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Discrimination Harassment Policy

Document No.: SWS-B-002

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1. Preamble

A. Purpose of Establishment

Sweco Inc. declares this policy to prevent issues related to workplace discrimination, harassment, and sexual harassment (hereinafter referred to as “discrimination and harassment, etc.”) that may arise during business activities, and to create an environment in which all employees are treated equally without discrimination.

- This policy is also expected to be observed by all subsidiaries, partners, and contractors.
- Sweco Inc. complies with relevant laws such as the Gender Equality Employment Opportunity Act, the Labor Standards Act, and the Occupational Safety and Health Act.

B. Definition of “Discrimination and Harassment, etc.”


- 1) Discriminatory acts
 - Acts of exclusion, rejection, or unfavorable treatment of individuals without reasonable grounds, based on personal characteristics such as gender, race, religion, disability, age, or place of origin.
- 2) Workplace harassment
 - Acts by an employer or employee who, taking advantage of their position or relationship, cause physical or psychological suffering or worsen the working environment by exceeding the appropriate scope of work.
- 3) Workplace sexual harassment
 - Acts of causing sexual humiliation through sexual behavior or demands in the workplace, or acts of providing disadvantages for refusing such behavior.

2. Declaration

Sweco Inc. declares the following measures to prevent and respond to discrimination and harassment, etc.

A. Preventive Activities

- 1) Employee Training
 - Regular training is provided to ensure that all employees are familiar with the contents of this policy, and to strengthen awareness of respect for diversity.
- 2) Operation of Reporting Channels
 - Anonymity-guaranteed channels are operated for reporting incidents related to discrimination and harassment, etc.
- 3) Policy Notification
 - The main contents of this policy are clearly communicated to employees and relevant stakeholders.

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B. Response in Case of Issues

- 1) Compliance with Internal Procedures
 - In the event of discrimination or harassment, investigation and resolution procedures are promptly carried out in accordance with company regulations.
- 2) Confidentiality
 - Information obtained through investigations is shared only within the scope that does not go against the victim's intention, except in cases required by law or internal reporting procedures.
- 3) Prohibition of Retaliation
 - Retaliation against victims, reporters, or witnesses is strictly prohibited, and psychological or legal support will be provided if necessary.
- 4) Personnel Measures
 - Individuals found to be perpetrators as a result of the investigation will be subject to appropriate disciplinary action in accordance with relevant regulations.


3. Management

A. Prevention

- Anti-discrimination and anti-harassment training is conducted at least once a year, and materials are provided so that all employees can understand and practice the relevant content.
- This policy is also shared with major partners and subcontractors, and compliance with the policy is evaluated.

B. Reporting and Handling Procedures

- 1) Reporting Channels
 - ☞ Responsible Department: HR & General Affairs
 - ☞ Email: swad@swecomica.net
 - ☞ Online Submission: <http://swecomica.net>
- 2) Processing Procedures
 - Initial investigation begins within 5 days after receiving a report.
 - The circumstances of the incident and a resolution plan are identified within 15 days.
 - Results are communicated within 7 days after the conclusion of the investigation.
- 3) Protective Measures
 - Reporters are protected under the principles of identity protection and confidentiality to prevent any retaliatory actions.

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C. Reporting and Improvement

- 1) Management Reporting
 - Progress of problem resolution and key insights are regularly reported to management.
- 2) Education and Dissemination
 - Active guidance is provided to employees on the prohibition of discrimination and harassment, thereby contributing to the spread of an organizational culture based on mutual respect and dignity. Employees are encouraged to actively report confirmed acts of discrimination and harassment through the reporting channels.
- 3) Zero-Tolerance Principle
 - Sweco Inc. recognizes the importance of a workplace culture based on mutual respect and dignity, and applies a zero-tolerance principle to acts falling under discrimination and harassment.
- 4) Corrective and Disciplinary Measures
 - Sweco Inc. takes corrective measures and personnel actions corresponding to the seriousness of the situation for all kinds of discrimination, harassment, or other unlawful infringement of others' rights in the workplace.
- 5) Policy Updates
 - Cases are analyzed, and the policy and procedures are updated annually.

4. Supplementary Provisions

- ① This Anti-Discrimination and Anti-Harassment Prevention Policy was enacted on January 1, 2025.