# **Communication on Progress**

### Statement of continued support by the Chief Executive Officer

To our stakeholders:

I am pleased to confirm that [SK innovation CO, LTD] reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture, and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Sincerely yours,

[Jun Kim]
[Chief Executive Officer]

# **Human Rights**

# Assessment, policy and goals

### **Human Rights Policies**

SK innovation and its subsidiaries have set SHE (Safety Health Environment) policies, recruitment procedures, ethical standards and code of conduct for suppliers, and ethical purchase guidelines and ensure strict compliance to prevent direct and indirect violation of human rights. In October 2007, we joined the UNGC (United Nations Global Compact), a global sustainability management initiative, and declared its support for the Ten Principles in four areas: human rights, labor, environment, and anticorruption. We also support global codes such as ILO (International Labor Organization) conventions and UNGP (United Nations Guiding Principles on Business and Human Rights).

# Human Rights Management System

SK innovations and its subsidiaries conduct due diligence on human rights on a regular basis according to the process presented by international guidelines for the protection of human rights of employees and suppliers. The due diligence is conducted in the following order: 1) human rights impact assessment, 2) identification of impact, 3) setting goals for improvement, 4) making improvements, 5) monitoring, and 6) disclosure to stakeholders. Through this process, we manage and transparently communicate our impact on human rights to our stakeholders.

# Human Rights Impact Assessment

SK innovation and its subsidiaries conduct human rights impact assessment (both self-analysis and on-site due diligence) once a year. The online self-analysis survey developed based on the global guidelines and internal indicators including working environment and conditions as well as human resource management is prepared in Korean and English with a focus on diversity in the workplace. It is translated into a local language if requested by employees. The assessment is carried out anonymously so that the responses do not have negative impacts on participants. In 20221), an online self-analysis survey was conducted. Based on the results, FGI (Focus Group Interview) on human rights, working environment, and grievance handling of employees in various positions, including low-level, experienced, and new personnel, will be implemented SK innovation will conduct online surveys for local employees in overseas business sites, and identify and deal with various types of risks based on the results.

# Identifying Human Rights Risks

SK innovation and its subsidiaries select potential human rights issues based on the results of the human rights impact assessment. To identify risks related to stakeholders other than employees and suppliers, online communication channels are established, and offline meetings (with experts and local residents) are organized. The identified risks are classified and managed according to their direct or indirect relevance to the business operation based on the level of seriousness and the frequency of violations.

#### Setting Goals and Making Improvements

Recognizing the importance of human rights management in ESG, SK innovation and its subsidiaries have set a goal of eliminating human rights—related compliance risks and have been working towards the goal. Relevant departments established goals for improvement in each area based on the results of the impact analysis, guidelines for improving the working environment and implemented training plans, and detailed action plans while organizing training to raise the awareness of our employees. The most responses we got regarding the groups vulnerable to human rights issues and risks are 'None'. Also, there has been improvement in the category of female employees, employees with disabilities, employees undergoing pregnancy and parenting, and workplace sexual harassment compared to the last year. Therefore, it appears that the overall human rights management has been improved.

In addition, we are in the process of implementing 'O'Peace', a human rights safety net, to support the basic human rights of employees. We are also preparing to take relief measures for employees with 1–5 years of employment who are considered relatively vulnerable.

#### **Implementation**

#### **Protecting Human Rights**

SK innovation and its subsidiaries organize training to raise awareness and protect human rights. By running the 'Happy Workplace' campaign on a

regular basis, we are making sure that a culture of preventing sexual harassment and bullying in the workplace is internalized. Off-line human rights trainings specific to positions, such as leaders, on-site supervisors, new employees, and trainees are also being continuously provided.

### 'Clan,' Action Plans for Happiness

We are creating a working environment where our employees can pursue their own happiness by engaging in and making improvements to the systems and culture. As a part of this effort, 'Happiness Clan', an employeeled task force first introduced in 2020, implemented various programs and achieved meaningful results. The work of the Happiness Caln received positive responses from other employees. In 2021, we developed four new tasks for the 'Happiness Clan'. Additionally, two more company-led tasks were selected and promoted. The progress and the results of these six tasks were shared with our employees through the community board and the newsletter (Magazine h). We made sure that their feedback is reflected in the communication process.

