



CORPORATE BROCHURE

# Who we are

## COMPANY PROFILE



HRM Partners is a management consulting company that provides human resources management and corporate administration services expertise to small and mid-size American and multi-national corporations.

We began operations in 1994 in Los Angeles, California as a response to the human resources function's evolution over the past several decades into becoming a strategic corporate weapon. In a technology-driven, fast changing global business world every corporation striving for success must compete for skilled talent, must train its employees to keep skills upgrades, must influence its employees to provide the best products and services, and must control and monitor personnel costs to maintain cost competitiveness. In addition, with many years of operations, we have developed an extensive knowledge and expertise in both international and domestic business systems to meet the needs of fast changing global business requirements.

Our human resources management services include employee relations, management & employee conflict management, compensation and benefits program design and costing, management communications programs, performance management, safety planning, and recruitment-support services. Our corporate administration services include operational audits for loss prevention in finance, accounting and risk management, workflow reviews and procedure development of company work functions, and compliance audits of company operations for compliance with such standards as FASB and J-SOX.

HRM Partners' client base includes such industries as banking, retail, transportation, high technology, media, manufacturing, automotive and biotechnology to name a few. Our positive track record of projects involving human resource management, employee motivation improvement, cost reduction and compliance have proven successful results.

The human resources management and administrative programs that we develop are custom-tailored to the specific needs of each company we service. In some instances, HRM Partners functions as an extension of the human resources department providing specialized services that would be too costly and inefficient to perform in-house. In other cases, we are a complete outsourced human resources department providing full human resources services. We also advise companies on the effectiveness of their current in-house efforts. If a needed program is not in place, we set up and provide training to both management and employees.

A few of the basic principles that we apply in our work with clients include the following:

- . Management meetings in both English and Japanese on a set schedule to review and solve on-site problems
- . On-Site assistance with human resources/administration issues including the training of in-house staff
- . On-call services by phone, fax and email in both English and Japanese
- . Upon request, we do service for your parent company located in or out of the United States with appropriate reporting and explanation.
- . Coordinate of other related services with other third party professionals including immigration and labor attorneys, insurance brokers, benefit and actuarial specialists, government agencies, etc.
- . Access to several professional human resource management and specified research materials
- . Translate documents between Japanese, English and Spanish by requests.

# What we do

## HUMAN RESOURCES MANAGEMENT PROJECT SERVICES

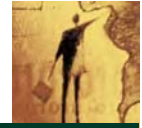


The effective development and implementation of human resources policies and practices helps create a competitive advantage for a company. To increase efficiency and productivity, companies must integrate accepted corporate standards for human resource management and corporate administration practices into senior management's decision-making process.

HRM Partners is uniquely qualified to provide assistance and expertise in many areas of human resources management and corporate administration including employment, employee relations, compensation and benefits, training, and corporate audit and compliance.

### 1

#### Human Resource Management Programs



##### Human Resources Audit

Perform the various types of human resource audit such as policies, human resource practices, and HR related compliances.

##### Employee Handbook Development and Updates

Develop employee surveys and questionnaires for purposes of identifying problems and issues and proposing solutions.

##### Employee Handbook Development

Evaluate and update current handbook or develop, design and implement a new handbook including labor requirements for multi-state company operations.

##### Performance Appraisal Program Development and Execution

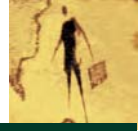
Assist management to evaluate employee performance as well as monitor and ensure proper documentation of employee performance appraisals, including identifying and handling employee problems and discipline.

##### Company Restructuring, Downsizing and Reorganization

Help companies prepare for the restructuring and downsizing of employee groups to maintain productivity and morale and avoid litigation.

## 2

### Employee Relations



#### Complaint Resolution Programs

Assist management with both formal and informal approaches to complaint resolution.

#### Employee Motivation and Productivity Enhancement Programs

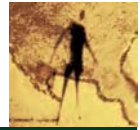
Work with management to develop and implement a variety of programs targeted to improving motivation and productivity. Includes both monetary and non-monetary award programs.

#### Employee Counseling and Discipline

Act as a third-party between management and employees to help resolve management/employee conflicts. In addition, we also assist with developing standardized disciplinary procedures.

## 3

### Employee Record Management



#### Personnel File Organization

Organize and file records and information of employees based on the regulation. Create missing documents and/or revise documents if needed.

#### Human Resources Information System

Provide a proprietary employee information database with privacy protection and access by levels. The database enables the immediate and anytime access of essential personnel data to support key decision-making.

#### Human Resources CD

We maintain and provide all essential human resource management forms by CD, which includes forms for interviewing, hiring, terminating, terminating, and other key documents needed for daily management.

# 4

## Compensation and Benefits



### Job Descriptions

Collect and analyze relevant job information, develop and establish job specifications, assist management in structuring job elements, duties and tasks.

### Wage and Salary Surveys

Collect and analyze generic and industry-specific benchmark salary data for measuring cost competitiveness.

### Compensation Program Design and Implementation

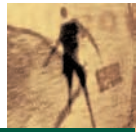
Design wage and salary programs for a variety of employee groups with the use of salary survey information. Also, custom develop base and total compensation packages including incentive programs.

### Benefit Audit, Design and Implementation

Review current group benefit programs and associated costs; develop custom program based on group needs and costs and provide options for placement using vendors and insurance brokers.

# 5

## Recruitment and Termination



### Hiring and Termination Practices

Provide advice and assistance to management on policy standards for proper hiring and termination techniques.

