

## Education and Training: Respect for Human Rights as a Basic Principle of our Business Activities

Peace, human rights, and the environment are often cited as the key issues for the 21st century. In order to achieve our management goal, which is to become a “Cosmo Oil network that is truly valued by the customer”, we are building a strong, kind, and positive company through employee education and training based on respect for human rights.

### Human Rights Enlightenment

To maintain and develop the corporate culture that respects human rights, the Cosmo Oil Group has improved its human rights education program. We conducted training programs for all employees at headquarters, the eight branches, four refineries, one research laboratory, and 12 affiliated companies: the programs covered the basic idea of human rights, common human rights issues and what discrimination is. A total of 1,388 employees attended this program. We will continue to improve our education programs and enlightenment activities to raise awareness and interest in the issue, as it is essential to address discrimination with correct knowledge as ignorance can lead to further discrimination.

### Activities in Response to the Equal Employment Opportunities Law

Since 1999, we have been conducting sexual harassment training as part of our ongoing human rights education program. Sexual harassment clauses have been included in labor agreements and office regulations.

### Environmental Education and Enlightenment

To effectively promote environmental activities, all employees need to change their attitudes. Environmental protection can be achieved only if each one of us changes the way we think about the issue.

In FY 2001, we produced and distributed videos entitled “Cosmo Oil Environmental Report Vol. 2: Solomon Islands and Papua New Guinea”, “Energy and Environmental Challenges”, and “Global Environment from the Developing Countries’ Viewpoint”. We also organized an environmental research presentation meeting to announce the result of the “Case Research on Industrial Waste Reduction Activities in Overseas Oil Refineries” conducted by Cosmo Research Institute. At oil refineries, we provided environmental education for oil refinery employees and employees of related companies.

### Personnel System

The Cosmo Oil Group’s personnel system is based on two evaluations: the performance evaluation in which employees are evaluated on the basis of results and the process to achieve them; and the competency evaluation to evaluate how an employee demonstrated the required competency. Before target setting or evaluation, managers and the staff discuss and reach an agreement in order to ensure a fair evaluation and to help employees make autonomous decisions. A flexible promotion system has been established by simplifying the grading system.

### Support for Retired Employees

Cosmo Oil conducts a “Life Planning Program” to provide guidance for a smooth transition to a post-retirement life on a personal level. The program provides support for retirement planning, mainly regarding household financial planning and lifestyle maintenance using a public assistance system. We organize “Koyukai”, clubs for retired employees, in various regions and promote friendship and information exchanges between the members.