

Regulations Concerning Working from Home by Teaching Staff and Other Staff

(Purpose)

Article 1 These Regulations shall stipulate necessary matters related to cases in which teaching staff at an elementary school, junior high school, or high school operated by the Trust or other staff members employed by the Trust (hereinafter "teaching staff and other staff") work from home.

(Definition)

Article 2 In these Regulations, "work from home" shall refer to engaging in work that meets the requirements for application stipulated in Article 3, using telecommunications devices, etc., at the individual's home or similar location (hereinafter, "home, etc.").

(Application Requirements)

Article 3 The Trust may order work from home for no more than two days per week if all of the following requirements have been met. However, the Trust may order work from home even if the requirements have not been met, or for more than two days per week, if the Trust determines that there are special circumstances.

- (1) The work assigned to the individual can be completed through the use of information devices, etc.
 - (2) It is clear that the work will be more efficient.
 - (3) The smooth implementation of work, including handling by organizations, departments, etc., other than those to which the individual belongs, will not be hindered.
- 2 In addition to the cases indicated in the preceding Paragraph, the Trust may order work from home when it has determined that it is necessary in order to ensure business continuity in the event of a natural disaster, to prevent the spread of a communicable disease, or to handle other temporary or emergency needs.

(Target Employees)

Article 4 The Trust may order teaching staff and other staff who meet each of the following requirements to work from home.

- (1) Individuals determined to have a suitable work environment and security environment at home, etc.
- (2) Individuals who consent to implementation of work from home.

(Procedures)

Article 5 When it is necessary for a teaching staff or other staff member to work from home, and the Trust orders the individual to do so, the Trust shall notify the individual of the contents of the relevant work no later than three days prior to the start of work from home, in consideration of the business structure required for the execution of work. However, this shall not necessarily apply if there are special circumstances.

- 2 In regard to the proviso to Article 3, Paragraph 1, the approval of the Managing Director of Human Resources shall be obtained in advance.
- 3 If the Trust determines that the individual is unable to conduct work from home appropriately, or that it is not appropriate to have the individual work from home due to matters related to work or other circumstances, the Trust may cancel the order to work from home.

(Duties)

Article 6 Individuals working from home shall comply with the matters stipulated below.

- (1) The individual shall focus on work while working from home, and shall engage faithfully in their duties.
- (2) The individual shall not conduct work at a location other than his or her home, etc., that was approved in advance, while working from home.
- (3) The individual shall comply with his or her duty of confidentiality in regard to the Trust's information or created documents, etc., that the individual has taken off Trust premises in order to conduct work from home, in accordance with the stipulations of the Regulations Regarding Protection of Internal Information.
- (4) When handling the Trust's information, the individual shall comply with the Ritsumeikan Trust Basic Regulations Concerning Information System Usage and Operation Management, as well as the Ritsumeikan Trust Information System Usage Regulations.
- (5) The individual shall comply with other matters stipulated in the applicable work regulations.

(Units of Work)

Article 7 The unit for implementation of work from home shall be one day. However, this shall not necessarily apply in the cases stipulated in the proviso to Article 3, Paragraph 1 or in Paragraph 2 of that Article.

(Working and Attendance)

Article 8 Working hours and attendance management for days on which individuals work from home shall be as stipulated in the applicable work regulations.

- 2 The Trust may specify the starting and ending times stipulated in the applicable work regulations during the period from 5:00 AM to 10:00 PM.
- 3 Notwithstanding the stipulations of the preceding Paragraph, in cases in which the individual has

been assigned to work conducted online between Japan and a country in a time zone that differs from Japan, the Trust may order the individual to engage in work during the time necessary to execute the relevant work.

(Handling of Salary)

Article 9 The handling of salary for days on which individuals work from home shall be as stipulated in the applicable salary regulations.

(Personal Matters During Working Hours)

Article 10 If individuals working from home temporarily suspend work for personal matters during working hours, they shall apply for time off in advance. However, if the individual is unable to obtain approval in advance due to unavoidable circumstances, he or she shall submit notification promptly after the fact.

(Reports and Notifications)

Article 11 Individuals working from home shall report the starting and ending of work in the manner specified by the head of their organizations.

- 2 Individuals working from home shall report on the progress of their work regularly or when necessary, in accordance with the instructions of the head of their organizations.
- 3 Individuals working from home shall promptly notify the head of their organizations in the event of an accident, etc. However, if the head of the organization is absent, the individual shall notify the person designated by the head of the organization to act in his or her place.
- 4 Individuals working from home shall consult with the head of their organizations in advance regarding ways to always be able to contact the individual, and shall notify the head of the organization accordingly.
- 5 In the event that there are emergency notifications to teaching staff and other staff, the head of the organization shall notify individuals working from home.

(Instruction to Attend Work)

Article 12 The Trust may order individuals working from home to attend work at the usual place of work, etc., rather than the individual's home, etc., if necessary for business purposes. In such cases, individuals working from home shall not refuse the order without a justifiable reason.

(Loaning, etc., of Telecommunication Devices, Software, etc.)

Article 13 The Trust may loan, without cost, the computers, printers, and other telecommunications devices, software, and devices that are required to conduct the work, to individuals working from home. In such cases, individuals to whom items have been loaned shall not install software on the relevant computer without the permission of the Trust.

(Burden of Expenses)

Article 14 Utilities expenses incurred in conjunction with working from home shall be the responsibility of the individual working from home.

- 2 Mailing costs, office supplies expenses, consumable supplies expenses, and other expenses approved by the Trust shall be the responsibility of the Trust.
- 3 Other expenses shall be the responsibility of the individual working from home.

(Accident Compensation)

Article 15 Accident compensation for individuals working from home who have suffered an injury while working at home, etc., shall be as stipulated in the applicable work regulations.

(Safety and Health)

Article 16 In order to ensure the safety and health of individuals working from home, the Trust shall appropriately manage working hours and check the individual's working environment, and devise improvement measures as necessary.

- 2 Individuals working from home shall comply with laws and regulations, etc., related to safety and health, and strive to prevent work-related accidents.

(Revision and Abolition)

Article 17 Revision and abolition of the Regulations shall be conducted by the Board of Trustees.

Supplementary Provisions

These Regulations shall come into effect on March 17, 2021.