

# CAMOS

## Code of Conduct



Camos “Code of Conduct” provides specific instructions that outlines for compliance with all laws and followed standard such as International Labor Organization standards (ILO), Universal Declaration of Human Rights (UDHR), Social Accountability International (SAI), and the Ethical Trading Initiative (ETI) were used as reference in preparing this “Code of Conduct”

The Camos “Code of Conduct” consists of the following sections,

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## **Section 1. Corporate Ethical Philosophy**

### **I. Corporate Philosophy**

Camos primarily focuses on the vehicle safety product business which is a foundation stone for the future industry. The company runs under the business principles of basic ethical standards “Creativity, Sincerity, Love”. And by having sincerity and setting ethical industrial culture all of Camos staffs will work together to co- develop, and obey following philosophy principles and value judgment standards,

1. Creativity : Camos will develop a trustworthy environment where the company, workers, products, and customers can trust each other
2. Sincerity : Camos will develop a culture of hope where the companies, customers, and workers share the vision
3. Love : Camos will practice a culture of rewarding by sharing the profit made by honest business

### **II. Corporate Identity & Motto**

“CAMOS” (AMO) this pronunciation means “Love”. It is in this same vein that Camos’s motto is Love.

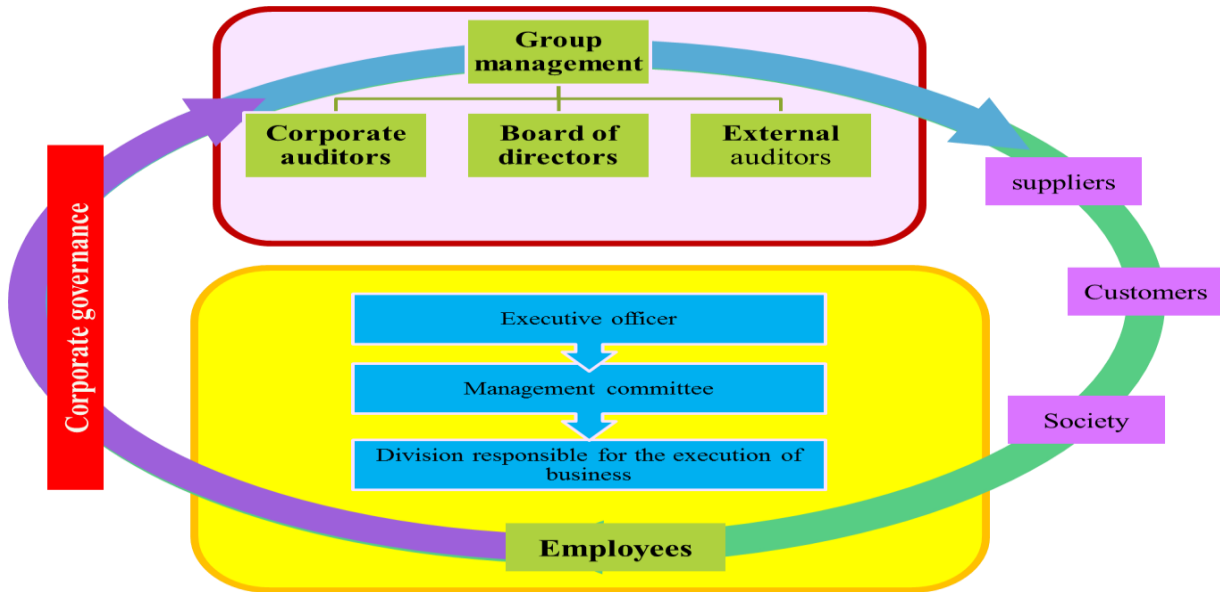


Red mark of A, as the representation of the CAMOS standards for “Eternity” and “infinity”. It reflects the strong will and desire of the Camos community of employees to move toward globally. The right blue color represents “Sincerity” in our motto.

### **III. Corporate Governance**

When we established the Camos way, a set of guiding principles and values that serves as a foundation for its business activities. According to this concept, the Camos is committed to enhance and promoted the corporate governance system while working hard to achieve sustainable business growth and increase corporate values.

