

## Work Regulations for Temporary Employees

### Article 1 (Purposes)

1. These work regulations (hereinafter referred to as the "Regulations") stipulate the service rules, work conditions, and other matters related to work for temporary employees of Assist Inc. (hereinafter referred to as the "Company").
2. Temporary employees must comply with the Regulations and the work conditions that are clearly presented in the temporary employee employment agreement issued by the Company at the time of hiring and must be devoted to their own work in accordance with work-related orders.
3. Matters that are not stipulated in the Regulations will be according to the stipulations of the Labor Standards Act, the Worker Dispatching Act, and other related laws and ordinances.

### Article 2 (Definition)

In the Regulations, a temporary employee refers to a person who will be dispatched to a place, such as a company other than the Company, based on instructions by the Company, and who will receive directions and orders from that company and conduct work.

### Article 3 (Hiring)

1. The Company will hire temporary employees as necessary from among the people who are registered in the Company's temporary employee registration list.
2. Whenever hiring is conducted, the workplace of the place of dispatch and work conditions will be clearly presented, and an employment agreement will be individually concluded. In the event that a temporary employee has refused the workplace of the place of dispatch or work conditions, an employment agreement will not be concluded.
3. The employment agreement of the previous clause will be concluded whenever there is a worker dispatch agreement.
4. A temporary employee will engage in work at the workplace instructed by the Company.

### Article 4 (Trial period)

1. When the Company concludes an employment agreement with a temporary employee based on Article 3, a trial period of a maximum of fourteen days may be set.
2. In the event that an employment agreement was concluded with a temporary employee by setting a trial period under the previous clause, if the Company has judged during that trial period that the temporary employee is inappropriate for the performance of work or

as a temporary employee, the Company may immediately end the employment agreement.

#### Article 5 (Content of work)

1. The content of work that a temporary employee should conduct will be clearly presented in writing whenever hiring is conducted based on Article 3.
2. A temporary employee is to conduct, at the workplace instructed by the Company, the work of the previous clause by following the instructions of the people who give directions and orders at the place of dispatch, and the person may not refuse to do this without a valid reason.

#### Article 6 (Employment period)

1. In principle, a temporary employee's employment agreement period will not exceed one year.
2. In the event that the Company has judged that it is necessary based on the criteria below, the temporary employee may be notified in advance, and the employment agreement period of the previous clause may be renewed after the temporary employee's agreement has been obtained.
  - (1) Whether or not the agreement with the place of dispatch will be renewed
  - (2) Whether or not the content of the dispatch work or agreement conditions will be changed
  - (3) Work performance, attitude, or state of diligence during the agreement period
  - (4) Ability to perform work or work efficiency
  - (5) The temporary employee's state of health
  - (6) The state of progress of the dispatch work
  - (7) Whether or not the amount of the dispatch work will be changed
  - (8) Whether or not the number of dispatched personnel will be changed
  - (9) The diligence, and other states of submission of various forms requested by the Company and the place of dispatch
  - (10) The state of compliance with the Company's provisions, including the Regulations
  - (11) Whether or not there are other circumstances equivalent to each of the items above
3. The employment agreement between a temporary employee and the Company will be an agreement that stipulates a period, and unless the notification of Article 6.2 was made by the Company to the temporary employee, the employment relationship between the temporary employee and the Company will end because of the period expiration as of the date when the period of the employment agreement (in the event that renewal was

conducted, the agreement after renewal) between the temporary employee and the Company ends.

4. The notification that the Company will make to a temporary employee based on Article 6.2 will present the work conditions (which may differ from the relevant work conditions before renewal) after renewal in a case in which the agreement was renewed.

#### Article 6-2 (Foreign workers' period of stay and period of employment)

For a foreign temporary employee, when the period of stay in which it is possible to work expires and renewal of the period of stay was not allowed, the employment agreement will end upon expiration of the relevant period of stay, irrespective of the period of the employment agreement.

#### Article 7 (Change to a temporary employee with an indefinite period of employment)

1. A temporary employee who makes an application to the Company to change to employment with an indefinite period based on the provisions of Article 18.1 of the Labor Contract Act can change to a temporary employee with an indefinite period of employment.
2. Work conditions, such as the workplace, the work period for each workplace, and wages will be individually stipulated whenever there is a case of the previous clause.
3. The Regulations will continue to apply for matters for which there are no particular stipulations, even after a change has been made to a temporary employee with an indefinite period of employment.

#### Article 8 (Management of employment)

1. In relation to employment of temporary employees, the Company will implement the measures that are necessary, such as assigning a person who is responsible at the place that made the dispatch, for the purpose of striving to ensure appropriate work conditions for work at the place of dispatch.
2. The Company will provide the necessary education and training for the temporary employees who it employs. In addition, the hours of implementation of the education and training designated by the Company as phased and systematic education and training based on the Worker Dispatching Act will be work hours.
3. In the event that, because of the Company's circumstances, a temporary employee will be made to be absent from work during the period of the employment agreement, an allowance for absence from work will be paid based on Article 26 of the Labor Standards Act.

Article 9 (Times of starting work and ending work, and break time)

1. A temporary employee's times of starting work and ending work and break time will be up to eight hours for one day and up to forty hours for one week, and they will be indicated in an individual employment agreement after consideration is given to the work conditions at the workplace of the place of dispatch and other stipulated circumstances.
2. The Company may change a temporary employee's time of starting work, time of ending work, or break time because of work circumstances.

Article 9-2 (System for changed work hours of a unit of one month or less)

1. Based on the stipulations of Act 32-2 of the Labor Standards Act, the Company may adopt a system for changed work hours, in principle, for up to one month using the first date of each month as the initial date. In such a case, the prescribed work hours will be within a scope that does not exceed the weekly statutory work hours for one week, using the average of the changed period that was stipulated for up to one month, and the work hours and the times of starting work and ending work for specific weeks or days will be stipulated in an individual employment agreement based on consideration of the form of work at the workplace of the place of dispatch.
2. The prescribed work hours and the times of starting work and ending work for each day and each week will be decided based on a shift chart, and notification will be given by the last date of the previous month.
3. Because of work circumstances, a temporary employee may be notified in advance and then the work hours of the previous clause may be changed to earlier times or later times or, in the event that work on a day off is necessary, notification may be made before the relevant week begins and an order may be made to work by substituting or changing to another day.
4. The initial date of Article 9-2.1 may be changed by an individual agreement, after giving consideration to the system at the place of dispatch and other circumstances.

