
The Code of Conduct for KEPCO Executives and Staff Members

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Chapter 1 General Provisions

Article 1 (Purpose) The purpose of this Code of Conduct for KEPCO Employees (hereinafter referred to as “the Code”) is to prescribe the Code of conduct with which the employees of the Korea Electric Power Corporation (hereinafter referred to as “the Company”) are to comply under Article 8 of the Act on Anti-corruption and the Establishment and Operation of the Anti-corruption & Civil Rights Commission for the purpose of preventing corruption and creating a clean climate in public offices. (Revised on August 22, 2019)

Article 2 (Definitions) The terms used herein have the following meanings.

1. "Employee" means any and all executive officers and staff members, including the president and the standing auditor, who provide labor for the Company and are paid in return for said labor.
2. "Head of the belonging department" means the head of the organization unit where a relevant employee belongs; in case of a regular employee, said head shall become a head of department (office) or division; in case of the head of department (office) or division, said head shall become a chief of the headquarters; and in case of the chief of the headquarters and vice president, said head shall become president. (Revised on August 22, 2019)
3. "Duty-related person" means an individual (in case an employee acts as a private individual, he or she is deemed as an individual), corporation or organization that is related to the specific duties of employees and falls under any of the following subparagraph. (Revised on August 22, 2019)
 - a. A person, corporation or organization that is voicing or explicitly seems to voice a complaint in relation to any of the Company's affairs;
 - b. A person, corporation or organization that is subject to licenses, permit, inspection, audit, crackdown, or instruction;
 - c. A person, corporation or organization that directly benefits from or is inflicted a loss attributable to decision, appraisal, test, assessment, adjustment, etc.
 - d. A person, corporation or organization that has signed or seems to have explicitly signed any contract with the Company;
 - e. A person, corporation or organization that demands a certain act from the Company or whose monetary interests are affected by the exercise or non-exercise of the rights that any of the Company's employees has in performance of his or her duties;
 - f. A person, corporation or organization that directly benefits from or is inflicted a loss attributable to the decision or enforcement of any policy or business; or
 - g. A person, corporation or organization that is related to any affair that is designated by the Company for the purpose of anti-corruption.
4. "Duty-related employee" means any of the following employees who directly benefits from or is inflicted by a loss attributable to or in connection to the performance by any other employees of their duties:
 - a. A subordinate who is subject to the direction of his or her superior in performance of his or her duties in relation to the relevant duties;
 - b. An employee who performs the duties related to human resource affairs, budget, audit, citation and awards, or evaluation (Revised on August 22, 2019);
 - c. In the case of commissioning or consigning any office work, an employee who is commissioned or consigned to such office work; or
 - d. Any other employee who is designated by the Company.
5. "Money or other valuables" means any of the following subparagraph.

(Revised on September 23, 2016)

- a. Any property interests such as money, securities, real estate, commodities, accommodation vouchers, membership, tickets, discount tickets, complimentary tickets, admission tickets, property license, etc.
- b. Treat or entertainment such as food, liquor and golf, or the provision of conveniences such as transportation and accommodations;
- c. Other tangible or intangible economic benefits such as debt relief, employment offer, grant of interest, etc.

Article 3 (Scope of Application) The Code shall apply to all employees of the Company (including dispatched workers). (Revised on August 22, 2019)

Chapter 2 Fair Performance of Duties

Article 4 (Handling Instructions that Impair Fair Performance of Duties) (Revised on August 22, 2019)

- ① Employee shall not give instructions to any of his or her subordinates that infringe upon the fair performance of duties, in violation of any applicable laws and regulations, for the purpose of seeking profits for his or her own sake or any other person's sake.
- ② Any employee who is given instructions in violation of paragraph ① above from his or her superior may explain his or her disobedience and not follow said instruction in a form prescribed in Annexed Sheet No. 1 Form or via e-mail, or consult with the person responsible for this Code as designated pursuant to Article 35 in a form prescribed in Annexed Sheet No. 2 Form or via e-mail.
- ③ If an employee is repeatedly asked to follow the same instruction notwithstanding his or her non-compliance under paragraph ②, he or she shall consult with the person responsible for the Code immediately in a form prescribed Annexed Sheet No. 2 Form or via e-mail.
- ④ The person responsible for the Code who received a consultation request under paragraph ② or ③ shall confirm the details of the instruction and report it to the head of the relevant belonging department, if it is found necessary to cancel or change the instruction. However, if the superior who gave the unjust instruction himself or herself cancels or changes the instruction in the process of confirming the instruction, the person responsible for the Code may not report it to the head of the relevant belonging department.
- ⑤ The head of the relevant belonging department who received a report under paragraph ④ shall take appropriate measures such as cancelling or changing the instruction when it is deemed necessary. In this case, the superior who repeated the same instruction that impairs fair performance of duties

notwithstanding the subordinate's non-compliance under paragraph ②, may be subject to disciplinary action or other necessary measures.

Article 5 (Exclusion of Privileges) An employee shall not give preferential treatment to a specific person or discriminate against a specific person on the grounds of regionalism, kinship, school relations, religion, etc. when performing his or her duties. (Revised on August 22, 2019 and July 15, 2022)

Article 6 (Prevention of Budget Use for Other Purposes) An employee shall not use budget appropriated for official business activities, such as budget for travel expenses and business promotion expenses, for purposes other than those designated, and shall not inflict damage on the property of the organization to which he or she belongs. (Revised on August 22, 2019 and July 15, 2022)

Article 7 (Handling of Unjust Requests by Politicians, etc.) (Revised on August 22, 2019 and July 15, 2022)

- ① If an employee is forced or asked to perform unfair duties from a public official, politician, political party, etc., he or she shall handle such request after reporting to the head of the belonging department in writing in a form prescribed in Annexed Sheet 3 Form or via e-mail or consulting with the person responsible for the Code.
- ② The head of the belonging department who has received a report or the person responsible for the Code who has consulted with an employee under paragraph ① shall take appropriate measures to enable the employee to perform his or her duties fairly.

