
The Code of Conduct for Business Partners of Hyundai Mobis

Hyundai Mobis Restricted

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1. Overview

A. Purpose of the Code of Conduct

Hyundai Mobis aims compliance management as a management philosophy which is essential for ethical and sustainable management of the company, and has created a Code of Conduct to establish a supply chain as a part of it. The Code of Conduct complies with all laws and regulations (including but not limited to all the relevant corruption, economic sanctions, forced labor, safety/health and fair trade acts) applied to the business activities of internal and external Hyundai Mobis business partners (Hereafter "Hyundai Mobis business partners") that signed a contract to supply goods and services or concluded other contracts with Hyundai Mobis, and it calls for the best operational practice in ethics, environment, labor/human rights, safety/health, and management system areas. Hyundai Mobis looks forward to being more respected company from the society and seize an opportunity of mutual growth as all the supply chains including Hyundai Mobis business partners comply with the Code of Conduct.

The Code of Conduct has been established based on the Global Automotive Sustainability Practical Guidance of Drive Sustainability and referred to the Code of Conduct of the Responsible Business Alliance. Moreover, it has been applied the latest global trends such as ESG-related guidelines, laws and regulations relating to supply chain for human rights and environment including the EU Directive for Sustainability Due Diligence.

If recommendations and requirements in the Code of Conduct are contradictory to laws and regulations of the applicable country, the laws and regulations have precedence over the Code of Conduct, and it may be changed depending on the course and trend of domestic and foreign industry in the future.

B. Target of Code of Conduct

All Hyundai Mobis business partners that signed a contract to supply goods and services or concluded other contracts with Hyundai Mobis shall comply with the Code of Conduct. Hyundai Mobis business partners shall recommend the whole supply chain such as their suppliers (sub-suppliers) to comply with the Code of Conduct.

C. Roles and Responsibilities of Business Partners

Hyundai Mobis business partners shall consider suggestions from the Code of Conduct when they make a managerial decision-making and operate their business. Hyundai Mobis and third-party agencies commissioned by Hyundai Mobis

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may conduct a due diligence on Hyundai Mobis business partners to inspect their compliance. Hyundai Mobis may have the right to recommend improvements on identified risks as a result of the inspection, and Hyundai Mobis business partners will formulate and perform a risk handling plan after mutual discussion. Compliance with the Code of Conduct might be a critical standard to select Hyundai Mobis business partners and if Hyundai Mobis business partners violate the code, and did not make an effort for improvement, it may be difficult to maintain a good working relationship with Hyundai Mobis.

The Code of Conduct does not state all the obligations that Hyundai Mobis business partners should implement, and may be regularly supplemented and revised to establish a sustainable supply chain. The Code of Conduct is available on the website of Hyundai Mobis and for more information, it is possible to inquire to the relevant department. Furthermore, Hyundai Mobis will support members of Hyundai Mobis business partners that they can fully understand the Code of Conduct as we provide accessible, optimal channels (voice, image, written, etc.) and types (Korean, English version) of it, and help the partners deliver the purpose of the Code of Conduct to their suppliers (sub-suppliers).

2. Ethics

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A. Transparent Management and Anti-corruption

- ① Executives and employees of Hyundai Mobis business partners shall comply with all the relevant laws and regulations and maintain a high level of integrity in each country where they carry on their businesses.
- ② Executives and employees of Hyundai Mobis business partners shall not pull rank their positions to consent to bribery, threaten, embezzle, aid and abet, ask for favors, and do money laundering including unreasonable demand by finding faults.
- ③ Hyundai Mobis business partners shall prepare internal procedures that manage suspicious transactions, and strive to protect whistleblowers against unfair measures on grounds of report.
- ④ Hyundai Mobis business partners shall not make unreasonable demands on recruitment fee or commission to workers in each workplace.

B. Prevention of Conflict of Interest

- ① Hyundai Mobis business partners shall perform their business with sense of responsibility according to respective

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operational rules.

- ② Executives and employees of Hyundai Mobis business partners shall not promise, propose, approve, offer a bribe to another person with the intent of obtaining inappropriate benefits. In this regard, any acts of being offered benefits personally from a third party or being caused damage to the company are also unacceptable.

