



**To All Employees**

# **Working Support Handbook for Cancer Patients**

~ A Workplace Environment to Work without Worry  
When Affected by a Disease ~

Innovation all for the patients  
**Chugai Pharmaceutical Co., Ltd.**

## What if I am diagnosed with “cancer”...

In Japan, it is said that one in two men and one in three women will be affected by cancer. This guidebook explains various types of systems that support our employees who receive treatment for “cancer”.

If you have any questions or concerns, please feel free to consult with occupational health staff (occupational physicians, nurses or health supervisors) and/or human resources staff.

### Sources of Anxiety about Cancer and Jobs

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## Is there any working support when I take off time from work?

The company offers various support systems such as recuperation leave and long-term absence from work for non-work-related injury or illness that allow you to concentrate on treatment when you are absent from work. Also, Chugai Pharmaceutical Health Insurance Society and the Chugai Pharmaceutical Wellnet Club (welfare association) have systems to support your life during treatment. For support systems when you return to work or continue to work while receiving anticancer treatment or irradiation therapy, see page 4 to 5.

Company's system	Duration of recuperation leave	Duration of long-term absence from work for non-work-related injury or illness	After retirement
Upper limit of duration of leave	30 to 545 days according to the length of service	365 to 545 days according to the length of service	—
Salary	Role wage and housing allowance will be offered. (Other allowances will not be offered.)	Not offered. (→ See the paragraph on “Injury and Illness Benefits”.)	—
Tax and social insurance premium	To be withheld from salary.	It is necessary to refund resident tax, Health Insurance, Welfare Pension Insurance, Employment Insurance, etc. to the company every month.	—
Bonus	The amount reduced according to the duration of leave will be paid. If you take off time from work for all of the subject period, no bonus will be paid.		—
Subsidy for Employees on Long-term Leave and Absence	If the duration of leave is longer than two months, 100,000 to 300,000 yen will be paid every April and October according to the duration of leave.		—
Pay increase	If the duration of leave is longer than six months of the period of personnel evaluation, you will be ineligible for personnel evaluation, and there will be no pay increase in the next year.		—
Retirement allowance	If the leave continues from the first to the end of the month, there will be no accumulation of points for retirement allowance (for both the length of service and evaluation) for the month.		—

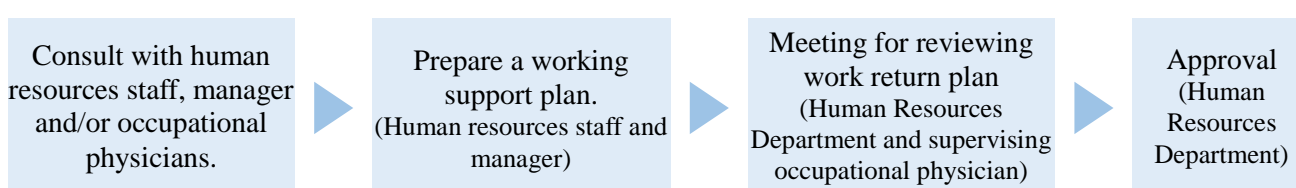
Other systems	Duration of recuperation leave	Duration of long-term absence from work for non-work-related injury or illness	After retirement
Injury and illness benefits Extended injury and illness benefits additional sum (Chugai Pharmaceutical Health Insurance Society)	—	On application to the health insurance society, 85% of the standard daily remuneration amount will be paid. Income tax is not imposed. The duration of injury and illness benefits is a maximum of 1.5 years. Later, the duration of extended injury and illness benefits additional sum is one year. Voluntary and continuous health insurance coverage is necessary to receive the benefits after retirement.	—
Combined high-cost medical care benefits additional sum (Chugai Pharmaceutical Health Insurance Society)	When the out-of-pocket medical cost is greater than 20,000 yen/month/person at 1 diagnosis and treatment department (1 institution if the number of beds is 100 or more), the amount of difference will be automatically paid (application is not necessary). Voluntary and continuous health insurance coverage is necessary to receive the benefits after retirement.		
Ex-gratia for injuries and sickness (Chugai Pharmaceutical Wellnet Club)	A total of 10,000 yen will be paid per month.		—
Special ex-gratia for injuries and sickness Injury and disease pension (Chugai Pharmaceutical Wellnet Club)	—	Subjects are persons with a 1 to 3 level disability certificate. If the payment of the injury and illness benefits and extended injury and illness benefits additional sum of the health insurance society are completed, 80,000 to 230,000 yen per month will be paid.	—
Unemployment insurance (National system)	—	—	It is necessary to submit an application to the local job-placement office (Hello Work).

