
Regulations against Wrongful Harm in the Performance of Job Duties

1. Purpose
These Regulations are established to prevent physical or mental harm of employees due to unlawful acts of violence in the workplace in the performance of job duties and compliance with the requirements under occupational safety and health-related legislation.
2. Scope
Applicable to physical or mental harm suffered by all employees of the Company in the performance of job duties caused by acts of unlawful harm by executives of all levels, colleagues, service targets and other third parties in the places of work.
3. Reference material
None
4. Responsibility
 - 4.1. Executive of each workplace:
 - 4.1.1. Publicize written statement against workplace violence to all members of the workplace under his/her responsibility and posting on the bulletin board.
 - 4.1.2. Designate human resource staff to be responsible for organizing plans against wrongful harm in the workplace and responsible for the management and promotion of participation by all employees.
 - 4.2. Human Resource Department:
 - 4.2.1. Serve as members of the workplace violence prevention and handling team.
 - 4.2.2. The executive of the human resource department serves as chairman.
 - 4.2.3. Serve as lecturers for relevant training programs (such as identifying potential harm in the workplace and handling skills, legal knowledge related to workplace violence, etc.)
 - 4.2.4. Strengthen workplace planning strategy.
 - 4.2.5. Provide necessary protection measures.
 - 4.3. Work Safety/Administration Department:
 - 4.3.1. Serve as members of the workplace violence prevention and handling team.
 - 4.3.2. Serve as lecturers for relevant training programs (such as counseling and emotional management, etc.)
 - 4.3.3. Arrange fitness evaluation and recommendations on physical and mental health protection measures such as relevant health guidelines provided by medical staff, work adjustment or substitution.
 - 4.4. Environmental Safety/General Affairs Staff:
 - 4.4.1. Serve as members of the workplace violence prevention and handling team.
 - 4.4.2. Assist with the appraisal of compliance with requirements under occupational safety-related legislation.
 - 4.5. Department Executives:
 - 4.5.1. Complete potential workplace violence risk assessment forms.
 - 4.5.2. Receive training about workplace violence prevention.
 - 4.5.3. Execute workplace reinforcement plans.
 - 4.5.4. Provide employees under their responsibilities with necessary protection measures.
 - 4.5.5. Identify and evaluate high-risk groups.
 - 4.5.6. In case of personnel change and termination notice, responsible for providing necessary protection measures.
5. Description
 - 5.1. Identify and assess harm:
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For different workplaces, high-risk groups and features are defined by the

responsible unit, such as the following:

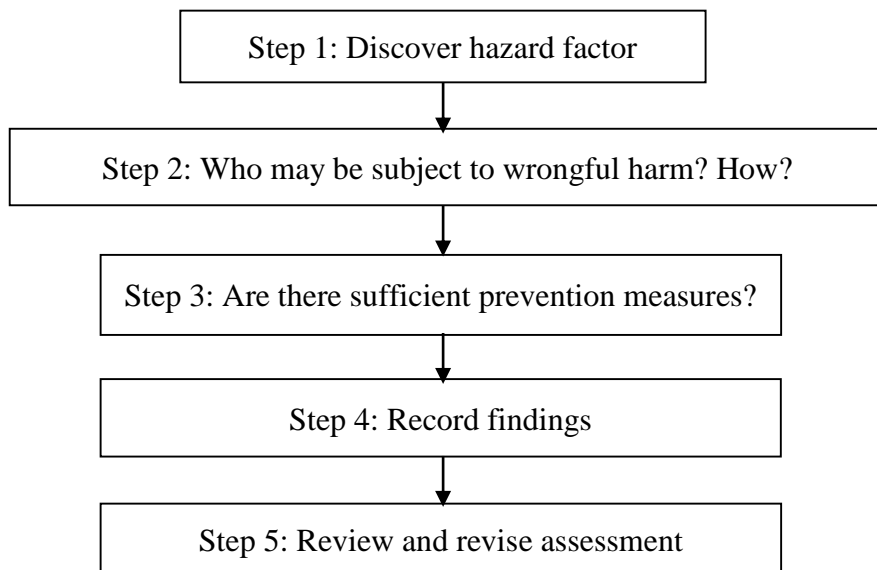
- a. Identify high-risk group: The location is a XX processing and XX reaction plant and the high-risk group is first-line persons who interact with suppliers such as technical control staff, materials acceptance staff, work supervision and construction supervisors, as well as occasional physical violence, psychological violence, verbal violence and sexual harassment cases between executives or colleagues in the workplace.
- b. Identify characteristics of high-risk group: The characteristics of a high-risk group on this site are high workload, high pressure, shift rotation system, overtime and job duties with low protection.