Article 9-3 (System for changed work hours of a unit of one year or less)

1. Based on the stipulations of Article 32-4 of the Labor Standards Act, the Company may adopt a system for changed work hours that uses a period (up to one year) unit stipulated in a labor-management agreement.
2. In the event that the system for changed work hours stipulated in the previous clause will be adopted, the scope of the temporary employees who will be subject to it, the subject period, the workdays in the subject period, the work hours for each of those workdays,

and other matters stipulated in laws and ordinances will be stipulated based on a labor-management agreement.

#### Article 9-4 (Flextime system)

1. Based on the stipulations of Article 32-3 of the Labor Standards Act, the Company may leave the times of starting work and ending work to voluntary decisions by temporary employees. In such a case, core time and flexible time may be set based on consideration of the form of work at the workplace of the place of dispatch.
2. In the event that the flextime system stipulated in the previous clause will be adopted, the scope of the temporary employees who will be subject to it, the settlement period, the total work hours in the settlement period, and other matters stipulated in laws and ordinances will be stipulated based on a labor-management agreement.
3. In the event that a temporary employee stipulated in the previous clause took an annual paid holiday stipulated in Article 13, it will be deemed that the person worked during the work hours for one day as the criteria stipulated in the labor-management agreement.

#### Article 9-5 (Special cases for pregnant or nursing mothers)

In the event that a temporary employee who is a pregnant or nursing mother has made a request, a system for changed work hours, excluding a flextime system, will not be applied. In addition, she will not be ordered to conduct overtime work or work on a day off.

#### Article 9-6 (System for discretionary work hours)

When the Company gives consideration to the form of work at the workplace of the place of dispatch and then judges that, based on the characteristics of work, it is appropriate to leave the method of performing work to a temporary employee's discretion, the Company may have the temporary employee work based on personal discretion and deem that the temporary employee conducted work for the prescribed work hours stipulated by an independent employment agreement.

#### Article 9-7 (Work outside the workplace)

1. When it is difficult to calculate work hours in a case in which a temporary employee is made to conduct a business trip or other work outside the workplace during all or a portion of work hours, it will be deemed that the person conducted work for the prescribed work hours stipulated by an individual employment agreement. Provided, however, that this will not apply when special instructions were given in advance.
2. In the case of the previous clause, if the hours required for work outside the workplace

will usually exceed the prescribed work hours, it will be deemed that the person conducted work for the work hours stipulated by an individual employment agreement.

#### Article 9-8 (Application exclusion related to work hours)

For temporary employees who are people in a management or supervision position stipulated in Article 41.2 of the Labor Standards Act, provisions related to work hours, breaks, and days off will not apply.

#### Article 10 (Days off)

1. Temporary employees will be given at least one day off per week (a statutory day off), and the stipulation will be made in an individual employment agreement for each individual.
2. Irrespective of the previous clause, the Company may substitute the one day off per week with four days off throughout a four-week period.
3. The days that the Company designates for a temporary employee by one month in advance for the place of dispatch's anniversary of establishment, special days of closure, days for systematically giving annual holidays, year-end and New Year holidays, and summer holidays will be days off (non-statutory days off).
4. Days off may be changed because of work circumstances.

#### Article 11 (Substitution of days off)

In the event that it is necessary because of work, the Company can substitute in advance the day off of Article 10 with another day for each individual. When a day off has been substituted, that day will be a day off, and the day that would ordinarily be a day off will be an ordinary workday.

#### Article 12 (Overtime work and work on days off)

Because of work circumstances, the Company may have a person work overtime or work on a day off within the scope that is stipulated in a labor-management agreement related to overtime work and work on days off. Provided, however, that for statutory overtime or work on non-statutory days off, a person may be made to conduct that work only because of work circumstances.

#### Article 13 (Annual paid holidays)

1. In the event that a person has worked continuously for a period of six months beginning on the date of hiring (when the person worked on at least 80% of the number of

prescribed workdays) or after that, the Company will give annual paid holidays for each year of the number of years of continuous service (when the person worked on at least 80% of the number of prescribed workdays in the relevant one-year period).

(1) A worker whose number of weekly prescribed workdays is five days or more or whose prescribed work hours for one week are 30 hours or more

Number of years of continuous service	0.5	1.5	2.5	3.5	4.5	5.5	6.5 or more
Number of days given	10	11	12	14	16	18	20

(2) A worker whose number of weekly prescribed workdays is four days or less and whose prescribed work hours for one week are less than 30 hours

	Number of prescribed workdays per week	Number of prescribed workdays per year	Number of years of continuous service						
			0.5	1.5	2.5	3.5	4.5	5.5	6.5 or more
Number of days given	4 days	169 days – 216 days	7	8	9	10	12	13	15
	3 days	121 days – 168 days	5	6	6	8	9	10	11
	2 days	73 days – 120 days	3	4	4	5	6	6	7
	1 day	48 days – 72 days	1	2	2	2	3	3	3

2. The date for beginning calculation will be the first date the person worked.
3. The valid period of annual paid holidays will be two years.
4. Other handling will be according to the Provisions for Annual Paid Holidays.

#### Article 14 (Wages)

1. Wages will be hourly pay, and in principle, the settlement period will be from the first date until the last date of each month. The settlement period may be changed by the place of dispatch. Provided, however, that in the event that work was not conducted because of

a day off, break time, absence, tardiness, or leaving early, wages for those days or hours will be unpaid.

2. Payment of wages will be payment of the portion for the relevant month on the 20th of the following month. For payment, the matters that have been stipulated in laws and ordinances concerning income tax will be deducted, and then payment will be made directly in currency or by transfer to the temporary employee's designated account in a bank or other financial institution. Provided, however, that in the case of transfer to an account, when the payment date falls on a day when the bank or other financial institution is closed, transfer will be made on the previous date.
3. In the event that a person was made to work in excess of 8 hours on one day or 40 hours in one week, wages increased by 25% will be paid.
4. In the event that a person was made to work on a statutory day off (one day per week or four days throughout four weeks), wages increased by 35% will be paid.
5. In the event that a system for changed work hours (including a flextime system) was adopted and a person was made to work overtime according to the stipulations of the Labor Standards Act, wages increased by 25% will be paid.
6. In the event that a person was made to work late at night (10:00 p.m. until 5:00 a.m.), wages increased by 25% will be paid.
7. For wages in the event that a temporary employee received instructions from the Company and underwent education or training based on Article 30-2 of the Dispatching Act, and wages in the event that a temporary employee underwent education or training as a measure for employment stability based on Article 30.2 of the Dispatching Act, the amount stipulated separately in a written notification of work conditions will be provided. In addition, the Company will bear all expenses related to undergoing education and training. Provided, however, that when education or training was not undergone, the Company will not pay wages.
8. In the event that the Company took a measure for employment stability for a temporary employee based on Article 30 of the Dispatching Act, when an allowance for absence from work will be paid to the temporary employee the amount of the allowance for absence from work that the Company will pay the temporary employee will be the amount equivalent to 60% of the average wages calculated based on Article 12 of the Labor Standards Act.