\* There are detailed stipulations for the application of each system. For details, please ask the relevant contact desk. (See page 7.)

## I am concerned about whether I can return to work after treatment.

Cancer treatment often persists for a long time, and it is associated with decreased strength and adverse reactions. When returning to work, occupational physicians, human resources staff, and managers will collaboratively coordinate your duties and combine various working support to prepare the optimal working support plan according to your individual conditions.

You can continue to work while receiving anticancer treatment and irradiation therapy. (See page 5.)



Major systems that allow you to create a balance between treatment and your work

Phased reinstatement	This is a system to be used to habituate yourself to working when returning after long-term leave or absence from work. After 1-week core time working (10:00 to 15:00), full-time working will start from the 2nd week. The duration of phased reinstatement is in principle two weeks.
Flextime system	You can shift the start of working hours using the flextime system in order to reduce the burden of commuting during rush hours.
Telework system	You can use the telework system for the period necessary to reduce the burden of commuting during rush hours.
Break place and break time	A break place and break time will be ensured in order to cope with changes in physical conditions such as becoming exhausted during work, recovering from being tired, dumping syndrome, etc. The time will be adjusted so that you can take a break as necessary other than the predetermined break time.
Commute by your car	You can commute to the office as necessary at offices that have parking areas in order to reduce the burden of commuting during rush hours.

\* You should consult with human resources staff, a manager or occupational physicians prior to using the above systems. Based on the content of consultation, human resources staff or a manager will prepare a working support plan and obtain approval from Human Resources Department. Your applicability to the relevant system will be judged comprehensively according to work conditions and treatment status.

## Work while receiving treatment

If you continue outpatient treatment such as anticancer treatment, irradiation therapy, etc. for several months, you can use recuperation leave or other systems in order to continue to go to work according to the treatment regimen and condition.

We will prepare a working support plan according to individual conditions and support both treatment and your work.

- **Working support plan in cases where you receive anticancer drug treatment (example)**

**Treatment schedule** Anticancer drug treatment is performed every three weeks (receiving outpatient treatment for two days, and then receiving oral drug treatment for four days). A total of 8 courses of treatment (24 weeks) are planned.

**Working support plan**

During the period of anticancer drug treatment, you can take recuperation leave for about one to seven days before or after the treatment according to the status of adverse reactions. Overtime work is prohibited.

- **Working support plan in cases where you receive irradiation therapy (example)**

**Treatment schedule**

Outpatient irradiation therapy is performed for five weeks every evening from Monday to Friday.

**Working support plan**

During the treatment period, you receive outpatient treatment everyday using the flextime system or telework system. If you take off time from work for an outpatient visit or due to adverse reactions, you can take recuperation leave.

Major systems that allow you to create a balance between treatment and your work

Recuperation leave for less than seven days	Usually, you can use recuperation leave if your illness or injury requires treatment for seven days or longer. If you receive cancer treatment with anticancer drugs or irradiation therapy, you can take recuperation leave on a day-to-day basis on a treatment day or during a period of strong adverse reactions before or after the treatment day.
Flextime system	You can shift the start of working hours using the flextime system in order to reduce the burden of commuting during rush hours. If your working hours do not meet prescribed monthly working hours because, for example, you should visit a hospital every day for outpatient irradiation therapy, your salary shall be reduced for the shortfall per unit time.
Telework system	You can use the telework system for the period necessary to reduce the burden of commuting during rush hour.
Break place and break time	A break place and break time will be ensured in order to cope with changes in physical conditions such as becoming exhausted during work, recovering from being tired, dumping syndrome, etc. The time will be adjusted so that you can take a break as necessary other than the predetermined break time.
Commute by your car	You can commute to the office as necessary at offices that have parking areas in order to reduce the burden of commuting during rush hours.

\* You should consult with human resources staff, a manager or occupational physicians prior to using the above systems. Based on the content of the consultation, human resources staff or a manager will prepare a working support plan and obtain approval from Human Resources Department. Whether you are applicable to the relevant system will be judged comprehensively according to the condition of office and treatment status.

## Considerations for Privacy

If you take off time from work or use working support systems, you should submit the medical certificate to human resources staff. The medical certificate will be shared between persons in charge of leave and returning to work including human resources staff, occupational health staff (occupational physicians, nurses, psychological counselor, and health supervisors), manager, CBS (\*) staff in charge of working and Human Resources Department.

