of the Convention when those who perform a distinguished service for the Union or its operations, or who are being good examples of other Union members. The commendation method is based on the "Award Rules and Regulations" which are separately defined.

Article 89: Disposition and Control

When a union member performs any act or omission specified in the following items, the Union may exercise control and dispose of the union member.

- (1) When a union member does not comply with the Union's rules, regulations, or organizational decisions and violate them.
- (2) When Union control is disrupted.
- (3) When damaging the honor of the Union or harming the social trust of the Union.
- (4) When the confidential information of the Union has been leaked to others, and the Union has been disadvantaged.
- (5) When hindering union operations, the exercise of legitimate rights of union members, or union-related duties by union members.
- (6) When using and abusing their position and/or authority as a union officer to bring disadvantage to the Union or union members.
- (7) When the property of the Union is illegally used or destroyed, and the Union is disadvantaged or damaged.

Article 90: Detailed Disposition and Control

1. The types and contents of controlled disposals carried out by the Union are as follows.

- (1) Warning
Give written or oral attention to the person and ask for reflection.
- (2) Reprimand
Take a written apology and warn the person for the future.
- (3) Suspension of Rights

All other rights, except for the objection to sanctions, stipulated in the Union Constitution and Bylaws shall be suspended for a period of one month to one year.

(4) Officer Qualification Stop

Suspend qualification as a central officer, block officer, or branch officer, and prohibit the exercise of authority and performance of duties under the Union Constitution and Bylaws.

(5) Expulsion

Deprive union membership and announce to that effect.

2. Union members shall not be subject to multiple warnings, reprimands, or expulsion from the Union for the same act or failure to act.
3. As an interim measure for the purpose of preventing the spread of damage due to an act or failure to act subject to controlled disposition, it may be decided to carry out controlled disposition of suspension of rights or suspension of officer qualification. After this decision has been made, the expulsion from the Union can be decided for the same reason.

Article 91: Decision-Making Body and Authority to Carry Out the Disposition and Control

The decision-making body and authority to carry out the disposition and control conducted by the Union shall be as follows.

(1) Board of Trustees

They can decide to conduct disciplinary control disposition for a union member subject to controlled disposal: warning, reprimand, or suspension of rights.

(2) Central Executive Committee

They can decide to conduct disciplinary control disposition for a union member subject to controlled disposal: warning, reprimand, suspension of rights, or suspension of officer qualification.

(3) Convention

They can decide to conduct disciplinary control disposition for a union member subject to controlled disposal: warning, reprimand, suspension of rights, suspension of officer qualification, or expulsion from the Union.

Article 92: Procedures and Details of Disposition and Control

The procedures and details of disposition and control shall be as follows.

(1) Fact-Finding

An investigation committee which will be established after the decision of the Central Executive Committee shall investigate the existence of the facts and their specific contents subject to controlled disposition.

(2) Investigation Result

The investigation committee reports the results to the Central Executive Committee.

(3) Preparing a Proposal

The Central Executive Committee shall determine whether or not control disposition is necessary, and if they determines that control disposition is necessary, they will prepare a Control Disposition Proposal Form that describes the type of control disposition (set the period for the suspension of rights) required and the facts to be covered.

(4) Submission of Proposal

The Control Disposition Proposal for requesting warning, reprimand, or suspension of rights can be submitted to either Board of Trustees, Central Committee, or Convention.

The Proposal for requesting the suspension of rights can be submitted to either Central Committee or Convention.

The Proposal for requesting the expulsion from the Union can be submitted to the Convention.

(5) Remand of Case

In case that it is determined that a heavier disposition than that can be done by each decision body defined by Article 90 is appropriate, Board of Trustees or Central Committee to which the proposal is submitted may return the proposal to the Central Executive Committee.

Article 93: Rights of Persons Who Are Subject to Disposition and Control

1. A union member who is subject to disposition and control is given an opportunity to explain their actions during the investigation committee hearings process and during a deliberation of the disposition and control decision-making bodies.
2. Against a disposition of execution made by Board of Trustees, an objection to a disposition of execution may be filed with Central Committee.
3. Against a disposition of execution made by Central Committee, an objection to a disposition of execution may be filed with Regular Convention.

Article 94: Regulations of Central Executive Committee

Detailed procedures for Article 91 and 92 shall be held pursuant to the regulations made by Central Executive Committee.

CHAPTER 12 STRIKE

Article 95: Exercise of a Strike

1. Direct bearer voting of union members when resolving to exercise a strike in accordance with the resolutions of the convention, the central committee and the board of trustees pursuant to the provisions of Articles 24 and 25 and 31 and 37. Must be approved by a majority of the valid votes.
2. When voting as stipulated in the preceding paragraph, the contents stipulated in each of the following items must be clearly stated to the union members.
 - (1) Specific timing and method of alliance business
 - (2) When entrusting the exercise of the alliance business to the order of the upper body, that is the case.

CHAPTER 13 PERSONAL INFORMATION MANAGEMENT

Article 96: Personal Information Management

Regarding the management of personal information of union members, it is in accordance with the "Personal Information Protection Regulations" separately established.

CHAPTER 14 ADDITIONAL RULES

Article 97: Additional Rules

The enforcement of constitution and By-laws shall be specified separately upon discussions of the Convention.

Article 98: Questions

All questions, unless otherwise provided in the Constitution and By-laws, shall be clarified at the Convention.

Article 99: Date of Enactment

- | | |
|---------------------------------|-------------------------------|
| 1) Enacted: September 18, 1992 | 11) Amended: October 14, 2001 |
| 2) Amended: February 19, 1993 | 12) Amended: October 13, 2002 |
| 3) Amended: October 14, 1994 | 13) Amended: October 12, 2003 |
| 4) Amended: October 14, 1995 | 14) Amended: October 16, 2004 |
| 5) Amended: October 18, 1996 | 15) Amended: October 15, 2005 |
| 6) Amended: February 15, 1997 | 16) Amended: October 22, 2006 |
| 7) Amended: October 18, 1997 | 17) Amended: October 21, 2007 |
| 8) Amended: October 17, 1998 | 18) Amended: October 17, 2009 |
| 9) Amended: October 17, 1999 | 19) Amended: October 16, 2010 |
| 10) Amended: October 15, 2000 | 20) Amended: October 15, 2011 |

- 21) Amended: October 27, 2012
- 22) Amended: November 6, 2012
- 23) Amended: October 12, 2013
- 24) Amended: October 12, 2014
- 25) Amended: October 17, 2015

- 26) Amended: October 15, 2016
- 27) Amended: October 21, 2017
- 28) Amended: October 20, 2018
- 29) Amended: October 19, 2019
- 30) Amended: October 16, 2021

Election Rules and Procedures

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

The election of Union Officers shall be stipulated in these Rules and Regulations as provided in Article 25(3), 51, and 64 in the Union Constitution and By-laws.