## Camos corporate governance system



## Section 2. Labor and Human Rights

From the very beginning, Camos has been built on the foundation of the spirit of three loves: love your neighbor, love your country, and love your work-Among the three loves, “love your neighbor” is the basis of the Camos’s respect of human rights. Camos has cherished this spirit since the foundation of the company. Camos incorporated the guidance on human rights and labor into the corporate principles stipulated in the “Code of Conduct” which both executives and employees are required to observe, based on which, efforts to address human right and labor issues have been undertaken.

### I. Protection of Human Rights

The company shall treat all employees as independent personalities and strive to protect their human rights. In addition, Camos must provide products and innovations that will benefit society and encourage the overall well-being of customers and employees alike.

### II. Discrimination

Camos must not discriminate against gender, education, religion, origin, physical condition, and so on towards any employee and customers.

### **III. Forced Labor**

Camos is prohibited by law to force employees to work against personal free-will.

### **IV. Minor Labor**

Camos shall not employ children or minors according to domestic and international law. In addition, Camos must comply with all legal requirements for the work of authorized young workers, particularly those pertaining to hours of work, wages, safety, working conditions, and the handling of certain materials

### **V. Assault and Battery**

Camos is prohibited to assault, intimidate, beat, verbally abuse, and commit unjust acts to employees.

### **VI. Women's Rights**

Camos must ensure women workers receive equal treatment in all aspects of employment.

### **VII. Working Hours**

Except in emergency of unusual situations, a work week shall be restricted to 52 hours, including overtime, workers shall be allowed at least one day off every seven days, and overtime shall be voluntary. Under no circumstance will work weeks exceed the maximum permitted hours under applicable laws and regulations.

## **Section 3. Health and Safety**

Camos must be committed to creating safe working conditions and a healthy work environment for all of workers. To prevent accidents, human resources and management must carry out steps such ensure the safety of employees and customers.

### **I. Workplace Safety**

To ensure safety among the workplace, all employees must wear appropriate clothing for work. Also, it is required for the employees to continually keep the work area clean and arranged. There must be an advanced check to ensure employees are fit to use dangerous machinery. Management must provide sufficient knowledge to workers in case of a fire or chaotic event.

### **II. Prevention of Chemical Exposure**

Camos must identify, evaluate, and control worker exposure to hazardous chemical, biological, and physical agents. It must eliminate any possible chemical hazards. If chemical hazards cannot be eliminated, Camos must provide appropriate engineering controls such as closed systems and ventilation. In all cases, Camos must provide workers appropriate personal protective equipment.

### **III. Emergency Prevention, Preparedness, and Response**

Camos must anticipate, identify, and assess emergency situations and events and minimize their impact by implementing emergency plans and response procedures, including emergency reporting, worker notification and evacuation procedures, worker training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.

### **IV. Communication**

In order to foster a safe work environment, Camos shall ensure that workers receive appropriate workplace health and safety information and training, including written

health and safety information and warnings in the primary language (Korean) of its workers. Camos must post Material Safety Data Sheets (MSDS) in the primary language of its workers for any hazardous or toxic substances used in the workplace and properly train workers who will come into contact with such substances in the workplace.

### Corporation Safety Organization Chart



## Health and Safety Information Chart

### 산업안전보건업무

구분	내용	참고	비고
작업환경측정	취약공정에 대한 유해인자 노출량 측정 및 평가	법정기준에 의거 (국소배기 포함)	노동부 결과보고
건강검진	채용검진	채용시	선택
	일반검진	전직원 대상	5년 보판
	특수검진	유해인자 노출공정 근로자	노동부 결과보고
	배치 전 검진	특수검진 대상부서 근무자	신규채용 또는 부서 이동 시
교육	채용 시	8Hr 이상	
	정기	생산직 2Hr/월 이상 사무직 1Hr/월 이상 관리감독자 16Hr/년 이상	
	특별	16Hr 이상	관리대상물질 취급자
	기타	2Hr	작업내용 변경 시
유해물질관리	명칭게시 위험물저장소 보관 금지표지 부착 MSDS 를 통한 유해성 주지	법정 관리대상 기준에 의거	
보호구	유해요인에 따른 보호구 지급	적경보호구 선정	보호구 지급대장 관리
근골격계	유해요인 조사	근골격계 부담작업 대상 개선계획 시행 및 교육	3년 1회
안전보건표지	보호구 착용 MSDS 화학물질	보호구 착용 대상 공정 사용장소마다 비치 해당 물질	
산업안전보건 위원회	노사협의회 대체	근로자/사용자 동수 원칙 분기 1회 실시	

