

Code of Conduct for Business Associates

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Alkynes Co., Ltd.

Code of Conduct for Business Associates

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The Alkynes Co., Ltd. "Business Related Person Code of Conduct (hereinafter referred to as the "Code") stipulates the basic matters that must be observed by business associates who supply products and services to Alkynes. Those involved in the business of Alkynes Co., Ltd. must create a safe workplace, respect workers' human rights, continuously strive to protect the environment, and operate the company ethically. All provisions contained in this Code are equally important and Anyone involved in the business of Alkynes Co., Ltd. must also comply with all relevant laws and regulations. However, depending on the organizational situation of the business associate, some of the provisions may not apply.

1. Overview

1) Purpose of Code of Conduct

Alkynes Co., Ltd. has established this code of conduct to build a sustainable supply chain, and this code of conduct applies to all Business-related personnel must strictly comply with the laws and regulations applicable to corporate management activities, and at the same time, We require best operating practices in the areas of trade/ethics, environment, labor/human rights, and safety/health. This code of conduct provides management, transaction, ethics, environment, labor, human rights, and safety and health standards for Alkynes Co., Ltd. Successful shared growth based on transparent supply chain management by pursuing coexistence among business stakeholders Our goal is to create an ecosystem.

2) Subject to code of conduct

All business associates subject to this Code of Conduct are the supply chain, including trading partners (sub-business associates). We may recommend that the general public adhere to the provisions of this Code of Conduct.

Alkynes Co., Ltd. can recommend improvements to identified risks, and business stakeholders can provide feedback on improvements. Based on mutual consultation, risk mitigation plans will be established and implementation measures will be implemented.

In order to build a sustainable supply chain, this Code of Conduct may be regularly reviewed for security and revision. there is. This code of conduct can be viewed on the Alkynes Co., Ltd. website, and can be found by contacting the responsible department of Alkynes Co., Ltd. You can inquire about specific details about this Code of Conduct through

2. Management, transaction, ethics

1) Compliance with norms

- (1) Business-related personnel must comply with regulations (policies, Code) must be maintained and implemented, and information on compliance must be posted and distributed.
- (2) Business stakeholders communicate to regularly report and decide on issues related to stakeholders. Procedures must be maintained and operated for this purpose.
- (3) Business-related parties may check compliance with this Code of Conduct through written inspection or on-site visit evaluation. Efforts must be made to improve discovered defects or violations in a timely manner.

2) Prohibition of unfair transactions

- (1) Business associates abuse their market dominant position to conclude fair contracts or Actions that are likely to undermine fair competition through unfair transactions, such as abuse of position You shouldn't.
- (2) Business-related parties engage in unfair trade practices, forced purchases of goods, etc., and unfair practices in order to fulfill fair contracts. You must not request the provision of technical data through consignment, unreasonable cancellation, unreasonable return, or unfair means.
- (3) Business-related parties have unfair dealings with other business operators regarding product price, supply quantity, region, conditions, etc. We must not agree to take any action that restricts competition.
- (3) Must have a policy on payment to business-related parties and pay in accordance with the Subcontracting Act. do.

3) Prohibition of unethical behavior

- (1) Business associates possess anti-corruption-related company policies and policies and establish programs to manage them. It must be operated.
- (2) Business-related persons use their superior position in business to engage in bribery, blackmail, embezzlement, mediation, solicitation, etc. You must not do so, and you must not intend to receive unfair compensation by taking advantage of weaknesses or defects.
- (3) Business related parties must establish a grievance handling procedure through which stakeholders can report unethical issues. The identity of the stakeholder who reported the information must be thoroughly protected.

4) Maintain information security

- (1) Business-related parties must establish regulations to ensure information protection and intellectual property protection of customers and trading companies. Must have.
- (2) Business-related persons must respect the intellectual property rights held by customers and trading companies, and Taking appropriate measures to protect intellectual property rights held by the relevant parties, while at the same time infringing upon intellectual property rights You should check periodically to see if you are receiving it.
- (3) Business-related persons may not disclose information requiring trade secrets or security of customers and business partners without permission. Information acquired while performing work must not be stored or used without prior permission and approval. It's not possible.

