

# Supplier Code of Conduct

## Section 1. Labour

1. Suppliers must prohibit labour non-compliant with relevant regulations or harsh labour, whether mental or physical, on their workers (contract workers, temporary workers, or any other types of workers) and must not require or order their colleagues or subordinates to engage in practices in violation of such prohibition.
2. Suppliers must protect privacy of workers and must not engage in any inhumane treatment of workers that might undermine human dignity such as sexual harassment, verbal or physical abuse, human trafficking, etc.
3. Suppliers must not use underage labour below the age of 15 in accordance with relevant regulations, and must ensure that those in vulnerable groups such as female or people with disability do not perform morally or physically hazardous work.
4. Suppliers must ensure that working hours are in accordance with relevant regulations. Suppliers must have in place benefit plan for workers and ensure that wages meeting minimum wage requirements are paid at the appointed time in a legitimate manner.
5. Suppliers must provide workers with equal and fair opportunities based on their skills and capabilities and evaluate and compensate them fairly based on their performance. Suppliers must provide workers with appropriate training to help them perform their duties to the best of their abilities and must not discriminate them based on nationality, race, religion, place of origin, educational background, gender, and age.
6. Suppliers must ensure that basic rights of workers are respected and make best endeavours to protect human rights of workers.

## Section 2. Occupational Safety and Health

1. Suppliers must ensure that any risk factors threatening safety of workers are eliminated by providing proper personal protective equipments, installing risk control devices and adopting safe work procedures.
2. Suppliers must provide safe and clean work environment for workers to prevent occupational accidents and diseases and ensure to make continuous improvements in work environment to prevent workers' health from being undermined from excessive exhaustion and stress.

## Section 3. Environmental Protection

1. Suppliers must comply with local and international laws and international treaties pertaining to the protection of the environment.

2. Suppliers must identify and safely manage dangerous and/or hazardous materials and make their best efforts to minimize waste and pollution through recycling, use of environmentally friendly substitutes and efficient use of resources.

#### **Section 4. Fair Business and Subcontractor Relations**

1. Suppliers must not engage in unfair business practices such as bid-rigging, price-fixing, using undisclosed information of their competitors. Suppliers must abide by free market principles and conduct business in an honest and transparent manner.
2. Suppliers must not take advantage of their superior position in their subcontractors to make unfair demands or impose unfair business practice. Suppliers must strive to promote mutual benefits and growth with their subcontractors.

#### **Section 5. Ethical Business Practice**

1. Suppliers must ensure that their employees conduct business dealings with KB Financial Group in a fair and transparent manner. Suppliers must adhere to KB Financial Group's zero tolerance policy on corruption by proactively managing their employees to prevent them from providing or accepting gifts, entertainment or unfair advantage.
2. Suppliers must comply with KB Financial Group's policy on integrity in contracting.
3. Suppliers must take technical and physical measures to protect privacy of information in accordance with applicable laws and regulations.
4. Suppliers must respect values that guide our country and society and abide by relevant laws and regulation. Suppliers must make best efforts to fulfil their social responsibility by engaging with the communities in which they operate.