

Workplace Bullying Prevention Policy

1. Purpose

- (1) CINCON Electronics, Inc. (the “Company”) is committed to providing a safe, respectful, supportive, and healthy working environment that protects the dignity and physical and mental well-being of all employees. In accordance with applicable occupational safety and health laws and relevant workplace bullying prevention requirements, the Company has established mechanisms for the prevention, reporting, investigation, and handling of workplace bullying.
- (2) All employees are expected to comply with this Policy and contribute to the prevention of workplace bullying through mutual respect, professional communication, and appropriate management practices.

2. Zero-Tolerance Policy

- (1) Guided by our corporate values of “Respect, Integrity, Collaboration, and Care,” the Company adopts a zero-tolerance approach to workplace bullying that is substantiated through an appropriate investigation and will address such conduct fairly in accordance with applicable laws and Company requirements.
- (2) No manager, supervisor, or employee may use their position, authority, unequal power relationship, or other improper means to engage in workplace bullying, conduct that infringes upon another person's dignity, or other inappropriate behavior.

3. Definition and Assessment of Workplace Bullying

- (1) Workplace bullying refers to conduct occurring in the workplace or in connection with the performance of work where a person, through a position of authority, power, or other unequal relationship, exceeds what is necessary and reasonable for legitimate business purposes and repeatedly engages in offensive, threatening, exclusionary, isolating, humiliating, or other inappropriate words or actions that harm another person's physical or mental health or create a hostile, intimidating, humiliating, or unfriendly working environment. In cases of serious misconduct, repeated conduct is not required.
- (2) Whether conduct constitutes workplace bullying will be assessed based on the circumstances of each case, including the context of the incident, the nature and purpose of the conduct, its frequency and duration, the relationship between the parties, differences in position or authority, business necessity and reasonableness, and other relevant evidence. No single factor alone will determine whether workplace bullying has occurred.
- (3) Normal and reasonable work instructions, performance management, work assignments, business requirements, corrective actions, or other legitimate management measures will generally not constitute workplace bullying when their purpose, manner, and extent are necessary and reasonable for legitimate business purposes.

4. Shared Responsibility for a Respectful Workplace

The Company is committed to:

- (1) Establishing and continuously improving mechanisms for the prevention, reporting, investigation, and handling of workplace bullying.
- (2) Receiving complaints and reports and handling them objectively and fairly in accordance with applicable laws and Company requirements.
- (3) Appropriately protecting the privacy, dignity, and rights of complainants, respondents, witnesses, and persons assisting with investigations.
- (4) Taking appropriate corrective, remedial, and preventive measures based on investigation findings and the circumstances of each case.

- (5) Providing training and internal communications to enhance awareness of workplace bullying prevention among managers and employees.

All employees are expected to:

- (1) Respect the dignity of colleagues and communicate and cooperate in a reasonable, professional, and respectful manner.
- (2) Refrain from bullying, threatening, humiliating, excluding, isolating, or otherwise infringing upon the dignity of others.
- (3) Report or raise concerns through the Company's complaint procedures when they experience, observe, or reasonably suspect workplace bullying.
- (4) Cooperate with Company investigations conducted in accordance with applicable requirements and respect applicable confidentiality and privacy requirements.
- (5) Refrain from retaliation or other adverse treatment against complainants, respondents, witnesses, or persons assisting with an investigation.

5. Complaint and Investigation Principles

Upon receiving a workplace bullying complaint or report, the Company will initiate an appropriate investigation and handling process based on the circumstances of the case and applicable requirements, following these principles:

- (1) **Fairness and Impartiality**
Investigations will be conducted objectively, neutrally, and fairly. Relevant parties will be provided an appropriate opportunity to present their views and supporting information.
- (2) **Confidentiality and Privacy**
Complaints, investigation proceedings, and related information will be kept appropriately confidential to the extent required by law and necessary for the investigation, with due protection of the privacy of relevant individuals.
- (3) **Prohibition of Retaliation**
The Company prohibits threats, harassment, dismissal, demotion, reduction in compensation, other adverse actions, or retaliation against any person who makes a good-faith complaint or report, provides testimony, or assists with an investigation.
- (4) **Appropriate Action and Improvement**
Where workplace bullying or other violations of Company requirements are substantiated, the Company will take appropriate corrective and remedial measures based on the circumstances and may conduct follow-up reviews as necessary to prevent recurrence.

6. Actions for Policy Violations

- (1) Where an investigation substantiates a violation of this Policy, the Company may, taking into consideration the severity and impact of the conduct, the responsibility of the individual involved, and other relevant circumstances, take appropriate measures in accordance with the Company's work rules, employment agreements, and applicable laws and regulations.
- (2) Such measures may include counseling or training, warnings, disciplinary action, reassignment, or other appropriate action. Any termination of employment will be handled in accordance with applicable laws and regulations.

7. 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 all workplace bullying complaints and reports and will protect the rights and privacy of complainants, respondents, and other relevant individuals to the extent permitted by applicable law and necessary for the investigation.