

# **Sustainable Development Committee Charter**

Amended and approved by the Board of Directors on August 2, 2024

#### Article 1 Purpose of Establishment

The Company established its Sustainable Development Committee (hereafter referred to as the Committee) in accordance with Article 27 of the Sustainable Development Best Practice Principles for TWSE/TPEx Listed Companies to live up to the Company's philosophy of sustainable corporate development while effectively promoting and strengthening sustainable business strategy development and implementation. The Sustainable Development Committee Charter (hereafter referred to as the Charter) was accordingly enacted.

## Article 2 Scope of Application

The number of members on the Committee, terms of office of the members, their powers and duties, as well as rules of procedures and the resources to be provided by the Company for them to exercise their powers and duties shall comply with the Charter unless otherwise provided by law or statute.

## Article 3 Organization Structure

The Committee is responsible for decision-making and supervision of sustainable development-related assignments. The Sustainability office under the Committee is a dedicated unit for sustainable development with 5 promotion centers: The Ethical Management Center, Environment, Health, and Safety Management Center, Green Operation Center, Customer Service and Supplier Management Center, and Employee Relations and Social Care Center. Moreover, a senior managerial officer serves as the Chief Sustainability Officer to help ensure effective implementation of sustainable development.

## Article 4 Membership and Tenure

The Committee consists of 4 to 7 members, who are required to have professional knowledge and competence in corporate sustainability. At least half of the members shall be independent directors and the Committee convener shall be elected among the members themselves.

The tenure of the directors on the Committee shall be the same as that of other Directors of the Board unless otherwise prescribed by law or the Company's bylaws. In the event that the members on the Committee are fewer than 5, the vacancy shall be made up when the next board meeting is convened.



#### Article 5 Remuneration for Committee Members

The remuneration for the Committee members shall be paid in accordance with the standard set by the Board of Directors.

## Article 6 Committee Member Obligations

The members on the Committee shall exercise the due care of good administrators to faithfully fulfill their obligations as prescribed in the Charter.

## Article 7 Organization and Responsibilities

- Responsibilities of the Committee:
   Formulate corporate sustainability-related policies, strategies, objectives,
  - (I) Establish or make change of individual promotion centers under the Committee, review the annual plans submitted by individual promotion centers, supervise and track individual promotion centers' implementation progresses, results, and other relevant matters, and report on a regular basis to the Board of Directors;
  - (II) Pay attention to the material issues concerning individual stakeholders including shareholders, customers, suppliers, employees, government organizations, NPOs, communities, and the press, supervise communications planning and disclosure of sustainability issues, and review annual sustainability reports;
  - (III) Follow the Enterprise Risk Management Framework to identify sustainabilityrelated risks and opportunities, and monitor and control various material risks on a regular basis; and
  - (IV) Supervise the assignments as required by the Company's Sustainable

    Development Practice Principles or handle other matters as directed by the

    Board of Directors' resolutions.
- II. Responsibilities of the Sustainability Office:

and/or management guidelines;

- Assist in sustainable development strategy planning and implementation in compliance with relevant laws and regulation while engaging in sustainable transformation assessment
- (II) Follow stakeholder communication mechanisms and identify the sustainability issues that demand attention and develop corresponding action plans;
- (III) Manage and track the performance of the practices related to various sustainability issues to seek ongoing improvement;



