

Otsuka Corporation





Mission Statement

Mission

OTSUKA CORPORATION serves a wide range of companies, providing comprehensive support for their business activities by presenting, within a concrete framework, new business opportunities and management improvement strategies brought about by innovations in information and telecommunication technology. By so doing, we continue to facilitate the growth of our client companies and contribute to the development of our country and the creation of a spiritually enriching society.

Goals

- To become a corporate group that is recognized and trusted as a valuable corporate citizen.
- To encourage employee growth and self-realization through the attainment of personal goals and professional achievement.
- To demonstrate harmonious coexistence and growth with nature and society.
- To create business models that consistently keep pace with the changing times.

Principles

- Always thinking from the customer's perspective and acting through harmonious team work.
- Maintaining the spirit of challenge inherited from our predecessors, exercising our own critical judgment, and acting on our own initiative.
- Fully complying with all prevailing laws and regulations, and maintaining high ethical standards.

Otsuka Corporation

Energize Your Office with IT

Since its foundation in 1961, OTSUKA CORPORATION has gained expertise by pioneering in the introduction of IT equipment and cutting-edge technologies such as AI that companies need to raise productivity and reduce costs. We are leveraging this experience to deliver optimal, one-stop solutions, together with one-stop support, to solve the problems our customers face.

The OTSUKA CORPORATION Group will energize your office with IT by putting our Mission Statement into practice while always adopting the customer's perspective in response to the trust placed in us. We are committed to contributing to the sustainable growth of society as an IT platformer that connects its partners and customers .

We also embrace harmony with nature and society as a vital management concern and remain a progressive enterprise integral to the creation of a spiritually affluent society.

Our major goal is to earn public recognition and respect for the OTSUKA CORPORATION Group by maintaining the spirit of challenge inherited from our predecessors and the commitment to customer satisfaction that has been our consistent focus since our founding. As we respond to future changes in society, we will always stand at the side of our customers, striving to live up to their trust and achieve growth together with them.

Throughout these commitments and initiatives, we are grateful for our customers' strengths, visions, and encouragement.

Yuji Otsuka

President & Chief Executive Officer

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History

1989

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1961	Start of business in Akihabara and registration as a joint-stock company
1965	Opening of the Osaka Branch
1968	Completion of a head office building in Suidobashi
1978	Start of the COF (Copier, Office computer and Facsimile) strategy / Launch of the first Business System Fair (now the Practical Solutions Fair)
1979	Sales launch of SMILE, a proprietary packaged business software
1981	Commencement of the PC business (start of the new COF strategy)
1982	Commencement of the education business
1984	Establishment of OTSUKA System Engineering (now OSK Co., Ltd.) / Commencement of the CAD business
1985	Commencement of the hotel business
1987	Commencement of the network business

Opening of the Alpha Plaza training facility / Commencement of the security

Commencement of "tanomail" / Commencement of " α -mail" / Commencement

Listing on the First Section of the Tokyo Stock Exchange / Opening of the Data

Appointment of a new president / Reinforcement of the BtoB supplier support

Establishment of the Social Contribution Committee / Establishment of the

Completion of a new head office building in lidabashi and relocation of the

Head Office / "tayoreru" Contact Center first in Japan to acquire HDI Support

Attainment of Privacy Mark certification from JIPDEC / Commencement of the

System Corporation in Shanghai, China / Concentration of service and support

Acquisition of the Tokyo metropolitan government's Top-Level Office certification

Donation of LED lighting and Smart Plugs to the University of Tokyo for its

Establishment of the DX Promotion Committee to reinforce the internal structure

Selected as a DX-Certified Operator by the Ministry of Economy, Trade and

Transferred listing to the Prime Market of the Tokyo Stock Exchange

Establishment of the ODT Center / Establishment of Otsuka Information

Centralized management of the SMILE series brand by OSK Co., Ltd.

Business and capital alliance with Lion Office Products Corporation /

by the head office building / Completion of the Yokohama building

Japan Investor Relations Association's IR Special Award

Commendation from the IPv6 Promotion Council

Merger of OSK Co., Ltd. and Alpha System Co., Ltd.

Industry / Establishment of the Sustainability Committee

businesses under the twin brands "tanomail" and "tayoreru"

Establishment of Alpha Techno Co., Ltd.

