

2019 JIPYONG **SUSTAINABILITY** REPORT

## SOCIAL VALUE MANAGEMENT REPORT

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# JIPYONG SUSTAINABILITY REPORT

# JIPYONG REPORT

JIPYONG SUSTAINABILITY REPORT

SOCIAL VALUE MANAGEMENT REPORT



## JIPYONG'S SOCIAL VALUE MANAGEMENT AND SUSTAINABILITY

The term "social value" derives from the pursuit of communal interests - as opposed to individual interests - by the society's constituents, i.e. the government, businesses, civil society and individual citizens. What then do members of a society need to do in order to pursue interests of the community? They need the right pattern of behavior. Would it be too big a leap to search for answers in the book "Non-Possession" by Buddhist monk Bopjong? I do not believe so. The meaning of "Non-Possession" probably does not mean possessing nothing. I believe it means "not to take possession alone but to share". The Bible verse that reads "it is easier for a camel to go through the eye of a needle, than for a rich man to enter into the kingdom of God" (Matthew 19:24) and the African proverb "If you want to go fast, go alone. If you want to go far, go together" also encapsulate the pattern of behavior realizing "social value".

"Social value management" is a collection of activities of management entities aimed at realizing social values. This 2019 JIPYONG Sustainability Report is the first by a Korean law firm prepared in accordance with the GRI Standards. It was somewhat a challenging journey but it was also rewarding as I was awakened to just how much there is to be done. There are parts I am not too proud of. But this is a genuine account of where we are and it took courage to prepare this report.

Your feedback and comments on this report will be pivotal to Jipyong's continued growth and development in social value management. A pat on the back with words of encouragement will be immensely appreciated. Thank you.

JIPYONG LLC  
Managing Partner, Ji Hyung KIM

# 01 OVERVIEW

JIPYONG LLC (“JIPYONG” or the “Firm”) was established on April 3, 2000 and as of December 31, 2019, has approximately 230 legal professionals and certified public accountants. JIPYONG’s founding spirit and mission is dedication to its clients through the provision of genuine, top-class service in all major areas of law and contribution to society based on ethics, public interest and democracy. JIPYONG is a “community of legal experts” that values its members, community and strives for social justice and the preservation of human rights.

## PROFILE

|                          |   |
|--------------------------|---|
| <b>Name</b>              | JIPYONG LLC   |
| <b>Headquarters</b>      | 10F, KT&G Seodaemun Tower, 60 Chungjeong-ro, Seodaemun-gu, Seoul 03740, Korea |
| <b>Managing Partners</b> | Kong Hyun LEE / Ji Hyung KIM<br>Young Tae YANG / Sung Taek LIM                |
| <b>Foundation</b>        | April 3, 2000   |

## GOVERNANCE

JIPYONG is a limited liability law firm incorporated under the Attorney-At-Law Act. The General Meeting of Partners resolves basic management policies and key management issues for the long-term growth and development of the Firm. JIPYONG’s Management Committee is composed of managing partners and members elected at the General Meeting of Partners. For efficient and faster decision-making, the Management Committee has been delegated the authority of the General Meeting of Partners to carry out responsible management. The Social Value Committee has been formed in order to more effectively pursue and achieve key social value management objectives.

|                               |   |
|-------------------------------|---|
| <b>Managing Partners</b>      | Kong Hyun LEE / Ji Hyung KIM /<br>Young Tae YANG / Sung Taek LIM  |
| <b>Management Committee</b>   | Sang Jun KIM / Gee Hong KIM /<br>Seung Hyun LEE / Won JUNG / Cheol JUNG   |
| <b>Social Value Committee</b> | Ji Hyung KIM, Sung Taek LIM, Sang Jun KIM, Gee Hong KIM, In Young HWANG, Young Soo KIM, Poom JANG, Chun Mi CHEON, Yong Mi KIM, Joo Yeon KWON, Hyun Jung KIM |

## OVERVIEW

### ORGANIZATION

Through its various committees, JIPYONG endeavors to reflect the opinions of its members in each area of management and also allows its members to participate directly in management. Currently, JIPYONG has the following committees: Public Interest Committee, Ethics Committee, Public Relations Committee, Education Research Committee, Marketing Committee, Cultural Communication Committee and HR Committee. Each committee comprises legal professionals and staff who actively express their opinions on management-related issues.



### GLOBAL REACH

JIPYONG has been working to strengthen its overseas expertise from an early stage and has the largest number of overseas offices among Korean law firms. With 11 overseas and domestic offices, JIPYONG plays a significant role in helping clients penetrate foreign markets.



## OVERVIEW

### MEMBERS

JIPYONG is composed of professionals<sup>1</sup> and staff members. As of December 31, 2019, Jipyong has in total 405 members<sup>2</sup>, 230 of whom are professionals and 175 of whom are staff members. In terms of partner-associate numbers, JIPYONG has 76 Korean partners and 87 Korean associates. In terms of jurisdiction of qualification, JIPYONG has 163 Korean attorneys and 47 foreign attorneys. Having the largest number of overseas offices among domestic law firms, JIPYONG is also composed of members of various nationalities and foreign attorneys qualified in various jurisdictions.

#### Total Members as of December 31, 2019 (Unit: Person)

|               |                     |                   |     |     |
|---------------|---------------------|-------------------|-----|-----|
| Professionals | Korean Attorneys    | Partners          | 76  | 230 |
|               |                     | Associates        | 87  |     |
|               | Other Professionals | Foreign Attorneys | 47  |     |
|               |                     | Korean CPAs       | 2   |     |
|               |                     | Foreign CPAs      | 3   |     |
|               |                     | Expert Advisers   | 15  |     |
| Total Staff   |                     |                   | 175 |     |
| Total Members |                     |                   | 405 |     |

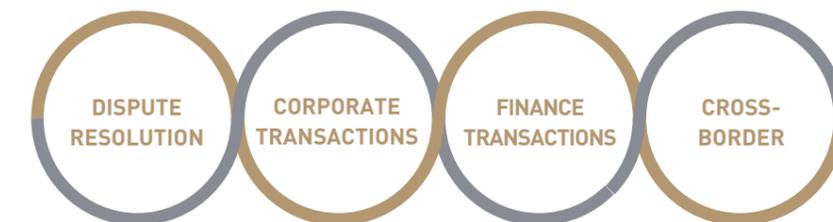
1. In this Report, "professionals" includes attorneys, foreign attorneys, certified accountants and advisers who have expert knowledge and capacity to undertake the Firm's work.

2. In this Report, "members" is used to refer to JIPYONG's professionals and staff collectively.

## OVERVIEW

### SERVICES AND SPECIALTIES

JIPYONG provides top-rated services in all major areas of law. Professionals in each practice area collaborate organically with other professionals, in teams, by practice area and industry in order to accurately diagnose the client's needs and to provide the best possible solutions.



