

## **PLATEER**

### **The Charter of Human Rights**

#### **1. Overview**

##### **A. Purpose of Enacting the Charter of Human Rights (“the CHARTER”)**

We at PLATEER hereby declare the CHARTER in a bid to carry out human rights-based management positively, prevent human rights infringement in our business operations, and reduce relevant risks. We will observe what is stipulated in the following list to duly implement human rights-based management: Universal Declaration of Human Rights, UN Guiding Principles on Business and Human Rights, the International Labor Organization-Led Core Conventions, OECD Due Diligence Guidance for Responsible Business Conduct, and other human rights/ labor-related international standards/ guidelines.

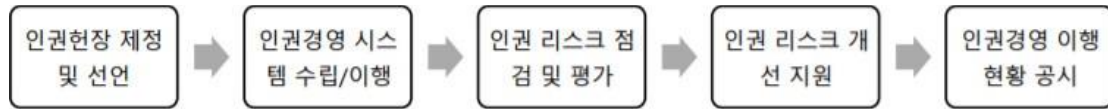
##### **B. Scope of Application of the CHARTER**

The CHARTER shall apply to the Company’s employees (including directors & non-regular employees) of all subsidiary corporations engaging in production and sales worldwide, sub-subsidiaries, and joint ventures. The Company’s employees shall follow the CHARTER in their dealings with suppliers or sales/service business entities that they do business with. They shall also encourage all stakeholders doing business with the Company to abide by the CHARTER. Where matters stated in the CHARTER are in conflict with local laws of the country it operates, the local laws shall take precedence. In such a case, employees may amend the CHARTER adequately to meet the local situation and formulate separate detailed policies as necessary. All employees shall fundamentally base their daily work on the CHARTER unless there is a special clause to the contrary in local laws or the Company’s Articles of Incorporation or internal regulations.

##### **C. Human Rights Risks Management System**

We shall respect each employee’s human rights, establish our internal system needed to carry out human rights-based management and reduce relevant risks under the CHARTER. We shall also keep evaluating the status of the Company’s human rights risks, improve it and take steps to share the result of such efforts with stakeholders. Employees in the said organization in charge of human rights-based management shall duly operate the system for human rights risks management, check the relevant management procedure, and improve the management system in response to changes in society.

Enactment/ declaration of the CHARTER	Establishment/ execution of human rights-based management system	Check/ evaluation of human rights risks	Provision of support for improvement in human rights risks	Public disclosure of status of human rights-based management
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## 2. Basic Principles

### Article 1. Anti-Discrimination

The Company shall not discriminate against employees on the basis of their gender, ethnicity, race, religion, disability, citizenship, age, family background, social status or political leaning without a justifiable reason in recruitment, hiring, promotion, education, wage, welfare, etc. It shall foster a corporate culture that respects the diversity of all employees.

### Article 2. Compliance with Working Conditions

The Company shall comply with statutory work hours in each country, pay fair remuneration to employees, and provide them with a pay slip. It shall also provide employees with sufficient opportunities for education to help them develop their capabilities and enhance their quality of life and adequate work environment.

### Article 3. Humane Treatment of Employees

The Company shall respect employees' privacy and protect their personal information to the best of its ability. It shall not put unreasonable mental or physical pressure on employees.

### Article 4. Guarantee of Employees' Freedom of Assembly and Collective Bargaining

The Company shall respect the labor laws of all countries where it operates, and provide employees with sufficient opportunities for communication.

### Article 5. Anti-Forced Labor and Child Labor

The Company shall not treat employees inhumanely, using violence, intimidation, or detention, nor force an employee to do a type of work against their wishes. It shall not use child labor, and shall ensure that minors are not deprived of their opportunities of access to education due to work for the Company.

## Article 6. Ensuring Industrial Safety

The Company shall periodically check the status of the facilities, equipment, and tools in the workplace for employees to work in a safe working environment. It shall take adequate steps designed to prevent employees' physical/mental hazards.

## Article 7. Protection of Locals' Human Rights

Employees shall ensure that locals' human rights are not infringed when carrying out their work and that their right for safety/health and freedom of residence are protected.

## Article 8. Protection of Customers' Human Rights

For provision of the Company's goods and services, employees shall prioritize customers' lives, health, and property, and exert its best effort to protect personal information collected in the course of business activities.

## 3. Establishment of the System

### A. Forming Corporate Governance

#### ① Responsibility for Human Rights-Based Management

The Company shall manage/supervise the status of promotion of its human rights-based management through committee sessions/management meetings headed by a top-ranking manager or the head of the major department or working-level meetings led by the head of a department in charge of human rights-based management. The role and scope of matters handled in the above-mentioned sessions or meetings shall be as follows: 1) Review of enactment/revision of the charter for human rights-based management; 2) Expression of opinions on revision of the personnel system and internal regulations, employment rules, auditing standards, etc.; 3) Recommendations concerning human rights risk evaluation; 4) Instructions on checking of human rights infringement cases and deliberation on remedial measures; and 5) Others judged to be needed for protecting human rights.

#### ② Implementing Human Rights-Based Management

The Company shall operate a department in charge of human rights-based management. The said department shall carry out the following business activities: 1) Enactment/revision of human rights-related charters; 2) Establishment of a plan for execution of human rights-based management; 3) Human rights risk evaluation; 4) Operation of a channel handling relevant complaints; and 5) Internal education and report on the result and matters concerning external communication.

## B. Operating Procedures for Handling Complaints

### ① Receiving reports on human rights infringement cases

The Company shall operate a channel for receiving reports from employees and other people/organizations subjected to human rights infringement or are aware of human rights risks. Upon receiving such reports, competent departments shall discuss certain methods of remedy concerning the cases contained in the reports according to the characteristics of individual cases reported.

