

# Guidelines on the Implementation of Human Rights Management

Enacted on October 8, 2020

## **Chapter 1. General Provisions**

### **Article 1. (Purpose)**

The Purpose of These Guidelines is, pursuant to Article 19(1) and Article 25(1) of the National Human Rights Commission Act, to stipulate matters necessary for the establishment and implementation of policies, and other relevant measures, concerning the protection and promotion of human rights of all stakeholders, including the officers and employees of the Korea Institute of Science and Technology Information (Hereinafter “KISTI”)

### **Article 2. (Definitions)**

The terms used in these Guidelines are defined as follows;

1. The term “Human Rights” refers to the dignity, value, freedoms, and rights inherent to human beings as guaranteed by the Constitution and laws, as well as by international human rights treaties and customary international law to which the Republic of Korea is a party.
2. The term “Human Rights Management” refers to management activities aimed at preventing human rights violations by stakeholders and fostering a human rights-friendly management culture, whereby the institute declares a human rights policy, fulfills its duty of implementation and monitoring, and provides remedial procedures for victims of human rights infringements.
3. The Term stakeholders refers to all organizations and individuals related to the management activities of the institute, as classified below:

- a. Offices and Employees refers to executives and employees (including non-regular staff) of the institute.
- b. Research Clients refers to government agencies, project management bodies, enterprises, and organizations that commission research to the institute.
- c. Testing and Certification Clients refers to enterprises, organizations, and individuals that utilize the testing and certification services provided by the institute.
- d. Performance Utilization Clients refers to enterprises, organizations, and individuals that commercialize or utilize the Institute's research outcomes.
- e. Partners refers to enterprises, institutions, related experts, and suppliers that participate in joint research, commissioned or contracted research, technical support, or technology transfer.
- f. General clients refer to all clients, including local residents, who use the services of the institute through visits, website access, telephone contact, or other means.

### **Article 3. (Scope of Application)**

These Guidelines shall apply to the stakeholders as defined in Article 2, Subparagraph 3.

## **Chapter 2. Implementation of Human Rights Management**

### **Article 4. (Non-Discrimination in Employment)**

The Institute shall not discriminate in matters of employment on the grounds of gender, religion, disability, age, social status, or region of origin.

**Article 5. (Guarantee of Freedom of Association and Collective Bargaining)**

The Institute shall recognize the freedom of association and the right to collective bargaining of its officers and employees.

**Article 6. (Prohibition of Forced Labor)**

The Institute shall prohibit all forms of forced labor.

**Article 7. (Prohibition of Child Labor)**

The Institute shall not employ children under the age of fifteen. In cases where minors under the age of eighteen are employed, the Institute shall not assign them to work that may be detrimental to their health, safety, or moral integrity.

**Article 8. (Guarantee of Occupational Safety and Health)**

1. The Institute shall conduct regular safety inspections to ensure safe and sanitary management of its facilities.
2. The Institute shall maintain safety and sanitary measures for employees belonging to minority groups, such as pregnant women and person with disabilities.
3. The Institute shall provide officers and employees with protective equipment necessary for the performance of their duties and shall conduct regular training on occupational safety.
4. The Institute shall provide health examinations for its officers and employees in order to protect and maintain their health.
5. The institute shall provide necessary medical treatment for occupational injuries or diseases in accordance with the Industrial Accident Compensation Insurance Act.

### **Article 9. (Responsible Supply Chain Management)**

1. KISTI may require its partner organizations to comply with matter related to the protection of human rights.
2. KISTI may conduct inspections of its partners' compliance with human rights protection through written requests or on-site visits.
3. KISTI shall endeavor to prevent human rights violations in relations to tis partners.

### **Article 10. (Protection of Human rights of Local Residents)**

KISTI shall make efforts to ensure that the human rights of local residents are not infringed.

### **Article 11. (Guarantee of Environmental Rights)**

KISTI shall endeavor to prevent environmental degradation and to take measures to prevent disasters in advance.

