

# JIPYONG SUSTAINABILITY REPORT

## PART II. Workplace Where Members Are Happy

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A law firm's greatest asset is its people. One of JIPYONG's fundamental values is its focus on the people, and the firm's talented, progressive professionals that value integrity, work ethic, and ambition are its most important and irreplaceable assets. In order to grow together with its members, JIPYONG ensures fairness in recruiting, diversity, an environment where work-life balance is possible, and education opportunities for further growth.

# 01

## JIPYONG's Members

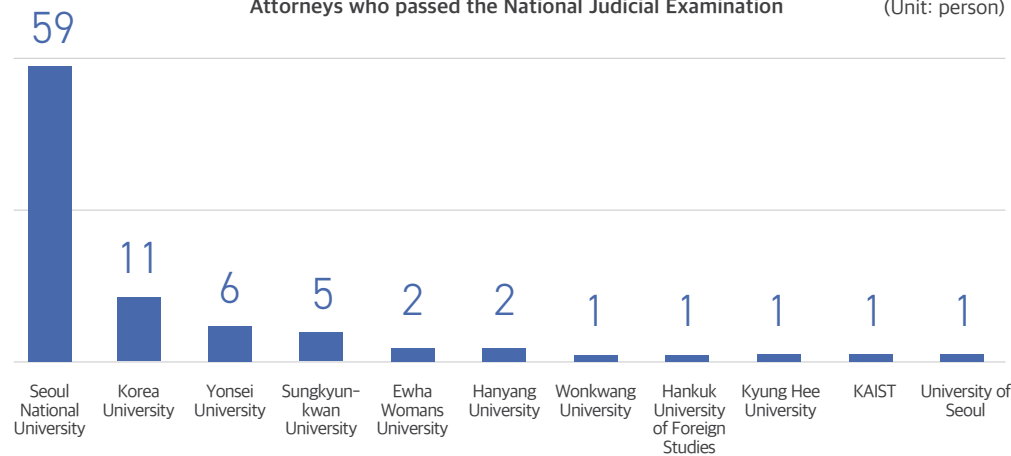
### JIPYONG Attorneys

JIPYONG's recruitment philosophy for attorneys can be summed up as a search for business partners. JIPYONG views its associates not only as its employees but also its future business partners. JIPYONG's HR Committee strives to implement the best employment policy befitting the best business partners. JIPYONG includes diversity as a factor to consider in selecting its interns and new attorneys. In 2020, the firm recruited interns and new attorneys from a more diverse range of educational backgrounds. In addition, JIPYONG is committed to ensuring, throughout the hiring process, that there is no discrimination based on gender, marital status, disabilities, or whether the candidate obtained his/her license by completing the training at the Judicial Research & Training Institute or by graduating from a law school.

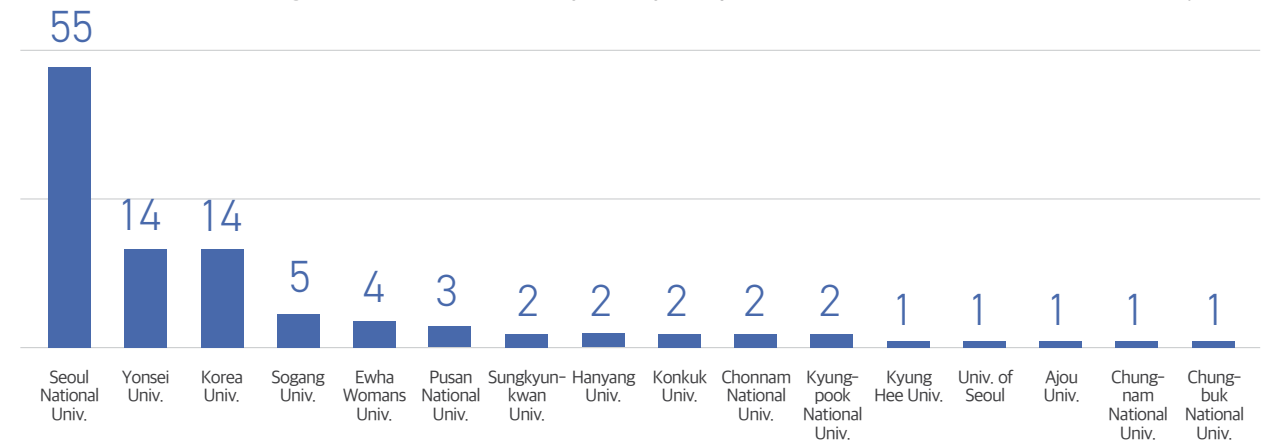
### JIPYONG's Employees

JIPYONG endeavors to ensure transparency and impartiality in the hiring process by prohibiting its candidates from specifying in their applications any physical features (including their appearance, height, weight), birthplace, marital status, wealth, educational background/occupation/wealth of immediate family members and siblings, etc. in their CVs. In addition, it eschews any form of unjust discrimination, such as those based on gender, age, appearance, or medical history.

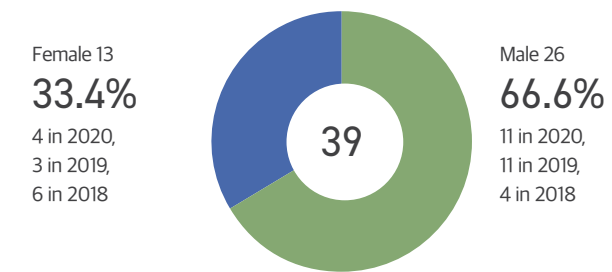
Undergraduate institutions attended by Attorneys who passed the National Judicial Examination (Unit: person)



