
Regulations for Prevention, Correction, Complaint and Punishment against Sexual Harassment in the Workplace

1. Purpose
These Regulations are established to provide employees and applicants of the Company with a work and service environment free of sexual harassment, to maintain a work environment with gender equity in employment opportunities, physical freedom and integrity and to adopt proper prevention, correction, disciplinary and handling measures in order to protect the parties' interest and privacy.
2. Scope
These Regulations are applicable to all employees of the Company among themselves, as well as employees, applicants, suppliers or service counterparts.
Sexual harassment occurring in any location or time that is an extension of work or through the use of the Company's resources (computer, mobile phone, dormitory, company vehicle, company, etc.) is within the scope of the Company's management scope.
3. Reference material
 - 3.1. Act of Gender Equality in Employment
 - 3.2. Sexual Harassment Prevention Act
 - 3.3. Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace
 - 3.4. Regulations of Sexual Harassment Prevention
4. Responsibility
 - 4.1. Unless otherwise provided by law or other management regulations of the Company, the Company's sexual harassment prevention, correction measures, complaint and punishment shall be governed by these Regulations.
 - 4.2. The Company has an employee complaint committee to process complaints in a confidential manner and ensure both parties' privacy. Complaint email of the employee complaint committee is: appeal@eink.com
5. Description
 - 5.1. Basic Principles:
*The basic principle:
 - 5.1.1. "Sexual harassment" includes verbal and physical harassment. Such type of harassment often interferes with the party's work performance or creates a work environment that is adverse to the party.
 - 5.1.2. Sexual harassment referred to in these Regulations means the following:
 - 5.1.2.1. Either makes a sexual request, uses verbal or physical conduct of a sexual nature or with an intent of gender discrimination, causes him or her a hostile, intimidating and offensive working environment leading to infringe on or interfere with his or her personal dignity, physical liberty or affects his or her job performance.
 - 5.1.2.2. A supervisor explicitly or implicitly makes a sexual request toward a subordinate or an applicant, uses verbal or physical conduct of a sexual nature or with an intent of gender discrimination as an exchange for the establishment, continuance, modification of a labor contract or as a condition to his or her placement, assignment, compensation, evaluation, promotion, demotion, award and discipline.
 - 5.1.2.3. Any inappropriate, unpleasant or offending language or physical contact related to sex or gender or molestation through obscene language, gesture or other means.

- 5.1.2.4. Any offer in exchange for request, agreement or acceptance of sexual conduct or sex-related conduct.
 - 5.1.2.5. Any act listed in the Chapter of Offence against Sex Liberty under the Criminal Code.
 - 5.1.2.6. Other acts imposed on others in violation of their will with an intention to provoke or satisfy sexual desire physically or through express or implied language, graphic, video or other means, creating an offense or interference with others' character, integrity, physical freedom, work or interest.
- 5.2. Sexual harassment prevention principle: In order to establish a workplace free of sexual harassment, the Company adopts the following principles for sexual harassment prevention.
- 5.2.1. Express stipulation of regulations on sexual harassment prevention measures, complaint and punishment, which are published in the workplace and publicized to all employees.
 - 5.2.2. Establish a complaint committee with designated personnel or unit responsible for handling sexual harassment complaints and investigation procedures.
 - 5.2.3. All sexual harassment complaint cases will be processed in a swift and confidential manner.
 - 5.2.4. No sexual harassment complainant shall be subject to any retaliation or any other negative treatment due to the filing of the complaint.
 - 5.2.5. Any employee with an act of sexual harassment confirmed through investigation shall be punished in accordance with current legislation, work rules or the resolution of the complaint committee.
- 5.3. Information on sexual harassment prevention: The Company shall make due use of various communications means such as meetings, broadcast, printed materials and the internet to strengthen employees' understanding of sexual harassment prevention measures and complaint channels. The Company may also make reasonable planning for gender equality and sexual harassment prevention related programs in various training and workshops from time to time.
- 5.4. Dedicated email shall be set up for sexual harassment complaints and relevant information shall be publicly displayed in the workplace.
- 5.5. Establishment of a sexual harassment complaint committee
- 5.5.1. In order to handle sexual harassment complaint cases effectively and duly protect the interest of the complainant and the person against whom the complaint is filed, the Company has set up a complaint committee (hereinafter the "Committee"), responsible for matters related to sexual harassment complaints, investigations and resolutions.
 - 5.5.2. Members of the Committee:
 - 5.5.2.1. The executive of the human resource department is the chairman.
 - 5.5.2.2. Executives of relevant departments of plant level and above are members.
 - 5.5.2.3. Audit and legal staff are automatic members.
 - 5.5.2.4. 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.
 - 5.5.2.5. If a dispatched worker is subject to sexual harassment by an employee of the Company, the Company shall process the complaint and conduct a joint investigation together with the dispatching entity. The results shall

