



Written Representation against Unlawful Infringement in the Workplace

To protect all employees from unlawful physical or mental infringement in the course of performing their job duties, resulting in physical or mental illness, the Company hereby makes a written representation that there shall be no tolerance for any unlawful infringement committed by the Company's management executives in the workplace, nor shall there be tolerance for any unlawful infringement committed among colleagues, customers, clients of the Company or by any stranger against any employee of the Company.

1. Definition of unlawful infringement in the workplace: Any event when a member of the work staff is subject to abuse, threat or assault in a work-related environment (including commute), resulting in clear or implied challenge to his/her safety, welfare or health.
2. Types of unlawful infringement in the workplace:
 - (1) Physical unlawful infringement (such as beating, scratching, punching, kicking, etc.)
 - (2) Mental unlawful infringement (such as threat, bullying, harassment, insult, etc.)
 - (3) Verbal unlawful infringement (such as intimidation, interference, discrimination, etc.)
 - (4) Sexual harassment (such as inappropriate sexual hint or act, etc.)
To be handled in reference to the Regulations for Complaint and Sanction of Workplace Sexual Harassment Prevention Measures.
 - (5) Follow-up on harassment.
3. What should an employee do when he/she encounters unlawful infringement in the workplace:
 - (1) Seek suggestion and support from colleagues.
 - (2) Engage in rational communication with the perpetrator and express one's own feelings.
 - (3) Reflect on whether he/she committed any fault and ask colleagues to provide honest assessment of their performance and attitude within the workplace and to identify the issues.
 - (4) Collect evidence to the extent possible through audio recording or other record of the perpetrator's act.
 - (5) File a complaint with the Company.
4. All employees of the Company have the responsibility to help ensure a work environment free from unlawful infringement in the workplace. Anyone who has witnessed or heard the occurrence of any unlawful infringement in the workplace may notify the Company's Labor Security Office or call the employee complaint hotline. Upon receipt of a complaint, the Company will conduct an investigation in a confidential manner. If confirmed by investigation, sanctions will be imposed. The Company absolutely prohibits any act of retaliation against a complainant, whistleblower or any person assisting with investigation. Any such act will be sanctioned.
5. The Company will never impose any unfavorable sanction to any worker who stops his/her activities or who retreats to a safe location upon discovery of any potential harm to his/her body or life in the course of performing job duties.
6. The Company encourages employees to use the internal complaint processing mechanism to handle such types of dispute. However, if any employee requires additional assistance, the Company will make its best effort to provide assistance.
7. The Company's consultation and complaint channels for unlawful infringement in the workplace:
Complaint Window: Labor Security Office
Complaint Hotline: 04-7690261 ext. 617
Complaint Email: nurse@cincon.com.tw

Company Representative:

Jack Fen

Signature Date:

26/12/2023