## Safety Education Plan

# 안전보건교육계획

사업장내 안전보건교육(산업안전보건법 제 31 조, 동법 시행규칙 제 33 조)

교육과정	교육대상	교육시간	교육 내용
정기교육	근로자	<ul style="list-style-type: none"> <li>■생산직근로자: 매월 2시간 이상</li> <li>■사무직근로자: 매월 1시간 이상</li> </ul>	<ul style="list-style-type: none"> <li>◦ 산업안전보건법령에 관한 사항</li> <li>◦ 작업공정의 유해, 위험에 관한 사항</li> <li>◦ 표준안전작업방법에 관한 사항</li> <li>◦ 보호구 및 안전장치취급과 사용에 관한 사항</li> <li>◦ 안전사고사례 및 산업재해예방대책에 관한 사항</li> <li>◦ 근로자 건강증진 및 산업간호에 관한 사항</li> <li>◦ 안전보건표지 및 MSDS 에 관한 사항</li> <li>◦ 기타 안전, 보건관리에 관한 사항</li> </ul>
	관리감독자	반기 6시간 이상 또는 연간 16시간 이상	<ul style="list-style-type: none"> <li>상기내용 외</li> <li>◦ 작업안전지도요령에 관한 사항</li> <li>◦ 기계, 기구 또는 설비의 안전, 보건점검</li> <li>◦ 관리감독자의 역할과 임무에 관한 사항</li> </ul>
신규채용시 교육	신규채용근로자	6시간 이상	<ul style="list-style-type: none"> <li>◦ 산업안전보건법령에 관한 사항</li> <li>◦ 당해 설비, 기계 및 기구의 작업안전점검</li> <li>◦ 기계기구의 위험성과 안전작업방법</li> <li>◦ 근로자 건강증진 및 산업간호에 관한 사항</li> <li>◦ 물질안전보건자료에 관한 사항</li> <li>◦ 기타 안전, 보건관리에 관한 사항</li> </ul>
작업내용 변경시교육	작업내용변경시 해당근로자	2시간 이상	<ul style="list-style-type: none"> <li>◦ 신규채용시 교육내용과 동일</li> </ul>
특별교육	안전담당자 지정작업 종사자	16시간이상	<ul style="list-style-type: none"> <li>◦ 공통내용 : 신규채용시 교육내용과 동일</li> <li>◦ 개별내용 : 안전담당자 지정작업과 관련된 안전보건사항</li> </ul>

### 2. 관리책임자 등에 대한 교육(법 제 32 조 및 동법 시행규칙 제 39 조)

교육 대상	신규 과정	보수 과정
관리책임자	6시간	6시간
안전관리자	34시간	24시간
보건관리자	34시간	24시간
위험물관리자	24시간	4시간
전기안전관리자	21시간	21시간

## **Section 4. Environment**

The principles clearly show the basic policies and action guidelines that Camos follows for environmental conservation and represent the Camos's commitment to sustainable environmental management, which makes environmental conservation and the creation of economic value compatible. Camos must be committed to reducing the environmental impact of designs, manufacturing processes, and waste emissions.

### **I. Hazardous Substance Management and Restrictions**

Camos must comply with the customer's Regulated Substances Specification and with any applicable laws and regulations prohibiting or restricting specific substances.

To ensure safe handling, movement, storage, recycling, reuse, and disposal, Camos must identify and manage substances that pose a hazard if released to the environment and comply with applicable labeling laws and regulations for recycling and disposal.

### **II. Waste Water and Solid Waste Emissions**

Waste water and solid waste generated from operations, industrial processes, and sanitation facilities must be monitored, controlled, and treated as required by applicable laws and regulations before discharge or disposal.

