

PART 1. THE CODE OF ETHICS

THE CODE OF ETHICS

CHAPTER 1 GENERAL PROVISIONS

Article 1 (Purpose)

The purpose of this Code of Ethics (hereinafter the “Code”) is to provide the employees and officers of ChildFund Korea (hereinafter the “ChildFund”), a social welfare foundation, with a standard of judgment regarding their decision-making processes and behaviors in the process of performing duties so that they can understand and practice ethical management.

Article 2 (Scope of Application)

The Code applies the employees and officers, sponsored children, sponsors and volunteers of ChildFund, and all related parties in cooperative relationships with ChildFund (hereinafter “Members”).

Article 3 (Compliance Duty)

The employees and officers of ChildFund shall fully understand and comply with the Code thoroughly by taking them as the standard for their behaviors and value judgments.

Article 4 (Relations with Other Regulations)

This Code shall prevail over any other regulations and guidelines, etc. of ChildFund.

CHAPTER 2 ATTITUDE AS THE EMPLOYEES AND OFFICERS

Article 5 (Primary Responsibilities)

① The employees and officers of ChildFund shall not engage in any unethical/illegal activities that would cause loss to ChildFund or harm the reputation of ChildFund, and shall endeavor to maintain personal dignity and the reputation of ChildFund with high ethical values.

② The employees and officers of ChildFund shall improve the value of ChildFund and establish an ethical organizational culture by practicing continuous management innovation and transparent management so that ChildFund can grow and develop along with Members by becoming a foundation where children in need of help desire, a foundation where sponsors believe worth sponsoring and a foundation where volunteers wish to join.

③ The employees and officers of ChildFund shall be subject to strict disciplinary action in accordance with Article 21 (Investigation and Disciplinary Action) of the Code if violating any provisions hereof. In the event that they are in violation of this Code or become aware of any violations, they shall be obligated to report it in accordance with Article 19 of this Code (Duty to Report).

④ The employees and officers of ChildFund shall endeavor to increase performance and efficiency through cooperation among departments and effective communication.

Article 6 (Establishment of Sound Organizational Culture)

① The employees and officers of ChildFund shall respect privacy of each other, and behave with basic manners.

② The employees and officers of ChildFund shall dress neatly and behave politely with responsibility and pride that their individual conduct represent the ChildFund.

③ The employees and officers of ChildFund shall create an atmosphere where individuals can suggest creative ideas and propose opinions freely so that they can make a communicative organizational culture.

④ The employees and officers of ChildFund shall not discriminate each other on the grounds of gender, academic achievement and religion, etc. and evaluate performance of each other based on fair criteria/standards and compensate for their achievement reasonably.

⑤ The employees and officers of ChildFund shall create a work environment where people can work with a will to change and a challenging spirit.

⑥ The employees and officers of ChildFund shall acknowledge that ChildFund is a community that work toward common goals, and pursue growth and development of ChildFund by excluding selfishness and working in cooperation between departments.

Article 7 (Fair Performance of Duties)

① The employees and officers of ChildFund shall perform their duties fairly by fully understanding various laws, and regulations and guidelines of ChildFund.

② The employees and officers of ChildFund shall perform their duties by clearly acknowledging their rights and responsibilities given by ChildFund in accordance with the policy and management plans of ChildFund, and shall be responsible for the results thereof.

③ The employees and officers of ChildFund shall ensure that there is no conflict of interest with ChildFund in the process of performing their duties. In case of any conflict of interest with ChildFund, they shall consider the interests of ChildFund as a top priority as long as it does not violate ethical standards.

Article 8 (Protection of Assets and Information of ChildFund)

① The employees and officers of ChildFund shall actively protect any tangible/intangible assets of ChildFund including its intellectual properties.

② The employees and officers of ChildFund shall not reveal information obtained in connection with business, and shall not leak or disclose such information to a third party without prior consent or approval. This confidential obligation shall survive the termination of the employment perpetually.

③ The employees and officers of ChildFund shall use assets of ChildFund and work hours fit for the function and purposes of ChildFund.

④ The employees and officers of ChildFund shall not obtain unjust gains using confidential information obtained during their term of employment.

⑤ Personal data of the employees and officers of ChildFund shall be collected and processed based on the applicable laws and regulations, and legally authorized persons may only access such personal data if required for performance of duties.

Article 9 (Preparation and disclosure of accurate and transparent accounting information)

① The employees and officers of ChildFund shall accurately record and maintain accounting information in accordance with the applicable laws and generally accepted accounting standards and regulations of ChildFund, etc., and shall not distort or hide them.

② The employees and officers of ChildFund shall use an accurate and transparent internal accounting system, and maintain electronic accounting books and records reflecting transactions.

③ The employees and officers of ChildFund shall precisely reflect the relevant facts and data, etc. when preparing the management data of ChildFund including financial information.

④ The employees and officers of ChildFund shall disclose information related to ChildFund transparently in accordance with various laws and regulations and ChildFund's regulations, etc.

Article 10 (Safety Accident Prevention and Risk Management)

① The employees and officers of ChildFund have responsibilities and obligations to promote the safety of ChildFund, and shall endeavor to prevent any safety accidents when performing their duties.

② The employees and officers of ChildFund shall report immediately and handle any emergent situation such as a disaster or fire with the utmost effort.

③ The employees and officers of ChildFund shall comply with safety-related regulations and standards in daily life, and strictly follow safety rules in the workplace.

