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Record of Amendments

Version	Page	Chapter	Details of Amendments	Effective Date
01			Released	2015/01/01
02			Amendments to provisions	2019/03/01
03			Amendments to provisions	2021/04/01

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1. Purpose:

In order to safeguard the workplace rights of all employees, create a quality workplace free of sexual harassment and assault, establish complaint channels, adopt appropriate preventive, corrective and disciplinary measures as well as action plans, and protect the privacy of all parties involved, the Rules are established in accordance with Paragraph 1, Article 13 of the Act of Gender Equality in Employment; the “Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace” promulgated by the Ministry of Labor, Executive Yuan; Paragraphs 1 and 2, Article 7 of the Sexual Harassment Prevention Act; and Regulations of Sexual Harassment Prevention. The Complaint Committee has also been established.

2. Scope of Application

The Rules apply to all employees and job applicants of the Company (including job applicants, trainees, and dispatched workers deemed as employees under the Act of Gender Equality in Employment). However, the Rules do not apply to persons subject to the Gender Equality Education Act.

3. Authority:

Administrator of the Rules is the manager of the Human Resources & Services Division.

4. References:

- 4.1 Act of Gender Equality in Employment and its Enforcement Rules
- 4.2 Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace
- 4.3 Sexual Harassment Prevention Act
- 4.4 Regulations of Sexual Harassment Prevention
- 4.5 Work Rules
- 4.6 Reward and Punishment Rules for Employees
- 4.7 Rules of Unlawful Infringement Prevention in the Performance of Duties

5. Definitions:

- 5.1 The terms “sexual assault” and “sexual harassment” used in the Rules refer to the following conducts between employees (either the same or different genders) of the

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Company, in addition to behaviors set out in the provisions of the Criminal Code, the Civil Code and the Sexual Assault Crime Prevention Act:

- 5.1.1. Attitudes or behaviors of insult, contempt or discrimination due to gender difference.
- 5.1.2. Improper, unpleasant or offensive sex-related languages, physical contacts or sexual requests.
- 5.1.3. Rape and sexual aggression.
- 5.1.4. Display or distribution of pictures, texts, sounds, images or other items of a sexual nature or containing sexual enticement.
- 5.1.5. Quid pro quo sexual harassment at workplace: Explicit or implicit sexual requests, or words or conducts of a sexual nature or with an intent of gender discrimination as an exchange for the establishment, continuance, and modification of a labor contract or as a condition for transfer, promotion, performance evaluation, bonus, compensation, reward and discipline.
- 5.1.6. Hostile environment sexual harassment: Sexual requests, or words or conducts of a sexual nature or with an intent of gender discrimination encountered at work which creates a hostile, intimidating or offensive working environment and thereby violating or interfering with one's dignity or personal freedom or affecting one's job performance.

5.2 Place of occurrence and responsible units:

- 5.2.1. Conducts of sexual harassment on company premises or at work shall be handled by the Complaint Committee set out in the Rules.
- 5.2.2. For conducts of sexual harassment outside of the company premises or work, after the Complaint Committee accepts the complaint, it would notify the Social Affairs Bureau of Kaohsiung City Government to handle the case.
- 5.2.3. When the employer is the harasser, the employee or job applicant can file a complaint via channels set out in the Rules as well as directly to the local competent authority.
- 5.2.4. Where the complainant of a sexual harassment incident is an employee of the Company while the respondent is a non-employee, the Complaint Committee shall provide the complainant with assistance in exercising his/her rights.
- 5.2.5. Where the harasser is a non-employee or the complainant is a dispatched worker, the Committee shall still proceed in accordance with provisions of the Rules and provide the victim with due protection. Where the dispatched worker is sexually harassed by employees of the Company, the Committee shall accept the complaint and conduct a joint investigation with the dispatching entity. The dispatching entity and the parties involved shall be notified of the investigation outcomes.

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5.2.6 Where an employee of the Company was involved in a sexual harassment incident in his/her former company and did not file a complaint or an appeal nor apply to the competent authority for conciliation in accordance with Articles 13 and 16 of the Sexual Harassment Prevention Act, the Company is not required to initiate an investigation or remedial procedures. However, it may assist the employee to seek remedies or file relevant civil or criminal complaints pursuant to internal rules to safeguard the employee's rights and interests.