- (IV) Assist individual promotion centers in liaison, coordination, and operation integration;
- (V) Report implementation results and work plans to the Committee;
- (VI) Engage in sustainable information management policy development in compliance with relevant laws and regulations as well as international standards to fully disclose relevant and reliable information including formulating and compiling annual sustainability report structures; and
- (VII) Arrange the Committee meetings including agendas, meeting minutes, tracking of meeting resolutions, attendance counting, and sign-in, and collect and compile individual promotion centers' meeting minutes and implementation results to submit them to the Committee for discussion.
- III. Responsibilities of individual promotion centers:
  Individual promotion centers shall convene quarterly meetings to discuss their
  latest business developments and future directions, and provide their meeting
  minutes as well as relevant information to the Sustainability Office within 20 days at
  the end of each season. What they provide serves as the motions to be discussed
  by the Committee, and annual plans and how such plans are implemented shall be
  provided to the Chief Sustainability Officer and the Sustainability Office every year.
  - (I) Responsibilities of the Business Integrity Center:
    - A. Formulate and promote ethical management-related policies and systems while ensuring compliance with corporate governance laws and regulations to have integrity, compliance, and moral values integrated into the Company's business strategy development and implementation; and
    - B. Supervise and report implementation performances, and evaluate whether the preventive measures established to help enable ethical management work effectively.
  - (II) Responsibilities of the Environment, Healthy, and Safety Center:
    - A. Formulate and implement the Company's environmental protection initiatives including green energy and sustainable ecology development as well as development and promotion of occupational health and safety, energy and carbon management policies and systems;
    - B. Implement maternal protection and prevention of unlawful infringements together with the Human Resources Division; and



- C. Supervise and report implementation performances, and seek interdepartmental integration to strengthen implementation to deal with relevant issues.
- (III) Responsibilities of the Green Operation Center:
  - A. Formulate green operation strategies, promote circular economy, optimize green manufacturing processes, and engage in R&D of the green products and services that are expected to be valuable in the future; and
  - B. Supervise and report implementation performances, and seek interdepartmental integration to strengthen implementation to deal with relevant issue.
- (IV) Responsibilities of the Customer Service and Supplier Management Center:
  - A. Develop the policies and promotion plans for customer service optimization and supplier sustainability management; and
  - B. Supervise and report implementation performances, and seek interdepartmental integration to strengthen implementation to deal with relevant issues.
- (V) Responsibilities of the Employee Relations and Social Care Center:
  - A. Promote and develop a healthy and safe work environment for employees for them to fully develop their potentials, and provide reasonable compensation and benefits;
  - B. Formulate human rights management policies and procedures in compliance with relevant laws and regulations as well as international standards; and
  - C. Promote and strengthen the Company's public welfare influence, and actively engage in 1) corporate citizenship, 2) care for the underprivileged, 3) environmental protection, and 4) community engagement to provide feedback to society by taking concrete and sustained action.

#### Article 8 Convention of Meetings

The Committee shall convene at least twice per annum and may convene anytime when needed.

In calling a meeting of the Committee, a notice of the reasons for convening the meeting shall be given to each member on the Committee at least seven days in advance. Under emergency circumstances, however, a meeting may be called on short notice and the meeting notice may be effected by means of electronic transmission, and the convener shall preside over the meeting convened.



If the convener requests leave of absence or cannot preside over the meeting, the convener shall designate another member on the Committee as a proxy to preside over the meeting. If no proxy is designated by the convener, the other members on the Committee may elect a proxy among themselves to preside over the meeting.

The Committee may invite Directors of the Board, managerial officers of relevant departments, and external consultants to attend the meeting as nonvoting participants and provide relevant necessary information, provided that they shall leave the meeting when deliberation or voting takes place.

When the Committee calls a meeting, it shall furnish the members on the Committee present at the meeting with relevant materials for reference as necessary.

The Committee's resolutions shall be processed by responsible departments pursuant to organizational division of labor and clear division of authority and responsibility.

#### Article 9 Attendance and Resolution

The Committee's meeting agenda shall be drafted by the meeting convener. Other members may submit motions to the Committee for discussion. Meeting agendas shall be forwarded to the Committee members in advance.

When the Committee is convened, attendee sign-in shall be prepared for attendance verification.

The members on the Committee shall attend committee meetings and shall designate proxies to attend such meetings in their absence. Attendance via video conferencing shall be deemed attendance in person.

A member on the Committee that appoints another member as proxy to attend a meeting shall in each instance issue a written proxy stating the scope of authorization with respect to the items on the meeting agenda.