**Dispute Resolution** Construction / Real Estate / Finance / Capital Markets · PE / IP · IT / Maritime / Criminal / Constitution / Administration / Inheritance / Housework / Family Business Succession / Tax / Labor / Insurance / Bankruptcy / Company Relations / Fair Trade / Media / International Dispute / Civil / Medical **Transaction (Corporate)** M&A / Corporate Law Business Advisory / Overseas Investment / International Transactions / Bankruptcy Restructuring / Taxation / Energy / Environment / Bio Pharmaceuticals/Healthcare / IT / IP / Entertainment / Fair Trade / Labor / Public Policy **Transaction (Finance)** Real Estate Finance / Project Finance / Structured Finance / Acquisition Finance / Overseas Finance / Financial Regulation / PE / IPO / Capital Markets

### SOCIAL IMPACT

As of December 31, 2019, DUR00, a public interest organization established by JIPYONG for the purposes of fulfilling social responsibilities, is composed of nine full-time public interest attorneys. In addition, recognizing the importance of humanities in the development of a legal system, JIPYONG has established the Humanities and Social Sciences Research Center (the "Center"). Under the leadership of Mr. Seok Dong KIM, former Chairman of the Financial Services Commission, the Center conducts research and undertakes publication support projects in the areas of humanities, social studies, economics and history. The Labor Law Institute "Haemil", which JIPYONG helped establish in 2012, is expanding the scope of labor rights and raising the level of discussions around labor law practice by fostering expert labor lawyers and through civic education. "Haemil" continues to research practical solutions, particularly from a social integration perspective, to problems in the field of labor and human rights and also conducts education and research projects, such as the Haemil Academy, the Haemil Forum and labor case study research projects, for lawyers and trade union workers.

## OVERVIEW

### VISION

- Service Excellence
- Happy Workplace
- Champion of Public Interest and Community Service
- Asia's Premier Law Firm

### VALUES

- People-focused
  - Genuine
  - Pioneering
  - Principled

### MISSION

- Specialized law firm that provides top-rated services
- Law firm where everyone is an owner
- Global law firm
- Law firm with structured training programs
- Ethical law firm
- Law firm that is a champion of public interest
- Law firm that supports self-development
- Law firm that respects women
- Law firm that cares for minorities
- Law firm that considers the environment

## OVERVIEW

### 2019 MANAGEMENT KEYWORDS



### COMMUNICATION

internal communication, client communication, communication with the world

JIPYONG's members continually review and reflect on their communication skills and always strive to listen carefully and to respond in a timely manner, whether the communication is internal, with clients or with the world.



### COOPERATION

team play, strong collaboration

We believe it is important to work together and not struggle alone. We strive for teamwork both within teams and between teams. Cooperation and collaboration is a key part of JIPYONG's culture.



### CHALLENGE

ready to be challenged on a personal, team and Firm level

JIPYONG has always strived for and continues to strive for innovation. We believe in pushing boundaries and creating new frontiers and genuinely support all of our members' endeavors.



### CHANGE

visible changes in competence, culture and habits

JIPYONG aims to achieve visible changes. JIPYONG and its members are not averse to change. We believe cultural change is important as well as development in competency. We will continue to challenge ourselves and others to change.

2020 marks JIPYONG's twentieth anniversary.

We will continue to make our members proud, to be a more than just a law firm and to become the world's "one and only".

## OVERVIEW

### STAKEHOLDERS

JIPYONG has expanded the scope of its stakeholders and collaborates with diverse interested parties. JIPYONG's stakeholders primarily include its members, its clients, the community, the government and public institutions. JIPYONG has strived to establish various communication channels with its stakeholders, to actively listen to their opinions and to reflect them in management operations. JIPYONG will continue to grow with its stakeholders and to build strong relationships of trust through active communication with its stakeholders.



## OVERVIEW

### DECLARATION OF SOCIAL VALUE MANAGEMENT

In September 2019, DUR00, which was established by JIPYONG to protect and serve the interests of underprivileged members of society, celebrated its fifth anniversary. In celebration of the same, JIPYONG issued a "Social Value Management Declaration" – a first amongst domestic law firms. Social Value Management, which pushes businesses to not only create economic value but also social value, is quickly becoming an important paradigm for domestic and foreign businesses. As a law firm's fundamental mission is to defend basic human rights and to implement social justice in accordance with the Attorney-At-Law Act, we believe that we must take the lead in implementing social values.

01

Establish a "social value committee" and establish a system or organization for social value management

02

Apply social values in recruitment, legal affairs, client relations and the legal society

03

As a firm, devise and complete at least one social values project every year

04

Provide support to businesses, public institutions and civil societies looking to implement social values

05

Provide long-term support to DUR00, which has been established to protect and serve underprivileged members of society and help DUR00 grow to approximately 20 public interest attorneys

06

Promote and implement a project creating an ecosystem for public interest attorneys to realize social values

# 02 BUSINESS

JIPYONG provides professional and comprehensive legal services in a variety of fields. At the same time, JIPYONG set the pursuit of social value as one of its important tasks and is thus building expertise and developing specialized fields to proactively create social value and is actively participating in the solving of social problems.

## 2019 BUSINESS PERFORMANCE

| Item          | Amount<br>(Unit: KRW 1,000) | Note   |
|---------------|-----------------------------|--|
| Revenue       | ₩74,318,580                 | Seoul office only<br>(Regional and overseas<br>offices excluded) |
| Other profits | ₩755,502                    |  |

## 2019 DISTRIBUTION OF ECONOMIC VALUE<sup>1</sup>

| Stakeholders       | Item  | Amount (Unit:<br>KRW 1,000) |
|--------------------|---|-----------------------------|
| Members            | Salaries  | ₩55,300,480                 |
|                    | Retirement pay <sup>2</sup>   | ₩1,626,406                  |
| Partner companies  | Operating expenses (inclusive of non-operating expenses such as rent and fixture purchases) | ₩14,855,936                 |
| Government         | Taxes such as corporate tax, and utilities  | ₩1,535,867                  |
|                    | (Income tax from salaries and retirement pay, and residence tax)                            | ₩10,092,000 <sup>3</sup>    |
| Regional societies | Donations <sup>4</sup>  | ₩623,690                    |
| Others             | Interest costs  | ₩2,563                      |

1. Seoul office statistics.
2. All employees are signed up to the Defined Contribution Retirement Pension Scheme.
3. This amount is included in the member salaries and retirement pay items.
4. This amount is inclusive of member donations under JIPYONG's 1-to-1 matching grant policy in which JIPYONG donates the same amount its members donate, to the same organization.

## BUSINESS

### JIPYONG'S CREATION OF SOCIAL VALUE

JIPYONG is creating social value while simultaneously providing legal services which respond to client needs. JIPYONG provides legal advice which facilitate transactions, from our client's perspective and from the basis of our legal knowledge and experience, and legal advice and assistance which enables clients to make proper decisions by understanding and complying with the laws and regulations. JIPYONG is also contributing to the protection of our clients' rights and interests and the solving of their problems by representing them in dispute processes such as litigation.

JIPYONG is also contributing to corporations' achievements of sustainable growth, efficient distribution of resources and realization of legalism. Further, JIPYONG is providing legal advice regarding social value-focused management to corporations, public institutions and civil societies, and is actively taking on cases which realize social value. JIPYONG has set the pursuit of social value as one of its major tasks. Thus, to proactively create social value and participate in the solving of social problems, JIPYONG has established new organizations such as its human rights management team and environment team, which have specialized expertise in tasks relating to social value. Further, JIPYONG provides support to social ventures which simultaneously pursue sustainable profits and social value and seeks to resolve society's many problems through innovative technologies or business models, and conducts legal research and advisory work to contribute to the development of our society's laws and systems.

