HIGH BRAND AWARENESS AS A FASHION LEADER
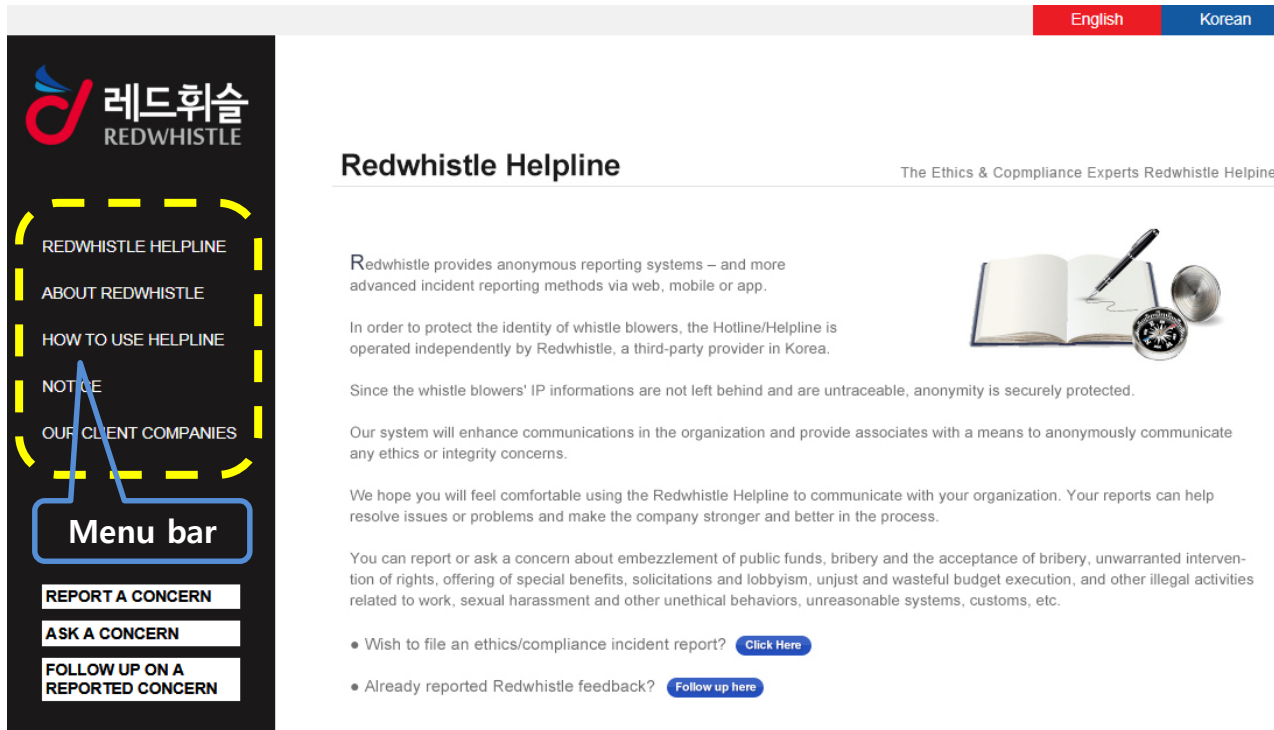GLOBAL SUNG JOO GROUP / MCM

Red Whistle User's Guide

Ver. 2016

레드휘슬
REDWHISTLE

■ Connect to Redwhistle

- Access to Red Whistle website available through the following URL.

https://www.redwhistle.org/english

English   Korean

레드휘슬
REDWHISTLE

Redwhistle Helpline   The Ethics & Copmpliance Experts Redwhistle Helpine

REDWHISTLE HELPLINE
ABOUT REDWHISTLE
HOW TO USE HELPLINE
NOTICE
OUR CLIENT COMPANIES

Menu bar

REPORT A CONCERN
ASK A CONCERN
FOLLOW UP ON A
REPORTED CONCERN

Redwhistle provides anonymous reporting systems – and more advanced incident reporting methods via web, mobile or app.

In order to protect the identity of whistle blowers, the Hotline/Helpline is operated independently by Redwhistle, a third-party provider in Korea.

Since the whistle blowers' IP informations are not left behind and are untraceable, anonymity is securely protected.

Our system will enhance communications in the organization and provide associates with a means to anonymously communicate any ethics or integrity concerns.

We hope you will feel comfortable using the Redwhistle Helpline to communicate with your organization. Your reports can help resolve issues or problems and make the company stronger and better in the process.

You can report or ask a concern about embezzlement of public funds, bribery and the acceptance of bribery, unwarranted intervention of rights, offering of special benefits, solicitations and lobbyism, unjust and wasteful budget execution, and other illegal activities related to work, sexual harassment and other unethical behaviors, unreasonable systems, customs, etc.

● Wish to file an ethics/compliance incident report?   Click Here

● Already reported Redwhistle feedback?   Follow up here

■ Guide for Redwhistle Users

1)Click the second link titled "About Redwhistle" on the left side of the menu bar.

2)Click on "How to use Helpline"

How to use helpline

Filing reports

1. Access the Redwhistle website from PC (www.redwhistle.org / english) Or access the mobile website for mobile device.

   Or access the mobile website for mobile device.

2. Select your language.

3. Click either "Report a Concern" or "Ask a Concern" based on your situation.

4. Select your company.

5. Fill out the report form or questionnaire as detailed as possible in accordance with the format. Then proceed to submit the report.

6. Before you submit, You must creat your password a four digit number, and upon submission, a five-digit Case ID will be issued.

7. To follow up on a concern or question you submitted, you will need your Case ID and Password.

   If you no longer have your Case ID and/or Password, you cannot login and review the case status.

   To protect your security, we do not provide this information for any reason. Please note that Password and Case ID sensitive.

