

Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-Life
Balance

September 26, 2016

Revised on April 28, 2017

Revised on April 26, 2019

Revised on July 11, 2019

Revised on March 31, 2020

Decided by the Director General of the Gender Equality Bureau, Cabinet Office

(Purpose)

Article 1 These Handling Guidelines shall determine the items necessary to verify the appropriateness of the condition of the promotion of women and the status of the implementation of measures for the promotion of women in foreign juridical persons prescribed in Article 35 of the Civil Code (Act No. 89 of 1896), based on the provisions of Article 24 of the Act on Promotion of Female Participation and Advancement in the Workplace (Act No. 64 of 2015; hereinafter referred to as “the Act on Promotion of Female Participation”), Article 2.1 of the Guidelines for Utilization of Public Procurement and Subsidies Toward the Promotion of Women’s Advancement (decided by the Headquarters for Creating a Society in which All Women Shine on March 22, 2016), and Article 1.1 of the Implementation Guidelines for Utilization of Public Procurement and Subsidies Toward the Promotion of Women’s Advancement (decided by the Minister of State for Gender Equality on March 22, 2016).

(Relevant foreign juridical persons)

Article 2 Foreign Juridical Persons relevant to these Handling Guidelines (hereafter, referred to as “Relevant foreign juridical persons”) shall be foreign juridical persons conducting business activities within Japan, including participation in government procurement, that are not subject to certification based on the Act on Promotion of Female Participation, the Act on Advancement of Measures to Support Raising Next-Generation Children (Act No. 120 of 2003; hereinafter referred to as the “Act on the Next Generation”) and the Youth Labor Welfare Act (Act No. 98 of 1970), as well as being not subject to the development of an action plan for business owners based on the Act on the Promotion of Female Participation (hereafter, referred to as “certifications, etc.”)

(Relevant certifications, etc.)

Article 3 Director General of the Gender Equality Bureau, Cabinet Office, shall verify that the relevant foreign juridical persons are appropriate for certifications listed below (hereinafter referred to as “verification of appropriateness for certifications, etc.”)

- (1) Certification based on Article 9 of the Act on Promotion of Female Participation (“Eruboshi” certification) (limited to foreign juridical persons that fulfill the standards with respect to working conditions, such as working hours)

- (2) Special certification based on Article 12 of the Act on the Promotion of Female Participation (“Platinum Eruboshi ”certification)
- (3) The development of an action plan for business owners based on Article 8 of the Act on Promotion of Female Participation (among the targeted foreign juridical persons, limited to those with 300 or less full-time employees)
- (4) Certification based on Article 13 of the Act on the Next Generation (“Kurumin” certification)
- (5) Special certification based on Article 15.2 of the Act on the Next Generation (“Platinum Kurumin” certification)
- (6) Certification based on Article 15 of the Youth Labor Welfare Act (“Youth Yell” certification)

(Verification standards)

Article 4 The standards for the verification of appropriateness for certifications, etc. stipulated in the previous article shall be pursuant to the provisions on certifications in the Act on Promotion of Female Participation, the Act on the Next Generation, the Youth Labor Welfare Act, and other relevant laws and regulations.

2 In the event that there is a necessity to take into account systems and related matters of the country in which the relevant foreign juridical person’s head office is located, the Director of the Promotion Division of the Gender Equality Bureau, Cabinet Office, shall consider the relevant conditions and determine separate verification standards corresponding to the standards in the preceding paragraph.

(Verification request)

Article 5 The relevant foreign juridical persons that wish to receive the verification of appropriateness for certifications, etc. shall submit to the Director General of the Gender Equality Bureau, Cabinet Office, the request form (Form No.1), along with documents, which verify that the respective foreign juridical persons meet the standards for the verification of appropriateness for certifications, etc..for each necessary verification of appropriateness for certifications, etc., in addition to the documents listed below ;

Classification	Submitted document
(1) Certification based on Article 9 of the Act on Promotion of Female Participation (“Eruboshi” certification)	The documents stipulated by Article 7 of the Ordinance on the Development of Action Plans for Business Owners (Ministry of Health, Labour and Welfare Ordinance No. 162 of 2015) based on the Act on Promotion of Female Participation and Advancement in the Workplace
(2) Special certification based on Article 12 of the Act on the Promotion of Female Participation (“Platinum Eruboshi”certification)	The documents stipulated by Article 9.2 of the Ordinance on the Development of Action Plans for Business Owners based on the Act on Promotion of Female Participation and Advancement in the Workplace

