



락앤락 협력사 행동규범

LocknLock Code of Conduct for Suppliers

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1. Introduction

a. Purpose of the Code

This Code of Conduct aims to provide fundamental principles and standards for all domestic and international suppliers of LocknLock to create a fair and transparent supply chain, ensure a safe working environment, protect workers' rights, and promote environmentally friendly and ethical business operations.

As a global lifestyle company delivering products and services that contribute to consumers' lives under the brand principle of "Human-Centered Life Innovation," LocknLock regards sustainable management and social responsibility as core values. Suppliers, as our key business partners, play an essential role in fostering a mutually trusted and sustainable ecosystem by sharing and practicing these values and standards.

This Code was established with reference to international standards, relevant laws and regulations, and the Code of Conduct of the Responsible Business Alliance (RBA). It may be revised if LocknLock's supplier management standards change.

In cases where this Code conflicts with domestic or international laws, the more stringent standard shall apply.

b. Scope of Application

This Code of Conduct applies to all suppliers that provide goods, services, or other commercial offerings to LocknLock or enter into related contracts. Suppliers must comply with this Code in good faith. Suppliers are also strongly encouraged to ensure that their supply chains (e.g., subcontractors, subsidiaries, affiliates) are aware of and comply with this Code. Compliance with this Code may directly impact the continuation of business relationships.

Suppliers must obtain LocknLock's prior approval when outsourcing to subcontractors or vendors and ensure that the same standards of this Code are applied.

2. Ethical Management

a. Transparency and Anti-Corruption

Suppliers shall prohibit all forms of corruption, including gifts, bribery, embezzlement, and offering/promising or accepting items of value, in accordance with LocknLock's ethical management policy. Violations must be investigated and subject to disciplinary action.

b. Conflict of Interest Prevention

Suppliers shall perform their duties with responsibility and in accordance with established rules.

Supplier personnel must not promise, offer, authorize, or provide any form of improper advantage for personal or inappropriate gain, including acts that cause damage to the company for personal benefit or promise personal benefits via third parties.

c. Fair Trade Practices

Suppliers shall comply with fair trade laws and regulations in all countries where they operate.

Suppliers shall not abuse market dominance or trading position in ways that may hinder fair competition.

Suppliers shall not engage in collusion to unfairly restrict competition regarding price, supply volume, trade area, or trade conditions.

Suppliers must not obtain information improperly from competitors, partners, or other institutions, nor use or disclose such information.

d. Information Protection

Suppliers must not leak confidential or proprietary information of clients and partners. Information acquired during operations must not be retained or used without prior authorization.

Suppliers shall respect intellectual property rights and ensure technology transfers are conducted with appropriate safeguards. LocknLock's proprietary information must be securely protected.

Personal data must be collected and used only within the scope of stated purposes and retention periods. The Personal Information Protection Act must be complied with and monitored.

The integrity and security of the supply chain must be ensured, and records related to transactions and operations must be accurately maintained for the required retention period.

3. Environment

a. Environmental Management

Suppliers shall recognize their environmental responsibilities and strive to minimize adverse environmental impacts from business operations.

Suppliers must comply with all environmental laws and regulations, including those related to chemical and waste management, recycling, industrial water use, and emissions control.

b. Energy Consumption and Greenhouse Gas Emissions

Suppliers shall establish systems to measure energy use and greenhouse gas emissions.

Suppliers shall endeavor to reduce energy consumption and greenhouse gas emissions.

c. Wastewater Management

Suppliers shall reduce water usage, increase recycling, and manage water pollutants in accordance with legal standards.

d. Air Emissions Management

Suppliers must minimize air pollutant emissions using appropriate methods and comply with local regulations for monitoring and treatment.

e. Waste Management

Suppliers must minimize landfill and incineration waste, promote reuse and recycling, and strive to recover discarded raw materials and components.

f. Chemical Substance Management

Suppliers shall ensure the safe transportation, storage, use, and disposal of chemicals used in operations.

Suppliers must verify whether any raw materials or parts contain substances harmful to human health or the environment (e.g., EU RoHS Directive 2006).

Suppliers must comply with local laws and regulations that restrict or prohibit specific substances.

