

Qisda Corporation

Non-Discrimination and Anti-Harassment Policy

Implemented from March 2023

- I. Company policy: Qisda Corporation (hereinafter referred to as “the Company”), its subsidiaries, joint ventures, and other associates, have dedicated themselves to creating a safe, diverse, and equal working environment, so that its members have access to a respectful, equal, and safe workplace free from discrimination and harassment. As such, Qisda Corporation has taken on a “zero-tolerance” principle towards such behavior. The Company refers to report and complaint measures in the writing of the Non-Discrimination and Anti-Harassment Policy (hereinafter referred to as “the policy”) to protect Qisda’s members from facing harassment and discrimination in the workplace.

- II. Zero tolerance towards discriminatory behavior: The company is devoted to providing a diverse, equal, and tolerant workplace, and adheres to the principles of employment equality and fair treatment. It prohibits selective employment, refusal of benefits and unfair treatment based on factors such as but not limited to: birthplace, ethnicity, skin color, age, gender identity and expression, sexuality, racial identity, social and financial status, nationality, disability, medical history (e.g., AIDS), pregnancy, language, faith and religion, political alliance or stance, veteran status, former union member status, marital status, appearance, and tests of virginity.

- III. Zero tolerance towards harassment: The company commits to prohibiting harassment in the workplace, and will take on a zero-tolerance policy in the event of harassment in any form. The following forms of harassment are prohibited:
 - A. Sexual harassment: Refers to any unwelcome sex-based behavior (other than rape) that causes the recipient to feel uncomfortable or offended. This includes but is not limited to:
 1. Showing or sending suggestive text, images, audio clips, videos, or other objects; making discriminatory or degrading comments of a sexual nature; or any other behavior used to cause feelings of fear, intimidation, and/or distress. Unwelcome sexual conduct or actions that interfere on a person’s work, education, training, services, plans, events, or everyday life also fall under this clause;
 2. Quid pro quo sexual harassment, in which work, training, access to

services, or events are used as conditions to bribe others into submitting to sexual advances. Alternatively, withholding the rights to such opportunities as punishment to those who reject sexual advances is also considered sexual harassment under this clause.

- B. Non-sexual harassment (stalking): Continued patterns of harassment or unwanted attention towards another person—whether in person; using cars, tools, and other measures; or through mobile communication and the internet—which will cause a reasonable person to feel fear, in turn disrupting their daily life and social activities. Examples of stalking include:
 - 1. Watching, tracking or surveillance of a person’s whereabouts;
 - 2. Gaining access to a person’s workplace or areas they frequent as part of their job by following or tailgating them, loitering around the area, or through any other means;
 - 3. Pursuing relationships from or demanding contact information from another person during work;
 - 4. Threatening a person with defamatory information or other related items within the workplace;
 - 5. Harassing a person using phone calls, fax, emails, online communication, or other forms of communication within the workplace;
 - 6. Using actions or words that threaten, mock, degrade, discriminate against, or belittle a person within the workplace;
 - 7. Sending, leaving, showing, or broadcasting text, images, audio clips, videos, or other items to a person within the workplace;
 - 8. Inappropriate use of information access granted at work to look up someone’s personal details without consent, or using their personal information to buy items or services.
- C. Other forms of harassment including: Physical harassment, psychological harassment, verbal harassment, abusive behavior, other forms of illegal harassment, or harassment based on factors such as racial identity, social and financial status, nationality, disability, pregnancy, language, faith and religion, political alliance or stance, veteran status, former union member status, marital status, appearance, etc.

IV. Management measures:

- A. Education and training: Make statements regarding this policy through internal meetings, notices, emails, documents, or other forms of communication, as well as continue to promote yearly non-discrimination and anti-harassment education and training for the whole company. To

ensure all employees understand and abide by this policy, content of the training sessions include definitions of discriminatory behavior and harassment, measures to prevent discrimination and harassment, actions that can be taken when faced with workplace discrimination and harassment (including how the internal grievance mechanism works), and how the company will manage these complaints.