Article 2: Election Procedures

1. The election of Union Officers shall be conducted in accordance with the following procedures:
 - 1) Election of Central Officers including Block and Block Vice Leaders shall be conducted through secret balloting by the Convention Delegates. Special Executive Officers are not elected by vote; however, shall be nominated by the Convention, and decided by the approval of the President.
 - 2) Election of Branch and Branch Vice Leaders shall be conducted through secret balloting by mail in each local. However, in case of the number of public offered candidates is equal to or less than the required number of positions to be elected, these candidates shall assume office.
 - 3) Branch Committee Members are not elected by vote, however, shall be nominated by respective Block, and Branch Leaders, and decided by the approval of the President.
2. When the Branch falls under any of the following items, as an emergency measure, one principal contact personnel shall be nominated. Such nomination shall be conducted by the President with an endorsement by the Election Committee.
 - 1) Mid-term vacancies during a term of office (one year) occurring among the leaders and vice leaders shall be filled to perform the rest of tasks.
 - 2) In the event of the occurrence of a new local organization size as large as a branch during the term of office, the principal contact personnel shall be nominated.

Article 3: Officers Eligible for Elective Office

Union Officers eligible for elective office shall be divided as follows:

- Central Officers 1) *Sanyaku* (three most important posts)
 - President
 - Vice President

-General Secretary

2) Assistant General Secretary

3) Treasury

4) Executive Officer (includes Block and Vice Block
Leaders)

5) Accounting Auditor

- Block Officers 1) Branch Leaders
- Branch Officers 1) Branch Vice Leaders

CHAPTER 2 ELECTION COMMITTEE

Article 4: Election Committee

The Central Executive Committee, as a general rules, establishes the Election Committee two months prior to the Convention date in the election year of officers.

Article 5: Term of Office

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

Article 6: Constitution

The Election Committee shall consist of five persons, and the president of such committee shall be elected by the members of the Election Committee from among themselves.

Article 7: Duties

The duties of the Election Committee shall be as follow:

- 1) Issue of notification
- 2) Acceptance and announcement of candidates
- 3) Nomination tasks in the case that the number of candidates is less than the required number of positions
- 4) Vote, vote counting and supervision
- 5) Confirmation and announcement of elected candidates
- 6) Consequences for violating acts
- 7) Constituent list making
- 8) Minutes taking
- 9) Handling of necessary matters relating to elections

CHAPTER 3 CANDIDATES

Article 8: Notification

The Election Committee must notify the Union members of a registration deadline, application acceptance period, election procedures and necessary information 30 days prior to an election.

Article 9: Candidacy

The candidates for the Central Officers shall announce their candidacy as follows:

- 1) Candidates must fill out a prescribed application form completely containing a signature and seal, and file such form to the Election Committee;
- 2) The application shall be made on forms prescribed by the Election Committee.
- 3) The Central Officer nomination shall be filed to the Election Committee with the nominee's consent.

Article 10: Withdrawal of Candidacy

Candidates who wish to withdraw their candidacy under unavoidable circumstances shall give notice to the Election Committee, and such committee shall have a responsibility to determine the withdrawal.

Article 11: Lack of Quorum

The Election Committee shall apply to the President for setting an Officer Nominating Committee in the case that a candidate quorum for the Central Officers is not present by the application deadline specified by the Election Committee.

Article 12: Constitution of Officer Nominating Committee

The Officer Nominating Committee shall consist of the following:

- 1) The Officer Nominating Committee shall consist of three Central Officers and one person from each Block.
- 2) Such Committee shall have a President, Vice President and committee members. The President and Vice President shall be elected from among the committee members.
- 3) The Election Committee may perform duties of the Officer Nominating Committee.

Article 13: Duties of the Officer Nominating Committee

The duties of the Officer Nominating Committee are to nominate candidates from among the Union members.

CHAPTER 4 ELECTION CAMPAIGN

Article 14: Restriction on Election Campaign

The Election Committee shall conduct sufficient restrictions on the campaign. The candidates and their supporters shall be prohibited to present money and goods to buy votes, abusing the authority or position to violate regulations provided by the Board of Committee.

Article 15: Cancellation

A qualification as an elected candidate shall be cancelled by way of the Central Executive Committee to reveal evidence when the violation has happened as set forth in the preceding Article.

CHAPTER 5 VOTING AND VOTE COUNTING

Article 16: Voting

The voting shall be conducted by the methods as prescribed by the Election Committee.

Article 17: Vote of Confidence

The confidence vote shall be conducted when the number of candidates is equal to a quorum. The candidates need to obtain a majority of the valid votes, however when the obtained votes are less than the majority, the candidates shall be disqualified.

Article 18: Nullification of Vote

The Election Committee shall have power to verify the votes as well as to nullify them as follows:

- 1) When a doubtful ballot paper is used
- 2) When it is difficult or unclear to identify the person eligible for election on the ballot paper
- 3) When a name other than the person eligible for election is written on the ballot paper

- 4) When more than the prescribed number of candidates are written on the ballot paper
- 5) When the ballot paper is blank

Article 19: Vote Counting

The Election Committee shall count the votes promptly after the election, and shall announce the results immediately.

CHAPTER 6 ELECTED CANDIDATES

Article 20: Nominated Candidates

The nominated successful candidates shall be determined in order of descending number of votes obtained for each candidate. In the case of a tie, the top two candidates shall have a decisive vote, and when an additional tie occurs, the candidates will be selected by lottery. The lottery method will be a two-stage lottery in which each candidate first performs a preliminary lottery that determines the order for drawing lottery, and then a main lottery that determines the winner.

Article 21: Filling Vacancies

In the case where a vacancy has occurred, the positions of the Central Officers, Block and Branch Leaders; Block and Branch Vice Leaders shall be filled by elections.

CHAPTER 7 DEMUR (Objection)

Article 22: Motion to dismiss

The objection shall be filed to the Election Committee within three days after the announcement of elected candidates, when there is objection to the Election Committee.