Center / Attainment of ISO 14001 certification

Mission Statement / JIIT Overall IT Award

Commencement of "Personal tanomail"

Commencement of LED lighting operations

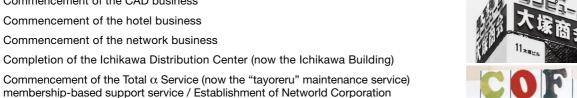
private brand TANOSEE

I-REF Building

Center Certification from the U.S. Help Desk Institute

Opening of the Tokyo CTO Center

business (now OSM)

























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1022	Commencement of the education business















Corporate Outline

Company Name OTSUKA CORPORATION

https://www.otsuka-shokai.co.jp/

Capital Stock 10,374 million yen

Net Sales Consolidated: 977,370 million yen

Non-consolidated: 869,573 million yen

(FY2023 actual)

Number of Employees Consolidated: 9.421

> Non-consolidated: 7.713 (As of December 31, 2023)

Establishment July 17, 1961

(Registered as a joint-stock company on December 13, 1961)

Head Office Location

2-18-4 lidabashi, Chiyoda-ku, Tokyo 102-8573

Business

• System Integration Business: Sales of computers, copiers, communication equipment and software, consigned software

development and other activities

• Service & Support Business: Supplies, maintenance, educational

support and other activities

Board of Directors and Corporate Auditors

President & Chief Executive Officer Yuji Otsuka

Directors

Kazuyuki Katakura, Hironobu Tsurumi, Hironobu Saito, Minoru Sakurai, Jiro Makino, Tetsuo Saito, Makiko Hamabe

Standing Audit & **Supervisory Board** Member

Tatsumi Murata

Audit & Supervisory Board Members

Kazuhiko Nakai, Etsuo Hada, Katsumasa Minagawa

Major Operational Sites and Consolidated **Subsidiaries**

Business Divisions LA Division, BP Division, tanomail Division, Hotel Division,

MM Strategy Promotion Business Department

Local Area Chuo Sales Dept. 1, Chuo Sales Dept. 2, Kanagawa Sales Dept., **Sales Departments** Josai Sales Dept., Tama Sales Dept., Johoku Sales Dept.,

Northern Kanto Sales Dept., Keiyo Sales Dept., Osaka Northern Sales Dept.,

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Osaka Southern Sales Dept.

Regional Offices Sapporo Branch, Sendai Branch, Utsunomiya Branch,

Takasaki Branch, Tsukuba Branch, Chubu Branch, Kyoto Branch,

Kobe Branch, Hiroshima Branch, Kyushu Branch

Consolidated **Subsidiaries**

OSK Co., Ltd., Networld Corporation, Alpha Techno Co., Ltd.,

Alpha Net Co., Ltd.

Robust DX promotion platform empowers customers in their operations to increase productivity and reduce costs.

OTSUKA CORPORATION's DX solutions support the entire office

Companies have been digitizing their operations and leveraging AI to enhance productivity and address staff shortages. Now, they are also confronted with regulatory changes that impose a cap on overtime work and necessitate even greater labor savings. Meanwhile, efforts to nurture and retain employees are gaining momentum, focusing on the implementation of well-being management practices.

System Integration

Since before the idea of DX took shape, OTSUKA CORPORATION has been utilizing IT to provide diverse work style options for its employees as a means of boosting productivity. We also support companies in their DX promotion with solutions based on the IT-related knowhow we have accumulated over the years, including hardware, software, communication lines, networks, security, AI, IoT, and RPA.

We listen carefully to requests and issues about office IT, work closely with customers, and provide the support for the entire office of our customers as a total solution to channel IT solutions and support in the best possible way.

Integrated DX Package

Creating connections across your business with the "Integrated DX Package"

Our "Integrated DX Package" provides information system tools such as workflow and document management in addition to core operational functions, including the SMILE series for sales, accounting, and payroll. This allows for the streamlining of application procedures, information sharing and storage, associated with core operations, as a one-stop process. The sales management feature categorizes specific negotiations on products and pricing as individual projects, enabling users to visualize the progress of each transaction. It also allows for direct access to crucial information, including sales history, and consolidates customer interaction data beyond business transactions into the customer portal, which facilitates more accurate sales activities.

Concept of the "Integrated DX Package"



Al-based Solutions

Expanding business opportunities with AI

Al use in corporate activities is steadily advancing, necessitating DX and business transformation while companies gain experience with various tools. Now that use of Al for business process automation and data analysis is gaining momentum, we are offering a wide range of Al solutions, including image analysis and advanced management analysis, as well as standard features for applying generative Al to raise operational efficiency. We also provide training programs to nurture Al personnel indispensable for boosting business competitiveness and driving innovation.