Article 8 (Prevention of Job Solicitation) (Revised on August 22, 2019 and July 15, 2022)

- ① An employee shall not cause other persons to solicit a person in charge of personnel management in order to have undue influence on his or her appointment, promotion, transfer, etc.
- ② An employee shall not unfairly intervene with personnel affairs such as appointment, promotion, or transfer of another employee using his or her position.

Article 9 (Transparent Management of Accounting) An employee shall record and manage accounting in an accurate and transparent manner in accordance with relevant laws and generally accepted accounting principles.
(Revised on July 15, 2022)

Chapter 3 Prevention of Unjust Enrichment

Article 10 (Prevention of Influence Peddling) An employee shall not directly use his or her position to take unjust benefits or allow other persons to take unjust benefits. (Revised on August 22, 2019 and July 15, 2022)

Article 11 (Prohibition of Private Use of Position) An employee shall not use, or allow other persons to use, the name of the Company or his or her title by means of publishing or posting it, for private interest outside the scope of his or her duties. (Revised on July 15, 2022)

Article 12 (Prohibition of Intercession and Solicitation) (Revised on August 22, 2019 and July 15, 2022)

- ① An employee shall not make an intercession or solicitation that harms the fair performance of duties of other government officials (which means officials defined in subparagraph 3 (a) and (b) of Article 2 of the Act on the Prevention of Corruption and the Establishment and Management of the Anti-corruption and Civil Rights Commission) for the unjust benefit to himself or herself or a third party.
- ② An employee shall not introduce a duty-related person to another duty-related person or government official in relation to the performance of his or her duties, for the unjust benefit to himself or herself or a third party.
- ③ An employee shall not make any of the following intercession or solicitation to a person other than a government official by exercising his or her authority for the unjust benefit to himself or herself or a third party or exercising substantive influence derived from his or her position or office.
 - 1. Causing the person to intervene with or influence a specific individual, corporation, or organization to invest, deposit, lend, contribute, fund, donate, support, sponsor, etc.;
 - 2. Causing the person to intervene in or influence personnel affairs, such as employment, promotion, and transfer, or disciplinary affairs; (Revised on August 22, 2019)
 - 3. Causing the person to disclose confidential business secrets concerning bids, research and development, testing, etc.;
 - 4. Causing the person to intervene in or influence the selection of a contracting party, execution of a contract, etc.;
 - 5. Causing the person to sell, exchange, use, profit from, possess, or provide goods or services to a specific individual, corporation, or organization outside the ordinary course of business;
 - 6. Causing the person to intervene in or influence entrance, grading, performance evaluation, etc. of schools at various levels;

7. Causing the person to intervene in or influence the selection of awards, grants and prizes, high-performing authorities or individuals, scholarships, etc.;
8. Causing the person to make a specific individual, corporation, or organization selected or excluded from audits or investigations, to manipulate the results of audits or investigations, or to overlook such violations;
9. Other acts determined by the head of the belonging department to be an intercession or solicitation that harms the fair performance of duties of a person who is not a government official.

Article 13 (Restrictions on Transactions Using Duty-Related Information) (Revised on August 22, 2019 and July 15, 2022)

- ① An employee shall not engage in financial transactions or investments related to securities, real estate, etc. using information obtained in the performance of his or her duties, or provide such information to any other person to assist him or her with financial transactions or investments.
- ② Information of which use or provision is restricted under paragraph ① means nonpublic information that an employee comes to know in the performance of duties in relation to the followings.
 1. Material nonpublic information under Article 174 of Financial Investment Services and Capital Market Act;
 2. Material information that is not published through public announcement, etc. to investors, stakeholders, etc.

Article 14 (Prohibition of Solicitation of Private Labor) An employee shall not accept, solicit, or promise to receive private labor from duty-related persons or duty-related employees by exercising his or her own authority or exercising substantial influence derived from his or her position or office: Provided that this shall not apply where it is permitted under other statutes or social rules. (Newly inserted on September 20, 2018; Revised on July 15, 2022)

Article 14-2 (Prohibition of Unjust Acts by Exercising Authority) An employee shall not commit any of the following unjust acts by exercising his or her own authority or substantive influence derived from his or her position or office.

(Newly inserted on August 22, 2019; Revised on July 15, 2022)

1. An act in which an employee in charge of an authorization, permission, etc. unfairly delays or refuses the receipt of the application therefor to give any disadvantage to the applicant or give any benefit or disadvantage to a third party;
2. An act of giving an unjust instruction or making an unjust request to a duty-related employee in no relation to his or her duties or outside the scope of his or her duties;

3. An act of unfairly transferring the fulfillment of an obligation or burden of the Company to a duty-related person or unfairly delaying the duties to be performed by the Company with respect to contracts for goods, services, construction, etc. that the Company concludes;
4. An act of unfairly transferring the duties of the Company or the burden of expenses or human resources related to such duties to an affiliated institution of the Company
5. Other acts of unfairly restricting the rights or authority of a duty-related person, duty-related employee, or the Company or unfairly requesting a task that such person, employee or the Company has no obligation to do.