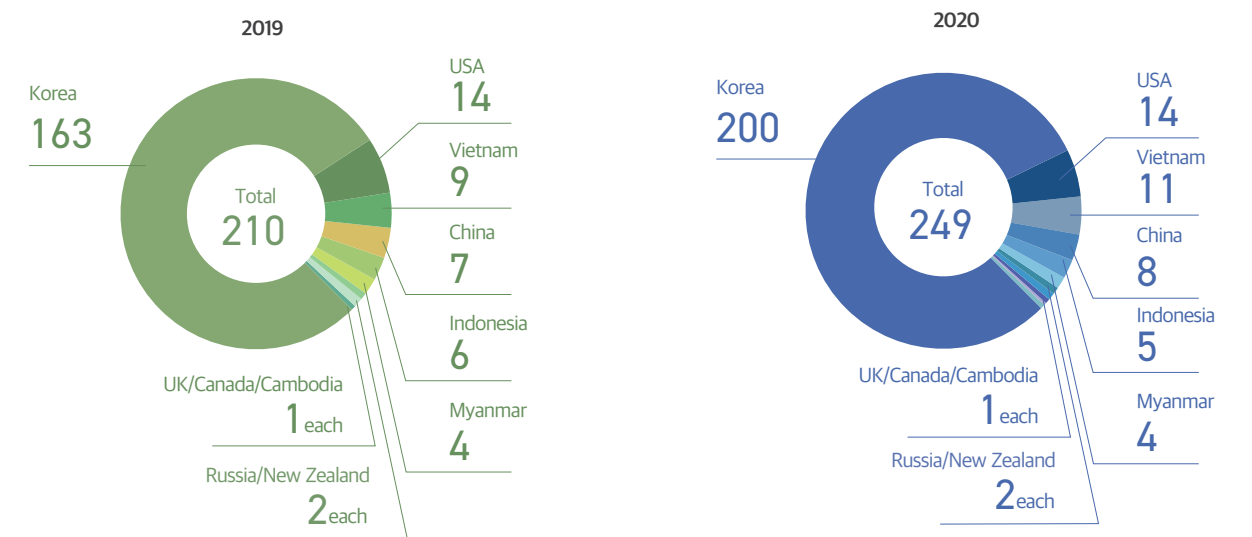
Undergraduate institutions attended by Attorneys who passed the National Bar Examination (Unit: person)



Gender ratio of new JIPYONG attorneys (2018-2020)



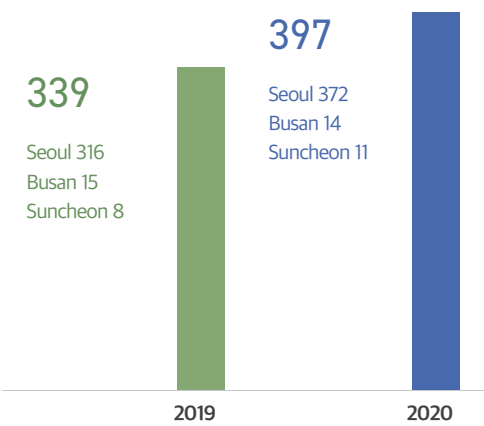
JIPYONG's Korean Attorneys and Foreign Attorneys by Country (Unit: person)



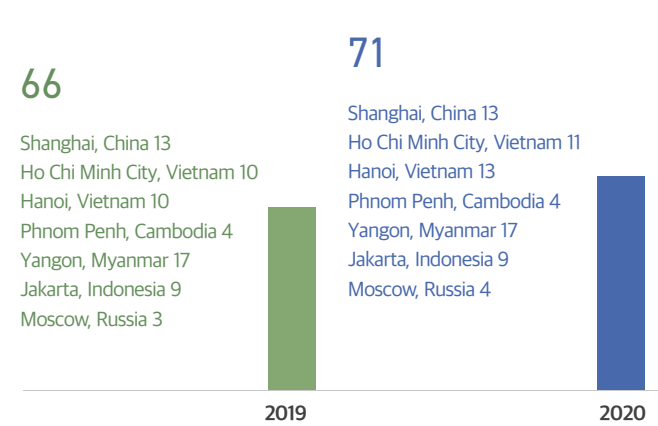
**Number of Attorneys by Office**

(Unit: person)