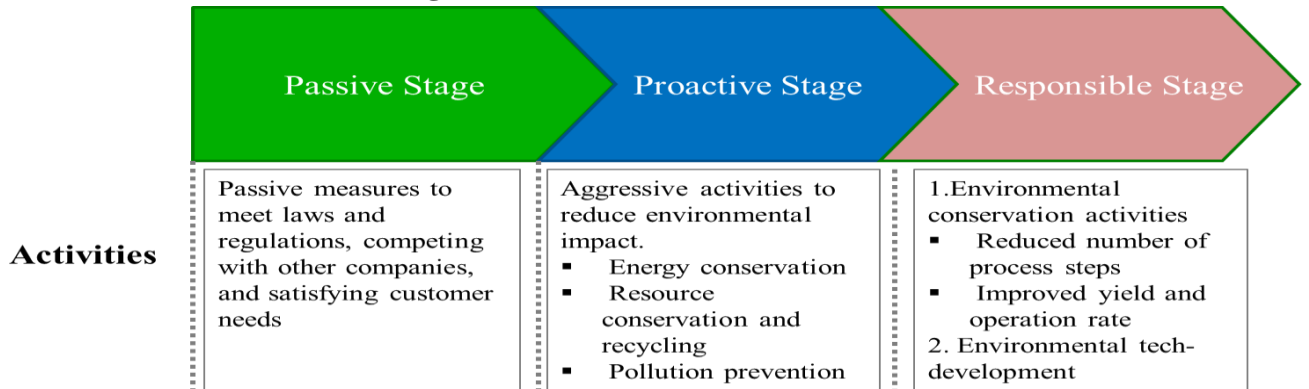
### **III. Air Emissions**

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals, and combustion by-products generated from operation must be characterized, monitored, controlled, and treated as required by applicable laws and regulations before discharge.


## IV. Pollution Prevention and Resource Reduction


Camos must endeavor to reduce or eliminate waste of all types, including water and energy, by implementing appropriate conservation measures in Camos facilities, in Camos maintenance and production process, and by recycling, re-using, or substituting materials.

### Three stages in Environmental Conservation Activities



### Camos Internal Environment Regulation






## Environmental Policy

CAMOS Co., Ltd. actively responds to changes in the era of environmental management. We take the lead in the development of eco-friendly products and process technologies in a leading position in the industry, and strive to faithfully fulfill the role of a sound company that respects human values and fulfills its social responsibilities.

- 1. 환경 경영시스템 운영 (Operation of Environmental Management System)**  
Minimize the environmental impact of our activities, products or services.
- 2. 지속적인 개선 (Continual Improvement)**  
Continuous improvement for environment preservation in all processes such as production, sale, distribution, use and disposal of our products.
- 3. 오염방지 (Prevention of Pollution)**  
Through material and process substitution, waste generation, it eliminates the use of hazardous substances and energy, minimizes the emission of environmental pollutants through reuse / recycling and proper process control.
- 4. 환경법규 준수 (Observe the Environmental Law)**  
We comply with environment-related international agreements, laws, and environmental standards required by customers. It continuously improves its level.
- 5. 공개적 경영 (Public Management)**  
We will make our environmental policy transparent to the general public and realize transparent environmental management.
- 6. 제품 내 유해화학물질의 관리(Management of Hazardous Chemical Substances in Products)**  
To ensure that hazardous chemicals in products comply with relevant international conventions, regulations and customer requirements.

**In order to achieve the above environmental policy and objectives, Provide responsibility and authority to provide resources, and to appoint the head of the quality management team as the management agent and to carry out all the affairs affecting the environmental management system.**

2021.11.17  
CAMOS Co., Ltd  
CEO Chun-seok Choi



## **Section 5. Ethics**

Camos runs under the business principles of excellent ethical standards of “Love”. Camos must be committed to the highest standards of ethical conduct when dealing with workers, suppliers, and customers.

### **I. Ethical Standards**

All Camos employees shall follow the ethical standards and principles that is the foundation of Camos’s existence

### **II.. Fair Performance of Duty**

Employees will not use or embezzle the company’s physical and intellectual property for private purposes. Also, employees can not engage in any business for personal profit without the permission of Camos. Any form of money transaction and solicitation that interferes with fair performance of duty will not be tolerated from the company’s partners and shareholders.

### **III. Entertainment**

Any business related entertainment and benefits cannot be given from competitive companies and shareholders. Only under the condition of potential profit may benefits be offered.

### **IV. Information Security**

Camos’s private information must be secured at all times to prevent fraud. Only if upper management approves it should employee release information to the public. Information must not be altered or tampered with to ensure accurate material. Regarding gathering information, business ethics must be strictly followed to avoid legal misfortunes.

## **V. Double Employment**

Without Camos's consent, a person cannot be employed for another company. Also, the employee cannot start and run a new business that is in the same field of business as Camos's.

## **VI. Proof of Truthfulness**

If there is any doubt that Camos went through any illegal transactions or business, all employees hold responsibility and must obtain proof that all of his or her businesses are legitimate.