5.3 Internal affair office: It is responsible for the preparation of records and communications. Records shall be retained for at least 25 years (pursuant to No. 0408 Employment Security of the General Records Schedules).

5.4 The term "sexual harassment" used in the Rules refers to the circumstances set out in Paragraph 1, Article 12 of the Act of Gender Equality in Employment and subparagraphs in Article 2 of the Sexual Harassment Prevention Act.

5.5 Where the same victim is sexually harassed by two or more offenders (including the employers and when the offenders live or work in the same premises), to avoid bias in handling the complaint where the offender is the head of the company or an employer as is the legislative intent of Article 5 of the Regulations of Sexual Harassment Prevention and to avoid inconsistency in the investigation outcomes, it is advised to combine the cases of different offenders and transfer it to the competent authorities after the internal affair office or the police authorities assist in identifying the offenders.

6. Descriptions

6.1 Prohibition of gender discrimination

6.1.1 Employers shall not discriminate against job applicants or employees based on gender or sexual orientation with respect to recruitment, screening test, hiring, placement, assignment, performance evaluation or promotion. However, the provision does not apply where the nature of the work is only suitable to a certain gender.

6.1.2 Employers shall not discriminate against employees based on gender or sexual orientation with respect to holding or providing education, training or other similar activities.

6.1.3 Employers shall not discriminate against employees based on gender or sexual orientation with respect to implementing or providing various welfare measures.

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6.1.4 Employers shall not discriminate against employees based on gender or sexual orientation with respect to salaries. Employees shall receive equal pay for equal work or value. The provision does not apply if the salary differences are the results of justifiable reasons such as seniority, reward and discipline, work performance or reasons other than gender and sexual orientation. Employers shall not reduce the salaries of other employees to evade the provision.

6.1.5 Employers shall not discriminate against employees based on gender or sexual orientation with respect to retirement, severance, termination and dismissal. The work rules and labor contracts shall not stipulate or demand employees to agree in advance to resign or take unpaid parental leaves due to reasons of marriage, pregnancy, childbirth or child care. Furthermore, employers shall not use the aforementioned reasons as excuses for dismissal.

6.2 Preventive measures

6.2.1 A written statement of “Prohibition of Sexual Harassment at Workplace” shall be posted at a conspicuous place on company premises.

6.2.2 The Company shall adopt appropriate measures to prevent sexual harassment conducts set out in the Rules and eliminate sexual or gender related hostile factors at workplace to protect its employees, job applicants, and recipients of services from the threat of sexual harassment and to provide a work and service environment that is free of sexual harassment. The Company shall set up a hotline, fax and designated email account to receive comments and handle complaints concerning sexual harassment. Related information (including the complaint channels and handling procedures) shall be displayed clearly in conspicuous places on company premises and included in education and training courses to ensure all personnel are well informed.

6.2.3 The Company shall identify sexual harassment risks at workplace and provide necessary protections for employees working at workplaces which cannot be directed or managed by the employers. Employees shall be well informed of such situation beforehand.

6.2.4 The Company shall use various disclosure methods such as meetings, intranets and announcement platforms to reinforce its efforts in relaying information concerning sexual harassment preventive measures and complaint channels. Courses of gender equality and sexual harassment prevention shall also be arranged during trainings and lectures.

6.2.5 In the occurrence of sexual harassment or an alleged incident, the preventive measures shall be reviewed and improved promptly. Resolutions and actions taken concerning the sexual harassment incident shall be monitored, assessed and

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supervised to ensure an effective implementation of the disciplinary or handling measures as well as prevent the recurrence of the same incident or retaliation.

6.2.6 The Company shall adopt immediate and effective corrective as well as remedial measures when it becomes aware of a sexual harassment incident regardless of whether a complaint would be filed. The following points shall be noted:

- (1) Protection of the rights and privacy of victims.
- (2) Maintenance or improvement on the safety of environment.
- (3) Other prevention and improvement measures.

6.2.7 The Company's obligations in prevention, correction and remedy concerning sexual harassment at workplace under the Act of Gender Equality in Employment shall not be affected by a dismissal of complaint.