JIPYONG operates practical training programs in the summer and winter for law school students. Its members also lecture at universities for the development of junior legal professionals, sharing in detail their practical experiences with them. Further, JIPYONG members also share their professional expertise with the public through various channels such as seminars and lectures.

# 03

## EMPLOYMENT

A law firm's greatest asset is its people. JIPYONG's sincere, ethical and progressive personnel is its most important and irreplaceable asset, and JIPYONG especially views its people as one of its fundamental values.

### FAIRNESS AND TRANSPARENCY IN THE RECRUITMENT PROCESS

JIPYONG's attorney recruitment process can essentially be summed up as the finding of business partners. JIPYONG views its associated attorneys as not only employees but also as future business partners. JIPYONG's HR Committee strives to implement the best employment policy suited to finding perfect business partners. In selecting its trainees and new attorneys, JIPYONG considers a variety of human elements such as diversity and in 2019, the Firm recruited practical trainees and new attorneys from a more diverse range of universities.

JIPYONG takes care not to allow the infringement of transparency and fairness in the employee selection process and prohibits discrimination due to unjust reasons such as gender, age, appearance and military service status.

### DIVERSITY OF MEMBERS

JIPYONG strives to alleviate undue emphasis on educational background (particularly on the law schools attended by our attorneys) and continuously pursues a policy of employing social minorities, especially the disabled and North-Korean defectors.

### A WORKING ENVIRONMENT FOR THE COEXISTENCE OF WORK AND FAMILY

JIPYONG strives to arrange and actively implement policies to construct a working environment in which work and family coexist, such as reducing working hours, expanding the scope of maternity and paternity leave and employing women with career breaks.

## EMPLOYMENT

### PROHIBITION OF DISCRIMINATION AGAINST MINORITIES

JIPYONG has been continuously pursuing a policy of employing social minorities such as the disabled and North Korean defectors to secure the diversity of JIPYONG members. Through such a policy, JIPYONG grants equal opportunity and leads in the realization of social value. JIPYONG was the first Korean law firm to hire a blind attorney. Further, JIPYONG implements and utilizes Braille name cards on a company-wide scale. JIPYONG continues its efforts to eliminate discrimination regarding the content of work and positions on the basis of disabilities by constructing a working environment that allows both disabled and non-disabled people to work together, going beyond just entrusting disabled people with support roles. It is because of these efforts that JIPYONG was awarded the Minister of Employment and Labor award at the 2019 E-Daily Good Employment ceremony. Notably, JIPYONG was the only Korean law firm to receive this award.

### EDUCATION AND TRAINING

JIPYONG has been systematically implementing an education and training program for its members and is the first Korean law firm to have established an education committee in this regard. Firstly, JIPYONG established an education program called JIPYONG Academy, which invites various lecturers from both in and out of JIPYONG to educate our members. Secondly, JIPYONG has been implementing its "Friday Seminar" which educates new attorneys on the overall practice of law. JIPYONG also provides education opportunities in a variety of aspects through its various practical programs which include, among others, the "Brief Review" session in which a member of the Education Committee intensively reviews opinions and briefs written by JIPYONG attorneys, the "Precedent Seminar" in which participants analyze and research the latest precedents together, the "Specialist Field Seminar" for individual fields of expertise, writing programs, consulting technique programs, PowerPoint technique programs, and negotiation technique programs. Further, JIPYONG considers the long-term education and training of its attorneys to be an important part of the attorney's professional growth and is thus developing and recommending various long term training programs for our attorneys such as a LLMs at US law schools, working in one of our overseas offices, working in a foreign law firm and working in domestic corporations and/or government organizations.

# 04

## ETHICS

Recognizing its ethical responsibility towards its clients, members, corporations, the state and society and in order to allow for management which systematically and actively abides by ethics and the law, JIPYONG enacted the JIPYONG LLC Ethics Charter (the "Ethics Charter") when it was first established in 2000. JIPYONG's Ethics Charter contains the criteria and principles by which all JIPYONG members carry out their work and their daily lives. All our members strive to fulfil and abide by the Ethics Charter diligently.

### JIPYONG LLC ETHICS CHARTER

JIPYONG enacted the Ethics Charter in 2000 and obligates all its members to comply with the relevant legal regulations and ethics standards. The Ethics Charter is comprised of 13 provisions which concern, among others, duty of good faith towards the client, duty of disclosure, duty to work within legitimate scopes, duty to try one's best irrespective of the remuneration involved, prohibition of representing opposed parties, prohibition of pursuing self-interest and prohibition of discrimination.

## ETHICS

### JIPYONG LLC ETHICS CHARTER

1

JIPYONG LLC members must always understand and diligently comply with the rules and regulations governing their respective professions or governing the professionals they assist such as the Attorney-At-Law Act and Korean Attorneys' Code of Ethics, the Patent Attorney Act and related regulations, and the Certified Public Accountant Act and related regulations. Members must also maintain their dignity as JIPYONG constituents in carrying out their work or their daily lives.

2

JIPYONG members must always understand and diligently comply with the principles, agreements and rules agreed by the members.

3

JIPYONG members must not take on cases contravening conventional ethics or social justice, or unfairly prejudicing third parties. They must also not utilize their knowledge and skills to represent such interests.

4

JIPYONG members must give their upmost effort to protect the interests of their clients.

5

The activities of JIPYONG members in protecting the interests of their clients must not exceed legitimate scopes of ordinarily applicable regulations, social justice and professional conscience.

6

JIPYONG members must faithfully carry out all mandated work and must not act dishonestly or request unjust compensation for their work.

7

JIPYONG does not represent and work for opposed parties in the same case.

8

JIPYONG members must under no circumstances betray the client's trust.

9

JIPYONG member must not pursue personal gain, by for example purchasing securities, through information obtained through their work.

10

JIPYONG members must strive to be interested in and participate in activities advancing the public interest.

11

A JIPYONG member must immediately notify the company if it, he or she becomes aware while conducting work that (i) any damage or disadvantage might be or was in fact incurred by JIPYONG due to reasons such as a breach of duty of care or (ii) his or her interests and JIPYONG's interests might or in fact conflict.

12

JIPYONG members must take care not to speak or act in their social lives in a way that might defame the reputation of or disadvantage the company.

13

A JIPYONG member who has a duty to notify or obtain approval from the company pursuant to this Ethics Charter or has questions regarding the charter's interpretation or application must report or inquire either the Management Committee, the Ethics Committee or the professional he or she is assisting.

# ETHICS

## OPERATION OF THE ETHICS COMMITTEE

In line with the implementation of the Improper Solicitation and Graft Act from September 2016, JIPYONG enacted its Ethics Committee Rules and established the Ethics Committee (chairman: managing partner Ji Hyung Kim) on July 1, 2016. The Ethics Committee is comprised of the chairman who is appointed by the Management Committee, as well as three managing partners and three partner attorneys.

The Ethics Committee requires all JIPYONG members to comply with and realize their professional responsibility, anti-corruption and integrity obligations, and has the authority to investigate and deal with breaches of such obligations. Further, the Ethic Committee is also responsible for answering questions on attorney ethics and educating all JIPYONG members on ethics.

