

AI Utilization Policy for the Recruitment Process

Our Company adopts AI in our recruitment process. Our utilization policy of AI is as follows:

1. Purpose of AI Utilization

- Improvement of Employee Productivity: to enable employees involved in the recruitment to enhance the efficiency of their work.
- Improvement of Recruitment Process: to propel the improvement of the quality of all the recruitment activities, based on the collected and analyzed data.

2. Data Utilization Policy

- Exclusion of Directly Identifiable Information: The collected data will be used for improvement of the recruitment process except for the person in question, such as trend analysis; however, the collected data must be analyzed only after it has been processed to ensure individuals cannot be identified.
- Exclusion of Prejudice and Bias: In accordance with our recruitment policy, Our Company never collect nor utilize any data which could lead to prejudice or discriminatory tendencies through the utilization of AI.

3. Handling of Audio Data Recorded During Interview

- Obtainment of Separate Consent: In addition to the consent to this Privacy Policy, we will separately explain about the recording of audio data and obtain the consent during the interview process.
- Voluntariness of Consent: Even in the case that you do not consent to the recording of audio data, the interview will proceed as normal, and the selection process will never be affected thereby.
- Restrictions on Analysis: We will not perform any audio data analysis the method of which could lead to the information which may be similar to the special care-required personal information (e.g. analysis of emotions or health conditions).

4. Ethical and Legal Compliance

- Supplementary Utilization: The analysis results from AI are strictly limited to use as supplementary information.

Note: Scope of Supplementary - support for recruitment works to recruitment managers and interviewers, operational support aimed at improving productivity of assistants, etc.