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# Hyundai Motor Company Human Rights Charter

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**[Managed by]**

**[Approved by]**

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## **1. Introduction**

### **A. Purpose of Establishing the Charter for Human Rights**

In order to have proactively support human rights, prevent human rights violations following the operation of the business simultaneously and moderate pertinent risk, Hyundai Motor Company hereby proclaims the Charter for Human Rights. For human rights management, Hyundai Motor Company is committed to complying with a wide range of recognized human rights/labor-related international standards and guidelines, such as the Universal Declaration of Human Rights, UN Guiding Principles on Business and Human Rights and International Labor Organization, key agreements, and OECD Due Diligence Guidance for responsible Business Conduct, among others.

### **B. Scope of Application of the Charter for Human Rights**

This Human Rights Charter applies to all executives and employees (including those working in irregular positions) of Hyundai Motor Company, including production and sales corporate bodies at home and abroad, subsidiaries, second-tier subsidiaries, and joint ventures. In addition, executives and employees of Hyundai Motor Company follow this Charter for Human Rights when collaborating with suppliers, sales and service organizations, and furthermore, we recommend that all stakeholders under the transaction relations respect this Charter for Human Rights. In the event that the matters handled under this Charter for Human Rights contradict the laws and regulations of the local state, the local laws and regulations are complied with first, and with the exception of cases of having special provisions in the laws of local states, articles of incorporation or company regulations of organization, and so forth the works are carried out in accordance with this Charter for Human Rights of Hyundai Motor Company.

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

Hyundai Motor Company should establish an internal system required for implementing the human rights management in accordance with this Charter for Human Rights for respecting the human rights of all officers and employees and relieves the ensuing risk, and the human rights risk is regularly evaluated and improved, sufficiently sharing the result with stakeholders. The organization in charge of human rights management for Hyundai Motor Company carries out the management system of human rights risk following the principle of good faith and due diligence, and reviews the

human rights management procedure on a regular basis, actively reflecting social change to revise the management system.



## **2. BASIC PRINCIPLE**

### **Article 1 Prohibition of Discrimination**

Hyundai Motor Company does not discriminate against anyone in the aspect of employment, promotion, education, wage, welfare, etc. on the ground of gender, race, ethnicity, nationality, religion, disability, age, family status, social status, and political opinion for all officers and employees and it structures the organizational culture to respect the diversity of officers and employees. The cases of discrimination should be handled by zero tolerance policy

### **Article 2 Prohibition of Harassment**

Hyundai Motor Company prohibits acts that cause physical or mental suffering to other employees or deteriorate the work environment beyond the appropriate scope of work by taking advantage of superiority in relationship in the workplace. This includes sexual harassment, which causes to feel sexual humiliation or repulsion with sexual words or behaviors, and non-sexual harassment such as mobbing, bullying, and threats.

### **Article 3 Compliance with Working Conditions**

Hyundai Motor Company complies with the legal work hours for each country where it engages in business and it pays all officers and employees reasonable wages for the work together with the wage statement. In addition, it provides a work environment appropriate for the performance of duties and sufficient opportunity of education for developing the competency of and improving the quality of life for all officers and employees.

### **Article 4 Humane Treatment**

Hyundai Motor Company respects the privacy of officers and employees and fully protects personal information and it does not abuse, mentally or physically, or adversely treat any officer or employee.

### **Article 5 Guarantee of the Freedom of Association and Collective Bargaining**

Hyundai Motor Company respects the labor relations laws of the country where this Charter for

Human Rights is applied to provide sufficient opportunity for communication with all officers and employees.

#### **Article 6 Prohibition of Forced Labor and Child Labor**

Hyundai Motor Company does not engage in any act of violence, threat, false imprisonment or the like against any officer or employee and it does not coerce any work against the free will by the method of demanding a personal ID or company ID. In addition, child labor is prohibited in principle and the company takes measures so that minors' opportunity for education will not be restricted due to their work.

#### **Article 7 Guarantee of Industrial Safety**

Hyundai Motor Company regularly inspects the facilities, equipment, tools and others of the business premises for all officers and employees to work in a safe work environment and prepares the support plan for post management and appropriate measures for the purpose of preventing physical and mental hazards.

#### **Article 8 Protection of the Human Rights of Local Residents**

All officers and employees of Hyundai Motor Company are cautioned not to interfere with the human rights of the local residents when carrying out their work. Moreover, the rights to safety and health for local residents, and freedom of residence are protected.

