

## **Announcement of complaint**

We respond sincerely with employment security agencies when job seekers or employers have complaint.

### **Please contact here**

Company: SHEEPS Co., Ltd.

Employment placement manager : Meri Kamei

Tel: +81-82-423-7890

## **Announcement that how we handle information of job seekers and employers**

According to Personal Information Appropriate Management Regulations, we handle the personal information which we get from job seekers or employers safely.

This is Personal Information Appropriate Management Regulations.

- 1 . The person who can handle personal information is only office clerk.  
Person in charge of personal information is Meri Kamei employment placement manager.
- 2 .Employment placement manager teach her employments how to handle personal information once a year. Employment placement manager has training at least once every 5 years.
- 3 . The person who handles personal information tell themselves who want to know their experience of job or license. If job seekers or employer found mistake of their job experience or license, we correct it quickly. Employment placement manager teach office clerk to how to teach personal information and how to correct.
- 4 . Personal information will be used to provide to business partners who have agreed to disclose it to job seekers for job placement services.
- 5 . If job seekers have complaint about their personal information, the person responsible for complaint handle and respond with sincerity.  
Complaint leader is Meri Kamei Employment placement manager.

### **●Job we can introduce**

We can introduce you all job in Japan.

### **●Announcement of fee**

We request payment for employer. The fee is based on fee table. Job seekers don't have to pay.

### **●Announcement for refund**

We refund employers when job seekers who we introduce stop job in a short time. We don't refund job seekers.

- Quit job within 1 month from starting job: 100% refund
- Quit job within 1 month from starting job: 50% refund