

## Code of Conduct for **GS** Caltex Partners

At **GS** Caltex, the Code of Ethics, established in 1994, has functioned as the foundation for ethical business practices in every aspect, and the Corporate Compliance Program, introduced in 2001, further improved ethical standards in **GS** Caltex. The voluntary compliance management policies begin with the CEO but are deeply-rooted throughout the company together with the appointment of Corporate Compliance Officers and a reporting system already in place.

Also, we intend to promote shared and sustainable growth by ensuring that we fulfill our ethical and social responsibilities not only toward our customers, shareholders, and employees but also other stakeholders such as partners, local communities, and the environment, throughout the entire business process.

Reflecting the resolve to implement ethical management and mutual growth with our partners, **GS** Caltex has enacted the Code of Conduct for **GS** Caltex Partners (hereinafter "this Code"), through which we intend to request our partners to respect their workers' human rights, build a safe, eco-friendly work environment, and comply with corporate ethics.

Partners shall endeavor to comply with this Code, and shall request all its sub-partners to do the same.

With the increasing need for transparency in companies' ESG (Environmental, Social, Governance) data and legislation of CSR disclosure in the EU, sustainability has become more important than ever. We promise to continue our sustainability efforts to achieve our vision of becoming a 'Value No. 1 Energy & Chemical Partner'. We appreciate your continued interest and support for us as we continue to create a sustainable and better future.

### 1. Respecting Workers' Human Rights

**1.1 Prohibiting forced labor** : A partner shall enter into an official labor contract with every worker in a language the worker can understand in compliance with legal requirements, and all labor shall be voluntary labor, not forced labor, which includes slave labor and human trafficking. Also, in respect for the worker's will in any circumstances, a partner shall allow them to resign from the company of their free will or allow them to suspend work in cases of illness, temporary disability, etc.

**1.2 Protecting youth workers** : A partner may not hire anyone under 15 years of age (or minimum employment age under the law), and in cases where it is hiring youth employees under 18 years of age, they shall not be given dangerous work or overtime or

night work.

**1.3 Complying with work hours** : Work hours for a partner's employees shall not exceed maximum work hours under applicable laws, and at least 1 day of holiday shall be guaranteed every 7 days. In addition, maximum work hours and maximum overtime hours under applicable laws shall be complied with, and workers shall be allowed recesses, weekdays off, vacation, and paid/unpaid leave in accordance with the law.

**1.4 Wages and benefits** : A partner shall comply with minimum wage provisions under applicable laws, and comply with the benefits system, under applicable laws, including that for salary, overtime allowance, employee benefits, and salary deduction. Base salary should not be reduced as a means of discipline.

**1.5 Humane treatment** : A partner shall take reasonable measures to prevent workers from being discriminated against on the basis of race, skin color, gender, age, sexual orientation, sexual identity, and nationality, place of origin, religion, disability, marital status/pregnancy, labor union membership, or political inclination.

**1.6 Non-discrimination** : A partner shall take reasonable measures to prevent workers from being discriminated against on the basis of race, skin color, gender, age, sexual orientation, sexual identity, and nationality, place of origin, religion, disability, marital status/pregnancy, labor union membership, or political inclination.

**1.7 Respecting freedom of association and the right to collective bargaining** : A partner shall respect workers' right to freely organize and join a labor union and to associate with other workers in order to engage in collective bargaining and peaceful assembly and demonstration, and also guarantee the right to refuse to do such acts. Also, workers or workers' representatives shall be allowed to freely communicate and share, with the partner's management, opinions and grievances on labor conditions and management policy without fear of discrimination, retaliation, threat, etc. and there shall be a complaint mediation process put in place for them.

## 2. Safe Working Environment

**2.1 Occupational safety** : A partner shall, through risk evaluation, identify risk elements to which workers may be exposed, analyze the causes, predict the results, and then in order to remove/control such risk elements, conduct work process designs, technical /administrative controls, preventive maintenance, work safety procedure formulation, and continuous safety education, and if necessary, provide workers with appropriate personal protection equipment.

**2.2 Preparing for emergencies** : A partner shall identify potential industrial disasters /diseases, and establish response plans thereof, in advance.

**2.3 Preventing industrial accidents and illnesses** : A partner shall establish procedures to prevent and manage workers' industrial accidents and occupational illnesses and to suppress recurrence thereof.

**2.4 Managing exposure to hazard factors in the work environment** : A partner shall periodically measure and evaluate hazardous chemicals, noise, dust, high temperature, radiation, etc. in the workplace to which workers may be exposed, and protect workers through technical measures and management/supervision to control the same.

**2.5 Managing physically-challenging work** : A partner shall identify workers' exposure to physically-challenging work such as long hours of repetitive manual work, and handling of heavy items, and establish methods of removing or minimizing the same.

