

# Guidelines on the Prevention of Harassment

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Samsung Electronics Co., Ltd (hereinafter referred to as “Samsung”, the “company”, “we”, “us”, or “our”) strives to create and maintain a safe, healthy and respectful work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation.

Samsung will not tolerate any behaviors of harassment or discrimination based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, nationality, sexual orientation, gender identity, union membership, or any other status protected by applicable local laws, in hiring and other employment practices.

In addition, Samsung will not tolerate any behaviors of bullying, harassment or victimization that may offend or cause discomfort to other employees or partners. All allegations of bullying or harassment will be investigated promptly and thoroughly and, if appropriate, disciplinary action will be taken. Employees found to have engaged in harassment or bullying may be subject to discipline, up to and including termination of employment.

Samsung employees, regardless of their relevant positions are responsible for ensuring that our work environment is free from harassment by refraining from behaviors that may constitute workplace discrimination or create a hostile working environment. Through enforcement of these Guidelines on the Prevention of Harassment (the “Guidelines”), we will pursue and establish preventative and corrective remedies and any employees who have engaged in misconduct that violates these Guidelines, may be subjected to disciplinary action.

Also, Samsung may take into account the position of key stakeholders such as governments, customers, suppliers, local communities, civil society organizations and other relevant business partners in order to improve the Guidelines continuously and also to make sure these Guidelines are consistent with applicable local laws and Samsung Code of Conduct and Business Conduct Guidelines.

# 1. Definition and Examples of Harassment

## 1.1 Definition of Harassment

Harassment can be defined as any behavior or practice that creates a degrading, hostile, humiliating, intimidating, offensive, or unsafe working environment. Harassment may consist of a series of or an egregious incident of persistent and unwelcome conduct based on a protected category (i.e., age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, and union membership). It includes but is not limited to any offensive physical, verbal, psychological, emotional, or visual behavior or act directed towards a person based on protected categories identified above or any other prohibited grounds under applicable local laws.

## 1.2 Examples of Harassment

Examples of conduct or behavior that may constitute harassment include, but are not limited to:

- Unwelcome or hostile remarks, advances, or gestures;
- Unwelcome or offensive comments on someone's appearance, gender, sexual orientation, or private life;
- Yelling, threatening, or other acts that prevent a person from expressing themselves;
- Intentionally excluding someone from workplace interactions or making them feel unwelcome;
- Display of offensive images including but not limited to cartoons, drawings, emails, photos, posters, screensavers, or videos.

Harassment can take many forms such as but not limited to sexual harassment, verbal abuse and bullying.

### ■ Sexual Harassment

Sexual harassment can be defined as any unwelcome or unwanted physical, verbal, visual, or other conduct against an individual or group that involves an attempt to obtain a sexual act, unwanted sexual comments or advances, or a coerced sexual act. Sexual harassment can occur in two ways:

- Quid pro quo: When a job benefit including but not limited to a pay increase, promotion, or continuing employment is made dependent on participating in or satisfying sort of sexual demand or unwanted social interaction (i.e., dates or non-business private meetings); and
- Hostile work environment: Any conduct that creates an unwelcome and offensive work environment including interference with work performance.

#### ■ Verbal abuse

Verbal abuse can be defined as an improper and excessive use of language to humiliate a person, or to undermine a person's dignity. It is the act of directing negative statements toward someone, such as swearing, shouting, or name-calling.

#### ■ Bullying

Bullying can be a form of harassment that consists of any persecutory behavior with the aim of humiliating or undermining an individual or group of persons and is also strictly prohibited. This includes but not limited to constant negative or critical remarks, isolating or excluding a person from social interactions, gossiping, or spreading false information.

- Cyberbullying can be a form of harassing behavior that aims to humiliate, intimidate, or threaten through the use of electronics devices such as tablets, computers and mobile phones. Cyberbullying can occur through emails, instant messaging, social media, and voice calls. Cyberbullying can occur during and after working hours and both inside and outside of the workplace.

## 2. Scope

These Guidelines apply to employees at Samsung's worksites where Samsung facilities are located and require all to treat others with dignity and respect in accordance with Samsung's Code of Conduct and Business Conduct Guidelines.

Under these Guidelines, the work environment encompasses all actions that may arise from or occur as a result of work. This is not limited to:

- The workplace premises during working hours;
- Anywhere employees are conducting business on Samsung's behalf;

- Work-related social activities; or,
- Online and phone communication inside and outside of working hours.

The principles set forth in these Guidelines also apply to Samsung's subsidiaries, which will establish and distribute anti-harassment policies in accordance with local laws and practice. Samsung as well as its subsidiaries will strive to require its suppliers to have policies and procedures in support of these Guidelines in accordance with local laws and practice.

