

E.SUN FHC Corporate Social Responsibility Guidelines for Suppliers

2017.06.08 Implemented with the approval of the President

2018.09.12 Amended with the approval of the President

2022.03.24 Amended with the approval of the President

I. Purposes

These Guidelines are devised in accordance with the E.SUN FHC Corporate Social Responsibility Best Practice Principles for the purposes of fulfilling the company's commitment to and responsibility of supplier management, working with suppliers to meet good ethical standards, respecting human rights of workers while achieving the sustainability target, and supporting and encouraging the company's suppliers to fulfill their corporate social responsibilities.

II. Scope and Applicability

These Guidelines apply to E.SUN FHC's wholly-owned subsidiaries. Suppliers mean parties who supply products and services to the Company and its wholly-owned subsidiaries.

III. Code of Conduct

The Company encourages best practices and provides related assistance programs to help suppliers achieve sustainability in the following aspects:

- (I) **Corporate Standards:** Suppliers should establish a corporate culture of ethical management to promote a business philosophy of integrity, transparency and accountability.
- (II) **Ethical Standards:** Suppliers should comply with the laws and regulations promulgated by relevant governments and competent authorities. Suppliers are also encouraged to implement higher standards than regulatory requirements.
- (III) **Labor Standards:** Suppliers should ensure all dismissals and layoffs comply with the appropriate regulations, and should not employ child labor or subject workers to inhumane, discriminatory or prohibited treatment.
- (IV) **Environmental Standards:** While conducting its business activities and providing products and services, suppliers should comply with the environmental regulations in respective countries and take action to prevent or reduce pollution caused in any form.
- (V) **Health and Safety Standards:** Suppliers should provide a healthy and safe work environment for all employees and ensure that its business activities do not threaten directly or indirectly the health and safety of employees or other

people.

IV. Implementation

Methods by which the company urges suppliers to fulfill their corporate social responsibilities include the following:

- (I) Supplier communication meetings: The company holds supplier communication meetings from time to time to raise awareness of the corporate social responsibility policy. Results can be used to provide a basis for supplier management plans.
- (II) Training and campaigns: The company may provide education and training as needed to help suppliers establish the capabilities to manage and fulfill their corporate social responsibilities.
- (III) Eligibility: Suppliers with a cumulative transaction amount reaching NT\$500,000 and above within one year should submit a "Corporate Social Responsibility Self-Assessment Form for Suppliers" (Appendix 1) and sign the "Statement of Commitment to Human Rights and Environmental Sustainability" (Appendix 2), in order to ensure that they fulfill their corporate social responsibility.
- (IV) On-Site Supplier Evaluation: The company may pay regular/irregular onsite visits to suppliers and keep a record in the on-site visit questionnaire (Appendix 3) to verify the status of corporate social responsibility practices at these companies.

V. Contracts and agreements

Suppliers who enter into contracts of NT\$1,500,000 or more with the company will be required to comply with the ethical management and corporate social responsibility clause and include it in the contracts. The suppliers will also be required to sign documents as required under these Guidelines.

VI. Oversight and improvement

The company should try to find out corporate social responsibility practices of its suppliers by providing training and campaigns. For suppliers who are not yet in compliance with the rules, the company should urge them to do so and help these suppliers formulate an appropriate improvement plan.

VII. Roles and responsibilities

Supplier communication meetings, training, and visits are organized, managed and conducted by the Administrative Management Department of the Overall Management Division. The department is also responsible for gathering supplier

information and contacting suppliers. Other business units should provide assistance as needed.

VIII. Rewards

- (I) Suppliers with excellent corporate social responsibility records may be exempted from on-site visits.
- (II) The effectiveness of corporate social responsibility practices may be included as one of the criteria in supplier selection when verifying supplier eligibility in procurements.

IX. Response to material breach

Suppliers who are found in violation of the ethical management and corporate social responsibility clause and cause damage to the company's image or reputation or financial losses to the company may be disqualified as a supplier.

X. The Guidelines have been implemented with the approval of the President.

Corporate Social Responsibility Self-Assessment Form for Suppliers

Our company, _____, is a supplier for E.SUN Financial Holding Company (E.SUN Bank / E.SUN Securities / E.SUN Venture Capital). The following is a self-assessment of our business administration, safety and health, human rights and labor practices, and environmental protection:

	Least compliant			Most compliant	
Business administration	1	2	3	4	5
1. Strictly abides by the ethical corporate management best practice principles, ensures the transparency of business dealings, follows the principles of fair trade and fair competition, prohibits all forms of corruption and bribery, and established related policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Implements information security management to protect intellectual property and information of customers and employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Has not violated international AML/CFT and counter-proliferation financing regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Has standardized management procedures and audit measures in place for all operations, and complies with related laws.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Takes customer feedback seriously and has good communication channels with customers to satisfy customers' needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Safety	1	2	3	4	5
1. Complies with relevant occupational safety and health laws and regulations and is committed to providing employees with a safe and healthy workplace environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Established occupational safety management regulations, provides employees with appropriate protective gear, and arranges regular education and training for relevant employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Attaches importance to labor safety and health and regularly convenes occupational safety and health committee meetings to prevent occupational hazards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Fulfills its responsibility to prevent workplace accidents and occupational illnesses and takes remedial action where necessary, including providing treatment and assistance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Takes steps to identify and assess potential risks involving employees who engage in physically demanding work, and implements corresponding controls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Human Rights and Labor Practices	1	2	3	4	5
1. The working hours, wages, overtime, leave rights, and benefits of all employees comply with the relevant requirements of labor laws and regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Respects employees' freedom of assembly and association and collective bargaining right, and protects employees' rights to organize and join a union in accordance with the Labor Union Act.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Guarantees the fundamental labor and human rights of employees, prohibits the use of child labor (defined as persons under the age of 16), seeks to eliminate all forms of forced labor, does not infringe upon fundamental labor rights, and does not engage in human trafficking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Human Rights and Labor Practices	1	2	3	4	5
4. Does not discriminate against female employees with respect to remuneration, dismissal, or job transfer due to factors such as pregnancy, birth, or child-care leave, and cultivates a workplace environment with gender equality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The employment policy does not discriminate on the basis of gender, race, age, marital status, nationality, or family status and ensures equitable treatment with respect to remuneration, conditions of employment, and opportunities for training and advancement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Extends reasonable and equitable work and salary protections and provides a friendly working environment to employees who are indigenous persons and persons with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
● Not applicable to this item.					