#### Article 15 (Salary increases and reductions)

1. In the event that the Company has recognized that it is necessary to reconsider wages because of a change of social or economic circumstances or a change of the work



content stipulated in Article 5, it may conduct the revision, such as a salary increase or reduction, for a temporary employee.

2. For wages in cases of the renewal of Article 6.2 (including conclusion of a new employment agreement), the Company will make stipulations in each case.

#### Article 16 (Bonuses)

Bonuses will not be provided to temporary employees.

#### Article 17 (Severance payment)

A severance payment will not be provided when a temporary employee resigns or is dismissed.

#### Article 18 (Medical examinations)

1. For a temporary employee who has an employment period of six months or more, the Company will conduct a regular medical examination once a year.
2. A temporary employee must undergo the medical examination of the previous clause.
3. A temporary employee who does not want the medical examination of Article 18.1 must undergo an examination by another physician and submit a certificate concerning those results to the Company, and the temporary employee will bear the expenses in such a case.
4. In the event that the Company has recognized that it is necessary, the Company may have a temporary employee undergo an examination by a medical specialist designated by the Company.
5. A temporary employee must undergo the examination by a medical specialist of the previous clause and follow that medical specialist's instructions.

#### Article 19 (Work-related accidents)

Cases in which a temporary employee has suffered a work-related accident or an accident while commuting will be according to the stipulations of the Labor Standards Act, the Industrial Accident Compensation Insurance Act, and other laws and ordinances.

#### Article 20 (Maternity leave)

Matters for maternity leave, childcare time, and menstruation leave will be according to the stipulations of the Labor Standards Act. Provided, however, that the relevant periods will be unpaid.

#### Article 20-2 (Menstruation leave)

A female temporary employee for whom work on a day of menstruation is significantly difficult can make a proposal herself and thereby take menstruation leave for the number of days that are necessary. Provided, however, that the period or hours when work was not conducted will be unpaid.

#### Article 20-3 (Childcare time)

A female temporary employee who is raising an infant younger than one year old can make a proposal herself and thereby take childcare time of 30 minutes each, twice a day. Provided, however, that the period or hours when work was not conducted will be unpaid.

#### Article 20-4 (Management of maternal health)

The Company will ensure the time that is necessary for a pregnant female temporary employee or a female temporary employee who has given birth within the last year to undergo health guidance or health examinations. Provided, however, that the period or hours when work was not conducted will be unpaid.

#### Article 21 (System based on the Child Care and Family Care Leave Act – unpaid)

1. It will be possible to take a leave of absence for childcare, limited to a person who falls under both of the conditions below.
  - (1) A person whose period of being continuously employed by the Company is one year or more at the time of the proposal
  - (2) A person for whom, at the time of the proposal, it is not clear that the employment agreement (in the event that it will be renewed, the employment agreement after renewal) will expire during the period until the date when that child younger than one year old who will be raised (including, in addition to a biological or adopted child who is in a parent-child relationship based on a law, a child who is in a relationship that is equivalent to a parent-child relationship based on a law, such as a child during a period of custody for a special adoption relationship, or a child who has been entrusted to a foster parent for an adoption relationship) turns 18 months old (the date before that birthday)
2. Irrespective of the previous clause, a person who falls under what is stated below, which was stipulated by a labor-management agreement, cannot take the relevant leave.
  - (1) A person whose number of prescribed workdays per week is two days or less
3. In the event that a temporary employee took a leave of absence for childcare based on Article 21.1, when that person's place of dispatch was not decided at the time that

person's period of leave of absence for childcare ends (in the event that the period of leave of absence was shortened or extended by that person, the time when that shortened or extended period ends), for a reason such as the fact that the Company will not conclude a worker dispatch agreement for that person with the place of dispatch, the employment agreement between the Company and that person will end when the leave of absence for childcare ends.

4. Limited to temporary employees who are employed based on an employment agreement that stipulates a period and who fall under all of the items below, a person who has a subject family member who requires constant nursing care can make a proposal and thereby take a leave of absence for nursing care up to a total of 93 days per subject family member (in the case of taking divided leave, the maximum will be three divisions).
  - (1) A person whose period of continuous employment by the Company is one year or more at the time of the proposal
  - (2) A person for whom, at the time of the proposal, it is not clear that the employment agreement (in the event that it will be renewed, the employment agreement after renewal) will expire during the period from the date when 93 days have passed since the planned date of starting the leave of absence for nursing care (the date when 93 days have passed) until the date when six months have passed
5. A subject family member who requires constant nursing care under Article 21.4 refers to a person below who is in a state of requiring constant nursing care over a period of two weeks or more due to injury, illness, or a physical or mental disability.
  - (1) Spouse
  - (2) Parent
  - (3) Child
  - (4) Spouse's parent
  - (5) Grandparent, sibling, or grandchild
  - (6) Person other than a family member stated above who was approved by the Company
6. Irrespective of Article 21.4, according to the stipulations of a labor-management agreement, a person whose number of prescribed workdays per week is two days or less cannot take the relevant leave of absence for nursing care.
7. In the event that a temporary employee took a leave of absence for nursing care based on Article 21.4, when that person's place of dispatch was not decided at the time that person's period of leave of absence for nursing care ends (in the event that the period of leave of absence was shortened or postponed by that person, the time when that shortened or postponed period ends), for a reason such as the fact that the Company will not conclude a worker dispatch agreement for that person with the place of dispatch,

the employment agreement between the Company and that person will end when the leave of absence for nursing care ends.

