

Confirm!

The Rules of Employment



Let's confirm Rules of Employment of the workplace !

It is important for every business to create a pleasant workplace where employees can work in a safe environment.

Setting the rules of employment in advance that clearly stipulate working conditions and the standards for treatment, including hours of work, wages, personnel regulations and duties, is essential not to cause disputes between employers and employees.

Responsibility for Drawing-up and Dissemination

① Drawing-up

An employer who continuously employs 10 or more workers shall draw up rules of employment and submit them to the director of the labour standards inspection office. (Article 89, the Labour Standards Law)

- ※ Every applicable workplace (branch, factory etc.) is required to draw up and submit the rules of employment.
- ※ Part-time workers and temporary workers (*arubaito*) are included in “10 or more workers continuously employed” .

Other items to be stated when if fixed

Items required to be stated

- working hours
- wages
- retirement

- retirement allowance
- extraordinary wages(bonuses)
- the cost of food and supplies for work
- safety and health
- vocational training
- accident compensation
- commendations and/or sanctions
- matters applicable to all workers at the workplace

② Dissemination

An employer shall make known to workers the rules of employment.

(Article 106, the Labour Standards Law)

The employer shall make known the rules to workers by either :

- ① displaying or posting them all times in a conspicuous locations in workplace.
- ② delivering them in writing to workers, or
- ③ recording them on magnetic discs or the equivalent so that workers may check the contents of the record at anytime.

(Article 52-2, Enforcement Regulations of the Labour Standards Law)



★“One point - the Labour Standards Law “ is posted on the website of Osaka Labour Bureau.

http://osaka-roudoukyoku.jsite.mhlw.go.jp/hourei_seido_tetsuzuki/roudouKijun_keiyaku/hourei_seido/onepoint.html