5.1.2. Assess harm:

The executive of each business unit shall conduct investigation and assessment together with the human resource department and include colleagues potentially subject to workplace violence under potential risk groups. Please complete an investigation questionnaire showing a risk of violence and risk assessment and perform case-by-case management and risk assessment.

- a. Colleagues of high-risk groups shall list potential risks that may occur in the workplace and the process flow for such work items. (To be completed by colleagues in high-risk groups)
- b. List the types of violence that may occur, places of occurrence and potential consequences. (To be completed by colleagues in high-risk groups)
- c. Assess the frequency of occurrence and level of severity. (To be completed by colleagues in high-risk groups)
- d. The department executive shall identify existing current violence control measures based on the items provided by the colleagues. (To be completed by department executive in high-risk groups)
- e. Department executive shall confirm whether there are other control measures that may reduce the risk and contemplated implementation date. (To be completed by department executive in high-risk groups)

5.1.3. Risk identification and assessment steps are shown in Graphic 1 below. Assessment manner is as shown in the Workplace Wrongful Harm Prevention Hazard identification and Risk Assessment Form.



Graphic 1: Risk Assessment Step Plan

5.2. Arrange Proper Workplace:

Each business unit shall make proper layout plans in the workplace to reduce or eliminate the risk of unlawful harm and undertake effective control measures to reduce the risk:

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- 5.2.1. Physical environment: Exercise due care to employees' environment and exposure and undertake proper resolution measures to reduce or eliminate any negative impact.
 - a. Avoid sharp noise that stimulates employees' emotions or causes tension.
 - b. Choose relaxing and pleasant colors.
 - c. Keep good lighting indoors/outdoors. Keep good vision in all areas, especially nightlight entrance/exit, parking lot and storage room.
 - d. Keep appropriate temperature, humidity and ventilation inside the space in crowded areas and under hot weather.
 - e. Maintain physical structure and equipment safety.
 - 5.2.2. Workplace design: The workplace design shall be combined with a safe environment. The inappropriate design may trigger an act of unlawful harm or cause the escalation of such an act.
 - a. Access: Provide safe access to the workplace—safety notice to guests in the reception area. Access control in lanes in the plant area based on existing process flows. Indicate no access by unrelated personnel at the entrance to the manufacturing plant. Ask employees to wear identification badges in accordance with plant area access control system requirements to avoid unauthorized access.
 - b. Space: Provide a comfortable workspace (preferably with two exits) to facilitate use by employees, guests, and contractors and reduce tension. A waiting area with comfortable seats and objects such as magazines should be placed for guests or contractors to reduce the boredom of waiting. Reduce sharp objects in the workspace that may be used as weapons, such as vases, etc.
 - c. Equipment or decoration: Office desks and chairs should be placed to avoid interference with employee access. Minimize decorations and avoid sharp edges.
 - d. Architectural design: Keep building access free of obstacles. Clear indications for bathroom and pantry to facilitate use and with proper maintenance. Establish safety areas in the workplace and emergency evacuation procedures to facilitate emergency response.
 - e. Monitoring system: Install monitoring system in high-risk workplaces, with regular maintenance and testing.
 - 5.3. Adjust manpower based on the nature of work:

Insufficient manpower allocation in the business unit may cause or aggravate workplace violence events due to excessive overload and may even lead to delayed treatment for the victim. If the assessment results show that the following duties or process flows cannot be avoided, adjust manpower or seek coordination for improvement from the department executive as soon as possible.