6.2.8 Employees may raise issues and suggestions relevant to sexual harassment prevention through channels set out in Paragraph 6.4.1 of the Rules as well as the discussion forum of the E-HR system or the employee suggestion box at each factory.

6.3 Measures to promote gender equality in employment

Relevant measures are set out in the Work Rules. They have been approved by the competent authority upon mutual agreement between employers and workers.

6.4 Complaint channels and the Compliant Committee

6.4.1 The Company has established the Compliant Committee to handle sexual harassment, assault and violence complaints. The complaint channels are as follows:

- (1) Hotline: 07-8139989 ext. 70995
- (2) Fax: 07-8139971
- (3) E-mail: help70995@taiflex.com.tw
- (4) Dedicated person in charge: Manager of the Human Resources & Services Division

6.4.2 The Complaint Committee has a chairperson whose tasks are assumed by a manager of related functions appointed by the Company's responsible person. The chairperson would preside at the committee meetings or appoint a committee member to stand as a proxy when he/she is unable to do so.

6.4.3 The Complaint Committee has four members – two of whom are managers appointed by the Company while the other two are employee representatives. Female representatives shall account for at least half of the Committee members. These members shall serve a term of three years and may be reappointed when

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their tenure expires. For any vacancy in the Committee, the succeeding member shall serve until the term of the original member expires.

6.4.4 The internal affair office of the Committee shall be operated by the Human Resources & Services Division. One division employee shall be appointed to be the person in charge.

6.4.5 The Committee meeting must be attended by more than half of the Committee members. The meeting resolutions shall be approved by the majority of attending members.

6.5 The victim or his/her legal representative or commission agent shall file a complaint with the Complaint Committee within one year from the date of the sexual harassment incident.

6.5.1 The aforementioned complaint may be submitted verbally or in writing. For verbal complaints, the internal affair office shall fill out a Sexual Harassment Complaint Form (Form I) and read it aloud to the complainant or ask the complainant to peruse the document. Once the contents are verified, the complainant shall sign or affix his/her seal to the form.

6.5.2 The form set out in the preceding paragraph shall be signed or sealed by the complainant. It shall contain the following facts and items:

- (1) Name, gender, age, ID card number or passport number, division and job title, permanent or residential address, and phone number of the complainant as well as the date of the complaint.
- (2) Where there is a commission agent, the letter of authority shall be attached and the name, gender, age, ID card number or passport number, occupation, permanent or residential address and phone number of the agent shall be clearly stated.
- (3) Where there is a legal representative, the name, gender, age, ID card number or passport number, occupation, permanent or residential address and phone number of the representative shall be clearly stated.
- (4) Facts, details and available pertinent evidence concerning the complaint.
- (5) Requests.

6.5.3 If the complaint forms or records of verbal information fail to meet the requirements set out in the preceding paragraph and the situation can be rectified, the complainant shall be notified to make corrections within 14 days.

6.5.4 The complainant or his/her authorized representative may withdraw the complaint before the case reaches a resolution using the Sexual Harassment Complaint Withdrawal Form (Form II). Once the form is submitted to the Committee, the

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complaint case would be closed and retained for future reference. The same set of facts cannot be used to file another complaint.

6.5.5 The Complaint Committee's review procedures are as follows:

- (1) Within three days upon receiving a sexual harassment complaint, the internal affair office shall submit it to the Complaint Committee to decide whether to accept the case.
- (2) For cases accepted, the chairperson shall, within three days, appoint three Committee members to form a task force and initiate an investigation.
- (3) In the process of conducting such an investigation, the task force shall protect the privacy, personality and legal rights of the parties involved.
- (4) The task force shall, upon completion of the investigation, prepare an Investigation Report (Form III) and submit it to the Committee for resolution.
- (5) When the Complaint Committee is in session, it may inform the parties involved and other related persons to be present for statements. It may also invite persons with related expertise and experience to provide assistance. With regard to the resolutions of complaint cases, the parties involved may be informed in advance to be present for statements. Persons associated with the case, experts or scholars may be invited to attend if necessary.
- (6) The Committee shall resolve on the validity of cases. For valid cases, recommendations on disciplinary or other appropriate measures shall be made. For invalid cases, the Committee shall still deliberate and discuss the cases to make recommendations on necessary actions. If the complaint has been proven to be a false accusation, the complainant would be subject to disciplinary or other appropriate actions.
- (7) The resolutions shall be delivered to the complainant, respondent and the personnel management department in writing.
- (8) A complaint case shall be closed within two months from submission. If necessary, the process may be extended for one more month and the parties involved shall be notified. The complainant or the respondent may file an appeal to the Complaint Committee within 20 days starting from the day following the receipt of resolution if either party is not satisfied with the resolution. However, if the cause for appeal occurs or is made known to the parties involved after the resolution is made, the period starts when the parties involved become aware of the cause. The appeal shall be submitted along with the reasons in writing and the Complaint Committee shall convene another meeting to process the appeal. Once the case is closed, neither party may file a complaint for the same incident.

