

■ SKN Human Rights Inspection Checklist

UNGC Inspection Guidelines	Inspection Method	Item
1. Human Rights Policy Declaration and Internalization	Self-inspection	The company has established human rights policy (declaration, charter, regulations, etc.).
	Self-inspection	Local laws and international standards are considered upon establishing the human rights management system.
	Self-inspection	Senior management supports, management and supervision are in place.
	Self-inspection	Human Rights policy is disclosed in public.
	Self-inspection	Human rights management guidelines are regularly reviewed and feedbacks are reflected.
	Survey	Have you experienced or seen cases of violent language or violence in the company?
	Survey	Have you experienced or seen cases of sexual harassment?
	Survey	Have you experienced or seen cases of workplace harassment?
	Survey	Have you experienced or seen cases of inhumane treatment other than the above questions?
2. Human Rights Impact Assessment	Self-inspection	The company operates policies according to UNGC Guidelines and conducts human rights impact evaluation annually.
	Self-inspection	In conducting self-inspection, timely measures are taken for poorly managed items.
	Self-inspection	In conducting human rights impact evaluation, relevant procedures are specified and documented.
	Self-inspection	Priority risks are selected according to human rights impact evaluation.
	Self-inspection	Measures for high-risk human rights issues are separately taken according to human rights impact evaluation results.
	Self-inspection	Procedures and content of human rights impact evaluation are improved continuously.
3. Establishment and Implementation of Human Rights Management System	Self-inspection	Human rights management system is established based on human rights policy.
	Self-inspection	In establishing human rights management system, opinions of inside/outside stakeholders as well as relevant experts are reflected.
	Self-inspection	Dedicated human resources are allocated to manage and operate human rights policies and systems.
	Self-inspection	In detecting any human rights risks, adequate budget is allocated to resolve and respond to the risks.
	Self-inspection	All employees are trained about human rights policies and systems.
	Self-inspection	Punitive actions and disciplinary regulations are clear against human rights policy violation.
	Self-inspection	Guidelines for fair and transparent response procedures and work handling are in place for policy violations.
	Self-inspection	Policy violations and resulting measures are disclosed to the executives and working level employees (guaranty of anonymity)
	Self-inspection	Participation in human rights related initiatives and collaborative partnerships is made (e.g., participation in the UN Global Compact)
4. Monitoring and Announcement	Self-inspection	Achievements and effects of human rights management system are monitored.
5. Grievance Procedure Mechanism Operation	Self-inspection	Grievance procedure mechanism is in place to collect and process grievances of the executives, working level employees and actual/potential stakeholders.
	Self-inspection	Measures are in place to guaranty anonymity and prevent retaliation.
	Self-inspection	Information is clearly provided for procedures, timeline and outcomes about grievances that are raised.
	Survey	Do you know about the company's grievance procedure (ethical management issue reporting, in-house grievance counseling program, etc.)
	Survey	Do you think the company's grievance procedure guarantees anonymity and is operated appropriately?