The channel for reporting (sexual) harassment in the workplace

- Channel for communication: Complaint-related bulletin board in Groupware VOP
- Relevant department: HR Office
- Email: eun15@plateer.com, muny66@plateer.com
- Tel. ☎: 02-554-4668
- Mailing address: HR Office, H Business Park D Bldg., 6FL, 9-gil, Beobwon-ro, Songpa-gu, Seoul, Korea 05836

### ② Handling Reports on Human Rights Infringement

Where there is a report of human rights infringement, the Company shall make every effort to find the optimal method of remedy, referring to court precedents, regulations of the competent government office, details of precedent cases handled in the past, and corresponding practices by other business entities for benchmarking, and using support from legal department. If a case of human rights infringement is highly likely to affect the victim's freedom and rights or lead to risks related to the Company's reputation, it may arrange to discuss methods of remedy at a session of a committee/management meeting led by a top-ranking manager or a working-level meeting.

### ③ Ensuring Whistleblower Anonymity

All employees shall not disclose any information on a whistleblower to a third party. Facts about the whistleblowing itself, the status of its submittal to the Company, the way it is handling the matter, among others shall be kept confidential. It shall ensure that whistleblowers concerning a human rights infringement case or human rights risk are not subject to any form of disadvantage.

## C. Employee Training/ Education

### ① Human rights-based management training/ education

The Company shall hold sessions of employee training on human rights-based management to have employees pay attention to the importance of human rights, and inform them how it intends to promote human rights-based management. In such sessions, the Company shall encourage employees not to engage in any form of discrimination against other people, and report relevant infringement cases and risks to it.

## ② Extending human rights-based management

The Company shall arrange to have the information in the CHARTER, plans on its execution, procedures concerning human rights risk evaluation, and the ongoing status communicated to employees of the business entities doing business with it as well as to those within the Company. For the communication channels, it shall use channels easiest to access by the employees including voice/ image/ written formats in both Korean and English language.

## 4. Risk Management

### A. Risk Evaluation

#### ① Development of evaluation index

The Company shall develop/operate due diligence indices for assessment of its working conditions, status of operation of human resources, industrial safety, locals/customers' human rights risks, etc. based on the basic principles of the CHARTER in response of the following: UN Guiding Principles on Business and Human Rights, OECD Due Diligence Guidance for Responsible Business Conduct, and the Ministry of Justice's Standard Guidelines on business entities' human rights-based management.

#### ② Operation of evaluation process

The Company shall operate a process for evaluation on the status of an incident of human rights infringement cases and relevant potential risks that involves all departments subject to the application of the CHARTER. It shall have the said departments engage in self-assessment of itself based on company-provided indices and guidelines, and formulate an internal plan for improvement concerning matters judged to be inadequate. The Company may carry out onsite due diligence concerning departments based on the result of their document-based self-assessment to check the status of compliance with internal regulations and systems and ascertain risk potentials. The Company may also have a third party carry out an audit to address any omissions in the said internal check. It may require departments to take measures to improve risk potentials or inadequacies pointed out through said due diligence checks. It shall review its human rights risk evaluation indices and processes periodically, and revise them, if necessary, so as to get a grasp of human rights infringement cases accurately and operate the evaluation process more efficiently.

Selection of department subject to evaluation	Document-based self-assessment	Onsite due diligence	Third-party inspections	Asking for formulation of a plan for improvement
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평가대상 선정

서면점검

현장실사

제3자 심사

개선계획 요구

## B. Improvement of Risks

### ① Coming up with measures for improvement

The Company shall set up a plan for improving the status of human rights risks found as a result of the evaluation, and have all departments and suppliers or sales/service business entities that it does business with that underwent the evaluation concoct a specific plan to improve the status of the risks.

### ② Monitoring the status of execution

The Company shall monitor to see whether the departments that underwent the human rights risk evaluation comply with the plan for improvement in earnest. Its departments shall communicate with each other periodically to carry out detailed tasks and produce results on schedule, and then take necessary measures where the tasks face obstacles.

## C. Public Disclosure of the Status

### ① Reporting to senior management

Employees concerned who carried out the human rights risk evaluation shall have serious risks identified and suggestions on their improvement to committees concerned and senior management through management meetings or working-level meetings. They may share report materials approved by such committees or senior management with competent departments to enhance the efficiency of upholding human rights-based management.

### ② External public disclosure

The Company shall disclose the information on reports on the status of human rights infringement cases, the result of relevant risk evaluation, measures taken to improve the risks through a channel easy to access/understand by employees and other stakeholders such as its homepage, integrated report, sustainable management report or a separate human rights white paper, etc.

## 5. Appendix

### A. Contact Info.

The Company's contact info. concerning the Charter

- Email: mgkim@plateer.com

➤ Tel. ☎: 02-554-4668

➤ Fax: 02-554-4583

➤ Mailing address: HR Office, H Business Park D Bldg., 6F, 9-gil, Beobwon-ro, Songpa-gu, Seoul, Korea 05836

### B. Reference Materials

Reference materials used to draw up the CHARTER:

- ① UN, Universal Declaration of Human Rights (1948)
- ② UNGC, Human Rights Management Framework (2010)
- ③ UN, The UN Guiding Principles on Business & Human Rights (2011)
- ④ OECD, The OECD Guidelines for Multinational Enterprise (2011)
- ⑤ OECD, Due Diligence Guidance for Responsible Business Conduct (2018) ⑥

The Constitution of the Republic of Korea

- ⑦ National Human Rights Commission (NHRCK), Manual for Public Institution's Human Rights-Based Management (2018)
- ⑧ NHRCK, Check list concerning human rights impact assessment in operation of institutions/business entities (2018)
- ⑨ Ministry of Justice, Standard guidelines on businesses' human rights-based management (2019)