How to use helpline

Post-reporting procedure

1. When submitted, your report is delivered to an authorized person within the Company on real-time basis.

2. The person in charge investigates the related matters based on the report, and then enters the results into the Redwhistle website.

3. If the information you provided is insufficient or cannot be verified, additional information or help will be requested.

4. The final results will be noted after the final process.

Follow up on a reported / Asked concern

1. To follow up on a Concern you submitted, you can use the "Follow Up on a Reported/asked Concern" menu on the Redwhistle website.

2. Enter your Case ID and Password below.

3. You can communicate with the auditor by checking the auditor's comments and leaving your comments or submitting additional information.

4. The auditor does not have any other way of contacting you. Please provide your full support for a clear resolution.

■ Report to Redwhistle

1) Click "Report a Concern" in the bottom left menu bar
2) Click "SUNGJOO GROUP"

■ Report to Redwhistle

1) Input report information
2) Submit

레드휘슬
REDWHISTLE

REDWHISTLE HELPLINE

ABOUT REDWHISTLE

HOW TO USE HELPLINE

NOTICE

OUR CLIENT COMPANIES

REPORT A CONCERN

ASK A CONCERN

FOLLOW UP ON A REPORTED CONCERN

Report a concern

The Ethics & Copmpliance Experts Redwhistle Helpine

[Notice]
* The purpose of this page is to report the misconduct of another person.
* When completing the report, try not to reveal your identity.
* Helpline of Redwhistle fully guarantees the anonymity of whistleblowers.
- Your IP address is not collected.- IP tracking is not possible
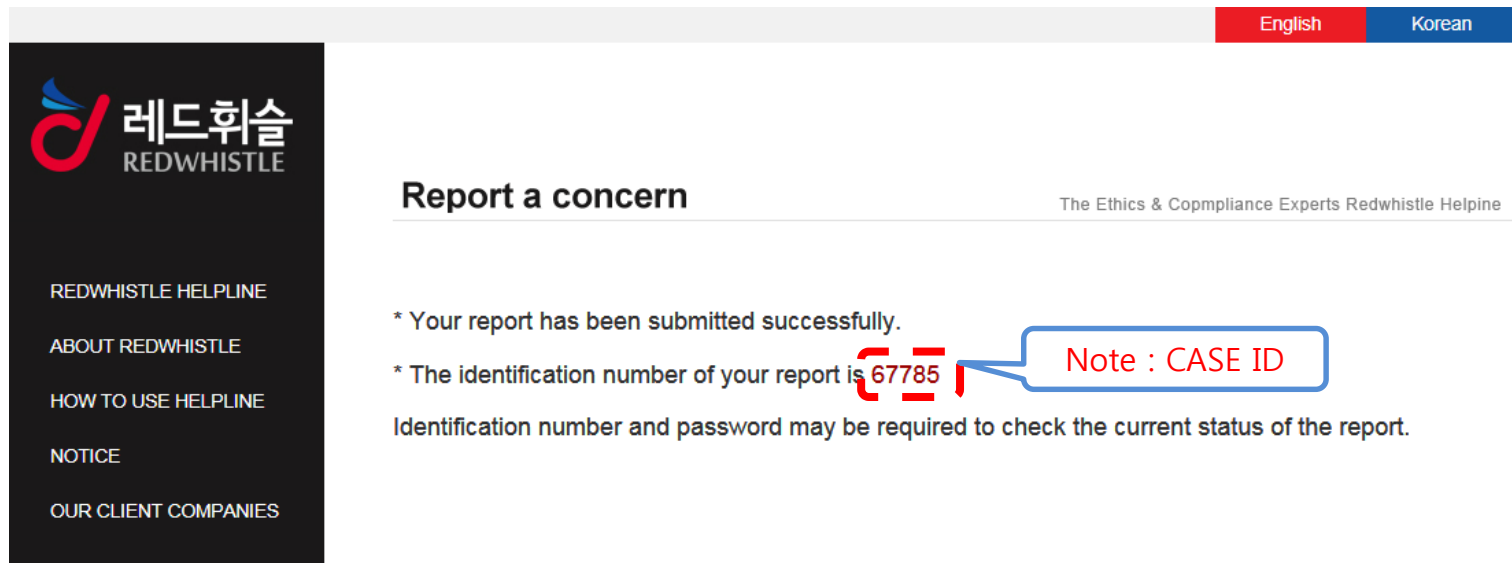
Organization Name	**Sungjoo Group**
Compliant Title	
Offender's Name	ex) Hong Gil Dong (the accounting department manager) If two or more peopleare involved, please note all.
When did this occur?	ex) July 1, 2013 near 03:00 PM About a week ago, About a month ago, About a year ago, stilloccuring
Further informations	The report key will be issued after the report is submitted. Please write the Five numbers on a safe place. No one other than the complainant knows the report key & the password.These will not be reissued. Please check the results of processing 5~6 days after reporting. The report key and the password are requiredto check the results of processing.
Agreement	☑ This report is submitted as an agreement to the terms and conditions of Redwhistle service.

①

② Click → submit   Cancel

■ Check CASE ID

1) Check 'CASE ID' after report is submitted
2) You might need the CASE ID when you check the status of your report, which is handled by AP

■ Check Redwhistle report result

1) Click the eighth link on the left menu bar: "Follow Up on a Reported Concern"
2) Click Submit after inputting the Case ID / Password

■ Check Redwhistle report result

1) Click Follow up on a reported / Asked concern on the left side of menu bar
2) Make sure that AP manager has checked the report

Additional submission of evidence relevant to the information given to Redwhistle

1) Click Follow up on a reported / Asked concern on the left side of menu bar
2) Click submit button to add more data

■ Additional submission of evidence relevant to the information given to Redwhistle

1) Content creation
2) Submit