**Total Attorneys in Domestic Offices**

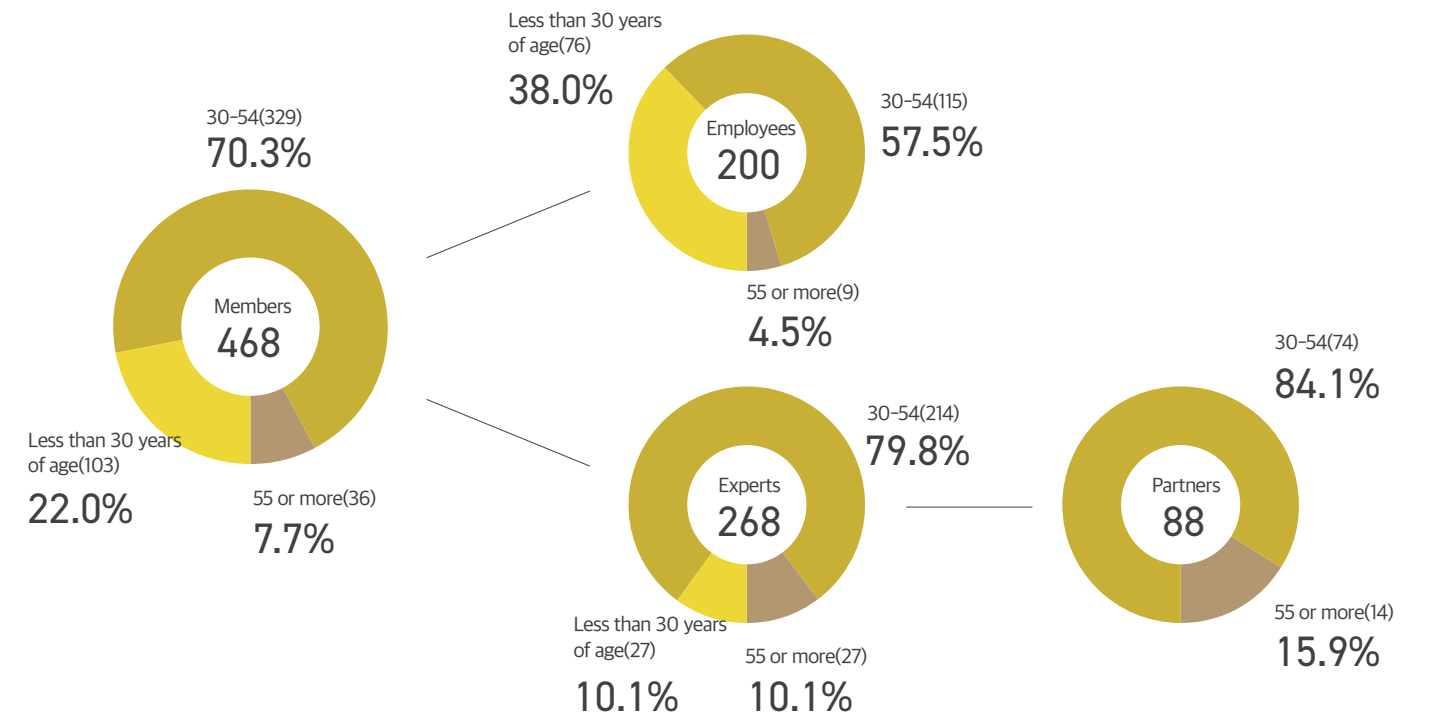


**Total Attorneys in Overseas Office**



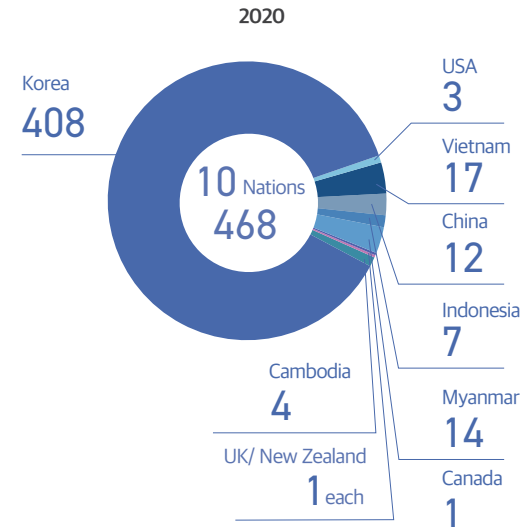
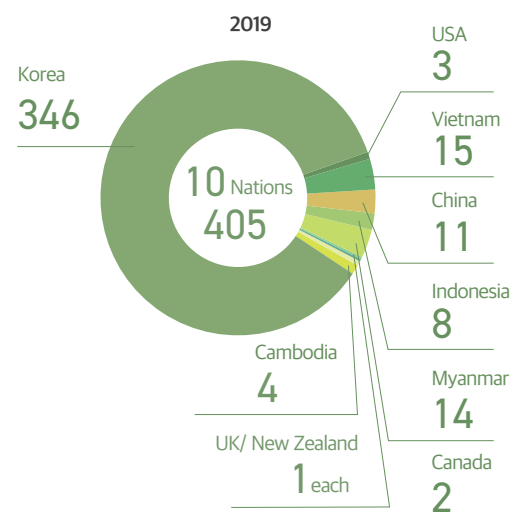
**JIPYONG's Members by age group**

(Unit: person)



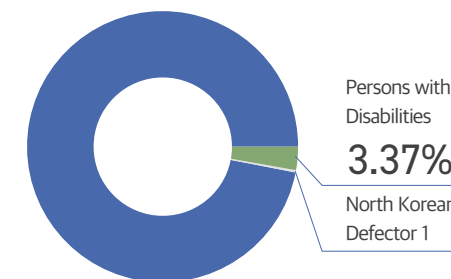
**JIPYONG Members by Nationality**

(Unit: person)



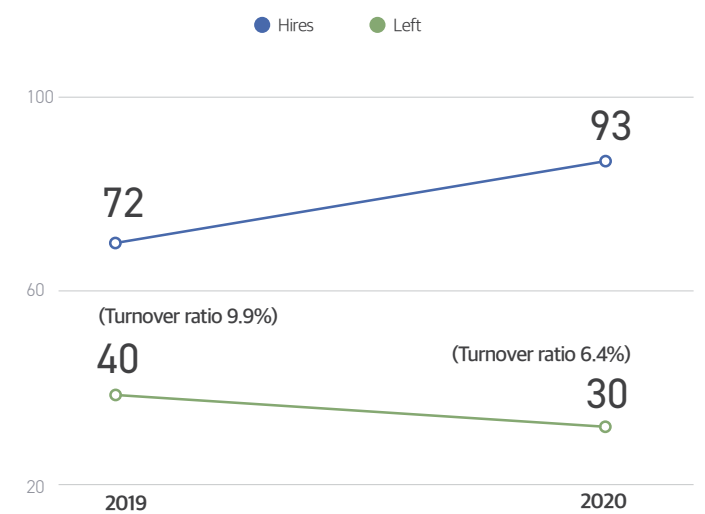
**JIPYONG Members from Underrepresented Backgrounds**

(Unit: person)



**Recruitment and Turnover**

(Unit: person)



# 02

## Human Resources Development (Education and Training)

JIPYONG has been systematically implementing education and training programs for its members and is the first Korean law firm to have established an education committee. The firm set up JIPYONG Academy, an educational program that invites various lecturers within and outside JIPYONG to provide valuable educational opportunities to our members. In addition, JIPYONG holds a 15-week education program for new attorneys, known as Friday Seminars, to provide them with the opportunity to learn the ins and outs of the legal practice. There are also other various educational programs and opportunities in a variety of areas including, among others, Brief Review sessions in which members of the Education Committee review legal opinions and briefs prepared by JIPYONG attorneys; Precedent Seminars in which participants research and analyze the latest precedents; Specialist Field Seminars to study each specialized field in law; and Legal Practice Seminars where attorneys can learn various practical skills including legal writing, consulting skills, presentation skills, and negotiation techniques.

### 2020 JIPYONG Academy

The JIPYONG Academy invites internal and external experts to give lectures on various topics during lunch time to JIPYONG members every month. As in-person lectures were restricted due to COVID-19, JIPYONG adapted by delivering all lectures online and offline simultaneously. In providing the lectures, JIPYONG strictly complied with all COVID-19 guidelines and, at the same time, strove to enable as many members to participate in the lectures as possible.

Month	Topic	Online/Offline/Both
May	Impact Investment: Capital Growing with Society	Both
June	School for Future: Mother and Investor	Both
August	2nd Wave of COVID-19 and Mass COVID Testing for Prompt Diagnosis	Both

### 2020 Education Programs for New JIPYONG Attorneys

JIPYONG's Education Committee developed a variety of educational programs for new attorneys to develop its members' expertise through systematic education and training and to create an environment where all members can grow together. For the first two months, JIPYONG's new attorneys participate in education programs focusing on professional ethics, business etiquette, and essential topics for a successful legal practice such as litigation, counseling, and drafting opinions. They are then provided with further opportunities to obtain legal knowledge in various areas through the firm's Friday Seminars.

