

永續發展實務守則Sustainable Development Practice Principles

文件編號 Document No.	KKCIF12	發行日期 Issuing Date	2023.09.06	現行版本 Current Rev.	1
發行及管理單位 Issued & Management Dept.	公司治理部 Corporate Governance Dept.				

文件修訂履歷 Article Amendment			
版次 Rev	頁次 Pages	修訂內容說明 Description	核准日期 Approved Date
1	-	新建立 Article Establishment.	2023.09.06
2			
3			
4			
5			
6			
7			
8			
9			
10			

KKCompany Technologies Inc.

Sustainable Development Best Practice Principles

Chapter I General Principles

Article 1 To fulfill the corporate social responsibility initiatives and to promote economic, environmental, and social advancement for purposes of sustainable development, in accordance with the “Sustainable Development Best Practice Principles for TWSE/TPEX Listed Companies”, KKCompany promulgates this Sustainable Development Practice Principles (the “Principles”) so as to manage the economic, environmental and social risks and impact.

Article 2 The Principles apply to KKCompany, including the entire operations of each such company and its business group.

The Principles encourages KKCompany to actively fulfill its corporate sustainable development in the course of its business operations so as to follow the international development trend and to contribute to the economic development of the country, to improve the quality of life of employees, the community and society by acting as responsible corporate citizens, and to enhance competitive edges built on corporate sustainable development.

Article 3 In promoting corporate sustainable development initiatives, KKCompany shall, in its corporate management guidelines and business operations, give due consideration to the social mores and the rights and interests of the interested parties and, while pursuing sustainable operations and profits, also give due consideration to the environment, society and corporate governance.

In accordance with the materiality principle, KKCompany shall conduct risk assessment of environmental, social, and corporate governance issues pertaining to company operations and establish the relevant risk management policies or strategies.

Article 4 To implement sustainable development initiatives, KKCompany is advised to follow the following principles:

- I. Exercise corporate governance.
- II. Foster a sustainable environment.
- III. Preserve public welfare.
- IV. Enhance disclosure of sustainability-related information.

- Article 5 KKCompany shall take into consideration the correlation between the development of domestic and international sustainable development issues and corporate core business operations, and the effect of the operation of KKCompany and of its respective subsidiaries as a whole on stakeholders, in establishing their policies, systems or relevant management guidelines, and concrete promotion plans for sustainable development programs, which shall be approved by the board of directors and then reported to the shareholders meeting.
- When a shareholder proposes a motion involving sustainable development, KKCompany's board of directors is advised to review and consider including it in the shareholders meeting agenda.

Chapter II Exercising of Corporate Governance

- Article 6 KKCompany is advised to follow the Corporate Governance Best Practice Principles for TWSE/TPEX Listed Companies, the Ethical Corporate Management Best Practice Principles for TWSE/TPEX Listed Companies, and the Code of Ethical Conduct for TWSE/TPEX Listed Companies to establish effective corporate governance frameworks and relevant ethical standards so as to enhance corporate governance.
- Article 7 The directors of KKCompany shall exercise the due care of good administrators to urge KKCompany to perform its sustainable development initiatives, examine the results of the implementation thereof from time to time and continually make adjustments so as to ensure the thorough implementation of its sustainable development policies.
- The board of directors of KKCompany is advised to give full consideration to the interests of stakeholders, including the following matters, in KKCompany's furtherance of its sustainable development objectives:
- I. Identifying KKCompany's sustainable development mission or vision, and declaring its sustainable development policy, systems or relevant management guidelines;
 - II. Making sustainable development the guiding principle of KKCompany's operations and development, and ratifying concrete promotional plans for sustainable development initiatives; and
 - III. Enhancing the timeliness and accuracy of the disclosure of sustainable development information.

The board of directors shall appoint executive-level positions with responsibility for economic, environmental, and social issues resulting from KKCompany's business operations and to report the status of the handling to the board of directors. The handling procedures and the responsible person for each relevant issue shall be concrete and clear.

Article 8 KKCompany is advised to, on a regular basis, organize education and training on the promotion of sustainable development initiatives, including promotion of the matters prescribed under paragraph 2 of the preceding article.

Article 9 For the purpose of managing sustainable development initiatives, KKCompany is advised to establish a governance structure for promotion of sustainable development, and an exclusively (or concurrently) dedicated unit to be in charge of proposing and enforcing the sustainable development policies, systems, or relevant management guidelines, and concrete promotional plans and to report to the board of directors on a periodic basis.

KKCompany is advised to adopt reasonable remuneration policies, to ensure that remuneration arrangements support the strategic aims of the organization and align with the interests of stakeholders.

Employee performance evaluation system is advised to be combined with sustainable development policies, and a clear and effective incentive and discipline system be established.

Article 10 KKCompany shall, based on respect for the rights and interests of stakeholders, identify stakeholders of KKCompany, and establish a designated section for stakeholders on KKCompany website; understand the reasonable expectations and demands of stakeholders through proper communication with them, and adequately respond to the important sustainable development issues which they are concerned about.

