



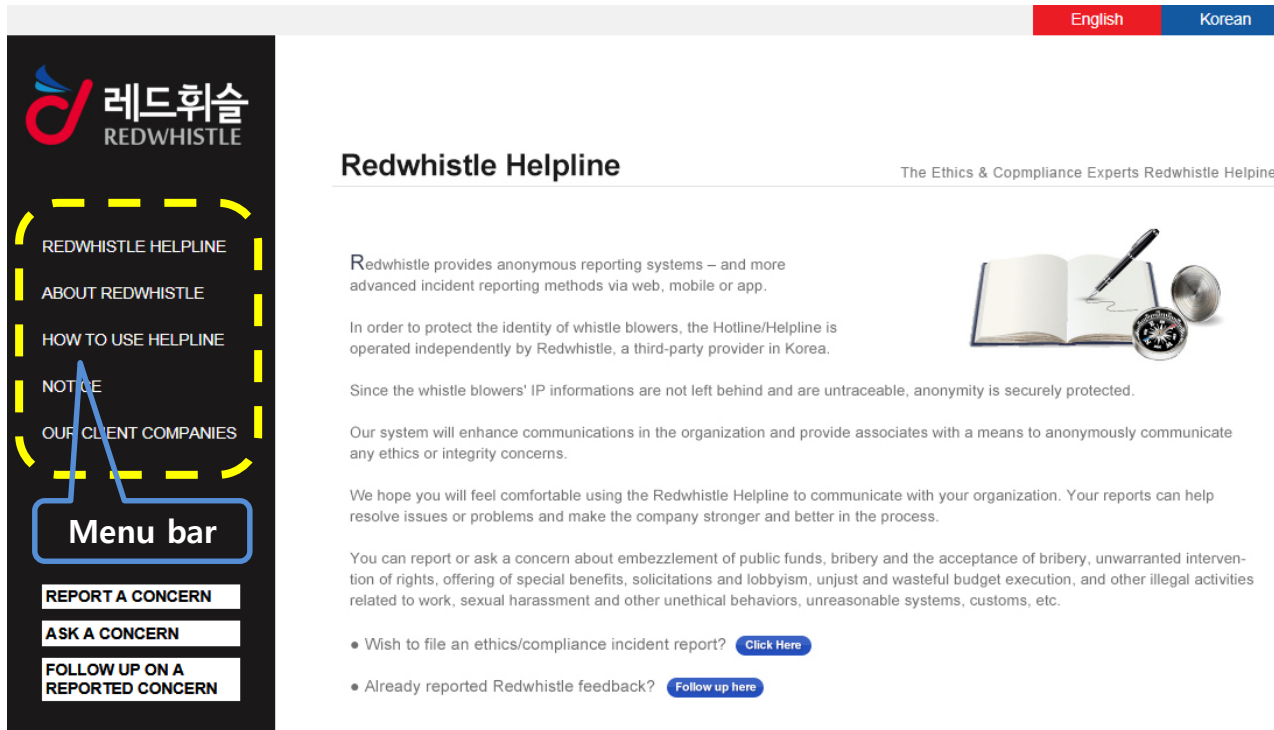
Red Whistle User's Guide

Ver. 2016

■ Connect to Redwhistle

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

<https://www.redwhistle.org/english>



The screenshot shows the Red Whistle website interface. At the top right, there are language selection buttons for "English" (highlighted in red) and "Korean" (highlighted in blue). On the left side, there is a vertical navigation menu with the Red Whistle logo at the top. The menu items are: REDWHISTLE HELPLINE, ABOUT REDWHISTLE, HOW TO USE HELPLINE, NOTICE, and OUR CLIENT COMPANIES. A blue arrow points to the "Menu bar" label at the bottom of this menu. Below the menu, there are three buttons: "REPORT A CONCERN", "ASK A CONCERN", and "FOLLOW UP ON A REPORTED CONCERN".