(3) Development of an action plan for business owners based on Article 8 of the Act on Promotion of Female Participation	The documents stipulated by Article 1 and Article 5 of the Ordinance on the Development of Action Plans for Business Owners based on the Act on Promotion of Female Participation and Advancement in the Workplace
(4) Certification based on Article 13 of the Act on the Next Generation (“Kurumin” certification)	The documents stipulated by Article 3 of the Enforcement Regulations for the Act on Advancement of Measures to Support Raising Next-Generation Children (Ministry of Health, Labour and Welfare Ordinance No. 122 of 2003)
(5) Special certification based on Article 15.2 of the Act on the Next Generation (“Platinum Kurumin” certification)	The documents stipulated by Article 5.2 of the Enforcement Regulations for the Act on Advancement of Measures to Support Raising Next-Generation Children
(6) Certification based on Article 15 of the Youth Labor Welfare Act (“Youth Yell” certification)	The documents stipulated by Article 8 of the Enforcement Regulations for the Youth Labor Welfare Act (Ministry of Health, Labour and Welfare Ordinance No. 155 of 2015)

- 2 The relevant foreign juridical persons corresponding to Paragraph 2 of the preceding article shall, together with the above-described documents, submit documents that clarify relevant systems, etc., of the country in which the respective foreign juridical persons have their head office.
- 3 When preparing the documents stipulated by the preceding Paragraph 2, the relevant foreign juridical persons shall write their head office or principal offices, and their places of business within Japan.

(Verification of appropriateness for certifications, etc.)

Article 6 When receiving the submitted documents, including the request form, the Director General of the Gender Equality Bureau, Cabinet Office, shall promptly review their contents, and in the event that they are verified as appropriate to be certified in light of the verification standards set forth in Article 4, the Director General shall issue a verification notification using Form No.2. In the event that they are not verified as appropriate to certifications, a notification regarding inappropriateness for certifications shall be issued using Form No.3.

- 2 When conducting the review set forth in the preceding paragraph, the Director General of the Gender Equality Bureau, Cabinet Office, as necessary, may request the relevant foreign juridical person that they submit additional required documents, or conduct an investigation.

(Report after the verification of appropriateness for certifications, etc.)

Article 7 The relevant foreign juridical persons for which the verification notifications have been issued (hereinafter referred to as “verified foreign corporations”) shall, in principle, within 1 (one) month following the end of each fiscal year submit a report to the Director General of the Gender Equality Bureau, Cabinet Office, by attaching the following documents.

- (1) Form No.4
- (2) Copy of the most recent ction Plan for Business owners, including reporting date in plan period.

(3) Documents to prove the publication dissemination of the General Employers Action Plan among the workers.

(4) the documents stipulated by Article 5, which verify that the respective verified foreign juridical persons meet the standards for the verification of appropriateness for certifications ect.

(5) the documents stipulated by Article 10,2, which is required for publishing the information on the website of the Cabinet Office.

2 Director General of the Gender Equality Bureau, Cabinet Office, shall, as necessary, request the verified foreign juridical persons to submit required documents, or conduct an investigation.

(Request to decline the verification)

Article 7.2 Verified foreign juridical persons may apply the Director General of the Gender Equality Bureau Cabinet Office to decline the verification of appropriateness for certifications,ect based on Article 6.

(Processing period)

Article 8 After the receipt of the requested document and other documents, the Director General of the Gender Equality Bureau, Cabinet Office, shall implement the verification of appropriateness or inappropriateness for certifications, etc. within the period of 30 days, in principle. However, if a submission of additional documents is requested, the number of days from the day said documents were requested until the day they were received shall not be included in the relevant processing period.

(Cancellation of the verification of appropriateness for certifications, etc.)

Article 9 The Director General of the Gender Equality Bureau, Cabinet Office, may cancel the verification of appropriateness for certifications, etc., in the event that false content was found in the request form for the verification of appropriateness for certifications, etc., as provided for by Article 5.

2 The provisions of the preceding paragraph shall apply mutatis mutandis for the report described in Article 7.

3 The Director General of the Gender Equality Bureau, Cabinet Office, may cancel the verification of appropriateness for certifications, etc., in the event that a verified foreign juridical person no longer fulfills the verification standards.

4 The Director General of the Gender Equality Bureau, Cabinet Office, shall use Form No. 5 “Notification of Cancellation” in the event of cancellation of the verification of appropriateness for certifications, etc.

(Publishing the verified foreign juridical persons, etc.)