### Recruitment-Related Assistance and Support

Assist with development and placement of recruitment advertisement along with screening of resumes and making recommendations for selection interviews. Coordinate and assist with interviewing final job candidates and making recommendations for hire. Recommend services for background/drug screening checks and assist management with written job offers including conditions of employment.

### Exit Interview Procedures

Set up standardized guidelines for terminating employees including the required documents for the termination. Also, coordinate and handle employee exit interviews.

### Personnel Reductions

Set up reduction-in-force policies and procedures and coordinate and implement reduction program including announcements, employee meetings, termination package design, etc.

# 6

## Employee Training



### Workplace Harassment

Designed for both employees and management; our workplace harassment prevention training educates participants on workplace harassment and how to avoid it. Training includes laws, examples, judicial precedent, and how to maintain a work environment free from harassment. The training also provides key information on what type of action/language cause workplace harassment, what type of action can be taken as retaliation, and how management must urgently handle any actions/complaints.

### American Labor Practices

Designed as an orientation for Japanese expatriates; this training provides overview on labor laws, recruitment, compensation and benefits, performance appraisal and discipline and termination. In addition, we explain the differences of workplace cultures between two countries and provide the necessary knowledge and techniques that are necessary for participants to be successful as managers in the United States. In addition, we are producing and marketing training videos in the Japanese language.

### Supervisory/Management Training

Designed for anyone that has supervisory/management responsibilities, this is a full day program with lecture, participant surveying, video demonstration and participant practice sessions. Content includes an overview of labor laws as well as various management techniques on counseling/coaching, interviewing, conducting performance reviews and handling employee discipline.

### Performance Appraisal Design & Training

Provide both content development and training to managers on how to document performance in writing and conduct a one-on-one feedback session with an employee. Includes providing knowledge of legally-related issues related to performance appraisal.

### Safety

Train both employees and management on safety program based on both federal and state OSHA regulations. In addition, initiate safety committee meetings and assure continuation on on-going basis.

### Employee Team Building

Program includes teaching people how to work together as a team for enhanced productivity and improvement.

### Sales & Customer Service Training

Provide training on improving both sales and customer service functions within a company.

### Compliance Training

Provide compliance training to both management and employees customized to each company's corporate compliance codes and procedures.

# 7

## Safety Administration



### Safety Audit

Prepare safety plan and implement at company sites including coordination of safety committee.

### Safety Plan Design & Implementation

Conduct on-site safety audits for purposes of preparing and developing a written safety plan. On-site safety audit includes facility inspection, review of hazardous chemicals and safety problem analysis.

# 8

## Audit & Compliance



### Operations & Compliance Audit

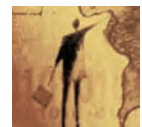
Conduct on-site operational audits of the finance and accounting functions to create proper check-and-balance procedures to deter financial fraud and accounting loss. Includes finance, accounting and senior management workflow reviews and procedure development of company work functions and audit of company operations for compliance with such standards as FASB and J-SOX.

### Confidential Hotline Service

Provide communications vehicle for employees to anonymously report any workplace complaint and misconduct including fraud, theft, harassment, unethical behavior and workplace safety hazards. Service includes dedicated hotline & email address, management & employee training on policies & procedures regarding ethics, misconduct and corporate compliance, timely reporting of incidents to in-house representative within company and recommendations on corrective action.

# 9

## Miscellaneous



### Preventing Sexual Harassment Video

Japanese training DVD.

# What we do

## HR Operations Outsourcing Program



In addition to in-depth consulting with companies on a project basis, HRM Partners offers a human resources management operations retainer program that provides professional on-site HR management expertise for day-to-day HR management. This program offers support for small-to-medium-sized companies that do not have top-level management human resources expertise or for those who may need senior level HR management assistance.

Our HR Operations Program includes providing our professional staff at a company site between ½ day and up to three days each week for the first three months. After the first three months, the service may change to a once a week or once every two weeks site visit. Also, as an alternative, a monthly maintenance agreement may be appropriate which provides telephone and email support along with scheduled meetings as needed.

Similar to our HR project services, Our HR Operations Services include the following:

Function	General Description	Services Provided
Human Resource Management	Administer company human resource management programs including employee policies, wage & salary, employee relations, performance management, benefits, recruitment, etc	Employee Handbook development & updates; Job descriptions; Wage & Salary program including salary survey information; Performance Appraisal program; Recruitment & Hiring services; Personnel Research; and Employee Relations
Group Benefits	Review current benefit programs and develop custom-designed new program based on costs; Coordinate placement with vendors	Review of current benefits including costing; benefits practices surveys; Custom design new program to meet needs; Identify brokers and vendors to provide new benefit products
Risk Management	Review current program; If needed coordinate placement for Workers' Compensation and General Liability insurances	Review of current workers compensation program; Coordination with workers' compensation vendor; Location of new vendor; Strategies to reduce costs; Implementation of safety plan; Review and strategy for other general liability insurance programs
Payroll Administration	Administration of payroll	Coordinate placement of payroll with third party service; Prepare payroll based on schedule
Employee Training	Provide staff training as needed	Orientation sessions for new employees; Safety; Management/Supervisory skills; Performance Appraisal Management; Workplace Harassment Prevention; American Labor Practices for Expatriate/Rotating Staff; Compliance Training for management & staff
Expatriate Services	Coordinate expatriate services for visa and tax preparation services	Identify and coordinate work with immigration attorneys for visa issues; Coordinate tax preparation services with accounting firms
Safety	Conduct safety inspections, develop company safety plan & implement program to all employee groups	Coordinate development of written company safety plan; Implement Safety Plan with management & employee training; Initiate Safety Committee & coordinate on consistent basis.

# Where we are

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