C. Protection from Unfair Trading

- ① Hyundai Mobis business partners shall comply with fair trade laws/regulations and standards of each country where they carry on their business.
- ② Hyundai Mobis business partners shall not hinder fair competition through unfair transactions such as abuse of market dominant positions or superior positions.
- ③ Hyundai Mobis business partners shall pay to sub-suppliers on a settlement day in the transaction contract, and not make adjustment by the reduction of amount discretionally.
- ④ Hyundai Mobis business partners shall not agree to actions that unfairly set limits to competitions over price, supplies, and trading areas/conditions of products or services with other business operators.
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- ⑤ Hyundai Mobis business partners do not obtain information by unlawful means from competitors, suppliers (sub-supplier) or other agencies, and shall not disclose information that a company or a third party acquires fraudulently.

D. Prevention of Counterfeit Parts

- ① Hyundai Mobis business partners shall not produce or use unapproved raw materials and parts, and not consume or sell counterfeit raw materials and parts.
- ② Hyundai Mobis business partners shall verify that counterfeit raw materials and parts are used or manufactured in their workplace regularly and when confirmed the fact that illicit use of them, it shall be immediately notified to the government or client companies.
- ③ Hyundai Mobis business partners shall strive to verify that produced raw materials and parts are used and distributed according to the terms of contract or its business purpose.

E. Compliance of Restriction on Exports and Economic Sanctions

- ① Hyundai Mobis business partners shall comply with international laws and regulations relating to restriction on

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exports and economic sanctions by each country.

- ② Hyundai Mobis business partners shall not trade with countries, regions, corporations, groups, and individuals which are applied restriction on exports and economic sanctions.
- ③ Hyundai Mobis business partners shall inspect that they follow laws and regulations relating to restriction on exports and economic sanctions, and cooperate to grasp the current situation of Hyundai Mobis if necessary.

F. Protection of Information

- ① Hyundai Mobis business partners do not release trade secrets or information requiring security of client companies and suppliers (sub-suppliers), and shall not archive information acquired from work without prior permission/approval.
- ② Hyundai Mobis business partners shall collect and use personal information within a predetermined range of purpose, storage, and usage period of collecting and using personal information, and get consent in advance if changing the above.

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G. Protection of Intellectual Property

- ① Hyundai Mobis business partners shall respect intellectual property rights of client companies and suppliers (sub-suppliers), and take proper actions for protecting the intellectual property rights of Hyundai Mobis business partners and check that their rights is infringed as well.

H. Responsible Purchasing of Materials

- ① Hyundai Mobis business partners shall comply with laws of each country and conflict mineral-related use and obligations according to the 'OECD Due Diligence Guidance' as they have a principle that trades with smelters acquired the Conflict Free Smelter (CFS).
- ② Hyundai Mobis business partners shall build a process that identifies countries and regions that purvey raw materials, parts, and components directly or indirectly used in manufacturing articles which are delivered to Hyundai Mobis at any stage in a process within the supply chain.
- ③ Hyundai Mobis business partners shall not be supplied raw materials, parts and/or components directly or indirectly manufactured by forced labor at any stage in a process within a supply chain.

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- ④ Hyundai Mobis business partners shall construct a process that can identify countries of origin and smelters of all minerals contained in their products including conflict minerals¹ such as tin, tungsten, tantalum, and gold.
- ⑤ Hyundai Mobis business partners shall make an effort to inspect² social-environmental issues such as severe abuse of human rights, ethical violations, and negative influence on environment in the countries of origin and smelters of minerals and raw materials in accordance with the applicable process.
- ⑥ Hyundai Mobis business partners shall self-verify that they are irrelevant to issues such as abuse of human rights, ethical violations, and negative influence on environment and endeavor to get certifications from outside when dealing with minerals and raw materials.

3. Environment

A. Construction of Environmental Management System

- ① Hyundai Mobis business partners shall comply with environmental laws and regulations of each country where they run their business, and obtain/maintain all environmental licenses requiring for the business.
- ② Hyundai Mobis business partners shall operate an environmental management system³ that consists of organizations, planning, support, and performance evaluation to mitigate environmental impacts resulting from the business.

B. Management of Use of Energy and Greenhouse Gas Emissions

- ① Hyundai Mobis business partners shall develop a system that can measure energy consumption and greenhouse gas

¹ It refers to the four major minerals produced in conflict regions in Africa (10 countries including DR Congo), and they are international concerns as they cause social issues such as abuse of human rights or child labor, they are also used as funds to fuel conflict and incite civil war.

