

## Other Information

Working hours / Overtime / Holiday Work / Holiday & Vacation / Absence:

- ◆ 9:00-17:40 (actual working hours: 7hours 40 minutes. Lunch break 60 mins)
- ◆ Daily work schedule (daily work hour for an employee including starting and ending time) should be set by the individual intern employee and his/her manager.
- ◆ As a principle, there will not be overtime or holiday work. However, when needed for the business, his/her manager may ask overtime or holiday work.
- ◆ Company sets holidays as, Saturdays, Sundays, other holidays specified in the laws pertaining to the national holidays, and August 14 & 15 are company holidays. The company may shift, change or revise holidays, or may revise the scheduled weekly holidays, if the business requires it.
- ◆ Absence, partial absence should be reported to his/her manager in timely manner.

Work location:

- ◆ P&G K.K. Takasaki Plant, Japan / 321 Yawata-machi Takasaki City, Gunma Pref., Japan, 370-0884

Salary:

- ◆ JPY310M per month

Transportation expense:

- ◆ One time travel expense will be provided by company. (Round air ticket between your country and Japan as economy class and round trip ticket between Narita and Takasaki)
- ◆ Commutation expense from temporary apartment to office will be provided based on company commutation allowance calculation.

Housing:

- ◆ During the internship, an intern will stay at temporary apartment arranged by company and also one time cost like key money will be provided by company. Personal contribution is actual monthly rental fee and also actual expense of utility fee & tax incurred must be settled by the intern.

Insurance for any accident:

- ◆ Inside of agreed working hours: Only work related accidents will be

covered by company, the other is not covered by company.

- ◆ Outside of agreed working hours: Not covered by company.
- ◆ You have to have a insurance to cover your personal accident

Visa:

- ◆ “Specified Visa” is required for this internship. Intern will prepare this visa prior to sign “Labor Contract” with company

Attire:

- ◆ Plant uniforms including necessary safety equipments which are defined by the company regulation will be provided by company.