

# Human Rights Policy

## **Chapter 1. Prohibition of forced labor**

HLB Pharma shall not impose any form of forced labor on our employees. All work shall be voluntary, and employees are free to retire at any time without a penalty provided that they give reasonable notice according to the terms of their employment contract.

## **Chapter 2. Prohibition of child labor**

HLB Pharma prohibits the employment of children under the age of 15. When legally employing young workers under the age of 18, HLB Pharma provides them with training opportunities and takes special safety measures including the prohibition of night-shift work and overtime that may threaten their health or safety.

## **Chapter 3. Prohibition of discrimination**

HLB Pharma strictly prohibits unfair discrimination in recruitment, promotion, wages and compensation, and benefits on such grounds as gender, race, age, sexual orientation, gender identity, national origin, ethnicity, disability, marital status, pregnancy status, religion, political orientation, or union membership. In addition, HLB Pharma is striving to build an organizational culture that respects employee diversity, equity, and inclusion.

## **Chapter 4. Prohibition of workplace harassment, sexual harassment, and sexual violence**

HLB Pharma strictly prohibits all forms of workplace harassment, including sexual harassment, sexual violence, mental or physical coercion, bullying, public shaming, and verbal abuse. Most notably, HLB Pharma actively strives to prevent sexual harassment and sexual violence in the workplace based on superiority of position or relationship. Victims of any type of workplace harassment including sexual harassment and sexual violence can report their cases to the company through an anonymous grievance handling channel. HLB Pharma shall conduct a neutral investigation of all reported cases while taking measures to protect the victims. All whistleblowers shall be guaranteed anonymity, and the unfair treatment of whistleblowers shall be strictly prohibited.

## **Chapter 5. Guarantee of freedom of association and collective bargaining**

HLB Pharma respects the right to association and collective bargaining guaranteed by the labor laws of each country/region; HLB Pharma respects employees' freedom to form and join a labor union and prohibits unfair treatment or discrimination on the grounds of employees' adherence to or formation of a labor union. In addition, HLB Pharma guarantees the right to collective bargaining through the representatives of our employees and does not reject collective bargaining without justifiable reason. HLB Pharma respects and faithfully implements the results of collective bargaining obtained through mutual agreement.

## **Chapter 6. Guarantee of wages and benefits**

HLB Pharma complies with all wage-related laws, including laws related to the minimum wage, overtime pay, and statutory pay. In accordance with the labor laws of each country/region, HLB Pharma sets the overtime pay for our employees higher than the regular hourly rate. HLB Pharma also actively implements necessary measures such as support for competency development in order to enhance the welfare of our employees.

## **Chapter 7. Management of working hours**

HLB Pharma strictly manages the working hours of our employees so that they do not exceed the maximum working hours stipulated in the labor laws of each country/region. In Korea, working hours shall not exceed 52 hours per week and all overtime work shall be voluntary. HLB Pharma shall make more active efforts to manage our employees' working hours going forward.

## **Chapter 8. Guarantee of safe industrial/working environment**

HLB Pharma provides a safe and sanitary working environment for our employees. To this end, HLB Pharma regularly inspects and manages facilities and equipment in our business sites while providing additional safety equipment and safety training to our employees working in hazardous work environments. HLB Pharma also guarantees vulnerable workers, such as pregnant women and people with disabilities, support and takes measures to ensure that they are able to work in comfort. HLB Pharma promises to take swift action, such as providing appropriate compensation in the event of work-related diseases and accidents in the workplace.

## **Chapter 9. Responsible supply chain management**

HLB Pharma has launched an agreement on practicing sustainable management whereby our business partners are obligated to implement human rights management. HLB Pharma continuously monitors and supports our partner companies' human rights management status and considers restricting transactions with them when they fail to correct any of their significant human rights violations. Meanwhile, HLB Pharma promises to actively respect and protect the intellectual property rights of our business partners.

## **Chapter 10. Protection of customer/user rights**

HLB Pharma ensures that we will not infringe the human rights of users in providing them with products and services; we make special efforts to protect our users' personal information and privacy, digital security (including management of illegal/obscene posts) and AI ethics compliance, freedom of expression, and equal access. HLB Pharma requires and stores a minimal amount of users' personal information while strictly complying with the obligation to notify users in advance regarding the storage of their personal data. Users are free to manage, correct and delete their information according to their will. HLB Pharma has built and updated the best security system to prevent data leakages. In addition, HLB Pharma respects and guarantees the freedom of expression of our users, promising continued efforts to establish a barrier-free service for easier access.

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**HLB PHARMACEUTICAL**