

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Regulations Concerning Telecommuting at Tokyo University of Foreign Studies

(March 26, 2021)
Regulation No. 1

Article 1 Purpose

These Regulations provide for matters necessary for telecommuting at the Tokyo University of Foreign Studies (hereinafter referred to as the "University") in accordance with the provisions of Article 36-2, paragraph 2 of the Working Regulations for Employees of Tokyo University of Foreign Studies (hereinafter referred to as the "Employee Working Regulations"), Article 28-2, paragraph 2 of the Working Regulations for Part-Time Employees of Tokyo University of Foreign Studies (hereinafter referred to as the "Working Regulations for Part-Time Employees") and Article 28-2, paragraph 2 of the Working Regulations for Specified Fixed-Term Employees of Tokyo University of Foreign Studies (hereinafter referred to as the "Specified Fixed-Term Employee Working Regulations").

Article 2 Definition, etc.

In these Regulations, the definitions of the terms set forth in the following items shall be as prescribed respectively in those items.

- (1) Telecommuting shall mean that an employee of the University shall work at his/her home or at the residence of his/her relative (hereinafter referred to as "employee's home, etc.") for a certain period of time away from his/her usual place of work.
- (2) Supervisory managers shall mean for an educational employee the dean of the school, etc. to which the employee belongs, for a clerical employee the head of the division, etc. to which the employee belongs, and for a part-time employee and specified fixed-term employee the person responsible person for employment of that employee.

Article 3 Purpose of telecommuting

1 Telecommuting shall be conducted for the purpose of any of the following items:

- (1) Support for balancing work with pregnancy, childcare, caregiving, etc.;
- (2) Establishment of business continuity in the event of a disaster;
- (3) Prevention of infection outbreak of designated infectious diseases, etc. (reduction of contact opportunities during commuting and work); and
- (4) Improvement of business productivity and efficiency.

2 Employees who can work from home for the purpose of item 4 of the preceding paragraph shall be limited to the delivery of the following services at home by those who are mainly engaged in such

services.

- (1) Work related to online classes, meetings, etc. (hereinafter referred to as "online classes, etc.") or work related to planning and operation of online classes, etc.
- (2) Work related to creation and management of web pages
- (3) Work related to editing and publishing of books, collection of essays, etc.
- (4) Other services specially permitted by the President

Article 4 Eligible person

- 1 The persons eligible to telecommute under these Regulations shall be employees to whom the Employee Working Regulations, the Working Regulations for Part-Time Employees, and the Working Regulations for Specified Fixed-Term Employees apply.
- 2 Notwithstanding the provision in the preceding paragraph, in the case of a person who is receiving periodic interviews with an industrial physician due to mental or physical disorder, the supervisory manager shall obtain the opinion of the industrial physician before telecommuting and decide whether telecommuting is acceptable or not based on such opinion.

Article 5 Approval for telecommuting

- 1 When an employee intends to work from home, such employee must make an application in advance to the supervisory manager with an application form for telecommuting and gain approval.
- 2 Notwithstanding the provision in the preceding paragraph, the President may order employees to work from home in case of occurrence of an act of God or other emergency.

Article 6 Place of telecommuting

The place of work for telecommuting shall be, in principle, employee's home, etc. and shall satisfy all of the requirements set forth in the following items.

- (1) There shall be sufficient space to carry out the tasks, and the confidentiality of the tasks shall be maintained, such as keeping out of sight from third parties;
- (2) The employee shall have an internet environment in which terminals such as personal computers, tablets, etc. with communication functions available for business operations; and
- (3) Information security measures are being properly implemented.

Article 7 Period, etc. of telecommuting

- 1 The period of telecommuting shall not exceed one (1) month and may be renewed.
- 2 Notwithstanding the provision in the preceding paragraph, when telecommuting is implemented for the purpose of Article 3, paragraph 1, item 4, such telecommuting may be implemented within a period not exceeding one (1) year upon approval by the supervisory manager.
- 3 Telecommuting shall be performed in principle once or twice a week. However, this shall not apply in excusable circumstances as determined by the supervisory manager.
- 4 Notwithstanding the provision in the preceding paragraph, when telecommuting is implemented for the purpose of Article 3, paragraph 1, item 4, all working days may be worked from home under the

approval of the supervisory manager.