Main Solutions

- Preparing data for Al learning
 Data Assessment Service
- dotData Al analysis service dotData Lite

 Learning from the past to discover

Using Al tools to predict future trends

- Learning from the past to discorsolutions
 dotData Insight
 HEARTCOUNT
- Supporting human resource development
 DX literacy education and training
 Human resource development
 based on business analytics
 Training on using Copilot for
- Increasing the efficiency of safety management operations including disaster prevention
- All-in-one image analysis package
- Securing the use of ChatGPT in business Comprehensive service for applying ChatGPT Generative AI chat for "tayoreru"
- Applying generative AI to office productivity
 Copilot for Microsoft 365
 Adobe Firefly
 - Supporting human capital management Solutions for DX in recruitment Solutions for employee happiness

DX for Disaster Prevention and Countermeasures

Transforming disaster prevention and countermeasures with DX

Sustainability is becoming increasingly important for public agencies and private companies as they prepare for potential natural disasters to ensure the safety and security of residents and employees as well as business continuity. The "MIERU Platform" DX solution for disaster countermeasures uses IoT technology to maintain evacuation shelters by centrally monitoring the status of damage and managing emergency supplies at corporate sites in the event of a disaster.

Main Solutions

- Handling the maintenance and management of evacuation shelters with DX "mieru Platform" DX solution for disaster prevention
- Linking a reception system with ChatGPT
- Learning from the past to discover solutions dotData Insight

Closely monitoring IT trends makes it possible for us to consistently identify the potential advantages of using IT equipment and services at the business sites of our customers. By

edge IT, we present customers with a variety of proposals for solving their problems.

developing our accumulated expertise into solutions and services that fully leverage cutting-

 Recycling 98% of wastewater for reuse
 "WOTA BOX / WOSH" portable water reuse system



- Visualizing electricity consumption "Plugwise" smart plug
- Offering easy procurement and long-term storage
- "RAYPOWER" liquefied petroleum gas-powered emergency generator
- Disinfection and virus control Disinfection LED lighting
- Enabling remote locking and unlocking
- "Akerun" cloud-based access control system
- Avoiding damage from lightning strikes
 PDCE lightning rod

OTSUKA CORPORATION's Own DX Initiatives

In our "Otsuka Strategy," launched in 1993 and fully operational in 1998, we integrated the databases for our ERP and information systems to lay the platform for our current DX operations. This platform remains the backbone for ongoing improvement of our financial constitution and enhancing productivity. We are also continuing our efforts to use AI to support sales activities, including AI recommendations on optimal choice from a range of solutions for specific customers to strengthen and promote our concept of addressing the needs of the entire office.

We were recognized as a DX-Certified Operator in 2021 and as a Noteworthy DX Company in 2024. We intend to continue leveraging the experience and expertise gained through our initiatives to provide DX solutions that are essential in today's business environments.

1961– Copier and multifunction machines

1990-2000-2010-Workflow and electronic Web-based billing Document digitization applications One computer per mobile devices iPhone Internet and remote Telework program TV conferencing access environment Communication tools Entry control and Groupware ndance managemer

2020-

Digital contract and signature

Company-wide remote work

Use of Al

Presenting the DX Office, OTSUKA CORPORATION's Ideal Office Format



OTSUKA CORPORATION presents the DX Office as the ideal office format. We ask customers to compare their actual offices and business operations with their ideals, and we provide demonstrations of the latest solutions to help identify issues they were not aware of.







The right solution for any customer need lies in our comprehensive System Integration and Service & Support offerings.

System Integration

We create information systems that enable the customer to enhance productivity and reduce costs through an optimal combination of network infrastructure, servers, PCs, mobile devices, multifunction machines and software developed by different companies.



System Integration



Consulting (analysis of tasks, operations)



Software and Systems (planning, design, development)



▶ ERP and information systems applications, integrated DX package



▶ Document management, data utilization



▶ CAD / construction, manufacturing



▶ Cloud (ASP) / office software ▶ Creative / graphics software



▶ IT asset management



Telecommunication Network (communication lines and infrastructure)



▶ Providers, mobile devices, line service



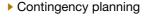
Network equipment, PBX business phones, web conferencing, video



Security (information leakage, BCP)



► Antivirus, email security, procedural measures ► Data backup





Hardware (introduction and installation)

- Multifunction machines, copiers, printers
- ▶ PCs, peripherals
- ▶ Servers, storage

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▶ LED lightning, BEMS

Smart devices



Online Support





Support for Business Operations ▶ Operational support, educational support,



Outsourcing

▶ Web service

▶ Repair request

Service & Support

We provide services that support businesses in every aspect and situation, including mail order office supply sales, support and trouble-shooting during system construction, operational management and information system analysis.







customers seek.