# Creating Working Environment for Healthy Work-Life Balance

SK innovation and its subsidiaries are committed to creating a flexible working environment to promote a healthy work-life balance and enhance job performance. As part of this, we allow employees to choose their work schedules and provide a smart work program that helps them to manage their working hours. We check on a monthly basis to ensure that we do not exceed the statutory working hours and introduced a 'PC-Off' system after working hours to prevent unnecessary overtime work. Questions about working hours are included in the annual employee satisfaction survey and efforts are being made to maintain the satisfaction rates to stay above 70%. By implementing a telecommuting system, we encourage employees to spend 1.7 hours of commuting time for their families and self-development. We also provide video conference and work-sharing systems for a better telecommuting experience. Furthermore, employee-led improvements to our vacation and leave system are being made to ensure a work-life balance from a long-term perspective.

# Measurement of outcomes

### **Employee Satisfaction Survey**

SK innovation conducts an annual employee satisfaction survey to check the level of their satisfaction and identify factors that affect the results. In 2021, the survey was carried out for all employees and similar to the previous year more than 70% of employees participated. The level of employee satisfaction is defined and rated in four areas: life satisfaction, the meaning of life, positive emotion, and negative emotion. In 2021, 71.2 points (out of 100), an increase of 0.3 points from the previous year, were scored. After the survey, we select key factors that affect our employees' happiness out of 16 options

and define areas to be improved. 'Happiness Tasks' are then selected based on their preference. This year, more that 77% employees responded that they were satisfied with SK innovation's Happiness Tasks.

Further Information:

Measurement of outcomes are disclosed on our 2021 ESG Performance Report which is available on our website.

http://eng.skinnovation.com/esg/sr\_02.asp

#### Labour

# Assessment, policy and goals

Employees are at the heart of our growth and development. We strive to ensure that SK innovation provides an ideal work places where all of our employees bring out their best in their jobs. As part of efforts towards the best place to work, we carry out a wide range of activities, including the operation of systematic human resource development programs to help our employees enhance their capabilities and the implementation of an ability–based reward system.

#### **Detailed Guidelines**

Respect for human rights: SKI shall respect all its employees as humans, and endeavor not to make any compromises on human rights.

Prohibition of forced labor: SKI shall not force labor against an employee's free will through mental or physical oppression including slavery and human trafficking. It shall not demand the transfer of government-issued IDs, passports, or labor permits as condition for employment.

Prohibition of child labor: SKI shall not hire children or youths under 15 years of age. Child labor Regarding anyone less than 18 years of age, SKI shall hire him/her in compliance with labor laws, and shall not put him/her to dangerous, hazardous work.

Working hours: Regular working hours and overtime work shall comply with the standards prescribed by the labor laws of the relevant country or region.

Wages: SKI shall set its employees' wages at a level not lower than the minimum level set by the labor laws of the respective country or region.

Non-discrimination

SKI shall not discriminate when hiring on any basis including gender, race, nationality, ethnicity, or religion, and shall not discriminate in conditions of work such as wages and promotions on the basis of the same.

Freedom of association: SKI shall guarantee freedom of association and the right to collective bargaining under the labor laws of the relevant country or region, and shall not impose unfavorable treatment on the basis of labor union membership, activities, or organization.

Workplace safety and environment: SKI shall endeavor to create a pleasant work environment and prevent safety accidents by complying with international standards, applicable laws, and internal regulations on the work environment.

Due diligence process for human rights protection: SKI, for effective human rights protection, shall strive for risk prevention and human rights protection by diligently performing its human rights due diligence process.

#### Sexual Harassment Prevention Policy

SK innovation bans sexual harassment including the behavior of employers, supervisors or workers makes other worker feel sexually humiliated or disgusted with sexual words, actions of demands using their superior position or title or in relation to work, or the behavior of giving disadvantages for reasons of not responding to sexual words, behaviors and demands or expressing an intention to offer benefits in return for a sexual demand. SK innovation responds to a sexual harassment case as soon as it is reported based on zero-tolerance policy and keeps confidentiality including the identity of victims and reporters. There should be no disadvantages caused by reporting a case. If such behavior is confirmed by investigation, appropriate actions such as disciplinary, corrective and legal actions are taken.