If you do not want to disclose the name of the disease and stage classification to the manager or human resources staff, please consult with occupational health staff about the following systems.

\* CBS: CBS Corporation. The company takes on assignments of accounting, general affairs and human resource-related services of Chugai Pharmaceutical and insurance agency.

### How to issue “Substitute Certificate for Medical Certificate” in place of the medical certificate

Health Management Room of Headquarters can issue “Substitute Certificate for Medical Certificate” to be used in place of the medical certificate. Please consult with manager, human resources staff, health supervisors or nurses.

Substitute Certificate for Medical Certificate does not specify a name of the disease or stage classification and only specifies classifications including “large intestine cancer”, “gynecological cancer”, “gastric cancer/oesophageal cancer”, “lung cancer”, “hepatobiliary and pancreatic cancer”, “hematological cancer” or “cancer (others)”.

You will not be subject to any limitation of working support systems if you use “Substitute Certificate for Medical Certificate”.

If you use “Substitute Certificate for Medical Certificate”, you should submit the form in place of the medical certificate to human resources staff. The original of the certificate will be stored in Health Management Room of Headquarters.

#### Description of Substitute Certificate for Medical Certificate

- Employee No., name, department
- Issue date of the medical certificate
- Issue date of the Description of Substitute Certificate
- Classification of disease name
- Description of the medical certificate (description only necessary for working support such as duration of leave, treatment plan, etc.)

#### Your privacy information obtained during consultation will be strictly protected.

The content of consultation with occupational health staff (occupational physicians, nurses, health supervisors, and psychological counselor) will be strictly controlled in accordance with the company’s “Guidelines for Controlling Health Information”. Persons other than occupational health staff cannot access the content of consultation. Information necessary for working support can be disclosed to a manager and human resources staff only with prior consent of the employee.

## Consultation Desks

There are various in-house consultation desks that employees can use. Please feel free to contact consultation desks about the use of support systems, your health, carriers or mental health.

### Contact information for various consultation desks and working support systems

Health consultation/counseling	You can consult with occupational health staff of each office (occupational physicians, nurses and/or psychological counselor). Please contact nurses, health supervisors, manager or human resources staff.
Consultation about working support systems	For procedures for recuperation leave, returning to work and usage of working support systems, please consult with human resources staff of each office. You can also consult with a manager or occupational health staff.
System of Chugai Pharmaceutical Health Insurance Society	Please use the following contact information for the system of Chugai Pharmaceutical Health Insurance Society. Chugai Pharmaceutical Health Insurance Society 5-5-1, Ukima, Kita-ku, Tokyo 115-8543, Japan TEL: ■■■■■■ FAX: ■■■■■■
System of Chugai Pharmaceutical Wellnet Club (Welfare association)	Please use the following contact information for the system of Chugai Pharmaceutical Wellnet Club. Secretariat of Chugai Pharmaceutical Wellnet Club (within CS General Affairs Department of CBS): TEL: ■■■■■■
For personnel system and salaries	Please contact human resources staff of each office or the CBS (※) desk responsible for salaries.
Carrier consultation	Please use the following contact information if you want to consult about your carriers during and after treatment. Carrier Consultation Desk: TEL■■■■■■■, Mobile: ■■■■■■
Outside health consultation desk	<ol style="list-style-type: none"> <li>1. Health promotion, health, nursing care, child rearing, mental health (Chugai Health Insurance Society) Family Consultation Desk: ■■■■■■(toll-free)</li> <li>2. Introduction of second opinions (Chugai Pharmaceutical Health Insurance Society) Best Doctor's Service: ■■■■■■ (toll-free)</li> <li>3. Introduction of night clinic, health, nursing care, child rearing and mental health (Chugai Health Insurance Society) Health Net Consultation Desk: ■■■■■■ (toll-free)</li> <li>4. Mental health telephone counseling Foresight EAP Center (advantaged risk management) <ul style="list-style-type: none"> <li>• ■■■■■■ (toll free) (Open: 9:00 to 22:00)</li> <li>• ■■■■■■ (toll free) (Open: 22:00 to 9:00 in the next morning) Open for 24 hours a day, every day.</li> </ul> </li> </ol>

\* CBS: CBS Corporation. The company takes on an assignment of accounting, general affairs and human resource-related services of Chugai Pharmaceutical and insurance agency.

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Human Resources Department  
Chugai Pharmaceutical Co., Ltd.

May 2015 (1st version)