④ The employees and officers of ChildFund shall prevent/prepare for crisis of ChildFund (management crisis, disaster, etc.), and shall actively take responsive actions and recovery measures in the event of crisis.

Article 11(Prohibition on Pecuniary Transactions)

The employees and officers of ChildFund shall neither make wrongful requests, conduct pecuniary transactions nor unlawfully receive/offer money and valuables for personal purposes, except for a

receipt/offer of simple presents within a socially acceptable range (a present for birthday, transfer or family events, etc.) among themselves.

Article 12 (Prohibition of sexual harassment within the workplace)

The employees and officers of ChildFund shall fully understand the relevant matters concerning prevention of sexual harassment through training and practicing lessons learned from the training, and shall refrain from any words or actions that might be acknowledged as sexual harassment.

Article 13 (Refusing Unreasonable Instructions)

The employees and officers of ChildFund shall make the best effort to follow work-related instructions of supervisors, however they may refuse to follow instructions if they are clearly unreasonable or illegal.

Article 14 (Prohibition on Political Activities)

① The employees and officers of ChildFund shall not be involved in politics, and shall not directly/indirectly offer illegal contributions or expenses to any elective office candidates, political parties, or political committees. However, they may express their opinions regarding policy making or enactment of laws concerning the interest of ChildFund.

② The employees and officers of ChildFund shall be careful not to cause any misunderstanding that their personal political views may be considered as the official position of ChildFund, and shall not engage in any political activities within the workplace.

Article 15 (Protection of Children and Data)

① The employees and officers of ChildFund shall use the United Nations Convention on the Rights of the Child as the basis when conducting business in the interest of children, their family and the local community.

② The employees and officers of ChildFund shall keep any personal data of a child strictly confidential, and shall not use or disclose them without the prior consent of the child.

③ The employees and officers of ChildFund shall transparently disclose any information which sponsored children should be aware of or ought to be informed so that they can make reasonable decisions.

Article 16 (Protection of Personal Data of Sponsors/Volunteers)

① The employees and officers of ChildFund shall not reveal personal data of sponsors/volunteers to a third person or use them for other purposes without their prior consent.

② The employees and officers of ChildFund shall transparently disclose any information which sponsors/volunteers should be aware of or ought to be informed so that they can make reasonable decisions.

Article 17 (Transparent Fund-raising and Distribution)

① The employees and officers of ChildFund shall raise funds based on voluntary participation and trust of people and sponsors.

② The employees and officers of ChildFund shall not raise funds in the interest of specific organizations or individuals in violation of ChildFund's policy.

③ The employees and officers of ChildFund shall distribute donated funds in a fair and transparent manner to change the sponsored children positively and to improve the quality of their lives.

④ The employees and officers of ChildFund shall give guidance and inspections on a regular basis to ensure that the distributed donated funds and goods are used to serve the purpose of supporting.

CHAPTER 3 DUTY TO REPORT AND PROTECTION OF WHISTLEBLOWERS

Article 18 (Ethical Management Organization)

① A department in charge of ethical management shall plan, adjust and generally oversee ethical management businesses of ChildFund, and shall assist the Management and a decision making organization in respect of ethical management business.

② Audit shall investigate any violations or suspected violations of this Code and the Guidelines, and share the investigation results with the department in charge of ethical management.

Article 19 (Duty to Report)

① In case of any doubt concerning the interpretation or practice hereof, the employees and officers of ChildFund shall make inquiries to the department in charge of ethical management or Cyber Audit.

② In the event that the employees and officers of ChildFund are aware of any violations or suspected violations of this Code, they shall immediately report such incident to Cyber Audit.

Article 20 (Protection of Whistleblowers)

① Members should not inform or disclose the identity of a whistleblower or any facts from which one can readily infer that he or she is a whistleblower to another person.

② Members should not interfere with whistleblowing or compels a whistleblower to withdraw the whistleblowing.

③ The employees and officers of ChildFund who reported any violations or suspected violations should not be subject to any disadvantages in relation to employment status or any other matters.

④ If a whistleblower requests actions to be taken in relation to personnel affairs such as change of career or transfer-in or transfer-out, etc., ChildFund shall consider this as a priority if such request is reasonable.

CHAPTER 4 INVESTIGATION AND DISCIPLINARY ACTIONS

Article 21 (Investigation and Disciplinary Action)

① Audit shall undertake an investigation if it deems that an investigation is necessary with regard to any violations or any suspected violations of this Code.

1. Audit shall undertake an investigation within 10 days from receipt of report, and in case that a violation is discovered, it shall prepare supporting documents and investigation details in writing and report them to Head of Audit.
2. Head of Audit shall determine which matters are referable to the Personnel Committee by cooperating with the department in charge of ethical management and the relevant department, and shall refer such matters to the Committee accompanied with the relevant supporting documents and investigation details in writing, and then take necessary measures in accordance with decisions made by the Committee.
3. Additional measures may be taken including civil and criminal lawsuits independent of internal disciplinary action depending on the nature of the violations.

② Any disciplinary action against the employees and officers of ChildFund following the violation of the Code shall be taken in accordance with the Personnel Regulations of ChildFund and the Regulations of the Personnel Committee.

CHAPTER 5 SUPPLEMENTARY PROVISIONS

Article 22 (Effect)

This Code of Ethics shall take effect on the date of approval by the president of ChildFund.

Supplementary Provision (Enacted on February 25, 2015)

This Code of Ethics shall take effect upon enactment.

Supplementary Provision (Revised on December 26, 2017)

This Code of Ethics shall take effect as of January 1, 2018. (Complete Revision)