### **Article 12. (Protection of Customer Human rights)**

KISTI shall respect the privacy of its general tis general clients and take necessary measures to secure the protection of personal information collected from them

## **Chapter 3. Human Rights Management System**

### **Article 13. (Declaration of Human Rights Management)**

1. KISTI shall proclaim a Charter of Human Rights Management to ensure the dignity and value of human beings in the course of its management activities, and officers and employees shall implement the Charter as a code of conduct and a standard of value judgment in human rights management.

2. The Charter of Human Rights Management referred to In Paragraph 1 shall be as provided in Annex 1.

**Article 14. (Designation and Role of the Human Rights Management Officer)**

1. KISTI shall designated the head of the department in charge of human rights management as the “Human Rights Management Officer”.
2. The Human rights Management Officer shall perform the following duties concerning human rights violations:
  - ① Matters related to the inspection of human rights violations
  - ② Matters related to counseling and receipt of human rights violation cases
  - ③ Matters related to determination and dismissal of human rights violation cases
    - a. When determining whether a reported case constitutes a human rights violation, the Officer shall seek the opinion of external experts or the Chairperson and may dismiss the case accordingly.
    - b. The Officer shall report dismissed cases regularly to the Committee.
  - ④ Other matters deemed necessary in relation to human rights violations.
3. KISTI may establish and operate a Human Rights Protection Center, both online and offline, to facilitate counseling and receipt of human rights violations cases.

**Article 15. (Establishment of a Human Rights Protection Center and Role of the Human Rights Remedy Officer)**

1. KISTI shall establish a Human Rights Protection Center within the department in

charge of human right management and shall designate the head of the relevant department as the “Human Rights Remedy Officer”. The Center shall perform the following duties:

- ① Investigation of human rights violations, and recommendation of settlement and mediation between parties
- ② Submission of cases to the Committee
- ③ Other necessary matters related to the remedy of human rights violations.

**Article 16. (Human Right Management Department)**

1. KISTI shall operate a department in charge of human rights management that shall perform the following duties:

- ① Establishment and implementation of the basic plan for human rights management
- ② Implementation of human rights education
- ③ Implementation of human rights impact assessments
- ④ Reporting and utilization of results of human rights management
- ⑤ Inspection of the implementation status of human rights management
- ⑥ Support for activities to promote human rights management
- ⑦ Counseling, receipt, and investigation of human rights violations
- ⑧ Other matters deemed necessary by the President or the Chairperson

2. KISTI shall designate the head of the human rights management department as the Human Rights Management Officer, who shall assume responsibility for duties related to human rights management.

#### **Article 17. (Establishment of Basic Plan)**

To effectively promote human rights management, KISTI may annually establish a Basic Plan for Human Rights Management, including the following:

1. Goals and directions for human rights management
2. Key tasks and implementation strategies for human rights management
3. Other matters necessary for the protection and promotion of human rights

#### **Article 18. (Human Rights Education)**

1. KISTI shall provide at least on human rights education program annually for all officers and employees, with flexibility regarding the timing and method.
2. KISTI may, when necessary for the promotion of human rights management, provide human rights education to tis partners and other stakeholders.

#### **Article 19. (Implementation of Human Rights Impact Assessment)**

1. KISTI may conduct a human rights impact assessment on matters that significantly affect the human rights of officers, employees, and stakeholders, such as institutional operations, major projects, and the enactment or amendment of specific regulations.
2. The following shall be observed in the implementation of human rights impact assessments:

- ① The human rights management department shall oversee the assessment and may request relevant data form each department.
- ② The assessment may be commissioned to an external professional organization.
- ③ Detailed procedures and methods for the assessment shall be determined according to a sperate plan.

#### **Article 20. (Reporting of Human Rights Impact Assessment Results)**

The human rights management department shall report the results of the human rights impact assessment to the President of KISTI.

#### **Article 21. (Inspection of Implementation Status of Human Rights Management)**

KISTI shall conduct at least one regular self-inspection annually to confirm the status of human rights management implementation.