² Listed companies shall disclose the use of conflict minerals on their products according to an enforcement ordinance of The U.S. securities and exchange commission in 2012. In 2015, the European Parliament made importers of mineral declare the countries of origin and results of inspecting issues to the applicable authorities of each country.

³ ISO14001 Standard, etc. (ISO14001 Standard is an international standard for the Environmental Management System (EMS) that is enacted by International Organization for Standardization (ISO) to induce a continuous environmental performance throughout the whole enterprise activities, and it can be approved by a third party if environmental management is conducted in accordance with the standard)

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emissions.

- ② Hyundai Mobis business partners shall strive to reduce energy consumption and greenhouse gas emissions.

C. Management of Water Resources

- ① Hyundai Mobis business partners shall measure amount of water used/waste water discharge, and discharge concentration of water pollutants and build a monitoring system that operates control facilities properly.
- ② Hyundai Mobis business partners shall exert an effort to decrease amount of water resources and increase amount of recycling. Moreover, water pollutants shall be managed according to legal standards or stricter internal standards.

D. Management of Air Pollutants

- ① Hyundai Mobis business partners shall measure air pollutant emissions and its concentration, and construct a monitoring system that operates prevention facilities for appropriate treatment.
- ② Hyundai Mobis business partners shall minimize air pollutant emissions in proper means. Furthermore, air pollutants shall be managed according to legal standards or stricter internal standards.

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E. Management of Resource Circulation and Waste

- ① Hyundai Mobis business partners shall establish a system that measures, stores, and discharges waste properly.
- ② Hyundai Mobis business partners shall minimize the disposal of waste to be landfilled and incinerated in proper means. As a part of it, there shall be efforts to expand use of waste/recycling and recover discarded raw materials and parts.
- ③ Hyundai Mobis business partners shall make efforts to minimize residues that might affect environment by considering total life cycle of products when landfilling or incinerating waste.

F. Management of Chemicals

- ① Hyundai Mobis business partners shall manage transportation, storage, use, and disposal of chemicals safely throughout the whole process of business. There shall be a label that identifies risk and harmfulness on the handled chemicals or information containing the above shall be disclosed.
- ② Hyundai Mobis business partners shall strive to verify that harmful substances for humans or environment are

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included⁴ in raw materials and parts that are supplied, produced, sold, and distributed.

G. Animal Welfare

- ① Hyundai Mobis business partners shall comply with article 23 of the Animal Protection Act if conducting experimentation on animals inevitably.
- ② Hyundai Mobis business partners shall respect the five freedoms of animals determined by the World Organization for Animal Health.
 - Freedom from hunger or thirst
 - Freedom from discomfort
 - Freedom from pain, injury or disease
 - Freedom to express (most) normal behavior
 - Freedom from fear and distress

H. Protection of Biodiversity and Prohibition of Deforestation

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- ① Hyundai Mobis business partners shall measure the effects and degree of dependence of business activities on biodiversity, and implement plans and strategies that prevent, reduce, and offset negative impacts to preserve/restore/expand the biodiversity of local society.
- ② Hyundai Mobis business partners shall construct a procedure that inspects possibility of potential deforestation by business activities to protect the forest of local society, and prepare a response system against deforestation or its risk.

4. Labor/Human Rights

A. Prohibition of Child Labor

- ① Hyundai Mobis business partners shall have zero tolerance of any type of child labor in all workplaces unless allowed according to child labor laws, check the legal documents such as identifications, birth certificates of

⁴ In accordance with the EU, Restriction of the use of Hazardous Substances in EEE (RoHS), (2006), and etc.

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employees and job applicants to confirm their ages, and take follow-up measures such as improvement/education programs after ceasing hiring when child labor is found.

- ② Hyundai Mobis business partners shall not input minors on high-risk work, and there shall be measures protecting the minors from discrimination in educational opportunities due to their work.
- ③ Hyundai Mobis business partners shall not be provided goods and services from suppliers (sub-suppliers) that violate the child labor laws and regulations, and take appropriate actions if above matters are confirmed.