CHAPTER 8 ADDITIONAL RULES

Article 23: Questions

All questions relating to Election Rules and Procedures shall be clarified at the Election Committee.

Article 24: Date of Enactment

- | | |
|-------------------------------|-------------------------------|
| 1) Enacted: September 1, 1993 | 7) Amended: October 17, 2015 |
| 2) Amended: October 14, 1994 | 8) Amended: October 21, 2017 |
| 3) Amended: October 18, 1997 | 9) Amended: March 17, 2019 |
| 4) Amended: October 17, 1998 | 10) Amended: October 19, 2019 |
| 5) Amended: October 16, 2004 | 11) Amended: March 15, 2020 |
| 6) Amended: October 27, 2012 | 12) Amended: October 16, 2021 |

Meeting Rules and Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

These Rules and Regulations shall be established as provided in Article 26, 32 and 38 in the Union Constitution and By-laws to maintain the meetings democratically and smoothly.

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 chairperson takes his or her seat.

Section 2 Steering Committee

Article 3: Purpose and Constitution of Steering Committee

The purpose of the Steering 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 Steering Committee members from among themselves.

Article 4 Duties of Steering Committee

The duties of the Steering 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 Chairperson and Vice Chairperson

Article 5: Election of Chairperson and Vice Chairperson

The Chairperson and the Vice Chairperson shall be elected from among the Convention Delegates by the suggestion of the moderator.

Article 6: Duties and Powers of Chairperson and Vice Chairperson

1. The Chairperson and the Vice Chairperson shall operate their duties based on the following.
2. The Chairperson has the following authorities:
 - 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 his or her 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 Steering Committee or lay it on the table by the decision of the Chairperson
 - 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 Chairperson act on behalf of the Chairperson
3. Vice Chairperson has the following authorities:
 - 1) Duties to assist the Chairperson
 - 2) Duties to act on behalf of the Chairperson 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 Chairperson
4. When the Vice Chairperson is seated in the Chairperson's seat in accordance with the procedure, the Vice Chairperson has the authority to act as the Chairperson in place of the Chairperson.

Article 7: Voting Rights of the Chairperson and Vice Chairperson

1. The Chairperson or the Vice Chairperson acting on behalf of the Chairperson pursuant to the provisions of the preceding Article shall not participate in the resolution. However, the Chairperson and the Vice Chairperson may participate in the resolution when they are not in the Chairperson's seat at the time of the resolution.

Article 8: Maintain Good Order

The Chairperson may take actions as follows against members who often violate or disobedient to the Chairperson's instructions in order to perform his or her 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 take care of office work functions and keep minutes.

Article 10: Subcommittee

The chairperson shall establish the Subcommittee by the proposal of the Steering Committee or the Delegates through the approval adopted by the Convention, to discuss or examine particular proceedings and items. The Chairperson may refer to the Subcommittee. The approval of the Convention shall be necessary for the Steering 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 Chairperson, he or she states their branch and name
- 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 Chairperson'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 Agenda

Article 12: Submission of Agenda

The Agenda shall be sent to the Union Head Office ten days prior to the

Convention when the Block needs to submit them.

Section 6 Silent Observers

Article 13: Procedures of Silent Observation and Leaving Seats

- 1) A member wishing to observe shall file the documents to the Steering 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 Chairperson may order to leave their seats in the case that the action provided in the preceding clause occurs or the vote is taken.

CHAPTER3 CENTRAL COMMITTEE

Article 14: Operations

The meeting operations for the Central Committee shall apply correspondingly with the rules and regulations provided in Chapter 2: Convention.

CHAPTER 4 BOARD OF TRUSTEES

Article 15: Operations

The meeting operations for the Board of Trustees shall apply correspondingly with the rules and regulations provided in Chapter 2: Convention.

CHAPTER 5 ADDITIONAL RULES

Article 16: Questions

All questions, unless otherwise provided in the Meeting Rules and Regulations, shall be clarified at the Steering Committee

Article 17: Date of Enactment

- 1) Enacted: 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

Congratulatory or Condolence Payments Rules and Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

These rules and regulations aim to conduct a mutual aid among members of Nichii Group Union.

Article 2: Operations

The operations for these rules and regulations shall be conducted pursuant to Article 9 (4) of Chapter 2 in the Union Constitution and By-laws.

Article 3: Usage

The benefits shall be issued for the Union members who fall under any of the following items prescribed by Article 6 of these rules and regulations in order to accomplish the purpose provided in the preceding Article.

Article 4: Procedures

The benefits in the preceding article shall be issued in accordance with the procedures provided in these rules and regulations.

Article 5: Eligibility

The benefit eligibility shall be as follows:

- 1) Members shall have the eligibility upon obtaining the Union membership.
- 2) The eligibility shall be forfeited by the loss of Union membership.

CHAPTER 2 BENEFITS

Article 6: Category

The benefit 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 7: Procedures

A member who is eligible to obtain the benefits shall report promptly to Union President and process the application with required supporting documentations.

Article 8: Suspension

The benefits 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 benefits, or fails in reporting duty
- 3) When a member urges to exploit the benefits
- 4) When the benefits has been unclaimed ninety or more days since an incident occurred to a member
- 5) When a member fails to perform the sufficient procedures

Article 9: Marriage Benefit

The benefit amount of 10,000 yen shall be paid out when a member gets married.

Article 10: Limitation on Marriage Benefit

The Marriage Benefit shall be paid only once, regardless if it is a first or second marriage.

Article 11: Childbirth Benefit

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

Article 12: Death Benefit for Family Member

The benefit amount of 10,000 or 5,000 yen shall be paid out depends on the category below:

- | | |
|--|------------|
| 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
(Blood or matrimonial relation) | 5,000 yen |
| 5) Grand Child Living Together | 5,000 yen |
| 6) Siblings Living Together
(Blood or matrimonial relation) | 5,000 yen |

Article 13: Injury or Sickness Absence of Union member

The benefit 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 benefits application.

Article 14: Death of Union Member

The condolence telegram shall be sent when a member dies. However, this shall not apply when the President makes a call to express his/her condolence.

CHAPTER 3 ADDITIONAL RULES

Article 15: Questions

All questions relating to the Meeting Rules and Regulations shall be clarified at the Central Executive Committee.

Article 16: Date of Enactment

- 1) Enacted: 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

Detailed Financial Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

These regulations shall be established, based on Article 74 (4) in the Union Constitution and By-laws, pursuant to these regulations, to deal with matters relating to the financial data processing.