5) Risk management

- (1) Those involved in business must check risks in each field of management, transaction, ethics, environment, labor and human rights, and safety and health. You have to work hard for it.
- (2) If a business related party discovers a significant risk, prepare a plan to mitigate the risk and must fulfill
- (3) Business-related persons must act as follows regarding gift acceptance.
 - 1) You must explain the company's ethical management policy and politely refuse on site.
 - 2) If you inevitably receive a gift due to reasons such as a third party receiving it while you are away, the entertainment money will be returned and the company's code of conduct will be explained to the provider.
 - 3) In the case of rejection or return, the business relationship deteriorates due to a misunderstanding by the provider, making rejection or return undesirable. If it is determined that this is not the case, the amount will be returned and the gifts received will be used for social contribution activities. do.
 - 4) After taking action such as rejection, return, donation, etc., report the relevant information to a superior (executive) or ethics management officer. You should.

[Confirmation procedures and measures for prohibited gifts]

Step 1 Futures value diagnosis	Confirmation of gift value
Step 2 Diagnosis of job-related personnel	Determine whether the gift giver is job-related
Step 3 Exception Reason Diagnosis	Determine whether there are grounds for exception with in company regulations
Step 4 Diagnose Gift Purpose	Determination of whether the gift giver is directly related to the job and depending on the value of the gift Take action accordingly

(4) Business stakeholders cannot reasonably eliminate risks related to corruption even if risk control is improved. If it is determined that there is no possibility of guaranteeing the guarantee, the following measures will be taken through communication with stakeholders You need to run it.

[Measures for insufficient corruption risk management]

Hold/suspend existing transaction	Forced purchase demands, unfair consignment, unfair returns, etc.
Suspension of existing transactions	Discovery of unfair trade practices, unfair special contracts, unfair payment decisions, etc.
Cancellation of existing transaction/new offer	Subject to investigation for technical data leaks, legal violations (civil/criminal, non-payment of wages, etc.)

3. Environmental management

1) Environmental management

(1) Business related parties establish goals for environmental management and organize, plan, and manage them to manage and implement them. An environmental management system consisting of procedures, performance inspections, etc. must be operated.

(2) Business-related persons must obtain, renew, and maintain environmental permits required by law.

2) Energy use and greenhouse gas emissions management

(1) Business stakeholders can measure energy usage and greenhouse gas emissions to respond to climate change. We need to build a system that works.

(2) Business stakeholders set goals to minimize energy use and greenhouse gas emissions You have to work hard to implement it.

3) Waste management

(1) Business stakeholders must establish a system to measure waste emissions.

(2) Business-related persons must identify the type, characteristics, and amount of designated waste and discharge it in accordance with laws and regulations. And efforts must be made to set and implement goals to reduce the amount generated.

(3) Business stakeholders should expand waste reuse and recycling, and recover discarded raw materials and parts. You have to make an effort.

4) Air pollutant management

(1) Business stakeholders must establish a system to measure emissions.

(2) Business-related persons must be aware of the type, characteristics, and amount of air pollutants generated during the manufacturing process. Identify and set goals to manage and minimize

emissions below the standards of the Air Quality Conservation Act. You have to work hard to implement it.

5) Water resources management

- (1) Business stakeholders must establish a system to measure water resource usage and wastewater discharge.
- (2) Business stakeholders must strive to reduce water resource use and increase recycling.
- (3) Business-related persons must comply with the discharge standards for water pollutants discharged and keep them within the standards. We need to check whether emissions are being implemented or not.

6) Responsible material purchasing

- (1) Those involved in the business are concerned about the products they supply to their company in conflict areas such as tantalum, tin, tungsten, and gold. A policy prohibiting the use of minerals must be established, and relevant information must be provided to customers upon request during supply chain due diligence. It must be disclosed.
- (2) Business-related persons must comply with the relevant policies regarding human rights violations and ethics at the origin and smelter of minerals and raw materials. Efforts should be made to check social and environmental issues such as violations and negative environmental impacts.
- (3) If a business-related person unavoidably handles minerals as the main raw material, the minerals and raw materials Issues such as human rights violations, ethical violations, and negative environmental impacts that occur during mining and processing are addressed.
You must make efforts to self-verify or obtain external certification.

4. Labor/Human Rights

1) Compliance with labor standards

- (1) Business-related persons must prepare and sign an employment contract based on the Labor Standards Act by mutual agreement, and foreigners must When hiring workers, it must be written in the local language that the worker can understand.
- (2) Business-related parties ensure that all workers comply with legal working hours (including break times). When overtime work occurs, it must be done in accordance with the employee consent procedure.
- (3) Business-related persons must guarantee executives and employees at least one holiday per week on average.

2) Prohibition of child labor

- (1) In principle, any form of child labor is prohibited for business-related persons, and legal documents (including photos) are prohibited in principle. Verification of identification (license, passport, etc.), birth

certificate, graduation certificate, etc.) of executives and employees and job applicants.