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(9) The respondent is obliged to cooperate with the investigation.

6.5.6 For complaints deemed valid and resolved by the Committee, the investigation materials shall be retained in the personnel information of the respondent. For cases where the facts of the complaints are not substantiated, the investigation materials shall be archived. Materials stored in electronic storage media may use electronic signature or encryption when necessary.

6.5.7 The complaint will not be accepted when one of the following circumstances occurs:

- (1) The complaint is submitted verbally, by telephone, by fax, or by e-mail without supplementary written documents provided before the specified period expires.
- (2) The complaint is submitted after the specified submission period.
- (3) The complainant is not the victim of the sexual harassment incident, nor a legal representative or a commission agent of the victim.
- (4) The same incident is submitted again after the original complaint has been resolved or withdrawn.
- (5) The complaint does not contain specific facts or fails to include real names, divisions, residential addresses and relevant information.
- (6) The complainant is aware that the complaint form or records of verbal statements fail to satisfy the requirements, but does not make corrections within the required period.

6.6 Personnel involved in the processing, investigation, and resolution of sexual harassment complaints shall keep the case details confidential. Violation of such rules is punished by the law and a termination of employment (appointment).

6.6.1 Personnel involved in the processing, investigation, and resolution of sexual harassment incidents shall recuse themselves from the case when one of the following circumstances occurs:

- (1) The aforementioned personnel, their spouses, former spouses, relatives by blood within the fourth degree, or relatives by marriage within the third degree or persons previously having such relationship are the parties involved.
- (2) The aforementioned personnel, their spouses, or former spouses have relationship of joint right or joint obligation with the parties involved with respect to the incident.
- (3) The aforementioned personnel are or once were representatives or assistants of the parties involved.
- (4) The aforementioned personnel once were witnesses or expert witnesses with

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respect to the incident.

6.6.2. When personnel involved in the processing, investigation, and resolution of sexual harassment incidents are under one of the following circumstances, the parties involved may apply for recusal:

- (1) The aforementioned personnel fail to recuse themselves under circumstances set out in Paragraph 6.6.1 of the Rules.
- (2) There are specific facts indicating the aforementioned personnel may be prejudiced in performing their duties.

The application referred to in the preceding paragraph shall be submitted to the Complaint Committee with the reasons and facts for the application as well as appropriate explanations. Investigators against whom the application for recusal is made may submit their opinions in writing.

Investigators against whom the application for recusal is made shall suspend the investigation until the Complaint Committee rules on the application. In the case of an emergency, the investigators shall still take necessary actions.

6.6.3 Where the personnel involved in processing, investigation, and resolution fail to recuse themselves under circumstances set out in Paragraph 6.6.1 of the Rules and the parties involved do not submit the recusal applications, the Complaint Committee shall order the personnel to recuse themselves.

6.7 After the Committee has resolved the complaint, the parties involved may file an appeal to the Committee when one of the following circumstances occurs:

- 6.7.1 Complaint resolution is clearly contradictory to the reasons specified.
- 6.7.2 Organization of the Committee is not in conformity with the law.
- 6.7.3 Committee members who shall have recused themselves pursuant to the Rules have participated in the resolution process.
- 6.7.4 Committee members participating in the resolution process have been convicted of a criminal offence for breaching their duties in relation to the complaint case.
- 6.7.5 Witnesses or expert witnesses have given false representation with regard to their testimonies or expert testimonies that are used as the bases of the resolution.
- 6.7.6 Evidence used as the bases of the resolution has been forged or altered.
- 6.7.7 Any civil, criminal or administrative litigation judgment or administrative disposition used as the bases of the resolution has been amended by a subsequent judgement or administrative disposition with binding effect.
- 6.7.8 Evidence that has not been considered has been discovered or has become available.
- 6.7.9 The original resolution fails to take into account important evidence which would have affected the resolution.

