

Workplace Sexual Harassment Prevention Measures, Complaints and Punishment Measures						serial number
system	In 1996	build	106 years of the Republic of China	Version	Version A	Page
Certainly	July 13	order	November 15	Second-rate	1 time	Second-rate

SOP-ADM-28

1. Purpose

In order to prevent sexual harassment in the workplace and maintain gender equality in work and personal dignity, these regulations are formulated in accordance with the "Gender Equality in Work Law" and the "Code of Complaint and Punishment Measures for Prevention and Control of Sexual Harassment in the Workplace" promulgated by the Ministry of Labor.

2. Definition

1. Sexual Harassment:

- (1) When an employee is performing his duties, any person creates a hostile, intimidating or offensive working environment with sexually demanding, sexually connoted or gender-discriminatory words or actions, which infringes or interferes with his or her personal dignity, personal freedom or affect their work performance.
- (2) The employer's explicit or implied sexual requirements, sexual connotations or gender-discriminatory words or actions towards the employees or job applicants, as a labor contract establishment, continuation, modification or distribution, allocation, remuneration, performance appraisal, promotion, demotion Conditions for exchanging transfers, rewards and punishments, etc.

2. Applicable objects: including employees (employees, dispatched workers, technical students, and interns) and job seekers (considering gender equality in work)

relevant provisions of Articles 2 and 3 of the Law).

3. Workplace: The employer prompts the employee to perform the contract to provide labor services, and is a place that the employer can control and manage, or use

A place where job seekers come to apply. When employees work in places that are not controlled or managed by the employer, the employer should identify the types of sexual harassment risks in the working environment, provide necessary protective measures, and inform employees in detail in advance.

Participation, Sexual Harassment Prevention and Control Measures

1. Employers or those who have management and supervision power due to work relationship shall not take advantage of the power, opportunity or method at work to sexually abuse employees or job applicants.

Harassment, nor condone sexual harassment of employees or job applicants.

2. Employees shall not sexually harass colleagues in the workplace, nor shall they sexually harass colleagues while performing their duties.

3. When the above-mentioned sexual harassment occurs in the workplace, the employer or those who have management and supervision rights due to work relations shall dissuade them or take other appropriate measures.

Disposal; if no dissuasion or other appropriate treatment is given, it shall be treated as connivance.

4. Employers should strive to prevent sexual harassment, improve workplace facilities to protect employees from sexual harassment, and should regularly organize or encourage employees to participate in educational seminars on sexual harassment prevention.

5. Complaint and investigation

- (1) In order to deal with sexual harassment complaints, the Human Resources Department is set up to accept the complaints, or a complaint handling committee is established within three days of the complaint to start investigation and deliberation; the committee consists of five members, one of whom is a management representative, four are labor representatives, and female. The total number of members shall not be less than one-half. The meeting shall be attended by half of the committee members, and the content that the committee members know shall

be kept confidential. (Note: The number of members of the profit resolution committee should be an odd number)

(2) Complaints of sexual harassment may be filed verbally or in writing. If the complaint is written in words, the person or unit accepting it shall make a record, read it aloud or have it read to the complainant, and after confirming that the content is correct, the person or unit shall sign or seal it. The written form should be signed or stamped by the complainant, and include the following items: 1. The name of the complainant, service unit and title, residence, contact number, and date of complaint. 2. If there is an agent, a letter of appointment should be attached, and his name, residence, and contact number should be specified. 3. The facts and content of the appeal.

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- (2) In order to handle the appeal case, the person who accepts the appeal shall do so in a private manner. When necessary, the parties concerned and related persons may be notified to be present for explanation, and persons with relevant knowledge and experience may be invited to assist. The investigation of sexual harassment incidents should uphold the principles of objectivity, impartiality, and professionalism, give the parties the opportunity to fully state their opinions and reply, and protect the privacy rights and other legal interests of the parties.
- (3) After the complainant explains the fact of being sexually harassed, if the employer or someone with management and supervision authority at work denies the fact, the burden of proof should be on the non-existence of the fact. If the complainant's statement is clear and it is no longer necessary to ask, repeated questioning should be avoided. Confrontation should be avoided where the parties or witnesses to a sexual harassment incident have unequal rights.
- (4) For the purpose of investigating and deliberating sexual harassment complaints, those accepting complaints may request relevant personnel or units to provide relevant materials, and such relevant personnel or units shall not evade, hinder, or refuse.
- (5) All personnel handling sexual harassment incidents shall keep confidential the names of the parties or other identifiable information and the content of the complaint, except for those necessary for investigation or based on public safety considerations. Violators shall terminate their participation and, depending on the circumstances, be punished and held accountable in accordance with relevant regulations.
- (6) The person who accepts the appeal shall make a decision within 2 months from the date of accepting the appeal. If necessary, it may be extended by 1 month, and the extension shall be limited to one time.
- (7) The person who accepts the appeal shall make a written record of the handling of the appeal case and keep it sealed for three years. And it shall be a resolution with reasons, and the complainant, the respondent and the employer shall be notified in writing.

- (8) Employers shall not dismiss, reassign, or take other adverse measures because employees file sexual harassment complaints or assist others in complaints.
- (9) When the employer thinks that the client needs counseling or medical treatment, he may introduce professional counseling or medical institutions.

Four, penalty

1. If there is indeed a fact of sexual harassment, the employer will, according to the severity of the case, punish the respondent with admonition, demerit, major demerit, transfer, demotion, etc., or remove him from office in accordance with relevant laws and regulations; if the fact involves criminal responsibility, the employer must be transferred to judicial authorities at the same time. If it is proved that there is a false accusation, the complainant will also be punished or dealt with appropriately. If the appellant and the respondent have objections to the resolution of the appeal case, they may file a reply within 20 days. After the case is closed, no appeal can be filed again for the same reason.
2. Employers should adopt follow-up, assessment and supervision to ensure the effective implementation of disciplinary or punishment measures and avoid similar incidents or retaliation.

※ Personnel of the company's sexual harassment complaint acceptance unit: Human Resources Department

Complaint Hotline: (02) 5590-8050

Complaint Channel: <http://www.ennocnn.com/Corporate Governance> › Stakeholders › Ethics