



임직원 윤리강령

Code of Ethics

Last Revised	2023. 06. 14.
Responsible Department	(Primary) Business Improvement Team (Secondary) -



Code of Ethics

1. Objectives and Background

- As a listed company, it is to secure trust and ethics for shareholders and stakeholders, and to practice transparent and ethical management.
- This is to stipulate the management policy of the CEO to practice corporate transparent and ethical management.
- This is to comply with the control procedure in the Internal Accounting Management Regulations of Listed Companies based on the law.
- It is to provide the right ethical decision-making and action direction to all executives and employees of the company and subsidiaries (including contract workers and dispatched workers) by stipulating details such as specific criteria for judgment.

2. Guidelines

- Attitude toward shareholders and investors: Protect shareholders' rights and Interests / Equal treatment for all shareholders / Active provision of Information
- Attitude toward customer: Respect and protect for all customer
- Attitude toward competitors and business partners: Fair competition with competitors / Fair business deal with business partners
- Responsibility to employees: Fair treatment / Create a pleasant working environment
- Responsibility to society: Complying with domestic and International Laws and Regulations / Contribute to national economy and society development / Environmental protection
- Essential ethics of executives and employees



Establish a clean corporate culture / Prohibition of conflicts of interest / Prohibition on use of internal information / protect company assets and important information / Prevention of sexual harassment / Prevention of acceptance of money, gifts, and entertainment / Compliance with the code of ethics

3. Practice Guidelines

■ Attitude toward shareholders and investors: Protect shareholders' rights and Interests / Equal treatment for all shareholders / Active provision of information

➤ Pursuit of increased shareholder value

- We will make profits through transparent decision -making and efficient management, and increase corporate and shareholder value at the same time.

➤ Provide fair investment information

- We will not provide information that might affect the decision-making of investors to only certain investors, nor provide partial information. We will not directly trade stocks or securities, nor recommend trading to others using insider information obtained while working for the company.

➤ Transparent calculation and Provision of financial information

- We will calculate the financial information through appropriate processes and controls based on accurate transaction facts.
- We will prepare financial reports in accordance with generally accepted accounting standards.
- We will provide sufficient and accurate information regarding management of the company to investors so that investors may freely be responsible for making its own investment decisions.

■ Attitude toward customer: Respect and protect for all customer

➤ Realization of customer satisfaction

- We will perform customer-oriented tasks that listen to and respect customers.



- We will Actively accept the legitimate needs and reasonable suggestions of the customer.
- Creation of customer value
 - We will satisfy customer's needs by providing the best products through continuous technology development.
 - Employees try to understand domestic and oversea market situations and develop a service mindset that respects customers' culture and practices.
- Secure customer trust
 - We will pay due attention to safety and health issues impacting customers in our management activities, and not provide any product or service that might threaten a customer's safety or health.
 - We will protect customer information and comply with relevant laws and regulations.
 - We will provide accurate information to customer on a timely basis.
- Attitude toward competitors and business partners: Fair competition with competitors / Fair business deal with business partners
 - Building Mutual Trust
 - We will pursue fair dealings with our business partners on equal footing and based on mutual respect.
 - We will strictly protect information received from deals with business partners in accordance with the terms of the relevant contract and relevant laws.
 - We will support business partners in complying with fair trade laws and regulations.
 - Pursuing shared growth with business partners
 - We will pursue mutual benefits by sharing fruitful outcomes with business partners.
 - We will cooperate and communicate openly with business partners such that business partners may provide high quality products and services.
 - We will provide fair opportunities and reasonable deals terms to business partners so that they can grow as our long-term business partners.



- Support for continuing development of business partners
 - We will endeavor to build a stable supply chain by providing technical supports to business partners.
 - We will endeavor to expand the potential pool of business partners that can grow with us in the harmonious development of the overall corporate ecosystem.
- Responsibility to employees: Fair treatment / Create a pleasant working environment.
 - Pursuit of work and life balance
 - We will try to improve the quality-of-life executives and employees by providing benefits helpful for maintaining a stable life.
 - We will support executives and employees in achieving their individual visions, and allow them flexibility in terms of the time, places, and methods in performing their work.
 - Provision of opportunity for education and growth
 - We will organize work environments and systems so that creativity can be bolstered.
 - We will support executives' and employees' education and participation in development programs such that they can fully develop their potential.
 - Fair evaluation and compensation
 - We will make an impartial and systematic evaluation system for employees based on their individual competencies and performances and provide appropriate compensation therefor.
 - Establish a clean corporate culture
 - We will work towards open corporate culture through open communication.
 - We will remove barriers between departments, and pursue a cooperative atmosphere)
- Responsibility to Society: Complying with domestic and International Laws and Regulations / Contribute to national economy and society development / Environmental protection.



