

## **The actual performance of the business integrity unit**

The Company has appointed its Human Resources, Administrative Management Unit and Legal Affairs Office as the competent unit in charge of the Company's ethical matters. Together, these units set the guidelines and policies. The internal auditor is responsible for monitoring and reporting to the Board of Directors on annual basis. To prevent potential conflicts of interest, the Company has established the "Ethical Corporate Management Best Practice Principles" and "Procedures for Ethical Management and Guidelines for Conduct". In addition, to facilitate the promotion of honest management, the Company has also designed relevant courses through online e-Learning, including legal affairs training on information security, personal information protection act, relevant company policies and employees' code of conduct to educate all employees the aforementioned guidelines.

- **Status of Operation and Implementation for 2023:**

The company follows RBA regulations and has implemented integrity management-related education and training for 8,840 employees, totaling 9,567 hours. The relevant courses are as follows:

- **New Employee Orientation (HQ)**

Promote the concept of integrity, anti-corruption and Code of Conduct for Employee, to follow ethical standards and codes of conduct.

- **On-job Training for New Employee**

When employee perform their duties, it should follow business ethics. Conduct various tasks with honest, and implement corporate culture. Follow the software usage regulations, and avoid illegal use or infringement of the intellectual property rights of others. Assist company to strengthen information security management continuously, and understand the effectiveness of risk management.

- **New Employee Orientation (PCP)**

Promote the concept of integrity, anti-corruption and Code of Conduct for Employee, to follow ethical standards and codes of conduct.

- **CSR Training**

Corporate Social Responsibility Reports represent the value and corporate governance of an enterprise. It could make stakeholders understand business operations that have a positive or negative impact on economy, environment, and society.

- **Prevention of insider trading-**

The Company has established the "Procedures for Ethical Management and Guidelines for Conduct", "Procedures for Handling Material Inside Information" and "Main Point of Insiders Trading Prevention Management". The Company regulates all members to avoid conflict of duties related to work duties; no known and unpublished information shall be used for insider trading.

The Company has established the “Main Point of Insiders Trading Prevention Management”. The Company regulates this point actually knows that the company has major internal news, after the news is clarified, before it is made public or within 18 hours after it is made public, it is not allowed to have any interest in the stocks of the company or the reinvested enterprise, or other shares with an equity nature. Marketable securities or corporate bonds of non-equity nature, sold by oneself or in the name of others. In addition, the directors of the company are not allowed to trade their stocks during the closed period of 30 days before the announcement of the annual financial report and 15 days before the announcement of the quarterly financial report. The company also reminded directors by email seven days before the closure that they are prohibited from buying and selling the company's stocks. In addition, total 1,411 new employees completed a total of 5,227 hours of the "Procedures for Ethical Management and Guidelines for Conduct " education and training in 2023.