## ETHICS COMPLIANCE INDEX

| Item  | Present? |
|---|----------|
| Internal control procedure in the event of conflict of interests  | Yes      |
| Internal control procedure in the event of illegal activities   | Yes      |
| Compliance standards, education, regulations or guidelines on Improper Solicitation and Graft Act           | Yes      |
| Legal ethics policy regarding utilization of former judges, retired officers and non-attorney professionals | Yes      |
| Internal control procedure regarding retainer by non-attorney professionals                                 | Yes      |
| Internal control procedure regarding excessive engagement or unethical representation                       | Yes      |

## ETHICS REGULATION PROCEDURE

The Management Committee and practice team leaders discuss and decide on matters concerning ethics, integrity and anti-corruption on the basis of the Ethics Charter. The Ethics Committee investigates and decides on: matters reported to it, disciplinary actions requested to be made by the committee pursuant to internal disciplinary rules and matters requested

# ETHICS

by the Management Committee or auditor. JIPYONG has enacted and implements a separate 'Disciplinary Rules for Professionals' to enhance the Ethics Charter's power to regulate. Further, a reporting procedure exists in the event illegal activities are discovered.

## BAN AGAINST UNETHICAL REPRESENTATIONS

Article 3 of JIPYONG's Ethics Charter prohibits the taking on of cases which contravene ethics or social justice, or unfairly prejudice third parties. If a client requests work which exceed such legitimate scopes, the JIPYONG member must diligently explain such fact to the client and use reasonable efforts to have the client amend its request. If, despite good faith efforts, the matter cannot be resolved, the JIPYONG member must resign from the case. Also, JIPYONG members must immediately notify the company if they are of the opinion that their work might or in fact exceeds legitimate scopes even if carried out in compliance with the duty of good faith.

## PREVENTING CONFLICT OF INTERESTS

Beyond simple compliance with the Attorney-At-Law Act, JIPYONG has implemented a strict compliance checklist and conflicts checks system in order to prevent conflict of interests between clients and interested parties.

The interests of our clients are our upmost concern. If we are unable to conduct work for a client due to conflicts of interest, such fact is diligently explained to the client and assistance is given to protect the client's interest by, for example, recommending other professionals.

## TAKING ON PRO BONO CASES

JIPYONG does not discriminate against people seeking assistance on the basis of unjust reasons such as financial ability and social status. If a JIPYONG member is of the opinion that assisting the client is necessary for the public interest even though the client cannot pay according to JIPYONG's remuneration standards, he or she can notify the Pro Bono Committee of the same and conduct the case pro bono. In addition, JIPYONG members strive to do their utmost in all regardless of the remuneration received from the client or the size of the possible economic benefit obtainable from the case.

# 05

## ENVIRONMENT

JIPYONG has implemented an 'Eco-friendly Green Office' policy as part of its efforts to preserve the environment for the next generation. Environmental issues are one of mankind's most urgent problems and can no longer be delayed or postponed. Besides its goal to be a profit-generating law firm, JIPYONG also has as its main goals the public interest and the wholesome growth of society, and the realization of a low-carbon and energy-efficient workplace. JIPYONG is actively implementing the latter by including policies such as the reduction of greenhouse gases in its management policies.

### PAPERLESS OFFICE

JIPYONG has been actively implementing a paperless office policy to reduce paper usage and to increase document security. Reducing paper and printer usage leads to an improved working environment due to a reduction of carbons and heat generated from printing and reduction of toxic substances and fine dust from stacked documents. JIPYONG consistently promotes the benefits of a paperless work environment by, among others, informing members of air cleanliness measurements through the Firm's webzine. Such efforts have resulted in many JIPYONG members individually striving to reduce their usage of paper. The paper usage per person in 2019 was 4.13 boxes, a 23% reduction compared to 5.39 boxes in 2016.

### ENERGY CONSUMPTION REDUCTION PROJECT

Since October 2019, JIPYONG has been collectively turning off the lights during lunch hours and after working hours. The "Lights-Off" campaign is JIPYONG's most representative company-wide environmental policy, and was started by the Environmental Small Action Group. JIPYONG's total electricity and water usage and carbon dioxide production increased with the Seoul office's continuous personnel expansion, and in 2017 and 2019, office space expansion. However, the electricity usage per person in 2019 was 2077.47 kWh, which is 125kWh lower (on a per person basis) or is a 5.7% reduction compared to 2016. The effect of this is the same as planting 8.8 pine trees. JIPYONG will continue to strive to reduce its electricity and water usage in 2020. The first step will be to continue implementing the "Lights-Off" campaign.

### ECO-FRIENDLY VEHICLE POLICY

JIPYONG is currently in the process of replacing company vehicles with eco-friendly ones. Currently, 9 of the 41 vehicles registered under JIPYONG's name are eco-friendly and among them, 7 are hybrid cars and 2 are electric cars. When selecting company vehicles, JIPYONG actively highlights the benefits of eco-friendly vehicles and maximizes support for such vehicles. JIPYONG is also diversifying company support to continuously increase the usage of eco-friendly vehicles by, among others, pursuing the installation of an electric car charging station at the building it is leasing.

# JIPYONG PRO BONO

JIPYONG SUSTAINABILITY REPORT

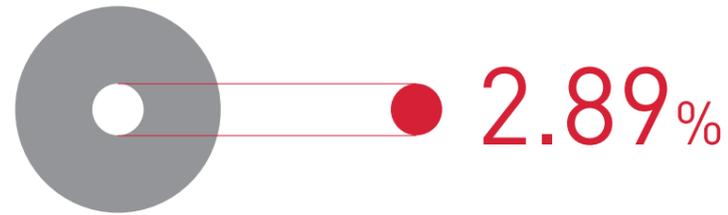
PRO BONO ACTIVITY REPORT

# 01

## PRO BONO INDEX

JIPYONG's members are realizing social value by carrying out pro bono work in accordance with their expertise and interests. With the exception of certain advisory work for a small number of public institutions, all of JIPYONG and DUROO's collective public interest litigious and advisory work are carried out free of charge. In 2019, JIPYONG's members carried out a total of 8,308.45 pro bono hours, which monetarily amounts to KRW5,867,958,900 (applying the members' respective billing rates). However, such monetary amount is hugely outweighed by the value of the system reforms and promotion of minority rights achieved through JIPYONG's pro bono work.

Percentage of pro bono hours over total hours worked  
(8,308.45 / 287,404.72 hours)



Average pro bono hours per attorney



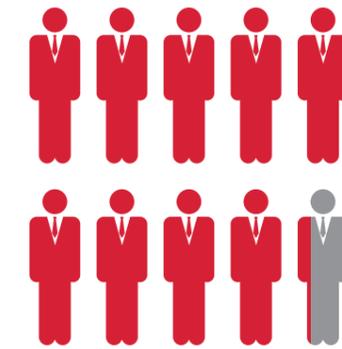
Total pro bono hours (178 attorneys<sup>1</sup>)



1. The number of JIPYONG attorneys required to carry out pro bono (Korean lawyers and Foreign Legal Counsel in JIPYONG's Seoul office).

