

**POSTECH's Human Rights Center** addresses the issue of **workplace harassment** and has established rules. **Article 4(highlighted part)** of rules(below) lists examples of workplace bullying.

## Rules of Operation of the Human Rights Center

February 26, 2021

Article 1 (Purpose) The purpose of this detailed rules of operation is to prescribe detailed matters for the enforcement of regulations pursuant to Article 40 of the <Regulations of Human Rights Center of POSTECH> (hereinafter referred to as the "Regulation").

Article 2 (Scope of Members of the University) The members of this university under Article 4 (1) of the Regulations means any of the following persons:

1. Students (including students who take a leave of absence, exchange students who temporarily registered at this university, and all students who have completed a degree course, such as research students, etc. pursuant to Article 22 (2) of the <Regulations of Graduate University of POSTECH>)

2. Teachers (including part-time teachers);

3. Employees (including non-regular workers, such as contract workers);

4. Researchers;

5. A person who enters into a contract with this university (including an affiliated institution) and performs his/her duties in accordance with such contract

Article 3 (Enforcement of Human Rights Promotion Education) Notwithstanding Article 5 of the Regulations, the existing departments other than the Human Rights Center may continuously manage and implement human rights promotion education programs, etc. which were conducted before the Regulations entered into force.

**Article 4 (Examples of Workplace Bullying)** The workplace bullying includes the following matters:

1. Any act of not recognizing or mocking work ability or performance of a worker without justifiable grounds;

2. Any act of discrimination in training, promotion, compensation, daily treatment, etc. without justifiable grounds;

3. Any act of repeatedly assigning difficult tasks not specified in the labor contract, etc. only for a specific person, unlike other workers;

4. Any act of requesting chores not specified in the labor contract, etc. or giving less work;

5. Any act of excluding a specific person from providing important information or making decisions related to the duties without justifiable grounds;
6. Any act of exercising pressure to prevent the use of leave, sick leave, or various welfare benefits without justifiable grounds;
7. Any act of excessively monitoring the work or rest of a specific person unlike other workers;
8. Any act of continuously and repeatedly instructing a specific person to perform duties related to his/her personal daily life, such as running errands for private purposes;
9. Any act of coercing a person to move to another department or leave the company without justifiable grounds;
10. Any act of spreading rumors about personal history (so-called "backbiting").
11. Any act of inflicting physical threat or violence;
12. Any act of using abusive language or threatening language;
13. Any act of insulting a specific person in the presence of another person or online;
14. Any act of coercing drinking, smoking, participating in company dinners, etc. regardless of intention;
15. Any act of bullying, regardless of whether it is work or not;
16. Any act of failure to provide major equipment (computers, telephones, etc.) necessary for business or blocking access to the internet or in-house networks;

Article 5 (Report on Operation Status, etc.) The Head of the Center shall preferentially observe the principle of protecting victims even when the victim reports the operation status, etc. of the Human Rights Center to the president and the vice president pursuant to Article 10 (4) of the Regulations, and if it is contrary to the stated intention of the victim regarding the progress of the treatment of individual cases, it shall not be reported.

Article 6 (Functions of the Operating Committee) (1) The Operating Committee shall deliberate on the following matters:

1. Matters concerning the operation and evaluation of human rights centers;
2. Development of policies and operation of education programs for the promotion of human rights for the establishment of gender equality and human rights-friendly research, education, and working environment in the university;
3. Development of policies for the prevention of bullying in the workplace and operation of education programs for the promotion of human rights;
4. Development of policies to protect the rights and interests of minorities, such as persons

with disabilities and foreigners in university, and operation of education programs for the promotion of human rights;

5. For cases in which the Head of the Human Rights Center has requested the Operating Committee to deliberate on the matter due to the seriousness of the case;

(2) The Operating Committee shall deliberate and resolve the following matters concerning the operation and evaluation of the Human Rights Center:

1. Basic operation plan and operation plan;
2. Budget and settlement of accounts;
3. Enactment, opening and closing of Regulations and Rules of Operation;

Article 7 (Members of the Operating Committee) (1) In appointing or commissioning members of the Operating Committee pursuant to Article 11 (3) of the Regulations, persons who can represent members of this university of the same or similar status or who have knowledge or experience in the overall organization and operation of the Human Rights Center and the promotion of human rights shall be included, and persons not belonging to this university may be appointed or commissioned.

(2) Members of the Operating Committee under Article 9 (4) of the Regulations may concurrently serve as members of the Human Rights Violation Countermeasures Committee under Article 9 (5) of the Regulations.

Article 8 (Limitations of Role and Authority of Human Rights Advisor) (1) A human rights advisor under Article 9 (3) of the Regulations may concurrently serve as a member of the Operating Committee under Article 9 (4) of the Regulations.

(2) An advisory member on human rights may not concurrently serve as a member of the Countermeasures Committee for Human Rights Violations under Article 9 (5) of the Regulations, but may provide an advisory opinion to the Countermeasures Committee.

Article 9 (Dateline for Meeting of Countermeasure Committee) In principle, meetings of the Countermeasure Committee shall be convened by the Chairperson of the Countermeasure Committee within 20 days from the date of a request from the Head of the Center under Article 13 (1) of the Regulations.

Article 10 (Permission to Attend the Countermeasure Committee) Where a meeting of the Countermeasure Committee is allowed to be observed pursuant to Article 15 (2) of the Regulations, the Countermeasure Committee shall fully listen to the opinions of persons allowed to attend during the meeting.

Article 11 (Calculation of Quorum of the Task Force) In calculating the quorum under Article 18 (2) of the Regulations, the number of members of the task force shall be calculated where a member of the task force is temporarily commissioned pursuant to Article 14 (5), Article 15 (1), or Article 17 (5) of the Regulations.