You must verify your age.

(2) When a business-related person hires a minor worker as a trainee, the employment contract, working hours, safety and health must receive separate protective measures prescribed by law.

3) No discrimination

(1) Those related to business are: gender, race, ethnicity, nationality, religion, disability, age, family status, social status, and political There must be no discrimination in employment, promotion, training, etc. of employees based on their opinions, etc.

(2) Business-related persons must not discriminate against executives and employees in the payment of wages and operation of welfare systems.

(3) Business-related persons shall not require conditions that are not necessary for the performance of duties when recruiting or hiring executives and employees. not

4) Humane treatment

(1) Business-related personnel must respect the privacy of executives and employees and refrain from giving unnecessary work instructions outside of working hours. do.

(2) Business-related persons must notify employees in advance when collecting their personal information and obtain voluntary consent. do.

5) Work Life Balance

(1) Business-related persons are not limited to parents who work to maintain work-life balance, but all Policies must be established and implemented to ensure that workers benefit.

(2) Pregnant or lactating workers must be protected from workplace hazards by social measures.

6) Worker participation activities

(1) We have an internal grievance handling system and disciplinary procedures for inhumane acts, and we have whistle-blower protection and Measures must be taken to provide treatment to the victims.

(2) Regularly communicate with the labor union or labor-management consultation, and implement and related decisions made between labor and management. Data must be stored and managed.

5. Safety and health

1) Safety management activities

(1) Business associates must comply with safety and health-related laws and regulations, and all safety and health necessary for operation. Relevant licenses must be obtained and maintained.

(2) Business-related personnel receive safety and health training (including special safety and health training) prescribed by law on a regular basis. It must be implemented.

(3) Business-related people take risks to reduce the possibility of industrial accidents occurring due to

harmful and risk factors within the workplace. You have to evaluate it.

(4) Business-related persons must have safety and health hazard signs appropriate to the law regarding harmful and risk factors within the workplace. It must be installed, and when hiring foreigners, it must be written in a local language that the worker can understand.

There must be.

2) Safety accident prevention and management

(1) Business associates provide personal protective equipment for each hazardous agent to prevent safety accidents to workers. Protective equipment must be inspected regularly and maintained so that workers can wear it easily and conveniently.

(2) Business-related persons must maintain safety certification for hazardous and hazardous instruments and machines designated by laws and regulations and regularly must be inspected and managed.

(3) Business-related personnel must maintain safety precautions to prevent accidents involving harmful or dangerous equipment and machinery in the workplace. Equipment, firewalls, emergency devices, etc. must be installed and maintained.

(4) Business-related personnel must have safety work procedures in place for work that may expose them to potential safety accidents. It must be properly controlled through procedures.

3) Response to emergency situations

(1) Business-related personnel are involved in emergency situations such as hazardous chemical leaks, fire response, prior confirmation of emergency routes, and industrial accidents.

Response procedures should be established and trained regularly.

(2) Business-related personnel must use evacuation routes, guidance lights, fire detectors/alarms, firefighting facilities, etc. in the event of an emergency.

It must be equipped and regularly checked to ensure that it is operating properly.

4) Safety diagnosis

(1) Business-related personnel must identify chemical, biological, and physical hazards that workers may be exposed to. The impact should be identified through regular work environment measurements and improvement activities should be taken to improve the problematic environment. do.

(2) Business related parties must receive information on accident risks and harmful factors in the work space as a result of work environment measurement. It must be provided to executives and employees, and the information must be placed in a place where executives and employees can easily access it. do.

5) Health management

(1) Business-related persons may provide rest areas, restrooms, restaurants, etc. to executives and

employees, and may provide such facilities. If provided, efforts must be made to maintain cleanliness.

(2) Business-related persons may provide dormitories to executives and employees, and if dormitories are provided, safety signs, Lighting, heating and cooling must be provided. Additionally, the dormitory must be equipped with an appropriate device to restrict access to outsiders. do.

(3) Business-related persons must regularly conduct health examinations in accordance with country-specific health examination laws. Appropriate follow-up care must be provided to those subject to special health examinations and those with medical conditions.

6. Revision history

6.1 2020. 10. 01 Establishment of norms

6.2 2022. 02. 01 Partial revision

6.3 2023. 07. 01 Partial revision according to definition of anti-corruption management system terminology

6.4 2023. 08. 09 Contents revised according to sustainable procurement policy

6.5 2023. 09. 13 Document number revised