Chapter III Fostering a Sustainable Environment

Article 11 KKCompany shall follow relevant environmental laws, regulations and international standards to properly protect the environment and shall endeavor to promote a sustainable environment when engaging in business operations and internal management.

Article 12 KKCompany is advised to endeavor to utilize energy more efficiently and use renewable materials which have a low impact on the environment to improve sustainability of natural resources.

- Article 13 KKCompany is advised to establish proper environment management systems based on the characteristics of its industries. Such systems shall include the following tasks:
- I. Collecting sufficient and up-to-date information to evaluate the impact of KKCompany's business operations on the natural environment.
 - II. Establishing measurable goals for environmental sustainability, and examining whether the development of such goals should be maintained and whether it is still relevant on a regular basis.
 - III. Adopting enforcement measures such as concrete plans or action plans, and examining the results of its operation on a regular basis.
- Article 14 KKCompany is advised to establish a dedicated unit or assign dedicated personnel for drafting, promoting, and maintaining relevant environment management systems and concrete action plans, and should hold environment education courses for managerial officers and other employees on a periodic basis.
- Article 15 KKCompany is advised to take into account the effect of business operations on ecological efficiency, promote and advocate the concept of sustainable consumption, and conduct research and development, procurement, production, operations, and services in accordance with the following principles to reduce the impact on the natural environment and human beings from its business operations:
- I. Reduce resource and energy consumption of its products and services.
 - II. Reduce emission of pollutants, toxins and waste, and dispose of waste properly.
 - III. Improve recyclability and reusability of raw materials or products.
 - IV. Maximize the sustainability of renewable resources.
 - V. Enhance the durability of products.
 - VI. Improve efficiency of products and services.
- Article 16 To improve water use efficiency, KKCompany shall properly and sustainably use water resources and establish relevant management measures.
- KKCompany shall construct and improve environmental protection treatment facilities to avoid polluting water, air and land, and use its best efforts to reduce adverse impact on human health and the environment by adopting the best practical pollution prevention and control measures.
- Article 17 KKCompany is advised to assess the current and future potential risks and opportunities that climate change may present to enterprises and to adopt related measures.

KKCompany is advised to adopt standards or guidelines generally used in Taiwan and abroad to enforce corporate greenhouse gas inventory and to make disclosures thereof, the scope of which should include the following:

- I. Direct greenhouse gas emissions: emissions from operations that are owned or controlled by KKCompany.
- II. Indirect greenhouse gas emissions: emissions resulting from the utilization of energy such as imported electricity, heating, or steam.
- III. Other indirect emissions: emissions resulting from corporate activities that are not indirect emissions from energy, but are from other sources of emissions owned or controlled by KKCompany.

KKCompany is advised to compile statistics on greenhouse gas emissions, volume of water consumption, and total weight of waste and to establish policies for energy conservation, carbon and greenhouse gas reduction, reduction of water consumption or management of other wastes. KKCompany's carbon reduction strategies should include obtaining carbon credits and be promoted accordingly to minimize the impact of its business operations on climate change.

Chapter IV Promoting Public Welfare

Article 18 KKCompany shall comply with relevant laws and regulations, and the International Bill of Human Rights, with respect to rights such as gender equality, the right to work, and prohibition of discrimination.

KKCompany, to fulfill its responsibility to protect human rights, shall adopt relevant management policies and processes, including:

- I. Presenting a corporate policy or statement on human rights.
- II. Evaluating the impact of KKCompany's business operations and internal management on human rights, and adopting corresponding handling processes.
- III. Reviewing on a regular basis the effectiveness of the corporate policy or statement on human rights.
- IV. In the event of any infringement of human rights, KKCompany shall disclose the processes for handling the matter with respect to the stakeholders involved.

KKCompany shall comply with the internationally recognized human rights of labor, including the freedom of association, the right of collective bargaining, caring for vulnerable groups, prohibiting the use of child labor, eliminating all forms of forced labor, eliminating recruitment and employment discrimination, and shall ensure that its human resource policies do not contain differential treatments based on gender,

race, socioeconomic status, age, or marital and family status, so as to achieve equality and fairness in employment, hiring conditions, remuneration, benefits, training, evaluation, and promotion opportunities.

KKCompany shall provide an effective and appropriate grievance mechanism with respect to matters adversely impacting the rights and interests of the labor force, in order to ensure equality and transparency of the grievance process. Channels through which a grievance may be raised shall be clear, convenient, and unobstructed. KKCompany shall respond to any employee's grievance in an appropriate manner.

Article 19 KKCompany shall provide information for its employees so that employees have knowledge of the labor laws and rights they enjoy in the countries where KKCompany has business operations.

Article 20 KKCompany is advised to provide a safe and healthy work environment for its employees, including necessary health and first-aid facilities and endeavor to curb dangers to employees' safety and health and to prevent occupational accidents. KKCompany is advised to organize training on safety and health for its employees on a regular basis.

Article 21 KKCompany is advised to create a positive environment for its employees' career development and establish effective professional training programs to foster career skills. KKCompany shall establish and implement reasonable employee welfare measures (including remuneration, leave and other welfare etc.) and appropriately reflect the business performance or achievements in the employee remuneration, to ensure the recruitment, retention, and motivation of human resources, and achieve the objective of sustainable operations.

