

General Business Owner Action Plans (Waseda University)

We have formulated the following Action Plan to allow all faculty and staff to fully exercise their potential by providing a convenient working environment in which all faculty and staff can attend to both their work and childcare.

1.Action Plan Time Frame Three years from April 1, 2015 to March 31, 2018

2.Details

Goal 1. Take measures to secure and develop human talent among female faculty and staff, such as offering an environment and support systems conducive to education and research.

(Measures)

1. The following specific actions will be undertaken to improve and develop faculty and staff awareness regarding the promotion of equal participation of both males and females.
 - (1) Incorporate a lecture on male-female equal participation into the training of newly-hired faculty and staff to deepen their understanding of the issue.
 - (2) Enhance the website, and provide information to faculty and staff.
 - (3) Hold lectures, mixers, and seminars for faculty and staff.
2. Work to expand facilities/equipment that allows faculty and staff to perform both childcare and their work, such as with lactation rooms and multipurpose toilets.

Goal 2. Take new measures to allow more faculty and staff to continue their work as they raise their children.

(Measures)

1. Relax requirements for staff who do not meet the requirements of the Child Care and Family Care Leave Act, and take special supportive measures to allow staff to both work and raise their children.
2. Take measures that let staff on child care leave or raising children maintain their desire to work and the competency to do so.
3. Revise and make widely known information meant for faculty and staff regarding child care support measures, including any new measures.

Goal 3. Promote an environment that encourages healthy and active work by all faculty and staff.

(Measures)

1. Systemically deploy the 'Training Program to Encourage Diversity and More Participation by Female Staff' geared for female staff and senior administrators, for the purposes of creating more female participation; construct a working environment and climate in which all faculty and staff can work convivially regardless of individual differences, such as gender, employment status or nationality etc.; and encourage the ambitions and abilities of all affiliated members.
2. Carry out initiatives that help senior administrators re-examine work styles, as part of a broader effort to create a working environment where male staff can more easily engage in child care.
3. Carry out school-wide initiatives that promote the effective taking of annual paid vacation in order for staff to lead healthier, more active lives.

Goal 4 Reduce average overtime work for employees.

(Measures)

1. The 'No Overtime Day' shall continue, and be carried out fully and flexibly so that not only can the No Overtime Day be applied differently to specific workplaces, but can also be applied based on individual circumstances so that individual employees may take the day according to their work schedule etc.
2. All senior administrators will be informed of and their cooperation requested for the continuing school-wide initiatives to reduce overtime, so that the health of staff is given greater priority.
3. Individual interviews will be carried out by the Personnel Department with senior administrators of work places where there is frequent overtime, and specific support will be offered to develop awareness and to match individual circumstances.