### **3. Complaints and Investigation Procedures**

Samsung takes all complaints of harassment, bullying and other violations of these Guidelines seriously and will promptly investigate all such complaints and take necessary remedial measures. Samsung has established procedures for receiving, investigating and addressing a complaint of harassment. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

#### **3.1 Complaint Reporting Channels**

If an employee suspects that he/she has experienced harassment or witnessed harassment, he/she should report such an incident to Human Resources or, where applicable, other relevant bodies in accordance with the reporting channels established by Samsung or its subsidiaries.

#### **3.2 Investigation**

Samsung will take complaints of harassment seriously and is committed to taking applicable remedial actions necessary where appropriate.

Investigation of complaints will be done in a timely, fair, and impartial manner. Upon receiving a complaint, Samsung will investigate it in accordance with Samsung's investigation process in place, which may depend upon the nature and severity of the complaint.

Any employee found to have engaged in activities violating these Guidelines is subject to disciplinary action up to and including termination, which may depend on the gravity and extent of the harassment.

## 4. Remedies and Sanctions

### 4.1 Disciplinary Action

Appropriate disciplinary measures shall take into account various factors, including:

- the severity, and frequency of the conduct;
- whether there have been any prior incidents or warnings.

Appropriate disciplinary action will be taken against any harasser who retaliates, victimizes or harasses against another employee. The harasser is liable for his or her actions and appropriate sanctions will be applied including verbal or written warning, or up to termination of employment under the disciplinary policy in the company.

### 4.2 Non-retaliation

No one will be subject to any form of reprisal, intimidation or retaliation for reporting what he or she believes in good faith to be an incident of harassment. If the complainant or witnesses believe they are being subjected to retaliatory behavior, they can immediately contact the Human Resources.

### 4.3 Other remedial measures

Samsung may consider other remedial measures necessary where appropriate to prevent recurrence taking into account various situations in the company. It is without prejudice to the employee's legal rights under applicable local laws.

## 5. Preventive Action

Samsung shall actively take reasonable steps to minimize the occurrence of harassment and to respond promptly and appropriately when harassment occurs. The preventive actions may include the following:

- Training to prevent harassment

Internal training on workplace ethics and appropriate behaviors, and respecting workplace diversity, will help employees understand and change their behaviors that may cause discrimination and harassment. Samsung as well as its subsidiaries will provide training on these Guidelines as appropriate under local law and practice.

- Awareness raising

Samsung expresses commitment to prohibition and prevention of harassment by informing and educating that harassment can be a violation of laws. We do not tolerate any forms of harassment and through various promotional activities aim to prominently raise awareness, and encourage an open culture of reporting to deter and eradicate harassment.

- Changing the work environment

In order to foster a productive workplace that is accepting of diversity and embracing differences, no employees shall be discriminated on the basis of personal characteristics such as but not limited to gender, nationality, religion, sexual orientation, disability, age in the workplace.

## **6. Confidentiality**

Samsung is committed to keeping all complaints confidential to ensure fairness to all parties involved and to protect their privacy in accordance with the rules of the relevant data protection regulation. Employees, supervisors, managers, and other persons who are involved in or aware of a complaint or investigation are expected to protect the confidentiality, sensitivity, and privacy of all parties involved to the maximum extent possible. Information will only be disclosed to investigate and support prompt action during the complaints process or to stop harassment or to comply with applicable legal obligations.

## **7. Roles and Responsibilities**

### **7.1 Employees**

- Employees including managers and supervisors are responsible for ensuring our work environment is free from behaviors that may constitute workplace discrimination and create hostile working environment.
- Employees have a responsibility to ensure that their behavior meets the standards described by the company's Code of Conduct and these Guidelines and other related policies and contributes to a healthy and safe workplace.
- Any employee, who believes he/she has been harassed, or has witnessed a potential violation of these Guidelines, should promptly report the incidents to

Human Resources in accordance with grievance resolution procedures.

## 7.2 Managers

- Managers and supervisors are responsible to promptly report any suspected violation of these Guidelines through formal channels if any incidents are brought to their attention or informed by any victims or witness.

## 7.3 Company

- Samsung seeks to create a workplace environment which is free from any form of harassment. We will take active steps to implement these Guidelines and procedures to deal with harassment.
- Samsung will provide periodic training to employees, managers and supervisors on the company's policies to prevent harassment in the workplace, instructions for appropriate disciplinary measures and procedures to address harassment, including as part of their induction into the company.

## 8. Guidelines Review

Samsung encourages Human Resources or, where applicable, other relevant departments to report on compliance with these Guidelines. These Guidelines will be reviewed and updated periodically should new standards or requirements arise.

## Document History

Version	Changes	Date	Responsible
Ver. 1.0	<ul style="list-style-type: none"><li>• Initial release of document</li></ul>	Aug. 2018	Human Resource