

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

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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 in charge of monitoring and report 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 "Business Integrity Procedures and Behaviors" in 2014 and 2015 respectively. In addition, to facilitate the promotion of honest management, the Company has also designed relevant courses thru 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 in 2020:

The Company requires suppliers to follow the RBA code of conduct, and sign the RBA Code of Conduct commitment or complete the RBA Code of Conduct questionnaire. A total of 1,245 suppliers with transaction records, 1,116 have signed the RBA Code of Conduct commitment or completed the RBA Code of Conduct questionnaire, and the signing completion rate is 89.64%. In addition, a total of 17,493 employees completed a total of 16,335 hours of integrity management related training, including:

- New Employee Orientation (HQ)

Promote the concept of integrity, anti-corruption and code of ethical conduct for employees, 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.

- New Employee Orientation (PCP)

Promote the concept of integrity, anti-corruption and code of ethical conduct for employees, 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.

- The Precautions of Intellectual Property Rights and Software Installation

Follow the software usage regulations, avoid illegal use or infringement of the intellectual property rights of others.

- Information Security Management System

Assist company to strengthen information security management continuously, and understand the effectiveness of risk management.

- Management for the prevention of insider trading (for senior managers)

Title	People Number	Date	Course title	Hours of training
Vice President	1	2020.01.31	<ul style="list-style-type: none"> <li>• What is insider trading,</li> <li>• 5 W for insider trading,</li> <li>• Criminal liability and civil liability for insider trading,</li> <li>• The difference between “insider trading “and "non-insider trading,"</li> <li>• Case Study of Insider Trading.</li> </ul>	0.58
Executive Vice President	1	2020.12.31		0.58
Senior Vice President	2	2020.12.31		1.16
Vice President	5	2020.12.31		2.90