B. Prohibition of Using Forced Labor

- ① Hyundai Mobis business partners shall input employees according to laws and regulations of each country where they carry on their business, and must not force any types of mandatory work against employees' will. "Forced labor" means works or services provided by workers involuntary under threats of penalties or disciplinary actions, and it includes involuntary labor of prisoners and its labor contract by penal sanctions.
- ② Hyundai Mobis business partners do not use forced labor to produce the whole products or a part of them, supplies manufactured 100% or partially by a person or corporate that is subject to the regulations on forced labor, or by breach of the regulations. "Regulations of forced labor" contains laws, enforcement ordinances, ordinances, rules or conditions (including the import prohibition of products 100% or partially manufactured by forced labor) that are frequently imposed, executed, or implemented to prevent forced labor by the United Nations (U.N.), the US (including the US Customs and Border Protection), the European Union (EU), the Republic of Korea, and other authorities.
- ③ Hyundai Mobis business partners conduct a risk-based due diligence against the supply chain, and the due diligence contains mapping the supply chain of the partners to find out use of forced labor, and identifying regions, suppliers, and other factors that might cause significant risk relating to the forced labor. The due diligence is updated regularly.
- ④ Hyundai Mobis business partners enact a Code of Conduct that states prohibition of forced labor at any stage in a process within the supply chain. Each business partners shall prepare and implement a procedure to identify countries and regions relating to all raw materials, parts, and components directly or indirectly used in manufacturing articles which are delivered to Hyundai Mobis at any stage in a process within the supply chain to create the Code of Conduct. The Code of Conduct and relevant procedures shall be composed not to be supplied raw materials and parts directly or indirectly manufactured by forced labor at any stage in a process within the supply chain.
- ⑤ Hyundai Mobis business partners educate their executives and employees, suppliers about the Code of Conduct and

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prohibition of forced labor regularly.

- ⑥ Hyundai Mobis business partners proceed corrective measures when identifying forced labor in the supply chain, and provide relevant information to Hyundai Mobis immediately.
- ⑦ Hyundai Mobis business partners require their suppliers (sub-suppliers) to apply identical Code of Conduct and related procedures, and verify that the suppliers comply with the Code of Conduct and related procedures through inspections and monitoring.
- ⑧ Hyundai Mobis business partners shall not require identification or visa that might limit individual activities, restrict physical/psychological actions such as violence, threat, and immurement aiming forced labor.
- ⑨ Hyundai Mobis business partners shall not be supplied goods and services from suppliers (sub-suppliers) that are involved in forced labor by physical/psychological restriction or claim obligation relationship, and shall call for the suppliers (sub-suppliers) to get an identical commitment with above to their partners.
- ⑩ When Hyundai Mobis business partners are aware of the fact that their suppliers use forced labor during production (including products for sale directly and indirectly used the labor), they shall immediately report to Hyundai Mobis after ceasing business with applicable suppliers.

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C. Discrimination and Harassment Prevention

- ① Hyundai Mobis business partners shall not discriminate in recruitment, promotion, education and training of their executives and employees on grounds of sex, race, nationality, religion, disability, age, marriage, pregnancy, family status, social position, and political opinion.
- ② Hyundai Mobis business partners shall not discriminate in wage and welfare of their employees.
- ③ Hyundai Mobis business partners do not require conditions that are unnecessary for relevant jobs when they hiring and recruiting.
- ④ Hyundai Mobis business partners shall prepare a policy and procedure that prevents inhumane acts including sexual harassment, physical/psychological coercion, or abusive language, and may refer to the human rights policy and the Code of Conduct of Hyundai Mobis and a Code of Conduct of Hyundai Mobis partners.

D. Compensation and Welfare

- ① Hyundai Mobis business partners shall pay wage according to laws and regulations of each country where they run

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their business. The wage shall be paid on time, and a pay slip with understandable language for their employees shall be also provided.

- ② Hyundai Mobis business partners shall make an effort to provide a pleasant working environment, and to operate a welfare system for improving quality of life.
- ③ Hyundai Mobis business partners shall conduct compulsory educations provided under laws and regulations of each country where they carry on their business. Moreover, they shall strive to strengthen capabilities and develop career of their employees.

E. Management of Working Hours

- ① Hyundai Mobis business partners shall comply with working hours prescribed by laws of each country where they run their business, and manage working hours including a recess.
- ② Hyundai Mobis business partners shall sublate involuntary extended work, and provide reasonable compensation in the case of inevitable extended work.
- ③ Hyundai Mobis business partners shall guarantee day-off more than once a week.
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F. Humane Treatment

- ① Hyundai Mobis business partners shall respect employees' privacy and refrain unnecessary work orders outside working hours.
- ② Hyundai Mobis business partners shall prenotify collecting personal information of employees, and ask for a voluntary agreement of them.
- ③ Hyundai Mobis business partners shall ban acts that cause physical/mental pain to other employees using positional superiority in the workplace or harassment that deteriorates working environment and take proper actions such as changing working place, turnover, reprimand per the aggrieved person's request.