Redwhistle Helpline The Ethics & Compliance Experts Redwhistle Helpline

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 lobbying, 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"

The screenshot displays the Redwhistle website interface. At the top right, there are language selection buttons for "English" and "Korean". The left sidebar contains a navigation menu with the following items: "REDWHISTLE HELPLINE", "ABOUT REDWHISTLE", "HOW TO USE HELPLINE", "NOTICE", "OUR CLIENT COMPANIES", "REPORT A CONCERN", "ASK A CONCERN", and "FOLLOW UP ON A REPORTED CONCERN". The main content area is titled "About Redwhistle" and includes the subtitle "The Ethics & Coppliance Experts Redwhistle Helpline". The text describes Redwhistle as the largest hotline/helpline provider in Korea, serving hundreds of client companies, including government agencies, state-run companies, financial institutions, and leading corporations. It mentions that almost 500,000 people are using the Redwhistle Helpline system. A graphic of a globe with network connections is positioned to the right of the text. In the footer, a blue button labeled "How to use Helpline" is highlighted with a red dashed border, and a blue callout bubble with the word "Click" points to it.

Filing reports



1. Access the Redwhistle website from PC ([www.redwhistle.org / english](http://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 create 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.

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"

The screenshot displays the Redwhistle website interface. At the top right, there are language selection buttons for 'English' and 'Korean'. The main header features the Redwhistle logo and the text '레드휘슬 REDWHISTLE'. Below the header, the 'Report a concern' section is active, with the subtitle 'The Ethics & Compliance Experts Redwhistle Helpline'. A central prompt reads 'Please choose your company'. A grid of company logos is presented for selection. The 'SUNGJOO GROUP' logo is highlighted with a red dashed border, and a blue callout box with the word 'Click' points to it. The left sidebar contains a menu with the following items: 'REPORT A CONCERN' (highlighted with a yellow dashed border), 'ASK A CONCERN', 'FOLLOW UP ON A REPORTED CONCERN', 'REDWHISTLE HELPLINE', 'ABOUT REDWHISTLE', 'HOW TO USE HELPLINE', 'NOTICE', and 'OUR CLIENT COMPANIES'. Other logos visible in the grid include KNOC, Korean Register, KDB Daewoo Securities, Seoul Semicon, Institute for Basic Science, and Pan Ocean.

Report to Redwhistle

- 1) Input report information
- 2) Submit

[English](#) [Korean](#)



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 & Compliance Experts Redwhistle Helpline

[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.

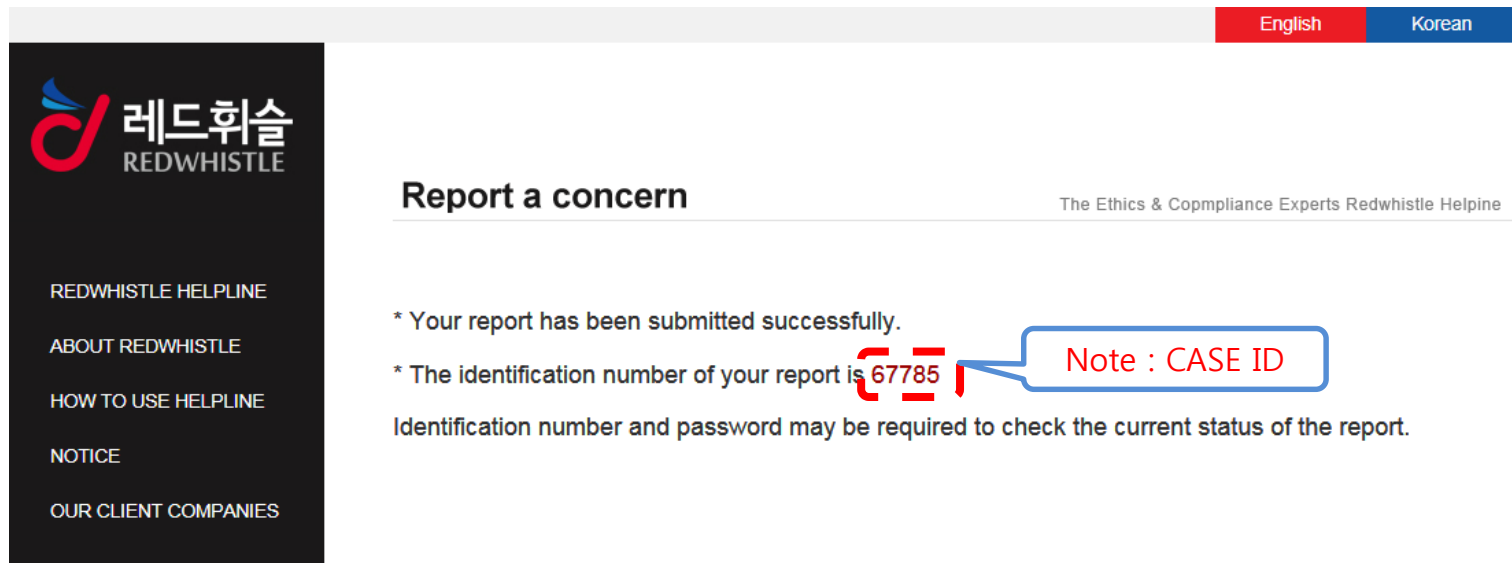
- Your IP address is not collected.- IP tracking is not possible