Corporate Mail Order Shopping Service for Office Supplies

Since our founding, we have produced one solution after another to address customer needs by harnessing the full value of the most advanced technologies of the times, free from the

constraints of conventional business domains. We have consistently adopted the customer's perspective to develop these solutions, and our System Integration and Service & Support

businesses represent the culmination of these efforts. Moreover, each of our business domains have continued to evolve and grow with the ongoing advances of the times and in IT, and in response to the changing demands of customers. In our hands we hold the solutions that

> Mail Order Shopping Service for Nursing **Care Products**

Personal Mail Order Shopping Service

tayoreru



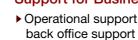


- ▶ Monitoring service
- ▶ Onsite support



▶ Remote support ▶ Contact point for repairs

Telephone Support









MULTI-FIELD

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Creating information systems by tackling business challenges at the side of our customers

Businesses need to establish systems for visualizing the current status of management and customer businesses while remaining flexible and responsive to the changing external environment. The scope of system integration is expanding to encompass collaboration between existing IT and AI functions as well as the hybrid operation of cloud services. We provide a one-stop solution that consistently supports and strengthens corporate growth and the success of customer businesses.

- Multi-vendor, multi-field response
- Single contact point for multiple solutions
- Comprehensive solutions from the customer's perspective



Consulting

After a solid review of the customer's business, we support each field with reasonable system operations that deliver material results.

- Consulting on internal controls
- BEMS (Building Energy Management System)
- Management support services

Security

We provide airtight protection against invisible threats and create a secure office environment in which customers can do their work safely.

- Protection against unauthorized access
- Protection against
- computer viruses
- Data erasure

Prevention of

BCP (Business

Continuity Plan)

information leakage

Data backup

■ Network

We fully upgrade customer business communications by reviewing network environments, including phones, and provide optimal services to create an integrated IP environment.

- VPN service
- IP communication service
- Mobile solutions

Software and Systems

We draw on our abundant experience to develop and deliver systems and groupware for businesses and operations.

- Integrated DX package
- ERP
- CAD
- Electronic contracts and paperless processes
- Document systems and document management

Hardware

We respond to customer needs with a multivendor approach that is not dependent on products offered by any one specific maker, together with a multi-field approach that encompasses the entire spectrum of IT equipment.

- Servers
- Network equipment
- PCs
- Peripheral equipment
- Multifunction machines, printers
- Smart devices

LED Lighting

We offer an extensive range of effective LED lighting options for reducing electricity use in offices, warehouses, factories and shops.

- Incandescent and halogen lamp type
- Floodlights
- Fluorescent light type
- Disinfection LED lighting
- Mercury lamp type
- Lighting control

Cutting-Edge Solution Service

We help companies promote DX using cutting-edge technologies including Al, IoT, and RPA.

- Al analysis (regression, targeting, and classification tasks), chatbot, Al camera
- IoT Remote work support solutions, sensor devices, robots, drones

Optimal solutions for every line of business



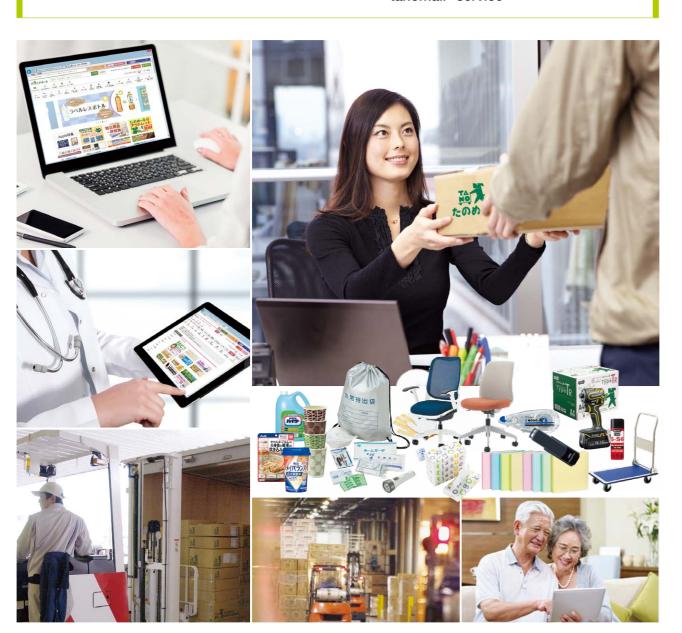
Service & Support

"tanomail" reliably meets all of your office needs and offers very quick delivery.