G. Freedom of Associations and Collective Bargaining Right

- ① Hyundai Mobis business partners shall respect the relevant Labor-Management Relations Act of the country where this Code of Conduct is applied to, and provide enough communication opportunity to all their employees.

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H. Ethical Recruitment

- ① Hyundai Mobis business partners shall not restrict employees from identification documents (identification, passport, driving license, etc.) by storage, disuse, concealment, forfeit or other ways unless law allows.
- ② Hyundai Mobis business partners shall not ask for any types of commission in the name of recruitment.
- ③ Hyundai Mobis business partners shall give a written notice or explain with understandable language for employees about working conditions.

5. Safety/Health

A. Construction of Safety and Health Management System

- ① Hyundai Mobis business partners shall comply with safety and health-related laws and regulations of each country where they run their business, and acquire/maintain all the safety and health licensing required for the business.
- ② Hyundai Mobis business partners shall operate a safety and health management system⁵ that consists of organization, Hyundai Mobis Restricted planning, support, performance evaluation to prevent safety and health accidents resulting from the business.

B. Safety Management of Machine/Equipment/Facility

- ① Hyundai Mobis business partners shall regularly inspect and evaluate stability of dangerous machine/equipment/facility within the workplace.
- ② Hyundai Mobis business partners shall install and manage safety device, protective wall, and emergency device to prevent safety accidents depending on use of dangerous machine/equipment/facility within the workplace.
- ③ Hyundai Mobis business partners shall provide protective gear for their employees. The protective gear shall be easy to use, and maintained to make it function at a proper time.

⁵ ISO45001, KOSHA18001 Standard, ect. (Safety and health management principle is created by autonomous policy of entrepreneur, and it enables to improve gradually a safety and health system by planning, execution, inspection, and evaluation. For examples, there are ISO45001 created by International Standard Organization (ISO), and KOSHA18001 developed by Korea Occupational Safety and Health Agency as a Korean model)

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C. Response against Emergency

- ① The business partners shall establish a plan that can respond against emergency situations such as natural disaster, herd infection, fire and safety accidents. Furthermore, they shall prepare a manual that consists of report, response, follow-up measures in case of emergency.
- ② Hyundai Mobis business partners shall conduct a training according to the manual and self-established plan, laws and regulations by country that they carry out their business to respond against emergency.
- ③ Hyundai Mobis business partners shall have escape route, exit sign, fire detector/alarm, and fire protection system, and regularly check them.

D. Management of Accidents

- ① Hyundai Mobis business partners shall build a system that can measure the current status of industrial disaster or outbreaks of diseases.
- ② Hyundai Mobis business partners shall take emergency procedures such as ceasing works and evacuating employees right after occurrence of industrial disasters or serious diseases.
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- ③ When industrial disasters or serious diseases occur, Hyundai Mobis business partners shall make an effort to investigate its root cause and prepare corrective measures.

E. Diagnosis of Safety

- ① The business partners shall conduct regular evaluation of safety risk for the workplace aiming to check that employees are exposed to accidents and harmful factors. The result of the evaluation shall be notified to executives and employees, and machine/equipment/facility shall be improved according to the result.
- ② Hyundai Mobis business partners shall provide information on accident risk and harmful factors of the workplace to employees based on the evaluation of safety risk. The information shall be prepared with understandable language, and placed in accessible places.
- ③ Hyundai Mobis business partners shall not input pregnant women and minors to high-risk work in terms of safety and health, and strive to create a proper working environment for disabled person, immigrant, and other disadvantaged.

F. Health Care

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- ① Hyundai Mobis business partners may provide staff lounges, restrooms, and cafeterias, and shall put an effort to keep the facilities clean if they provide them.
- ② The business partners may provide a dormitory in this case, there should be safety sign, lights, and heating and cooling system. There shall be a proper device to control visitor access in a dormitory.
- ③ Hyundai Mobis business partners shall conduct regular health checkup and special checkup for their executives and employees according to health promotion laws of each country where they run their business. Moreover, there shall be measures that change work spaces/jobs and reduce working hours as a result of the checkup.

G. Safety and Health of Contractor

- ① Hyundai Mobis business partners shall manage safety and health of contractor when the contractor performs a job for profits of the company.