- B. Grievance mechanisms: In the event of workplace discrimination or harassment, employees can file a report by sending details about the event, supplying relevant information, and supporting documents. This can be done either by name or anonymously. Unless the law says otherwise, the Company and any other third parties entrusted with investigating this case will keep all information supplied in the report confidential, and appropriate measures will be taken to ensure the protection and privacy of the person who filed the report, so that they don't face revenge or unfair treatment from parties involved.
- C. Grievance committee: The corporation and its subsidiaries should establish a temporary grievance review committee, consisting of both employer and employee representatives, to review and manage discrimination and harassment reports. The human resources department will take responsibility in leading this committee.

The committee will review all unlawful actions, behavior that violates regulations set out by the "Integrity Manual" or cases in which colleagues have faced unfair treatment, discrimination, infringement of rights or sexual harassment, and consequently make decisions on whether to pursue these cases. Direct supervisors and family members of both parties involved should refrain from taking part in the committee; special attention should also be paid to the ratio between male and female members of the committee when dealing with sexual harassment reports.

When dealing with dispatched workers, Qisda and its subsidiaries will conduct investigations in conjunction with the dispatching agency, and inform the dispatching agency and relevant parties involved about the results of the investigation.

- D. Situations in which individuals should avoid the review, management, or investigation of the alleged incident:
 - 1. Persons taking part in the review, management, and investigation of the alleged incident of discrimination or harassment should voluntarily avoid taking part under the following circumstances:
 - a. If their current or former partner, extended family, in-laws, former in-

- laws, parent, or immediate family is one of the parties involved;
 - b. If the individual or their current/former partner has mutual rights or obligations as one of the parties involved;
 - c. If they currently are acting or has ever acted in the name of one of the parties involved in the case being investigated;
 - d. If they have previously been a witness in the case being investigated.
2. Parties involved can ask for the removal of members from the grievance review committee in the following cases:
- a. If any member taking part in the review, management or investigation of the case does not remove themselves from the case despite fulfilling the conditions of Clause D.1.;
 - b. If there is any reasonable evidence to suggest that their actions are biased towards one of the two parties involved, the party requesting the avoidance must show evidence and explain their reasoning behind this request to the committee; the member being asked to be removed must also provide a letter stating their opinion on the matter. The person being requested for avoidance must stop all work on the incident until the committee has come to a decision, even if it is an urgent situation. In the case that the person taking part in the review, management or investigation of the case fulfils the criteria of Clause D.2.a. but has not been asked to be removed by the parties involved, the committee has a responsibility to order the person to remove themselves.
- E. Investigation and management: Investigation of the alleged incident of discrimination or harassment should start within seven days of receiving the report, and conclude within a month, where parties involved will be notified of the results. The findings of this investigation should be resolved with reasons attached, and may be used to recommend punishments or other forms of disciplinary action. Parties involved should be notified about the resolution of the incident in writing, and the content should include results and reasons for this conclusion, appeal periods, and details relating to receiving authorities. Appeals can be filed to the committee within three days of receiving the investigation results, however, if the result is only known about at a later date, it should be taken into account from the time of knowledge. When an appeal is made in writing, the Company and its subsidiaries must select different members to form a new committee, and hold additional meetings to come to a conclusion. No new reports are allowed on the same matter after this second resolution. Members of this

committee are selected by the CEO, and the percentage of female members cannot be lower than 50%.

- F. Corrective action: If the investigation finds the alleged offender to be in violation of this policy, the company will take appropriate measures to correct this behavior and prevent this from occurring again. These measures include warning, reprimanding, demeriting or demoting the offender; transferring them to a different department; or lowering their salary. If it is proven that the accusations are false, the person who filed the complaint will be appropriately punished. The company will give warnings, punishments, or other forms of disciplinary action depending on the degree of violation in accordance with the law and with internal regulations, and in serious cases, the offender may be dismissed due to their improper conduct.

V. Report and complaint channels:

- A. CEO's email: President@Qisda.com

This email address puts employees in direct contact with the CEO. Aside from discrimination and harassment reports, you can also email this address to provide suggestions, ask questions about the company or react to events.

- B. 2HR's email: 2HR@Qisda.com

If you or your colleagues are facing discrimination or harassment, you can email this address to contact the head supervisor of the HR department. Additionally, this address can be used to ask questions about HR.