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The appeal application shall be submitted within 10 days, starting from the day when the resolution is delivered to the parties involved.

However, if the cause for appeal occurs or is made known to the parties involved after the resolution is made, the period starts when the parties involved become aware of the cause.

The appeal shall be submitted along with the reasons in writing and a copy of the original resolution to the Committee delivering the original resolution. Alternatively, actions can be taken in accordance with the remedy procedures set out in Article 34 of the Act of Gender Equality in Employment.

If the Committee believes that there is no ground for the appeal, it would maintain its original resolution. If there is ground for the appeal, the original resolution shall be revised and the parties involved as well as relevant units shall be notified.

In addition to the Rules, provisions of complaint procedures shall apply mutatis mutandis to an appeal.

6.7.10 When the parties involved apply for an appeal, the Company shall appoint other Committee members or engage external experts and scholars for investigation and resolution.

6.7.11 The appeal mechanism of the Sexual Harassment Prevention Act: When parties involved are not satisfied with the investigation outcomes and resolution of the appeal or believe the appeal is also invalid, they can again propose an appeal to the Ministry of Labor within 30 days upon receiving the investigation outcomes for incidents of quid pro quo sexual harassment under 5.1.5 or hostile environment sexual harassment under 5.1.6 of the Rules. For complaints of sexual harassment outside of the company premises or work, the appeal shall be submitted to the Social Affairs Bureau of Kaohsiung City Government.

6.8 The Complaint Committee shall conduct investigations of sexual harassment incidents based on the following principles:

6.8.1 The investigations shall be conducted in a confidential manner. The privacy, personality and legal rights of the parties involved shall be protected.

6.8.2 The investigations shall be conducted in accordance with the principles of objectivity, fairness, and professionalism. The parties involved shall be given sufficient opportunity to make statements and respond to comments and/or allegations.

6.8.3 If the victim's statement is clear and further inquiry is not required, redundant inquiries shall be avoided.

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6.8.4 During the investigation of a sexual harassment incident, the parties involved and other related persons may be asked to be present for statements. Persons with related expertise and experience may be invited to provide assistance.

6.8.5 For sexual harassment incidents, confrontations with the parties involved or witnesses shall be avoided.

6.8.6 When necessary and without breaching the confidentiality obligation, the investigators may prepare written documents for the parties involved to review or be advised of the key contents thereof.

6.8.7 Personnel handling sexual harassment incidents shall keep the names and other information that may lead to the identification of the parties involved confidential, except for the necessity of the investigation or public safety concerns.

6.8.8 During the investigation of a sexual harassment incident, the Company may take the initiative in providing referral services, psychological counseling or medical and legal assistance to the parties involved depending on the latter's physical and mental status.

6.8.9 During the processes of complaint submission, investigation or review of a sexual harassment incident, differential treatments to persons who file the complaint, accusation, report or lawsuit, provide testimony or assistance or otherwise participate shall be prohibited.

6.9 Managers of the Company shall not dismiss, transfer or take unfavorable actions against employees who file or assist others with filing a complaint. Once there is confirmation of such violation, punishments are given based on the severity of the offenses.

6.10 Where a sexual harassment complaint against an employee is proven to be true upon investigation, the employee would be subject to disciplinary actions set out in relevant rules such as the Work Rules or the Reward and Punishment Rules for Employees. Depending on the severity of the offense, the suggested consequence ranges from reprimand, minor demerit, major demerit, transfer, to termination of appointment (employment). If the complaint is proven to be a false accusation, suggestions on appropriate punishment for the complainant would be made. Where the incident results in criminal liabilities, the Company would transfer the case to judicial institutions or assists the complainant to file an accusation or report. Where the complaint is proven to be true upon investigation, the offender shall be held liable for damages. Although the victim does not sustain pecuniary damages, he/she can still claim a reasonable amount of compensation and demand proper punishment in order to restore his/her reputation.