6. Management System

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A. Disclosure of Corporate Statement

- ① Hyundai Mobis business partners shall internally-externally spread this Code of Conduct or will to fulfill sustainable management which is corresponding to the code.
- ② Hyundai Mobis business partners shall share this Code of Conduct or will to fulfill sustainable management which is corresponding to the code through new year address, internal guidance, and bulletin board. It is recommended to use website, business report, promotional materials to open to the public.

B. Appointment of Manager

- ① Hyundai Mobis business partners shall appoint a person who is charge of the compliance and sustainable work.
- ② Hyundai Mobis business partners shall assign a manager who supervises planning the compliance and sustainable management activities and its execution.

C. Inspection of Risk

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- ① Hyundai Mobis business partners shall strive to identify risks that might occur in ethic, environmental, labor/human rights, safety/health, and other areas such as compliance while they operate their business.
- ② When Hyundai Mobis business partners identify significant risk, they shall prepare and implement a plan to mitigate the risk.

D. Education and Communication

- ① Hyundai Mobis business partners shall educate their executives and employees about the code and relevant laws/regulations.
- ② Hyundai Mobis business partners shall share a promotion plan of the Code of Conduct and its execution with their executives and employees.

E. Management of Information

- ① Hyundai Mobis business partners shall record and manage risks, information and the current status of ethic, environmental, labor/human rights, safety/health, compliance, and other areas.
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- ② Hyundai Mobis business partners shall make an effort to disclose information limpidly when laws and regulations of each country, industrial associations, and major clients that signed the contract require the information unless laws prohibit.

F. Operation of Grievance Settlement System

- ① Hyundai Mobis business partners shall operate a grievance settlement system that can report a breach of laws and regulations in ethic, environmental, labor/human rights, safety/health, compliance and other areas, or a violation of individual's rights and interests relating to the areas.
- ② Hyundai Mobis business partners shall keep personal data of whistle-blowers and details of report confidential, and protect the whistle-blowers against illogical measures such as dismissal, threat, revenge, and ridicule. Status of the whistle-blowers shall be guaranteed.

G. Preparation of Relief Plan

- ① When there is a victim caused from negative impact of sustainable supply chain by business activities, Hyundai Mobis

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business partners shall prepare a relief plan by considering scale and importance of damage.

- ② Hyundai Mobis business partners shall discuss with victims and representatives when deciding a relief plan, and prepare the plan in accordance with international standards.

H. Management of Suppliers (sub-supplier)

- ① Hyundai Mobis business partners shall encourage their suppliers (sub-suppliers) to manage ethic, environmental, labor/human rights, safety/health, compliance and other factors when it comes to plan, design, sell, produce goods or services.
- ② Hyundai Mobis business partners shall make an effort to recommend or induce improvement to companies that participate in the supply chain such as their suppliers (sub-cooperative partners) when the fact that the companies violate laws and regulations in ethic, environmental, labor/human rights, safety/health, and other areas (including compliance) is identified.

I. Compliance with the Code of Conduct

Hyundai Mobis Restricted

- ① When there is a written inspection or on site visit by a third party assigned by Hyundai Mobis to check the compliance of Hyundai Mobis business partners without violating related laws and regulations, the partners shall provide relevant information on compliance with the Code of Conduct to the third party.
- ② Hyundai Mobis business partners shall prepare/manage proper documents that can prove their compliance with the Code of Conduct, and the documents shall be prepared based on actual facts of the business.
- ③ Hyundai Mobis business partners shall strive to establish and implement a plan that improves faults and violations as a result of the inspections and on-site visits in a timely manner.

7. Due Diligence of Supply Chain

- ① Hyundai Mobis business partners shall identify and evaluate risks on sustainability that might generate in the supply chain within the related laws and regulations, and monitor the process of risk mitigation.
- ② Hyundai Mobis business partners shall prepare a six-stage procedure with reference to OECD Due Diligence

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Guidance for Responsible Business Conduct.

- Establish a basic policy to implement responsible management and embrace the policy into a management system of the company
- Identify negative impacts (actual-potential risk) on stakeholders during business process and evaluate them
- Formulate a plan to cease, prevent, mitigate the negative impacts and implement the plan
- Monitor the progress of execution for measures that identify, prevent, reduce the negative impacts and its result
- Share and communicate information on policies, procedures, and actions relating to due diligence with the outside
- Provide proper means to deal with negative impacts or cooperate with others who provide the proper means

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