



2021

Specific Campaign Measures

Supervising Organization (with Sending Organization)

- Refuse kickbacks and excessive entertainments from sending organization
- Let us say no to secret agreements with the sending organization
- Let us not hand-over forged documents

Supervising Organization (in Japan)

- Conduct an audit and on-site guidance according to the rules of the Technical Training Act in terms of frequency, content, and manner
- Try to understand the real feelings of technical intern trainees through close communication with them
- Accurately grasp the business condition of the implementing organization
- Make sure to submit notifications and reports to the Organization for Technical Intern Training
- Do not treat unfavorably based on pregnancy, injury, or illness

Implementing Organization

- Eliminate human rights violations against Technical Intern Trainees
- Do not employ illegal aliens (missing persons, etc.)
- Refuse excessive entertainment from sending organization
- Do the work and tasks according to the training plan
- Make sure to follow the Labor Standards Law
- Make sure to follow the Occupational Health and Safety Law
- Enroll to the Comprehensive Insurance for Technical Intern Trainees
- Make sure to submit notifications and reports to the Organization for Technical Intern Training and the supervising organization

Technical Intern Trainees

- Study Japanese for your own career and self-preservation.
- If you have no choice but to change your place of training, consult with the supervising organization.
- Do not contact a disappearance broker, and if you are contacted by one, report it to the supervising organization.



2021 Specific Campaign Measures

【 Supervising Organization (with Sending Organization) 】

- 1. **Refuse kickbacks and excessive entertainments from sending organization**
 - ▶ Sightseeing, karaoke, massage, hotel/flight expenses, etc.
- 2. **Let us say no to secret agreements with the sending organization**
 - ▶ Stop training fees · reduced administrative fees · free of charge
 - ▶ Stop setting penalties for disappearance, going home in the middle of contract, pregnancy, etc.
- 3. **Let us not hand-over forged documents**
 - ▶ Regarding the previous work requirements, even if you do not have experience working in the same type of work, if you "can explain the necessity of technical training in detail and have received the minimum necessary training," Technical training plan will be approved under special circumstances. If you are certified according to any of the requirements, do not hand-over forged documents.

【 Supervising Organization (in Japan) 】

- 4. **Conduct an audit and on-site guidance according to the rules of the Technical Training Act in terms of frequency, content, and manner**
 - ◁ Visit guidance ▷
 - ▶ In addition to meeting the technical intern trainees, interview the officers and employees of the training provider.
 - ▶ Confirm that technical intern trainees who have just started technical training are undergoing training according to the plan.
 - ◁ Audit ▷
 - ▶ Make sure that the technical intern training supervisor and technical intern instructor are present.
 - ▶ Conduct interview at least a quarter of the trainees at each audit at least once a year.
 - ▶ Check not only pay slips and wage ledgers, but also conduct interview with technical intern trainees to make sure that they are being paid the correct amount, and that there are no late payments or non-payments.
 - ▶ Submit the audit report to the Organization for Technical Intern Training within two months of the audit.
- 5. **Try to understand the real feelings of technical intern trainees through close communication with them**
 - ▶ Have interpreters who speak their native language.
 - ▶ Try to create an environment where technical intern trainees can easily consult with you and respond immediately to their consultations.
- 6. **Accurately grasp the business condition of the implementing organization**
 - ▶ Check frequently to see if the business performance is deteriorating rapidly.
 - ▶ If the company is insolvent, collect and check the management diagnosis report.
- 7. **Make sure to submit notifications and reports to the Organization for Technical Intern Training**
 - ▶ Observe the deadlines for submitting reports etc.
Business Report: April 1 to May 31 of each year.
Notification of change: Within one month after the reason for change occurs.
Notification of change and application for renewal of permit.
 - ▶ Please observe the deadline for submitting Notification of Difficulty in the Conducting Technical Intern Training (before returning to home country if returning during the training).
 - ▶ Manage the status of submission of Notification of Minor Changes to Technical Intern Training Plan by the training provider.
- 8. **Do not treat unfavorably based on pregnancy, injury, or illness**
 - ▶ Don't encourage to resign for personal reasons or force them to return home.

【 Implementing Organization 】

- 9. **Eliminate human rights violations against Technical Intern Trainees**
 - ▶ Do not treat technical intern trainees unfavorably based on pregnancy, injury or illness.
 - ▶ Eliminate violence, verbal abuse, intimidation, harassment, forcing to go home, and unreasonable restrictions on the freedom of private life of Technical Intern Trainees.
 - ▶ Inform the technical intern trainees about the Technical Training Organization's SOS Consultation Service.
 - ▶ Do not keep passports and residence cards.
- 10. **Do not employ illegal aliens (missing persons, etc.)**
 - ▶ Verify the original residence card and passport, not just copy.
 - ▶ Make sure that the status of residence and the period of stay of the foreign employee dispatched by the dispatch company doesn't have any problem.
- 11. **Refuse excessive entertainment from sending organization**
 - ▶ Sightseeing, karaoke, massage, hotel/flight expenses, etc.
- 12. **Do the work and tasks according to the training plan**
 - ▶ Ensure that essential tasks are performed at least 50% of the time.
 - ▶ Keep a daily log of the technical training.
 - ▶ If you have any questions about your training plan or work, do not leave it unanswered; consult with the supervising organization or the Organization for Technical Intern Training.
- 13. **Make sure to follow the Labor Standards Law**
 - ▶ Make sure to pay appropriate wages (Especially premium wages for overtime and holiday work).
 - ▶ Stop illegal overtime work (Make sure that overtime and holiday working hours are within the scope of the agreement).
 - ▶ Make sure they use paid vacations properly (make sure they use 5 days per year).
 - ▶ Make sure to keep the three legally required books (wage ledger, attendance record, and employee list).
 - ▶ Provide safe and hygienic dormitory.
- 14. **Make sure to follow the Occupational Health and Safety Law**
 - ▶ Establish a safety and health management system (Appointment of safety manager, health manager, work supervisor, etc.)
 - ▶ Explain the contents of practical training and work environment in an easy-to-understand manner at the time of interview, conclusion of employment contract, and hiring.
 - ▶ Make sure to provide safety and health education (education at the time of hiring and change of work content, special training for hazardous work, etc.)
 - ▶ Make sure that employees take skills training and special education for restricted jobs and obtain license.
 - ▶ Ensure that periodic and special medical examinations and stress checks are conducted for technical intern trainees.
 - ▶ If an accident or industrial accident occurs, report it without concealment.
- 15. **Enroll to the Comprehensive Insurance for Technical Intern Trainees**
 - ▶ Make sure to complete the enrollment process before entering Japan.
- 16. **Make sure to submit notifications and reports to the Organization for Technical Intern Training and the supervising organization**
 - ▶ Observe the deadlines for submitting reports etc.
Implementation status report: April 1 to May 31 every year
Notification of Minor Changes to Technical Training Plan: Within one month after the reason for change occurs.
 - ▶ Please observe the deadline for submitting Notification of Difficulty in the Conducting Technical Intern Training (before returning to home country if returning during the training).

【 Technical Intern Trainees 】

- 17. **Let us protect ourselves**
 - ▶ Study Japanese for your own career and self-preservation.
 - ▶ If you have no choice but to change your place of training, consult with the supervising organization.
 - ▶ Do not contact a disappearance broker, and if you are contacted by one, report it to the supervising organization.