Percentage of attorneys undertaking pro bono work  
(165 / 178 attorneys)

92.70%



Percentage of attorneys carrying out more than 30 hours of pro bono work  
(165 / 178 attorneys)

57.87%



Pro bono Activities

No. of people helped

approximately  
657  
people

Pro bono consulting

208  
cases

Pro bono advisory

370  
cases

Pro bono litigation

79  
cases

Total community service hours

3,263.5h



# 02 TOP 10 PRO BONO NEWS



## JIPYONG declares “Social Value Management”

JIPYONG declared Social Value Management in 2019. JIPYONG announced that it had set the realization of social value as one of its important missions in addition to financial performance. JIPYONG is the first Korean law firm to publish a sustainability report and to set the realization of social value as a management goal. JIPYONG also signed up to the UN Global Compact this year to further accelerate its realization of social value.



## Legal Assistance for Children of Inmates

DUROO, with the support of the Life Insurance Social Contribution Committee and Kyobo Life Insurance Co., Ltd., established an enterprise to provide legal support to children of inmates. Among others, DUROO provided the children with legal advice and educational, living and medical grants, and created YouTube videos to raise awareness of the problems they are facing.

Also, DUROO wrote and distributed a legal manual highlighting common issues that came up during legal and non-legal consultations by DUROO and JIPYONG’s Children and Youth Education Committee.



## Legal Victory for Refugee Family’s Immigration

JIPYONG and DUROO represented a refugee family staying at the airport and won a lawsuit revoking the decision to not refer the family to a refugee status evaluation. The family came to Korea to apply for refugee status but had to stay in the airport’s transit area without a formal refugee status evaluation. The Seoul High Court relied on principles such as the prohibition of forced repatriation to order a referral of the family to a refugee status evaluation and thus the family was able to end their 287-day stay at the airport.



## 2019 Korea Legal Awards for Civil Rights Litigation

JIPYONG has consistently taken on cases regarding violations of human rights by previous state powers. Particularly, JIPYONG has been pleading appeals and compensation cases against the state for the framing of spies by previous state powers. Recently, JIPYONG secured a Constitutional Court decision allowing victims of previous state powers to claim compensation from the state. JIPYONG won the 2019 Korea Legal Awards in the litigation category in recognition of such service.



## Korea’s First White Paper on Attorneys

DUROO, with the funding of JIPYONG and the Network for Organizing and Widening Pro Bono Activities, and Lawyers for Public Interests conducted Korea’s first ever research on pro bono attorneys. DUROO published an investigation report of the research findings, organized a policy forum and published a manual for pro bono attorneys. This research will form the foundations of a continuous and stable pro bono attorney ecosystem in the future.



## Lawsuit to install elevators for the handicapped at subway stations

Using as momentum the death of a disabled person who died while trying to use a stair lift at Singil Station, DUROO lodged a lawsuit to force the installation of elevators, instead of lifts, at subway stations, in addition to a lawsuit for compensation. In the compensation lawsuit, DUROO secured a decision ruling that Seoul Metro was fully negligent. DUROO is also trying to make it mandatory for Seoul Metro to install elevators in all subway stations through an anti-discrimination lawsuit.



## Research on measures to improve the cooperatives legislation for the realization of social value

JIPYONG and DUROO, with Korea Legislation Research Institution’s commission, undertook Research on Measures to Improve Legislation on Cooperatives for the Realization of Social Values. To enable cooperatives to equip themselves with organization structures that fit well with their identity and enable them to work in accordance with principles, legislation that is premised on the reciprocal or mutual nature of cooperatives is needed. The current legislation is lacking in many aspects however. JIPYONG and DUROO reviewed the current legislation and proposed a revised cooperatives legislation.



## 5<sup>th</sup> anniversary of DUROO’s establishment

DUROO celebrated its 5th anniversary this year. It published a report looking back on its last 5 years and in September, held its 5th anniversary event with, among others, DUROO’s board of directors, members, donors, support groups and clients. DUROO will continue to work passionately and actively.



## Active involvement as coordinator of Law Firm Pro Bono Network

JIPYONG and DUROO were this year’s organizers of the Law Firm Pro Bono Network. Law Firm Pro Bono Network is a group established by Korean law firms to fulfil their social responsibilities. This year, the group organized a symposium of minority rights advocacy organizations, entered into a working agreement with the Seoul Metropolitan Office of Education for “legal education on the road” and extended the working agreement with the Refugee Rights Center to support refugees.



## Participation in Review by UN Committee on the Rights of the Child Action

DUROO participated in the 5th and 6th Korean deliberation of the UN Committee on the Rights of the Child. Among others, DUROO submitted a civil society report, participated in the deliberation of the same and had meetings with the Committee members, to raise awareness of the current state of children’s rights in Korea. DUROO plans to push for the enforcement of the final observations and recommendations of the deliberations.

# 03 COMMUNITY SERVICE



## Rural Volunteer Work

For 8 years since 2012, JIPYONG and DUROO members have been helping out farms facing difficulties due to aging and labor shortage. Our members went to Deoksan-myeon, Jecheon-si, Chungbuk in May to help with the rice planting and in October to help with the harvesting. JIPYONG and DUROO members will continue to volunteer at companies that produce food and brainstorm how rural areas and cities can coexist better.



## Afforestation of Noeul Park

On April 27, 2019, JIPYONG and DUROO members volunteered in the afforestation of Noeul Park located at Sangam-dong, Mapo-gu. JIPYONG and DUROO members have been participating in eco-activities every year. This year, 22 members and their families participated, planting acorns and raking the leaves that had stacked up over the year. JIPYONG members participate in eco-activities for afforestation and air purification to increase awareness of the importance of forests and to raise interests in environmental protection.



## Baking for the Underprivileged

Every first Saturday of the month, JIPYONG and DUROO members volunteer at the People Who Bake group located at Yeonhui-dong, Seodaemun-gu. Our members participate in the measuring, doughing, baking and packaging of bread for 5 hours and deliver the bread to the underprivileged at Seodaemun-gu.



## Making Multi-use Coffee Cup Holders

The Environmental Small Action Group made up of JIPYONG and DUROO members made multi-use coffee cup holders as part of the "public interest lunch" event. The mission was to reduce widely used single-use items by making reusable felt cup holders. The reusable holders are placed at the pantries of each floor for common use.



## Soup Kitchen Volunteering

Every first Monday night of the month, JIPYONG and DUROO members volunteer at the soup kitchen organized by Seoul Metropolitan General Support Center. Our members help serve dinner to the homeless and help clean up afterwards. The time spent with them, sharing wide smiles and warm hearts, are very valuable to us.



## "Beautiful Saturday with JIPYONG"

JIPYONG hosted the "A beautiful Saturday with JIPYONG" event at Beautiful Store's Anguk branch on May 11, 2019. The event is a social contribution program promoting sharing, in which members of corporations and organizations donate unused items. JIPYONG has been hosting the event since 2005. The donated items are sold and proceeds are applied towards Beautiful Store's projects supporting the underprivileged. 21 JIPYONG members participated this year.



## Transcribing Books into Braille Manuscripts

JIPYONG and DUROO members transcribe books into Braille manuscripts after being trained at the Seongbuk Welfare Center for the Blind. Our members make digital Braille manuscripts which can be printed into books requested by the visually impaired to enable them to meet the world with their fingertips.