8. Wages will not be paid during periods of leave of absence for childcare or leave of absence for nursing care.
9. The Company will pay, on behalf of the relevant person, the portion of social insurance premiums that is borne by the relevant person during a leave of absence for nursing care. For that amount that was paid on his or her behalf, the temporary employee will make payment by remittance to the Company's designated bank account each month. Provided, however, that when payment by that method is difficult, the Company and the temporary employee will conduct discussions and stipulate a convenient method.
10. In the event that a temporary employee (excluding day laborers) who fulfills the requirements stipulated in the Child Care and Family Care Leave Act has made a proposal, the Company will implement the measures below.
  - (1) In the event that a temporary employee who is raising a child younger than the age of starting attendance at elementary school has made a proposal to the Company, during the period of that proposal (in the event that the employment agreement will end midway through the period related to the proposal, the period until the employment agreement ends) the Company will not make that person work other than the prescribed work, within the scope of the period stipulated in the Child Care and Family Care Leave Act. Provided, however, that temporary employees who were excluded from application by a labor-management agreement are excluded.
  - (2) In the event that a temporary employee who is raising a child younger than three years old has made a proposal to the Company, the Company will make the work hours for one day of six hours. Provided, however, that temporary employees who were excluded from application of shortened work hours by a labor-management agreement are excluded.
  - (3) In the event that a temporary employee who will provide nursing care for a subject family member who requires constant nursing care has made a proposal to the Company, the Company will implement measures for making the times of starting work and ending work earlier or later for the purpose of nursing care. Provided, however, that the number of times of using the relevant measures will be up to two times in the three-year period in which the employment agreement continues to exist after use of those measures begins.
11. Irrespective of the provisions of Article 9 of the Regulations and irrespective of an agreement related to overtime work, in the event that a temporary employee who is raising a child younger than the age of starting attendance at elementary school has

made a request for the purpose of raising that child, or in the event that a temporary employee who will provide nursing care for a family member who is in a state of requiring nursing care has made a request for the purpose of providing nursing care for that family member, excluding cases in which the ordinary operation of business will be hindered, the person will not be made to work overtime in excess of 24 hours for one month or 150 hours for one year. Provided, however, that a temporary employee who falls under one of items 1 through 3 below cannot request restriction of overtime work.

(1) A day laborer

(2) A person who was hired less than one year ago

(3) A person whose number of prescribed workdays per week is two days or less

12. Irrespective of the provisions of Article 9 of the Regulations, in the event that a temporary employee who is raising a child younger than the age of starting attendance at elementary school has made a request for the purpose of raising that child, or in the event that a temporary employee who will provide nursing care for a family member who is in a state of requiring nursing care has made a request for the purpose of providing nursing care for that family member, excluding cases in which the ordinary operation of work will be hindered, the person will not be made to work during the period from 10:00 p.m. until 5:00 a.m. (hereinafter referred to as "Late at Night"). Provided, however, that a temporary employee listed below cannot request restriction of work Late at Night.

(1) A day laborer

(2) A person who was hired less than one year ago

(3) A person for whom a family member who is 16 years old or older and who lives with the family member related to the request falls under all of the items below

- It is a person who is not conducting work Late at Night (including a person whose work Late at Night for one month is three days or less).

- It is a person whose mental and physical states make it possible to provide childcare for the child related to the request or to provide nursing care for the family member

- The person does not expect to give birth within six weeks (in the case of a multiple pregnancy, fourteen weeks) or has not given birth within the last eight weeks.

(4) A person whose number of prescribed workdays per week is two days or less

(5) A person for whom all of the prescribed work hours are Late at Night

13. When a temporary employee who is raising a child younger than the age of starting attendance elementary school has requested leave for the purpose of providing care for that child when the person has become injured or ill, that leave will be provided (unpaid), limited to 5 days in the period from April 1 until March 31 of the following year if there is one relevant child, and limited to 10 days in the same period if there are two or more

relevant children. Provided, however, that this will not apply for day laborers, or for people whose period of employment by the Company is less than six months or people whose number of prescribed workdays per week is two days or less according to the stipulations of a labor-management agreement. In addition, in the event that a temporary employee who was given the relevant leave will take that leave, the person will take it in one-day units or half-day (one-half of the prescribed work hours for the day of taking leave) units (excluding temporary employees who were excluded from application by a labor-management agreement).

14. In the event that a temporary employee who will provide nursing care for a family member who is in a state of requiring nursing care has requested leave for the purpose of providing nursing care for that family member, that leave will be provided (unpaid), limited to 5 days in the period from April 1 until March 31 of the following year if there is one relevant family member, and limited to 10 days in the same period if there are two or more relevant family members. Provided, however, that this will not apply for day laborers, or for people whose period of employment by the Company is less than six months or people whose number of prescribed workdays per week is two days or less according to the stipulations of a labor-management agreement. In addition, in the event that a temporary employee who was given the relevant leave will take that leave, the person will take it in one-day units or half-day (one-half of the prescribed work hours for the day of taking leave) units (excluding temporary employees who were excluded from application by a labor-management agreement).
15. When a temporary employee who will provide nursing care for a family member who is in a state of requiring nursing care has made a request for the purpose of providing nursing care for that family member, the person will not be made to work other than the prescribed work during the period for which that request was made (in the event that the employment agreement will end midway through the period related to the request, the period until the employment agreement ends). Provided, however, that temporary employees who were excluded from application by a labor-management agreement are excluded.
16. Matters that are not stipulated in the Regulations will be according to the stipulations of the Child Care and Family Care Leave Act.

#### Article 22 (Prohibition of working, and leaving the workplace)

1. When a temporary employee falls under any of the items below, the person may be prohibited from working until the Company recognizes that the relevant reason has been eliminated or the person may be made to leave the workplace.

- (1) When the person has disrupted the public morals or order of the workplace, such as the place of dispatch, or when there is a possibility that the person will do so
  - (2) When the person has hindered work at the place of dispatch or the Company, or when there is a possibility that the person will do so
  - (3) When the person has frequently and repeatedly conducted conversations about personal matters at the workplace, such as the place of dispatch, and it will hinder work performance by other employees or board members of the place of dispatch or other temporary employees, or when there is a possibility that it will do so
  - (4) When the person does not follow an order by the place of dispatch or the Company and refuses to perform work
  - (5) When there is a situation that is inappropriate for conducting work, such as clothing that significantly deviates from the corporate atmosphere of the place of dispatch or the Company, or when the person is otherwise under the influence of alcohol or using illegal drugs
  - (6) When the person is in possession of a dangerous or harmful item that is not necessary for performing work, or when the person brings into or attempts to bring into the workplace of the place of dispatch an item that the place of dispatch does not allow to be brought in
  - (7) When the person has conducted an action that goes against the stipulations of Article 23 or Article 24, when the person falls under any of the items of Article 25, or when there is the possibility that the person will conduct such an action or fall under such an item
  - (8) When the person attempts to enter the workplace to which dispatch is made or does not leave after ending work for a non-work-related reason and without permission by the place of dispatch
  - (9) When there is another reason that is equivalent to one of the items above and suitable for prohibiting working or giving an order to leave the workplace
2. The remaining period of the employment agreement period during the period of prohibition of working or after leaving the workplace under the previous clause will be unpaid.