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- 6.11 The Company shall follow up on sexual harassment complaints to ensure an effective implementation of the resolutions and prevent a recurrence of the same incident or retaliation.
- 6.12 When the parties involved are deemed by the Committee to be in need of counseling or medical treatment, the Committee would assist with referring them to professional counseling or health institutions.
- 6.13 If the harasser is not associated with the Company, the Company shall provide necessary protection in accordance with the Rules.
- 6.14 The Committee members do not receive a salary. However, they are entitled to payments for writing the investigation reports. Committee members who are not Company employees are entitled to attendance allowances for attending the Committee meetings.
- 6.15 The Company shall organize or encourage employees to take part in education and training sessions on sexual harassment prevention and grant official leaves based on relevant regulations. Furthermore, it shall disclose relevant information in a conspicuous place on company premises.

7. Applicable forms:

- 7.1 Sexual Harassment Complaint Form (TE00-007-01-01)
- 7.2 Sexual Harassment Complaint Withdrawal Form (TE00-007-02-01)
- 7.3 Sexual Harassment Complaint Investigation Report (TE00-007-03-01)
- 7.4 Record of Sexual Harassment Complaint Resolution (TE00-007-04-01)
- 7.5 Appeal Application Form for Sexual Harassment Complaint (TE00-007-05-01)
- 7.6 Letter of Authority for Sexual Harassment Complaint (Appeal) (TE00-007-06-01)

(Form I)

Resolution	Review	Applicant

Taiflex Scientific Co., Ltd.

Sexual Harassment Complaint Form

Case No.:

Name of Complainant	Division	Job Title	Phone No.
			(Daytime)
			(Nighttime)
	Address:		ID Card No.
	Gender:	Date of Birth:	
Name of Respondent	Division	Job Title	Phone No.
			(Daytime)
			(Nighttime)
Time of the Incident:		Location of the Incident:	
Description of the Incident:			
Pertinent Evidence (witness, physical evidence):			
Request:			
Signature of Complainant:	Date of Application: (YYYY/MM/DD):	Acceptance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
1. Information provided shall be true and accurate. False accusations are strictly prohibited. Violation of such rules would be subject to disciplinary actions in accordance with relevant rules.			
2. Where the complaint is filed by a representative, the letter of authority shall be attached and the name, permanent or residential address and phone number of the representative shall be clearly stated.			
3. Case number of the Complaint Form shall be filled in by the Complaint Committee.			
4. In principle, the complaint shall be handled in a confidential manner. The privacy, personality and legal rights of the parties involved shall be protected.			
5. This Complaint Form is confidential and may not be photocopied, reproduced or circulated.			

Hotline: 07-8139989 ext. 70995

Fax: 07-8139971

E-mail: help70995@taiflex.com.tw

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(Form II)

Taiflex Scientific Co., Ltd.
Sexual Harassment Complaint Withdrawal Form

Resolution	Review	Applicant

Case No.:

Name of Complainant	Division	Job Title	Phone No.:
			(Daytime)
	Address:		ID Card No.
	Gender:	Date of Birth:	

Case No. of Original Complaint:

Cause for Withdrawal:

Resolution on the Original Complaint: Yes No

Application Date (YYYY/MM/DD):	Signature of Applicant:
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Acceptance: Yes No

1. Information provided shall be true and accurate.
2. Where the complaint is filed by a representative, the letter of authority shall be attached and the name, permanent or residential address and phone number of the representative shall be clearly stated.
3. Case number of the Withdrawal Form shall be filled in by the Complaint Committee.
4. Once the complaint is withdrawn, the same incident cannot be used to file another complaint.
5. This Application Form is confidential and may not be photocopied, reproduced or circulated.

TE00-007-02-01

(Form III)

Resolution	Review	Applicant

Taiflex Scientific Co., Ltd.

Sexual Harassment Complaint Investigation Report

Complainant:	Respondent:	Case No.:
Time of the Incident:	Time of acceptance:	Accepted By:
Investigation Outcomes:.....		
Recommended Actions:.....		
No. of Attachments:	Head of Task Force:	Date of Completion (YYYY/MM/DD):
1. The privacy, personality and legal rights of the parties involved shall be protected during the investigation.		
2. The investigation shall be conducted in a serious and professional manner.		
3. Facts shall be collected in a fair and objective manner. Judgments shall not be made hastily.		
4. The Investigation Report is confidential and may not be photocopied, reproduced or circulated.		