Article 12 (Provision of List of Members of the Countermeasure Committee) (1) In order to guarantee the exercise of the right to apply for challenge pursuant to Article 17 (2) of the Regulations, the victim, etc., reporter, or respondent shall have an opportunity to review the list of members of the Countermeasure Committee in an appropriate manner by no later than one hour before the meeting of the Countermeasure Committee is held.

(2) A person who has been provided with an opportunity to review the list of members of the Countermeasure Committee pursuant to (1) shall not disclose, divulge, or distribute information acquired through it, except for determining and deciding whether to exercise the right to apply for challenge.

Article 13 (Countermeasure Committee Meeting by Default) Where the Human Rights Center has requested the respondent for explanation by mail of proof of contents three times, but the respondent refuses to comply and refuses to explain, the respondent shall be deemed to have rejected the request for explanation without justifiable grounds.

Article 14 (Subsidiaries of Meetings of Countermeasures Committee) The Countermeasures Committee may convene meetings more than once, if necessary for deliberation and resolution on the relevant case.

Article 15 (Counseling before Reporting) (1) A victim, a person who claims to have suffered damage, or a person who is aware of another person's damage may consult on the procedures for reporting and handling a case before filing a report pursuant to Article 19 (1) of the Regulations.

(2) Unless the explicit intention to report is confirmed, it is not considered that the report has been received solely on the basis of the fact that the consultation under paragraph (1) has been received.

Article 16 (Investigation and Treatment of Case) (1) Where it is particularly necessary for an objective and professional investigation of the relevant case, a separate external expert in addition to a human rights advisor under Article 9 (3) of the Regulations may be allowed to participate in the investigation of the case according to the decision of the Head of the Human Rights Center.

(2) Notwithstanding Article 23 (3) of the Regulations, in cases requiring considerable time for investigation and processing, the deadline for processing may be extended by up to six months

by the decision of the Head of the Human Rights Center.

(3) When the Board of Audit and Inspection is investigating the same contents as the relevant case, the investigation and processing procedures of the Human Rights Center shall be suspended, and the Article in accordance with the Act, such as the prosecution and the police, or an agency that has the right to investigate under the Act, such as the National Human Rights Commission of Korea, is investigating or examining the same contents as the relevant case, the investigation and processing procedures of the Human Rights Center may not proceed from the date the Head of the Human Rights Center becomes aware of such fact.

(4) The period during which the investigation and processing procedures are suspended pursuant to paragraph (3) shall not be included in the period under Article 23 (3) of the Regulation.

Article 17 (Ex Officio Investigation) The term "particularly necessary for the protection of victims, etc." under Article 24 of the Regulation means any of the following cases:

1. Where the identity of the victim can be identified and the damage is clarified, but it is deemed inevitable or appropriate to conduct an investigation without receiving a report for the protection of the victim or his/her agent, etc.;

2. Where the fact of damage due to the respondent's act is found by a third party who has not filed a report with the Human Rights Center in the course of conducting an investigation after receiving the report, or it is confirmed that the victim, the reporter, or his/her agent, etc. has suffered damage related to the relevant case.

Article 18 (Method of Investigation, etc.) (1) When a person related to the case is requested to attend or to submit a statement, the person subject to the request shall be notified that he/she is related to the case in an appropriate manner, such as telephone, e-mail, text message, etc.

(2) Where a person who is requested to attend or submit a statement is unable to attend on a fixed date or is unable to submit a statement within the above deadline, he/she shall explain the reason to the Human Rights Center in writing, and if the reason is justifiable, the Head of the Human Rights Center may change the date of attendance or change the deadline for submitting a statement.

(3) A person related to the case (including an agent, etc. under Article 20 (2) of the Regulations), excluding the reporter, the victim, etc., and the respondent, shall not be arbitrarily involved in a statement, etc. by making a statement, etc. without the consent of a person who conducts an investigation by the Human Rights Center under the order of the Head of the Human Rights Center.

Article 19 (Precaution for the Progress of Procedures using aliases) Even where procedures are carried out using a pseudonym pursuant to Article 26 of the Regulations, the Head of the Center shall take appropriate measures to ensure that the respondent's right to defend is not unfairly

restricted.

Article 20 (Prohibition of Abuse of Non-Investigation Decision) A decision not to investigate pursuant to Article 30 (2) of the provisions shall not be abused.

Article 21 (Precaution for Measures other than Request for Disciplinary Action) In deliberating and deciding on measures other than the request for disciplinary action under Article 31 of the Regulations, priority shall be given to the protection of the victim, but care shall be taken to ensure that the rights and interests of the respondent are not unfairly infringed.

Article 22 (Conclusion of Cases on the Ground of Remedy for Rights) When the need for the Human Rights Center to take separate remedial measures expires because it is confirmed that a remedy for rights for the victim has been made through the court's final and conclusive judgment, the decision by the Constitutional Court, or recommendation by the National Human Rights Commission of Korea, or it is clearly confirmed that the recovery of the damage has already been completed, the Head of the Human Rights Center may close the case by notifying a written decision to dismiss the report.

Article 23 (Re-deliberation upon Objection) When an objection is filed under Article 35 of the Regulations, the Countermeasures Committee shall deliberate and resolve the objection. Provided that if the objection is deemed meritless with the opinions of all registered Countermeasure Committee members (if there are members temporarily commissioned for the deliberation and resolution of the relevant case, all the members are included), a decision to dismiss the objection may be made by a written resolution.

## Supplementary Provision

1. The Rules of Operation shall be enforced from February 26, 2021.