➤ Roles and Attitude as a corporate citizen

- We will respect local laws and regulation, as well as local culture and tradition, and endeavor for mutual development with the country and society.
- We will encourage participation and endeavor to communicate with interested parties in performing management activities that may affect the country and society.
- We will encourage business partners to participate in activities for the development of the country and society.

➤ Contribution to the development of the country and the society

- We will disperse our obligations in the community by creating and maintaining stable jobs and paying taxes in time.
- We will actively participate in social service activities, such as volunteer work and disaster relief work, and initiate non-profit activities in various fields, including culture, arts, sports, and education.
- We will provide support for residents' efforts to improve the quality of their lives and pursuits for a happy life.

➤ Protection of environment and preservation of Eco-system

- We will share benefits and issues with various interested parties, and jointly carry out environmental protection activities.
- We will convince business partners to believe that protecting the environment is a fundamental social responsibility of a company, and support business partners in complying with laws and regulations related to environmental protection.

➤ Complying with environmental laws and improvement on environmental impacts

- We will endeavor to comply with environmental laws and to improve impacts on the environment in the overall process of developing, producing, and using products.
- We will endeavor to restore the eco-system and preserve biological diversity through effective use of natural resources and by-products.

■ Essential ethics of executives and employees



Establish a clean corporate culture / Prohibition of conflicts of interest / Prohibition on Use of internal information / protect company assets and important information / Prevention of sexual harassment / Prevention of acceptance of money, Gifts, and entertainment / Compliance with the code of ethics.

➤ Money and other valuables

- Employee may not offer or receive any money or valuables from stakeholders.
- Employee may not offer or receive any money or valuables from overseas corporation during business trip.
- If employee received money or other valuables without being aware of it, such money and valuables should be returned, or if not returnable, should be reported to the company.

➤ Entertainment

- Entertainment at drinking places with hosts/hostesses is prohibited regardless of the amount.

➤ Convenience

- Provision or receipt of convenience exceeding customary level, whether transportation or accommodation, is prohibited except for the convenience generally provided to all participants in an event.
- If entertainment exceeding customary levels was received or provided unavoidably, such activity should be reported to company.

➤ Congratulatory or condolatory money

- Employee must not notify stakeholders of congratulations or condolences that have occurred to themselves or their colleagues, and notification through a third party is also considered an act of notification by the employee.
- In the case of providing congratulatory or condolatory money to external stakeholders, the amount, including flower garlands and artificial flowers, should not exceed the appropriate level.
- Employees do not receive congratulatory or condolatory money from external stakeholders under any circumstances, and if they are unavoidably received, they



must return the money or report it to the company.

➤ Lending and borrowing money

- Employees must not engage in financial transactions with stakeholders, such as pushing or lending money, guaranteeing loans, and leasing real estate.
- If an executive or employee inevitably engages in financial transactions for reasons of personal friendship with a stakeholder, employee must report it to the company.

➤ Support for events

- Company prohibits any act of receiving donations from stakeholders at events supported by the company, such as departmental events or club activities.
- Employees receiving conveniences such as vehicles, venues, and services necessary for an event from interested parties are regarded as receiving money and valuables and are prohibited.
- If the interested party's support to an event was received unavoidably, it should be reported to the company.

➤ Inappropriate use of budget resources

- Employees must not use the company's budget resources, such as meeting expenses and business promotion expenses, for personal purposes.) for personal purposes.
- Employees must use corporate cards in principle for travel expenses, use them in accordance with the purpose of the budget and the standards set by law.