### Education Programs for New Attorneys

How to be a Good Lawyer
Transition from Law School Students to Lawyers in Practice: Business Etiquette, Courtroom Etiquette, Legal Proceedings
JIPYONG's Social Value Management Seminar
Civil Litigation: assignments and feedback
Preparation of Legal Opinion (Civil): assignments and feedback
Contract Drafting: assignments and feedback
Preparation of Response (Civil): assignments and feedback
Lecture on Preservative Measure / Preparation of Application for Preservative Measure
Preparation of Legal Opinion Focusing on the Commercial Act: assignments and feedback
Translation of Legal Opinion in English: assignments and feedback
Lecture on Administrative Litigation / Preparation of Application for Constitutional Petition: assignments and feedback
Preparation of Legal Opinion Focusing on Constitution/Administrative Law: assignments and feedback
Preparation of Legal Due Diligence: assignments and feedback
Preparation of Administrative Complaint: assignments and feedback
Preparation of Legal Opinion: assignments and feedback
Preparation of Grounds for Appeal in Civil Cases: assignments and feedback
Assistant works for Deals: assignments and feedback
Preparation of Pretrial Briefs in Criminal Cases: assignment and feedback
Preparation of Grounds for Appeal to the Supreme Court in Civil Cases: assignments and feedback
The Board of Directors and General Meetings of Shareholders: assignments and feedback
Preparation of Comments on Contracts: feedback

### Friday Seminars

Week	Description	Lecturer	Online/Offline/Both
1st	Civil Execution	Chang Young KWON	Online
2nd	Key Issues in the Commercial Act	Min SHIN	Online
3rd	Loan Agreement and Security	Seung Hyeon LEE	Online
4th	Overview of Finance Related Laws and the Financial Investment Services and Capital Markets Act	Hee Jung SHIM	Online
5th	Overview of the Fair Trade Act	Byung Joo LEE	Online
6th	Overview of the Bankruptcy Act	Soon Chul KWON	Online
7th	Overview of Labor Standards Act	Kwang Sun LEE	Online
8th	Inspection Procedure, Criminal Proceedings	Sehoon CHOI, Soo Saeng MOON	Online
9th	Overview of Intellectual Property Laws	Seung Soo CHOI	Online
10th	Overview of Legal Practice in Construction and Real Estate	Won JEONG	Online
11th	Overview of the Foreign Exchange Transactions Act	Jung Han YOO	Online
12th	How to prepare a legal opinion and find research materials, Attorneys' Work Ethic	Gee Hong KIM	Both
13th	Overview of Tax Laws	Sang Su KU	Online
14th	Overview of Corporate Accounting	Sang Su KU	Online
15th	Key Issues and Cases of Administrative Litigation / Overview of Foreign Investment System	Seongcheol PARK, Sehun KO	Both

### Education and Training Hours per Person (Seoul Office)

(Unit: Hour)

	Professionals		Employees		Total	
	Total Hours	Hours per Person	Total Hours	Hours per Person	Total Hours	Hours per Person
2019	2,397.2	13.6	642	4.6	3,039.2	9.6
2020	3,467.8	16.5	735.5	4.5	4,203.3	11.3

### Education and Training Hours for New JIPYONG Attorneys

Description	Education Hours per Person	Total Education Hours
Education for New Attorneys	162	1792.00
Friday Seminars	30	380.71
Total Hours	192	2172.71

\* Hours of the attorneys who joined JIPYONG after the education program began are counted on a pro rata basis for 12 months.

### Regular Performance Evaluation

JIPYONG evaluates performance of its attorneys twice a year and performance of its employees once a year. 94.7% of JIPYONG attorneys received evaluations in the first half of 2020 and 91.8% in the second half (excluding those who are on a long-term training program or long-term leave). JIPYONG also reviewed the performance of 93.7% of its employees excluding new hires who worked less than three months at JIPYONG.

Category	2019	2020	
Attorneys	First Half of the Year	90.9%	94.7%
	Second Half of the Year	91.2%	91.8%
Employees	Year	95.6%	93.7%

### Long-Term Training Program for Attorneys

JIPYONG views the long-term training programs for attorneys as important educational opportunities for its attorneys. Thus, the firm has developed and recommended to its attorneys a variety of long-term training programs and opportunities including the LL.M. programs at U.S. law schools, working at JIPYONG's overseas offices, working at overseas law firms, and working at Korean companies and government institutions. JIPYONG attorneys who worked at JIPYONG for at least 4.5 years (if such attorneys served in the military as military judicial officer) or at least 5.5 years (if such attorneys finished the apprenticeship program in the Judicial Research and Training Institute or if they graduated from law schools) are eligible for such long-term training programs. The number of JIPYONG attorneys who began the long-term training programs were 4 in 2019 and 6 in 2020.

2020		Institutes/Companies Providing the Training Program
Attorneys who completed the Training Program	Attorneys who started the Training Program	
4	6	On-site Training Kakao Enterprise Korea Environment Corporation
		Overseas Training Leiden Univ. (the Netherlands) Keio Univ. Law School (Japan) King's College London, LL.M. (the U.K.)
		Expert Program Ph. D course of Seoul National University

## ON JIPYONG'S LONG-TERM TRAINING PROGRAM

### My experience at Goldman School of Public Policy at University of California, Berkley



Attorney Chang Wook MIN

I completed the U.C. Berkley Master of Public Affairs (MPA) course from May 2019 to May 2020. MPA is a program designed to provide education on policy analysis, economics, statistics, and organizational leadership, etc. to mid-careers professionals with about 10 years of work experience in related sectors. Among the 51 participants in the program, 35% were non-US citizens and most of them were professionals who worked in administrative or legislative bodies of various countries, NGOs, or international organizations, etc.

At first, the language barrier made it difficult to follow the lectures. However, I learned a lot from the students who freely and fiercely engaged in debates during the lectures. Among the professors, there was a professor wearing a hoodie and shorts and having conversation with the students without reserve. Most students proactively engaged in the lectures. They raised their hands and expressed their opinions even when they were not told to. They were happy to talk about their own thoughts and opinions. I thought the power of the U.S. comes from the culture where everyone can freely express and exchange one's opinion.

As my master's thesis, I wrote a dissertation titled "Labor Market Inequality in Korea: Duality and Earnings Gap". I focused on this issue because I was interested in the issues faced by the Korean labor market and had participated in some government projects related to its policies for temporary workers. Before I started this course, I felt that it would be difficult to identify the root of the problem if I only looked at laws and regulations and government guidelines. When I prepared for the master's thesis, I inspected data from the OECD and Statistics Korea (KOSTAT) and had an opportunity to ponder over the economic effects of the Korean government's policy and measures on the labor market. As a result, I discovered that the current inequality in the labor market is caused by inequality in the commodity market. Therefore, I concluded that solving those labor issues requires knowledge not only on labor laws but also on fair trade laws.

Not every problem can be completely solved in a single step. As both an individual's capacity and time are limited, problems in the public sector cannot be addressed simply by one person working hard. Sometimes it is not easy to resolve such problems even when many people work together for a long time. I hope that JIPYONG can maintain its reputation as a community of legal experts that resolve such difficult problems for a long time.



# 03

## Human Rights and Safety

### Policy Against Minority Discrimination

JIPYONG is committed to achieving diversity in the workplace and, to that end, has consistently promoted recruiting people from underrepresented backgrounds such as persons with disabilities or North Korean defectors. Through such effort, JIPYONG strives to achieve equal opportunity and societal harmony. As part of its inclusive policy, all JIPYONG members use Braille business cards for persons with vision impairment or low vision. JIPYONG created and is making efforts to maintain its work environment where persons with and without disabilities can work together without any discrimination with regard to their duties and positions. As a result, both employees with and without disabilities work in positions where they can demonstrate their full capacity.