Article 2: Account Books

The Head 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 Head Office shall conduct the financial data processing under the responsibility of the General Secretary.

Article 5: Functions

The Head 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: Budget Inclusion

All the balance of payments for the Union shall be budgeted.

Article 7: Budget Correction

An additional or amended budget may be added or formulated to the revenue and expenditure budget in the case where the adjustments are necessary for the current fiscal year. If the budget is amended, it must be approved by the Central Executive Committee.

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 General Secretary.

Article 9: Preparation of Budget Plan

The General Secretary 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 General Secretary 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 General Secretary 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, and other matters shall be pursuant to the Company Travel Expense Policy. 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 General Secretary shall authorize business trips, and the Central Executive Committee shall be responsible for the implementation of the Business Trip Allowance Regulations of the Company.

Article 16: Activity Allowance

- 1) 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.

- 2) The allowance relating to job transfer shall be pursuant to the Company's Regulations.

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 General Secretary.

CHAPTER 5 MISCELLANEOUS REGULATIONS

Article 18: Use of Head Office, Furniture and Fixtures

The use of Head Office and furniture and fixtures, other than the full-time Union Officials, shall be approved by the General Secretary, and shall be filled in on the account book and be made known.

CHAPTER 6 ADDITIONAL RULES

Article 19: Financial Regulations in Block and Branch

The accounting procedures in Blocks and Branches shall be pursuant to these Detailed Financial Regulations.

Article 20: Date of Enactment

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

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 NICHIIIGAKKAN'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

Salary Regulations for Union Officers and Staff Members

CHAPTER 1 GENERAL PROVISIONS

Article 1: Criteria

These regulations shall be stipulated based on Article 42, 57, 68 and 84 as provided in the Union Constitution and By-laws.

Article 2: Purpose

The purpose of these regulations is to establish the criteria for the wages and allowances of full-time Union Officers and staff members; Union Officers' research allowance.

Article 3: Wages for Full-Time Union Officers and Staff Members

The wages for full-time Union Officers and staff members shall be pursuant to the Salary Regulations of the Company provided.

Article 4: 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 the Company. The wages shall be paid by current money or bank transfer.

Article 5: 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 6: 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 7: 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 8: 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) General Secretary | ... | 50,000 yen |
| 4) Assistant General Secretary | ... | 45,000 yen |
| 5) Treasury | ... | 45,000 yen |
| 6) Executive Committee Member | ... | 40,000 yen |
| 7) Special Executive Committee Member | ... | 40,000 yen |
| 8) Councilor, Full-time Staff | ... | 35,000 yen |

Article 9: Research Allowance

The Research Allowance shall be paid monthly as follows:

- | | | |
|--------------------------------|-----|------------|
| 1) President | ... | 20,000 yen |
| 2) Vice President | ... | 15,000 yen |
| 3) General Secretary | ... | 15,000 yen |
| 4) Assistant General Secretary | ... | 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) Vice Block Leader | ... | 5,000 yen |
| 10) Branch Leader | ... | 5,000 yen |
| 11) Branch Vice Leader | ... | 3,000 yen |
| 12) Principal Contact Staff | ... | 5,000 yen |

Article 10: Accounting Audit

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

Article 11: Delegation of Authority

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

Article 12: Date of Enactment

- | | |
|--------------------------------|-------------------------------|
| 1) Enacted: January 1, 1993 | 5) Amended: February 15, 1997 |
| 2) Amended: September 16, 1993 | 6) Amended: October 18, 1997 |
| 3) Amended: October 14, 1994 | 7) Amended: October 15, 2000 |
| 4) Amended: October 18, 1996 | 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

Compliance Rules for Full-Time Union Officers and Staff Members

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

The purpose of these regulations is to establish the office regulations for the Union Officers and staff members as prescribed by Article 84 in the Union Constitution and By-laws.

Article 2: Basic Principles

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

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.

Article 4: Disciplinary Policy

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.

Article 8: Questions

All questions relating to the Office Regulations shall be clarified at the Central Executive Committee.

Article 9: Date of Enactment

- | | |
|------------------------------|------------------------------|
| 1) Enacted: October 14, 1994 | 4) Amended: October 21, 2017 |
| 2) Amended: October 18, 1997 | 5) Amended: October 19, 2019 |
| 3) Amended: October 16, 2004 | 6) Amended: October 16, 2021 |

Donated Fund Operating Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

These regulations are to conduct mutual aid operations for the Nichii Group Union members.

Article 2: Operation

The operation of the regulations shall be pursuant to Article 9 (4) in Chapter 2 in the Union Constitutions and By-laws.

Article 3: Use

The donated fund shall be used for the Union members and their family members in cases of unexpected critical accidents or disasters as a means of mutual aid in order to accomplish the purpose provided in the preceding Article.

Article: 4 Procedures

The donated fund operation provided in preceding Article shall be conducted in accordance with the procedures prescribed in the Donated Fund Operating Regulations.

Article 5: Eligibility

The acquisition and forfeiture of the right to which the regulations are applied shall be as follows:

- 1) The eligibility shall be acquired upon gaining the membership of the Union.
- 2) The eligibility shall be forfeited upon losing the membership of the Union.

CHAPTER 2 OPERATION

Article 6: Subjects

The subjects of the donated fund shall be as follows:

- 1) The Union members or their family members who become victims of a disaster, and become difficult to live everyday life
- 2) The Union members or their family members who suffer from a severe illness which costs a considerable amount of money, and it is difficult for them to raise the funds

- 3) When other incidents pursuant to the preceding items 1) and 2) occur to the Union members or their family members

Article 7: Procedures

Based on the preceding Article, when an incident that may need an aid or support from the donated fund occurs, the Leader of the Branch to which an applicable Union member belongs shall report promptly to the Central Executive Committee and proceeds to the President to process a claim.

Article 8: Examination

The Central Executive Committee shall discuss and take votes on the incident to apply the donated fund or not, when the claim for examination has submitted. However, for an emergency situation, the *Sanyaku* (three most important posts): President, Vice President and General Secretary shall discuss, decide and report to the Central Executive Committee.

Article 9: Suspension

The donated fund shall not operate on the following items:

- 1) Expulsion from the Union Membership
- 2) Falsely claiming by intent, or negligence of application duties
- 3) Exploitation of the donated fund

Article 10: Announcement

The announcement will be released to the Union members through the Union Newsletters or by other mediums when the donated fund is determined to operate, and cooperation from the Union members will be asked on the donation.