Article 15 (Prohibition of Reception of Money or Other Valuables) (Newly inserted on September 23, 2016; Revised on July 15, 2022)

- ① An employee shall not accept, solicit, or promise to receive money or other valuables exceeding one million won at one time or more than three million won in a fiscal year from the same person, whether duty related or not, for any reason whatsoever, such as donation, sponsorship, or gift.
- ② An employee shall not accept, solicit or promise to receive money or other valuables not exceeding the amount prescribed in paragraph ① in relation to his or her duties, regardless of whether it is to return a favor.
- ③ An honorarium for a guest lecture, etc. under Article 17 or any of the following money or other valuables shall not constitute money or other valuables, the receipt of which is prohibited under paragraph ① or ②:
 1. Money or other valuables that the Company pays to employees or dispatched employees, or that a superior gives to his or her subordinates for comfort, encouragement, reward, etc.; (Revised on August 22, 2019)
 2. Money or other valuables in the form of food, cash gift, gift, etc. not exceeding the amount determined by Annexed Table 1, which is provided for the purpose of smooth job performance, or social intercourse, ritual, or aid;
 3. Money or other valuables provided from a legitimate source of right such as payment of debts (excluding donation) incurred in a private transaction;
 4. Money or other valuables provided by relatives (which means relatives as defined in Article 777 of the Civil Act) of an employee;
 5. Money or other valuables provided by a mutual aid association, affinity group, alumni association, hometown association, friendship club, religious group, social organization, etc. related to employees to their members in accordance with their respective rules; and money or other valuables provided to employees in difficult situations due to a disease, disaster, etc. by a person who has a special long-term and lasting relationship with such employees;
 6. Money or other valuables of customary amount uniformly provided in an official event related to the duties of an employee by the organizer to the attendants

in the form of transportation, accommodation, food, etc.;

7. Souvenirs or promotional items for distributing to an unspecified number of people; and rewards or prizes given in a contest, lottery, etc.;

8. Money or other valuables otherwise permitted under social rules.

- ④ Notwithstanding paragraph ③ 5, an employee shall notify the head of the belonging department of the receipt of money or other valuables in a form prescribed in Annexed Sheet 4, if the person who has a special long-term and lasting relationship with him or her provided such money or other valuables, as a duty-related person or duty-related employee. (Revised on August 22, 2019)
- ⑤ An employee shall make sure that his or her spouse, lineal ascendants, or lineal descendants do not accept, demand, or promise to receive money or other valuables, the receipt of which is prohibited for employees in connection with their duties under paragraph ① or ② (hereinafter referred to as “prohibited money or other valuables”).
- ⑥ An employee shall not offer, promise to offer, or express any intention to offer prohibited money or other valuables to other employees or their spouses, lineal ascendants, or lineal descendants.
- ⑦ An employee shall not offer, promise to offer, or express any intention to offer money or other valuables to duty-related public officials or politicians for the benefit to the Company: Provided, That this shall not apply where it is specified in the subparagraphs of paragraph ③. (Revised on August 22, 2019)

Article 16 (Ethical Execution and Fulfillment of Contracts) (Revised on August 22, 2019 and July 15, 2022)

- ① An employee shall fairly and transparently perform his or her duties in accordance with procedures of applicable laws when he or she makes a bid, and signs and fulfills a contract carried out by the Company.
- ② An employee shall not, in the course of making a bid and signing and fulfilling a contract as set forth in Clause ① above, demand provision of prohibited money or other valuables or force any unfair trading conditions or intervention in business management, in any manner using his or her preferential position.

Chapter 4 Creating Ethical Cultures in Public Sector

Article 17 (Restrictions on Acceptance of Honoraria for Guest Lectures) (Revised on August 22, 2019, May 29, 2020, and July 15, 2022)

- ① An employee shall not accept an honorarium exceeding the amount prescribed in Annexed Sheet 2 as a compensation for a lecture, speech, contribution, etc. (hereinafter referred to as “guest lecture, etc.”) at a workshop, promotional event, debate, seminar, public hearing, or other meetings requested in relation

to his or her duties or by exercising substantive influence derived from his or her position or office.

- ② An employee, who intends to give any guest lecture, etc. where the honorarium is allowed, shall make a declaration about the request details of the guest lecture, etc. to the head of the belonging department in a form prescribed in Annexed Sheet 5 Form within 10 days from the completion of the guest lecture, etc.: Provided that, this shall not apply where the person who requested a guest lecture, etc. is the State or a local government. (Revised on May 29, 2020)
- ③ If the details of the lecture or the amount of honorarium cannot be known in advance when making a declaration under paragraph ②, an employee shall submit the declaration excluding the said matters and correct the declaration within 4 days from the date he or she comes to know the matters.
- ④ The head of the belonging department may restrict a guest lecture, etc. when he or she judges that the guest lecture, etc. declared by an employee under paragraph ② may hinder the fair performance of duties. (Revised on May 29, 2020)
- ⑤ If an employee receives an honorarium exceeding the amount referred to in paragraph ①, he or she shall declare it to the head of the belonging department and return the excess amount to the provider of the honorarium without delay.
- ⑥ If an employee has returned the excess amount pursuant to paragraph ⑤, he or she may request, in a form prescribed in Annexed Sheet 8 Form attached with supporting documentation, the reimbursement of the cost of return to the head of the belonging department. (Revised on May 29, 2020)
- ⑦ An employee shall obtain approval from the head of the belonging department after being reviewed by the person responsible for the Code in advance, if he or she wishes to give any paid guest lecture, etc. in excess of 3 times or 6 hours per month: Provided, That guest lecture, etc. requested by the State or a local government or given by an employee who has been approved for holding a concurrent office shall not be included in the count.

