



# Labor and Human Rights Policy

Enacted 2023. 11. 20

**Alkins Co., Ltd.**

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# Labor and Human Rights Policy

## Chapter 1: General Provisions

### Article 1 [Purpose]

ESG is a term that represents the environment, society, and governance structure, and aims to ensure that Alkins Co., Ltd. (hereinafter referred to as the "Company") is managed sustainably. It represents the core principles for fulfilling social responsibility and operating transparently. The Chairman of the ESG Organization Management Committee is Review the company's strategies and policies in terms of environment, society, and governance, establish ESG performance measurement indicators, and Review monitoring methods. Through this, the company aims to fulfill its social responsibilities and promote sustainable business.

### Article 2 [Scope of Application]

This policy applies not only to all departments of the company, but also to all business stages, including production, sales, and supply chain. This ensures that all personnel involved in all company activities comply with this policy.

### Article 3 [Definition of Terms]

The definitions of terms used in this policy are as follows.

1. Human rights: These are basic and inviolable rights that every individual has from birth and must be protected from discrimination, violence, and oppression.
2. Discrimination: Refers to unfair treatment based on race, gender, religion, nationality, age, disability, etc.
3. Worker: refers to a person who provides work to a business or workplace for wages, regardless of the type of job.
4. Stakeholders: Includes corporations and individuals such as partners, business partners, customers, residents, and members who are directly or indirectly related to the company's management activities.

## Chapter 2 Responsibilities and Authority

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**Article 4 [Human Rights Responsible Person]**

The person in charge of human rights is the chairman of the ESG organization management committee, has major responsibility for human rights issues within the company, and oversees the investigation, action, and improvement of human rights issues.

**Article 5 [Person in charge of each department]**

1. The person in charge of each department is designated as the leader of the department and is responsible for human rights issues that arise within the department. Additionally, specific training and activities must be planned and implemented to increase human rights education and awareness within the department.
2. Each department must implement and comply with its own human rights management policy and be responsible for providing solutions to problems that occur within the department.
3. The head of each department regularly monitors and reports human rights issues within the department.

## **Chapter 3 Human Rights Management Policy**

**Article 6 [Human Rights Management Policy]**

1. Respect the human rights of employees and guarantee human dignity.
2. Proactively promote preventive activities to prevent human rights violations of stakeholders.
3. Consider human rights at all business stages, such as development, production, and sales of products and services.
4. Identify human rights risk factors in all communities where we conduct business and realize the value of respecting human rights.

**Article 7 [Detailed guidelines]**

1. Humane treatment

In order to realize human dignity and value, the company strives to prevent mental or physical inhumane treatment.

- 1) We respect the privacy of all workers and prohibit unreasonable treatment such as mental or physical coercion, abuse, or threats.
- 2) Guarantee the moral rights, health rights, and right to rest of executives and employees and create a healthy working environment.
- 3) Behaviors such as verbal and physical violence, harassment, and sexual harassment are prohibited in the workplace, and disciplinary action and victim protection measures are taken in case of violation.

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## 2. Prohibition of forced labor

The company respects workers' free will regarding labor and prohibits forced labor.

1) We respect the free will of workers, strictly prohibit forced labor and human trafficking, and take action against them.

## 3. Prohibition of child labor

The company complies with relevant policies regarding the employment of minors, spares no effort in providing appropriate procedures and support in accordance with laws and regulations when working with minors, and continuously checks compliance with the laws.

1) The company prohibits the employment of children under the age of 15, and ensures the right to appropriate education for children between the ages of 15 and 18 and does not employ them in work that threatens their safety or health.

## 4. Prohibition of discrimination

The company respects the diversity of all workers and strictly prohibits discrimination based on race, gender, sexual identity, religion, nationality, age, disability, etc.

1) The company ensures that discrimination does not occur in personnel processes such as hiring, wages, and promotions for reasons such as gender, race, age, sexual identity, education, disability, religion, political orientation, and social status.

2) We provide equal opportunities in all processes, including hiring, promotion, training, and compensation, and create an environment where all workers are respected and embraced.

3) No acts of discrimination are permitted, and reports of discrimination are promptly investigated and processed.

## 5. Compliance with working hours

The company complies with the Labor Standards Act, including regular, overtime, and holiday work, and prevents illegal situations by appropriately managing working hours.

1) Working hours must be 8 hours per day, 40 hours per week, 5 days a week.

2) If the legal working hours are exceeded, it is considered overtime, and additional workers must be compensated for this, and holiday work must also be compensated according to the applicable standards.

## 6. Guaranteeing freedom of association

The company promotes sound organizational development through smooth and continuous communication between labor and management.

1) Freedom of association is guaranteed in accordance with local labor laws and regulations, and unfair treatment is not given due to union membership or activities.

2) Workers exercising their freedom of association must be free from any form of pressure or surveillance, and, if necessary, can demand appropriate protection and support from the government or

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companies.