Article 11: Granting Donation

The donation shall be collected by the Union Head Office, and given to an applicable Union member.

CHAPTER 3 ADDITIONAL RULES

Article 12: Questions

All questions, unless otherwise provided in these regulations, shall be clarified at the Central Executive Committee.

Article 13: Date of Enactment

- 1) Enacted: 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

Retirement Appreciation Reward Regulations

Article 1: Purpose

The purpose of these regulations is to express appreciation to all the subject Union members as set forth in Article 5 in the Union Constitution and By-laws for their long-time supports for the period their membership until resignation, or becoming non-Union members under the Labor-Management Agreement.

Article 2: Criteria for Reward

The reward shall be provided to members from the Membership Withdrawal Special Fund 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 member passes away
- 3) When a member of the Union is designated to a position or business for non-Union members so that it is possible for him or her to continue their membership

Article 3: Recipient

- 1) The appreciation rewards shall be given out to the deceased family members of the Union members in case of their death.
- 2) The scope of the deceased family members provided in the preceding item shall be a beneficiary of the Union condolence money.

Article 4: Suspension

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

- 1) Expulsion from the Union Membership, or the resolution of suspending payments 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 Union Membership Period shall be from September 18, 1992: the initial date in reckoning or subsequent enrollment date to the resignation date or the date of becoming a non-Union member.
- 2) In case of a re-enrollment, the initial date of reckoning shall be the date of re-enrollment, and the previous Union Membership Period shall not be summed together.

Article 6: Procedures

The applicable members shall report to their Branch promptly, and submit an application form along with required documentations to the President.

Article 7: Period of Issuing Benefit

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

Article 8: Questions

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

Article 9: Date of Enactment

- | | |
|------------------------------|-------------------------------|
| 1) Enacted: October 18, 1997 | 6) Amended: October 17, 2015 |
| 2) Amended: October 12, 2003 | 7) Amended: October 15, 2016 |
| 3) Amended: October 21, 2007 | 8) Amended: October 21, 2017 |
| 4) Amended: October 17, 2009 | 9) Amended: October 19, 2019 |
| 5) Amended: October 15, 2011 | 10) Amended: October 16, 2021 |

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

Fund Management Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

The purpose of Fund Management Regulations is to conduct a healthy Union operation, which shall be established as below.

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 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+ ... 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 President shall be elected from among themselves. The President 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 or Central 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: Enactment

- 1) Enacted: October 16, 2010
- 2) Amended: October 27, 2012
- 3) Amended: October 21, 2017
- 4) Amended: March 15, 2020

Convention Delegates Election Rules and Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

Central Committee shall establish these regulations to determine the detailed procedures and methods regarding the Convention Delegates Election which is prescribed in Article 21 based on Article 31 (6) prescribed rulemaking rights, and Board of Trustees shall establish these regulations, based on Article 37 (4) prescribed rulemaking rights.

Article 2: Notification of Convention Delegate Election

When the President calls a Convention or Special Convention in accordance with Article 20, the President determines the following (1) ~ (6) regarding the Convention Delegates Election, which requires to put in the Union Newsletter or the Website (<http://www.nu-kirarin.com/>) to notify the union members of how the following (1) ~ (6) should be distributed to all the union members.

- (1) Fixed number of Convention Delegates for each Block
- (2) Where to submit an application form for Convention Delegates and the period of application
- (3) The items that must be included in the application form such as name, home address, branch, workplace, employee ID, business department, job title, Email address, and name and *hanko* (or signature).
- (4) The date on which candidates' name, branch, workplace, business department, job title will be announced after the deadline for the application and which will be put on the union website (<http://www.nu-kirarin.com/>).
- (5) If the number of candidates for convention delegates of each block does not exceed the fixed number of delegates of each block, the candidate(s) is elected for the convention without performing a direct secret ballot.
- (6) If the number of candidates for the convention delegates of each block exceeds the fixed number of delegates for the convention delegates for each block, a direct anonymous vote will be held by the union members in that block as follows.
 - ① The start and end date of the election campaign period that each candidate is allowed to conduct in the block. In addition, the election campaigns can be conducted only outside of business hours.
 - ② The start/ end date and time of direct bearer voting in the block.

- ③ The election management committee will separately determine and announce the details of how to conduct direct anonymous voting in each workplace of the block.

Article 3: Decline of Candidacy

When a candidate is withdrawn from a candidate for unavoidable reasons, they are required to submit a document stating the candidate's name, branch, employee ID to the election management committee, and decline by the deadline.

Article 4: Necessity of Direct Secret Voting by Convention Delegates

- (1) If the number of candidate delegates for each block exceeds the fixed number of delegates for each block, a direct secret ballot for selecting the delegates will be held in that block.
- (2) If the number of delegates for each block does not exceed the fixed number of delegates in each block, the candidate will become a delegate in the block without conducting a direct secret ballot for selecting the delegates.

Article 5: Election Campaigns for Convention Delegate Candidates

- (1) When a direct secret ballot is held by convention delegates, the advertisements that candidates can use during election campaigns are stipulated in the next section.
- (2) After the deadline for the candidate application, each candidate shall submit to the candidacy submission site a portion of the election bulletin that falls within the A3 sheet by the date designated by the Election Management Committee. The Election Management Committee prepares an election bulletin by arranging the names in the order listed on the ballot, and posts them on the Union website (<http://www.nu-kirarin.com>) on the election announcement date.

Article 6: Direct Secret Ballot

The method of direct secret voting for the candidates for the convention delegates is to vote by sending a ballot enclosed in a double envelope by post.

Article 7: Voting with Ballot

- (1) The following items shall be distributed to union members by the Election Management Committee, or Block Officer or Branch Officer who received the instruction.

- ① Ballot Paper

The names of all candidates are listed, and the branch, workplace, and job title are added in bracket below the names of each candidate.

The order in which names are listed will be decided by the lottery by the Election Management Committee.