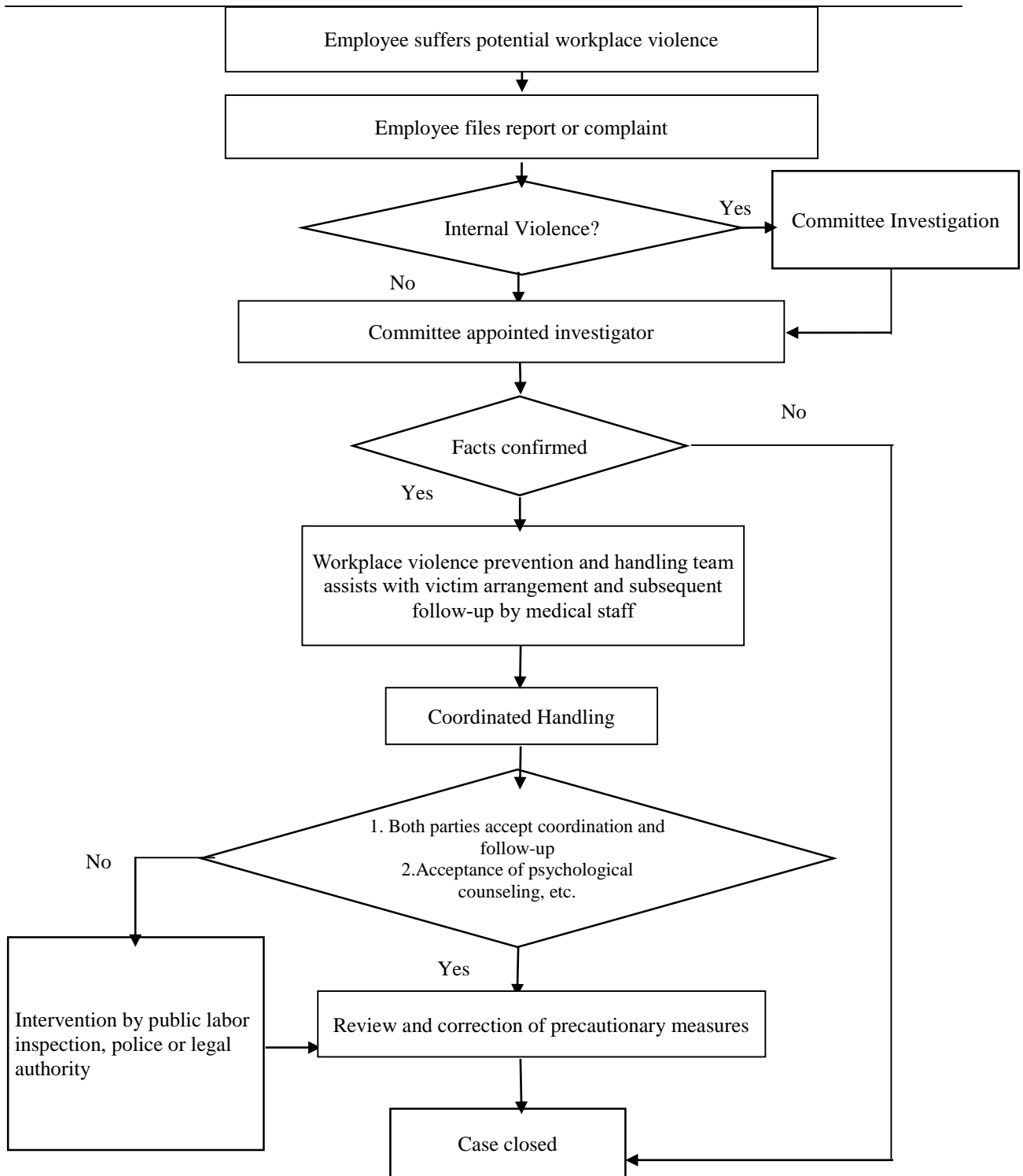
 - 5.3.1. Barbaric act from client or contractor.
 - 5.3.2. Failure to acquire consensus on manpower/resource support between departments.
 - 5.3.3. Inability to perform overtime or excessive hours of overtime for individuals.
 - 5.3.4. Unexpected physical discomfort.
 - 5.3.5. Need for long-time work performed alone.
 - 5.3.6. Objection to audit work or penalty.
 - 5.3.7. Notice about employee relocation.
 - 5.4. Establish a code of conduct:
 - 5.4.1. The executive of each workplace is responsible for publicly announcing written statements of a prohibition against workplace violence to all employees and stakeholders. The posting shall also be made on the bulletin board.
 - 5.4.2. The Company does not tolerate any workplace bullying by any executive of its management (reference: Workplace Wrongful Harm Self-Evaluation Form – Executive Level) and does not tolerate any of the below acts of workplace violence between employees or against any employee by any contractor, client or other stakeholders:
 - a. Physical violence: Such as beating, scratching, punching, kicking, etc.