#### **Article 9 Protection of the Human Rights for Customers**

All officers and employees of Hyundai Motor Company must make it their highest priority to protect the life, health and property of customers when providing products and services, and must make their best endeavors to protect the personal information collected from management activities.

### **3. ESTABLISHMENT OF THE SYSTEM**

#### **A. Establishment of Governance**

##### **① Responsibility of Human Rights Management**

Hyundai Motor Company should manage and supervise the status of promoting the human rights management through the meetings of committees or management conferences participated in by the highest decision makers or decision makers of major departments or working conferences participated in by decision makers of key departments. The role of committees, management conferences, or working meetings and the scope of responsibility could be classified for the 1) review of the establishment or revision of the Charter for Human Rights, 2) presenting opinions on revising pertinent internal regulations, such as the personnel system, employment regulations, audit standards and others, 3) recommendation for actions on implementation and result of evaluating human rights risks, 4) instruction for investigation on cases of human rights violations and deliberation for relief plans, and 5) other matters deemed to be required for the protection of human rights.

##### **② Performance of Human Rights Management**

Hyundai Motor Company should have the organization to be in charge of human rights management to carry out the relevant affairs. The works to be carried out by the organization in charge of human rights management may be classified for the 1) establishment and revision of the Charter for Human Rights, 2) establishment of the human rights management execution plan, 3) evaluation of the human rights risk, 4) operation of the grievance channel, and, 5) in-house education and report as well as external communication.

#### **B. Operation of the Grievance Procedure**

Hyundai Motor Company operates grievance procedure for all types of human rights violations related to discrimination, harassment, working conditions, humane treatment, freedom of association and collective bargaining, forced or child labor, industrial safety and human rights of local residents and customers as follows.

##### **① Report and Reception of Violations of Human Rights**

Hyundai Motor Company should operate a channel to receive the report from officers and employees or other persons or organizations (reporters) that suffer a human rights violation or perceived human rights risk. Upon receiving a report of a human rights violation, the characteristics of the individual report case are considered in discussion for a detailed relief plan regarding the case of human rights violence by the pertinent department.

**Grievance Channel to Report Violations of Human Rights**

- **Name of department:** HR Support Team
- **E-mail:** oneclickhr@hyundai.com

**② Processing of Reports on Violations of Human Rights**

Hyundai Motor Company shall, with reference to court precedents, regulations of relevant government agencies, past internal practices and other industrial practices, strive to identify the best course of remedial action with support from the legal department. In the event that the cases of human rights violence exercise significant influence on freedom and the rights of victims or it is highly likely to create risks to the corporate reputation, the relief plan may be discussed by a committee, management conference, practical meeting and gatherings in which the highest decision makers participate.

**③ Guarantee of Status for Reporters**

Executives and employees of all Hyundai Motor Company must not disclose, reveal or otherwise report any personally identifiable information that may be used to identify a reporter. All information relating to victims, incidents, remedial procedures and outcomes, as transmitted during the reporting and notification process, must be kept strictly confidential. In addition, measures must be implemented to protect employees from adverse consequences arising from the reporting of human rights violations and risks.

**C. Education and Efforts to Raise Awareness****① Human Rights Management Education**

Hyundai Motor Company should encourage the promotion of the understanding of human rights of officers and employees and improvement of perception, and process the human rights management education with the purpose of the internal promotion scheme for human rights management and delivery of the enforcement plan. Through the human rights management

education, discrimination or harassment by officers and employees are prohibited and should also encourage aggressive reporting of detected cases and risks of human rights violation.

## ② Enhancing Human Rights Management

Hyundai Motor Company is encouraged to share information pertaining to the Charter for Human Rights, its implementation plan, and the human rights risk assessment process and associated outcomes, not only within Hyundai Motor Company, but also with suppliers, sales/service organizations and other organizations with which have trading relationships. Such content is shared via the optimal channels (voice, video and written media) and methods (Korean, English, etc.) for all organizational members to conveniently access information relating to human rights management.



