

Workplace Violence and Unlawful Conduct Prevention Policy

1. Purpose

- (1) CINCON Electronics, Inc. (the "Company") is committed to providing a safe, healthy, respectful workplace free from violence, harassment, and other forms of unlawful or inappropriate conduct, and to protecting the personal safety, dignity, and physical and mental well-being of all employees in the course of their work.
- (2) The Company adopts a zero-tolerance approach to workplace violence and unlawful conduct. This principle applies regardless of whether the conduct is committed by managers, supervisors, employees, colleagues, customers, clients, suppliers, contractors, visitors, or other third parties.

2. Definition of Workplace Violence and Unlawful Conduct

Workplace violence and unlawful conduct refers to threats, assaults, harassment, humiliation, discrimination, or other inappropriate conduct directed at an employee in the workplace or in a work-related context through verbal statements, written communications, physical actions, electronic communications, the internet, or other means, which adversely affects or may adversely affect the employee's physical or psychological well-being, safety, dignity, or health.

3. Types of Workplace Violence and Unlawful Conduct

Workplace violence and unlawful conduct may include, but are not limited to, the following:

- (1) **Workplace Violence**
Physical assault, pushing, scratching, punching, kicking, throwing objects, threats, or other conduct that may cause physical harm.
- (2) **Sexual Harassment**
Unwelcome sexual advances, sexually suggestive remarks or conduct, or other sexual conduct against another person's will.
- (3) **Stalking and Harassment**
Repeated or continuous following, monitoring, approaching, contacting, or other conduct through physical presence, vehicles, communication devices, the internet, or other means that causes fear, distress, or discomfort.
- (4) **Employment Discrimination**
Unfair or discriminatory treatment based on age, gender, physical appearance, disability, or any other status or characteristic protected by applicable law.
- (5) **Third-Party Violence or Unlawful Conduct**
Violence, threats, harassment, humiliation, or other unlawful conduct committed against employees in the course of their work by customers, clients, suppliers, contractors, visitors, or other external parties.

4. Actions Employees May Take

Employees who experience or reasonably believe they have experienced workplace violence or unlawful conduct may, depending on the circumstances:

- (1) Prioritize their personal safety and, where necessary, immediately leave a dangerous situation or seek assistance.
- (2) Seek advice and support from colleagues, supervisors, or relevant Company functions.
- (3) Where lawful and appropriate, preserve relevant documents, messages, audio or video recordings, or other information that may assist in verifying the incident.
- (4) Report the incident through the Company's complaint or reporting channels. Where there is an immediate threat to safety or suspected unlawful conduct, employees may also seek assistance from the appropriate external authorities in accordance with applicable law.

5. Shared Responsibility for Workplace Safety

- (1) All employees share responsibility for maintaining a safe, respectful workplace free from violence and unlawful conduct.
- (2) Any person who witnesses, becomes aware of, or reasonably suspects workplace violence or unlawful conduct may report the matter to the relevant occupational safety and health function, the Administration Department, or through the Company's designated complaint and reporting channels. The Company encourages good-faith reporting to help prevent workplace violence and unlawful conduct.

6. Complaint and Incident Handling Principles

Upon receiving a complaint or report concerning workplace violence or unlawful conduct, the Company will handle the matter appropriately in accordance with applicable laws, regulations, and Company procedures, based on the following principles:

(1) Fair Investigation and Confidentiality

The Company will initiate an appropriate investigation and handling process based on the nature of the incident. Investigations will be conducted objectively, fairly, impartially, and confidentially, with appropriate protection of the privacy of the parties involved. Where a violation of applicable law or Company requirements is substantiated, appropriate action will be taken.

(2) Prohibition of Retaliation

The Company prohibits dismissal, demotion, reduction in compensation, threats, harassment, or any other adverse action or retaliation against any person who makes a good-faith complaint or report, provides testimony, or assists in an investigation. Violations will be addressed in accordance with Company requirements and applicable laws and regulations.

(3) Protection of Personal Safety

Where employees reasonably believe that performing their duties presents an immediate danger to their physical safety or life, they may stop work or withdraw to a safe location in accordance with applicable laws and Company safety procedures. The Company will not take adverse action against employees for taking appropriate measures based on reasonable safety concerns.

(4) Appropriate Assistance

The Company encourages employees to use its internal complaint and incident-handling mechanisms. Depending on the circumstances and individual needs, the Company will provide reasonable and appropriate assistance, which may include employee care, consultation, medical assistance, psychological support, or other necessary support.

7. Consultation, Complaint and Reporting Channels

Contact Department: Administration Department

Hotline: +886-4-769-0261, Ext. 110

Email: nurse@cincon.com.tw

The Company will appropriately handle complaints and reports and will protect the identities and information of complainants, reporting persons, and other relevant individuals to the extent permitted by applicable law and necessary for the investigation.