Organization Name	Sungjoo Group
Compliant Title	<input type="text"/>
Offender's Name	<input type="text"/> <small>ex) Hong Gil Dong (the accounting department manager) If two or more people are involved, please note all.</small>
When did this occur?	<input type="text"/> <small>ex) July 1, 2013 near 03:00 PM About a week ago, About a month ago, About a year ago, still occurring</small>
Further informations	<p>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 required to check the results of processing.</p>
Agreement	<input checked="" type="checkbox"/> This report is submitted as an agreement to the terms and conditions of Redwhistle service.

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



The screenshot shows the Redwhistle website interface. At the top right, there are language selection buttons for "English" and "Korean". On the left side, there is a dark navigation menu with the Redwhistle logo and the text "레드휘슬 REDWHISTLE". Below the logo, the menu items are: REDWHISTLE HELPLINE, ABOUT REDWHISTLE, HOW TO USE HELPLINE, NOTICE, and OUR CLIENT COMPANIES.

The main content area is titled "Report a concern" and includes the subtitle "The Ethics & Compliance Experts Redwhistle Helpline". The primary message is: "* Your report has been submitted successfully." Below this, it states: "* The identification number of your report is 67785". A red box highlights the number "67785", and a blue callout box points to it with the text "Note : CASE ID". At the bottom of the message, it says: "Identification number and password may be required to check the current status of the report."

■ 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

English Korean

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

Follow up on a reported / Asked concern

The Ethics & Compliance Experts Redwhistle Helpline

FOLLOW UP

To follow up on an alert or ask you submitted, enter 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 Passwords are Case ID sensitive.

Reported concern Asked concern

· Case ID : 67785 **1**
· Password : ●●●● **1**


2 Submit 🔍

[How to use Helpline](#) [Learn More about Redwhistle](#)

■ 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

English Korean



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

Follow up on a reported / Asked concern

The Ethics & Coppliance Experts Redwhistle Helpline

Reported concern Logout

Report title	TEST < 67785> (2016-02-24 p.m. 1:04:00)
Name of the organization/company	성주그룹(성주)
Offender's Name	TEST
When did this occur?	TEST
Where did this happen (location)?	TEST
Provide details.	TEST
Someone who knows (Witnesses)	TEST
Way(s) to verify the incident.	TEST
How did you learn about this problem?	This happened to me
How long do you think this problem persisted?	Once
check	Auditor confirmed this report at 2016-02-24 오후 1:08:51.

Download Excel File

number	title	writer	date
1	test - Thanks NEW	성주그룹(성주)	2016-02-24

1


AP(Audit&Planning)

Submit

■ 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

English
Korean



REDWHISTLE HELPLINE

ABOUT REDWHISTLE

HOW TO USE HELPLINE

NOTICE

OUR CLIENT COMPANIES

REPORT A CONCERN

ASK A CONCERN

FOLLOW UP ON A REPORTED CONCERN

Follow up on a reported / Asked concern

The Ethics & Compliance Experts Redwhistle Helpline

Reported concern

Logout

Report title	TEST < 67785> (2016-02-24 p.m. 1:04:00)
Name of the organization/company	성주그룹(성주)
Offender's Name	TEST
When did this occur?	TEST
Where did this happen (location)?	TEST
Provide details.	TEST
Someone who knows (Witnesses)	TEST
Way(s) to verify the incident.	TEST
How did you learn about this problem?	This happened to me
How long do you think this problem persisted?	Once
check	Auditor confirmed this report at 2016-02-24 오후 1:08:51.

Download Excel File

number	title	writer	date
1	test - Thanks NEW	성주그룹(성주)	2016-02-24

1

Submit

Click (up load additional document)

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

- 1) Content creation
- 2) Submit

English Korean

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

Follow up on a reported / Asked concern

The Ethics & Compliance Experts Redwhistle Helpline

Reported concern

Title	<input type="text"/>
Content	<div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div>
File	<input type="text" value="찾아보기..."/>

① Click (choose the additional evidence)

② Submit Cancel

Click (submit)