### Education to Raise Awareness of Disability Rights

JIPYONG complies with the Act on the Employment Promotion and Vocational Rehabilitation of Persons with Disabilities. As of 2020, the percentage of persons with disabilities among JIPYONG's members was 3.37%, which is higher than the mandatory rate of 3.1%. In October 2020, JIPYONG provided education to raise awareness of the rights of persons with disabilities to its members over two occasions. JIPYONG has been providing such education every year to increase human rights awareness among its members even before the law requiring such education were introduced and has been at the forefront of protecting the rights of persons with disabilities through its implementation of inclusive policies to hire more persons with disabilities, and through the activities of the subcommittee on the rights of persons with disabilities within the Public Interest Committee.

### Training for Prevention of Sexual Harassment in the Workplace, Counseling, and Reporting Violations

As part of its efforts to ensure gender equality in the workplace, JIPYONG provides workplace sexual harassment prevention training to its members every year. In 2019, JIPYONG distributed informative materials on strengthening prevention against sexual harassment/violation and drafted a manual on prevention of sexual harassment and sexual violence based on the results of the 2018 Survey on Prevention of Sexual Harassment in the Workplace. JIPYONG also prepared a Guideline on Prevention of Sexual Harassment and Violation and installed the Sexual Harassment/Violation Reporting and Counseling Channel as well as a committee to resolve such grievances. Through those activities and systems, JIPYONG is committed to creating an inclusive work environment where gender equality is protected among its members and making sure that no one is discriminated based on one's gender.

## Hate Speech Survey and JIPYONG's Efforts for Improvement

In celebration of the Public Interest Day in September 2020, JIPYONG conducted a survey on discrimination and hate speech, to which 57 JIPYONG members responded. Most of the respondents agreed that certain speech can constitute discrimination or hate speech regardless of the speaker's intention and other person's tolerance, and they were well aware of the possibility that such discriminatory and hate speech may arise in the workplace. Meanwhile, 91.2% of its members answered that they did not find any discriminatory language or hate speech in documents drafted by JIPYONG. However, some pointed out that they witnessed discriminatory expressions in the workplace, so JIPYONG proposed measures to be taken both by JIPYONG and its members to create a workplace where everyone can feel safe and supported in its in-house webzine.

### Reported Cases and Measures for Improvement

**지평 안에서 구성원들이 보고 겪은 차별·혐오표현입니다.(성별)**

여자는 배치가 있어지지, OOO처럼 너무 세면 언제, 배우자가 힘들어!

아무래도 평년기인가봐, 여성화가 진행되지 감수성이 예민해졌어.

아이구, 만약엔 여자에게 어떤 걸 시키면 쓰나 내가 알아서 할게.

에 얼마에 나이라도 많은데 일을 할래?!

성추행 피해를 어떻게 더 강조해볼까... "여자의 몸으로 훔칠 수 없는 상처를 입고"면 뭐겠지?

우리 팀은 여자번호사가 너무 많아서 문제야, 이번엔 남자번호사로 뽑지.

오야구, 애중애관진!

어째게그 좀 그만해.

**우리는 어떤 노력을 할 수 있을까요?**

- 무엇이 문제인지 인식해요**
  - 잘못된 관습표현을 알아두고
  - 상대방 입장에서 생각하고
  - 자신을 돌아봐요
  - 망심은 금물!

"나 정도면 의심되는 사항이" 라는 생각에서 심수가 비롯된다는 의견도 있었어요! 표현을 통해 드러나는 내 마음을 다시 점검해보면 어떨까요?
- 지평의 일원으로 품위있는 표현에 주의를 기울여요**
  - 편한 사이라서 심수가 없었는지
  - 술이나 기분에 휘둘린 적은 없었는지

대외적인 표현(사면)에는 더욱 주의해요
- 문제가 발생하면 지적해요!**
  - 웃치고 한 얘기까지!
  - 좋은 뜻으로 하는 얘기까지!
  - 우리가 하루아침에 사이도 아니고!

"하하하- 요즘 이런 얘기하면 잡혀가지?"를 늘 덧붙이면서 긍정적인 표현을 입상은다는 의견도 있었어요. 남의 얘기라고 생각하기 때문에 심수는 받아들이기 어렵게 느껴주세요.
- 제도적으로 지원해요!**
  - 소수자는 의견을 표현하기 어려워요
  - 민원창구를 만들고
  - 독립적으로 운영해주세요

"소수자에 대한 편견" 심사관 "차별"로 이어집니다!

**우리가 쓰는 법률서면에서의 차별표현은 생각보다 많은 편입니다.**

A사건의 항소이유서 참고 / '광범위' → 시각장애인을 차별하는 표현

B사건의 계약서 참고 / '치네자' → '치네'는 여성의 손끝을 뜻하는 말로, 남성 중심적 언어 문화를 확인할 수 있는 용례

C사건의 준비서면 참고 / '미량인' → 가부장적 인식이 담겨 있는 차별적 표현 [미량인(未成人)의 뜻을 그대로 끌어오면 '약자' 혹은 '미성년'이다. 남성을 따라 죽지 못해 살아남은 죄인이라는 의미다]

**지평 안에서 구성원들이 보고 겪은 차별·혐오표현입니다.(성소수자·종교·장애)**

성소수자는 인간도 아니라고 생각해

동성애자들 극혐이야

(소송서면에서) "질문없이 제도", "광범위 인사"

무슬림은 무너야, 방산병사라도 못하더구!

**지평 안에서 구성원들이 보고 겪은 차별·혐오표현입니다.(학벌·경력·외모)**

난 서울대 출신이 아니면 후배로 생각 안 해

학익/학벌 무시하는 발언

경력직을 차별하는 발언

"OO씨가 우리 회사 미모 1등이지", "왕 썰겼다, 혼남이야" 등 외모에 대한 반복적이고 지속적인 평가

## Receipt and Handling of Grievances in 2020

In 2020, JIPYONG received five anonymous grievance reports. JIPYONG handled all the grievances reported in compliance with its principles. The “grievance related to working conditions was a suggestion to improve the workplace environment.

In 2021, JIPYONG created the “Sotong Hotline” system (sotonghotline.com), an online counseling and reporting system designed to address concerns regarding convenience, confidentiality, and anonymity when reporting grievances.

