*Coca Cola* bottlers Japan inc.

コカ・コーラ ボトラーズジャパン株式会社

# **News Release**

To the press,

June 15, 2020

Coca-Cola Bottlers Japan Inc.

## Journey to a "New Normal"

## "New ways of working" by Coca-Cola Bottlers Japan Inc.

Accepting change with integrity, enriching knowledge through learning, and responding with agility

We would like to extend our deepest sympathies to those who have been affected by COVID-19. Also, we thank all those who continue to work tirelessly to prevent the spread of infections.

Coca-Cola Bottlers Japan Inc. (Headquarters in Minato-ku, Tokyo; Representative Director & President Calin Dragan; hereafter "CCBJI") has made the decision to endorse new ways of working to respond to the "new normal" society that has been brought by COVID-19.

In 2019, we provided smart phones to all employees to realize "smart management". This has enabled expense settlement and approval processes to be handled outside the office, which previously required employees coming to the office. This has also advanced our telework program, which has been promoted since 2018,



and facilitated diverse ways of working. These efforts helped us transition to working from home smoothly under the COVID-19 state of emergency.

Even after the state of emergency was lifted on May 25, 2020, we will continue to encourage working from home for those who are able to do so. To further evolve the program, we are introducing "new ways of working" in which the company allows employees to work at the office no more than two days a week, as needed.

We will also continue the Super Flextime system with no core time limitations; promote paid leave for childcare; and provide babysitters, to accommodate the life style of every employee. In our journey to a "new normal", we are making preparations to progressively introduce necessary systems, infrastructure, and processes and change culture and mindsets. Our key initiatives include:

- $\cdot\,$  Work from home in principle, and allow office work no more than two days a week, as needed.
- $\cdot\,$  Maintain "safety first" as a general principle, and recommend staggered office hours and off-peak commuting
- $\cdot\,$  Require employees to wear masks at office, and provide continue provision of masks to frontline staff
- Prohibit overseas business trips in general
- Ban face-to-face meetings in principle for the time being, and hold on-line meetings when there are 5 or more attendees.

We will continuously improve the balance between employees' safety and business continuity, while creating and advancing new ways of working, thereby fulfilling our mission, "deliver happy moments to everyone while creating value".

### [For reference]

### • Together! CCBJI

Under the slogan, "Together! CCBJI -There are people waiting for us, every day", we provide products and services that are essential to daily lives, and we make efforts to overcome these difficult times together with our customers and consumers. To this end, we have set up special content in our official website to offer support plans for COVID-19 infection prevention and assist customers and consumers in the community. <a href="https://www.ccbji.co.jp">https://www.ccbji.co.jp</a>