Article 18 (Declaration of Excess Honorarium, etc.) (Newly inserted on September 23, 2016; Revised on August 22, 2019, and July 15, 2022)

- ① In the case that an employee receives an honorarium exceeding the amount stipulated in Annexed Table 2 for a guest lecture, etc. (hereinafter referred to as "excess honorarium"), he or she shall report it to the head of the belonging department in a form prescribed in Annexed Sheet No 6 within 2 days from the date that he or she comes to know that he or she has received an excess honorarium.
- ② The head of the belonging department who has received a report pursuant to paragraph ① shall calculate the amount that needs to be returned within 7 days after confirming the details of the report from the employee who has not

returned the excess honorarium and notify it to the employee concerned.

- ③ The employee who has received the notification pursuant to paragraph ② shall returned the excess honorarium (limited to the difference if he or she has returned a part of the excess honorarium) to the provider and notify the fact to the head of the belonging department.

Article 19 (Ethical Family Event Culture Establishment) (Revised on July 15, 2022)

- ① An employee shall take the lead and set an example to establish ethical family event culture.

(Newly inserted on September 23, 2016)

- ② An employee shall not notify a duty-related person of his or her family events: Provided that notification is allowed in any of the following cases: (Revised on September 23, 2016)

1. Notification to his or her relatives (which means relatives as defined in Article 767 of the Civil Act);
2. Notification to employees of the agency for which he or she currently works or previously worked;
3. Notification through newspapers, broadcasting, or internal communication networks that are only allowed to be viewed by the employees referred to in subparagraph 2;
4. Notification to members of his or her own religious group, friendship club, etc.

Article 19-2 (Prohibition of Unjust Requests by Supervisory Agency) (Newly inserted on August 22, 2019; Revised on July 15, 2022)

- ① An employee to an agency conducting a supervision, audit, investigation, or evaluation (hereafter referred to as “supervisory agency” in this Article) shall not make any of the following unjust requests to an agency that undergoes a supervision, audit, investigation, or evaluation (hereafter referred to as “agency under supervision” in this Article) in relation to business trips, events, training, etc. of the agency to which he or she belongs:

1. Requesting the provision of money or other valuables which is not based on Acts and subordinate statutes or is inconsistent with the purpose or use of budget;
2. Requesting honorable treatment of, or protocol for, an employee belonging to a supervisory agency beyond normal practices.

- ② An employee belonging to an agency under supervision who has received an unjust request under paragraph ① from an employee belonging to the supervisory agency shall refuse to comply with the request, and when he or she receives the same request again notwithstanding his or her refusal, he or she shall notify the fact to the person responsible for the Code of the agency under supervision in writing in a form prescribed in Annexed Sheet 12 Form. In such cases, the person responsible for the Code shall report to the head of the

agency under supervision without delay where the request falls under any subparagraph of the same paragraph.

- ③ In cases falling under any subparagraph of paragraph ①, the head of an agency under supervision who has received a report in accordance with paragraph ② shall report the fact to the head of the supervisory agency concerned, and the head of the supervisory agency concerned who is notified of the fact shall take necessary measures, such as disciplinary action, against the employee who made the relevant request.

Chapter 5 Measures In Cases of Violation

Article 20 (Consultation on Violation) (Revised on August 22, 2019 and July 15, 2022)

- ① If it is not clear about whether any act violates this Code in relation to intercession, solicitation, misconduct by exercising their authority, acceptance of money or other valuables, acceptance of honoraria for guest lectures, etc., notification of family events, or unjust request by the supervisory agency, then the employee shall deal with the issue after consulting the person responsible for the Code, and the person responsible for the Code shall manage the details of the consultation in a form prescribed in Annexed Sheet 14 Form.
- ② The head of the belonging department shall take necessary measures such as the installation of dedicated telephone, consultation office, etc. to facilitate consultation pursuant to paragraph ①.

Article 21 (Reporting and Confirming Violations, etc.) (Revised on August 22, 2019 and July 15, 2022)

- ① If anyone discovers that an employee violates the Code, he or she may report, in a form prescribed in Annexed Sheet 13 Form, to the head of the department to which the employee belongs, the person responsible for the Code, or Anti-Corruption Civil Rights Commission.
- ② A person intends to submit a report pursuant to paragraph ① shall submit the subject-matter of the report specifically along with his or her personal details.
- ③ The person responsible for the Code shall check the violation reported pursuant to paragraph ① and report it along with explanatory materials provided by the relevant employee to the head of the belonging department.

Article 22 (Protecting and Rewarding Persons Who Report) (Revised on August 22, 2019 and July 15, 2022)

- ① The head of the belonging department and the person responsible for the Code shall keep the identification of the notifying person and the contents of the notification under Article 21 confidential, and ensure that the notifying person

will not be disadvantaged as a result of the notification.

- ② A notifying person who has been disadvantaged notwithstanding the previous paragraph may request protective measures and the relief of disadvantage to the person responsible for the Code, the head of the belonging department, or Anti-Corruption Civil Rights Commission, and in this case the head of the belonging department and the person responsible for the Code shall take appropriate measures.
- ③ Disciplinary actions, etc, to be imposed on the notifying person may be mitigated or remitted, if his or her violation is discovered by the report pursuant to Article 21.
- ④ Paragraph ① through ③ shall apply mutatis mutandis to consultation, report, etc. pursuant to this Code.

