



성희롱 및 직장 내 괴롭힘 금지

Non-Discrimination & Anti-Harassment Declaration

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



Non-Discrimination & Anti-Harassment Declaration

F&F Holdings Co., Ltd. (hereinafter referred to as the "Company") declares its commitment to providing a work environment where all members are treated equally and with respect, free from discrimination and harassment throughout all business operations.

1. Overview

① Purpose of Declaration

The Company aims to prevent workplace bullying, sexual harassment, and discrimination in all business activities and to ensure fair treatment for all employees.

② Scope

This declaration applies to employees of the Company and its subsidiaries, employees of partners, and contract workers engaged with the Company under special employment contracts.

2. Principles

① Prohibition of Discrimination in the Workplace

No individual or group shall be excluded or subjected to discriminatory or unfavorable treatment based on gender, race, ethnicity, nationality, religion, disability, age, political opinion, place of origin, or other similar factors.

② Prohibition of Sexual Harassment in the Workplace

No one may exploit their superior position or relationships in the workplace to engage in sexual behavior or make remarks that cause sexual humiliation or discomfort to others.

③ Prohibition of Bullying in the Workplace

No one may use their superior position or relationships in the workplace to inflict physical or mental distress on other employees or create a hostile work environment beyond appropriate professional boundaries.

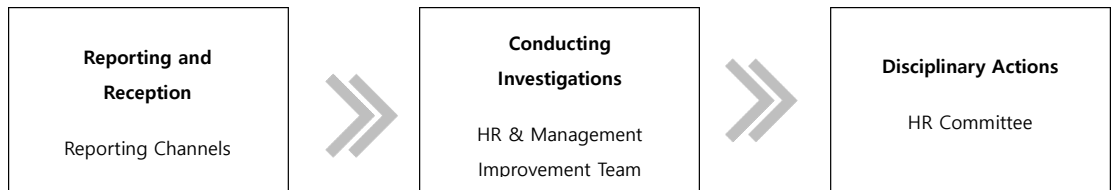
④ Zero Tolerance Policy

The Company adheres to laws related to discrimination and harassment, including

the Equal Employment Opportunity and Work-Family Balance Assistance Act, Labor Standards Act, Occupational Safety and Health Act, and Industrial Accident Compensation Insurance Act. The Company also applies a zero-tolerance policy to any acts of discrimination or harassment as outlined above, upholding mutual respect and dignity as its core principles.

3. Handling Procedures for Harassment Incidents

① Process for Incident Reports



② Reporting Channels

Anyone who becomes aware of workplace bullying or sexual harassment may file a report. Department heads who receive such reports must immediately forward them to the designated reporting channel. No adverse personnel actions will be imposed on individuals who report acts of discrimination or harassment or against the victim of such acts.

[Primary Reporting Channels]

- A. F&F VOE (Groupware Intranet)
- B. HR Team Grievance Officer
- C. Cyber Petition (Reporting Portal) <https://clean.fnf.co.kr/> (Accessible via the intranet or website)

③ Investigation Process

Upon receiving a report or becoming aware of workplace bullying or sexual harassment, the Company promptly initiates an investigation to confirm the facts. The Company maintains confidentiality throughout the investigation process. To protect the victim or the reporter, the Company implements necessary or requested measures, such as changing the workplace, reassigning roles, or granting paid leave.

④ Disciplinary Actions

If an incident of workplace bullying or sexual harassment is confirmed, the Company takes disciplinary actions in accordance with its policies and may require the perpetrator to complete training programs to prevent recurrence.



4. **Employee Training**

The Company provides workplace bullying and sexual harassment prevention training to all employees at least once per year.

[Supplementary Provision]

This declaration takes effect on June 14, 2023.