

JETRO

JAPAN EXTERNAL TRADE ORGANIZATION

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Dear Sir/Madam:

JETRO is pleased to announce the publication of a book it believes will be of tremendous value to every Japanese firm having business operations or plans to set up operations in the United States. The book is **THE COMPLETE HANDBOOK OF U.S. PERSONNEL AND LABOR RELATIONS PRACTICES FOR JAPANESE CORPORATIONS**, by Thomas J. Nevins, Managing Director of Technics in Management Transfer (TMT Inc.), a Tokyo-based management consulting firm. Written in both English and Japanese, the **HANDBOOK** is designed to provide Japanese managers with a practical guide to writing effective personnel policy manuals for their branches in the United States and other foreign countries.

The book provides 150 examples of actual policies and practices in use among U.S. corporations in 100 different policy categories (presented in alphabetical order from "Absence" to "Work Standards"). These are supplemented by information on the legal background of key policy areas, including advice on how to comply with the multitude of labor-related laws in effect in the United States. This easy-to-use format is designed to allow each company to select among available policy options to create the manual best suited to its own style, philosophy, and operational needs.

In spite of growing political and economic pressures to invest in production facilities in the United States, many Japanese corporations remain hesitant to go abroad. The primary reason for this seems to be that, realizing how much of their success they owe to the high quality of Japanese labor and the effective management of people, they fear they will not enjoy the same success and level of productivity with a non-Japanese work force. Underlying this fear is a lack of knowledge about the nature of U.S. labor-management relations and the productivity of U.S. workers, as well as intimidation by the complexity of U.S. labor laws.

Now, with this handbook available, JETRO believes that Japanese companies can start or expand overseas production with confidence. The book points out every factor which must be taken into consideration when introducing new policies or work rules. It provides clear explanations of the latest legal developments in such critical areas as affirmative action, fair employment practices and worker health and safety standards. And it gives specifics on how to comply with rulings of the EEOC (Equal Employment Opportunity Commission), and with regulations based on OSHA (Occupational Safety and Health Act), the Rehabilitation Act of 1973 (requiring employment of the handicapped) and other laws.

Careful study of this book will, thus, without a doubt help Japanese companies to avoid problems with U.S. regulatory agencies, minimize employee-management and union-management conflicts, and save on the costs of fines, unemployment and accident benefits, insurance premiums, and so on. In addition, adoption of a well-prepared written company policy manual based on the guidelines provided by the **HANDBOOK** will ensure that all managers and workers understand company policy, are informed of their and the company's legal rights and responsibilities, and know what is expected of them

in every situation. As a result, good worker morale can be promoted, supervisors can be more confident, firm, and willing to accept responsibility because they know that their decisions are backed up by consistent company policy, and management efficiency can be greatly improved.

Thanks to its bilingual format, the HANDBOOK enables busy head office managers in Japan to readily understand American (and, thus, similar foreign) personnel and work rule policies without having to struggle over the English or pay for expensive translations. As a result, planning and personnel departments in corporate headquarters will be able to control and coordinate company policy worldwide more effectively.

JETRO hopes that Japanese corporations will study the policies presented in the HANDBOOK carefully and adopt those most appropriate to their specific circumstances. Furthermore, JETRO is confident that this HANDBOOK, by helping Japanese corporations to better understand and comply with American labor and fair and equal employment laws, will enable them to become integral and responsible members of the American corporate community.

Publications Dept.
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