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- b. Psychological violence: Such as threats, bullying, harassment, insults, etc.
 - c. Verbal violence: Such as bullying, intimidation, interference, discrimination, etc.
 - d. Sexual harassment: Such as inappropriate sexually implicative language or act, etc.
- 5.4.3. All employees of the Company have the responsibility to maintain and ensure a work environment free of workplace violence. Any person who witnesses or hears about the occurrence of any event of workplace violence shall immediately notify work safety/general affairs staff or the executive of each workplace, human resource staff of the Company or use the complaint mailbox of the complaint committee appeal@eink.com. Upon receipt, the committee will investigate in a confidential manner. Any proven fact will be punished in accordance with the Company's management regulations.
- 5.5. Training for hazard prevention and communications skills:
The workplace violence prevention and handling team shall provide relevant training to employees of different job duties and shall plan for reasonable on-the-job training programs or workshops. Information such as code of conduct against violence shall be published to promote communication among all employees, elimination of stress and frustration.
- 5.6. Establishment of the wrongful harm complaint committee
- 5.6.1. To handle wrongful harm complaint cases effectively and duly protect the interest of the complainant and the person against whom the complaint is made, the Company has established a complaint handling committee (hereinafter the "Committee") to be responsible for matters related to complaints, investigations, and resolutions on wrongful harm.
- 5.6.2. Members of the Committee:
- 5.6.2.1. The executive of the human resource department is the chairman.
 - 5.6.2.2. Executives of relevant departments of plant level and above are members.
 - 5.6.2.3. Audit and legal staff are automatic members.
 - 5.6.2.4. In case of sexual harassment complaint cases, at least half of the Committee members shall be of the same gender as the complainant. If the number is insufficient, the chairman may appoint suitable members.
 - 5.6.2.5. If a dispatched worker is subject to wrongful harm by an employee of the Company, the Company shall process the complaint and conduct a joint investigation with the dispatching entity. The results shall be provided to the dispatching entity and the party.
- 5.7. Establish event handling procedure:
- 5.7.1. Complaint or report procedure:
- 5.7.1.1. When an employee of the Company suffers physical or psychological wrongful harm in the performance of job duties, he/she should complete a Complaint Statement and file a report to the human resource staff or use the complaint mailbox of the Committee appeal@eink.com.
 - 5.7.1.2. Complaint or report shall be made in writing and a Complaint Statement shall be completed. If the complaint is filed verbally, the processing staff or unit shall prepare a wrongful harm complaint record form and ask the complainant to complete the form or allow the complainant to read and confirm the details, followed by signature/seal and filing
 - 5.7.1.3. The written document under the previous paragraph shall be affixed with the complainant's signature or seal. It shall specify the complainant's name, employment unit and title, residence, telephone and date of complaint.
 - 5.7.1.4. If there is a representative, a power of attorney shall be provided, specifying the name, residence, telephone and the facts and details of the complaint.
 - 5.7.1.5. Withdrawal procedure: The complainant may withdraw an application from the Committee before a resolution is made on the case. The closing

of the case shall be specified on the original form for records. Once a complaint is withdrawn, no further complaint shall be filed for the same incident.

- 5.7.2. Committee Review Procedure
 - 5.7.2.1. Upon receipt, a wrongful harm complaint case shall be submitted to the chairman to determine whether the case is accepted. For any complaint case that is not accepted, a Complaint Case Handling Reply Form shall be provided to the complainant, specifying a specific reason. Such form shall be submitted to the Committee for recordkeeping. If the complainant does not agree to the reason, an appeal may be filed in accordance with paragraph 5.7.2.8.
 - 5.7.2.2. For any accepted complaint case, the chairman shall form a project team to investigate within 7 days. The investigation process by the project team shall protect the privacy and human right of the parties. After the investigation is completed, a Complaint Case Investigation Report shall be prepared and submitted to the Committee for resolution.
 - 5.7.2.3. The quorum for Committee meetings shall be the majority of members. Resolutions shall be passed by the approval of the majority of members attending the meeting. In case of a tie vote, the decision shall be made by the chairman.
 - 5.7.2.4. To resolve a complaint case, the parties may be asked in advance to provide a statement. If required, relevant persons related to the case may also be invited and persons with relevant knowledge or experience may also be invited.
 - 5.7.2.5. The Committee shall make a decision as to whether the complaint case is or is not sustained by resolution. If the case is sustained, recommendations shall be made about punishment and other proper handling. If the case is not sustained, the situation shall still be reviewed and necessary recommendations shall be provided. If a false accusation is proven, proper punishment or handling shall also be given to the complainant.
 - 5.7.2.6. If the investigation shows that an employee indeed committed wrongful harm, the Company will impose sanctions such as verbal reprimand, warning, demerit, major demerit, relocation or demotion depending on the level of gravity of the event or dismiss the employee in accordance with Article 25 of the Labor Standards Act. If criminal liability is involved, the Company may forward the case to the judicial authority for further handling.
 - 5.7.2.7. The complaint decision shall be supported by reasons. Notice shall be given to the complainant, the counterparty, and the Company's human resource department by Complaint Case Handling Reply Form. If a sanction is imposed, it shall be executed by the human resource department of the Company.
 - 5.7.2.8. A complaint case shall be closed within 2 months from the day following the acceptance of the complaint, with a one-month extension if required. The complainant and the counterparty may file an appeal within 10 days from receipt of written notice. Grounds for appeal shall be provided. The Committee shall convene another meeting for resolution. After a case is closed, no further complaint shall be filed for the same incident.
- 5.7.3. The Committee is not obliged to accept a complaint case if there are any of the following events.
 - 5.7.3.1. Expiration of the deadline to file the complaint (one year from the date of occurrence).
 - 5.7.3.2. The complainant is not the victim of the wrongful harm incident or the legal representative of the victim.