#### Sexual harassment prevention training

- SK innovation conducts sexual harassment prevention training as a mandatory course for all employees once a year.
- SK innovation conducts online and offline training considering the characteristics of various level of employees such as organizational leaders, onsite supervisors, new employees and trainees.
- SK innovation conducts training by sending sexual harassment prevention letter regularly to all employees every year.

### Reporting and counseling process

- Reporting a case: A victim or a witness may report a sexual harassment case to the Grievances Handling Center and reporting can be made via e-mail, telephone or meeting.
- Official handling procedure: Investigation committee composed of female members, in-house lawyers, etc. is organized to investigate the case and makes a decision on actions.

#### Disciplinary and corrective actions

- The investigation committee investigates the case and decides appropriate HR and disciplinary actions on the person who committed sexual harassment based on company regulations. Then a reporter or a victim is informed of the investigation results including disciplinary actions or transfer to other department.
- SK innovation conducts survey on the awareness of employees on sexual harassment and state to prevent the recurrence of the case for all employees after closing the case. Actions to restore the rights of a victim are implemented and the person who committed sexual harassment and a victim are managed continuously.
- Temporary separation measures such as paid leave for a victim or ordering the person who committed sexual harassment to wait to be assigned to prevent

secondary damage. In addition, we support the psychological heading of victims by using Harmonia Counseling Coaching Center that provides psychological recovery programs or state-supported psychological treatment.

#### Workplace Harassment Prevention Policy

SK innovation bans workplace harassment including the behavior of executives (employer) or employees (workers) to inflict physical or psychological distress on other workers using their position or relationship at the workplace or deteriorate the working environment. SK innovation keeps confidentiality including the identity of victims and reporters and there should be no disadvantages caused by reporting a case. If such behavior is confirmed by investigation, appropriate actions such as disciplinary, corrective and legal actions are taken.

#### Workplace harassment prevention training

- SK innovation conducts training by sending workplace harassment prevention letter regularly to all employees every year.
- SK innovation conducts online and offline training considering the characteristics of various level of employees such as organizational leaders, onsite supervisors, new employees and trainees.

#### Reporting and counseling process

- Reporting a case: A victim or a witness may report a workplace harassment case to the Grievances Handling Center and reporting can be made via e-mail, telephone or meeting.
- Counseling/investigation: Investigation committee composed of in-house lawyers, etc. is organized to 1) conduct counseling and investigation, understand the case, 2) to find out whether the harassment

has been conducted repeatedly and continuously, 3) identify the damage suffered by a victim and 4) collect direct or circumstantial evidence.

#### Disciplinary and corrective actions

- The investigation committee investigates the case and decides appropriate HR and disciplinary actions on the person who committed sexual harassment based on company regulations. Then a reporter or a victim is informed of the investigation results including disciplinary actions or transfer to other department.
- SK innovation conducts workshops and training to diagnose organization and continuous monitoring necessary for the prevention of the recurrence after closing the case.
- Temporary separation measures such as paid leave for a victim or ordering the person who committed sexual harassment to wait to be assigned to prevent secondary damage. In addition, we support the psychological heading of victims by using Harmonia Counseling Coaching Center that provides psychological recovery programs or state-supported psychological treatment.

Key principles of collective agreement for SK innovation labor union SK innovation affiliates respect the management rights and the labor rights under

the basic spirit of the Constitution and labor laws, protect union employees' human rights by establishing normal labor-management relations and union employees' work conditions on equal footing, and regularly cooperate with the labor union for the purpose of contributing to improvements in their social, economic status.

"Union member" refers to a company's employee who is an employee of the labor union, and SK innovation affiliates recognize that employees can freely join or withdraw from the union of their free will.

Biennial collective agreements apply to all union members. SK innovation affiliates' labor-management councils hold quarterly meetings and discuss matters which can benefit employees and the company alike (employee welfare betterment, complaint handling, safety management, etc.). Also, labor and management actively communicate through various non-regular communication channels (management explanation sessions, business plan sharing, union member discussion meetings, etc.). SK innovation affiliates' key internal regulations to build a healthy labor-management culture are as follows.

