

# A FAIR, INCLUSIVE AND SUSTAINABLE WORKPLACE

We are firmly committed to protecting all employees from any form of harassment, discrimination, and unlawful treatment. We strive to create a safe, respectful, and inclusive work environment. In line with relevant laws and international standards, we have established clear anti-harassment and anti-discrimination policies, along with a comprehensive grievance mechanism to ensure that employees' rights are effectively protected.

Employees are encouraged to speak up and promptly report any inappropriate behaviour, and we pledge to handle every complaint seriously. We are dedicated to fostering a workplace culture free of discrimination and harassment, supporting diversity, inclusion, and sustainable talent development.

We strongly believe that respecting cultural diversity is the foundation of sustainable business growth. Therefore, we actively cultivate an inclusive environment that honors and respects different cultural backgrounds, encourages mutual understanding and collaboration, and promotes cross-cultural communication and integration. This, in turn, enhances our organization's overall innovation and competitiveness.

At the same time, we are committed to promoting gender equality by eliminating gender biases and barriers. We ensure equal opportunities for women and men in recruitment, training, promotion, and compensation. Through concrete policies and actions, we strive to build a fair and friendly workplace culture where every employee can thrive with respect and support, working together to achieve our sustainability goals.



## A WOMAN-FRIENDLY PLACE

We are committed to building a diverse, inclusive, and equitable work environment that genuinely supports the needs of our employees, especially women balancing career and family responsibilities. Through thoughtful, people-centered policies, we promote gender equality and enhance employee wellbeing.

To support expectant mothers, we have set up lactation rooms, reserving parking spaces, and spaces, and designated rest areas with sofas to ease physical strain from standing or lifting.

Since pregnancy may not always be obvious due to loose-fitting work uniforms, we provide maternity armbands and include special markers on employee ID badges. This helps streamline security screening and ensures a safe, considerate workplace for pregnant employees.

# HELPING EMPLOYEES BALANCE WORK AND FAMILY

We partner with licensed childcare providers to offer reliable support for working parents, giving peace of mind to our employees. Our family-friendly leave policies include family care leave, maternity leave, prenatal check-up leave, and unpaid parental leave. In 2024, 100% of employees who took parental leave returned to work, highlighting the success of our supportive leave and reintegration programs. Plus, we also recognise the role of male employees in caregiving. By offering prenatal check-up leave and paternity leave, we encourage shared parenting responsibilities and support more balanced family dynamics.

Women now make up over 50% of our senior management, demonstrating our commitment to gender diversity at the leadership level. We continue to create pathways for female talent to thrive and lead across the organization.

Through these initiatives, we aim not only to create a workplace that supports gender equality and family life, but also to foster a culture where employees feel empowered to grow, stay, and contribute to our long-term success.



CHILDCARE



COMFORT CORNER

# SUPPORTING AND EMPOWERING EMPLOYEES WITH DISABILITIES

Our company embraces the belief that while the body may have limitations, the spirit does not. We actively foster a diverse and inclusive workplace culture. In our hiring process, we warmly welcome people with physical and mental disabilities to join our team. We also participate in related recruitment events to provide equal employment opportunities, reflecting our commitment to valuing and supporting diverse talent.

Moreover, we regularly check in with our employees with disabilities and continuously work to improve the work environment to ensure it is accessible and meets their needs. We strive to create a safe, welcoming, and supportive space where everyone can thrive.



Disability Hiring



Care and Support





## PROMOTING LOCAL ECONOMY DIVERSE TALENT EXCHANGE

To drive the development of the local industry and economy, we actively hire local talent while encouraging outstanding professionals from other regions to work at our offices and facilities nationwide. This approach fosters diverse talent exchange and supports regional economic prosperity.

To enhance the quality of life and convenience for employees from outside the area, we provide well-equipped staff dormitories, creating comfortable and safe environments for both work and rest. This enables employees to focus on their tasks while maintaining good physical and mental well-being.

Through comprehensive support measures and strategic talent deployment, we not only promote local employment opportunities but also stimulates regional economic vitality, achieving a harmonious coexistence between the enterprise and the community.

# EMPLOYEE HEALTH AND WELLBEING

We firmly believe that employees are the most valuable asset supporting the our sustainable development. As such, we are committed to providing comprehensive physical and mental health support, and to fostering a safe, healthy, and inclusive work environment.

- **Physical Health Management:** We offer regular health check-ups for all employees. For those in high-risk roles, additional specialised medical examinations are provided to ensure their physical condition meets operational requirements and to effectively reduce the risk of occupational injuries.
- **Mental Health Support:** We prioritize the psychological well-being of our employees by regularly arranging on-site services from licensed psychologists, occupational therapists, and other professionals. These services include counseling and mental health support to help employees manage stress and maintain emotional balance.