Article 10 The Director General of the Gender Equality Bureau, the Cabinet Office, shall publish the verified foreign juridical persons on the website of the Cabinet Office.

2 Publishing the information, which serves as the standard for the verification of appropriateness for each certifications, etc., shall be conducted via the website of the Cabinet Office.

(Verifying agency)

Article 11 The work based on these Handling Guidelines shall be carried out by the Promotion Division of the Gender Equality Bureau, Cabinet Office, with the cooperation from other relevant parties, including the provision of information by the Ministry of Health, Labour and Welfare.

(Other items)

Article 12 Items not provided for by these Handling Guidelines shall be separately provided for by the Director of the Promotion Division of the Gender Equality Bureau, Cabinet Office.

Supplementary provisions

These Handling Guidelines shall be enforced from October 1, 2016.

Supplementary provisions

These Handling Guidelines shall be enforced from April 28, 2017.

Supplementary provisions

These Handling Guidelines shall be enforced from May 1, 2019.

Supplementary provisions

These Handling Guidelines shall be enforced from July 11, 2019.

Supplementary provisions

These Handling Guidelines shall be enforced from June 1, 2020.

Request Form for Verification of Appropriateness for Certifications, etc. for Corporations that Promote
Measures Such as Work-Life Balance

Day, Month, Year

To: Director General of the Gender Equality Bureau, Cabinet Office

Corporation name

Name of representative

Address in Japan

Telephone number

As the above-stated company wishes to be verified that it is equivalent to the following certification, I am sending the request form along with the documents listed in Article 5 of the Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-life Balance.

- (1) Certification based on Article 9 of the Act on Promotion of Female Participation and Advancement in the Workplace (Eruboshi certification) (foreign corporations that fulfill the standards with respect to working conditions such as working hours)
- (2) Special certification based on Article 12 of the Act on the Promotion of Female Participation and Advancement in the Workplace (Platinum Eruboshi certification)
- (3) Development of an action plan for business owners based on Article 8 of the Act on Promotion of Female Participation and Advancement in the Workplace (a foreign corporation that employs 300 or less full-time workers at its head office, main business sites, and its business sites within Japan)
- (4) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Former-Kurumin certification) (Certification based on the Article 2-3 of supplementary provisions of the Revised Regulations)
- (5) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (New-Kurumin certification) (Certification based on the Revised Regulations.)
- (6) Special certification based on Article 15.2 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Platinum Kurumin certification)
- (7) Certification based on Article 15 of the Youth Labor Welfare Act (Youth Yell certification)

*Please cancel certification that is not required.

Notification of Verification of Appropriateness for Certifications, etc. for Corporations that Promote
Measures Such as Work-Life Balance

(Document number)

Day, Month, Year

To: _____

Director General of the Gender Equality Bureau, Cabinet Office Seal

In accordance with your request dated *Day, Month, Year*, this is to notify that your company has been verified based on Article 6 of the Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-Life Balance as appropriate for the following certifications.

- (1) Certification based on Article 9 of the Act on Promotion of Female Participation and Advancement in the Workplace (Eruboshi certification)
Certification corresponding to level 1 (corporations that fulfill the standards with respect to working conditions such as working hours)
Certification corresponding to level 2 (corporations that fulfill the standards with respect to working conditions such as working hours)
Certification corresponding to level 3
- (2) Special certification based on Article 12 of the Act on the Promotion of Female Participation and Advancement in the Workplace (Platinum Eruboshi certification)
- (3) Development of an action plan for business owners based on Article 8 of the Act on Promotion of Female Participation and Advancement in the Workplace (a foreign corporation that employs 300 or less full-time workers at its head office, its main business sites, and business sites within Japan)
- (4) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Former-Kurumin certification) (Certification based on the Article 2-3 of supplementary provisions of the Revised Regulations)
- (5) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (New-Kurumin certification) (Certification based on the Revised Regulations.)
- (6) Special certification based on Article 15.2 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Platinum Kurumin certification)
- (7) Certification based on Article 15 of the Youth Labor Welfare Act (Youth Yell certification)

*Certification, etc., that is not required shall be cancelled.

Notification of Inappropriateness for Certification for Corporations that Promote Measures Such as
Work-Life Balance

(Document number)

Day, Month, Year

To: _____

Director General of the Gender Equality Bureau, Cabinet Office Seal

With respect to the application dated *Day, Month, Year*, this is to notify that as a result of the review of the application based on Article 6 of the Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-Life Balance, the applied company has been decided to be inappropriate for certification for the reason(s) described below.