(Form IV)

Taiflex Scientific Co., Ltd.
Record of Sexual Harassment Complaint Resolution

Resolution	Review	Applicant

Doc. No.:

Meeting Time:		Meeting Venue:	
Case No. of Original Complaint:			
Acceptance of Sexual Harassment Complaint: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Resolution	Complainant:		
	<input type="checkbox"/> Repentance Letter	<input type="checkbox"/> Reprimand	<input type="checkbox"/> Minor demerit <input type="checkbox"/> Major demerit
	<input type="checkbox"/> Dismissal	<input type="checkbox"/> Job Transfer	<input type="checkbox"/> Forward to court
	Respondent:		
<input type="checkbox"/> Repentance Letter	<input type="checkbox"/> Reprimand	<input type="checkbox"/> Minor demerit <input type="checkbox"/> Major demerit	
<input type="checkbox"/> Dismissal	<input type="checkbox"/> Job Transfer	<input type="checkbox"/> Forward to court	
Other Recommendations:			
Signatures of Attending Members		Signature of Complainant:	
		Signature of Respondent:	
1. The Committee meeting must be attended by more than half of the Committee members. The meeting resolutions shall be approved by the majority of attending members. In the event of a tie vote, the outcome is determined by the chairperson.			
2. The complainant and the respondent of the complaint may file an appeal within 10 days if either party is not satisfied with the resolution.			
3. Once the case is closed, the same incident cannot be used to file another complaint.			
4. The Record is confidential and may not be photocopied, reproduced or circulated.			

TE00-007-04-01

(Form V)

Taiflex Scientific Co., Ltd.

Appeal Application Form for Sexual Harassment Complaint

Resolution	Review	Applicant

Doc. No.:

Name of Complainant	Division	Job Title	Phone No.:
			(Daytime)
	Address:		ID Card No.:
	Gender:	Date of Birth:	
Application Date:			
Doc. No. of Original Resolution:			
Acceptance of Appeal: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Cause for Appeal:			
Resolution of Appeal: <input type="checkbox"/> Maintain the original resolution <input type="checkbox"/> Revise the original resolution <input type="checkbox"/> Others			
Signatures of Attending Members:			Signature of Applicant:
			Signature of Respondent:
1. The appeal application shall be submitted with 30 days starting from the day when the resolution is delivered to the parties involved. However, if the cause for appeal occurs or is made known to the parties involved after the resolution is made, the period starts when the parties involved become aware of the cause.			
2. The appeal shall be submitted along with the reasons in writing and a copy of the original resolution to the Complaint Committee.			
3. The Application Form is confidential and may not be photocopied, reproduced or circulated.			

TE00-007-05-01

Taiflex Scientific Co., Ltd.

Letter of Authority for Sexual Harassment Complaint (Appeal)

Doc. No. of Complaint (Appeal):				
Principal				
Name	Gender	Date of Birth	Occupation	ID Card No. (or Resident Certificate No., Passport No.)
Permanent or Residential Address (Firm or Place of Business)				Phone No.:
Commission Agent				
Name	Gender	Date of Birth	Occupation	ID Card No. (or Resident Certificate No., Passport No.)
Permanent or Residential Address (Firm or Place of Business)				Phone No.:
<p>This is to authorize _____ as my agent for the sexual harassment complaint (appeal) case with _____. The agent has the right to act on my behalf in all conciliation matters and the special authority to agree to the conciliation terms as well as the removal or appointment of an agent.</p> <p>Sincerely</p> <p style="text-align: center;">Taiflex Scientific Co., Ltd. (Complaint Committee)</p> <p>Principal: _____ (Signature or Seal)</p> <p>Commission agent: _____ (Signature or Seal)</p> <p>Date (YYYY/MM/DD): _____</p>				

Hotline: 07-8139989 ext. 70995

Fax: 07-8139971

E-mail: help70995@taiflex.com.tw

TE00-007-06-01