



 These terms and conditions apply to courses conducted by the Aichi Labor Standards Association (hereinafter referred to as the "ARK" based on the abbreviation of *Aichi Rodo Kijun-kyokai* in Japanese). Any person who applies to take the course and whose application has been officially accepted by the ARK (hereinafter referred to as the "customer") will be deemed to have agreed to these terms and conditions and applied to take the course.

## ARTICLE 1: SCOPE OF APPLICATION

 In these terms and conditions, the course refers to the following education programs (1) to (4) that are attended by participants gathering at a venue in accordance with the Industrial Safety and Health Act.

- (1) Skills training, (2) Special education, (3) Ability improvement education, etc.,
- (4) License exam preparation study sessions, etc.

## ARTICLE 2: POINTS TO KEEP IN MIND WHEN TAKING THE COURSE

1. Compliance with the ARK Instructions  
When taking the course, if the ARK gives instructions regarding the proper implementation of the course and ensuring safety during the course, the customer shall comply with such instructions.
2. Strict management of course time  
The education in the preceding Articles (1), (2) and (3) will be provided based on a curriculum that satisfies the legal training hours.  
**If you are late or leave the class for any reason, you will not be able to complete the course due to insufficient time.**  
**Customers must strictly adhere to the course start time.**
3. Physical condition management  
When taking the course, customers must take full responsibility for their own health and pay close attention to their own physical condition.
4. Confidentiality of course acquisition information  
Customers shall not disclose to a third party, leak or misuse any information relating to the ARK, other participants or instructors that they learn during the course, or any handouts or case studies used in the course.  
However, this does not include information that has been approved in advance by the instructor or that is publicly known.
5. Bring your attendance sheet  
As a general rule, course attendance sheets will be distributed after the customer's payment of the tuition fee has been confirmed.  
**On the day of the course, customers must bring an attendance sheet to record their attendance.**
6. Reception on the day / Identity verification  
On the day of the course, the ARK will verify that you are the actual participant at the reception every day.  
**Customers must present a photo ID or certificate issued by a public institution (driver's license, My Number card, passport, residence card, etc.).**
7. Certificate of Completion  
The ARK will issue a certificate of completion to customers who complete the entire educational course in the previous article (1), (2) and (3).  
The name field will be **filled in using the name as it appears on the resident's card** (hereafter referred to as the real name).  
In addition, the ARK can print either the customer's nickname or maiden name on the certificate along with the real name. Customers who wish to have either printed should indicate the desired content in the appropriate section on the application form and attach any necessary supporting documents to the application form.

## 8. Audio and video recording

The ARK may, where necessary, record or film the courses in order to improve the quality of the courses and to check the participation status of customers.

## 9. Check the parking lot in advance and comply with smoking rules

**Customers travelling by car to the course venue should check in advance in the guide materials or on the ARK's website whether parking is available at each venue.**

In addition, participants must follow the rules of the course venue regarding smoking.

## ARTICLE 3: PROHIBITED MATTERS



The ARK prohibits customers from engaging in any of the following activities or acts that are deemed to fall under any of the following items:

If a customer engages in prohibited conduct, the ARK may take legal action against the customer, including canceling their participation in the course and/or seeking compensation for damages.

### 1. Use of information and communication devices

**Using a smartphone, smart watch, smart glasses, etc. to record, film, transmit, copy, modify, reproduce, post on social media, or engage in other similar activities regarding all or part of the lectures and exercises and the teaching materials or videos used in the course.**

### 2. Privacy violations

Violating the portrait rights, privacy rights, reputation, or other rights of instructors, staff, or participants.

### 3. Nuisance behavior

Engaging in any conduct that violates laws and regulations, causes inconvenience to other participants, or may disrupt the operation of the course.

### 4. Commercial activities

Solicit or encourage illegal activities, religion, political activities, multi-level marketing, etc. to instructors, staff, or other participants, or engage in commercial activities for yourself or a third party.

### 5. Impersonation

Having anyone other than the customer takes the course (changing the participant without the ARK's permission, impersonating another person, multiple participants, etc.), or taking the course without the permission.

### 6. Dozing off and using smartphones

**Doing anything that is not recognized as proper attendance, such as falling asleep during the course or using a smartphone or tablet.**

### 7. Violation of public order and morals

Performing acts related to crimes or acts that violate public order and morals. Also, belonging to or having a relationship with anti-social forces.

### 8. False statements

Filling in false information when applying to take the course.

### 9. Other inappropriate conduct

Engaging in any behavior or actions that the ARK or the instructor cannot help but consider inappropriate or annoying.

## ARTICLE 4: DISCLAIMERS, ETC.

1. If any of the following items apply, the ARK may take measures such as changing, interrupting, restricting or terminating the course or asking the customer to withdraw from the course without prior notice. The ARK shall not be liable for any damages incurred by the customer as a result of this. Furthermore, even if the ARK is responsible for any reason, the ARK shall not be liable for compensation in excess of the tuition fee paid by the customer.
  - (1) If it becomes difficult to conduct the course due to fire, lightning, earthquake, storm or flood damage, power outage, or other natural disaster.
  - (2) If the customer commits any of the prohibited acts set out in the preceding article.
  - (3) Any other case in which the ARK determines that it is difficult to conduct the course due to unavoidable reasons.
2. Even if the measures set forth in Paragraph 1 are taken, the customer will not be exempted from the obligation to pay for the course.

## ARTICLE 5: PAYMENT OF TUITION FEES

1. Customers must deposit the tuition fee into the designated account by bank transfer or other prescribed method by the due date specified by ARK or the respective district association (hereinafter referred to as the DA) in charge of reception.
2. **If the payment is not received by the specified due date, the customer may be asked to refrain from attending the course.**
3. All transfer fees related to the payment of tuition fees and transfer fees when the ARK or the DA refunds the tuition fees deposited by the customer to the customer shall be borne by the customer. However, this does not apply if there are reasons attributable to the ARK.

## ARTICLE 6: PROTECTION OF PERSONAL INFORMATION

1. The ARK will comply with the Personal Information Protection Law and the "Basic Policy of Personal Information Protection" stipulated by the ARK and will handle the personal information appropriately.
2. The ARK will use the personal information provided by customers only for the purpose of conducting training courses appropriately and providing information on related legal revisions and seminars.
3. Customers shall not use any personal information they learn in connection with the course for any purpose other than that intended or disclose it to any third party.

## ARTICLE 7: COPYRIGHT



The copyright for all information provided in the course belongs to the ARK or the authors of the textbooks and materials used.

## ARTICLE 8: MATTERS TO BE DISCUSSED



If any doubt arises regarding the interpretation of matters or provisions not stated in these Terms, the ARK and the customer shall consult and respond in good faith.

## ARTICLE 9: COURT OF JURISDICTION



In the event of a dispute regarding attendance at the course, the Nagoya District Court with jurisdiction over the location of the ARK shall be the court of first instance with jurisdiction.

## SUPPLEMENTARY PROVISIONS

1. These terms and conditions will apply from July 1, 2024.
2. Revised December 11, 2024