

Gift Management Policy

1. Purpose

This policy aims to ensure fairness in business implementation and to maintain and promote healthy business relations by clarifying the management of all gifts that the employees receive while performing the company work.

2. Scope of Application

The scope of this Policy applies to the case where our employees obtain a gift of KRW 30,000 or more, and the same amount is applied by converting it to KRW, even if it is received in a foreign country.

3. Terminology

The Gift Management Policy refers to the regulations that allow the person in charge to perform smoothly in the business process.

4. Responsibilities and Powers

4.1 Employees

Our employees must not ask for a gift in any case in relation to the performance of their work, and they must not put psychological burden on business-related persons (including groups). In addition, the employees shall immediately report and submit gifts received from domestic and foreign business-related persons to the head of the General Affairs Team.

4.2 Gift Management Team

The General Affairs Team Leader who receives the notification of the gift pursuant to Section 4.1, shall record the information in the attached "Gift Management Ledger" and retain the gift.

5. Management Process

5.1 Retention of Gifts

The General Affairs Team Leader shall keep and maintain the gifts transferred pursuant to Section 4.1, but if the uses of the gift are needed by the Company, the gifts may be transferred to the leader of a team that may need them.

5.2 Disposition of Gifts

1) The General Affairs Team Leader may obtain the approval in December every year to dispose of gifts that the company believes do not need to be retained and maintained.

However, if an urgent disposition is necessary since the reported gifts cannot be continuously managed or retained, the General Affairs Team Leader may obtain a separate approval to dispose of them from time to time.

2) In the event that the employee who reported the receipt of the gift wants to purchase it, the General Affairs Team Leader shall make it available first to the reporter at the value at the time of the report.