- ② Inner Envelope
Using an envelope with glue, printed as “voting paper enclosed”, “peel off the tape and seal by gluing”, and “don’t write anything extra”.
 - ③ Outer Envelope
Use an envelope with glue, print the name of the Election Management Committee and the postal code / address on the front, write “Convention delegate election inner envelope enclosed ” in box in the lower left corner, and put the “voter name”, “branch”, “Employee ID” on the back.
 - ④ Instructions on How to Vote
[Instructions]
 - Circle the name of the candidate for whom you want to vote.
 - The election bulletin for each candidate is confirmed on the Union website (<http://www.nu-kirarin.com>).
 - Place the ballot in the inner envelope, remove the tape, and glue.
 - Put the inner envelope into the outer envelope, peel off the tape, glue it, and write the voter name, branch, and employee ID on the back of the outer envelope.
 - Indicate the following sentence about the voting method.
“Use the enclosed outer envelope and post it.”
 - The voting deadline is (time/ date/ year).
 - Ballot paper and inner envelope with extra information are invalid.
- (2) A union member circles the name of the candidate for whom they want to vote. The names of multiple candidates that are marked with a circle or those with extra information are invalid.
 - (3) Put the inner envelope into the outer envelope, peel off the tape, glue it, and write the voter name, branch, and employee ID on the back of the outer envelope, and vote by post.

Article 8: Vote Counting

- (1) Counting is done at one place for each block.
- (2) Counting is made at the responsibility of the Election Management Committee. The Election Management Committee can appoint a central officer, block officer, or branch officer as an assistant to assist in vote counting.
- (3) Counting shall be done by the following method.
 - ① Sort outer envelopes by branch.

It is valid if the branch / employee ID / voter's name is listed and the outer envelope is sealed with glue. It is invalid if the branch / employee ID / voter's name is not complete, or part of the them are not specified, or if the outer envelope is not glued. Then, the valid and invalid ones are aggregated. For invalidated ones, write the reason for invalidation in red on the outer envelope and store them without opening them.

- ② Create a voter list based on the envelopes that are confirmed to be valid in above ①.

For the voter list, create a list that has the names and employee IDs of all union members for each branch in each block. If all of the descriptions on the outer envelope match this, create a check mark at the right end of the name in the list.

The case where the description of the envelope is consistent with the member list and there are no multiple envelopes for the same member is valid, and the description of the envelope is not consistent with the member list, or the same member Those with a plurality of outer envelopes are invalidated, and the number of valid and invalid ones for each branch is counted.

For invalidated items, write the reason for invalidation in red on the outer envelope and store them without opening them.

- ③ Open the outer envelope that was confirmed to be effective in ② above, and remove the inner envelope.

Record the total number of outer envelopes with an inner envelope and the total number of outer envelopes without an inner envelope for each affiliated branch. For outer envelopes that do not have an inner envelope, the fact that the inner envelope does not exist is written in red on the front of the outer envelope and stored.

- ④ Check the inner envelope.

If there is no extra description and the inner envelope is sealed with gluing, it will be valid, and if there is extra mention or extra gluing is invalid, it will be valid for each branch. Record the total number of envelopes released and the total number of envelopes invalidated. For invalid envelopes, the reason for invalidity is written in red on the inner envelope table, and the envelope is stored without opening.

- ⑤ After collecting all the valid inner envelopes in one place, the inner envelopes are opened and the voting paper is taken out.

Each candidate is marked with a circle and is not marked as valid, and multiple candidates are marked with a circle, or those with a description are invalidated, and each candidate is invalidated. The number of votes obtained, the number of invalid votes, and the white vote are sorted and tabulated.

- (4) Each candidacy and one witness nominated by each candidacy can attend the vote counting work described in (2) above.

Article 9: Announcement of Counting Results

- (1) The Election Management Committee will immediately announce the results of the vote at the place where the vote is placed.
- (2) The election management committee will publish the results of the election by posting it on the Union website (<http://www.nu-kirarin.com/>).

Article 10: Authority of the Election Management Committee

- (1) The Electoral Management Committee may establish rules for detailed matters that are direct secret ballots conducted using ballots and are not specified in Articles 6 and 7 above.
- (2) The Election Management Committee may set rules on how to conduct direct secret voting using electromagnetic media.

Article 11: Right to vote and right to vote

The right to vote and the right to be elected are owned by union members who have been in the union for at least three months as of the date of the election.

Article 12: Successful Candidate

Candidates with many votes are elected. If the number of votes is the same, the president of the Election Management Committee will determine the winner by lot.

Article 13: Defeated Candidate

As a result of the counting of votes, a candidate who can not be elected as a tournament representative will be able to participate in the regular tournament as a listener with the permission of the Steering Committee.

CHAPTER 2 ADDITIONAL RULES

Article 14: Questions

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

Article 15: Enactment

- 1) Enacted: March 17, 2019
- 2) Amended: March 15, 2020
- 3) Amended: October 16, 2021

Award Rules and Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Basis

This provision is based on Article 88 of the Union Bylaw.

Article 2: Purpose

The purpose of this provision is to clarify the standards and procedures for awarding union members and union officers, and to ensure proper operation.

Article 3: Category

The types of awards are as follows.

Achievement award

Awards given to those who have made significant contributions to union activities and development

Article 4: Procedures

If it is deemed that a member should be commended, the member will be recommended by the Central Executive Committee and will be decided by a resolution of the Convention.

Article 5: Method

The award will be presented to the person 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 Awards

Expenses associated with awards under this provision shall be a general account.

CHAPTER 2 ADDITIONAL RULES

Article 8: Questions

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

Article 9: Enactment

- 1) Enacted: October 19, 2019
- 2) Amended: October 16, 2021

Disposition and Control Rules and Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Purpose

The purpose of these regulations is to maintain justice and order of the Union as set forth in Article 94 in the Union Constitution and Bylaws that determine the procedures of the disposition and control that are fair and proper to realize a fair and proper controlled disposition.

Article 2: Establishing Investigation Committee and Selecting Its Members

The Central Executive Committee set an investigation committee for each matter that is consist of 5 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: Membership Qualification

A person who has a close relationship with the subject of 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: Member Rights Restrictions

If a person appointed as a member of the Investigation Committee is a member of the Central Executive 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

The Investigation Committee members' term of office shall be reported to the Central Executive Committee from the time it is elected by the Central Executive Committee for each case to be reviewed until they report the findings to the Central Executive Committee and a decision is made by the Central Executive Committee on the report of the findings.

Article 6: Chairperson

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

Investigation Committee, and becomes the chairperson of the Investigation Committee.

Article 7: Authority

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 on the day more than 10 days before the date of the Investigation Committee meeting as written in the following (3), or sent by mail.

