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Department in Charge	HR Support Team

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## HYUNDAI ITC Human Rights Charter

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Enactment & Revision History	Version	Record on Enactment and Revision	Contents of enactment /revision
	0	25-SEP-2024	Initial Enactment

**[Person/Team in Charge]**

Young-Joong Jung, HR Support Team

**[Person/Division in Charge]**

Chang-Suck Lee, CM

# 1. OUTLINE

## A. Purpose

In order to have HYUNDAI ITC proactively support human rights, prevent human rights violations following the operation of the business simultaneously and moderate pertinent risk, HYUNDAI ITC hereby proclaims the Charter for Human Rights. For human rights management, HYUNDAI ITC is committed to complying with a wide range of recognized human rights/labor-related international standards and guidelines, such as the Universal Declaration of Human Rights, UN Guiding Principles on Business and Human Rights and International Labor Organization and OECD Due Diligence Guidance for responsible Business Conduct, among others.

## B. Scope of Application of the Charter for Human Rights

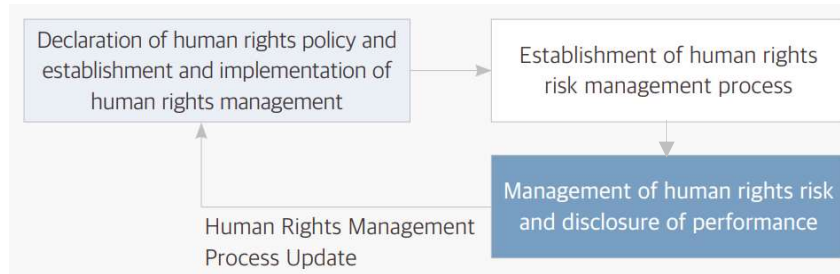
This Human Rights Charter applies to all HYUNDAI ITC employees, including all domestic and overseas corporate sales entities, consolidated subsidiaries, and partner companies. Further, HYUNDAI ITC employees shall abide by this Charter when dealing with suppliers and sales/services entities, as well as encouraging all stakeholders – across the entire spectrum of business activities and trading relationships, including partner companies and mergers and acquisitions – to respect the Charter and the principles contained herein.

In the event that the matters handled under this Charter for Human Rights contradict the laws and regulations of the local state, the local laws and regulations are complied with first, except for cases of having special provisions in the laws of local states, articles of incorporation or company regulations of the organization, and so forth the works are carried out in accordance with this Charter for Human Rights of HYUNDAI ITC.

## C. Human Rights Risk Management System

HYUNDAI ITC should establish an internal system required for implementing the human rights management in accordance with this Charter for Human Rights for respecting the human rights of all officers and employees and relieves the ensuing risk. The organization in charge of human

rights management for HYUNDAI ITC carries out the management system of human rights risk following the principle of good faith and due diligence, and reviews the human rights management procedure on a regular basis, actively reflecting social change to revise the management system.



## 2. BASIC PRINCIPLE

### Article 1. Prohibition of Discrimination and Harassment

HYUNDAI ITC does not discriminate against anyone in the aspect of employment, promotion, education, wage, welfare, etc. on the ground of gender, race, ethnicity, nationality, religion, disability, age, family status, social status, and political opinion for all officers and employees and it structures the organizational culture to respect the diversity of officers and employees.

HYUNDAI ITC also prohibits sexual harassment, making other employees feel sexually humiliated or disgusted with sexual comments or actions, and non-sexual harassment inflicting physical and/or mental pain on other employees beyond an acceptable level. To prevent the occurrence of discrimination and harassment, we conduct discrimination and harassment prevention training in the workplace for all executives and employees and apply a zero-tolerance policy when related behaviors occur.

### Article 2. Compliance with Working Conditions

HYUNDAI ITC complies with the legal work hours for each country where it engages in business and it pays all officers and employees reasonable wages for the work together with the wage statement. In addition, it provides a work environment appropriate for the performance of duties and sufficient opportunity of education for developing the competency of and improving the

quality of life for all officers and employees.

### **Article 3. Humane Treatment**

HYUNDAI ITC respects the privacy of officers and employees and fully protects personal information and it does not abuse, mentally or physically, or adversely treat any officer or employee.

### **Article 4. Guarantee of the Freedom of Association and Collective Bargaining**

HYUNDAI ITC respects the labor relations laws of the country where this Charter for Human Rights is applied to provide sufficient opportunity for communication with all officers and employees.

### **Article 5. Prohibition of Forced Labor and Child Labor**

HYUNDAI ITC does not engage in any act of violence, threat, false imprisonment or the like against any officer or employee and it does not coerce any work against the free will by the method of demanding a personal ID or company ID. HYUNDAI ITC also does not permit illegal activities such as human trafficking. Moreover, child labor is prohibited in principle, and measures are taken to ensure that educational opportunities for minors are not limited due to work.