## 4. RISK MANAGEMENT

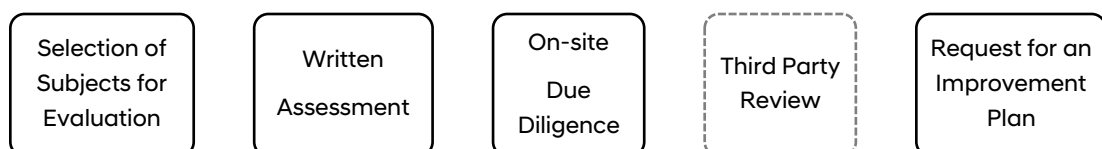
### A. Evaluation of Risk

#### ① Development of the Evaluation Index

Hyundai Motor Company should reflect the UN Guiding Principles on Business and Human Rights, OECD Due Diligence Guidance for Responsible Business Conduct, human rights management guidelines from the Ministry of Justice (currently in development), and others based on the basic principle of this Charter for Human Rights to develop and operate the assessment and due diligence index to evaluate the work environment, work conditions, human resource operation, industrial safety, and human rights risks to local residents and customers.

#### ② Operation of the Evaluation Process

Hyundai Motor Company should operate the evaluation process to confirm the possibility of having potential human rights risks and status of actual cases of human rights violence with the subject of the organization included within the scope of this Charter for Human Rights. The self assessment should be made by providing the evaluation index and guidelines to the subject of evaluation, and with respect to the insufficient matters shown in the result of self assessment by the subject of evaluation, the establishment of a self improvement plan is recommended. On the basis of the written assessment result, the on-site due diligence that confirms the risk in detail may be processed through the internal regulations, system confirmation interview, on-site assessment process related to human rights with the subject of the organization. In addition, in order to secure the objectivity of written assessments and on-site due diligence, a 3<sup>rd</sup> party audit may be processed through an independent 3<sup>rd</sup> party agency. Further, with respect to 'high risk' and 'non-conforming matters' detected through written assessment, on-site due diligence or 3<sup>rd</sup> party audit, it may request immediate improvement or establishment of an improvement plan. Hyundai Motor Company should regularly review and revise the evaluation index and process for human rights risks in order to accurately find cases of human rights violations and efficiently operate the evaluation process.



## **B. Performance of Risk Improvement**

### **① Formulation and Stipulation for Improvement**

Hyundai Motor Company should establish plans for improvement and performance regarding the human rights risk formulated as a result of evaluating the human rights risk. The head office that received the evaluation of human rights risk, production and sales corporate bodies at home and abroad, subsidiaries, second-tier subsidiaries, suppliers, sales/service organization, and other organizations in transactions should formulate the detailed enforcement tasks to carry out the improvement plan for the risks.

### **② Monitoring of the Performance Status**

Hyundai Motor Company should continuously monitor whether the person in charge of the organization that received the evaluation of human rights risks is diligently and effectively performing the mutually stipulated improvement plans. Mutual communication should be made regularly in order to process for the detailed task execution to meet the schedule and the expected outcome is secured in time, and if it is expected not to carry out the improvement plan, required measures can be undertaken.

## **C. Disclosure of Status and Outcome**

### **① Report to the Key Decision Makers**

Hyundai Motor Company should report meaningful indications, important risks and improvement plans confirmed through the evaluation of human rights risk to the major decision makers, including the committees and working conference of management meetings. The report data obtained with the approval of the committees, management meetings, major decision makers, etc. may be shared with the applicable departments and others through enhancing the effectiveness in promoting the human rights management.

### **② Information Disclosure**

Hyundai Motor Company should disclose the information on cases of reports for human rights violations and evaluation results on human rights risks, measures of its improvement and moderation on the homepage, integrated report, and sustainable management report or separate channels on human rights white book, etc., and it should select the disclosure channel that off easy access and clear understanding for officers, employees and other stakeholders.

## 5. APPENDIX

### A. Contact Information of the Person in Charge

**Person in charge of the Human Rights Charter for Hyundai Motor Company**

- **Name of department:** HR Strategy Team
- **E-mail:** next-hr@hyundai.com

### B. Reference

This Charter for Human Rights has been established on the basis of human rights-related provisions, standards and initiatives specified under domestic and overseas human rights standards and pertinent laws and regulations.

- ① UN, Universal Declaration of Human Rights (1948)
- ② UNGC, A human Rights Management Framework (2010)
- ③ UN, The UN Guiding Principles on Business and Human Rights (2011)
- ④ OECD, The OECD Guidelines for Multinational Enterprise (2011)
- ⑤ OECD, Due Diligence Guidance for Responsible Business Conduct (2018)
- ⑥ National Human Rights Commission of Korea, Manual of Human Rights Management for Public Institutions (2018)
- ⑦ National Human Rights Commission of Korea, Checklist for Human Rights Impact Assessment Operated by Institutions (Corporate enterprises) (2018)
- ⑧ Ministry of Justice, Guideline for Human Rights Management Standards for Corporate Enterprises (Tentative) (2019)