Article 22-2 (Prohibition of working for a safety or health reason – unpaid)

The Company will prohibit work by a temporary employee who falls under any of the items below.

- (1) A person who has contracted a contagious disease or infectious disease that has a possibility of spreading, a person who has been recommended by a party, such as the national government, to undergo screening, or a person who has received a

recommendation to be hospitalized

- (2) A person who has a possibility of injuring him or herself or causing harm to other people because of a mental disability
- (3) A person for whom there is a possibility of an illness becoming worse because of working
- (4) A case in which there is suspicion of a contagious disease, or another case based on measures requested by a party, such as the national government, for a person who traveled to an area where a contagious disease has spread
- (5) A case in which there is a reason equivalent to one of the items above

#### Article 23 (Service matters and prohibited matters)

Temporary employees must comply with the matters stipulated in each of the items below.

- (1) Always keep health in mind, maintain an attitude that gives a fresh and neat impression, and conduct work sincerely.
- (2) Comply with the Regulations and instructions and orders by the Company and the place of dispatch, accurately and quickly handle one's own duties, always strive to be efficient in handling duties, and actively improve work.
- (3) When coming to work, leaving work, being late, or leaving early, record those times according to the prescribed method.
- (4) Be prepared to work immediately at the time of starting work.
- (5) Do not prepare to leave work before the time of ending work.
- (6) Do not conduct non-work-related actions during work hours.
- (7) Respect provisions related to work at the place of dispatch and, excluding times when approval or instructions have been received, promptly leave work at or after the prescribed time of ending work.
- (8) Do not leave the workplace at your own discretion, conduct personal meetings, or conduct personal telephone calls during work.
- (9) Do not enter areas where entry is prohibited at the workplace, such as the place of dispatch, and do not have third parties enter the workplace.
- (10) Refrain from personal conversations during work.
- (11) During work, strive to have good manners through neat and clean clothes and an appearance that are suitable for that workplace.
- (12) Maintain dignity and character, and give sufficient consideration to greetings and use of words.
- (13) Do not bring personal items other than daily belongings into the workplace, such as the place of dispatch, without obtaining permission from the place of dispatch.
- (14) Strive to keep the workplace, such as the place of dispatch, neat and tidy, and clean up



at the time of leaving work.

- (15) Do not fail to conduct the stipulated notifications and procedures, and do not falsify them.
- (16) Do not have any instances of absence, tardiness, leaving early, or leaving the workplace for personal reasons without permission, irrespective of whether or not there is a reason.
- (17) Make every possible effort to ensure that you do not cause arguments, fights, or other trouble at the workplace, such as the place of dispatch.
- (18) Do not conduct actions that violate penal laws or regulations, creation of excessive debt, or actions intended to obtain unjust personal interest, and do not cause trouble for other people or disrupt public morals.
- (19) Do not divert for personal purposes, steal for personal use, or conceal items or financial securities that belong to the Company, the place of dispatch, or a cooperating or related company.
- (20) Comply with each of the matters of the "Provisions for Maintenance of Confidential Information" stipulated by the Company, and do not divulge to other parties secrets or any other information related to the Company, the place of dispatch, or a cooperating or related company, either while employed or even after dismissal or resignation.
- (21) Do not use the name of the Company, the place of dispatch, or a cooperating or related company, or a position for performance of work, for personal purposes or for purposes other than performance of work.
- (22) Do not conduct things that exceed authority for performance of work or abuse authority for performance of work.
- (23) Do not conduct actions or activities, such as distribution of leaflets, speeches, assemblies, posting of notifications, signature campaigns, political activities, religious activities, or profit-making activities within the Company or the place of dispatch or within their facilities.
- (24) Do not make invitations for politics, religion, or multilevel marketing transactions to the Company's board members, employees, or temporary employees, the place of dispatch's board members or employees, or the board members or employees of the place of dispatch's transaction partners or customers.
- (25) Do not libel or slander the Company, the place of dispatch, a cooperating or related company, or an individual that belongs to such a company, distort facts to cause disadvantages, or state or circulate false facts.
- (26) Do not harm the honor or reputation of the Company, the place of dispatch, or a cooperating or related company.
- (27) At the workplace, such as the place of dispatch, or a place that is equivalent to that (hereinafter referred to as the "Workplace, Such as the Place of Dispatch") do not cause

disadvantages for a person, such as an employee of the place of dispatch (including temporary workers from a temporary employment agency, employees of parties related to the place of dispatch, and other employed people who are equivalent to an employee of the Workplace, Such as the Place of Dispatch; hereinafter in this article the same) by making sexual comments or actions that the other person does not want (including discriminatory comments or actions toward a sexual minority (LGBT)) or conduct actions that will harm the work environment.

(28) At the Workplace, Such as the Place of Dispatch, do not display sexual publications without a good reason, conduct obscene comments or actions, or otherwise disrupt the public morals of the Workplace, Such as the Place of Dispatch, or conduct actions that cause other people to feel considerably unpleasant.

(29) At the Workplace, Such as the Place of Dispatch, do not use a background of a work-related position or superiority in terms of human relations to go beyond the appropriate scope for work and cause mental or physical anguish for a person, such as an employee of the place of dispatch (including temporary workers from temporary employment agencies, employees of parties related to the place of dispatch, and other employees who are equivalent to employees of the Workplace, Such as the Place of Dispatch), conduct actions or comments that will worsen the work environment, or conduct actions of stalking.