7. Contracted workers, if any, are in compliance with local labor regulations, and reasonable and equitable salary and remuneration packages are provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
● Not applicable to this item.					

Environmental Protection	1	2	3	4	5
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1. Takes environmental protection seriously, implements energy conservation and management measures, and plans improvement action plans to effectively realize environmental sustainability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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2. Committed to complying with environmental protection policies in all aspects of operations, pays close attention to ensuring that the company's operations and the goods and services provided do not cause a major adverse impact on the environment, and does not violate environmental laws and regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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3. Committed to green procurement and primarily utilizes eco-friendly products which have a government-certified Green Mark, Energy Label, and/or Water Conservation Mark.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Please select 1-2 of the self-assessment items above and describe an important project in the current year:

Final score: ※ Please count items that are not applicable as 5 points.	If the final score does not reach 70 points, please describe a future improvement plan:
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Date:	Form filled out by:
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Statement of Commitment to Human Rights and Environmental Sustainability

The company, _____, is a business partner of E.SUN FHC (E.SUN Bank / E.SUN Securities / E.SUN Venture Capital) and has agreed to sign this Statement of Commitment with the purpose of preserving dignity, protecting basic human rights, and achieving environmental sustainability. This Statement of Commitment is an attachment of the contract that was signed, and contents are as follows:

Article 1 The parties shall abide by labor laws and regulations, protect the lawful rights and interests of internal employees, and respect internationally recognized principles relating to the basic human rights of laborers, such as: prohibiting the use of child labor (employing children under the age of 16 is prohibited), eliminating all forms of forced labor, and prohibiting any matters that infringe upon basic labor rights.

Article 2 The parties shall verify that their employment policy does not discriminate on the basis of gender, race, age, marital status, or family status, and ensures equitable treatment with respect to remuneration, conditions of employment, and opportunities for training and advancement.

Article 3 The human resources policy of the parties shall respect the principle of protecting the basic human rights of laborers, and establish suitable management methods and procedures.

Article 4 The parties shall maintain and protect employees' dignity and basic human rights.

Article 5 The parties shall establish an environmental protection and energy

conservation policy and measures, create a corporate culture capable of effectively achieving environmental sustainability, and exert every effort to care for the Earth, cherish resources, and conserve energy.

Article 6 The parties shall ensure that their operations do not cause a major adverse impact on the environment, do not violate environmental laws and regulations, and all operations comply with the environmental protection policy.

To E.SUN FHC (E.SUN Bank / E.SUN Securities)

Declarant:

_____(yyyy)__(mm)__(dd)

On-Site Supplier Evaluation

Company Name:	Date of Visit: _____ (yyyy) _____ (mm) _____ (dd)
Business Tax ID:	Business Activities:
Contact Person:	Phone Number:
Address:	
Personnel:	Form filled out by:

Management Standards	Yes	No
1. Is committed to ethical management		
2. Provided or received illegitimate gains		
3. Is a lawfully registered company		
4. Has not violated the principle of fair trade		
5. Has subcontracts		
6. Manages subcontracts		
7. Other:		
Internal Management Standards	Yes	No
1. Has standardized management procedures and audit measures in place		
2. Complies with relevant laws and regulations		
3. Established an employee work manual and rules		
4. Implements information security management to protect information of customers and employees		
5. Established good communication channels with customers		
6. Other:		
Safety and Health Standards	Yes	No
1. Provides employees with a safe and health working environment		
2. Established internal occupational safety management rules		
3. Regularly organizes employee education and training		

4. Has fire safety equipment		
5. Other:		
Labor Standards	Yes	No
1. Enrolled employees in labor insurance and National Health Insurance		
2. Records employees' attendance and absence		
3. Provides overtime pay in accordance with the Labor Standards Act		
Labor Standards	Yes	No
4. Employees do not work overtime		
5. No child labor is used		
6. Hired indigenous people		
7. Hired persons with disabilities		
8. Engaged in discrimination or inhumane treatment		
9. Has a labor union or welfare committee		
10. Periodically provides employee medical check-ups		
11. Employee clubs or related activities		
12. Protects employees' collective bargaining right		
13. Has a breastfeeding room and staff lounge		
14. Other:		
Environmental Standards	Yes	No
1. Abides by national environmental protection laws, regulations, standards, and rules		
2. Actively takes concrete actions to prevent causing any form of pollution		
3. Formulates and implements improvement action plans to achieve environmental sustainability		
4. Implements waste sorting		
5. Gives priority to eco-friendly products which have a Green Mark, Energy Label, and/or Water Conservation Mark.		
6. Other:		
Other records or notes:		