## Kimchi Making Volunteering

JIPYONG members volunteered in the "2019 sharing of crispy kimchi with your family" event which was hosted at Gibbun Woori Rehabilitation Center located at Gayang-dong, on November 9, 2019. 24 JIPYONG members participated and among others, made preparations for the kimchi-making, drained the pickled cabbages, distributed the cabbages and delivered and packaged the kimchi, making 500 boxes of kimchi in total. The kimchi was delivered to the area's underprivileged who cannot make their own kimchi due variety of reasons such as financial hardship.

# JIPYONG APPENDING

JIPYONG SUSTAINABILITY REPORT

A P P E N D I X

## UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

The UN Sustainable Development Goals were the product of the 70th UN General Assembly in 2015 and comprise of 17 common goals of mankind for the realization of sustainable development by 2030<sup>1</sup>.



## UNITED NATIONS GLOBAL COMPACT

The UN Global Compact is the world's biggest voluntary corporate citizen initiative<sup>2</sup>. It strives to improve sustainability and the ideal of corporate citizenship by recommending corporations internalize in their operations and management strategies, the UN Global Compact's ten core principles concerning fields such as human rights, labor, environment and anti-corruption, and by suggesting realistic solutions for the achievement of such principles. JIPYONG signed up to the UN Global Compact in 17 October 2019 and was the first Korean law firm to do so. JIPYONG strongly supports the UN Global Compact's ideologies and its ten core principles.



1. Sustainable Development Portal, 'UN-SDGs', <http://ncsd.go.kr/unsdgs> (accessed 5 May 2020)  
 2. UN Global Compact, 'Introduction to UN Global Compact', <http://unglobalcompact.kr/about-us/intro/> (accessed 5 May 2020)

## GRI INDEX

(\*: page references are to the Korean "2019 Jipyong Sustainability Report" issued in July 2020)

| GRI STANDARDS                       | Index                                      | Page Reference   | Notes  |  |
|-------------------------------------|--|--|--|--|
| <b>General Disclosures (GRI100)</b> |  |  |  |  |
| 102-1                               | Name of the organization                   | 6  | JIPYONG LLC  |  |
| 102-2                               | Activities, brands, products, and services | 6, 9   | JIPYONG provides professional and comprehensive legal services in various fields.  |  |
| 102-3                               | Location of headquarters                   | 6  | 10F, KT&G Seodaemun Tower, 60 Chungjeong-ro, Seodaemun-gu, Seoul 03740, Korea  |  |
| 102-4                               | Location of operations                     | 7  | (Domestic) Seoul / Suncheon / Busan<br>(Overseas) Shanghai / Moscow / Ho Chi Minh City / Hanoi / Jakarta / Vientiane / Yangon / Phnom Penh                       |  |
| 102-5                               | Ownership and legal form                   | 6  | Limited liability law firm   |  |
| 102-6                               | Markets served                             | 7, 9   | Provision of legal services to clients worldwide through 11 domestic and overseas offices  |  |
| 102-7                               | Scale of the organization                  | 6-8  | Offices: 11 / Members: 405 / 2019 Turnover: KRW75 billion  |  |
| <b>Organizational Profile</b>       | 102-8                                      | Information on employees and other workers                   | 8  | 405 in total (230 professionals, 175 staff members, 77 female professionals, 128 female staff members, 339 members across our domestic offices, 66 across our overseas offices)                                    |
|                                     | 102-9                                      | Supply chain   | 24*  | Expansion of supply chain taking into consideration labor and employment, environmental and social values  |
|                                     | 102-10                                     | Significant changes to the organization and its supply chain | 13   | Declaration of Social Value Management in September 2019   |
|                                     | 102-11                                     | Precautionary Principle or approach                          | 6, 18-21   | Operational, financial, and compliance risks are managed by the Management Committee. An Ethics Charter and Ethics Committee have been established to prevent violations of work ethics.                           |
| 102-12                              | External initiatives                       | 34   | UN SDGs 17<br>UN Global Compact  |  |
| 102-13                              | Membership of associations                 | 12-13*   | JIPYONG's Korean attorneys are members of the Korean Bar Association and the Firm's foreign attorneys are all members of their respective license jurisdictions. |  |
| <b>Strategy</b>                     | 102-14                                     | Statement from senior decision-maker                         | 5  | MESSAGE<br>(by Managing Partner, Ji Hyung KIM)   |
|                                     | 102-15                                     | Key impacts, risks and opportunities                         | 9, 15  | Through the provision of legal services, JIPYONG creates a positive impact on sustainable growth, efficient resource allocation and the realization of the rule of law.  |
| <b>Ethics and Integrity</b>         | 102-16                                     | Values, principles, standards, and norms of behavior         | 10-11  | Members are guided by the Firm's values (People-focused, Genuine, Pioneering, Principled) and the 2019 Management Keywords (Communication, Cooperation, Challenge, Change) to comply with legal ethical standards. |
|                                     | 102-17                                     | Mechanisms for advice and concerns about ethics              | 20-21  | The Ethics Committee is responsible for investigating and managing ethics-related issues that are reported to it.  |

|                   |        |   |         |  |
|-------------------|--------|---|---------|--|
| <b>Governance</b> | 102-18 | Governance structure  | 6~7     | The General Meeting of Partners is the highest decision-making body. The Managing Partners and Management Committee carry out responsible management.  |
|                   | 102-19 | Delegating authority  | 8*, 14* | The Social Value Committee (established under the Management Committee) is responsible for social value management and a secretariat has been established to manage day-to-day business.   |
|                   | 102-20 | Executive-level responsibility for economic, environmental, and social topics | 14~15*  | Chairman of the Social Value Committee: Managing Partner, Sung Taek LIM  |
|                   | 102-21 | Consulting stakeholders on economic, environmental, and social topics         | 12      | JIPYONG utilizes various platforms to communicate with its stakeholders regarding economic, environmental and social issues.   |
|                   | 102-22 | Composition of the highest governance body and its committees                 | 6~7     | The Management Committee is composed of the four Managing Partners (Kong Hyun LEE, Ji Hyung KIM, Young Tae YANG, Sung Taek LIM) and Partners (Sang Jun KIM, Gee Hong KIM, Seung Hyun LEE, Won JUNG and Cheol JUNG) and is supported by the Social Value Committee, Public Interest Committee, Ethics Committee, Public Relations Committee, Education Research Committee, Marketing Committee, Cultural Communication Committee, HR Committee. |
|                   | 102-23 | Chair of the highest governance body  | 6       | Managing Partners: Kong Hyun LEE, Ji Hyung KIM, Young Tae YANG, Sung Taek LIM  |
|                   | 102-24 | Nominating and selecting the highest governance body                          | 6       | Nominated and selected at the General Meeting of Partners.   |
|                   | 102-26 | Role of highest governance body in setting purpose, values, and strategy      | 6       | Basic management policies and key decisions are made democratically at General Meetings of Partners.   |
|                   | 102-27 | Collective knowledge of highest governance body                               | 6~7     | The Management Committee has strengthened collective knowledge by gathering areal opinions and research through the Social Value Committee and the Firm's seven other committees.  |
|                   | 102-28 | Evaluating the highest governance body's performance                          |         | The Management Committee undergoes a process of self-evaluation and reports the results of the same at the General Meeting of Partners.  |
|                   | 102-29 | Identifying and managing economic, environmental, and social impacts          | 14~15*  | The Social Value Committee and its secretariat establish social value goals and actions by area/practice and manages the implementation of the same.   |
|                   | 102-30 | Effectiveness of risk management processes                                    |         | The Management Committee is responsible for managing operational, financial and compliance-related risks.  |