Details

Reason(s)

Report on Verification of Appropriateness for Certifications, etc. for Corporations that Promote Measures
Such as Work-Life Balance

Day, Month, Year

To: Director General of the Gender Equality Bureau, Cabinet Office

Corporation name

Name of representative

Address in Japan

Telephone number

We are submitting a report with respect to the notification of verification issued as the Gender Equality Bureau, Cabinet Office, document No.xxx dated *Day, Month, Year*, based on Article 7 of the Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-life Balance, and along with the documents listed in Article 5 of the Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-life Balance.,

Details

1 Certifications on which the reporting is carried out (*Delete any irrelevant certifications)

(1) Certification based on Article 9 of the Act on Promotion of Female Participation and Advancement in the Workplace (Eruboshi certification)

Certification corresponding to level 1 (corporations that fulfill the standards with respect to working conditions such as working hours)

Certification corresponding to level 2 (corporations that fulfill the standards with respect to working conditions such as working hours)

Certification corresponding to level 3

(2) Special certification based on Article 12 of the Act on the Promotion of Female Participation and Advancement in the Workplace(Platinum Eruboshi certification)

(3) Development of an action plan for business owners based on Article 8 of the Act on Promotion of Female Participation and Advancement in the Workplace (a foreign corporation that employs 300 or less full-time workers at its head office, its main business sites, and business sites within Japan)

(4) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Former-Kurumin certification) (Certification based on the Article 2-3 of supplementary provisions of the Revised Regulations)

Notification of Cancellation of the Verification of Appropriateness for Certifications, etc. for Corporations
that Promote Measures Such as Work-Life Balance

(Document number)

Day, Month, Year

To: _____

Director General of the Gender Equality Bureau, Cabinet Office Seal

With regards to the notification of verification issued as the Gender Equality Bureau, Cabinet Office, document No.xxx dated on *Day, Month, Year*, this is to notify that the verification result has been cancelled for the reason(s) described below.

Details

1 Certifications to be cancelled (*Delete any irrelevant certifications)

(1) Certification based on Article 9 of the Act on Promotion of Female Participation and Advancement in the Workplace (Eruboshi certification)

Certification corresponding to level 1 (corporations that fulfill the standards with respect to working conditions such as working hours)

Certification corresponding to level 2 (corporations that fulfill the standards with respect to working conditions such as working hours)

Certification corresponding to level 3

(2) Special certification based on Article 12 of the Act on the Promotion of Female Participation and Advancement in the Workplace(Platinum Eruboshi certification)

(3) Development of an action plan for business owners based on Article 8 of the Act on Promotion of Female Participation and Advancement in the Workplace (a foreign corporation that employs 300 or less full-time workers at its head office, its main business sites, and business sites within Japan)

(4) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Former-Kurumin certification) (Certification based on the Article 2-3 of supplementary provisions of the Revised Regulations)

(5) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (New-Kurumin certification) (Certification based on the Revised Regulations.)

- (6) Special certification based on Article 15.2 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Platinum Kurumin certification)
- (7) Certification based on Article 15 of the Youth Labor Welfare Act (Youth Yell certification)

2 Reason(s) for the cancellation

(Attachment)

Written Pledge

Day, Month, Year

To: Director General of the Gender Equality Bureau, Cabinet Office

Corporation name

Name of representative

Address in Japan

I pledge to the following items being aware that the Cabinet Office conducts verification of foreign juridical persons pertaining to the promotion of measures such as work-life balance, based on the Handling Guidelines for Verifying Foreign Juridical Persons Pertaining To the Promotion of Measures Such as Work-Life Balance by (decided by the Director General of the Gender Equality Bureau, Cabinet Office, on September 26, 2016).

- 1 I shall appropriately fulfill each of the standards required for necessary certifications when requesting the verification of appropriateness for certifications, ect. of foreign juridical persons pertaining to the promotion of measures such as work-life balance conducted by the Cabinet Office.
- 2 I agree that the submitted documents and the results of the investigation may be provided by the Cabinet Office to the relevant national authorities to the extent necessary for the initiative based on Article 24 of the Act on the Promotion of Female Participation and Advancement in the Workplace.
- 3 I shall not object to the cancellation of the verification by the Cabinet Office in the event that it has been found that I declared false information with regards to this written pledge or the verification request, or that I have violated this written pledge. In addition, I shall not make any claim against the Cabinet Office even in the event that I incur damages from said cancellation.