

TA CHEN STAINLESS PIPE CO., LTD.
Disciplinary Actions and Prevention and Complaint Handling
against Sexual Harassment

Article 1 Pursuant to the Act of Gender Equality in Employment, the Act of Sexual Harassment Prevention, as well as relevant provisions of the Regulations for Establishing Measures on Prevention of Sexual Harassment in the Workplace stipulated by the Ministry of Labor, Ta Chen Stainless Pipe Co., Ltd. (hereinafter referred to as “the Company”) hereby promulgates the Regulations, in order to ensure a workplace and service environment that is free from sexual harassment for both employees and job seekers. The Company is committed to implementing appropriate preventive, corrective, disciplinary, and handling measures to safeguard the rights and privacy of all parties involved.

Article 2 As defined in sexual harassment of the Regulations, in the course of an aforementioned employee executing his or her duties, any person (including supervisors, employees, customers) who makes a sexual request, or uses verbal or physical discriminatory behavior of a sexual or gender nature, causing a hostile, intimidating or offensive work environment around the employee and leading to an infringement of or an interference with the employee’s personal dignity or physical liberty or an impact on the employee’s job performance; or when an employer explicitly or implicitly makes a sexual request toward an employee or a job applicant, or engages in verbal or physical discriminatory behavior of a sexual or gender nature as an exchange for the establishment, continuance, or modification of an employment agreement, or as a condition of the employee’s placement, assignment, compensation, evaluation, promotion, demotion, award or discipline. Specifically speaking, types of sexual harassment behaviors including but not limited to the following situations:

1. Any insulting, degrading or discriminating attitude and behavior based solely on gender differences.
2. Any inappropriate, unpleasant, or offensive sex related language, physical contact or sexual request.
3. Any behavior that uses threats or disciplinary actions to request for sexual favors.
4. Forced intercourse or sexual assault.
5. Display of sexually suggestive or sexually provocative images and text.

Article 3 The Company shall prevent the occurrence of sexual harassment and create a friendly work environment to eliminate any sexual or gender hostility in the workplace, and unregularly conduct or encourage employees to participate in education and training on the prevention and handling of sexual harassment, in order to protect employees, job applicants and clients from the threat of sexual harassment and to raise supervisors’ and employees’ awareness of gender equality. In the event of an incident or suspected case of sexual harassment, the Company will promptly review and improve its prevention measures. For workers who work in places not under the control or management of the Company, the

Company shall identify the risks of sexual harassment in such work environments, provide necessary prevention measures and ensure that employees are well informed in advance.

Article 4 The Company shall establish channels for receiving complaints and grievances regarding sexual harassment, and such information shall be made accessible to employees at a noticeable location.

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Article 5 When the Company becomes aware of the occurrence of sexual assault or sexual harassment, immediate and effective corrective and remedial actions shall be implemented and attention shall be given to the following matters:

1. Protecting the victim's rights and privacy.
2. Maintaining and improving the safety of the surrounding environment.
3. Disciplinary actions to be implemented upon the perpetrator.
4. Other prevention and improvement measures.

Article 6 The Company has established the Sexual Harassment Complaints Review Committee (hereinafter referred to as the Committee), which comprises of the representatives of the employer and the employee, to handle sexual harassment complaints. The Committee shall consist of three to seven members, one of whom shall be the chairperson of the Committee. If the chairperson is unable to preside over a meeting, he or she may designate another member to act on his or her behalf. The proportion of female representatives shall not be less than half (1/2), experts shall be appointed depends on situations.

If a dispatched worker who is subject to “the Act of Gender Equality in Employment” is sexually harassed while performing his or her duties, the Company will accept and handle the complaint, and investigate the case together with the dispatching business unit, and notify the dispatching business unit and the parties concerned of the investigation result.

Article 7 The complainant in a sexual harassment incident may file the complaint verbally or in writing. If the complainant does so verbally, the personnel or unit accepting the complaint shall make documentation of the verbal complaint and read it out to the complainant or ask the complainant to read it in order to confirm its accuracy. The documentation of the complaint shall be signed or sealed by the complainant and specify the following matters:

1. The complainant's name, department and job title of service or study, residential or home address, and contact number.
2. If the complainant has a legal representative, then the representative's name, residential or home address, and contact number shall be recorded, with document certifying the power of attorney.
3. Factual details of the complaint and any relevant evidence or witnesses that are available.

In the event that the complaint form or record created from verbal accounts do not comply with the requirements above and the situation can be corrected, the complainant shall be notified to complete the correction within fourteen days. If no correction is made within the time limit, the complaint will not be accepted.

Article 8 At any time before the Sexual Harassment Complaints Review Committee passes a resolution, the complainant or his or her authorized representative may withdraw the complaint in writing. Once a complaint is withdrawn, no further complaint may be made regarding the same incident.