|                               |        |  |                |   |
|-------------------------------|--------|--|----------------|---|
| <b>Governance</b>             | 102-31 | Review of economic, environmental and social topics        | 14~15*         | The Social Value Committee monitors the implementation status of tasks for realizing social value.  |
|                               | 102-32 | Highest governance body's role in sustainability reporting | 14*            | The Social Value Committee is responsible for sustainability reporting from a social value perspective.   |
|                               | 102-33 | Communicating critical concerns                            |                | Meetings of the Management Committee is held on a weekly basis.   |
|                               | 102-40 | List of stakeholder groups                                 | 12             | Members, clients, community, government and public institutions   |
|                               | 102-41 | Collective bargaining agreements                           | 13*            | Meetings with the labor-management council and associate members were held to discuss productivity, performance incentives, recruitment and training, safety and health and other matters relating to the improvement of the working environment.   |
| <b>Stakeholder Engagement</b> | 102-42 | Identifying and selecting stakeholders                     | 12             | The Firm has expanded the scope of its stakeholders to cooperate with diverse groups of legal persons.  |
|                               | 102-43 | Approach to stakeholder engagement                         | 12             | The Firm has established various communication channels: Members – Labor-Management Council, Associates' Workshop, Firm Webzine, Clubs<br>Clients – Homepage, SNS, Seminars, Newsletters, Committee Reports and Publications<br>Community – Pro bono, legal consultation<br>Government & Public Institutions – Committee activities, participation in associations and external initiatives |
|                               | 102-44 | Key topics and concerns raised                             | 13*, 36*       | Pursuit of work-life balance through the adjustment of working hours  |
|                               | 102-45 | Entities included in the consolidated financial statements |                | None  |
| <b>Reporting Practice</b>     | 102-46 | Defining report content and topic Boundaries               |                | The content and topics for this Report were confirmed through a meeting of the secretariat of the Social Value Committee (for the 2020 report, key issues will be drawn based on major interest areas of stakeholders).   |
|                               | 102-47 | List of material topics                                    | 14, 16, 18, 22 | Business, Employment, Ethics, Environment   |
|                               | 102-48 | Restatements of information (previous report)              | 84*            | None  |
|                               | 102-49 | Changes in reporting (material issues and scope)           | 84*            | First time applying the GRI Standard (Core Option)  |
|                               | 102-50 | Reporting period   | 84*            | January 1, 2019 – December 31, 2029 (the "Reporting Period")  |

|                                      |        |  |                   |  |
|--------------------------------------|--------|--|-------------------|--|
| <b>Reporting Practice</b>            | 102-51 | Date of most recent report   | 84*               | March 4, 2019  |
|                                      | 102-52 | Reporting cycle  | 84*               | Annual   |
|                                      | 102-53 | Contact point for questions regarding the report                               | 84*               | Social Value Committee Secretariat   |
|                                      | 102-54 | Claims of reporting in accordance with the GRI Standards                       | 84*               | This Report is based on the GRI Standards (Core Option).   |
|                                      | 102-55 | GRI content index  | 35-42             |  |
|                                      | 102-56 | External assurance   | -                 | None (but external expert comments received)   |
| <b>Management Approach</b>           | 103-1  | Explanation for reporting the management approach                              | 14, 16, 18, 22    | Business, Employment, Ethics, Environment  |
|                                      | 103-2  | The management approach and its components                                     | 14, 16, 18, 22    | Refer to each page reference   |
|                                      | 103-3  | Evaluation of the management approach  | 14, 16, 18, 22    | Refer to each page reference   |
| <b>Economic Disclosures (GRI200)</b> |        |  |                   |  |
| <b>Economic</b>                      | 201-1  | Direct economic value generated and distributed                                | 14                | In 2019 – distributions to its members (salary, severance); partner companies (rent, purchases); local communities and nation (tax, donations)   |
|                                      | 201-2  | Financial implications and other risks and opportunities due to climate change | 22-23<br>20*, 48* | Efforts were made to reduce energy consumption. The Firm also provided legal services to environmental organizations and social ventures, advising on new and renewable energy and carbon credit issues. |
|                                      | 201-3  | Defined benefit plan obligations and other retirement plans                    | 14                | 100% of the Firm's employees were enrolled into the Defined Contribution Retirement Pension Scheme.  |
|                                      | 201-4  | Financial assistance received from government                                  |                   | None   |
| <b>Indirect Economic Impacts</b>     | 203-1  | Infrastructure investments and services supported                              | 14                | Refer to Part 2 of Jipyong/Duroo Pro Bono (legal and non-legal) Report   |
|                                      | 203-2  | Significant indirect economic impacts  | 14-15             | Through the provision of legal services, the Firm contributed to corporate sustainable growth, efficient resource allocation and the realization of the rule of law.                                     |
| <b>Anti-corruption</b>               | 205-1  | Operations assessed for risks related to corruption                            |                   | No assessment undertaken   |
|                                      | 205-2  | Communication and training about anti-corruption policies and procedures       | 20                | Training was conducted by the Ethics Committee.  |
|                                      | 205-3  | Confirmed incidents of corruption and actions taken                            |                   | None during the Reporting Period   |

|   |       |   |     |   |
|---|-------|---|-----|---|
| <b>Anti-competitive Behavior</b>          | 206-1 | Legal actions for anti-competitive behavior, anti-trust, and monopoly practices |     | None during the Reporting Period  |
|   | 207-1 | Approach to tax   |     | Complied with relevant regulations.   |
| <b>Tax</b>                                | 207-2 | Tax governance, control, and risk management                                    |     | Tax governance, control and risk management was undertaken by the Management Committee and the Accounts Department.   |
|   | 207-3 | Stakeholder engagement and management of concerns related to tax                | 14  | Proactively cooperated with the National Tax Service and other relevant governmental agencies and contributed to the local community tax revenue through the payment of local income tax.                         |
| <b>Environmental Disclosures (GRI300)</b> |       |   |     |   |
| <b>Energy</b>                             | 302-1 | Energy consumption within the organization                                      | 48* | Total electricity consumption in 2019: 675,178kwh   |
|   | 302-2 | Energy consumption outside of the organization                                  | 48* | Established a policy to introduce eco-friendly vehicles.  |
|   | 302-3 | Energy intensity  | 48* | Electricity consumption per person in 2019: 2077.47.kwh   |
|   | 302-4 | Reduction of energy consumption   | 48* | Compared to 2018 (total electricity consumption was 658,610kwh), the total electricity consumption in 2019 was higher (by 16,568kwh); but electricity consumption per person decreased.                           |
|   | 302-5 | Reductions in energy requirements of products and services                      | 48* | With the introduction of the "Lights-Off" policy, the amount of electricity consumed on a per person basis decreased by approximately 5.7% in 2019 compared to the average consumption over the past three years. |
| <b>Water and Effluents</b>                | 303-5 | Water consumption   | 48* | Total water consumption in 2019: 362t (1.11t per person)  |
| <b>Biodiversity</b>                       | 304-3 | Habitats protected or restored  | 66* | Afforestation of the Noeul Park   |
| <b>Emissions</b>                          | 305-2 | Energy indirect (Scope 2) GHG emissions   | 48* | Total carbon dioxide (CO2) emission in 2019: 435,019.5kg  |
|   | 305-4 | GHG emissions intensity   | 48* | Per person carbon dioxide emission in 2019: 1,338.52kg  |
|   | 305-5 | Reduction of GHG emissions  | 48* | Total carbon dioxide (CO2) emissions increased by 26,981.7kg from 408,037.8kg in 2018 to 435,019.5kg in 2019.   |
| <b>Environmental Compliance</b>           | 307-1 | Non-compliance with environmental laws and regulations                          |     | None during the Reporting Period  |