## **VII. Transactions**

All transactions should be held with mutual respect at all times. An employee cannot use superior authority to create any impartial requests or transactions.

## **VIII. Personal Development**

Camos personals should shape and develop themselves to work in an era of endless opportunities and competition. Employees should continuously develop themselves to challenge and stride towards a changing future.

## **IX. Organization Culture**

The relationship every employee has with one another must be built on trust, diligence, and respect. To create a constructive mood and a nurturing environment, there must be a bond based on mutual collaboration to give customers superior service and products. Slandering should be avoided to discontinue hostility. Sexual harassment is not tolerated due to the emotional and physical violation an employee can do to another. Not only is it illegal, it will cause the loss of desire to work and decrease work efficiency.

## **X. Healthy Social Lifestyle**

Camos strives to act as a role model for society. Employees should not use his or her company position to give benefits to a certain social organization or a political party. Any unethical acts are prohibited.

## **XI. Reward and Punishment**

Camos is willing to reward and give appropriate compensation to workers contribute greatly to Camos's output. In addition, Camos has the ability to punish workers that do not follow ethical business practices.

## **XII. Community Engagement**

Camos is encouraged to engage the community to help foster social and economic development and to contribute to the sustainability of the communities in which operate.

## **XIII. Protection of intellectual Property**

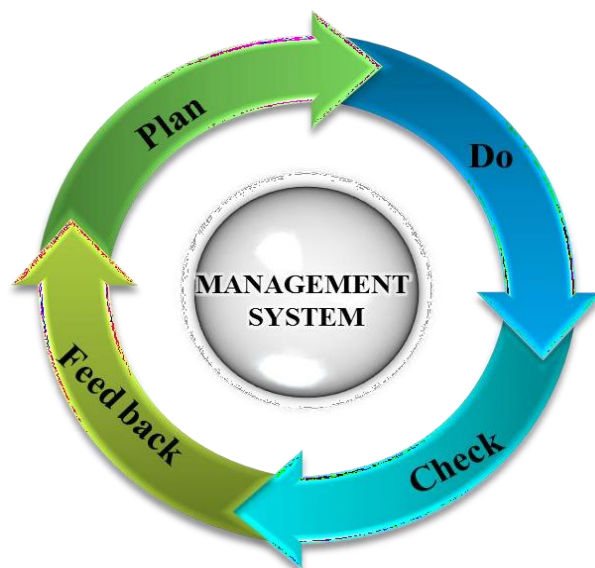
Camos must respect intellectual property rights; safeguard customer information; and transfer of technology and know-how must be done in a manner that protects intellectual property rights.

## Section 6. Management Systems

Camos must adopt or establish a management system designed to ensure compliance with “Code of Conduct” and applicable laws and regulation, identify and mitigate related operational risks, and facilitate continuous improvement.

### I. Management Systems Framework

Camos’s management system is a systematic approach for “Code of Conduct” goals and priorities into routine operations. Not only does documentation of the system ensure consistency over time, there is also a growing body of evidence indicating the considerable value in defining a systematic approach to managing “Code of Conduct” issues. Camos define a management system approach as a set of process and practices that enable an organization to reduce its “Code of Conduct” impacts and risk, and meet “Code of Conduct” requirements. This focus on processes and practices is common to all management systems, which are generally founded on the “Plan, Do, Check, follow up” cycle of continuous improvement.



## **II. Legal and Customers Requirements**

The purpose of this process is to identify, monitor, and understand applicable laws and regulations and the additional requirements imposed by “Code of Conduct”. Camos shall obtain and keep current a valid business license as required by applicable laws and regulations.

## **III. Risk Assessment and Management**

To provide separate document

## **IV. Training**

Programs for training managers and workers to implement the company’s policies, procedures, and improvement objectives.

## **V. Communication**

The process of communicating clear and accurate information about the company’s performance, practices, and expectations to its workers, suppliers and customers.

## **VI. Worker Feedback and Participation**

An ongoing process to obtain feedback on processes and practices related to the “Code of Conduct” and to foster continuous improvement.

## **VII. Corrective Action Process**

A process for timely correction of any deficiencies identified by an internal or external audit, assessment, inspection, investigation, or review.

## **VIII. Documentation and Records**

Creation of documents and records to ensure regulatory compliance and conformity to the “Code of Conduct”, with appropriate confidentiality measures to protect privacy.