1. The company and the union shall ensure that the company will fulfill its social responsibility as a corporation and contribute to social development, thereby making all employees do their job feeling reward and pride, and shall make active efforts so that the company can be an enterprise trusted by the people.

The company and the union shall diligently comply with the collective agreement, and the company recognizes that the union is an organization that represents all union members concerning collective bargaining and collective agreement for matters related to the collective agreement, union activities, and union members' work conditions. The collective agreement applies to the company, the union and union members.

- 2. The company shall guarantee union members' freedom of union activities, under no circumstances intervene in legitimate union activities, and not impose any disadvantages by reason of legitimate union activities.
- 3. When enacting, revising or abolishing the rules of employment, the company shall listen to the union's opinions, and if enacting, revising or abolishing the rules of employment or the HR management regulation causes work conditions to deteriorate, shall obtain the union's prior consent.
- 4. The following are items of collective bargaining.
- 1 Union activities
- ② Wage and work conditions
- 3 Industrial safety and health
- 4 Benefits
- (5) Job security
- 6 Other matters subject to collective bargaining
- 5. Labor-management council

The company and the union shall form and operate the labor-management council to improve productivity, enhance labor-management mutual interest, and

achieve industrial peace, and agendas, such as a) productivity improvement and sharing of the results, b) handling of union members' complaints, c) safety, health, better work environment, and union members' health improvement, d) systemic improvement in HR and labor relations management, and e) union members' welfare, are discussed in the labor-management council.

#### Work environment for employees

Wages for employees SK innovation affiliates pay, as wages, basic salary, statutory allowances and bonus, and basic salary is calculated based on each employee's job competency, period of service, work performance, etc. Also, employee's wage is strictly managed to be above the minimum level set by the labor relations laws of each country or region. Each year, the companies conduct wage negotiations with the labor union, and the wage increase rate is set by reflecting domestic inflation rate.

### Work hours of employees

SK innovation affiliates comply with regular work hours and overtime hours as set by the labor relations laws of each country or region. (52 hours a week in the Republic of Korea.) Also, in the case of overtime work, SK innovation affiliates pay the employees overtime allowance based on the level set by the labor relations laws of each country or region.

# Paid leave of employees

SK innovation affiliates comply with each country's standard labor laws, grant appropriate rest to employees, and make the following efforts to raise work productivity and efficiency.

# Implementation

We run a variety of channels including SK group online channel, phone, fax, e-mail, and mail dedicated for reports to make it easier for our stakeholders to get consultation or report about ethics management issues. The reported issues and consulted cases are handled in a transparent and systematic manner through the informant protection program under the corporate regulation.

#### Ethics Counseling and Reporting System

SK innovation operates various reporting channels including online reporting site, e-mail account, tip line, and KakaoTalk channel, so that its employees, business partners, customers, and other stakeholders can easily contact and report on unethical practices. Most channels are available 24 hours a day. To enhance the accessibility and convenience of the users, links to reporting and consulting channels were added to SK innovation's official site. Alongside, an anonymous mobile reporting channel was created. SK innovation also operates a special system to protect the informants and keep the contents of the reports confidential. Any attempts to reveal the identity of the informants or whistleblowers as well as to give them any disadvantages are strictly prohibited. At the same time, we are doing our best to handle reports and contents of consultations fairly and transparently. Any reports that require further investigation are directly handled by the department in charge of ethical

management to determine whether there was a violation. The Audit Committee is updated with the progress and the results of the investigation.

# Measurement of outcomes

In 2021, a total of 157 cases were consulted and reported. Excluding the ones that were rejected or unconfirmed, 99 of identified cases were processed. We forward complaints from customers to relevant departments, and entrust the Audit Office to check the results. When consultation on ethical management is requested, we provide answers in cooperation with relevant departments. If necessary, the Audit Office investigates the requested case to determine whether there was a violation. In 2021, 33 cases out of 38 were found to be violations of ethical practice, and necessary disciplinary measures were taken in accordance with the policies and the decision of the Reward/Penalty and HR

Measurement of outcomes are disclosed on our 2021 ESG Performance Report which is available on our website.

