

Code of Conduct for Employees

1. Perform duties with honesty, diligence, responsibility, prudence, dedication, both physical and mental energy in work by regard substantially the Company's benefits.
2. Strictly commit and pay attention to all activities that enhance quality efficiency and develop excellence.
3. Use the Company's properties efficiently and beneficial to the fullest. Maintain the properties in a working condition at all times and avoid using them for anyone's benefit other than the Company's business.
4. Cooperatively maintain a good working environment for oneself and colleagues. Perform duties with caution and prudence to reduce damage or accidents that may occur and cause damage to oneself, colleagues, and the Company.
5. Refrain from engaging or concealing any actions that may conflict with the Company's interests, or may prevent from performing one's duties with fairness, or participating in the concealment of any unlawful acts.
6. Maintain various confidential information of customers, partners, and the Company by preventing information leaking or transmission to unrelated persons. In addition, one must refrain from misusing the Company's information in seeking benefits for oneself or others.
7. Avoid any actions demanding of or receiving any property or other benefits from other persons with duties or business related to the Company. Unless on traditional occasions or festivals' standard practices.
8. Abstain from wrongfully using one's position or seeking benefits for oneself and/or others.
9. Treat other people with politeness, kindness, good human relations, and paying respect to others by not claiming others' work as one's own.
10. Refrain from defaming the executives or other employees without accurate information.
11. Maintain and contribute to creating unity and solidarity among employees.
12. Protect the Company's intellectual property and copyrighted works. Respect intellectual property rights and copyrighted work by refraining from a violation or supporting an infringing action.
13. Must not act in a manner that brings disgrace to the Company's reputation.
14. Strictly comply with the laws, Articles of Association of the Company, corporate governance and business ethics manual, and the Company's regulations.