



## Ethical Trading Initiative (ETI)

### 1. Don't force, employees can choose careers freely

- 1.1 The company respects employee freedom and prohibits any restrictions on labor freedom, such as detaining identity documents, detaining employee salaries, collecting deposits or collateral, compulsory searches and forced overtime.
- 1.2 The incumbent has the freedom to resign. If you need to leave the company due to personal factors or other factors, you should apply in accordance with the provisions of Article 16 of the "Taiwan Labor Standards Law" and leave the company freely after completing the separation procedures.
- 1.3 The company prohibits the use of any form of forced labor, including Indentured Labor and Bonded Labor.

### 2. Respect for employees' freedom of association and the right to collective bargaining

- 2.1 Our company has an open and supportive attitude towards the establishment and activities of trade unions.
- 2.2 Employees have the right to participate in or organize trade unions and conduct collective bargaining at their own discretion. Companies cannot treat employees of participating organizations in different ways.
- 2.3 Our company regularly holds labor-management meetings to coordinate labor-management relations, promote labor-management cooperation and prevent all kinds of labor problems from happening in the first place.
- 2.4 Our company will not discriminate against labor representatives, and our company will assist them in fulfilling their duties and improving employee benefits.

### 3. Provide a safe and hygienic working environment for employees

- 3.1 Our company has developed a list of on-site operations to assess various operational risks and risk factors, provide reasonable and effective

control methods, and is highly likely to reduce potential hazards in the work environment and maintain employee safety.

- 3.2 We provide a free health check every year and provide relevant health advice to protect the health of our employees.
- 3.3 We have set up toilet equipment in various offices and send staff to clean regularly to keep the environment clean.
- 3.4 Our company installs drinking water equipment in various offices and installs water purification facilities to maintain the sanitation and safety of drinking water.
- 3.5 The company provides dormitory for existing employees, provides basic sanitary equipment, air conditioning, air conditioning and various leisure sports equipment, which is sufficient to meet the basic needs of employees and implement access control cards to ensure safe living.
- 3.6 Our company has appointed several safety and health administrators to represent the health and safety of our employees.

#### **4. Absolutely prohibit child labor**

- 4.1 When there are vacancies in organization, position or personnel changes, each unit can apply for employment, but must not employ forced labor, slaves, involuntary prisoners and employees under the age of 18.
- 4.2 Prevent beforehand:
  - a:Employing employees must provide a government-issued valid photo ID card to prove that children over the age of 18 are not child laborers.
  - b:The applicant is required to sign the job application profile to confirm that the content is true and not fraudulent.
  - c:During the interview, the personnel supervisor should ask relevant questions, such as date of birth, zodiac, school attendance record, etc., and the relevant information provided by him to prove that they are not child labor.
  - D:Do not cooperate with any supplier that employs child labor.
- 4.2 Remedy
  - a:Once it is determined that the company employs child labor, it will immediately stop working.
  - b: Return to your parent or legal guardian immediately and safely, during which time the costs associated with accommodation, transportation and other expenses are borne by the company.
  - c: When a child reaches the legal working age before the age of 18, we will definitely consider rehiring the company.

#### **5. Maintain basic living wages**

- 5.1 In addition to the basic salary, our company's salary calculation also includes full-time allowance, food allowance and various bonus allowances. All calculations are adjusted to the government's statutory standards, which are sufficient to meet the basic needs of employees.
- 5.2 All employees receive written notice of employment detailing wages and employment conditions. Before the monthly payday, we will send a salary scale detailing the payroll details and payment date.
- 5.3 Our company will never use deductions as a method of punishment. All disciplinary penalties must be resolved by the Penalty Committee and all minutes of the meeting will be retained for future reference.

## **6. Guarantee working hours can not be too long**

- 6.1 Our basic working hours refer to industry standards and comply with the provisions of the Labor Law. They go to work at 8 in the morning, get off work at 5 in the afternoon, and rest for 1 hour at noon.
- 6.2 Our company abides by labor laws and laws and rests at least one day every 7 days. The basic working hours per week are less than 48 hours, and the national holidays are accompanied by holidays.
- 6.3 Our company only arranges overtime support when the business needs it. The supervisor of the unit needs to inform beforehand. If the employee is unable to cooperate with overtime work, he should raise an objection beforehand. If there is no objection, it is deemed to agree to work overtime, and the extension of working hours should not exceed 4 hours per day. The month does not exceed 46 hours.
- 6.4 The company's working hours of a week compliance with one of the ETI specifications does not exceed 60 hours.

## **7. In line with the principle of equal employment**

- 7.1 Our company adheres to the principles of fairness and equality in formulating and implementing policies regarding employment, wages, benefits, training, promotion, dismissal or retirement, rather than on the basis of race, class, nationality, religion, age, disability, gender, pedigree type, Discrimination in terms of constellation, appearance, marital status, sexual orientation, union membership or political orientation, all employees are treated the same as employment security.

## **8. Maintain normal labor relations**

- 8.1 The company follows the Labor Standards Law and other relevant laws and

regulations, protects the rights and interests of laborers, convene labor management meetings, and communicates and coordinates labor-related issues.

8.2 Our company also complies with the government's welfare fund regulations, provides sufficient welfare funds, and establishes employee welfare committees to handle employee welfare related businesses.

8.3 Our company also regularly arranges educational training programs to enhance the social value of employees, not only requiring employees to provide labor expenditure.

## **9. It is strictly forbidden to treat employees with harsh or inhumane methods.**

9.1 The company's department heads and supervisors are not allowed to perform any form of corporal punishment, compulsory and any verbal injury to the employee.

9.2 Our company does not allow anyone to commit any threatening behavior, such as horror, humiliation or deception, rude rhetoric, physical contact, is unacceptable behavior.

9.3 When employees make mistakes, they should conduct disciplinary measures such as communication and education, verbal warnings or written warnings to employees in accordance with the normal management regulations. No one should use security guards to take oppressive incidents to workers.

9.4 If an employee leaves 30 days in advance and follows the normal method, the company will not be penalized.

9.5 The company designates the "management department" to perform the entire company discipline. If a major incident occurs, the relevant staff can be convened to hold an internal meeting and propose a solution at the meeting.

9.6 Establish a sexual harassment complaint handling committee to establish sexual harassment prevention and control measures to prevent infringement or harassment caused by intentional teasing or infringement of the personality, dignity, personal freedom or work safety of others.

## **10. Establish an employee complaints system**

10.1 In order to fully convey the opinions of the company's colleagues and avoid unfair treatment of employees, the "Ethical Trade Standards Implementation Group" was established to accept employee complaint investigations.

- 10.2 Employee complaint related methods, such as attachments 1.
- 10.3 The Ethical Trade Law Implementation Team receives complaints or complaints from employees and should promptly investigate and respond promptly.
- 10.4 All employee complaints and complaints are considered confidential documents and may not be consulted or announced.

## **11. Established the "Ethical Trade Standards Implementation Group"**

- 11.1 The Ethics Implementation Team is responsible for promoting and implementing ethical trade practices, investigating and handling employee complaints and complaints.

Ethics Implementation Team Members:

- a: General Manager
- b: Management Manager
- c: Management Section chief
- d: technical manager
- e: Business Manager

## **12. Established the "Ethical Trade Regulations Supervision"**

- 12.1 Establish an ethics oversight committee to review the implementation of ethical trade terms at any time.

Member of the Ethics Oversight Committee:

- a: Food Safety Manager
- b: Director of Production Management
- c: Margarine Production Director