- 5.7.3.3. The same incident has been subject to resolution more than 10 days ago or the subject to a complaint that was withdrawn.
- 5.7.3.4. Complaint against an incident that is not within the scope of wrongful harm.
- 5.7.3.5. No specific factual details or no factual name or employment unit.
- 5.7.4. Personnel participating in the handling of wrongful harm cases shall pay attention to the following:
 - 5.7.4.1. Handling, investigation and resolution personnel who participate in the wrongful harm complaint case shall keep the details of the complaint case confidential. In case of a breach, the chairman shall terminate the participation and may ask the Company's administration department to impose a sanction in accordance with the law depending on the level of gravity of the incident. The participant shall also be disqualified for selection and hiring.
 - 5.7.4.2. If any handling, investigation and resolution personnel who participates in the wrongful harm complaint case is a party or is a party's spouse, former spouse, blood relative within 4 degrees of kinship, marital relative within 3 degrees or kinship or parent or family member, such personnel shall be recused.
- 5.7.5. Wrongful harm cases shall be handled with due attention to the following:
 - 5.7.5.1. When wrongful harm has entered into a judicial proceeding, the Committee may decide to suspend investigation and resolution with the complainant's consent. The period shall not be subject to the limit under paragraph 5.7.
 - 5.7.5.2. Each department of the Company and the workplace violence prevention and handling team shall follow up, evaluate, and supervise acts of workplace wrongful harm to ensure effective execution of sanction and avoid reoccurrence of the same event or retaliation.
- 5.7.6. Post-incident handling: After follow-up and negotiated handling, the workplace violence prevention and handling team shall provide the victim with immediate, continuing and supportive dispositions, with fitness evaluation. Psychological counseling centers (such as Lifeline, community psychological health center) or counseling departments within the Company (such as personnel division or president's office/health center of administration division) may also be used to provide counseling to victims of threats of violence to walk out of the haze of pain. If the perpetrator is an employee of the Company, internal punishment procedures shall apply and the victim shall be informed.
- 5.7.7. Process flow for handling physical or psychological wrongful harm in the performance of job duties is shown in Graphic 2.



Graphic 2: Process flow for handling physical or psychological wrongful harm in the performance of job duties

5.7. Evaluation and Improvement of Execution Results:

In the materials about the reporting and handling of workplace violence events, employees' privacy shall be protected. After analyzing and evaluating different types of workplace violence, ensure residual risk and new risk after control measures are adopted. Review fitness and effectiveness every 3 years to serve as a reference for subsequent training and relevant preventive measures. Records shall be kept in due custody and available for review at any

time. Relevant evaluation mechanism shall be in reference to workplace wrongful harm prevention measures audit and evaluation form.

5.8. Other safety and health-related matters:

For high-risk groups locked in the following evaluation under these Regulations, consideration shall also be given to preventive measures against illness caused by anomalous workload.

5.9. Implementation and Amendment

These Regulations, including any amendment hereto, shall be published and implemented following approval in accordance with the approval authority rules.

6. Appendix

6.1. 4-010-295-01 Written Statement against Workplace Violence

6.2. 4-010-295-02 Violence Hazard and Risk Assessment Investigation Questionnaire

6.3. 4-010-295-03 Workplace Wrongful Harm Prevention Risk identification and Assessment Form

6.4. 4-010-295-04 Workplace Wrongful Harm Self-Evaluation Form – Executive Level

6.5. Reference Form: 4-010-103-02 Complaint Statement

6.6. Reference Form: 4-010-103-03 Complaint Case Investigation Report

6.7. Reference Form: 4-010-103-04 Complaint Case Result Reply Form

6.8. 4-010-295-07 Workplace Wrongful Harm Precautionary Measure Audit and Evaluation Form

6.9. 4-010-295-08 Workplace Wrongful Harm Report and Handling Form