

**HYOSUNG**

Hyosung

# **Whistleblowing Process**

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## 1. Purpose

- 1) Hyosung Co., Ltd. (hereinafter "Company") strives to comply with law and regulations, eliminate unfair infringement of rights of both employees and stakeholders, and contribute to the establishment of a sound transaction order.
- 2) The purpose of the Whistleblowing Process is to enable employees of the Company (as defined below) who observe an unethical or improper practice (whether or not a violation of law, including but not limited to violation of internal regulations, potential fraud, corruption or other serious wrongdoings and irregularities), to approach the 'Whistleblowing Center' without necessarily informing their superiors and without revealing their identity; provided however that in case the Whistleblower's identity is provided, the Company's Code of Ethics, Code of Ethics Practice Guidelines, Human Rights Policy and Principles shall ensure full protection of such identity.
- 3) This process governs reporting and investigation of allegations of improper activities. In all instances, we determine when the circumstances warrant an investigation and, in conformity with the policy and applicable laws and regulations, the appropriate investigative process to be employed.
- 4) The reporting and investigation of allegations of improper activities under this Whistleblowing process may imply the processing of personal data within the meaning of Audit regulations or any other data privacy regulation. Where personal data will be processed, this will be done in accordance with relevant privacy law and the Company's Personal Data Protection regulations.

## 2. Scope of Target

- 1) Not only employees of the Company but also the companies or people who are not employed but act on behalf Company. (i.e. sub-contractors)

### **3. Scope of Claims**

1) Any violation of Company's Code of Ethics and other violations made by the Company's employees that require reporting including but not restricted to:

1-1) Violation of Company's Code of Ethics and related laws

1-2) Corruptions such as demand for and or receipt of money/compensations

1-3) Fair trade violations and other business related complaints

1-4) Workplace harassments

1-5) Employee grievances

1-6) Forced and/or Child Labour, Human rights violations

1-7) Lack of transparency in selecting suppliers and sub-contractors

1-8) Suppliers/Sub-contractors' grievances

1-9) Illegal and improper use of Company assets

1-10) Manipulation of documents and/or false reporting

1-11) Information security breaches

1-12) Other illegal and unfair activities

### **4. Whistleblowing Procedure**

1) A informant may report through Company's Website – Whistleblowing Center

<https://www.hyosung.com/en/whistleblowing-center>

2) When a whistleblowing is submitted, a notification from report center to the person in charge is sent automatically, and registration completion notification is delivered to the informant simultaneously.

- 3) Upon the assessment of the necessity of investigation, the result is replied to the informant as either "not applicable for investigation" in case it is not eligible for investigation, or "under investigation".
- 4) The investigation is completed through objective fact relevance checking. The Subject is not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with, and witnesses shall not be influenced, coached or intimidated. Any such actions shall be liable for disciplinary proceedings.
- 5) The person in charge of the investigation submits investigation results along with the evidence to the related departments.
- 6) The case shall be closed when the internal disciplinary actions are finalized according to the internal regulations. If necessary, legal action will be taken.
- 7) When the informant reports in real name and requests the result feedback explicitly, the result of investigation shall be advised to the informant unless the legal right and interest of Company are infringed. Anonymous informant also enables to check the progress through Website or e-mail.

## **5. Privacy**

- 1) Company protects and supports informant based on code of ethics, code of ethics guidelines for practice and human rights policy and principle.
- 2) To encourage reporting, Company protects informant through secret guarantee, disadvantage prohibition, liability reduction.
- 3) Report Center does not disclose any information without the informant's consent, and thoroughly protect the reporting information about the persons concerned.

- 4) Company provides protection to all those who cooperated in the investigation (i.e. make statements or testimony, provide proofs and data, etc.)
- 5) In case the informant or the person who cooperated faces disadvantage due to reporting, they may request for correction and protection. Then Company shall take all measures to minimize the disadvantage.
- 6) In cases of voluntary reporting, the reporter may be lessened of his punishment despite of his/her wrong doings.
- 7) When dealing with personal information, disciplinary committees should minimize their scope of application. And disciplinary committees should only handle personal data that is appropriate, relevant and necessary in certain circumstances.
- 8) The result of each case will be preserved in accordance with Company regulation.
- 9) Disciplinary committee does not expose the personal information when responding to requests for access rights.
- 10) Personal information is thoroughly protected until it is disposed of in accordance with the Personal Information Protection Act, and is destroyed in a non-recoverable manner according to related regulations.