- 5 Telecommuting shall be performed in principle on a per-day basis. Provided, however, that in the event that the supervisory manager deems that there are unavoidable circumstances in the course of operation, telecommuting may be conducted on a half-day (morning or afternoon) or hourly basis.

Article 8 Cancellation of telecommuting

In the event of any of the events set forth in the following items, the telecommuting approval shall be revoked. Employees whose telecommuting has been cancelled shall immediately commute for work.

- (1) When there is a personnel change for the telecommuter during telecommuting;
- (2) When the reason for approval of telecommuting has been resolved;
- (3) When it becomes difficult for a telecommuter to work from home due to changes in the content of work to be performed by such telecommuter; and
- (4) In the event that the supervisory manager orders commute to workplace for any other business reason.

Article 9 Working hours, etc. for telecommuting

Working hours for telecommuting shall be as specified in the following items.

- (1) The working hours and rest periods for telecommuting shall be the same as those allocated for normal work. The telecommuter shall adhere to the start and finish times of work;
- (2) When telecommuting, overtime, late-night work (10:00 p.m. to 5:00 a.m.), and work on holidays shall not be allowed in principle. Provided, however, that this shall not apply to cases based on an order from the supervisory manager or prior permission;
- (3) Holidays and leave shall be taken in accordance with the Working Regulations or an individual employment agreement as in the case of regular work;
- (4) When telecommuting is implemented on a half-day or hourly basis, time of travel between the employee's home, etc. and the University shall be regarded as a rest period, and the start or finish time of work shall be changed so as to secure the prescribed working hours excluding travel time and rest periods. The changed start time shall be no earlier than 7:00 a.m. and the finish time shall be no later than 9:00 p.m.; and
- (5) When commuting within the rest period set forth in the preceding item and it is difficult to secure at least thirty (30) minutes of rest time excluding the travel time, the rest period for lunch, etc. may be extended for up to thirty (30) minutes.

Article 10 Measures for working hours of childcare and caregiving employees

An employee who is taking care of a child up to the sixth grade of elementary school or an employee who is taking care of a person requiring long-term care who lives with such employee and for which approval to work from home has been received for the purpose of Article 3, item 1 may take a period of rest within the time required for taking care of such child or for caregiving if he/she is unable to secure time necessary for taking care of such child or caregiving during his/her prescribed period of rest and it is found not to impede his/her work. The provision of item 4 of the preceding article shall

apply to the fulfillment of the prescribed working hours and the change of the start and finish times in the event that a break is taken for such childcare or caregiving.

Article 11 Telecommuting by employees dwelling remote from the University

Employees living in remote areas where attendance at work is considered to be difficult on working days (approximately four (4) hours one way, excluding overseas) who wish to work from home may be approved for telecommuting in consideration of such factors as the necessity of performing such services from home, the content of such services, the family status of such employees, etc. However, when telecommuting is cancelled, the employee must take his/her post and start working by the day of termination.

Article 12 Telecommuting by employees who live abroad

Employees living abroad will not be allowed to work from home without being transferred to Japan.

Article 13 Salary, etc.

1. Salary for telecommuting shall be paid in accordance with the Working Regulations and other related regulations, etc., as in the case of regular work.
2. With regard to the commuting allowance for telecommuters, the payment thereof may be adjusted in accordance with actual circumstances such as the status of implementation of telecommuting. In addition, in case of not commuting for the whole number of days during the period from the first day of the month to the last day of the month, the payment of commuting allowance for such non-commuting period shall be suspended.

Article 14 Bearing of expenses

Expenses of preparing communication equipment and communication environment as well as expenses of utilities, communication, printing, and other expenses incurred in connection with telecommuting shall in principle be borne by the telecommuters.

Article 15 Safety and health management

Telecommuters shall prepare working environment, facilities, equipment, etc. in employee's home, etc. for the purpose of preventing any accident and shall carry out appropriate work maintenance as well as pay attention to their own health care.

Article 16 Accident compensation

In the event of a disaster occurring during telecommuting, compensation for such a disaster shall be provided in the same manner in accordance with the provisions of the Working Regulations only when the nature of the cause of such a disaster is objectively confirmed to be work-induced.

Article 17 Miscellaneous Provisions

In addition to what is provided for in these Regulations, matters necessary for telecommuting, such as methods for implementing telecommuting, methods for managing the working hours of telecommuters, and methods for operating the same, shall be separately provided for.