Article 23 (Code of Conduct Violation Investigation Committee) (Newly inserted on August 22, 2019; Revised on July 15, 2022)

- ① The head of the belonging department may organize and operate an investigation committee headed by the person responsible for the Code, if necessary, for a fair investigation of the violation of the Code of Conduct by an employee who belongs to his or her department.
- ② The investigation committee under paragraph ① shall be consist of three or more persons.

Article 24 (Disciplinary Action) (Revised on August 22, 2019 and July 15, 2022)

- ① The head of the belonging department shall take necessary measures such as disciplinary action against the employee who violated the Code.
- ② The type, procedure, and effect of the disciplinary action under paragraph ① shall be subject to the disciplinary regulations of the Company: Provided, That in the case that he or she gives any disadvantage to the notifying person in violation of Article 22, he or she may be subject to aggravated disciplinary action.

Article 25 (Reporting and Handling of Prohibited Money or Other Valuables) (Revised on August 22, 2019 and July 15, 2022)

- ① In either of the following cases, an employee shall report in writing to the head of the belonging department without delay in a form prescribed in Annexed Sheet 4.
 - 1. If an employee himself or herself receives prohibited money or other valuables, or receives a promise or intention to offer prohibited money or other valuables;
 - 2. If an employee is informed that his or her spouse, lineal ascendant, or descendant has received prohibited money or other valuables, or received a

promise or intention to offer prohibited money or other valuables.

- ② If an employee falls under either of the subparagraphs of paragraph ①, he or she shall, without delay, return or cause to be returned money or other valuables to the person who offered, promised to offer, or expressed any intention to offer the money or other valuables(hereafter referred to as "offeror" in this Article) or shall manifest or cause to be manifested the intention of refusal.
- ③ If an employee has returned money or other valuables under paragraph ②, he or she may request, in a form prescribed in Annexed Sheet 8 Form attached with supporting documentation, the reimbursement of the cost of return to the head of the belonging department.
- ④ If money or other valuables that must be returned or caused to be returned under paragraph ② falls under any of the following, an employee shall deliver or cause to be delivered such money or other valuables to the head of the belonging department.
 1. If it is likely to be destroyed, decomposed, or deteriorated;
 2. If the offeror or the offeror's address is unknown;
 3. If there are other circumstances that make it difficult to return to the offeror.
- ⑤ In the case that money or other valuables are delivered pursuant to paragraph ④, the head of the belonging department shall take a photo or video-record it, manage it in a form prescribed in Annexed Sheet 9 and handle pursuant to the following subparagraphs unless otherwise specified in other Acts.
 1. If it is confirmed that it is not prohibited money or other valuables, the money or other valuables shall be returned to the person who delivered it.
 2. If it is confirmed that it is prohibited money or other valuables, and if it is necessary for taking subsequent measures such as additional investigation, audit, inspection or disciplinary action, it shall be submitted to the relevant agency as an evidence material or kept until the subsequent measure is completed.
 3. Notwithstanding subparagraphs 1 and 2, if it is determined that return, submission or custody is difficult due to destruction, decomposition or deterioration, it shall be disposed of in a form prescribed in Annexed Sheet 10 after obtaining approval from the person who delivered money or other valuables.
 4. In other cases, it shall be transferred as revenue or donated to a social welfare facility or public organization, or handled in accordance with the rules set by the person in charge of improper solicitation prevention.
- ⑥ The head of the belonging department shall manage money or other valuables handled under paragraph ⑤ in a form prescribed in Annexed Sheet 11 and notify the person who delivered the money or other valuables of the result of handling under paragraph ⑤.

- ⑦ The Company may establish and execute a plan to pay a monetary award or give preferential personnel treatment to the notifying person of prohibited money or other valuables.

Chapter 6 Supplementary Provisions

Article 26 (Training) (Revised on August 22, 2019 and July 15, 2022)

- ① The head of the belonging department shall establish and implement a training plan for the compliance with the Code for employees, and record and manage the result.
- ② The training under paragraph ① shall be conducted at least once a year, and new employees shall be trained when they are newly recruited.
- ③ Training conducted under paragraph ① shall include the followings:
1. Matters concerning the prohibition and restrictions on the reception of entertainment, money or other valuables in relation to duties;
 2. Matters concerning the prohibition and restrictions on intervening in personnel management, influence peddling, intercession, solicitation, and improper activities using his or her position;
 3. Matters that employees shall comply with in order to create ethical cultures in public sector such as fair personnel management;
 4. Matters concerning the procedures for reporting and handling acts that violate the Code and protecting the notifying person;
 5. Other matters required for the prevention of corruption and maintaining the integrity and dignity of employees' duties.

Article 27 (Designation of the Person Responsible for the Code) (Revised on August 22, 2019 and July 15, 2022)

- ① For the purpose of facilitating the operation of the Code, in case of the headquarters department (office), the head of department in charge of general affairs; in case of the first business division, the head of department in charge of audit (in case that there is no head of department, office head or team leader); and in case of the first business division with no department in charge of audit and the secondary business division, the vice-director in charge of general affairs shall become the person responsible for the Code, respectively; and the head of the audit office shall become the manager responsible for the Code.
- ② The person responsible for the Code and the person generally responsible for the Code shall hold the concurrent position of (i) the person in charge of the prohibition of improper solicitation (hereinafter referred to as "person in charge of improper solicitation prevention" and "manager in charge of improper solicitation prevention") under Article 20 of Improper Solicitation and Graft Act

and (ii) the officer in charge of preventing conflicts of interest under Article 25 of Act On The Prevention Of Conflict Of Interest Related To Duties Of Public Servants.