**소통 핫라인**



Category	Case	Result
Improvements to working environment	1	Had a team manager-level meeting and delivered the suggestion to the department in charge to reflect the suggestion.
Health and safety in the workplace	-	
Working conditions	3	Delivered to the attorney in charge in the Grievances Handling Committee and notified the problem to the related team to address the problem.
Harassment in the workplace	1	Investigated the related person
Sexual harassment/violence in the workplace	-	
Total	5	

## Occupational Injury or Illness and Our Effort to Handle Such Injury in 2020

Although JIPYONG is not required to create the Occupational Safety and Health Committee under the Occupational Safety and Health Act, it consults with the Labor-Management Council about the employees' health and safety and measures to improve the work environment and members' health. There was no case of occupational injury or illness at JIPYONG in 2020. JIPYONG supports its members to take interest in their health and to engage in necessary precautions. Once an employee becomes 40 or 50 years old, JIPYONG funds the cost of his/her comprehensive medical checkup. JIPYONG will continue to pay attention to diseases and illness frequently suffered by office workers or professionals and appropriately respond to such health risks.

## JIPYONG's Response to COVID-19

In order to prevent the spread of COVID-19 in the workplace in 2020, JIPYONG placed hand sanitizers, disposable gloves, thermometers, and thermal imaging camera in the office and distributed masks to all members on 2 occasions. In addition, JIPYONG revised the Operations Manual During Emergency so that it can comply with the government's guidelines and implement remote working. Also, JIPYONG has been adjusting the number of people working in the office in compliance with each level of the government's social distancing policy.

Whenever it discovered that its member (or a person who works in the same building) was diagnosed with COVID-19, JIPYONG notified its members of such fact and the diagnosed person's contact tracing information via e-mail and phone and carried out sterilization measures. On a suggestion by one of JIPYONG's members made when it first disclosed the contact tracing information of the diagnosed person, JIPYONG endeavors not to disclose any unnecessary information such as the person's symptoms or information on his/her travel log if the person did not have contact with anyone.



# Interview on JIPYONG's Response to COVID-19

Administrative Support Team

**Please explain the key focus of JIPYONG in response to the COVID-19 pandemic?**

JIPYONG puts prevention of infection of our members and clients first. We have enhanced our Operations Manual During Emergency to prepare for any future emergent situations which specifies measures aligned with each level of the social distancing policy in Korea so as to create a system where our services for clients are not disrupted and all members can perform their duties without interruption.

**Please elaborate on JIPYONG's efforts and measures to prevent COVID-19.**

JIPYONG frequently circulates the guideline for prevention of infectious diseases and recommends its members to have conference calls and virtual meetings with clients instead of meeting our clients in person. JIPYONG has also placed hand sanitizers, thermometers, and masks in its offices as well as thermal imaging cameras and QR readers for clients who visit JIPYONG's offices so that we can keep records of visitors. JIPYONG has recommended and is still recommending its members to work from home and wear a mask when they are in the office. In our office, we frequently let fresh air into indoor spaces. Recently, JIPYONG has decided to provide paid vaccination leave and recommends its members to use it to be vaccinated. For more-

than one year, we regularly disinfect our offices and recommend members not to have private meetings and postpone all events. As such, we are strictly following the COVID-19 prevention guideline to help the industrial, health and safety system not be halted.

In addition, JIPYONG currently placed at-home COVID-19 testing kits and lets our members and clients to freely use the kits when they have a fever or when they feel necessary. This is part of our efforts to implement preemptive COVID-19 measures to minimize the damage that can be caused by the pandemic.

**Please demonstrate any measures or efforts JIPYONG wants to pay attention to or improve in connection with COVID-19 prevention.**

We hope that COVID-19 will end soon so everyone can come back to normal life. JIPYONG will maintain its close cooperation with the building managers to make sure that our workplace is adequately disinfected, sanitized, and managed to create a work environment prepared for more severe infectious diseases that may arise in the future. We are working hard to improve our workplace and check workplace safety to minimize our members stress and anxiety over the pandemic to ensure that our members can fulfill their duties based on the belief that our workplace is safe in any circumstance.

## Human Rights Due Diligence

In accordance with the UN Guiding Principles on Business and Human Rights (UNGPs) approved by the United Nations Human Rights Council (UNHRC) in 2011, all companies are responsible for respecting human rights. UNGPs presents Human Rights Due Diligence as one of the key measures to be taken by companies for their responsibility to respect human rights. JIPYONG requested DUROO to perform Human Rights Due Diligence in order to identify any potential human rights risks that have arisen or may arise at JIPYONG and come up with remedies and improvement measures to address such risks.

### Period, Scope, and Method of Human Rights Due Diligence

- **Period** : Sep. 2020 - Jan. 2021

- **Scope of Due Diligence**

- JIPYONG carried out human rights due diligence on matters related to JIPYONG's organizational management ("Human Rights Due Diligence Related to JIPYONG Members") and on matters related to JIPYONG's business including its legal services, etc. ("Human Rights Due Diligence Related to Clients")
- JIPYONG performed Human Rights Due Diligence Related to JIPYONG Members focusing on its members in its Seoul office and is planning to perform the same due diligence step by step for its branches and overseas offices.
- With regard to JIPYONG's Human Rights Due Diligence Related to Clients, the firm focused on law firms' characteristics distinct from other companies in general and independence in attorneys' service, as well as their confidentiality obligations for clients and fiduciary duty. Given the fact that JIPYONG is the first law firm which conducts human rights due diligence in Korea, JIPYONG checked its applicable bylaws and regulations and suggested the principles and methodology in providing legal services in terms of human rights advocacy.

- **Due Diligence Method**

- **Human Rights Due Diligence Related to JIPYONG Members**

JIPYONG provided education on human rights management to 6 groups of professionals and 7 groups of employees at JIPYONG and had 13 sessions of Focus Group Interview to receive opinion on human rights infringement cases, risks, and measures for improvement.

Interview with Members of the Management Committee / Interview with JIPYONG members on current status and situation of each administrative division.

Review of bylaws applicable to enforcement of various policies and the current status.

- **Human Rights Due Diligence Related to Clients**

Reviewed Korean and overseas articles and publications related to human rights due diligence related to law firms' business

Interviewed the members of the management committee and ethics committee

Reviewed JIPYONG's bylaws and regulations on its business relationship

### Human Rights Due Diligence Related to JIPYONG Members

- Based on the human rights elements presented by the Universal Declaration of Human Rights, JIPYONG conducted Human Rights Due Diligence Related to JIPYONG Members to identify any possibility of human rights infringement from a materiality perspective in consideration of the Focus Group Interview (FGI) and its inspection of current status. In this due diligence, JIPYONG considered factors including the rights to equality and discrimination; the rights to rest and leisure and rights to receive fair considerations; safe and hygienic work environment; labor rights; protection of family and maternity; women rights; and privacy rights and portrait rights, etc.
- JIPYONG was found to have made material efforts to respect its members' human rights and protect and improve their rights in important areas related to its members such as work-life balance, prohibition of any discrimination against minorities, and safety and welfare of its members, etc.