(30) At the Workplace, Such as the Place of Dispatch, do not harm the workplace environment for a person, such as an employee of the place of dispatch by conducting comments or actions related to use of maternity leave or other systems or measures related to pregnancy or childbirth (leave of absence for childcare, leave of absence for nursing care, leave for caring for a sick child, leave for nursing care, restriction of work other than the prescribed work, restriction of overtime work, restriction of work Late at Night, measures for shortening the prescribed work hours because of childcare, measures, such as changing the time of starting work, or measures for shortening the prescribed work hours because of nursing care) against that employee of the place of dispatch or by conducting comments or actions related to something stipulated in a related law or ordinance based on the fact that the person became pregnant, gave birth, or another reason related to pregnancy or childbirth.

(31) In a case below, immediately report that fact to the Company and do not conduct dispatch work.

1) When you were employed as an employee who was directly hired by the place of dispatch for which the Company gave notification, irrespective of the workplace or form of employment

2) When, as a person who falls under the requirements for exception from fundamental prohibition of daily dispatching that are stipulated in Article 35-3.1 of the Worker Dispatching Act and Article 4 of the Ordinance for Enforcement of the Worker Dispatching Act, in the event that you will conduct or were conducting dispatch work based on an employment agreement of up to 30 days, you no longer fulfill those requirements for exception

- (32) Do not conduct any actions that fall under insider trading or actions that will be suspected of insider trading, such as conducting stock trading after learning company information that has not been publicly announced by the place of dispatch or the place of dispatch's related party, such as a transaction partner and, in the event that a declaration or other necessary procedures will be conducted for stock trading at the place of dispatch, comply with those procedures.
- (33) Cooperate with investigations that the Company conducts for matters for which investigation is requested based on laws and ordinances (including related regulations).
- (34) In the event that the Company has made a request for presentation of specific personal information (hereinafter referred to as "Individual Number"), promptly present it along with the necessary identity verification documents. In addition, in the event that there was a change for a dependent family member, or in the event that there was a change for Individual Number, promptly report it to the Company and present the necessary information.
- (35) A temporary employee who has an objection to sending or bringing an insurance certificate and presenting it to the place of dispatch based on regulations for enforcing the Worker Dispatching Act is to make the objection to the Company by three days before the date of beginning dispatch work (when qualifications for a person covered by an individual type of such insurance were obtained after beginning dispatch work, promptly after notification of that fact was received). In addition, in the event that the Company has given instructions for the temporary employee to present an insurance certificate to the place of dispatch, present the insurance certificate.
- (36) In the event that the Company has instructed the temporary employee to undergo education or training based on Article 30-2 of the Dispatching Act and the temporary employee will undergo that education or training at home, undergo the education or training in a time period other than Late at Night (the period from 10:00 p.m. until 5:00 a.m.) and on a day other than a day off. Also, complete the undergoing of education or training within the time instructed by the Company.
- (37) Do not conduct other improper actions that are equivalent to an action that violates a service matter or a prohibited matter of one of the items above.

2. In the event that a person violated any of the service matters or prohibited matters of the previous clause, it will be a reason for discipline and dismissal, and registration as a temporary employee will be canceled at the same time.

#### Article 24 (Service matters and prohibited matters for use of facilities and items)

When using facilities and items that belong to the Company or the place of dispatch, a temporary employee must obey the matters below.

- (1) Carefully handle facilities, equipment (including means of communication, such as the Internet), furnishings (including uniforms, keys, nametags, various types of ID cards, and vehicles), and materials that belong to the Company or the place of dispatch (hereinafter referred to as the "Items of the Company or the Place of Dispatch") so that they will not be damaged or defaced, strictly manage and store them so that they will not be lost or fall into the possession of a third party, and do not use or divert them for a purpose other than performance of work.
- (2) Do not take the Items of the Company or the Place of Dispatch outside the workplace.
- (3) In the event that the Company or the place of dispatch has requested return of the Items of the Company or the place of dispatch, restore them to their original state and then promptly return them to the Company or the place of dispatch.

#### Article 25 (Reasons for discipline)

When a temporary employee falls under any of the items below, the Company will punish him or her with discipline. In addition, the same punishment may be conducted even for cases of failed attempts.

- (1) When the person does not follow an instruction or order by the Company or the place of dispatch, or when the person disobeyed a work-related obligation
- (2) When the person caused an inconvenience, a disadvantage, or damage to the Company or the place of dispatch because of work-related negligence or overstepping or abusing authority for performing work
- (3) When the person conducted a work-related impropriety or an illegal action
- (4) When the person's attitude toward duties is poor
- (5) When the person was absent, was late, left early, left the workplace for a personal reason, or deserted the post
- (6) When the person caused an inconvenience, a disadvantage, or damage to the Company, the place of dispatch, a company in a cooperative relationship, or a third party because of deliberate intention or negligence (including violation of the Regulations; hereinafter the same)

- (7) When the person has neglected assigned duties and is causing or caused a hindrance to the work of the Company or the place of dispatch
- (8) When the person conducted an action that falls under a criminal offense or criminal punishment, such as theft, embezzlement, damage, or fraud, irrespective of whether the situation was work-related or non-work-related
- (9) When the person was under the influence of alcohol or drove while intoxicated and conducted an action that falls under receiving criminal punishment or administrative punishment, irrespective of whether the situation was work-related or non-work-related
- (10) When the person disrupted the discipline or order of the Workplace, Such as the Place of Dispatch, because of gambling or corruption of public morals, or when the person disrupted the discipline or order of the Workplace, Such as the Place of Dispatch, and caused a negative impact on other employees or other temporary employees
- (11) When, at the time of registration or the time of hiring, the person was falsely representing or concealing the career history, occupational abilities, qualifications, rewards, punishment, or state of health that will be elements of registration conditions or hiring conditions
- (12) When the person made a false declaration or notification concerning a dependent family member, whether or not there is salary income from a source other than the Company, work results, or another matter that will serve as a basis for salary calculation
- (13) When the person otherwise made a false declaration or report, or failed to make a declaration or report, for a matter required by the Company or the place of dispatch for personnel work management or for giving direction, orders, and supervision
- (14) When, for recording coming to work or leaving work, the person asked a third party to make an entry on a timecard or handled such a request by a third party
- (15) When the person has violated any of the provisions of Article 22 (Prohibition of working, and leaving the workplace), Article 23 (Service matters and prohibited matters), or Article 24 (Service matters and prohibited matters for use of facilities and items)
- (16) Besides the items above, when the person has violated a type of regulation, instructions, or an order of the Company or the place of dispatch, or when the person has committed a violation and does not rectify the matter despite being cautioned
- (17) When the person refused to manifest to the Company and the place of dispatch the fact that the person is not an organized crime group, a member of an organized crime group, a semi-constituent member, a company related to an organized crime group, a party related to an organized crime syndicate, or another party that conducts actions that go against the public interest (hereinafter referred to as the "Organized Crime Group or Other Antisocial Forces") or to pledge the fact that the person will not have a relationship