Article 9 The Committee shall only convene when more than half of its members can attend the meeting and a resolution shall only be reached with the approval from more than half of the members attending the meeting. In the event of a tie, the chairperson shall cast the deciding vote.

Article 10 The sexual harassment investigation may ask the parties concerned and related persons to provide statements in person and may invite persons with related academic knowledge and experience to provide assistance.

Article 11 The Committee shall investigate a sexual harassment incident in a private manner to protect the privacy and other legal rights concerning the dignity of the parties concerned. All persons handling sexual harassment incident cases shall keep the information and the content of the case confidential. In the event of violations, the chairperson shall terminate this person's participation in the case, and the Company may, depending on the circumstances, implement disciplinary actions and hold the violator accountable, as well as terminate the appointment (assignment).

Article 12 When investigating a sexual harassment incident, the Committee shall observe the following principles:

1. Investigation of a sexual harassment incident should be conducted in a private manner to protect the privacy and other legal rights concerning the dignity of the parties concerned.
2. The sexual harassment investigation should uphold the principles of objectivity, fairness and professionalism, provide the concerned parties with sufficient opportunity for them to state their opinions and defend themselves.
3. If the victim has provided clear statements and no further questioning is required, repeated questioning shall be avoided.
4. The sexual harassment investigation may ask the parties concerned and related persons to provide statements in person and may invite persons with related academic knowledge and experience to provide assistance.
5. If the parties or witnesses of sexual harassment have unequal power, they should avoid confrontation with each other.

6. Provided that they do not violate the scope of confidentiality, the investigating personnel may create separate written records to be read by the parties or inform the parties of the key points therein as needed.
7. All persons handling sexual harassment incident cases shall keep the names of the parties involved or other information that can be used to identify the parties confidential, as well as the content of the case, except where required for investigation purposes or protecting public safety.
8. The parties may be referred to psychological counseling or medical institutions, and/or be provided with legal assistance depending on their physical and mental conditions during the sexual harassment investigation.
9. No discriminatory treatment should be given against any person that filed a grievance, complaint, report, lawsuit, testimony, assistance or other participation during the complaint of grievance, investigation, detection or trial procedure for incidents of sexual harassment.

Article 13 The investigation of a sexual harassment complaint incident be completed within two (2) months from the date the complaint was filed or referral was made. The case may be extended by one month, if necessary, and the parties concerned shall be notified.

The Committee shall pass a resolution with reason based on the investigation results, and it shall be used as recommendations for disciplinary actions or other measures. The parties concerned and the Company shall be notified of the investigation resolution in writing. If there are any objections to the resolution of the case, the concerned party shall submit an appeal to the Committee within twenty (20) days from the day after the resolution of the investigation was delivered to the complainant. However, if the cause of appeal occurs or becomes known after the fact, the time period shall be counted from the time that the party becomes aware of it.

After the party submits an application for redress with written reasons, the Company shall form a redress committee that is different from the original appeal review committee and convene another meeting to resolve the matter. After the case is closed, no further appeals may be filed for the same reason.

Article 14 After the decision is made by the Company, the party concerned may apply for an appeal to the Company if one of the following circumstances takes place:

1. The decision and the stated reasons are obviously contradictory.
2. The Review Committee is illegally organized.
3. The decision is made by the members who should recuse themselves in accordance with the Act of Gender Equality in Employment.
4. The members who participate in the decision-making process violate their duties with respect to the appeal or commit crimes and are convicted accordingly.

5. Witnesses and expert witnesses provide false statements regarding the testimonials or appraisals on which the decision is based.
6. The evidence on which the decision is based is forged or altered.
7. The judgment or administrative sanction in civil, criminal, or administrative litigation that is the basis for the decision has been changed according to the subsequent judgment or administrative sanction.
8. The unconsidered evidence is identified or may be used.
9. Important evidence that is sufficient to influence the original decision has not been considered.

Article 15 Through investigation, if the sexual harassment behavior is confirmed, the Company shall administer appropriate disciplinary actions and other relevant regulations, depending on the severity of the case. If criminal liability is involved, the Company shall assist the complainant in filing a legal complaint. If a false accusation of sexual harassment is proven, an appropriate disciplinary action or measure may also be imposed on the complainant based on relevant regulations.

Article 16 The Company shall adopt follow-up monitoring, evaluation and supervision measures to ensure the effectiveness of the implementation of a punishment and other related corrective measures and prevent the recurrence of similar incidents or the occurrence of retaliatory activities.

Article 17 Provide or refer the victim, if they desire, to medical or psychological counseling services.

Article 18 The Company may not terminate, transfer or take any disciplinary action that is adverse to employees who personally file complaints or assist other persons to file complaints pursuant to the Regulations.

Article 19 If the perpetrator of sexual harassment is not an employee of the Company or the victim is a temporary worker, the Company shall still handle the case in accordance with the Regulations and provide the victim with due protection.

Article 20 The principles were implemented after the chairman of the board grants the approval. The same procedure shall be followed when the principles have been amended.