#### **Article 22. (Support for Human Rights Management Promotion Activities)**

1. KISTI may take necessary measures to implement policies for the promotion of human rights management and may provide support to related institutions or organizations.
2. KISTI may require its partners to practice human rights management and, if necessary, provide support for his purpose.
3. KISTI may inspect the implementation of human rights management by its partners through surveys or on-site visits.

### **Chapter 4. Human Rights Management Committee**

### **Article 23. (Establishment and Composition)**

1. KISIT Shall establish a Human Rights Management Committee (hereinafter “the Committee”) to deliberate matters concerning the protection and promotion of the human rights of officers, employees, and stakeholders.
2. The Committee shall consist of up to five members, including the Chairperson, with a majority of external members.
3. Members of the Committee shall be appointed by the President of KISTI from among the following:
  - ① Chairperson: elected from among the members of the Committee
  - ② Internal members: the Human Rights Management Officer and persons representing the rights of internal stakeholders, who shall serve by virtue of their office
  - ③ External members: appointed by the President from among persons who meet one of the following:
    - a. Person with academic knowledge and experience in the field of human rights promotion
    - b. Person capable of representing the rights of stakeholders
  - ④ Secretary: one person, designated as the head of the human rights management department
4. The term of office for members of the Committee shall be two years and may be

renewed once. External members shall submit a written oath.

5. In case where the Chairperson is unable to perform duties due to unavoidable reasons, a person designated by the Chairperson shall act on their behalf.

#### **Article 24. (Functions)**

The Committee shall deliberate and decide on the following matters:

1. Establishment of the basic plan for human rights management
2. Recommendations for improvements in human rights management
3. Implementation, results, and performance evaluation of human rights impact assessments
4. Remedial measures for reported human rights violations
5. Other matters deemed necessary by the Chairperson

#### **Article 25. (Meeting)**

1. The Committee shall hold on regular meeting per year and may convene extraordinary meetings as necessary.
2. Extraordinary meeting may be convened by the Chairperson when deemed necessary or upon request by two or more members.
3. Meeting shall open with a majority of members present and resolutions shall be adopted with a majority of members present in favor. In the event of a tie, the Chairperson shall have the casting vote.
4. The Chairperson may resolve minor or urgent matters through written deliberation, in

accordance with Paragraph 3.

5. The Committee may, when necessary, summon parties concerned or related persons to present their opinions.
6. Members of the Committee who have a conflict of interest with respect to a specific agenda item shall be excluded from the deliberation of that item.
7. Members of the Committee and related persons shall not disclose any confidential information learned in the course of their duties.
8. Matters necessary for the operation of the Committee, not otherwise specified in this Article, shall be determined by the Chairperson following the Committee's resolution.

#### **Article 26. (Dismissal of Committee Members)**

The president may dismiss a member before the expiration of their term if the member falls under any of the following:

1. Failure to faithfully perform duties
2. Disclosure of confidential information obtained in the course of duty
3. Incapacity to perform duties due to illness or other reasons
4. Involvement in human rights violations
5. Any change in the professional or institutional status of an external member from that held at the time of appointment
6. Other cases where the member is deemed unfit for duty due to loss of dignity or other reasons

## **Chapter 5. Remedies for Human Rights**

### **Article 27. (Prohibition of Orders Infringing Human Rights)**

1. Officers and employees shall not issue instructions that infringe upon the human rights of colleagues or subordinates.
2. Officers and employees shall not engage in acts that infringe upon the human rights of stakeholders.

### **Article 28. (Procedures for Remedy of Human rights Violations)**

1. The Human Right Management Officer shall record all reported human rights violations in the Register of Human Rights Violation Reports and ensure implementation of remedial procedures.
2. The Human Rights Remedy Officer shall investigate reported cases within seven days to confirm whether a violation occurred and shall attempt to mediate or recommend settlement between the parties. The Remedy Officer shall report resolved cases regularly to the Committee.
3. The Human Rights Remedy Officer shall submit the investigation report, supporting documents, and statements of the complainant and respondent to the Committee within 30 days.
4. The Committee shall deliberate on the case within 30 days from the date of submission and decide on remedial measures. If necessary, the Chairperson may extend the deadline by up to 15 days.