A broad range of products from office supplies and everyday items to nursing care products are available through the "tanomail" mail order service. We provide quick solutions to meet the needs of every customer, both corporate and individual.

Reduced customer procurement costs

Delivery network expedites the "tanomail" service



tanomail

Mail order service for office supplies



This mail order service for corporate customers delivers office goods and services In addition to stationery, PCs, tools, daily items and office equipment supplies, it offers environmentally friendly products and TANOSEE private brand goods.



MA tanomail

Procurement support service

This service facilitates corporate purchasing at mid-size and large companies, including division-by-division order management and approval functions. Purchasing parameters can be set according to the purchasing rule of the company. Also, we provide support from the initial stage of constructing the service environment.

Personal tanomail

Mail order service for individual customers

Customers can use "tanomail" products

not only in their office but also at home. In addition to everyday goods, stationery, and office supplies, we support the daily needs of customers with food products and other necessities.

tanomail Solutions and Products

Online sales of IT solutions for corporate customers

We offer a variety of cloud services that promote DX, including communication tools such as Zoom and LINE WORKS, and Dropbox for online storage, which can be purchased on our website.

Care tanomail

Mail order service for nursing care products

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"Care tanomail" provides nursing care products under the concept of "offering backup for everyone involved in nursing." We offer a reliable lineup of these products to both individual and corporate customers.

Logistics

We have established a distribution network centered on six logistics and distribution centers located across Japan to realize our goal of delivering what our customers want, when they want it. We deliver our customers' products with care and make a daily effort to improve the quality of our service.





What is "tanomail"?

"tanomail" is a service through which we deliver office supplies, PCs and peripheral products in a timely manner to corporate customers as well as stationery, daily supplies and other necessities to individual customers. The several services we offer cater to each customer, and required items are delivered on time.



Items handled: over 2 million

Product shipment

- Same day delivery (for orders received by 11 A.M.)
- Next day delivery (for orders received by 6 P.M.)





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"tayoreru" provides reliable one-stop support with solutions for quickly meeting customer needs.

We provide one-stop support for information system operations and management as well as corporate activities in general with hardware and software maintenance, managed network services and outsourcing services.

- Entire support menu covered by our in-house system
- Reliable IT operations and management
- Labor savings based on a review of business operations



What is "tayoreru"?

"tayoreru" is a collective term for the service and support offerings that comprehensively support and utilize IT in a company's various operations, including general affairs, human resources, accounting, and information systems.



■ IT Support

Our comprehensive support of IT operations and management, including system maintenance and safekeeping of installed equipment, and the provision of Internet services.

Business Support

We provide a variety of services to reduce customer workload in addition to services for human resource development.

Support System

We are always fully prepared to support our customers, responding with flexibility and care based on our people-centered approach as well as robust, highly functional facilities.

tayoreru Contact Center

Specialized engineers respond by phone and provide remote support to solve problems related to hardware, software and communication lines.



Support calls per month approx. 150,000 Support staff approx. 600 Support sites 280 across the country Number of engineers approx. 3,000

Customer's My Page

This page provides customers under contract with important information and comprehensive support regarding products and services, including requests for repairs, queries, and FAQs.



Onsite Support

When a customer needs onsite support, we dispatch a specialized engineer from the support site nearest the customer.



tayoreru Management Service Center

We have obtained ISO/IEC27001 (ISMS) certification for our data centers and Cloud laaS, and we operate under this system to establish, maintain, and consistently improve management systems that meet the required confidentiality, integrity, and availability of information, including personal information. We have also obtained ISO/IEC27017 (ISMS cloud security certification) for Cloud laaS.

International certification for information security management





Data Centers

We protect our customers' valuable systems at data centers equipped with the most advanced facilities and airtight security measures.





We tirelessly work to realize a sustainable society and increase corporate value.

We aim to realize a sustainable society and continuously increase corporate value by earnestly working to resolve environmental and social issues and by building an optimal governance system in practicing the mission, goals, and principles set forth in our Mission Statement.