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**【健康抱報】**  
生活報



各位同事，  
現今繁瑣的生活節奏，工作生活平衡更是重要！  
不同生活領域的平衡，是實現整體健康的關鍵，生活平衡因人而異，取決於文化、環境和個人需求等，且需定期去調整，適應生活變化，確保在工作、娛樂、家庭、社  
和自我照顧各個層面都處於健康的狀態。  
以下五方面，協助調整生活狀態：

- 身體方面：**適時地聆聽身體聲音，均衡飲食、規律運動和適當的休息，遠離不良習慣(如菸酒)，定期健檢以預防疾病。
- 工作方面：**重視工作與生活的平衡，超過負荷的時候請求協助，追求符合自身價值觀的職業生涯，時常思考探索職涯可能性，並記得肯定自身成就。
- 學習方面：**拓展視野並接觸不同的觀點，參與各類活動，如展覽或欣賞表演，透過閱讀、進修學習新技能，與親友討論交流，或者偶爾玩益智遊戲，解謎保持大腦敏捷。
- 情感方面：**練習表達情感，建立安全人際關係，培養自我照顧習慣，為自己保留充足沉澱時間，定期反思紀錄感受，學習有效應對壓力的方法。



**Heath Campaign**








**Heath Checkup**



- Health Promotion Initiatives: In line with our belief that "prevention is better than cure," we actively promote health-enhancing activities. Regular wellness programs such as body fat reduction classes and slow jogging sessions are offered to encourage healthy lifestyle habits and regular physical activity.
- Workplace Safety Management: To strengthen workplace safety, we provide necessary personal protective equipment (PPE) to employees. We also conduct continuous safety training and implement rigorous risk management practices to prevent occupational accidents.

Through these initiatives, the Company demonstrates its commitment to holistic employee well-being, enhances overall workplace welfare and safety culture, and further fosters employee engagement and organizational cohesion.



# CREATING A SECOND HOME FOR MIGRANT WORKERS



Our company recognises that migrant workers are a vital part of our workforce and an indispensable member of our team. We are committed to building a safe, respectful, and inclusive work environment where migrant workers feel the warmth and care of a second home.

To support this, we provide comprehensive living and work assistance, including help with accommodation, transportation, and daily life issues, ensuring that migrant workers enjoy good living conditions. At the same time, we actively promote cultural integration activities to foster interaction and understanding between migrant workers and local employees, creating a harmonious workplace atmosphere.

We also regularly arrange health checkups and safety training to safeguard the physical and mental well-being and safety of our migrant workers. Additionally, we have established communication channels that allow them to express their needs and opinions at any time, ensuring their rights are respected and protected.

Through these efforts, we hope that migrant workers will not only be employees but will truly feel a sense of belonging to their "second home" here with us, working together to create an inclusive future.



# PROTECT THE HUMAN RIGHTS

In full compliance with applicable local, national, and international labour and employment laws, we are committed to upholding and protecting the human rights of all workers, including temporary, contract, migrant intern, and vocational trainees. A zero-tolerance policy is enforced against any form of workplace misconduct to foster a safe, non-discriminatory, respectful, and inclusive working environment. Our senior management remains well-informed of and actively monitors relevant legal developments in this area. These standards are clearly outlined in our internal personnel management policy.

Other than that, we have established a "**No Forced Labour Policy**" to ensure that all employment is freely chosen and that every employee has the right to freely choose their occupation. All work must be conducted voluntarily.

Any form of forced labour, such as coercion, bonded labour (including debt bondage), contract slavery, human trafficking, or other forms of involuntary servitude, is strictly prohibited. We do not tolerate the use of threats, force, deception, or any form of coercion to support non-voluntary labour practices, including trafficking.





## A BRIGTER FUTURE FOR EMPLOYEES

To uphold ethical recruitment practices, we have implemented a compliant migrant worker recruitment framework with the following principles:

- **No recruitment fees or related charges** (e.g., for transportation or accommodation) may be collected in advance from employees by recruiters or labor agencies. No deposits may be required as a condition of employment.
- **Migrant worker housing** is provided in accordance with local legal standards and internal policies (A7-006), recognizing the unique needs of employees working away from their home countries.
- **Personal identification documents** (e.g., passports, work permits) are not withheld or restricted from employee access unless legally required.
- **Employment terms, contracts, and handbooks** are clearly communicated in a language the employee understands (e.g., English). All contracts comply with labour laws, and employees receive a personal copy of their signed agreement.
- **Freedom to resign** is respected. Employees may terminate their employment with reasonable notice, as permitted by local laws. For migrant workers, transportation home is arranged or covered upon completion of the employment term.
- **Freedom of movement** is protected during working hours, except in legally restricted or controlled areas. Basic personal freedom is ensured throughout the workday.

# CHILD AND YOUNG WORKER PROTECTION

Every child holds the potential to grow into a strong, thriving future, like a towering tree reaching for the sky. We believe that no child should be burdened by labour that compromises their physical, mental, or emotional development, or deprives them of the right to education. In line with this belief, and as defined by the Labour Standards Act, the employment of child labour is strictly prohibited. To ensure the protection of young workers under the age of 18, we have implemented the following safeguards:

- **Educational Completion & Consent:** Candidates under 18 must have completed compulsory education and provide valid proof of age along with written consent from a legal guardian.
- **Work Restrictions:** Young workers are not permitted to perform hazardous tasks, work night shifts, or engage in overtime, ensuring their safety and well-being.
- **Health & Well-being:** Regular health check-ups are provided to monitor the condition of young workers and support their physical development.
- **Identity Verification:** Age and identity of all candidates are verified during the recruitment process to prevent falsification and protect minors.



## AGAINST CHILD LABOUR





# FREEDOM OF ASSOCIATION

We fully respect and support each employee's legal rights and personal choices, including the freedom to join or not to join labour unions, worker councils, or other collective organizations, in accordance with applicable laws.

No employee shall face discrimination, retaliation, or harassment for exercising their rights to freedom of association or collective bargaining.

As a company, we are committed to actively supporting open dialogue between employees and management. We aim to foster a transparent and constructive communication environment as a reflection of our respect for employee voices. By encouraging open participation and mutual trust, we strive to strengthen workplace harmony and collaboration.