**Social Disclosures (GRI400)**

|                                       |        |   |          |   |
|---------------------------------------|--------|---|----------|---|
| <b>Employment</b>                     | 401-1  | New employee hires and employee turnover  | 28*      | New hires: 72, Transfers/Resigns: 40, On-leave: 19  |
|                                       | 401-2  | Benefits provided to full-time employees that are not provided to temporary or part-time employees            |          | None (99.7% are full-time)  |
|                                       | 401-3  | Parental leave  | 32*      | 6 cases (4 women, 2 men)  |
| <b>Labor/ Management Relations</b>    | 402-1  | Minimum notice periods regarding operational changes  |          | Complied with the Labor Standards Act (30-day notice period for terminations).  |
|                                       | 403-1  | Occupational health and safety management system  | 13*, 35* | Meetings with the labor-management council were held to discuss safety and health and other matters relating to the improvement of the working environment. |
| <b>Occupational Health and Safety</b> | 403-2  | Hazard identification, risk assessment, and incident investigation  |          | Risk assessment (Occupational Health and Safety Act, Article 36) not undertaken   |
|                                       | 403-3  | Occupational health services  | 13*, 35* | Meetings with the labor-management council were held to discuss safety and health and other matters relating to the improvement of the working environment. |
|                                       | 403-4  | Worker participation, consultation, and communication on occupational health and safety                       | 13*, 35* | Meetings with the labor-management council were held to discuss safety and health and other matters relating to the improvement of the working environment. |
|                                       | 403-5  | Worker training on occupational health and safety   |          | Exempt (Enforcement Decree to the Occupational Health and Safety Act, Article 2, Table 1, paragraph 2(ma) "Other Professional Services")                    |
|                                       | 403-6  | Promotion of worker health  | 35*      | Subsidies for comprehensive health examinations   |
|                                       | 403-7  | Prevention and mitigation of occupational health and safety impacts directly linked by business relationships |          | None  |
|                                       | 403-8  | Workers covered by an occupational health and safety management system  |          | All full-time workers   |
|                                       | 403-9  | Work-related injuries   | 35*      | Total 3 cases (1 case of insurance settlement; 2 cases of private settlement)   |
|                                       | 403-10 | Work-related ill health   |          |   |

|   |       |  |        |   |
|---|-------|--|--------|---|
| <b>Training and Education</b>                           | 404-1 | Average hours of training per year per employee  | 34*    | 9.6 hours   |
|   | 404-2 | Programs for upgrading employee skills and transition assistance programs  | 17     | Jipyong Academy, Friday Seminars, long-term training program, practice group seminars   |
|   | 404-3 | Percentage of employees receiving regular performance and career development reviews                                       | 34*    | Attorneys (Korean): 1H - 90.9%, 2H - 91.2%<br>Staff: 95.6%  |
| <b>Diversity and Equal Opportunity</b>                  | 405-1 | Diversity of governance bodies and employees   | 29-31* | Ratio of members by gender, age and nationality<br>Number of minority members: 9 persons with disabilities, 1 North Korean defector |
|   | 405-2 | Ratio of basic salary and remuneration of women to men   |        | No differentiation of salary within the same position   |
| <b>Non-discrimination</b>                               | 406-1 | Incidents of discrimination and corrective actions taken   | 33*    | 2 cases of sexual harassment and sexual violence (corrective actions undertaken)  |
| <b>Freedom of Association and Collective Bargaining</b> | 407-1 | Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk             |        | None during the Reporting Period  |
| <b>Child Labor</b>                                      | 408-1 | Operations and suppliers at significant risk for incidents of child labor  |        | None during the Reporting Period  |
| <b>Forced or Compulsory Labor</b>                       | 409-1 | Operations and suppliers at significant risk for incidents of forced or compulsory labor                                   |        | None during the Reporting Period  |
| <b>Security Practices</b>                               | 410-1 | Security personnel trained in human rights policies or procedures  |        | N/A<br>(No security personnel)  |
| <b>Rights of Indigenous Peoples</b>                     | 411-1 | Incidents of violations involving rights of indigenous peoples   |        | None during the Reporting Period  |
| <b>Human Rights Assessment</b>                          | 412-1 | Operations that have been subject to human rights reviews or impact assessments  |        | Seoul Headquarters (not undertaken)   |
|   | 412-2 | Employee training on human rights policies or procedures   | 33*    | Implemented training programs relating to disabilities and gender equality.   |
|   | 412-3 | Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening |        | None  |

|                                   |       |   |           |  |
|-----------------------------------|-------|---|-----------|--|
| <b>Local</b>                      | 413-1 | Operations with local community engagement, impact assessments, and development programs      | 12<br>13* | The Seoul Office included the local community in its scope of stakeholders and provided legal educational services, consultation services, volunteer services and donations. |
|                                   | 413-2 | Operations with significant actual and potential negative impacts on local communities        |           | None   |
| <b>Supplier Social Assessment</b> | 414-1 | New suppliers that were screened using social criteria  |           | Social impact assessment not undertaken  |
|                                   | 414-2 | Negative social impacts in the supply chain and actions taken                                 |           | None<br>(only consumer goods purchased)  |
| <b>Public Policy</b>              | 415-1 | Political contributions   |           | None during the Reporting Period   |
| <b>Customer Health and Safety</b> | 416-1 | Assessment of the health and safety impacts of product and service categories                 |           | Not undertaken   |
|                                   | 416-2 | Incidents of non-compliance concerning the health and safety impacts of products and services |           | None during the Reporting Period   |
| <b>Marketing and Labelling</b>    | 417-1 | Requirements for product and service information and labeling                                 |           | Compliance with the Korean Bar Association's Advertising Regulations for Lawyers Business  |
|                                   | 417-2 | Incidents of non-compliance concerning product and service information and labeling           |           | None during the Reporting Period   |
|                                   | 417-3 | Incidents of non-compliance concerning marketing communications                               |           | None during the Reporting Period   |
| <b>Customer Privacy</b>           | 418-1 | Substantiated complaints concerning breaches of customer privacy and losses of customer data  |           | None during the Reporting Period   |
| <b>Socio-economic Compliance</b>  | 419-1 | Non-compliance with laws and regulations in the social and economic area                      | 43*       | 2 cases of disciplinary action by the Korean Bar Association regarding the restriction on the duties of a retired attorney.  |

# JIPYONG SUSTAINABILITY REPORT