➤ Protection of information and assets

- Employees must thoroughly protect the company's non-public or important information.
- Employees thoroughly protect company information or important information, and do not distort company information or spread false information.
- Employee respect the intellectual property of others by avoiding acts of infringement such as copying, distribution, modification or use without permission.

➤ Compliance with antitrust

- Employees comply with international standards and laws related to fair trade by country, avoiding unfair trade practices such as collusion with competitors on production, price, bidding, and market division, and compete fairly in the market.)



- Employees do not use their superior position to make any form of compensation or unreasonable demands to customers or partner companies.
- Employee should respect the rights and property of others including their intellectual property rights and should not try to enter into transactions or make profits by infringing upon such rights.
- Conflict of interests
 - Employees prevent conflicts of interest by thoroughly excluding inappropriate requests from executives and employees of trading partners with private interests, including those who have resigned.
 - Employees do not enter into unfair private contracts by giving preferential treatment to specific individuals or corporations for reasons of personal interest, or engage in unfair transactions such as high-price purchases, dumping of goods, or prior leakage of transaction information.
- Limitation of concurrent employment
 - Employees do not engage in concurrent employment, or side jobs that may interfere with the performance of your duties.
 - Exceptions are permitted only if approval is obtained from head of division and relevant departments (HR) and all of the following criteria are met.
 - a. Irrelevant of job
 - b. Must not utilize skill, knowledge, or tangible or intangible assets acquired through work
 - c. Should not use business hours and affect work efficiency
- Prohibition of Document and Accounting Manipulation
 - All information recorded, reported, or documented within the company must be accurate and truthful in both content and figures.
 - Documents and accounting records must not be manipulated, altered, or falsified to exaggerate performance or conceal deficiencies of individuals or the organization.
 - If errors in documents or accounting records occur due to negligence, employees must be reported immediately to the department head or senior management for correction or other necessary actions.

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- Supervisors must not instruct subordinates to manipulate documents or accounting records. If a subordinate receives a directive to do so, it must be reported to the company.
- Prohibition of Misrepresentation
 - Employees must not intentionally provide false or misleading information to supervisors, management, or other company officials.
 - Misrepresentation includes any deliberate act of concealing, downplaying, exaggerating, omitting, or delaying information or data in a way that could mislead internal or external stakeholders in their decision-making and judgment.
 - In addition to direct misrepresentation, any manipulation of information intended to mislead the recipient is also considered an equally unethical act.
- Mutual respect for employees and prohibition of discrimination
 - Employees shall show mutual respect regardless of job position among co-workers, show necessary basic good manners toward one another, and employees shall not engage in unfair discriminatory activities on the ground of gender, age, school ties, geographical ties, blood ties, or religion.
- Prohibition of bullying and sexual harassment
 - Employees shall not engage in any actions that inflict mental or physical pain or sexual harassment on other employees using their superior position or relationships in the workplace.
- Restriction on unfair transactions such as internal trade, etc.
 - Employees shall not engage in unfair transaction such as trading of securities, market price manipulation, use of undisclosed information, and arbitrage for short – swing profits by using internal information acquired in the course of performing their duties.
- Prohibition of engaging in money laundering
 - Employees shall not directly or indirectly be involved in money laundering activities with allegation of concealing or disguising illegal property earned from serious criminal acts and shall comply with anti-money laundering laws and regulations.
- Prohibition of illegal solicitation



- Employees shall not engage in any acts that impede the fair performance of duties of other employees, such as by soliciting unfair influences in hiring, promotion, or transferring for themselves of other employees.
- Prohibition of giving or receiving bribes
 - Employees shall not give or receive or promise bribes or customary illegal fees.
- Compliance with anti-corruption related laws and regulations
 - Employees shall not provide money and valuables etc or make illegitimate solicitations to public officials in accordance with the improper Solicitation and Graft Act and comply with the anti – corruption related laws and regulations.
- Protection of whistle blowers
 - If employee finds out or recognizes a possibility of illegal or unfair conduct, the employee may immediately report it to the company through the anonymous reporting and disclosure system, and company thoroughly protect the personal information of the whistle blower against any disadvantages which may be caused by the report.

4. Punishment

If an employee violates the Code of Ethics, the company may take disciplinary action according to company regulations, and if an employee causes damage to the company through such violation, he or she may not be able to escape legal responsibility.