

APAC HR Scope, policies and processes

- Scope HR team

- Work attendance management
- Payroll accounting
- Recruitment
- Benefit management

- Reclaiming expenses

- Travel expenses for business trips will be reimbursed. You need to get approval for this from your supervisor on forehand by using the 'Business trip permission form'.
- For train tickets, all staff members need to choose non-reserved seats, unless one has a special reason.
- Accommodation costs will be reimbursed up to 12,000 JPY per night.
- Overseas air tickets must be arranged by designated travel agency HIS Co.,Ltd. The quote price is checked by the Account Manager before purchasing.

- On boarding

- We supply new colleagues with an on-line English course in case their English fluency needs to be improved.
- New staff receive on-the-job training and will be coached by skilled sales reps.

- Off boarding

- Retirement starts from the age of 60.
- There is an optional re-employment system for retired staff. One can continue working for maximum 5 years, up to the age of 65.
- In case of resignation, employees need to give their notice two weeks in advance.

- Absence/Sick leave/recovery

- In case an employee wants to take a day off work, she/he needs approval from the supervisor on forehand by submitting a 'request for leave' form.
- In case of illness, the employee needs to report this to the supervisor as soon as possible on the first day of absence.

- In case the illness absence period lasts more than 3 days, the employee should consult the supervisor to discuss the work handover to the team.
 - In case of recovery the employee should inform the supervisor on forehand as soon as possible
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