5. The Committee may recommend judicial or non-judicial remedies for human rights violations or dismiss the case if no violation is recognized.
6. The Human Rights Remedy Officer shall prepare a Decision on Human Rights Violation , signed or sealed by the Chairperson and members present.
7. The Chairperson shall notify the complainant and respondent of the decision in writing within seven days and report it to the President.
8. The President shall implement necessary measures within 30 days based on the Committee's decision and report the results to the Committee.
9. In cases of serious human rights violations, the Chairperson may report the case to the National Human Rights Commission of Korea or investigative authorities, unless otherwise directed by specific laws.

#### **Article 29. (Protection of Whistleblowers)**

Members of the Committee and persons involved in remedying human rights violations shall maintain confidentiality regarding the identity of whistleblowers and the contents of reports and shall take necessary measures to protect whistleblowers from disadvantages. However, this shall not apply if the report is proven to be malicious or false.

#### **Article 30. (Anonymous Reports)**

1. Anonymous reports shall, in principle, not be accepted or processed.
2. Exceptionally, anonymous reports may be processed if the Human Rights Management Officer determines that the complainant would likely suffer disadvantages if identified, or if the report is credible and considered genuine.

### **Article 31. (Miscellaneous)**

1. Matters related to abuse of power, workplace bullying, grievance handling, sexual harassment, and other specific issues related to human rights management shall be handled according to separate systems and procedures.
2. Matter not provided for in these Guidelines shall be determined separately by the President.

## [Annex 1]

# **KISTI Charter of Human Rights Management**

As a national research institute specializing in science and technology information, the Korea Institute of Science and Technology Information (KISTI) contributes to the advancement of national science and technology, promoting the development of industry.

KISTI, as a central institution in the national data ecosystem serving the State and the people, KISTI is committed to implementing human rights management for all officers, employees, and stakeholders. To this end, in order to establish and disseminate human rights management, KISTI hereby proclaims the following principles of conduct and standards of value judgment as the ‘Charter of Human Rights Management’

### **Principle 1.**

We respect human rights and implement a people-centered approach to human rights management.

### **Principle 2.**

We fulfill the State’s duty to protect human rights and KISTI’s responsibility to uphold them, thereby serving as a bridge for the wider dissemination of human rights management throughout society

### **Principle 3.**

We enforce non-discrimination in employment on the basis of race, religion, disability, gender, or place of birth, and make every effort to ensure safe and fair working conditions.

**Principle 4.**

We guarantee freedom of association, collective bargaining, and labor rights, and strive to secure employment stability and create quality jobs.

**Principle 5.**

We engage in communication and cooperation with stakeholders, monitor the stage of human rights internally and externally, and make every effort to prevent violations.

**Principle 6.**

We enforce institutional measures related to human rights management, including measures to prevent abuse of power, workplace harassment, and sexual harassment, as well as procedures for grievance handling, and we endeavor to foster a sound organizational culture built on trust.

**Principle 7.**

We identify both actual and potential risks to human rights in all activities and major projects undertaken by KISTI, and fulfil our duty to conduct human rights due diligence to prevent infringements.

**Principle 8.**

We conduct human rights impact assessments on all activities and major projects pursued by KISTI, to ensure that projects with potential implications for the public and stakeholders are properly reviewed.

**Principle 9.**

We practice transparent management by disclosing information and endeavor to guarantee clients' rights of access to information to the fullest extent possible.

**Principle 10.**

We take measures to ensure that victims of human rights violations and whistleblowers do not suffer disadvantages in status, unfair discrimination, or undue pressure as a result of reporting, and we safeguard their personal information.

**Principle 11.**

We respond promptly and appropriately to human rights violations arising in the course of KIST's activities by implementing judicial or non-judicial remedies, and we actively endeavor to prevent recurrence.