with the Organized Crime Group or Other Antisocial Forces

- (18) When the person did not report to the Company the fact that the person is part of the Organized Crime Group or Other Antisocial Forces, or when, after the person manifested to the Company the fact that the person is not part of the Organized Crime Group or Other Antisocial Forces, it was revealed that it was a lie
- (19) When the person conducted an action that causes a disadvantage to the Company or the place of dispatch or when the person conducted an action that will damage the honor or reputation of the Company or the place of dispatch
- (20) When the person conducted an action that violates the Provisions for Maintenance of Confidential Information
- (21) When the person conducted an action that is equivalent to one of the items above

#### Article 26 (Types of discipline)

The type of discipline that will apply in cases that fall under one of the items of Article 25 will be as stated in each of the items below. Provided, however, that depending on the reason for discipline, two or more of the types of discipline below may be conducted together. In addition, a written apology may be requested when a warning, a salary reduction, or suspension from coming to work is conducted.

(1) Warning

The person will be warned about future actions.

(2) Salary reduction

One instance of salary reduction will be up to one-half of average wages (Article 12 of the Labor Standards Act). Provided, however, that the total amount of salary reduction for the relevant month will be no more than one-tenth of the total provided amount for the relevant salary calculation period.

(3) Suspension from coming to work

The person will be suspended from coming to work for up to 30 days, and the salary for that period will not be provided.

(4) Disciplinary dismissal, instructions to resign

The person will be immediately dismissed with no period of advance notice set. In the event that approval by the head of the labor standards inspection office that has jurisdiction has been obtained, an allowance instead of advance notice of dismissal will not be paid. Provided, however, that depending on the circumstances the person may be admonished and made to submit a letter of resignation (instructions to resign; in the event that the person does not submit a letter of resignation within the deadline designated by the Company, it will be disciplinary dismissal).

#### Article 27 (Procedures for discipline)

1. Depending on the circumstances, the Company may prohibit the temporary employee from working while the actual situation is being investigated and order the person to wait at home until a decision about punishment is made. In principle, that period will be unpaid.
2. When making a decision about punishment, in principle the Company will give the temporary employee an opportunity to provide an explanation of the actions.

#### Article 28 (People subject to discipline)

In addition to the relevant party, people who instigated or abetted that party or colluded with that party will also be subject to discipline.

#### Article 29 (Damage compensation)

1. When a temporary employee has caused damage to the Company, the Company will have the temporary employee provide compensation for the damage. In addition, even if the temporary employee has provided compensation for damage, in principle the Company will consider the circumstances but will not exempt the temporary employee from discipline.
2. When a temporary employee has caused damage to the place of dispatch or a third party, the temporary employee must provide compensation for the damage.
3. A temporary employee's obligation of damage compensation will not be exempted or lessened even after resignation or dismissal.

#### Article 30 (Intellectual property rights)

1. In the event that a temporary employee has made an invention or idea (hereinafter referred to as the "Work-Related Invention") in association with performance of dispatch work as a duty, the Company or the place of dispatch can take over from the temporary employee the (hereinafter **collectively** referred to as the "Industrial Property Rights") in Japan and other countries based on the Work-Related Invention, and the temporary employee will not make any objections about that succession. In such a case, when it is necessary for the Company or the place of dispatch to pay the temporary employee consideration for succession, the place of dispatch will pay the temporary employee consideration in the amount stipulated in related provisions and other things.
2. In the event that a temporary employee created an invention in relation to dispatch work, the person must report it to the Company and the place of dispatch, and in the event that the Company or the place of dispatch has judged that it falls under the Work-Related

Invention, the temporary employee may not file applications for patents or registration or transfer to a third party the rights to receive patents or registration.

3. A temporary employee will confirm that all copyrights related to research materials, theories, knowhow, various types of documents, software, and all other kinds of purpose materials (hereinafter referred to as the "Work-Related Creations") that were created through performance of dispatch work as a duty will attribute to the place of dispatch, and the temporary employee will not make any claims of rights or requests for consideration to the Company or the place of dispatch for such matters.
4. Of the Work-Related Creations, all copyrights (including the rights of Article 27 and Article 28 of the Copyright Act) related to literary works for which it is not possible to make the place of dispatch the author based on Article 15.1 or Article 15.2 of the Copyright Act will transfer to the place of dispatch at the same time as completion of the literary works.
5. For a literary work for which the copyrights were transferred to the place of dispatch based on the previous clause, the temporary employee will not exercise any of the moral rights of an author and will agree to the fact that the place of dispatch will publicly announce it under its name as the author.

#### Article 31 (Resignation)

1. When a temporary employee falls under one of the items below, the person will resign.
  - (1) When the period of employment has expired
  - (2) When a proposal for resignation for an unavoidable reason has been approved
  - (3) When there is an unjust reason because of the Company's circumstances
  - (4) When the temporary employee has died
  - (5) When the person is in a situation of being unable to be reached or of being missing
  - (6) When the time of expiration of the period of stay in which a foreign temporary employee can work has arrived
2. When a temporary employee will make a proposal for resignation based on Article 31.1 (2), the person must make the proposal to the Company either orally or in writing by one month before the date the person wants to resign.