 Setting ambitious goals for sustainability initiatives Forming stronger relationships with local communities by regularly engaging in social contribution activities



Reforestation Project in the Amazon

Since 2022, we have been working with Conservation International Japan to reforest 9 hectares of land in the Brazilian Amazon by cultivating a variety of trees. We have introduced agroforestry, which combines agriculture with forestry, on local farmland owned by families of small-scale farms who support the project, and we provide them with the necessary supplies and technology. The participating farmers prepare the soil, plant trees, and undertake post-afforestation management. Having completed the two-year project, we launched a new five-year initiative in 2024 to monitor the management and growth of the planted trees. Extreme drought and natural fires have hindered reforestation in some areas, and we continue to engage in the project through a process of trial and error.



Sustainability Committee

The Sustainability Committee was set up in November 2021 to promote management from the perspective of sustainability. To guide the Company in contributing to the achievement of the SDGs and responding to ESG issues, the committee formulates Company-wide sustainability policies and goals, builds and maintains a promotion structure, and appropriately monitors sustainability activities using an ISO 14001 management system.

Basic policies: In April 2022, the committee established the Sustainability Basic Policy, OTSUKA CORPORATION Group Human Rights Policy, and Sustainable Procurement Policies, and it is promoting internal initiatives. In August, the committee formulated the Sustainable Procurement Guidelines and requested cooperation from our suppliers, and it has since conducted surveys on the status of major suppliers.

Sustainability Committee System Chart Board of Directors General Manager of Business Administration Board of Operating Officers Chairperson Headquarters, Managing Director and Executive Head of Office of President ▲ Report Selected from designated Main content to be discussed Identification of important medium- to long-term sustainability issues (materiality) Response to environmental risks (climate Response to social risks (human rights, human capital, health and safety, supply chain management, etc.) ISO 14001 Support for building a governance syste Business Divisions

Environmental Protection

Disclosures Recommended by the TCFD

The Task Force on Climate-related Financial Disclosures (TCFD) was established by the Financial Stability Board (FSB) at the request of the G20 to examine climate-related information disclosure by companies and responses by financial institutions. The TCFD recommends that companies and other organizations disclose information on their governance, strategy, risk management, and metrics and targets related to climate-related risks and opportunities. In March 2023, OTSUKA CORPORATION disclosed information based on TCFD recommendations.

Realizing a Carbon-Free Society

Science-based targets are set by companies in line with the Paris Agreement requirements for reducing greenhouse gas emissions over the next 5 to 10 years. OTSUKA CORPORATION has set its science-based targets for limiting the rise in global temperature to 1.5°C above pre-industrial levels, and they were certified by the Science Based Targets initiative (SBTi) in June 2023.

Social Activities

Cooperation Agreement on Disaster Management

In 2023, OTSUKA CORPORATION concluded disaster management agreements with 15 municipalities in Ehime, Kochi, and Hyogo Prefectures to ensure prompt and efficient implementation of emergency measures in the event of a disaster. We make donations through the corporate version of Furusato Taxation for strengthening their regional disaster preparedness, and provide daily necessities after large-scale disasters.

For these initiatives, we received the FY2023
Minister's Commendation for Regional Development Support Taxation
(Corporate Version of Furusato Taxation) from the Cabinet Office.



"Oyama Senmaida" Terraced Rice Fields Conservation Activities

Since 2005, employees and their families have taken part in farming activities for conserving the Oyama Senmaida in Kamogawa City,

Chiba Prefecture. In March 2023, we received a special letter of gratitude from the Ministry of Agriculture, Forestry and Fisheries under Tsunagu Tanada Heritage in the category of Connecting with the Future in recognition of our efforts over the years.

Introduction of Virtual PPA

We revised our environmental policy in 2023 and clearly specified our target of achieving net zero by 2050. In 2024, we implemented a virtual power purchase agreement (PPA) toward meeting our science-based target and achieving net zero by 2050. The PPA enables us to purchase the environmental value produced by a solar power plant established by a power generation company, thereby reducing our carbon footprint by sourcing all of the electricity we use from renewable energies.

Well-Being

We are committed to advancing the Group's well-being management and promoting a better work-life balance for our employees. This includes measures to boost their physical and mental health, address women's health issues, and increase the rate of male employees taking childcare leave. Consequently, we have received the following recognitions: "L-boshi (3 stars)" certification in December 2019, Kurumin certification in June 2023, and selection by the 2024 Certified KENKO Investment for Health Outstanding Organizations Recognition Program (Large Enterprise Category). In addition, the AI Happiness smartphone app, developed by Happiness Planet, Ltd., has been adopted across the Group, enabling regular assessments of organizational happiness by visualizing each employee's happiness level to integrate these results into organizational management.

Otsuka Corporation

https://www.otsuka-shokai.co.jp/english/