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#### **Environment**

# Assessment, policy and goals

#### Expanding Green Portfolio

Committee.

In response to an increase in carbon emission costs and a growing demand for fundamental changes in business models in the energy/chemical business, we announced the Financial Story and established a corporate identity linked to Green Energy & Materials to support our transition to green business models. To achieve this goal, we set our Carbon to Green strategy to facilitate the transition to green operation and expand green businesses such as batteries and materials, and selected 'Expanding Green Portfolio' as a priority task for GROWTH.

We are committed to innovating our asset structure by focusing on green operation and managing the level of change as a quantitative indicator while sharing our progress with the market to boost our corporate reputation and values.

### Increasing Green Products and Services

Green products and services are an important indicator for our progress in expanding green portfolio and driving sustainable growth. Therefore, we set 'Increasing Green Products and Services' as a priority task under our GROWTH strategy.

It is required to measure the social value of our sustainable solutions to demonstrate our progress. At SK innovation, we measure the positive and negative impacts of our products and services on the environment and the benefits they provide to society in accordance with the SK Group's Double Bottom Line methodology, in an objective and strict manner. Rather than focusing on sales or profits, we estimate the social value based on the excess benefits compared to the market average baseline of other products and services in the same category. The estimated social values are presented in an objective monetary value through verification by the SK Group's CSES (Center for Social Value Enhancement Studies).

By doing so, we plan to expand our green product and service line-up in terms of their quantity and quality and to launch innovative solutions that meet the needs of Financial Society and our stakeholders.

#### Implementation

SK innovation announced the 'Carbon to Green' strategy for implementing the Financial Story in line with stakeholders' expectations and our prospects for change in 2021. We've made notable progress, creating strategic outcomes in the areas of Green Anchoring and Green Transformation.

- 1) Green Anchoring: We have expanded battery production facilities in the US, Europe, and China in order to increase our local battery orders. To this end, we are working with the global automaker Ford to secure EV batteries. We also promote the expansion of local LiBS and CCS (Ceramic Coated Separator) production facilities in response to the growing demand in Europe and China, which are considered to be the top three global EV markets along with the United States. With the battery/material business as an anchor, we have completed the BMR demo plant to promote the expansion of our business areas.
- 2) Green Transformation: In 2021, we made an equity investment to secure a source technology for plastic recycling as part of our efforts to solve problems with plastic waste and carbon emission in the energy/chemical business. To this end, we made regulatory improvements to establish fuel cell infrastructure at the gas station, and developed new business models, forming a new foundation to support future changes. We are also making investments in improving the SHE level of our energy/chemical production facilities in operation, promoting transition to green business models and enhancing stability.

In 2021, SK innovation generated KRW 309.9 billion in social value with green products and services as a result of the increase in the sales of sustainable solutions and the rapid growth of the battery/material business. The significant performance growth compared to 2020 was caused by an increase in sales of products made with green resources such as asphalt using recycled asphalt concrete and the doubled sales of EV batteries.

Also, in 2021, SK innovation built a foundation for achieving Net Zero as we explored an option pool to achieve the goal including transition to low carbon business models. As a result, we managed to reduce emissions by 12% in 2021

compared to 2019 in the energy/chemical business.

In order to provide a deep insight into our commitment and performance, we published the 2021 Net Zero Special Report as part of our efforts to maintain close communication with our stakeholders.

To ensure rapid and efficient transition to Net Zero, SK innovation plans to update its Net Zero Roadmap every year from 2022 and check the progress at a company–wide level, and then reset the target if necessary. We also plan to establish a process of monitoring the progress and report it to the Board of Directors. The initiative for reflecting short–term Net Zero performance in the KPIs introduced by SK innovation in 2021 will be extended to our subsidiaries to promote their implementation.

Further outcomes are disclosed on our ESG Report available on our website.

# Measurement of outcomes

SK innovation has established an ESG Committee under its board of directors to review the overall agenda for responding to climate change and managing ESG performance. The ESG Committee monitors SK innovation's Net Zero Roadmap and company-wide ESG risks, and serves as a key decision-making body to guide climate change response.

