


| | | | |
|---|-------------------|-----------------------|--------------|
|  | Korea Zinc | No. | 31 |
| | | Approved. | Mar, 2022 |
| | | Last Reviewed. | Nov 10, 2023 |
| | | Revision No. | 1 |

Policy against Sexual Harassment and Bullying

Effective Date: Nov 10, 2023

| | | | |
|---|--|----------------|--------------|
|  | Policy against Sexual Harassment and Bullying | No. | 31 |
| | | Approved. | Mar, 2022 |
| | | Last Reviewed. | Nov 10, 2023 |
| | | Revision No. | 1 |

Objective

Korea Zinc intends to fulfill corporate social responsibility by practicing human rights oriented management and preventing human rights violations in management in advance. Based on ethical management and human rights management, we do our best to maintain a working culture of mutual trust and respect in the workplace. We established a policy to prohibit workplace sexual harassment and bullying to protect executives and employees.

Principles

1. Executives and employees of Korea Zinc do not infringe on the human rights of others by workplace sexual harassment and bullying.
2. Korea Zinc takes measures against workplace sexual harassment and bullying by applying the zero-tolerance principle.
3. Korea Zinc continuously monitors compliance with policies to prevent workplace sexual harassment and bullying.
4. Korea Zinc provides regular workplace sexual harassment and bullying prevention education to executives and employees.

Prohibition

Korea Zinc prohibits all acts related to sexual harassment and bullying, and if all unspecified people including workers suffer the following damage in the course of their duties, appropriate measures are taken according to the action process and legal grounds.

I. Sexual Harassment

[Definition]

Workplace sexual harassment means that employers, superiors or workers get other employees to feel sexual humiliation or disgust, and give them disadvantages in working conditions and employment because they do not comply with sexual behavior or other demands.

[Type]

Types of Workplace sexual harassment

Workplace sexual harassment can be classified into physical, verbal, visual and other behaviors. Other acts refer to all behaviors that are recognized as sexual humiliation or disgust by social norms.

Damage types of Workplace sexual harassment

The damage caused by Workplace sexual harassment can include not only sexual humiliation or disgust felt by the victim, but also disadvantages in the victim's working conditions and employment.

[Case]

The company judge Workplace sexual harassment based on laws related to sexual harassment prevention and punishment, and guidelines for preventing Workplace sexual harassment by the Ministry of Employment and Labor. Workplace sexual harassment is so diverse that not all types of behavior can be defined, but examples of behavior that can correspond to sexual harassment are as follows.

- The case of sexual harassment that occurs during working hours and outside the workplace (in the case of the use of the position and being related to work).
- The case when the victim did not want even if the victim did not express explicit refusal.
- The case that sexual interaction that does not have a particular person in mind but causes sexual humiliation and disgust to the listener.
- The case where sexual humiliation or disgust is inflicted on the victim without the intention of the actor for sexual harassment.

II. Bullying

[Definition]

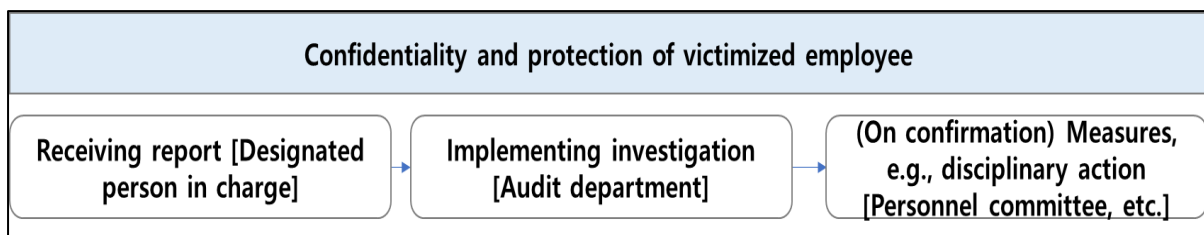
Workplace bullying refers to an act in which a user or worker causes physical and mental pain to another employee or deteriorates the working environment beyond the appropriate range of work by using an advantage such as a position or relationship.

[Case]

The company judges Workplace bullying based on laws related to bullying prevention and punishment at work and guidelines for preventing Workplace bullying by the Ministry of Employment and Labor. Workplace bullying is so diverse that not all types of behavior can be enumerated or defined, but examples of behaviors that can correspond to bullying are as follows.

- Inflicting physical threats or violence
- Swearing or threatening words
- Insulting in front of other people or online
- Continuously and repeatedly instructing people to do things related to others' daily lives such as running private errands
- Not acknowledging or ridiculing work ability or performance without justifiable reason
- Gossiping about personal history
- Forcing people to drink, smoke and eat out regardless of their opinion

Grievance System



Receiving report

Employees who want to deal with grievances such as workplace sexual harassment and bullying can report them in writing, by phone or by registering an in-house system. In addition, any employees may report to the company if they see or become aware of them.

Investigation

If the company receives or recognizes reports of workplace sexual harassment and bullying, it should investigate without delay. At this time, we ensure that victimized person does not feel shame during the investigation.

Confidentiality and protection of victimized employee

The company must remain strictly confidential throughout the entire process of reporting workplace sexual harassment and bullying. In order to protect the victimized employee, appropriate measures such as changing the workplace, granting paid leave and psychological counseling are taken. In addition, the company does not treat the employees unfavorably because they have reported or claimed damage.

Closure

For workplace sexual harassment and bullying, necessary measures such as disciplinary action are taken based on the principle of zero tolerance in the relevant norms and rules, and the company should carefully monitor the recurrence and secondary damage even after the case is closed. In addition, the company may order the actor to get counseling and education to prevent the recurrence of workplace sexual harassment and bullying.

Prevention

Korea Zinc conducts prevention in various ways to prevent workplace sexual harassment and bullying. We promote ethical awareness among executives and employees through declaration of ethical management, enactment and posting of ethical codes, and provide education to prevent workplace sexual harassment and bullying more than once a year. In addition, we make efforts to eradicate workplace sexual harassment and bullying and create a culture of mutual respect centered on human rights through messages and education from management.