- In order to protect its attorneys from overwork, JIPYONG established the "Guideline for Prevention of Associates' Overwork and Work-Life Balance" and implemented related measures such as management of work hours on a monthly and quarterly basis, establishment of a guideline for timesheet and management of assignments and workload, reporting of excessive workload (green card), and temporary pause of work assignment, and hiring additional attorneys in line with the workload. JIPYONG is recommended to analyze and monitor the current status based on quantitative and qualitative data so that such measures can be established in the system.
- As additional measures to improve the rights in some areas such as clean work environment were deemed necessary, JIPYONG was recommended to establish measures, in phases, to guarantee and improve such rights through participation and discussion with its employees, who are the major stakeholders of JIPYONG.

### Human Rights Due Diligence Related to Clients

- With regard to the human rights risks which may occur in the course of accepting an appointment for legal services from clients, JIPYONG created an Ethics Charter consisting of 13 principles which stipulate attorneys' obligation for clients and their limitation, so as to have JIPYONG attorneys follow such principles under the supervision of the Management Committee and under the responsibility of partners.
- JIPYONG's Ethics Committee is in charge of inspecting and handling any case where an attorney violates the ethics for attorneys, responding to related questions, and providing ethics education to its members.
- It was recommended to implement measures requiring attorneys to consider human rights in the process of taking on a case and regularly provide its members with education on human rights and business to raise awareness on human rights and law firms' responsibility to respect human rights in their relationship with clients.



# 04

## Employment Relations

### Members' Participation and Cooperation

JIPYONG is committed to building a healthy, horizontal organizational culture with its members' responsible participation in the firm's management. In addition, JIPYONG has opened various communication channels to enable its members to participate in the decision-making process. To promote the shared interests of both the employees and the firm, JIPYONG's Labor-Management Council consisting of three members each from the employees and the firm, and the Associates' Council consisting of all the JIPYONG associates, work together to discuss matters such as working conditions, safety and health, and any other measures to improve the working environment. The key issue selected by the Labor-Management Council and the Associates' Council in the year of 2020 was "pursuing work-life balance" through flexible adjustment of work hours. JIPYONG also makes various efforts to communicate with its members through workshops by teams, in-house webzine, JIPYONG Academy, and club activities. Furthermore, the firm is rapidly becoming a company that creates innovative values through its members' participation. For example, JIPYONG invites its members to suggest ideas for innovation at work and often implements such ideas.

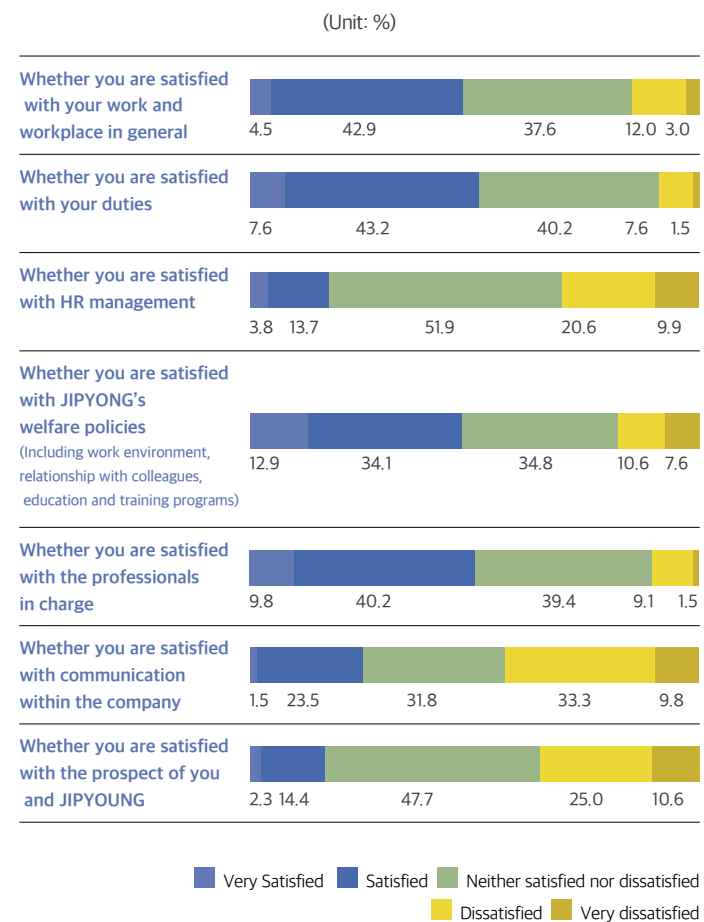
### Labor-Management Council (Employees)

Labor-Management Council consists of three members representing the employer (the firm's members) and three members representing the employees (the employee's members). As part of JIPYONG's efforts to promote communication between the firm and the employees through the Labor-Management Council and encourage the employees to participate in the management, five more employee representatives are appointed by the members of the Labor-Management Council, and then such representatives also participate in the Council meeting. The Labor-Management Council holds a general meeting once every six months including its roundtable meeting. The Council conducted a survey on the satisfaction of employees and reflected the results in the discussion of the Council and the firm's management.

### Employees' Satisfaction Survey

**Period** : Oct. 23, 2020 - Oct. 27, 2020 (5 days)  
**Participants and Method** : Participant: all the employees in JIPYONG Seoul office / Method: anonymous survey using Google survey form  
**Participation rate** : 138/145people

#### Multiple Choice Survey Questions and Results



JIPYONG delivered to the employer's members the opinions submitted through the employees' satisfaction survey conducted by the Labor-Management Council. It changed its HR policies to improve the areas where satisfaction rates were low and continues to improve its system by receiving its members' opinions.

In addition, in order to promote communication among its members, JIPYONG created the Sotong Hotline with enhanced anonymity in submitting opinions so that its members can more freely express their opinions.

### Associates' Council

JIPYONG's term for our associates is "prospective partners", as it perceives them as not only JIPYONG's employees but also its future partners. JIPYONG's associates created the Associates' Council and have regular meetings with the Management Committee to deliver their opinion on associates' working conditions and how to improve them. Before the introduction of 52-hour work-week system, JIPYONG's associates' council reviewed the work-life balance, the law firms' work approach and working hours, etc. and finally agreed on the discretionary work hour system. In addition, JIPYONG enacted "Guideline for Prevention of Associates' Overwork and Work-Life Balance" (hereinafter the "Work-Life Balance Guideline"). The Work-Life Balance Guideline specifies detailed measures that help associates strike the balance between work and life. It provides for the following measures: the associates' work hours per month shall be less than 170 hours; the firm shall hire more associates if its associates continue to experience excessive workload; and the firm shall introduce a concentrated work assignment system to address the imbalance between the volume of work assigned to the associates as well as flexible work hours, remote working, reduce the volume of work for associates who are pregnant, and regularization of winter break, etc.