**2.6 Equipment safety** : A partner, in order to secure workplace safety, shall formulate and implement work safety procedures and guidelines according to the characteristics of the work, and in cases including adoption of new machinery or equipment, changes in facility, or repetition of safety accidents in the same work, shall revise the relevant procedures or guidelines and conduct sufficient training for the workers.

**2.7 Providing dormitory and sanitation facility** : A partner shall see to it that all places that are related to workers' location such as workplaces, sanitation facility, and housing facility, are free from health, safety and pollution risks.

**2.8 Safety, health education and communication** : A partner shall conduct safety and health-related education and training for workers performing works which could affect their safety and health, formulate internal operating standards meeting those of applicable laws, and establish and operate annual plans. Also, safety information including such operating standards shall be announced to the workers.

### 3. Eco-Friendly Business Site Management

**3.1 Complying with environmental laws** : A partner shall comply with its legal obligations such as environmental permits and reporting required by chemicals-related laws and with **GS** Caltex's environmental and quality standards.

**3.2 Preventing pollution and reducing resources/energy consumption** : A partner shall endeavor to prevent environmental pollution and reduce its energy consumption and waste emissions through improvement of production processes, changes in equipment/process, substitution of materials, recycling/reuse of materials, normal operation of environmental pollutant-emitting/preventing facilities, etc.

**3.3 Chemicals management** : A partner, by accurately identifying the state of handling chemicals which exist in the workplace, shall dutifully perform its responsibilities under the chemicals-related laws and also prevent risks to workers' health or the

environment.

**3.4 Waste and wastewater management** : A partner shall identify the characteristics of waste and wastewater from the workplace, emit/dispose of them after managing /processing the same in accordance with the law, and take measures to reduce emissions thereof.

**3.5 Air pollution management** : A partner shall identify the characteristics of volatile organic compounds, aerosol, corrosive gas, dust, ozone layer-depleting materials, and combustion by-products in the work processes, process them in accordance with applicable laws, and then emit them.

**3.6 Complying with regulation on hazardous materials in the products and process** : A partner shall comply with laws and regulations which prohibit or restrict use of specific materials.

#### 4. Complying with Corporate Ethics

**4.1 Complying with ethical management and prohibiting unjust enrichment** : A partner, pursuant to **GS** Caltex's ethical management policy, shall prohibit all forms of bribery, corruption, unjust enrichment, and embezzlement, and continuously supervise and check for compliance with anti-corruptions laws.

**4.2 Information disclosure** : A partner shall disclose information on its state of labor/safety and health/environmental management, management activities, corporate governance, financial conditions and performance in accordance with applicable laws and industry practices.

**4.3 Protecting intellectual property rights ("IPRs")** : A partner shall respect all IPRs, protect the relevant IPRs in cases of technology/know-how transfer, and protect the security of **GS** Caltex's information.

**4.4 Fair trade, advertising, and competition** : A partner shall comply with regulations/standards on fair trade, advertising, and competition.

**4.5 Protecting identity and prohibiting retaliation** : A partner shall run a whistle-blowing channel which guarantees confidentiality and anonymity so that workers can raise issues without fear of retaliation.

**4.6 Privacy** : A partner shall protect the personal data of all its stakeholders including partners, clients, consumers, and employees, and when collecting, keeping, processing, transmitting, and sharing the personal data, shall comply with laws related to privacy and information security.

## 5. Management System

**5.1 Management's expression of resolve for compliance** : A partner shall put in writing management's resolve to comply with and continuously improve this Code and post the same in the workplace, and management shall periodically check the state of compliance with this Code.

**5.2 Responding to outside requirements** : A partner shall identify requirements made by new laws/regulations and the customers including requirements hereof and periodically review compliance therewith.

**5.3 Risk evaluation and management** : A partner shall periodically identify its risks in terms of human rights, occupational safety, environment, and corporate ethics as contained herein, and establish plans to manage high-impact risks with high chance of occurrence.

**5.4 Establishing and managing goals** : A partner shall establish, and periodically evaluate, the goals and execution plans to improve performances in terms of human rights, occupational safety, environment, and corporate ethics.

**5.5 Education, training and communication** : A partner shall conduct education and training for its managers and workers for the purpose of complying with this Code and the law, and communicate with its workers, partners, and customers concerning its policies, goals, and performances.

**5.6 Collecting employees' opinions and improving this Code** : A partner shall collect and listen to workers' opinions on this Code and use them to improve this Code.

**5.7 Documentation** : A partner, in preparing and keeping documents and records, shall comply with relevant regulation.

**5.8 Partners' responsibilities** : A partner shall request its sub-partners to comply with this Code, and help them to join the ethical/environmental/social management activities which **GS** Caltex conducts pursuant to this Code.

**5.9 Sustainable procurement** : A partner, in procurement transactions with its sub-partners, shall formulate ethical/environmental/social policies and procedure for sustainable procurement, and then conduct procurement accordingly.

(Enacted on November 17, 2017)