4. Labor and Human Rights

a. Non-Discrimination

Suppliers must not discriminate in hiring, compensation, promotion, training, or other employment practices based on gender, race, religion, disability, age, family status, social standing, political opinion, pregnancy, or marital status.

Job requirements unrelated to work performance must not be demanded during recruitment.

Recruitment must not involve any deposit or fee from workers.

b. Wages and Benefits

Suppliers must comply with local laws regarding minimum wage, overtime compensation, and statutory benefits.

Disciplinary wage deductions are prohibited. Wage breakdowns must be provided in a timely manner and in an understandable language.

Suppliers shall provide a comfortable working environment and aim to enhance employee well-being through benefits.

Workers must be given written employment contracts with clearly explained conditions.

Before starting work, employees must receive written or documented terms and give informed consent.

c. Working Hours

Legal working hours of each operating country must be observed.

Overtime must be voluntary and fairly compensated.

At least one day off every seven days must be guaranteed.

d. Humane Treatment

Suppliers must respect workers' privacy and avoid unnecessary contact outside of working hours.

Personal data must be collected with prior notice and consent.

Suppliers shall eliminate inhumane treatment such as harassment, abuse, corporal punishment, or verbal insults. Disciplinary policies and procedures must be established, and workers must be made aware of them.

e. Freedom of Association

Workers must have the right to associate and bargain collectively.

Suppliers must engage in good faith dialogue with worker representatives.

Workers must be able to express individual concerns freely when no representative exists.

f. Child Labor Prohibition

All forms of child labor are strictly prohibited. Age verification via legal documents is required. ("Child" refers to any person under 15, below the end of compulsory education, or under the minimum employment age in the country, whichever is highest.)

Workers under 18 may be employed but must not perform hazardous work, including overtime or night shifts.

g. Forced Labor Prohibition

All work must be voluntary. Forced labor, coercion, or compulsory work is prohibited.

Suppliers must not confiscate workers' identification or immigration documents.

Goods or services must not be procured from organizations involved in forced labor.

Appropriate action must be taken if violations are found.

5. Health and Safety

a. Occupational Safety Management

Safety of hazardous equipment and machinery must be regularly assessed.

Protective devices and emergency systems must be installed and maintained.

Personal protective equipment must be provided, accessible, and maintained.

Pregnant or nursing employees must not be assigned hazardous tasks and must be provided with suitable accommodations.

b. Emergency Preparedness

Suppliers must have plans for natural disasters, disease outbreaks, fires, and accidents.

Post-incident response, root cause analysis, and preventive measures must follow.

Regular training is required.

c. Occupational Injuries and Illnesses

Systems must be in place to measure incidents.

Work must stop immediately during serious injuries or illness, and necessary actions must be taken.

Root causes must be investigated and improvement plans developed.

d. Safety Inspections

Risks must be identified and eliminated. Risk assessments must address chemical,

biological, and physical hazards. Improvements through design, engineering, procedures, and training are essential.

e. Health Management

Rest areas, toilets, and cafeterias must be maintained clean if provided.

Dormitories must offer lighting, heating/cooling, signage, and entry restrictions.

Health check-ups must be conducted regularly in accordance with local laws, and necessary adjustments made based on results.

f. Safety and Health Training

Workers must be trained on all identified risks in a language they understand.

Safety information must be clearly posted, and a system for reporting concerns without retaliation must be ensured.

6. Management System

a. Training and Communication

Suppliers must educate employees on the content of this Code and applicable laws and standards.

Suppliers must communicate implementation plans and performance to employees.

b. Grievance Mechanism

A grievance system must be available for workers to report legal or regulatory violations or rights infringements.

Whistleblowers must be protected from retaliation and their identities kept confidential.

Anonymous reporting channels must be provided, and suppliers are responsible for remedying any retaliation.

c. Compliance

Suppliers must provide information on compliance and implementation status to

LocknLock or its designated third party.

Suppliers must participate in voluntary self-assessments and on-site inspections upon request.

Identified deficiencies or violations must be promptly corrected through a proper plan of action.

Responsible Department: Sustainability Management Part

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Revision History

Version	Description	Date
V.1.0	Initial draft issued	2022/04/12
V.2.0	Version control introduced; partial content added; responsible department and contact information updated	2025/07/21