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Seoyon E-Hwa

Business and Human Rights Policy

	Rev. No.	Rev. Date	Effective Date	Major Changes
Revision History	0	2021.04.01	2021.04.01	Initial enactment (Human rights charter)
	1	2024.05.14	2024.05.17	Amendment (Title & format changed)

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1. Overview

1.1 Purpose

Seoyon E-Hwa hereby declares its human rights policy aimed at preventing human rights violations and mitigating related risks in its business operations while implementing human rights management.

1.2 Scope

This policy applies to the executives and employees of Seoyon E-Hwa's domestic and overseas production entities. Also, the executives and employees of Seoyon E-Hwa shall encourage all stakeholders with whom the Company has business relationships to respect and follow this policy. If the matters covered in the human rights policy are in conflict with the laws and regulations of the country concerned, the local laws and regulations shall be observed with priority, and the human rights policy may be amended to reflect the laws and regulations and industry characteristics of the country concerned. All executives and employees of Seoyon E-Hwa shall carry out their job duties in accordance with this human rights policy.

1.3 Establishment of Risk Management System

In order to respect the human rights of all executives and employees and mitigate related risks, Seoyon E-Hwa shall strive to establish a human rights management system in accordance with the human rights policy, assess and mitigate human rights risks and share relevant information with stakeholders under the supervision of the human resources department.

2. Basic Principles

2.1 Prohibition of Discrimination

Seoyon E-Hwa does not discriminate against anyone with respect to recruitment, hiring, promotion, training, wages, welfare, etc., on the grounds of gender, race, ethnicity, nationality, religion, disability, age, family status, social status, political opinion, pregnancy, and childbirth for all employees, and it establishes an organizational culture that respects the diversity of employees. Additionally, the company must provide accommodations related to culture and religion upon request from employees, unless there are reasonable grounds for refusal.

2.2 Prevention of Workplace Bullying

Seoyon E-Hwa prohibits any acts that cause physical or mental pain or worsen the working environment beyond the appropriate scope of work by using one's position at work.

2.3 Compliance with Working Conditions

Seoyon E-Hwa complies with the legal work hours for each country where it engages in business and it pays all employees reasonable wages for their work together with a wage statement. In addition, Seoyon E-Hwa provides a work environment appropriate for the performance of duties and sufficient training opportunities to develop competencies and improve the quality of life of all employees.

2.4 Competency Development

Seoyon E-Hwa provides sufficient educational opportunities for all employees to enhance their competencies and quality of life and creates an appropriate work environment for the performance of their duties.

2.5 Humane Treatment

Seoyon E-Hwa respects the privacy of all employees and fully protects personal information, and it does not mentally or physically abuse any employee or treat them adversely.

2.6 Guarantee of Freedom of Association and Collective Bargaining

Seoyon E-Hwa respects the labor relations laws of the country where the Human Rights Charter is applied to provide sufficient opportunities for communication with all employees.

2.7 Prohibition of Forced Labor and Child Labor

Seoyon E-Hwa does not engage in any act of violence, threat, false imprisonment, or the like against any employee, and it does not coerce any work against free will by demanding a personal ID or company ID. In addition, all forms of child labor are prohibited in principle, and the company strictly complies with the laws and regulations of each country where it operates when hiring minors and entering into employment contracts. It ensures that the work of young workers does not restrict their educational opportunities. If any employee identifies a case suspected of forced labor or child labor, they must immediately report it to the Human Rights Department and take appropriate measures such as reporting and protection in accordance with the relevant laws of the country.

2.8 Guarantee of Industrial Safety

Seoyon E-Hwa regularly inspects the facilities, equipment, tools, and others of the business premises for all employees to work in a safe work environment and prepares a support plan for post-management and appropriate measures for the purpose of preventing physical and mental hazards.

2.9 Protection of the Human Rights of Local Residents

All employees of Seoyon E-Hwa are cautioned not to interfere with the human rights of the local residents when carrying out their work. Moreover, the rights to safety and health for local residents and freedom of residence are protected.

2.10 Protection of Customer Rights

All employees of Seoyon E-Hwa prioritize the protection of the lives, health, and property of customers when providing products and services. We take the utmost measures to safeguard and protect personal information collected through business activities.

3. Implementation System

3.1 Grievance Handling Procedures

3.1.1 Reporting of Human Rights Violations

Seoyon E-Hwa has a channel through which it receives reports from its executives and employees and other companies and organizations (complainants) whose human rights have been violated or who have become aware of human rights risks. When receiving a report on a human rights violation, the relevant departments shall discuss specific remedies for the reported case in consideration of the characteristics specific to the case.

3.1.2 Handling of Reports of Human Rights Violations

Seoyon E-Hwa shall refer to legal precedents, regulations of the competent authorities, past internal handling practices, other common practices in the industry, etc. for the cases of human rights violations and seek the best remedy with the support of relevant departments.

Human Rights Violation Reporting Channel

- Department: Internal Audit Group
- E-mail Address: holigun@seoyoneh.com

3.1.3 Confidentiality

The executives and employees of Seoyon E-Hwa shall not disclose, report, or inform others of the personal information of the complainant or any facts from which the identity of the complainant may be inferred and shall, in principle, keep the details of the victim, violation, remedy procedures, results, etc. reported, received, notified, etc. confidential. Necessary

measures to ensure that the complainant who reported the human rights violation or human rights risks does not suffer any reprisal shall be prepared to the maximum extent possible.

3.1.4 Filing of Appeal

In case of disagreeing with the outcome of handling the human rights violation report, the complainant may file a new report through the human rights violation report channel. However, when filing an appeal, the complainant must clearly state the reason for the appeal based on the outcome of the previous grievance handling procedure.

3.2 Training

Seoyon E-Hwa may provide education and training on human rights management for the purpose of improving the understanding and awareness of human rights among the executives and employees and communicating the direction of internal human rights management and its implementation plan. Through human rights management education and training, the executives and employees shall be discouraged from discriminating against one another and be encouraged to actively report cases and risks of human rights violations.

4. Addenda

4.1 This human rights management policy shall be effective as of April 1, 2021.

4.2 This human rights management policy shall be effective as of May 14, 2024.

● List of Referenced Standards :

Internal Standard NO.	Management Standard	Drafted by	Enactment Date	Last Rev. Date	Rev. NO.
SMS-B-11	인사관리 프로세스	인사팀	1991.04.01	2020.04.20	13
SMS-B-11-P01	취업관리 절차	인사실	1981.06.01	2024.01.01	15
SMS-B-11-P03	징계 절차	인사팀	1985.05.06	2017.01.13	12
SMS-B-11-P06	교육훈련 절차	인사팀	1994.11.30	2020.09.16	14
SMS-B-11-P10	휴복직 관리 절차	인사실	2010.11.17	2022.10.17	05
SMS-B-11-P13	임단협 관리 절차	경영지원팀	2010.10.18	2015.12.21	02

* The detailed instructions are not filled out in this reference table.