#### 7. Personal information protection

To protect the human rights of all stakeholders, the company protects the personal information of stakeholders, including customers, in accordance with local laws and regulations, and does not use personal information or use it for other purposes without consent.

- 1) When providing products or services, we strive to protect the safety, life, health, and property of stakeholders, including customers.
- 2) We comply with personal information-related laws such as the Personal Information Protection Act and protect the personal information of stakeholders, including customers.

#### 8. Community involvement

The company identifies potential impacts on the local community near its business sites, listens to the opinions of the local community to prevent problems from occurring, and strives for continuous communication.

- 1) Have a positive impact in the region through volunteer work to help local senior citizens or the disabled, and educational services for children and youth.
- 2) By supporting local businesses, we contribute to improving the stability of the local economy and providing jobs to the local community.

#### 9. Safe and healthy work environment

The company adheres to safety policies and takes necessary precautions in all work environments to ensure that all workers work in a safe and healthy environment to minimize risks.

- 1) Strengthen programs for workers to use safety protective equipment and reduce the incidence of safety accidents.
- 2) Provide and implement stress management programs for the physical and mental health of workers.

#### 10. Supply chain responsibility

We are committed to protecting and respecting human rights in our supply chain, communicating our human rights principles to our partners and suppliers and requiring them to adhere to the same standards.

- 1) Evaluate human rights compliance in the supply chain through regular verification and supervision, and take appropriate action when discovered.
- 2) We transparently disclose information about all supply chain partners and contribute to preventing human rights violations.

#### 11. Establishment of a program to prevent inhumane treatment

The company establishes various inhumane treatment prevention programs to ensure that employees work in a safe and respectful working environment.

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- 1) We operate regular education and awareness programs to make employees aware that inhumane behavior is against the company's values and policies.
  - 2) Arrange various team building activities to strengthen communication and cooperation between teams and promote participation.
  - 3) Provide an educational program to acquire effective communication and conflict resolution skills in conflict situations.

#### 12. Inhumane behavior reporting system

- 1) The company receives reports of inhumane acts through various reporting channels, operates a system that allows anonymous reporting, and takes measures to protect the identity of the reporter.
  - (1) Homepage: [http://www.alkyn.com/main\\_kr/](http://www.alkyn.com/main_kr/)
  - (2) Internet report: [seongjin.min@alkyn.com](mailto:seongjin.min@alkyn.com)
  - (3) Telephone tip: Phone 031-683-8124 (ext. 1004) / Fax: 031-683-8137
  - (4) Correspondence reception: Alkins Ethical Management Committee, 578-19 Cheongbukjungang-ro, Cheongbuk-eup, Pyeongtaek-si, Gyeonggi-do (17794)
  - (5) QR anonymous reporting: Attached to each office, restaurant, attendance recorder, etc.

#### 13. Sanctions and support for inhumane acts

The company takes appropriate measures when inhumane acts occur and provides support to victims.

- 1) When a report is received, we promptly investigate and take necessary action. At this time, the investigation and sanctions process is operated fairly and transparently.
- 2) Victims can receive emotional support through the support program provided by the company, and can use counseling services if necessary.
- 3) Education and recurrence prevention programs are provided to employees who engage in inhumane acts.

## **Chapter 4 Goal Setting and Performance Evaluation**

### **Article 8 [Goal setting]**

#### 1. Promoting worker participation

- 1) Establish an opinion collection platform and regularly collect employee opinions and reflect them in the organizational culture.
  - 2) Increase the employee opinion participation rate from the existing 38% to 50% by 25 years and 70% by 28 years.
  - 3) Regularly check quantitatively to what extent opinions are actually reflected in the organizational culture.
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## 2. Compliance with working hours

- 1) Workers' working hours are thoroughly recorded using an automated system, and overtime is appropriately compensated.
- 2) The compliance rate with legal working hours is set at 95% per year.
- 3) Monitor working hours periodically to confirm the effect of reducing working hours.
- 4) The goal is to use 50% of annual leave burnout accelerators.

## 3. Non-discrimination and diversity

- 1) Strengthen anti-discrimination policies and create a culture that respects diversity such as gender, race, sexuality, and identity.
- 2) Zero cases of discrimination in hiring and promotion based on gender, race, and disability.
- 3) Confirm the occurrence of discrimination cases through an increase in the ratio reflecting diversity in hiring and promotion and the results of a survey on workers' awareness of discrimination.

## **Article 9 [Performance Evaluation]**

Labor and human rights policy performance must be managed by applying evaluation indicators to quantitatively measure performance indicators.

Matters regarding the management plan are as follows.

1. Period: Performance evaluation is conducted at the end of each year or at the end of the fiscal year.
2. Reporting: Performance evaluation results are transparently reported to stakeholders through sustainability reports and corporate websites.

## **Supplementary provisions**

### **Article 1 [[Enforcement date]**

1. This policy will take effect from November 20, 2023.

### **Article 2 [Change and supplementation of policy]**

1. If necessary, the contents of the policy may be changed or supplemented by the board of directors.