



## Human Resources

# Labor and Ethics - Amkor Worldwide Policy and Procedure

Document #	HR-300
Revision #	4
Rev Date	26 Apr 2021

## 1. PURPOSE

- a. Amkor is committed to provide a working environment where the human rights of workers are upheld, and employees are treated with dignity and respect. Amkor management and all of its employees shall be responsible in conducting business activities in accordance with the Amkor Code of Business Conduct (the "Code"), the Responsible Business Alliance Code of Conduct ("RBA Code"), and local Human Resources (HR) policies.

## 2. POLICY STATEMENT

- a. **Amkor is committed to conduct its business in an honest and professional manner and uses the Code as its guide to promote compliance with applicable governmental laws, rules and regulations and the prompt reporting of possible Code violations.**

- Amkor shall monitor its working environment and business conduct and will update the Code with new and amended laws and regulations as required.
- Amkor shall communicate its labor and ethics policies and initiatives to employees and, where practicable, other stakeholders. Amkor shall encourage our subcontractors and suppliers to adopt similar labor and ethics policies and practices.
- Amkor shall establish and implement objectives, targets, and programs to improve our working environment and conduct audits and reviews, when appropriate, to ensure adherence to this policy.

- b. **Amkor shall be guided by the following Labor Standards:**

- **Freely Chosen Employment**

Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company- provided facilities including, if applicable, workers' dormitories or living quarters. As part of the hiring process, all workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment. Foreign migrant workers must receive the employment agreement prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms. All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker's contract. Amkor, its agents, and sub-agents' may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such as government-issued identification, passports, or work permits. Amkor can only hold documentation if such holdings are required by law. In this case, at no time should workers be denied access to their documents. Workers shall not be required to pay Amkor's agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

- **Young Workers**

Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for

employment in the country, whichever is greatest. Amkor shall implement an appropriate mechanism to verify the age of workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Amkor shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. Amkor shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks. If child labor is identified, assistance/remediation is provided.

- **Working Hours**

Studies of business practices clearly link worker strain to reduced productivity, increased turnover, and increased injury and illness. Working hours are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime must be voluntary. Workers shall be allowed at least one day off every seven days.

- **Wages and Benefits**

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

- **Humane Treatment**

There is to be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

- **Non-Discrimination/Non-Harassment**

Amkor should be committed to a workplace free of harassment and unlawful discrimination. Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way. This was drafted in consideration of ILO Discrimination (Employment and Occupation) Convention (No.111).

- **Freedom of Association**

In conformance with local law, Amkor shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.

**c. Amkor shall be guided by the following Ethical Standards:**

- **Business Integrity**

The highest standards of integrity are to be upheld in all business interactions. Amkor shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion, and embezzlement.

- **No Improper Advantage**

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given, or accepted. This prohibition covers promising, offering, authorizing, giving, or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

- **Disclosure of Information**

All business dealings should be transparently performed and accurately reflected on the Amkor's business books and records. Information regarding participant's labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

- **Intellectual Property**

Intellectual property rights are to be respected, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

- **Fair Business, Advertising and Competition**

Standards of fair business, advertising, and competition are to be upheld.

- **Protection of Identity and Non-Retaliation**

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Amkor should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

- **Responsible Sourcing of Minerals**

Amkor shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organisation for Economic Co-operation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas or an equivalent and recognized due diligence framework.

- **Privacy**

Amkor is to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Amkor is to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

### 3. SCOPE AND OBJECTIVE

---

- a. This Labor and Ethics Policy applies to all employees and suppliers of Amkor and shall be implemented in accordance with local labor laws.
- b. Amkor shall adopt a management system whose scope is related to the content of this Policy. The management system shall be designed to ensure:
  - compliance with applicable laws, regulations and customer requirements related to Amkor's operations and products;
  - conformance with this Policy; and
  - identification and mitigation of operational risks related to this Policy.

It should also facilitate continual improvement.

- c. Amkor reserves the right to interpret and apply the provisions of this policy, and this policy may be updated at any time.
- d. In the event this policy conflicts with an existing federal, state, or local law, the law will prevail.

### 4. RESPONSIBILITY

---

- a. Each Amkor factory President shall be responsible in fulfilling this commitment by providing direction to attain compliance with all applicable labor laws and standards.
- b. Each local Human Resources Department head shall be Amkor's designated representative for labor and ethics policies and shall be responsible for assuring and facilitating compliance with labor and ethics laws, regulations, codes, standards, and management systems. The local Human Resources Department will work with the appropriate departments to:
  - Identify, monitor and understand applicable labor and ethics laws and standards,
  - Identify and assess labor practice and ethics risks associated with Amkor's operations and then develop and implement appropriate procedures to manage identified risks,
  - Establish labor and ethics objectives and perform a periodic assessment to assess achievement of objectives,
  - Create training programs for managers and workers to implement policies and procedures,
  - Communicate information about policies and practices to stakeholders, and
  - Conduct periodic self-evaluations and maintain appropriate documents and records.

## 5. REVISION LOG

---

Rev #	Rev Date	Revision Description	Doc Author	Approver
1	19 May 2017	<ul style="list-style-type: none"><li>Updated format.</li><li>Updated to reflect recent revisions to the EICC Code</li><li>Clarified language throughout.</li></ul>	Anthony De Paoli / Sako Nishida	Brenda Perry
2	04 Dec 2017	<ul style="list-style-type: none"><li>Electronic Industry Citizenship Coalition ("EICC") name change to Responsible Business Alliance (RBA)</li></ul>	HyeJu Lee / Sako Nishida	Brenda Perry
3	24 Apr 2018	<ul style="list-style-type: none"><li>Updated to reflect the Responsible Business Alliance (RBA) Code change from 5.1.1 to 6.0</li></ul>	MinJong Park / Sako Nishida	Brenda Perry
4	26 Apr 2021	<ul style="list-style-type: none"><li>Updated to reflect recent revisions to the RBA Code 7.0</li></ul>	HyeJu Lee / Sako Nishida	Brenda Perry