JIPYONG continues to monitor whether the Work-Life Balance Guideline is well implemented and has discussions with associates to improve any shortcomings.

### Key Details of the Work-Life Balance Guideline

Objective	Measure
Prevention of Excessive Workload	<ul style="list-style-type: none"> <li>JIPYONG actually reduces the workload of associates by ensuring that their work hours are less than 170 hours per month and the average work hours are less than 150 hours per month.</li> <li>If associates continue to experience excessive workload, JIPYONG hires additional attorneys.</li> </ul>
Equal Assignment of Work	<ul style="list-style-type: none"> <li>JIPYONG ensures that works are assigned by a head of team or a partner in charge of work assignment to make sure that works are equally assigned to all associates.</li> </ul>
Effort to Strike Balance Between Work and Life	<ul style="list-style-type: none"> <li>An attorney may work from home or use flexible work hours because of childcare or other reasons after obtaining approval from the Management Committee</li> <li>JIPYONG decreases the workload of associates who are pregnant and allows them to use maternity leave to the maximum extent permitted by law</li> <li>JIPYONG encourages its associates to use paid leave through winter vacation and intensive vacation policies</li> </ul>

## Creation of Working Environment for Work-Life Balance

JIPYONG introduced and is proactively implementing policies for creation of “working environment for work-life balance”, which is the main concern of the Labor-Management Council and Associates’ Council. JIPYONG’s efforts include reducing work hours, expanding the scope of employees eligible for parental leave, and hiring women whose careers have been interrupted.

The period of childcare leave granted by JIPYONG shall be counted in the period of continuous service, and those who used childcare leave shall not receive any disadvantage in their performance evaluation. In addition, from February 2017, JIPYONG gives its employees whose spouse gave birth 10 days of paid leave (paternity leave for fathers) which must be used within 60 days from the date of childbirth, which is longer than the legal requirement, and encourages its employees to use such paid leave. Furthermore, whenever JIPYONG plans to expand the hiring, it first offers such opportunities to its former employees who left the company due to reasons such as pregnancy, childbirth and childcare, and JIPYONG also plans to continue to expand the hiring of career-interrupted women.

Current Status on the use of maternity leave/childcare leave in 2020	Expert	6 cases (Use of childcare leave: 1 / use of both maternity leave and childcare leave: 5)
	Employee	6 cases (Use of both maternity leave and childcare leave: 6 cases)
The period of maternity leave for the last five months (including maternity leave)	Expert	5.5 months on average
	Employee	14.5 months on average
Current status on the use of paternity leave for fathers (childcare leave) in 2020		Use of paternity leave for fathers: 7 cases Use of childcare leave for fathers: 1 case (11 months on average)

Category	Unit	2016	2017	2018	2019	2020
The number of JIPYONG members who used childcare leave	Male	0	1	1	2	2
	Female	15	17	10	6	8

The figures above differ from those in the 2019 report because the 2019 table showed the number of employees who used maternity or paternity leave plus the number employees who used childcare leave while the table above only demonstrates the number of employees who used childcare leave.

## Family and Childcare Support

JIPYONG helps its members raise their children in a happy and positive environment. The firm provides maternity and paternity leave as well as childbirth allowances. In addition, the firm allows its members to use flexible work hours when their children start elementary school so as to let them help their children commute to school. When their children enter middle and high schools, the Managing Partners give a letter and a flower basket to celebrate their study. When they enter college, the firm also supports their tuition fees, aiming at creating a firm which can grow together with not only its employees but also their children.

## Leisure Activity Support

JIPYONG supports its employees’ leisure activities by providing well-being allowance and endeavors to improve their employees’ quality of life through reduction of work hours by allowing its employees to use “leaving early on Friday” once every month, “2 hours absence from work” six times a year, as well as “leaving early on birthday”. The firm is committed to supporting its employees to take rests well and strike a balance between work and life and realize its value.

## Sabbatical Leave

Since March 2017, JIPYONG provides long service leave to its employees who have provided continuous service for long term, which can be used separately from their annual paid leave, in order to give them an opportunity to recharge themselves. Experts including attorneys are entitled to take 2 weeks long service leave after a period of 3 years’ continuous service, and employees are entitled to take 2 weeks of long service leave after a period of 10 years’ continuous service and take 1 week of long service leave after a period of 20 years’ continuous service so that they can take a rest and recharge themselves. Most attorneys and employees use long service leave after adjusting the work schedule with team members, in accordance with the purpose of this system.

Category	2017	2018	2019	2020
Professionals	14	8	9	8
Employees	-	11	10	8

## Management Satisfaction Survey

JIPYONG surveyed its members on its management in the years of 2019 and 2020. About 175 respondents answered the survey.

Category	Number of Participants	Total
Expert	Partner	50
	Associate	59
Employee	Team Manager	10
	Team Member	56

As a result of management satisfaction survey, social responsibility score was the highest while communication score was relatively low. The items receiving high scores are social responsibility (3.95), innovation (3.73), leadership (3.7), administration (3.53), finance (3.5) and communication (3.43), respectively.

Item	Average
[Leadership] How well did JIPYONG perform in establishing right strategies and showing good leadership?	3.7
[Communication] How well did JIPYONG perform in communicating and sharing information with the associates, experts, and employees?	3.43
[Innovation] How much effort did JIPYONG make to bring innovation and change to the organization?	3.73
[Administration] How well did JIPYONG manage various administrative system and organizations in terms of effectiveness and stability?	3.53
[Finance] Did JIPYONG achieve its sales and financial objectives and effectively manage cost, etc.?	3.5
[Social Responsibility] Did JIPYONG make effort to fulfill its social responsibility in terms of governance, compliance with legal ethics, balance between work and life, employment and organizational operations, contribution to the environment, and public interest activities?	3.95
[General Review] Did JIPYONG perform well in management?	3.78

The respondents also answered that JIPYONG did well in responding to the COVID-19 pandemic, establishing a stepping stone to further growth, helping its employees strike a balance between work and life, developing new business areas, recruiting NEXUS’ real estate & finance team, conducting human rights due diligence, etc. They also said that JIPYONG needs to work more on increasing customer loyalty, improving its employees’ working conditions and welfare, etc.