- ③ The person responsible for the Code shall perform:
 - 1. Matters concerning the training and consultation of the Code;
 - 2. Matters concerning the inspection and evaluation of the compliance with the Code;
 - 3. Matters concerning the reception and investigation of violations of the Code and the protection of notifying persons; and
 - 4. Other matters necessary for the operation of the Code.
- ④ The person responsible for the Code shall not disclose confidential information that he or she comes to know during performing his or her duties under paragraph ③.

Article 28 (Inspection, etc. of the compliance with the Code) (Revised on August 22, 2019 and July 15, 2022)

- ① The person responsible for the Code shall inspect on a regular basis at least once a year the status of employees' fulfillment of the Code.
- ② The person responsible for the Code may conduct inspections from time to time in any particular time that deems susceptible to corruption, including but not limited to vacation season or before/after traditional holidays, besides the regular inspection under paragraph ①.
- ③ The person responsible for the Code shall report the result of inspections pursuant to paragraph ① and ② to the head of the belonging department.

Article 29 (Award) An employee who has contributed to the implementation and development of the Code may be given a preferential treatment for personnel management or a monetary award. (Revised on August 22, 2019 and July 15, 2022)

Article 30 (Operation of the Code) Any details necessary for the operation of the Code may be prescribed and implemented, separately. (Revised on August 22, 2019 and July 15, 2022)

Addenda (19.5.2003)

Article 1 (Enforcement Date) This Code shall enter into force on May 19, 2003.

Addenda (21.12.2004)

Article 1 (Enforcement Date) This Code shall enter into force on January 1, 2005.

Addenda (13.5.2005)

Article 1 (Enforcement Date) This Code shall enter into force on May 1, 2005.

Addenda (18.5.2006)

Article 1 (Enforcement Date) This Code shall enter into force on June 1, 2006.

Addenda (18.10.2007)

Article 1 (Enforcement Date) This Code shall enter into force on November 1, 2007.

Addenda (9.6.2008)

Article 1 (Enforcement Date) This Code shall enter into force on June 9, 2008.

Addenda (1.2.2009)

Article 1 (Enforcement Date) This Code shall enter into force on February 1, 2009.

Addenda (28.12.2009)

Article 1 (Enforcement Date) This Code shall enter into force on December 28, 2009.

Addenda (27.12.2010)

Article 1 (Enforcement Date) This Code shall enter into force on December 27, 2010.

Addenda (17.5.2012)

Article 1 (Enforcement Date) This Code shall enter into force on May 17, 2012.

Addenda (25.9.2012)

Article 1 (Enforcement Date) This Code shall enter into force on September 25, 2012.

Addenda (15.5.2014)

Article 1 (Enforcement Date) This Code shall enter into force on May 15, 2014.

Addenda (21.8.2014)

Article 1 (Enforcement Date) This Code shall enter into force on August 21, 2014.

Addenda (15.5.2015)

Article 1 (Enforcement Date) This Code shall enter into force on May 15, 2015.

Addenda (23.9.2015)

Article 1 (Enforcement Date) This Code shall enter into force on September 23, 2015.

Addenda (16.3.2016)

Article 1 (Enforcement Date) This Code shall enter into force on March 31, 2016.

Addenda (23.9.2016)

Article 1 (Enforcement Date) This Code shall enter into force on September 28, 2016

Addenda (18.11.2016)

Article 1 (Enforcement Date) This Code shall enter into force on November 18, 2016.

Addenda (Newly inserted on May 17, 2017)

Article 1 (Enforcement Date) This Code shall enter into force on May 17, 2017.

Addenda (Newly inserted on December 28, 2017)

Article 1 (Enforcement Date) This Code shall enter into force on December 28, 2017.

Addenda (Newly inserted on February 23, 2018)

Article 1 (Enforcement Date) This Code shall enter into force on January 17, 2018.

Addenda (Newly inserted on September 20, 2018)

Article 1 (Enforcement Date) This Code shall enter into force on September 20, 2018.

Addenda (Newly inserted on August 22, 2019)

Article 1 (Enforcement Date) This Code shall enter into force on August 22, 2019.

Addenda (Newly inserted on May 29, 2020)

Article 1 (Enforcement Date) This Code shall enter into force on May 29, 2020. However, the provisions of Article 24 (Restrictions on Acceptance of Honoraria for Guest Lectures) shall enter into force on May 27, 2020.

Addenda (Newly inserted on January 26, 2022)

Article 1 (Enforcement Date) This Code shall enter into force on January 26, 2022.

Addenda (Newly inserted on July 15, 2022)

Article 1 (Enforcement Date) This Code shall enter into force on July 15, 2022.

(Annexed Table 1) (Revised on August 22, 2019 and January 26, 2022)

Limit of the Value of Food, Cash Gift for Family Events, Gift, etc.

1. Food (means meals, refreshments, liquor, drinks and other similar items that the provider and a public official, etc. have together.): 30,000 won
2. Cash gift for family events: 50,000 won for congratulations and condolences, and 100,000 won for wreaths and condolence flowers provided instead of cash gifts.
3. Gift: 50,000 won for any and all goods except cash, securities, food under clause 1 and cash gift for family events under clause 2, and other similar goods:
Provided That, 100,000 won for agricultural and fishery products under Article 2 (1) 1 of Agricultural and Fishery Products Quality Control Act (hereinafter referred as “agricultural and fishery products”) and processed agricultural and fishery products under subparagraph 13 of the same paragraph and the Article of the said Act (applicable only to products processed from raw materials or ingredient containing more than 50% of agricultural and fisher products; hereinafter referred to as “processed agricultural and fisher products”) (200,000 won during the period under Article 17 (2) of the Enforcement Decree of the Improper Solicitation and Graft Act).