Climate change risks and opportunities are directly or indirectly reflected in the KPI of the management as well as all executives and employees to help practical decision-making at the management level and identify new business opportunities. As part of DBL management, the evaluation of tasks for sustainable business innovation is reflected

directly or indirectly in SK innovation's overall KPI, and thus sustainable business innovation acts as a factor in innovating the direction of management strategy. SK innovation's CEO KPI is one of the strategic challenges to facilitate the achievement of the Financial Story, and consists of 10% of the activities to achieve the Net Zero roadmap, and 10% of the ESG management activities in the key areas. These measures have reinforced SK innovation's efforts to practice global top-tier ESG management.

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#### Anti-Corruption

# Assessment, policy and goals

SK innovation is committed to complying with all anti-corruption laws and regulations in the countries where we conduct business, and to promoting fair trade and competition. We comply with international conventions and domestic laws and regulations related to anti-corruption (including bribery and money laundry, including the OECD Anti-Bribery Convention, United Nations Convention against Corruption, Foreign Corrupt Practices Act in the US,

Bribery Act in the UK and the Act on Combating Bribery of Foreign Public Officials in International Business Transactions. For matters which can be interpreted as the violation of anti-corruption laws, employees must handle them based on sufficient consultation with the legal or ethics management departments and should not make a decision based on their own interpretation.

#### 1. Bribery and corruption

Employees of SK innovation and its subsidiaries shall not offer, accept, solicit, promise, deliver or allow such behavior under any circumstances. Employees or those acting on behalf of SK innovation shall not offer, promise, demand, deliver, or accept bribes or property benefits.

- 2. Government agencies and government officials In accordance with the Improper Solicitation and Graft Act, improper solicitation should not be made to government officials performing their duties, and valuables, commitment to provide valuables or one's intention to provide such valuables should likewise not be made to government officials.
- 3. Policy on contributions, donations and sponsorships
  Under the Political Funds Act and the SK innovation Code of Ethics Guideline,
  SK innovation and its subsidiaries are strictly prohibited from making political
  contributions, donations and sponsorships using the company's assets,
  budgets, etc. Our contributions, donations and sponsorships are made to the
  extent allowed by the applicable laws and social norms and only after approval
  under the relevant procedure is obtained. Regarding matters which might be
  interpreted as violations of applicable laws and company regulations, all
  employees shall have sufficient prior consultation with the legal affairs
  department or ethical management department, and the department
  concerned shall provide continuous training so that employees do not make
  decisions based on arbitrary interpretations.

Details of all contributions and sponsorships are disclosed in our Sustainability Report.

#### Implementation

As part of our global compliance program, we are engaging in the following anti-corruption and compliance management activities. We plan to gradually expand these activities to our overseas business sites in the US, EU, and China.

#### Establishment of Systems and Policies

We are going to document our company-wide systems and policies, including anti-corruption and compliance management, and reflect the local laws and regulations of the countries where we operate our business while translating them into the local languages to disseminate.

#### Raising Compliance Awareness

We are committed to delivering a message to our employees to encourage

their participation in overall compliance including the anti-corruption policies. We are planning to sign a pledge to form an internal consensus on compliance with the regulations and raise awareness while refining our internal reporting procedures and improving confidentiality and whistleblower protection programs.

#### Compliance Culture

We will promote a culture of anti-corruption compliance through continuous training on the regulatory requirements, internal systems, best practices, case studies on violations, and corporate newsletters.

#### Communication Channels

We are building a new platform to enhance employee access to information about anti-corruption.

# Measurement of outcomes

In 2021, a total of 157 cases were consulted and reported. Excluding the ones that were rejected or unconfirmed, 99 of identified cases were processed. We forward complaints from customers to relevant departments, and entrust the Audit Office to check the results. When consultation on ethical management is requested, we provide answers in cooperation with relevant departments. If necessary, the Audit Office investigates the requested case to determine whether there was a violation. In 2021, 33 cases out of 38 were found to be violations of ethical practice, and necessary disciplinary measures were taken in accordance with the policies and the decision of the Reward/Penalty and HR Committee.

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