

Guidelines for compliance with HMC Human Rights Charter

General Principles	Directive
Zero Tolerance for Child Labor and Forced Labor	Hyundai Motor Company prohibits child labor and adheres to a zero-tolerance policy against such unfair employment. It takes measures to ensure that children's educational opportunities are not restricted due to work. It does not force any employee to work against their will, including by using violence, threats, false imprisonment, or similar acts against any employee, and does not retain original copies of personal information such as ID cards or passports.
	- Ban on forced labor 1. All forms of forced or compulsory labor are prohibited against the will of employees. 2. It does not require the presentation of identification cards, visas, etc., which could restrict employees' actions, and it does not impose physical or mental constraints such as assault, intimidation, or imprisonment on employees for forced labor. 3. Companies subjected to physical/mental bondage or forced labor due to debt relationships are not provided with manpower. Immediate action is taken if the above facts are discovered. - Prohibition of child labor 1. In principle, all forms of child labor are prohibited and the age of job applicants is checked through legal documents such as identity documents.. 2. If a minor is employed, he/she will not be employed in jobs that are risky in terms of health and safety and will not have limited educational opportunities due to work.. 3. Manpower will not be provided to companies that employ child labor or violate relevant laws, and immediate action will be taken when the above facts are revealed..
Zero Tolerance for Discrimination and Workplace Harassment	Hyundai Motor Company will establish an organizational culture that respects employee diversity and does not tolerate discrimination against any employee based on race, gender, color, nationality, religion, age, disability, sexual orientation, marital status, or political views in employment matters such as hiring, promotion, training, wages, benefits, etc. Furthermore, it prohibits employees from using their workplace position or relationship to impose coercive work orders, inflict verbal, physical, or psychological harassment, or degrade the work environment.
	1. Managers and employees may not be discriminated against based on gender, race, ethnicity, nationality, religion, disability, age, marital or pregnancy status, family status, social status, political views, etc. 2. Discrimination is not allowed in the payment of wages to employees or in the operation of the benefits system. 3. Conditions not necessary for job performance are not taken into account in the hiring of managers and employees. 4. Respecting the intentions of colleagues, nothing verbally, physically, socially, sexually, or mentally harassing or harmful should be done. 5. If an employee experiences bullying or witnesses harassment within the company, they can report it through the official complaint channel.
	Hyundai Motor Company will pay all employees reasonable wages for their services, including payroll, in accordance with the legal working hours in each country in which it operates. It does not charge any commission or brokerage fees to its employees for their employment. Furthermore, it will provide all employees with adequate training opportunities to develop their skills and improve their quality of life, as well as a work environment conducive to the performance of their duties.

Compliance with Working Conditions	- Wages and working hours 1. Legal working hours are adhered to in each country where the project is carried out. Employee consent is obtained for overtime, and fair compensation is ensured for overtime. 2. Employees are paid more than the legal minimum wage in each country without delay. - Social assistance support 1. Social insurance is supported for each country where the business operates (health/employment/retirement/work accident insurance, etc.). A welfare system is managed to improve the quality of life of managers and employees. 2. A system is managed to provide employees with a suitable working environment and flexible working conditions (flexible working hours, breastfeeding leave, and the management of accommodation and rest areas, etc.) - Training for managers and employees 1. Managing staff and employees are provided with legally mandated training, as determined by each country's laws and regulations. (Occupational health and safety, preventing sexual harassment, raising disability awareness, information security.) Training programs are conducted to enhance the work competencies of managers and employees to advance their careers. 2. Employees are provided opportunities for re-employment and preparation for life after retirement.
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Basic Principles	Directive
Anthropocentric Approach	Hyundai Motor Company respects the privacy of employees and fully protects personal information, and does not make any mental or physical inappropriate approach to any employee. - Protection of privacy 1. Employees' privacy is respected, and work orders are avoided through phone calls, text messages, etc., outside of working hours. Employees will be informed in advance of any personal information collection, and their voluntary consent will be obtained. 2. Regulations regarding the collection and management of employee personal information will be prepared, and relevant management principles will be shared with managers and employees. - Preventing bullying 1. All acts of bullying, including verbal and physical violence, between managers and employees are prohibited. All acts of sexual violence, especially sexual harassment, between managers and employees are prohibited. 2. Appropriate measures and support will be provided to employees affected by workplace harassment.
Freedom of Association and Collective Bargaining	Hyundai Motor Company respects the labor relations laws of the country in which this Human Rights Policy applies and provides adequate communication opportunities to all employees. - Union and collective bargaining security . 1. It grants employees the freedom to organize, bargain collectively, and form a legitimate union. 2. Employee representatives and company representatives shall consult sincerely during negotiations. 3. In the absence of employee representatives, all employees may freely propose negotiations. - Prohibition of disadvantage in collective bargaining activities . 1. Employees will not be treated unfairly for engaging in personal activities that violate their rights. 2. Employees will not be treated unfairly for participating in union activities or for participating in reports and testimonies submitted by the company to the National Labor Relations Commission. 3. Personnel regulations and employment regulations do not restrict membership in specific unions, nor do they make membership in a particular organization a condition of employment.