(Note)

- a. The scope of each allowed amount under clause 1, the main sentence and proviso of clauses 2 and 3 shall be the sum of individual amounts respectively applicable thereto.
- b. In the case of the reception of both cash gifts for congratulation and condolence under the main sentence of clause 2 and wreath and condolence flowers under the proviso of the same clause, the amount thereof shall be added up. In this case, the scope of allowed amount shall be 100,000 won and shall not exceed each limit specified in the main sentence or proviso of clause 2, respectively.
- c. In the case of the reception of both a gift under the main sentence of clause 3 and agricultural and fishery products and processed agricultural and fishery products under the proviso of the same clause, the amount thereof shall be added up. In this case, the scope of allowed amount shall be 100,000 won (200,000 won during the period under Article 17 (2) of the Enforcement Decree of the Improper Solicitation and Graft Act) and shall not exceed each limit specified in the main sentence or proviso of clause 3, respectively.

- d. In the case of the reception of two or more among food items under clause 1, cash gift under clause 2, and gift under clause 3, then the amount thereof shall be added up. In this case, the limit amount shall be the largest amount among the received food, cash gift for congratulation or condolence, and gift and shall not exceed each limit specified in clause 1 through 3, respectively.

(Annexed Table 2) (Revised on August 22, 2019 and July 15, 2022)

The Maximum Amount of Honorarium for Guest Lectures

Classification	President	Executive	Other employees
Maximum amount	400,000 won		

(Note)

- a. Notwithstanding the rules of the maximum amount, the maximum amount of honorarium for guest lectures, etc. paid by an international organization, foreign government, foreign university, foreign research institute, and other similar foreign organizations is subject to the payment criteria of the organization that pays the honorarium.
- b. The maximum amount for lecture shall be the hourly amount and the maximum amount for contribution shall be determined by an individual case.
- c. For a lecture given for more than 1 hour, the total amount of honorarium shall not exceed the 100/150 of the maximum amount for 1 hour regardless of the length of the lecture.
- d. The maximum amount includes all types of payments paid by an honorarium provider in relation to guest lectures, etc. regardless of the title such as lecture fee, manuscript fee, and contribution.
- e. Notwithstanding item d, transportation, accommodation, and food expenses paid for actual expenses in accordance with the Company's travel expense rule will not be included in an honorarium.
- f. In principle, no travel expenses will be paid for any guest lecture, etc.: Provided That, transportation, accommodation and food expenses for actual expenses in accordance with the travel expense rule can be paid after obtaining approval from the head of the belonging department if an employee is not paid transportation, accommodation and food expenses by the organization that requested the guest lecture, etc.

Letter of Explanation on Instructions Impairing Fair Performance of Duties

Filing No.	Date of Filing	Processed Date
Identification	Name	Date of Birth
	Department	Position (Class)
Superior (Person who instructs)	Name	Position (Class)
Details of instruction		

Explanation

Month / Date / Year

Name

(Signature or seal)

Request for Consultation on Instructions Impairing Fair Performance

Filing No.	Date of Filing	Processed Date
Identification	Name	Date of Birth
	Department	Position (Class)
Superior (Person who instructs)	Name	Position (Class)

Details of
instruction

Reason for
impairing fair
performance

Month / Date / Year

Person requesting consultation

(Signature or seal)

Report (Request for Consultation) on Unjust Demand by Politicians, etc.

Filing No.		Date of Filing		Processed Date
Reporting person (Person requesting consultation)	Name		Date of Birth	
	Department		Position (Class)	
Identify of politician, etc.	Name		Position	
	Department		Phone	
Details of Demand				
Grounds for unjust demand				

Month / Date / Year

Reporting person
(person requesting consultation)

(Signature or seal)

Report on Reception of Money or Other Valuables

Filing No.		Date of Filing	Processed Date
Reporting person	Name		Resident Registration No. (Foreigner Registration No.)
	Department		Contact
	Address		
Person who provides money or other valuables	Name		
	Occupation (department, company, etc.)		Contact
	Address		
	If they're corporations, organizations, etc.	Name	
		Location	
President Name			
How did you become close to the provider?			
How did you end up being offered money or other valuables?			
Details concerning the receipt of money or other valuables	Date and time		
	Location		
	Type and value of money or other valuables		
Documentary evidence			
Note			

I hereby report the fact as stated above.

Month / Date / Year

Reporting person

(Signature or seal)

Report on Guest Lectures, etc.

Filing No.		Date of Filing		Processed Date	
Reporting person	Name		Department		
	Position (Class)		Contact		
Activity Type	[] Lecture, Speech		[] Contribution		
	[] Presentation, Discussion, Review, Evaluation, Counsel, Decision		[] Other ()		
Requester	Name of institution		Representative		
	Dept. in charge (manager)		Contact		
Topic of guest lecture, etc.					
Location					
Date and time	MM/DD/YYYY ~ MM/DD/YYYY	Report En Masse	Monthly (yearly) average: ____ per month(year) Average time per case: ____ hour(s)		
Honorarium	Total amount: KRW ____,000 (※ KRW ____,000 per lecture)				
	(Excluding KRW ____,000 for transportation, accommodation and food expenses (actual expenses)) (※ Average cost for transportation, accommodation and food: KRW ____,000)				

Month / Date / Year

Reporting person

(Signature or seal)

Notice

1. Specify names of education course/conference/event, etc. in Column for Reason of Request.
2. As for the Total Amount, enter the total amount received, excluding transportation, accommodation and food expenses, and separately specify the amount for transportation, accommodation and food expenses within the parentheses.
3. Multiple lectures for the same education course can be reported en masse. In this case, specify details in Column for Report En Masse including the average honorarium per lecture.

