

**1 All services are FREE of CHARGE!**

Obtain advice from a specialist or attend seminars as often as you like at no charge.

**2 Obtain advice from professionals**

Attorneys and labor consultants are always on hand to offer support.

**3 Receive advice in specialized fields**

Find out whether labor management practices or employment contracts comply with employment guidelines\*.

**4 One of our consultants can come to you**

One of our attorneys or labor consultants can visit your place of business and provide tailored advice.

**AVAILABLE SERVICES**

All services are **FREE of CHARGE.**

**5 Mobile consultation centers**

In addition to TECC (Akasaka), you can also receive advice from attorneys and labor consultants at counters in Shibuya and Marunouchi.

**6 We are open until 9:00 p.m.**

We are open until 9:00 p.m. to provide advice for people who are busy during the day after they finish work.

**7 Receive advice at one of our counters, over the telephone or via e-mail**

Each of these options is easily accessible.

**8 Advice in a variety of languages**

TECC also offers consultations in English. We also provide a telephone interpretation service able to accommodate a variety of languages.

◎ Please book in advance.

\*Employment guidelines refer to guidelines developed through careful analysis and classification of employment-related court cases (developed by the government of Japan in accordance with the Act on National Strategic Special Zones).



Seminars are run by prominent and experienced attorneys and labor consultants on a range of topics, including **“labor laws and regulations and labor management practices”** and **“employment guidelines”**, etc. and aim to provide a clear idea of employment rules and regulations, etc.

◎ For more information, see our website or Facebook page.

**TECC TOKYO EMPLOYMENT CONSULTATION CENTER**

7F ARK Mori Bldg. JETRO Head Office, 1-12-32 Akasaka, Minato-ku, Tokyo 107-6006 Japan  
[CENTER HOURS] Mon – Fri / 9:00 – 21:00  
[CLOSED] Sat, Sun, national holidays, New Year's Holiday (Dec 29 – Jan 3)  
[ACCESS] 1 min. walk from Exit 3 Roppongi-itchome Station on the Tokyo Metro Namboku Line

**TEL.03-3582-8354**

facebook

URL <http://t-ecc.jp>

E-mail [info@t-ecc.jp](mailto:info@t-ecc.jp)



For more information on our mobile consultation centers in Shibuya and Marunouchi, see our website.



**E**MPLOYERS & **E**MPLOYEES

Before you find yourself stumbling over unforeseen problems—

Supporting labor management for venture companies & global corporations



Advice and support from attorneys and social insurance labor consultants are provided **FREE of CHARGE.**

TECC (Tokyo Employment Consultation Center) provides employment advice and support not only in Japanese, but also a range of other languages (English and Chinese, etc.) backed by a comprehensive consultation framework.



**TOKYO EMPLOYMENT CONSULTATION CENTER**

# TECC offers support, all of which is provided **FREE of CHARGE**, in order to avoid employment-related problems.

Attorneys, etc. can provide advice and assist in creating employment regulations based on employment guidelines\*.

TECC (Tokyo Employment Consultation Center) was launched in January 2015 in the National Strategic Special Zone of the Tokyo metropolitan area with the aim of providing support to venture companies and global corporations, etc. in relation to labor management in order to avoid employment-related problems. Using “employment guidelines”<sup>\*</sup> aimed at clarifying employment rules and regulations, the center provides advice on a range of issues, including labor management and employment. A team of professionals, including attorneys and social insurance labor consultants with extensive experience in the area of labor management is always on hand to provide free and easy advice on employment rules and regulations to business owners, human resource managers and employees free of charge. There may be unexpected risks lurking below the surface in your workplace. It is extremely important to establish an appropriate working environment, not only for employers, but also employees. Why not take this opportunity to review your employment contracts and regulations? TECC can assist you in identifying potential risks and formulating effective measures to deal with them.



\*Employment guidelines refer to guidelines developed through careful analysis and classification of employment-related court cases (developed by the government of Japan in accordance with the Act on National Strategic Special Zones).

## 2 STEPS to avoiding employment-related problems

### STEP 1

**First, seek advice from our attorneys/labor consultants at the “TECC counter”.**

Visit the center and speak to one of our consultants. You can also ask questions over the telephone or via e-mail.



### STEP 2

**Seek specific advice**

Advice to assist you in creating your own employment contracts and regulations, etc. One of our consultants can also visit you at your place of business.