	
Occupational Health and Safety	Hyundai Motor Company regularly inspects workplace facilities, equipment, and necessary tools to ensure all employees have a safe working environment. It takes appropriate measures to prevent physical and mental risks and supports follow-up management.
	- Occupational Safety Compliance 1. The workplace will be periodically inspected and managed to provide a safe and hygienic work environment for employees. 2. A person responsible for workplace health and safety management, such as a management supervisor or safety manager, will be appointed to fulfill occupational health and safety-related duties required by laws and regulations. 3. Warning and emergency response procedures will be implemented for hazardous or dangerous facilities in the workplace, and managers and employees will be provided with the necessary equipment and tools for safety and health. 4. Employees in facilities requiring safety training will receive training, and support measures will be developed for managers and employees working in workplaces with high physical and mental risks. 5. Appropriate precautions will be taken for employees who reveal abnormal findings during medical examinations, and healthcare expenses will be covered in the event of injury or illness on the job.. - Protection of vulnerable employees Support will be provided for work assistance equipment to create a work environment that will ensure that other vulnerable employees, such as those with disabilities, minors, and immigrants, do not experience difficulties while working, and, if necessary, to mitigate risks. Pregnant female employees will not work in environments that pose health and safety risks, and appropriate measures, such as workplace changes, will be taken upon employee request..

Basic Principles	Directive
Protection of Human Rights of Local Populations	All Hyundai Motor Company employees are required to ensure that they do not violate the human rights of local residents in the performance of their duties and strive to protect local residents' rights to safety, health, and freedom of residence. Furthermore, they do not discriminate against and protect the human rights of vulnerable groups such as children, migrant workers, people with disabilities, and women.
	1. The direct and indirect environmental and safety impacts of the establishment/operation/closure of the business are assessed and reviewed, and the results of the impact assessment and mitigation measures are shared with the local community. 2. When property rights and intellectual property rights of local residents are transferred to the company, the company listens to the views of the affected local residents and recommends ways for them to protect their property rights. 3. Regarding the operation of the project, all laws and systems designed to protect relocated or planned relocation residents will be adhered to, and no unfair advantage will be given to local residents in connection with the operation of the project.
	All officers and employees of Hyundai Motor Company are obligated to protect personal information collected from customers' life, health, property, and management activities while providing products and services.
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Human Rights Protection for Customers	- Protection of customer rights 1. To prevent information asymmetry from harming customers, detailed and accurate information about products and services is presented in easy-to-understand language. 2. To prevent harm to customers' lives, health, and property due to product defects, due care must be taken during product design, production, and sale in accordance with laws and regulations. 3. In the event of harm to customers due to product or service defects, customers are informed of the risk of defects, and responsible measures, such as recalls, are taken as soon as possible. - Protection of Personal Information 1. By establishing systems and infrastructure to protect customers' personal information, the best measures are taken to prevent the leak of stored and retained personal information. 2. When collecting personal information, personal information will not be used for purposes other than those agreed upon by the customer and for retention periods. If the purpose or retention period of personal information is changed, the customer's consent must be obtained. 3. If a government or investigative agency requests or removes certain personal information, it must undergo an adequate legal review process to prevent human rights violations.
Responsible Supply Chain Management	To build a sustainable supply chain, Hyundai Motor Company assesses and manages ESG risks arising from the supply chain and conducts training and support activities for suppliers to prevent risks in advance. 1. Supplier compliance with the requirements of the Code of Conduct and, to the extent permitted by law, is monitored and audited. 2. Development and improvement of mitigation plans for risks identified during supplier review and due diligence are recommended. 3. Consultancy and training are provided to ensure suppliers can successfully implement risk mitigation plans. 4. Compliance with the Code of Ethics (CoC) and due diligence results are used as important criteria when selecting a supplier.
Guarantee of Environmental Rights	Hyundai Motor Company, çevre kirliliğinin insanların yaşamlarını ve sağlığını doğrudan etkileyen ciddi bir insan hakları ihlali olabileceğini kabul eder ve çevre kirliliğinin neden olduğu olumsuz çevresel etkileri en aza indirmek için çevre yönetimi politikaları ve yönergeleri oluşturur. 1. It considers the environment as the key to corporate success, creates and manages corporate values through proactive environmentally friendly approaches, and fulfills its corporate social responsibility. 2. It will set actionable targets to respond to climate change and evaluate its performance. 3. It will strive to use resources and energy sustainably and reduce pollutants throughout the development, production, sales, and disposal lifecycle. 4. It will actively support suppliers' environmental management activities and establish and implement the necessary criteria for an environmentally friendly supply chain policy. 5. It will comply with national and international environmental laws and agreements, and establish and implement the necessary policies to improve environmental management. 6. It will strive to protect biodiversity and preserve the natural environment. 7. It will disclose its environmental management performance to corporate members and stakeholders based on reasonable and objective criteria.

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