

## Self-inspection

Employee Type	Key group(s) taking into consideration	Identified Issues	Management Measures	Goal Setting
Office operation R&D/ Test Customer service and maintenance Material Management	Employee	Safety of workplace (including physical and mental health)	<ol style="list-style-type: none"> <li>1. Set the considerations of environmental aspect and evaluation criteria of safety and health risk, and proceed to implementing annually based on the criteria.</li> <li>2. Draw up the working rules of safety and health together with labor representatives and promote regularly.</li> <li>3. Regularly hold the training in safety and health, emergency response, and promotion activity of traffic safety to reduce the occurrence of accidents.</li> <li>4. Develop the prevention plan for encountering illegal infringement when performing duties and reduce the occurrence of occupational illegal infringement by promotion, education, and training.</li> <li>5. Regularly hold health check-up, and seminars in health promotion and balance between work and life.</li> <li>6. Establish the mechanism of monitoring work environment and inspecting the water quality of drinking water, etc.</li> <li>7. Set up the channel for employee voice, safety and health communication form, occupational safety Consultation hotline, employee caring hotline and workplace infringement complaints hotline, emergency response group etc. to immediately help employees resolve and improve problems.</li> <li>8. Set up employee caring and humane care department to provide employees with physical and mental stress relaxation, psychological counseling and other services.</li> <li>9. Conduct internal and external audits, regularly inspect working environment, held meetings for management review and safety and health committee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit the plan for goals and targets every year and implement</li> <li>2. Develop reward program for notifying a near miss</li> <li>3. Held activities for physical and mental practices to carry out the objective of happy working and enjoying life</li> </ol>
	Female Employee (including pregnant employee)	Female Employee (including pregnant employee)	<ol style="list-style-type: none"> <li>1. Set the plan of protecting maternal health and provide giveaway for consulting taken by mother-to-be to effectively manage the safety and health of mothers.1. Set the plan of protecting maternal health and provide giveaway for consulting taken by mother-to-be to effectively manage the safety and health of mothers.</li> <li>2. Manage the list of maternity leave and pre-maternity leave through attendance system while occupational safety personnel will complete hazard and risk assessment based on the operation content.</li> <li>3. Regularly held health education by nurses for mother-to-be and mothers after maternity, refer them to physician consultation whenever necessary.</li> <li>4. Provide priority parking space for new mothers at least 6 months.</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop the system of protecting maternal health to enhance the management.</li> <li>2. Set up mother friendly resting chairs to improve the comfort during noon break.</li> </ol>
	Employee Disabled persons	Employment of persons having a Disability Card	<ol style="list-style-type: none"> <li>1. Redesign the job content for offering it to disabled person.</li> <li>2. Work with external organizations that have disabled staffs to provide employment.</li> <li>3. Equipped with toilets, lifts, and parking spaces for disabled persons to create a friendly working environment for them.</li> </ol>	Sufficient employment of disabled persons to comply with regulation Zero injuries
	Employee Aborigine Foreign worker Disabled persons	Non-discrimination Free from harassment	<ol style="list-style-type: none"> <li>1. For a same position, the salary, benefits, promotion, salary adjustment and other working conditions, as well as employment rights, etc. shall not be different due to gender; the information shall be available on the internal and external networks.</li> <li>2. In the work rules, it is clearly stated that employees should not be discriminated on the grounds of gender, sexual orientation, marriage, etc.</li> <li>3. Stipulate the rules for illegal infringement in workplace, including prevention measures, grievance, and disciplinary guidelines of workplace violence and sexual harassment; set up a service line for violence and sexual harassment and strengthen the promotion, allowing internal and external personnel are well noted. The prevention of violence and sexual harassment is included in the training materials for newcomers and the training for all staff.</li> </ol>	The hiring and contracted salary shall be based on the candidate's expertise, education, and experience, and shall be no difference due to gender. Promote non-discrimination/-workplace violence and prevention of sexual harassment during newcomer's orientation.
Child labor	No Child Labor	<ol style="list-style-type: none"> <li>1. During the interview, the applicant shall complete the company's resume specifying the birth year with the signature to guarantee that the data completed is true.</li> <li>2. On the on-board day, the employee shall provide the copy of personal ID card to check if the data is true.</li> </ol>	No hiring of child labor	