All our services are provided **FREE of CHARGE.**

#### Our services are available to any of the following.

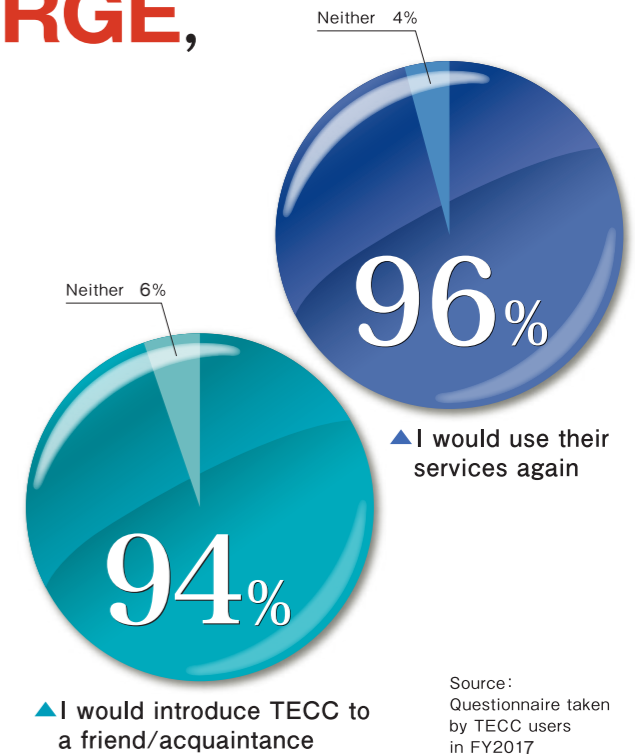
(1) Corporations who have just started (within the last 5 years approximately) or are looking to start up a new business in the Tokyo metropolitan<sup>\*</sup> National Strategic Special Zone, (2) corporations looking to move into the Tokyo metropolitan<sup>\*</sup> National Strategic Special Zone, (3) corporations currently operating in the Tokyo metropolitan<sup>\*</sup> National Strategic Special Zone, and employees working in corporations outlined in (1)–(3) (including people seeking employment in those corporations)

\*Tokyo, Kanagawa, and Chiba, Narita cities in Chiba prefecture

## TECC boasts high levels of satisfaction from its users!

A large number of users have expressed satisfaction with the services at TECC!

TECC services have received rave reviews from our users. The reason behind this is the quality level of service provided by our consultants. Experts in the area of employment-related issues at TECC offer comprehensive advice and as a result have earned the trust and respect of both employers and employees alike. In addition to offering advice on issues that may be affecting you, another of our strengths at TECC is identifying unforeseen problems through casual conversation. Give us a try and experience the TECC difference.



## We also assist global corporations.

**Comprehensive framework to accommodate a range of foreign languages**

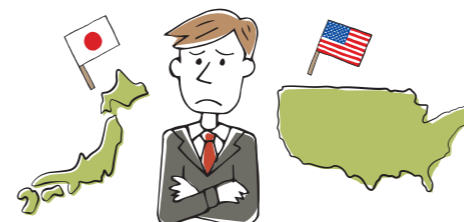
In addition to assisting venture companies, another important mission of TECC is providing support to global corporations looking to move into the Tokyo metropolitan area. As a result, we have consultants with experience working overseas that are able to converse in a range of languages, including English and Chinese, etc. We also provide a telephone interpretation service able to accommodate a variety of languages.

\*Please book in advance. Other languages include Korean and Spanish.

### USER FEEDBACK

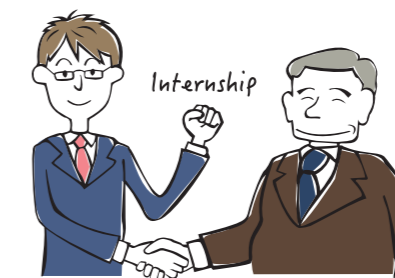
#### Case 1 Executive of a global corporation

There was a lot of unease when expanding our business operations into Japan because we were not very clear on the differences in labor laws between Japan and the United States. With TECC, not only could we make use of the consultation counters, but were also able to obtain appropriate advice over the telephone and via e-mail. They have a great team of English speaking attorneys and labor consultants working with them which was very reassuring. I was so happy with the service that I immediately recommended them to a friend.



#### Case 2 Owner of a venture company providing human resource placement services

I was approached by a student wanting an internship, even if it was without pay, but was unsure as to whether I could really employ them without offering any kind of remuneration. After talking to TECC, they customized an employment contract for me and solved all my problems. Further, the service was free which was ideal for a startup business like mine.



#### Case 3 Employee from a venture company

I had recently changed jobs, but my new role was not quite what I expected and I was not entirely happy about it. After talking to a consultant from TECC, I was clear on what rights I had as an employee and felt a lot more comfortable about my situation. While attorneys can specialize in a wide range of fields, the consultants at TECC have extensive experience in the area of labor management, and that gave me added peace of mind.

