

Chiyoda U-Tech Co., Ltd.

Commuting Cost Regulation

2024/08/01

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Art. 1 (Purpose)

This regulation specifies related items of commuting allowance defined in Art. 32 of Employment Regulation for Non-Japanese Employee .

Art. 2 (Eligible Employee for Commuting Allowance)

- 1 Company provides commuting allowance to employees only in case one-way distance from home to working place is more than 2 kilometers.
- 2 In principle, public transportation must be utilized for commuting. Motorcar, motorcycle and bicycle are prohibited, however in case of inevitable circumstances they would be allowed subject to the application for exceptional cases.

Art.3 (Conditions of Commuting Cost)

- 1 Company decides commuting route and means of transportation for each employee taking into consideration of fare, time required from home to working place, distance and so forth in advance.
- 2 Commuting route is the most reasonable and economical route for commuting pass.
- 3 Commuting allowance shall not be provided in case of exceptional cases as specified in Art. 2-1.

Art. 4 (Nearest Railway Station)

Nearest railway station is the railway station nearest from home of JR, private railway, subway, monorail and so forth other than bus. However, General Manager of Corporate Management Department may determine another nearest railway station if recognizes that the nearest railway station could be considered very inconvenient for commuting.

Art. 5 (Use of Buses)

Use of buses is approved only as per each of following case.

- (1) Shortest one-way distance from home to nearest railway station is more than 1.3 kilometer and time required from home to working place is more than one hour and half.
- (2) Shortest one-way distance from home to nearest railway station is more than 1.5 kilometer and time required from home to working place is more than one hour and less than one hour and half.
- (3) Shortest one-way distance from home to nearest railway station is more than 1.8 kilometer and time required from home to working place is less than one hour.
- (4) General Manager of Corporate Management Department recognizes other traffic means is very inconvenient for commuting.

Art. 6 (Providing Commuting Cost)

- 1 Employee using railway transportation is provided commuting allowance equivalent to the amount of commuting pass for 6 months.
- 2 Employee using bus is provided commuting allowance equivalent to bus fare for 20 days per month.
- 3 Notwithstanding, employee working less than 4 days per week with commuting is provided commuting allowance decided for each employees' case.

Art. 7 (Deduction)

- 1 In case commuting route is not used more than 2 months owing to amendment of employment period or absence due to illness, calculated amount by regular formula will be deducted from salary or refunded by employee to Company. When employee resigns for personal reasons, the handling fees for reimbursement will be born by employee.
- 2 In case of bus, the amount not used for commuting will be deducted from salary or refunded by employee to Company.

Art. 8 (Alteration of Commuting Route)

In case of changing of working place, residence or approved commuting route by Company, the employee apply to Company and shall be reimbursed or deducted the difference between the reimbursed amount for the transportation used before the change and the commuting allowance after the change.

Art. 9 (False Application)

In case false application of commuting allowance is found, Company may apply disciplinary action Art. 46 of Employment Regulation for Non-Japanese Employee.

Art. 10 (Commuting Cost for Contract Employee)

In case the dispatch contract with the client company applies the client company's standard of commuting allowance and commuting route etc., it will be applied accordingly to the employee.

Art. 11 (Revision)

Revision of this regulation is subject to resolution of Board of Directors. However, minor revision such as change of name of organization is subject to decision by General Manager of Corporate Management Department.

Supplementary Provisions

This regulation is enforced from 1 April 2019.

Revision: 1 May 2022

Revision: 1 November 2022

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