- (1) An investigative committee has been established to investigate whether there were any acts or omissions subject to the controlled disposition prescribed in Article 89 of the Union Bylaw.
- (2) Summary of acts or omissions that the investigation committee is investigating.
- (3) The date and place of the investigation committee where a 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 a subject union member wishes to submit a written opinion, the deadline for submitting the document.

Article 9: Formation of the Committee

The Investigation Committee is formed by the attendance of 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, branch, 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 8 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) Stop period) and the evidence heading.
2. When submitting a controlled disposal proposal, evidence shall be attached thereto.

Article 12: Notification to Persons Subject to Controlled Disposal

When the Central Executive Committee submits a proposal for control disposal to the decision-making body, the Investigation Committee sends a document describing the following (1) to (6) deliver directly or by mail at least 2 weeks before the date of the event.

- (1) The Central Executive Committee has created a control disposal proposal for those subject to control disposal (attach a copy of the control disposal proposal).
- (2) Name of the decision-making body that submitted the proposal for control disposal and discussed
- (3) If you wish to view the evidence attached to the Controlled Proposal, you can browse or make copies at your own expense and cost.
- (4) If the person 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 person 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 the Decision-Making Body of Controlled Disposal

1. The 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 a person subject to controlled disposition, a copy of the written statement of opinion will be distributed to all members at the latest by the start time of all proceedings to be held on the day the decision-making body is held. To do.

4. When a written request for verbal opinion is submitted by a person subject to controlled disposition, the chairman shall set the upper limit time for oral explanation regarding the control disposition proposal made by the central executive committee chairperson or a person appointed by the chairman, and then After determining the maximum time for verbal opinion statements by the person subject to controlled disposition, each verbal explanation and opinion statement is permitted and performed.

Article 14: Opposition to Control Disposition by the Board of Trustees

1. A member who has received a decision at the Board of Trustees to make a disciplinary action, a liability, or a suspension of rights received a decision on a notice of opposition to the convention when he was dissatisfied with this disciplinary action. It can be submitted to the Central Executive Committee within one month from the date.
2. The opposition under the preceding paragraph shall include the date and details of the decision of the Board of Trustees requesting cancellation, the date of receipt of this decision, requesting the Congress to cancel the decision of the Board of Trustees, and cancellation The reason for seeking must be stated.
3. The Central Executive Committee will refer to the most recent Central Executive Committee that the opposition for the cancellation of the control disposition has been made, and submit the opposition and the Central Executive Committee's opinion on it.
4. When an opposition is submitted by a person who has filed an opposition, the chairman shall submit a request for an oral statement of opinion by the person who has filed the opposition. After deciding the upper limit time of the opinion statement that the person who has done, each opinion statement is permitted and this is done.
5. The Convention will deliberate and decide whether or not to cancel the control disposition.

Article 15: Opposition to Control Disposition by Central Committee

1. A member who has received a decision in the Central Committee to take disciplinary action, liability, suspension of rights, or suspension of officers' qualifications, is dissatisfied with this control disposition, It can be submitted to the Central Executive Committee within one month from the date of receipt of the decision.
2. The opposition according to the preceding paragraph shall include the date and details of the decision of the central committee seeking cancellation, the date on which the decision was received, requesting the event to cancel the decision of the central committee, and cancellation The reason for seeking

must be stated.

3. The Central Executive Committee submits a notice of opposition for the cancellation of the control disposition to the most recent event, and submits the opposition and the central executive committee's opinion on it.
4. When an opposition is submitted by a person who has filed an opposition, the chairman shall submit a request for an oral statement of opinion by the person who has filed the opposition. After deciding the upper limit time of the opinion statement that the person who has done, each opinion statement is permitted and this is done.
5. The Convention will deliberate and decide whether or not to cancel the control disposition.

CHAPTER 2 ADDITIONAL RULES

Article 16: Questions

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

Article 17: Enactment

- 1) Enacted: October 19, 2019
- 2) Amended: October 16, 2021

Personal Information Management Regulations

CHAPTER 1 GENERAL PROVISIONS

Article 1: Grounds

This provision is based on Article 96 of the Union Constitution and By-laws.

Article 2: Purpose

This provision aims to properly handle the personal information of the Union members based on the "Act on the Protection of Personal Information".

Article 3: Basic Idea

1. The Union will comply with the Personal Information Protection Law and other related laws and regulations, and handle personal information appropriately in accordance with the guidelines of relevant ministries and agencies and other social rules regarding the proper handling of personal information.
2. The Union will revise and maintain the union's rules, regulations, manuals, etc. as necessary for the proper handling of personal information, and inform the union officers and the union members including the union executives.

Article 4: Purpose of Use

The Union defines the purpose of use of personal information of union members as follows, and handles personal information to the extent necessary to achieve this purpose of use. However, this does not apply if the consent of a principal is obtained in advance or if it is permitted by laws to handle the information beyond that range.

- (1) To provide necessary notifications, contacts, guidance, etc. for union activities
- (2) To use as basic data for labor-management consultations and negotiations
- (3) For paperwork inside the Union and management and operation of the Union
- (4) To take necessary and appropriate measures as the Union for disasters, accidents, injuries, etc. related to union members
- (5) For paperwork when union members (including family members) use the welfare (mutual aid) services of the Union
- (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 easily known

Article 5: Acquisition of Personal Information

The Union shall obtain personal information directly from a union member.

However, in the following cases, it may be obtained from someone other than the principal.

- (1) When obtaining information from someone other than a principal with the consent of the principal
- (2) When required by laws
- (3) When there is an urgent need to protect the human life, body, or property of union members
- (4) When acquiring from the respective companies the contents related to employment management of union members and provision of welfare benefits
- (5) When it is recognized that it is difficult to achieve the purpose of the Union because it interferes with the proper performance of the union activities by acquiring it from a principal union member.
- (6) In addition to the above, when there is a good reason to obtain information from someone other than a person himself/ herself

Article 6: Information not to be Acquired

The Union does not obtain personal information about its members, including their registered domicile, political or religious beliefs, affiliated organizations, or other information that is not appropriate to collect. However, this does not apply if any of the following items apply.

- (1) When required by laws
- (2) When there is a special business need for the Union, or when it is indispensable for the proper implementation of other business and the purpose of use is indicated and a principal consents to the acquisition.