### **Article 6. Guarantee of Industrial Safety**

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

### **Article 7. Protection of the Human Rights of Local Residents**

All officers and employees of HYUNDAI ITC 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.

#### **Article 8. Protection of the Human Rights for Customers**

All officers and employees of HYUNDAI ITC must make it their highest priority to protect the life, health and property of customers when providing products and services, and must make their best endeavors to protect the personal information collected from management activities.

### **3. ESTABLISHMENT OF THE SYSTEM**

#### **A. Establishment of Governance**

##### **① Responsibility of Human Rights Management**

HYUNDAI ITC should manage and supervise the status of promoting the human rights management through the meetings of committees or management conferences participated in by the highest decision makers or decision makers of major departments or working conferences participated in by decision makers of key departments. The role of committees, management conferences, or working meetings and the scope of responsibility could be classified for the 1) review of the establishment or revision of the Charter for Human Rights, 2) presenting opinions on revising pertinent internal regulations, such as the personnel system, employment regulations, audit standards and others, 3) instruction for investigation on cases of human rights violations and deliberation for relief plans, and 4) other matters deemed to be required for the protection of human rights.

##### **② Performance of Human Rights Management**

HYUNDAI ITC should have the organization to be in charge of human rights management to carry out the relevant affairs. The works to be carried out by the organization in charge of human rights management may be classified for the 1) establishment and revision of the Charter for Human Rights, 2) establishment of the human rights management execution plan, 3) operation of the grievance channel, and, 4) in-house education and report as well as

external communication.

## B. Operation of the Grievance Procedure

### ① Report and Reception of Violations of Human Rights

HYUNDAI ITC should operate a channel to receive the report from officers and employees or other persons or organizations (reporters) that suffer a human rights violation or perceived human rights risk. Upon receiving a report of a human rights violation, the characteristics of the individual report case are considered in discussion for a detailed relief plan regarding the case of human rights violence by the pertinent department.

#### - Grievance Channel to Report Violations of Human Rights -

- Name of department: HYUNDAI ITC, HR Support Team
- E-mail: judo0715@hyundai-itc.com
- TEL: +82 (0)41-351-5206
- Mail(Address): 2<sup>nd</sup> Floor, Hyundai Plaza, 9 Yugok 2-gil, Songsan-myeon, Dangjin-city, Chungcheongnam-do, South Korea

### ② Processing of Reports on Violations of Human Rights

HYUNDAI ITC shall, with reference to court precedents, regulations of relevant government agencies, past internal practices and other industrial practices, strive to identify the best course of remedial action with support from the legal department. In the event that the cases of human rights violence exercise significant influence on freedom and the rights of victims or it is highly likely to create risks to the corporate reputation, the relief plan may be discussed by a committee, management conference, practical meeting and gatherings in which the highest decision makers participate.

### ③ Guarantee of Status for Reporters

Executives and employees of all HYUNDAI ITC must not disclose, reveal or otherwise report any personally identifiable information that may be used to identify a reporter. All information relating to victims, incidents, remedial procedures and outcomes, as transmitted during the reporting and notification process, must be kept strictly confidential. In addition, measures must be implemented to protect employees from adverse consequences arising from the reporting of

human rights violations and risks.

### C. Education and Efforts to Raise Awareness

#### ① Human Rights Management Education

HYUNDAI ITC should encourage the promotion of the understanding of human rights of officers and employees and improvement of perception, and process the human rights management education with the purpose of the internal promotion scheme for human rights management and delivery of the enforcement plan. Through the human rights management education, discriminatory acts by officers and employees are prohibited and should also encourage aggressive reporting of detected cases and risks of human rights violation.

#### ② Enhancing Human Rights Management

HYUNDAI ITC is encouraged to share information pertaining to the Charter for Human Rights, its implementation plan, not only within HYUNDAI ITC, but also with suppliers, sales/service organizations and other organizations with which HYUNDAI ITC has trading relationships. Such content is shared via the optimal channels (voice, video and written media) and methods (Korean, English, etc.) for all organizational members to conveniently access information relating to human rights management.

## 4. APPENDIX

### A. Reference

This Charter for Human Rights has been established on the basis of human rights-related provisions, standards and initiatives specified under domestic and overseas human rights standards and pertinent laws and regulations.

- ① UN, Universal Declaration of Human Rights (1948)
- ② UNGC, A human Rights Management Framework (2010)
- ③ UN, The UN Guiding Principles on Business and Human Rights (2011)

- ④ OECD, The OECD Guidelines for Multinational Enterprise (2011)
- ⑤ OECD, Due Diligence Guidance for Responsible Business Conduct (2018)
- ⑥ National Human Rights Commission of Korea, Manual of Human Rights Management for Public Institutions (2018)
- ⑦ National Human Rights Commission of Korea, Checklist for Human Rights Impact Assessment Operated by Institutions (Corporate enterprises) (2018)
- ⑧ Ministry of Justice, Guideline for Human Rights Management Standards for Corporate Enterprises (Tentative) (2019)