#### Article 32 (Dismissal)

1. When a temporary employee falls under any of the items below, the Company will conduct ordinary dismissal. Except for cases in which approval by the head of the labor standards inspection office is obtained and immediate dismissal will be conducted, Article 20 of the Labor Standards Act or Article 21 of that Act will apply.
  - (1) When it is recognized that the person cannot handle work because of a mental or



physical injury or illness

- (2) When the person's state of work, results, or efficiency is extremely poor
  - (3) When the person is not suited to assigned duties
  - (4) When it has become impossible to continue the business of the Company or the place of dispatch because of a natural disaster or another unavoidable reason
  - (5) When the Company or the place of dispatch will conduct reform of its organizational composition, contraction of business, or consolidation and reorganization
  - (6) When it has been revealed that the person is part of an antisocial force, such as an organized crime group
  - (7) When the person falls under a reason for discipline of Article 25 and the Company recognizes that continuing the employment agreement is inappropriate
  - (8) When the person has violated Article 23 or Article 24 and the Company recognizes that continuing the employment agreement is inappropriate
  - (9) When there is another reason that is equivalent to one of the items above
2. When a temporary employee falls under one of the items below, the person will not be dismissed during the period stipulated in the respective item. Provided, however, that in the event that it has become impossible to continue business because of a natural disaster or another unavoidable reason, or when the compensation for discontinuation of Article 81 of the Labor Standards Act has been provided, this will not apply.
    - (1) The period in which a leave of absence is being taken for the purpose of recuperation because of a work-related injury or illness and the subsequent 30-day period
    - (2) The period in which a female employee is taking a leave of absence before or after childbirth and the subsequent 30-day period
  3. When a worker is receiving an injury or illness pension (hereinafter referred to as the "Injury or Illness Compensation Pension") based on the Industrial Accident Compensation Insurance Act on the date when three years have passed since beginning recuperation, in the event that it has been decided that the Injury or Illness Compensation Pension will be received on the date when those three years have passed or after the date when three years have passed since beginning recuperation it will be deemed that the respective compensation for discontinuance of the main text of Article 32.2 was provided.
  4. For a temporary worker with an indefinite employment period or a temporary worker with a fixed employment period whose employment agreement continues to exist when a worker dispatch agreement ends, dismissal will not be conducted based only on the reason that a worker dispatch agreement ends.

#### Article 33 (Handover of work)

When the employment agreement with the Company will end, a temporary employee must, while employed, completely conduct the necessary handover of work to the person designated by the place of dispatch or the Company.

#### Article 34 (Cancellation of registration)

In the event that a temporary employee falls under any of the items below, the Company will cancel the temporary employee's registration.

- (1) When the temporary employee proposed cancellation of registration
- (2) When the Company has judged that it is necessary, such as a case in which the employment agreement ended for a reason attributable to the temporary employee
- (3) When the Company has judged that dispatch work is difficult or is not appropriate
- (4) When, at the time of registration or at the time of hiring, the temporary employee falsely represented the career history, occupational abilities, qualifications, rewards, or punishment, or when the person made a false declaration about another matter
- (5) When the temporary employee conducted an action that gives a disadvantage to the Company, the place of dispatch, or a party related to the place of dispatch or conducted an action that will damage the honor or reputation of the Company, the place of dispatch, or a party related to the place of dispatch
- (6) When Article 25.17 or Article 25.18 applies
- (7) When the temporary employee has otherwise violated the Regulations or the Provisions for Maintenance of Confidential Information

#### Article 35 (Certification of employment)

In the event that, at the time of resignation or dismissal, a temporary employee requested a certificate about the period of employment, type of work, position in the Company, or wages, the Company will issue that certificate.

#### Article 36 (Personal information)

1. In the event that a temporary employee will declare or provide a matter prescribed by the Company or other personal information, the person must declare or provide accurate personal information.
2. The Company will use a temporary employee's personal information for selection, registration, a decision on passing or failure for hiring, personnel work management, salary, health management, safety management, proof of the state of work, inquiries about skills, qualifications, or career history for a place of dispatch or a party that intends

to become a place of dispatch, confirmation to a place of dispatch concerning the state of work, sending and providing various types of information (such as welfare benefits, education, and training) and materials, sending and providing business information to companies with which transactions are conducted, management of dispatch work, and other purposes that are equivalent to these matters.

3. For the purposes of the previous clause, the Company may provide a temporary employee's personal information to a third party, such as the Japan Health Insurance Association or a consigned business operator.
4. The Company may disclose or provide information about the skills to perform work to a place of dispatch or a party that intends to be a place of dispatch.
5. Even in the event that a request for disclosure was made by using the proper form and based on the Act on the Protection of Personal Information, the Company will not conduct disclosure, even to the temporary employee, for the temporary employee's personnel evaluation information, personnel assessment results, information related to selection, information about an evaluation by the place of dispatch, personnel information that has not been announced, or information related to investigation of actions that violate laws, ordinances, or the Company's regulations.

#### Article 37 (Specific personal information)

1. The Company will use specific personal information (hereinafter referred to as "Individual Number") that was obtained from a temporary employee for clerical work related to the Individual Number of the temporary employee (including dependent family members), clerical work for creation of income tax withholding slips for employment income and retirement income, clerical work for creation of notifications, applications, requests, and certificates for employment insurance and workers' accident compensation insurance, clerical work for notifications, applications, and requests for health insurance and employees' pension insurance, clerical work related to the Individual Number for the temporary employee's spouse, clerical work for notifications for a person covered by Class 3 insurance for national pension, and other clerical work related to Individual Number based on the stipulations of laws and ordinances that have jurisdiction.
2. In the event that there is a change of a purpose of use stated above, the Company will promptly notify the temporary employee.
3. In the event that a temporary employee's dependent family member falls under a dependent under a law or ordinance related to social insurance, matters related to notification of the purposes of use will be stipulated separately.
4. In the event that a temporary employee will declare or provide Individual Number to the

Company for a prescribed matter or another reason, the person must declare or provide Individual Number accurately.

#### Article 38 (Exercising of civil rights – unpaid)

Based on a proposal by a temporary employee him or herself, the Company will allow the temporary employee to leave temporary work for the purpose of exercising civil rights or execution of public duties. Provided, however, that unless there are special stipulations in the Regulations, periods and times when work was not conducted will be unpaid.

#### Article 39 (Safety and health)

A temporary employee must follow instructions related to safety and health that are given by the Company or the place of dispatch, strive to prevent accidents, and always keep health management in mind.

#### Article 40 (Settlement)

When a temporary employee intends to resign (including when the person was dismissed), the person must promptly return items that were provided or loaned by the Company and settle other debts to the Company.

#### Article 41 (Mandatory retirement age for temporary employees with indefinite employment periods)

The mandatory retirement age for a temporary employee with an indefinite employment period will be 60 years old, and the person will retire on the date of reaching mandatory retirement age. Provided, however, that in the event that a temporary employee with an indefinite employment period who has reached mandatory retirement age wants to continue to work, the person may be employed again, continuing from the date after the date of retirement because of mandatory retirement age until the person turns 65 years old, irrespective of provisions. In such a case, work conditions, such as workplace, work period, and wages will be stipulated separately.

#### Supplementary provision

These provisions will go into effect on August 1, 2018.