Article 7: Management of Personal Information

1. The Union will endeavor to keep personal information accurate and up to date to the extent necessary to achieve the purpose of use.
2. The Union will carry out necessary and appropriate safety management to prevent leakage, loss, falsification, etc. of personal information. The Union also request companies and organizations that are affiliated with or cooperate with each other to carry out the business associated with union activities to handle personal information appropriately.
3. The storage location for documents containing personal information must be locked at all times.
4. When disposing of documents containing personal information, the personal information must be made unreadable.
5. If there is a risk of personal information being leaked and harming the rights and interests of an individual, the Union will report to the Personal Information Protection Commission (Note 1) and notify the individual.

Article 8: Shared Use with the Respective Companies

The Union will share the personal data of its members with the Respective Companies as follows. For the shared use of information, a memorandum of understanding for shared use will be concluded with the Respective Companies.

- (1) Items of personal data to be shared: Name, gender, date of birth, wage, etc., address, zip code, telephone number, employee classification, employee number, department and workplace name, in-house e-mail address, etc. Union membership status and other similar items
- (2) Scope of shared users: the Union, the Respective Companies
- (3) Purpose of use by shared users: Employment management affairs, welfare affairs, wage deduction of union dues, confirmation of the scope of application of collective agreements, confirmation of union organization rate, etc.
- (4) Persons responsible for managing shared personal data: the Union, the Respective Companies

Note 1: The Personal Information Protection Commission is an administrative agency established as an external agency 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 the Upper Organization

The Union may share the personal data of its members with the upper organization UA ZENSEN as follows.

- (1) Items of personal data to be shared: Name, gender, date of birth, wage, etc., address, zip code, telephone number, employee classification, employee number, department, and workplace name, etc.
- (2) Scope of shared users: the Union and UA ZENSEN
- (3) Purpose of use by joint users: Union activities and welfare affairs, etc. conducted with the cooperation, support, request, guidance, etc. of UA ZENSEN as a member union of UA ZENSEN.
- (4) Persons responsible for managing shared personal data: the Union and UA ZENSEN

Article 10: Information Provision to Business Contractors

1. The Union entrusts a part of the handling of personal data in order to smoothly proceed with the business within the range necessary to achieve the purpose of use described in Article 4. However, the personal data may be provided to a business contractor. In that case, the Union supervises the contractor to take appropriate measures such as management of the list and prompt return or disposal after the end of use.

2. Business contractors are limited to those who have agreed to be obligated for the following matters.
 - (1) Safely manage personal data and do not leak or steal it
 - (2) When subcontracting, obtain the consent of the Union in advance in writing.
 - (3) Clarify the retention period of personal data
 - (4) Return, destroy, or delete personal data after the outsourced work is completed. Report to the union that it has been done properly and reliably matter
 - (5) Do not copy or duplicate personal data beyond the scope necessary to carry out the contractor business.
3. The Union will appropriately supervise business contractors regarding the safety management of personal data and the prompt return or disposal of personal data after the outsourced work is completed.

Article 11: Providing Information to Third Parties

1. The Union may provide personal data to a third party if any of the following items apply.
 - (1) With the consent of a principal union member
 - (2) When required by laws
 - (3) When it is necessary to protect the human life, body or property of union members and it is difficult to obtain the consent of a principal.
 - (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 a principal.
 - (5) When it is necessary for a national institution or a local public body or a person entrusted with it to cooperate in carrying out the affairs stipulated by laws and regulations, obtaining the consent of the union members concerned may hinder the performance of the affairs.
2. Notwithstanding the provisions of the preceding paragraph, the Union shall notify a principal person in advance of the following matters in accordance with the rules of the Personal Information Protection Commission, or put them in a state that the person can easily know, and the personal information protection committee. When notified to the association, the personal data may be provided to a third party.
 - (1) The purpose of use is to provide it to a third party
 - (2) Items of personal data provided to a third party
 - (3) Method of providing to a third party
 - (4) Stop providing personal data that identifies a principal to a third party at the request of the principal.
 - (5) How to accept the request of a principal

3. When the Union provides personal data to a third party, a record such as the date of provision and the name or name of the recipient is created and stored for a certain period of time.

Article 13: Correction, Addition, Deletion

1. When a union member requests correction, addition, or deletion of the content of the personal data (hereinafter referred to as "correction, etc." in this Article) since the content of the personal data related to the member is not correct. The Union will conduct necessary investigations without delay within the scope necessary to achieve the purpose of use, unless special procedures are stipulated by the provisions of other laws and regulations regarding correction of the contents, etc., and based on the results, the Union corrects the contents of the personal data.
2. When the Union makes corrections, etc. to all or part of the contents of the personal data pertaining to the request set forth in the preceding paragraph, or when it decides not to make corrections, etc., to that effect without delay to a union member concerned (if any corrections are made, the contents are included). When notifying that the requested measures will not be taken or taking measures different from those measures, explain the reason to the union member concerned.

Article 14: Suspension of Use and Elimination

1. If a request is made by a union member to suspend or delete the use of the personal data (hereinafter referred to as "suspension of use, etc." in this Article) and it is found that there was a reason for the request in violation of legal regulations such as personal data related to the union member being handled or false from the member in violation of the legal restrictions due to the purpose of use, or not being obtained by other improper means, the Union will suspend the use of the personal data without delay to the extent necessary to correct the problems. However, this shall not apply when a large amount of cost is required to suspend the use of the personal data, or if it is difficult to suspend the use of the personal data, necessary alternative measures will be taken to protect the rights and interests of the principal union member.
2. When the Union suspends the use of all or part of the personal data related to the request set forth in the preceding paragraph, or decides not to suspend the use, the Union notifies that the requested measures will not be taken or the measures different from the requested measures will be taken and explains the reason to the principal union member.

Article 15: Suspension of Provision to Third Parties

1. If a union member has requested the suspension of the provision of the personal data to the third party because the personal data related to the union member has been provided to the third party in violation of the provisions of Article 11 (1) and if it becomes clear that there is a reason for the request, the Union will stop providing the personal data to the third party without delay.
2. However, if it costs a large amount of money to suspend the provision of the personal data to the third party, or if it is difficult to suspend the provision to other third parties, it is necessary for the Union to protect the rights and interests of the person. This does not apply when taking alternative measures.

CHAPTER 2 ADDITIONAL RULES

Article 16: Questions

All questions relating to these regulations shall be clarified at the Convention, the Central Committee, or the Board of Trustees.

Article 17: Amendment and Abolition of Regulations

Amendments to this provision shall be by resolution of the Convention or the Central Committee.

Article 18: Date of Enactment

- 1) Enacted: October 16, 2021