The proxy under the preceding paragraph may accept a proxy from one person only.

Any resolution made by the Committee -- unless otherwise prescribed by law or the

Company's bylaws -- shall be consented by one half or more of the members on the

Committee. Any resolution passed shall be reported immediately onsite and recorded in writing.

During voting, if the Committee chair solicits and receives no dissent to a motion, the motion is deemed passed, with equivalent force as a resolution by vote.

A proxy may accept a proxy from one person only.

#### Article 10 Conflict of Interest Avoidance

If a member on the Committee has a personal interest in any agenda item, the member shall explain the essential content of the interest. If the member's personal interest is



likely to prejudice the interest of the Company, the member may not participate in discussion and voting and shall recuse himself or herself from the discussion and voting, and also may not exercise voting rights as a proxy for any other member on the Committee. Where the spouse or blood relative with the second degree of kinship of a member on the Committee is an interested party with respect to an agenda item as previously described, the member shall be deemed to be an interested party with respect to that agenda item.

## Article 11 Meeting Minutes

Discussions at a meeting of the Committee shall be minuted and shall faithfully record the following:

- 1. Session, time, and place of meeting
- 2. Name of the meeting chair
- 3. Attendance statuses including the names and number of the members present, excused, and absent
- 4. Names and titles of attendees
- 5. Name of the minutes taker
- 6. Matters reported at the meeting
- 7. Agenda items: the method of resolution and the result for each proposal shall provide the name of any member that is an interested party as referred to in the preceding article, an explanation of the important aspects of the relationship of interest, the reasons why the member was required or not required to enter recusal, and the status of their recusal; the comments made by the members on the Committee, experts, and other attendees; and objections or reservations expressed
- 8. Extraordinary motions: The name of the mover, the method of resolution and the result for each motion; the name of any member that is an interested party as referred to in the preceding article, an explanation of the important aspects of the relationship of interest, the reasons why the member was required or not required to enter recusal, and the status of their recusal; and a summary of the comments made by the members on the Committee, experts, and other attendees, and objections or reservations expressed
- 9. Other matters required to be recorded

The attendance book constitutes part of the minutes for each meeting of the Committee; if the meeting is held via telecommunications, the audio and video materials also constitute part of the meeting minutes.



Meeting minutes shall bear the signature or seal of both the meeting chair and the minutes taker and shall be distributed to each member on the Committee and submitted to the Board of Directors within 20 days after the meeting and well preserved as important company records during the existence of the Company. The preparation and distribution of meeting minutes may be effected by means of electronic transmission.

## Article 12 Processing of Meeting Resolutions and Periodic Reviews

The execution of tasks relating to matters resolved according to Article 7 regarding responsibilities or Article 13 regarding any follow-up by engaging a third-party professional hereof may be delegated to the convenor of the Committee, another member, or other members on the Committee for follow-up and handling, and they shall make written reports to the Committee during the period in which they are handling such tasks. When necessary, they shall submit them for ratification, or report them, to the Committee at the subsequent meeting.

The Committee shall conduct periodic reviews of the matters related to the Charter and present the results for amendment by the Board of Directors.

## Article 13 Resources for Exercising Duties and Powers

The Committee may, at the cost of the company, engage an attorney, certified public accountant, or other professional to conduct a necessary audit or provide advice with respect to any matter related to the exercise of the Committee's duties and powers.

#### Article 14 Disclosure

The Company shall disclose the Charter content on its website as well as the Market Observation Post System for easy inquiry.

#### Article 15 Applicable Laws and Regulations

Any matters not set forth herein shall be governed by applicable laws and regulations as well as the Company's bylaws.

#### Article 16 Approval Hierarchy

The Charter, and any amendments hereto, shall come into in force after adoption by a resolution of the Board of Directors.

The Charter came into force on November 1, 2019 and was amended and came into force respectively on February 27, 2020, February 23, 2024, and August 2, 2024.