Article 22 KKCompany shall establish a platform to facilitate regular two-way communication between the management and the employees for the employees to obtain relevant information on and express their opinions on KKCompany's operations, management and decisions. KKCompany shall respect the employee representatives' rights to bargain for the working conditions, and shall provide the employees with necessary information and hardware equipment, in order to improve the negotiation and cooperation among employers, employees and employee representatives. KKCompany shall, by reasonable means, inform employees of operation changes that might have material impacts.

- Article 22-1 KKCompany is advised to treat customers or consumers of its products or services in a fair and reasonable manner, including according to the following principles: fairness and good faith in contracting, duty of care and fiduciary duty, truthfulness in advertising and soliciting, fitness of products or services, notification and disclosure, commensuration between compensation and performance, protection of the right to file complaints, and professionalism of salespersons etc. KKCompany shall also develop relevant strategies and specific measures for implementation.
- Article 23 KKCompany is advised to take responsibility for its products and services and take marketing ethics seriously. In the process of research and development, procurement, production, operations, and services, KKCompany shall ensure the transparency and safety of its products and services, establish and disclose policies on consumer rights and interests, and enforce them in the course of business operations, in order to prevent products and services from adversely impacting the rights, interests, health, and safety of consumers.
- Article 24 KKCompany shall ensure the quality of its products and services by following the laws and regulations of the government and relevant standards of the industries in which it operates.
- KKCompany shall follow relevant laws, regulations and international guidelines in regard to customer health and safety and customer privacy involved in, and marketing and labeling of, its products and services and shall not deceive, mislead, commit fraud or engage in any other acts which would betray consumers' trust or damage consumers' rights or interests.
- Article 25 KKCompany is advised to evaluate and manage all types of risks that could cause interruptions in operations, so as to reduce the impact on consumers and society.
- KKCompany is advised to provide a clear and effective procedure for accepting consumer complaints to fairly and timely handle consumer complaints and shall comply with relevant laws and regulations related to the Personal Information Protection Act for respecting consumers' rights of privacy and shall protect personal data provided by consumers.
- Article 26 KKCompany is advised to assess the impact its procurement has on society and the environment of the community from which procurements are made, and should cooperate with its suppliers to jointly implement the corporate social responsibility initiative.

KKCompany is advised to establish supplier management policies and request suppliers to comply with applicable regulations in the areas of environmental protection, occupational safety and health, and labor rights. Prior to engaging in commercial dealings, KKCompany is advised to assess whether there is any record of a supplier's impact on the environment and society, and avoid conducting transactions with those against corporate social responsibility policy.

When KKCompany enters into a contract with any of its major suppliers, the content should include terms stipulating mutual compliance with corporate social responsibility policy, and that the contract may be terminated or rescinded any time if the supplier has violated such policy and has caused significant negative impact on the environment and society of the community of the supply source.

Article 27 KKCompany shall evaluate the impact of its business operations on the community, and adequately employ personnel from the location of the business operations, to enhance community acceptance.

KKCompany is advised to, through equity investment, commercial activities, endowments, volunteering service or other charitable professional services etc., dedicate resources to organizations that commercially resolve social or environmental issues, participate in events held by citizen organizations, charities and local government agencies relating to community development and community education to promote community development.

Chapter V Enhancing Disclosure of Sustainable Development Information

Article 28 KKCompany shall disclose information according to relevant laws, regulations and the Corporate Governance Best Practice Principles for TWSE/TPEX listed Companies and shall fully disclose relevant and reliable information relating to its sustainable development initiatives to improve information transparency.

Relevant information relating to sustainable development which is disclosed by KKCompany includes the following:

- I. The policies, systems, or relevant management guidelines, and concrete promotion plans for sustainable development initiatives, as resolved by the board of directors.
- II. The risks and the impact on the corporate operations and financial condition arising from exercising corporate governance, fostering a sustainable environment and preserving social public welfare.

- III. Goals and measures for promoting the sustainable development initiatives established by KKCompany, and performance in implementation.
- IV. Major stakeholders and their concerns.
- V. Disclosure of information on major suppliers' management and performance with respect to major environmental and social issues.
- VI. Other information relating to sustainable development initiatives.

Article 29 KKCompany shall adopt internationally widely recognized standards or guidelines when producing sustainability reports, to disclose the status of its implementation of the sustainable development policy and should obtain a third-party assurance or verification for reports to enhance the reliability of the information in the reports. The reports should include the following contents:

- I. The policies, systems, or relevant management guidelines and concrete promotion plans for implementing sustainable development initiatives.
- II. Major stakeholders and their concerns.
- III. Results and a review of the exercising of corporate governance, fostering of a sustainable environment, preservation of public welfare and promotion of economic development.
- IV. Future improvements and goals.

Chapter VI Supplementary Provisions

Article 30 KKCompany shall at all times monitor the development of domestic and foreign sustainable development standards and the change of business environment so as to examine and improve its sustainable development framework and to obtain better results from the implementation of the sustainable development policy.

Article 31 The Principles shall become effective upon approval by the board of directors and the same shall apply to any amendments thereto.