be provided to the dispatching entity and the party.

5.6. Complaint Rules

5.6.1. Complaint deadline: Complaints of sexual harassment shall be filed with the Committee by the victim or his/her legal representative within one year from the date of occurrence.

5.6.2. Complaint Procedure

5.6.2.1. Complaints of sexual harassment 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 sexual harassment 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.

5.6.2.2. The written document under the previous paragraph shall be affixed with the complainant's signature or seal and shall specify the complainant's name, employment unit and title, residence, telephone and date of complaint.

5.6.2.3. 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.

5.6.3. Withdrawal procedure: The complainant may withdraw an application from the sexual harassment complaint 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. Committee Review Procedure:

5.7.1. Upon receipt, a sexual harassment 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 specific reason. Such form shall be submitted to the Committee for records. If the complainant does not agree to the reason, an appeal may be filed in accordance with paragraph 5.7.8.

5.7.2. For any accepted complaint case, the chairman shall form a project team to conduct an investigation 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.

5.7.3. 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.

5.7.4. 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.

5.7.5. 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.

5.7.6. If the investigation shows that an employee indeed committed sexual harassment, 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 12 of the Labor Standards Act. If criminal liability is involved, the Company may forward the case

- to the judicial authority for further handling.
- 5.7.7. 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.
- 5.7.8. 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.
- 5.8. The Committee is not obliged to accept a complaint case if there are any of the following events:
 - 5.8.1. Expiration of the deadline to file the complaint (one year from the date of occurrence).
 - 5.8.2. The complainant is not the victim of the sexual harassment incident or the legal representative of the victim.
 - 5.8.3. The same incident has been subject to resolution more than 10 days ago or the subject to a complaint that was withdrawn.
 - 5.8.4. Complaint against an incident that is not within the scope of sexual harassment.
 - 5.8.5. No specific factual details or no factual name or employment unit.
- 5.9. Personnel participating in the handling of sexual harassment cases shall pay attention to the following:
 - 5.9.1. Handling, investigation and resolution personnel who participate in the sexual harassment 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.
 - 5.9.2. If any handling, investigation and resolution personnel who participates in the sexual harassment 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.
- 5.10. Sexual harassment cases shall be handled with due attention to the following:
 - 5.10.1. When sexual harassment has entered into a judicial proceeding, the Committee may decide to suspend investigation and resolution with the complainant's consent and the period shall not be subject to the limit under paragraph 5.7.
 - 5.10.2. If the Committee deems it necessary for the party to receive counseling or medical care, professional counseling or medical institution may be referred.
 - 5.10.3. Each department of the Company shall follow up, evaluation and supervise acts of sexual harassment to ensure effective execution of sanctions and avoid reoccurrence of the same event or retaliation.
- 5.11. 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. Complaint Case Statement
 - 6.2. Complaint Case Investigation Report
 - 6.3. Complaint Case Handling Reply Form