

## Human Rights and Ethics Charter of KOTRA

As a public institution, KOTRA establishes the principle to prioritize people for national welfare and the prosperity of mankind and promises to protect the human rights of everyone concerned, including its employees, partner companies, related organizations and the local community. To achieve this purpose, KOTRA supports the international standards and norms regarding human rights and pledges to enact and practice the Charter of Rights and Freedom.

**First**, we shall endeavor to prevent the breach of human rights and to actively relieve any such breach.

**Second**, we shall not discriminate anyone concerned on the basis of race, religion, disability, gender, place of birth, political opinion, etc.

**Third**, we shall not permit forced labor of any form.

**Fourth**, we shall not permit child labor of any form.

**Fifth**, we shall guarantee freedom of association and collective bargaining for our employees.

**Sixth**, we shall provide a safe and pleasant working environment for our workers.

**Seventh**, we shall make transparent and fair deals with partner companies and advise them to practice human rights management.

**Eighth**, in the course of business, we shall execute social service activities for the promotion of human rights for the local residents abroad as well as for the domestic residents and pursue a mutual beneficial cooperation.

**Ninth**, we shall observe domestic and foreign environmental protection rules and take action against climate change.

**Tenth**, we shall promptly and accurately respond to clients' requests and protect their information collected in the course of business.

### Principles on Human Rights Management

KOTRA established the Human Rights Charter and proclaimed our volition to enhance interests and rights of stakeholders. We respect and support the international standards and principles on human rights, including the Universal Declaration of Human Rights of the UN and the Guiding Principles on Business and Human Rights of the UN Commission on Human Rights. To realize these values, we have enacted the "KOTRA Human Rights and Ethics Charter," which serves as a guiding principle for all behaviors and decisions of the executives and the employees of KOTRA. KOTRA is committed to advancing our human rights management to meet the global standard. We not only respect the human rights of our employees and but strive to protect and improve the human rights and interests of our stakeholders including customers, partner companies, and local people.

### Framework for Human Rights Management

With a strong sense of responsibility as a public organization, KOTRA works to minimize any negative implications of our business activities on human rights. Human rights management at KOTRA is our commitment to creating a fair society for the future generations and laying a solid foundation for sustainable growth. Accordingly, we strive to establish frameworks on norms and organizations for human rights management promotion, and to internalize and spread the culture of respecting human rights. The top decision-making body in human rights management is the "Human Rights and Ethics Committee" which consists of the President of KOTRA – the chair of the committee –, auditor, executive board member, and the CEO of Invest KOREA. Under the committee is the "Human Rights and Ethics Working Committee," which is joined by the Vice President and the union representative to ensure all employees work together for the realization of human rights management.

In addition, we also operate the Clean KOTRA Committee in charge of making human rights and ethics management fruitful, and the Open KOTRA Committee in charge of transparent management which provides consultation and advice on human rights and ethics management.

### Creating Infrastructure for Anti-Corruption and Integrity

We pursue zero-defect in business ethics by focusing on preemptive anticorruption activities. All employees sign a pledge on conducting integrity and ethics management every year and are proactive in participating in ethics education and campaigns to raise the bar of our ethics management to the global level.

### Ethics Management Education Based on Work Characteristics

Considering that our employees face different ethics standards in each country, KOTRA has been focusing on establishing ethics management education systems tailored to work characteristics. We enhanced employees' understanding on integrity by hosting discussion and education sessions for each position semi-annually. Online and on-site education on integrity were further promoted to let overseas KBCs acknowledge changes

from the revisions on regulations and guidelines. The education sessions focus on real-life cases to dispel integrity risks stemming from cultural and environmental differences of each KBC. The "Global Culture Information Forum" was hosted for new recruits, which was joined by 407 people. We also published a casebook on common mistakes pointed out in audits and used this as educational material.

### Expansion of Monitoring and Feedback

KOTRA was rated "Great" in the Anti-Corruption and Civil Rights Commission's evaluation on the overall integrity of public agencies for six consecutive years in recognition for our consistent company-wide efforts for the spread of ethics and a culture of integrity. We also received the highest grade (AAA) in the Korean Business Ethics Index – Sustainability Management (KoBEX SM), which is governed by the Ministry of SMEs and Startups. We are constantly improving ourselves to go beyond Korea and become a world leader in ethics management and integrity. In 2017, we conducted a company-wide self-assessment campaign to ensure higher integrity and active communication on anticorruption and integrity among different positions. On top of this, we have in place an ombudsman who monitors the practice of business ethics and makes improvements.

## National Human Rights Commission of Korea

- **Purpose of Establishment:** To safeguard the basic order of democracy, protect and enhance human rights of all individuals and realize human dignity and values
- **Vision:** A world where all people can live in the fullness of their humanity
- **Mission:** To realize a society which ensures the protection of human rights, in which all members are respected, without polarization and discrimination
- **Functions:**
  - Establish human rights laws, systems and policies; investigate practices; and issue recommendations for improvement
  - Enact the international human rights treaty and issue recommendations related to implementation of the treaty
  - Investigate and remediate cases of human rights violations in national institutions and local governments, or in confinement and care facilities
  - Investigate and remediate cases of sexual harassment
  - Investigate and remediate cases of discrimination and human rights violations committed by corporations, organizations or individuals
  - Promote education and raise public awareness on human rights
  - Promote and spread a culture which values human rights
  - Cooperate with domestic human rights organizations and related individuals
  - Cooperate with international organizations and national institutions related to human rights
- **Website:** [www.humanrights.go.kr](http://www.humanrights.go.kr)