



Last Edited	2023.08.
Managed by	HR Services Team

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## **Kia Non-Discrimination & Anti-Harassment Policy**

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## 1. Preamble

### A. Purpose of enactment

Kia declares this policy to ensure that all our executives and employees receive equal treatment without discrimination while preventing issues related to discrimination and harassment that may occur while conducting business-related activities. In addition, we expect all subsidiaries, joint ventures, supply chains, and contractors to comply with this. Kia shall comply with laws related to discrimination and harassment, such as the Act on Equal Employment of Men and Women, Support for Work-Family Balance, Labor Standards Act, Occupational Safety and Health Act, and Industrial Accident Compensation Insurance Act, etc.

### B. Definition of Discrimination and Harassment

- ① "Discrimination" refers to any act that discriminates against any employee in connection with employment, including recruitment, hiring, promotion, training, wages, and benefits, based on gender, race, ethnicity, nationality, religion, disability, age, family status, social status, and political opinion, without reasonable cause.
- ② "Workplace harassment" refers to any conduct, on or offline, that insults a person's character or undermines human dignity, such as verbal or physical violence, sexual harassment, bullying, or threat.
- ③ "Sexual harassment" means that the employer, supervisor, or worker in the workplace makes other workers feel sexually humiliated or disgusted by sexual words or actions, or gives disadvantages in employment for non-response to other demands, using their position in the workplace or related to the work

## 2. Declaration

Kia shall inform and train all employees about the contents of this policy to prevent sexual harassment, non-sexual harassment, and discrimination in the workplace and improves the awareness of the primary value of this policy, respect for diversity. To this end, Kia shall conduct activities such as continuous trainings and the operation of reporting channels.

Kia shall strive to prevent discrimination and harassment, and when problems arise, resolve them according to the internal procedures. Kia shall investigate the situation as confidential as possible, prepare appropriate countermeasures for complaints that may be raised and take prompt action.

Kia shall create a channel for all employees to report. When a problem occurs, Kia shall provide appropriate procedures to solve the problem and prevent recurrence and guide

the use of these procedures. Kia shall not divulge secrets learned during the investigation to others against the victim's will. However, Kia makes it exceptions to report cases related to investigations to the superior or provide necessary information at the request of the relevant agency. In addition, Kia shall protect the person who reports the complaint or the person who testifies against retaliation and provide support as deemed necessary to the victim. Kia shall take a disciplinary action against those found to be the perpetrators as a result of the investigation.

### 3. Management

#### A. Grievance and Handling

##### ① Filing a grievance

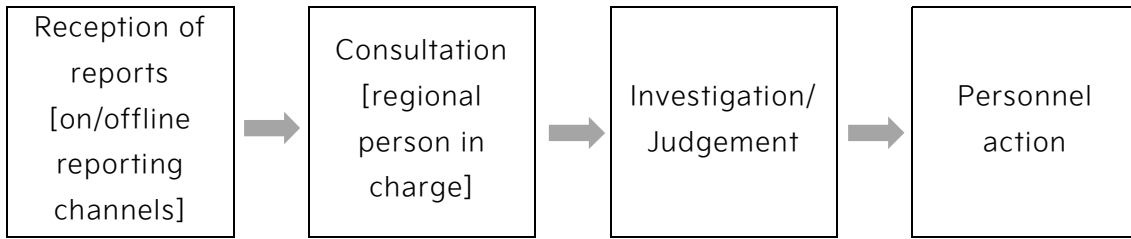
Anyone who becomes aware of discrimination or harassment may report the case, and if a report is received, the relevant department shall investigate the matter without delay, considering the characteristics of each individual report. In addition, the department shall take appropriate measures as stipulated by the Labor Standards Act, the Equal Employment Opportunity Act, and other relevant laws. Kia shall not take any steps to give any personnel disadvantages to the reporters or victims of workplace discrimination and harassment and implement appropriate measures such as a change of place of work or vacation there is a request from the victim.

##### Reporting channels

- **Name of department: HR support team and HR team in each business site**
- **Online reception channel: One Click HR (\*Access path: HR Lounge > HR Information > One-Click HR)**

##### ② Grievance handling procedure

Kia intends to establish an escalation process of reporting incidents to eradicate acts related to discrimination and harassment. When becoming aware of a victim of discrimination and harassment or such an act, Kia shall prepare a response system to protect the victim and take appropriate measures on the incident. Court precedents, the regulations of the competent authority, past internal practices, and other industry practices shall be referred to in determining the best relief measures, with the assistance of the Legal Department. If the reported case has a significant impact on the freedom and rights of the victim or is likely to involve a risk to the Company's prestige or reputation, the relief measure may be discussed in a committee, management meeting, or working meeting involving top decision makers.



**B. Training and diffusion**

Through training, Kia raises awareness and promotes the prohibition of discrimination and harassment among all members and contributes to the establishment of an organizational culture based on mutual respect and dignity. Discriminatory behavior among our members is strictly prohibited, and they are encouraged to actively report any discrimination and harassment cases or risks they discover.

**C. Zero tolerance principle**

Kia shall recognize the importance of a workplace culture based on mutual respect and dignity and apply the zero-tolerance policy to acts that constitute discrimination and harassment.

**D. Corrective action and disciplinary action**

Kia shall take appropriate corrective and disciplinary actions against discrimination, harassment, or other unlawful violations of any kind in the workplace, depending on the seriousness of the situation.

**4. Addendum**

① This non-discrimination & anti-harassment policy shall be enacted as of 2023.08.01