Report on Excess Honorarium

Filing No.		Date of Filing	Processed Date
Reporting person	Name		Department
	Position (Class)		Contact
Type of guest lecture, etc.	<input type="checkbox"/> Workshop, Promotional event, Debate, Seminar, Public hearing <input type="checkbox"/> Other meetings		
Activity Type	<input type="checkbox"/> Lecture, Speech <input type="checkbox"/> Presentation, Discussion, Review, Evaluation, Counsel, Decision		
Requester	Name of institution		Representative
	Dept. in charge (manager)		Contact
Reason for request			
Topic of guest lecture, etc.			
Location			
Date and time	MM/DD/YYYY ~ MM/DD/YYYY HH/MM ~ HH/MM		
Honorarium	Total amount: KRW _____,000 (※ KRW _____,000 per lecture) (Excluding KRW _____,000 for transportation, accommodation and food expenses (actual expenses)) (※ Average cost for transportation, accommodation and food: KRW _____,000)		
Excess Honorarium	Amount of excess honorarium: KRW _____,000		
Returned excess honorarium	Returned or not: Returned amount: How to return: ※ Attach supporting documents		

Month / Date / Year

Reporting person

(Signature or seal)

Report on Reception of Prohibited Money or Other Valuables

Filing No.		Date of Filing		Processed Date	
Reporting person	Name		Resident Registration No. (Foreigner Registration No.)		
	Department		Contact		
	Address				
Person who provides money or other valuables	Name				
	Occupation (department, company, etc.)			Contact	
	Address				
	If they're corporations, organizations, etc.	Name			
		Location			
President Name					
Gist and reason for reporting					
Details concerning the receipt of money or other valuables	Date and time				
	Location				
	Type and value of money or other valuables				
How and whether money or other valuables are returned	Returned or not				
	If returned, specify the date, place, and method of return				
Documentary evidence					
Note					

I hereby report the fact as stated above.

Month / Date / Year

Reporting person

(Signature or seal)

Application for Reimbursement of Return Cost

Filing No.		Date of Filing		Processed Date	
Applicant	Name		Date of Birth		
	Department		Position (Class)		
The amount you asked for					
Return Account		Name of bank: Account number:			
Return of money or other valuables; and processing details	Money or other valuables (Articles)				
	Quantity (Amount)				
	Date received				
	Date returned				
	List of supporting documents		※ Attach supporting documents(Copy)		
Person to Whom Returned	Name		Address		
	Contact		Relationship with applicant		
	Details Related to Duties				
Other matters					

Month / Date / Year

Applicant

(Signature or seal)

Confirmation of Delivery of Money or Other Valuables

Person who hands over	Name	Department
	Position (Class)	Contact
Filing number		
Item (Brand)		
Quantity		
Value (Estimate)		
Picture of the item	※ Attach a video clip, if necessary	

We hereby confirm that the money or other valuables have been delivered as above.

Delivery date: MM/DD/YYYY

Person who hands over	Department:	Name:	(Signature or Seal)
Person who takes over	Department:	Name:	(Signature or Seal)

Letter of Consent for Disposal of Money or Other Valuables

Person who hands over	Name	Department
	Position (Class)	Contact
Filing number		
Item (Brand)		
Quantity		
Value (Estimate)		
Picture of the item	※ Attach a video clip, if necessary	

I hereby confirm that I give my consent to the disposal of the money or other valuables as above.

This ____ of ____, 20__

Person who hands over Department: Name: (Signature or Seal)

Ledger of Money or Other Valuables

[illegible]

Report on Unjust Requests by Supervisory Agency

Filing No.		Date of Filing	Processed Date
Reporting person	Name	Date of Birth	
	Department	Position (Class)	
Person who requested	Name	Position (Class)	
	Department		
Details of Demand			
Why do you think it is an unjust demand?			
Month / Date / Year			
Reporting person		(Signature or seal)	

Report on Violation of Code of Conduct

Filing No.	Date of Filing	Processed Date	Process Period	60 days
Reporting person	Name		Resident Registration No. (Foreigner Registration No.)	
	Occupation (department, company, etc.)		Contact	
	Address			
Reported person (subject to report)	Name			
	Department and Position (Class)		Contact	
	Address			
	If they're corporations, organizations, etc.	Name		
		Location		
		President Name		
※ The identity of the reporting person will be disclosed during the investigation of the report. <input type="checkbox"/> Agree <input type="checkbox"/> Not agree				
Gist and reason for reporting				
Details of the violation	Date and time			
	Location			
	Details			
List of documentary evidences	※ Include documentary evidences.			
Note				

I hereby report the violation of the Code of Conduct of the above reported person.

Month / Date / Year

Reporting person

(Signature or seal)

To the Head of ○○○○

Consultation Record Sheet

Date of Consultation		Consultation Type	<input type="checkbox"/> Visit <input type="checkbox"/> Telephone <input type="checkbox"/> Other ()
Person requesting consultation	Name	Date of Birth	
	Department/Position (Class)	Contact	
Details of Consultation			
Result of Consultation			
<div>Month / Date / Year</div> <div> <div>Person Responsible for the Code</div> <div>(Signature or seal)</div> </div>			