

Procedures for Ethical Management and Guidelines for Conduct of GLOBE UNION INDUSTRIAL CORP

Article 1

(Purpose of adoption and scope of application)

GLOBE UNION INDUSTRIAL CORP. (GUIC) engages in commercial activities following the principles of fairness, honesty, faithfulness, and transparency, and in order to fully implement a policy of ethical management and actively prevent unethical conduct, these *Procedures for Ethical Management and Guidelines for Conduct* (hereinafter, "*Procedures and Guidelines*") are adopted pursuant to the provisions of the 「Ethical Corporate Management Best Practice Principles for TWSE/GTSM-Listed Companies」 and the applicable laws and regulations of the places where GUIC and its business groups and organizations operate, with a view to providing all personnel of GUIC with clear directions for the performance of their duties.

The scope of application of these *Procedures and Guidelines* includes the subsidiaries of GUIC, any incorporated foundation in which GUIC's accumulated contributions, direct or indirect, exceed 50 percent of the total funds of the foundation, and other group enterprises and organizations, such as institutions or juristic persons, substantially controlled by GUIC.

Article 2

(Applicable subjects)

For the purposes of these *Procedures and Guidelines*, the term "personnel of GUIC" refers to any director, supervisor, managerial officer, employee, mandatary or person having substantial control, of GUIC or its group enterprises and organizations.

Any provision, promise, request, or acceptance of improper benefits by any personnel of GUIC through a third party will be presumed to be an act by the personnel of GUIC.

Article 3

(Unethical conduct)

For the purposes of these *Procedures and Guidelines*, "unethical conduct" means that any personnel of GUIC, in the course of their duties, directly or indirectly provides, promises, requests, or accepts improper benefits or commits a breach of ethics, unlawful act, or breach of fiduciary duty for purposes of acquiring or maintaining benefits.

The counterparties of the unethical conduct under the preceding paragraph include public officials, political candidates, political parties or their staffs, and government-owned or private-owned enterprises or institutions and their directors, supervisors, managerial officers, employees, persons having substantial control, or other interested parties.

Article 4

(Types of benefits)

For the purposes of these *Procedures and Guidelines*, the term "benefits" means any money, gratuity, gift, commission, position, service, preferential treatment, rebate, facilitating payment, entertainment, dining, or any other item of value in whatever form or name.

Article 5

(Responsible unit and duties)

GUIC shall designate the Human Resource, Finance and Legal departments as the responsible unit (hereinafter, "responsible unit") to be in charge of the amendment, implementation, interpretation, and advisory services with respect to these *Procedures and Guidelines*, the recording and filing of reports, and the monitoring of implementation. The responsible unit shall be in charge of the following matters and also submit regular reports if necessary to the board of directors:

1. Assisting in incorporating ethics and moral values into GUIC's business strategy and adopting appropriate prevention measures against corruption and malfeasance to ensure ethical management in compliance with the requirements of laws and regulations.
2. Adopting programs to prevent unethical conduct and setting out in each program the standard operating procedures and conduct guidelines with respect to GUIC's operations and business.
3. Planning the internal organization, structure, and allocation of responsibilities and setting up check-and-balance mechanisms for mutual supervision of the business activities within the business scope which are possibly at a higher risk for unethical conduct.
4. Promoting and coordinating awareness and educational activities with respect to ethics policy.
5. Developing a whistle-blowing system and ensuring its operating effectiveness.
6. Assisting the board of directors and management in auditing and assessing whether the prevention measures taken for the purpose of implementing ethical management are effectively operating, and preparing reports on the regular assessment of compliance with ethical management in operating procedures.

Article 6

(Prohibition against providing or accepting improper benefits)

Except under one of the following circumstances, when providing, accepting, promising, or requesting, directly or indirectly, any benefits as specified in Article 4, the conduct of the given personnel of GUIC shall comply with the provisions of the 「Ethical Corporate Management Best Practice Principles for TWSE/GTSM-Listed Companies」 and these *Procedures and Guidelines*, and the relevant procedures shall have been carried out:

1. As required by local law or regulations.

2. The conduct is undertaken to meet business needs and is in accordance with local courtesy, convention, or custom during domestic (or foreign) visits, reception of guests, promotion of business, and communication and coordination.
3. The conduct has its basis in ordinary social activities that are attended or others are invited to hold in line with accepted social custom, commercial purposes, or developing relationships.
4. Invitations to guests or attendance at commercial activities or factory visits in relation to business needs, when the method of fee payment, number of participants, class of accommodations, and the time period for the event or visit have been specified in advance.
5. Attendance at folk festivals that are open to and invite the attendance of the general public.
6. Rewards, emergency assistance, condolence payments, or honorariums from the management.
7. Money, property, or other benefits with a market value offered to or accepted from a person other than relatives or friends; or gifts of property with a total market value of given by another party to the majority of the personnel of GUIC within the scope of general social or cultural custom.
8. Due to engagement, marriage, maternity, relocation, assumption of a position, promotion or transfer, retirement, resignation, or severance, or the injury, illness, or death of the recipient or the recipient's spouse or lineal relative., money , property or other benefit with a market value offer shall within the scope of general social or cultural etiquette
9. Other conduct that complies with the rules of GUIC.

Article 7

(Procedures for handling the acceptance of improper benefits)

Except under any of the circumstances set forth in the preceding article, when any personnel of GUIC are provided with or are promised, either directly or indirectly, any benefits as specified in Article 4 by a third party, the matter shall be handled in accordance with the following procedures:

1. If there is no relationship of interest between the party providing or offering the benefit and the official duties of GUIC's personnel, the personnel shall report to their immediate supervisor when the acceptance of the benefit, and the responsible unit shall be notified if necessary.
2. If a relationship of interest does exist between the party providing or offering the benefit and the official duties of GUIC's personnel, the personnel shall return or refuse the benefit, and shall report to his or her immediate supervisor and notify the responsible unit. When the benefit cannot be returned, the personnel shall refer the matter to the responsible unit for handling.

A relationship of interest between the party providing or offering the benefit and the official duties of GUIC's personnel," as referred to in the preceding paragraph, refers to one of the following circumstances:

1. When the two parties have commercial dealings, a relationship of direction and supervision, or subsidies (or rewards) for expenses.
2. When a contracting, trading, or other contractual relationship is being sought, is in progress, or has been established.

3. Other circumstances in which a decision regarding GUIC's business, or the execution or non-execution of business, will result in a beneficial or adverse impact.

The responsible unit of GUIC shall make a proposal, based on the nature and value of the benefit under paragraph 1, that it be returned, accepted on payment, given to the public, donated to charity, or handled in another appropriate manner. The proposal shall be implemented after being reported and approved.

Article 8

(Prohibition of and handling procedure for facilitating payments)

GUIC shall neither provide nor promise any facilitating payment.

If any personnel of GUIC provides or promises a facilitating payment under threat or intimidation, they shall submit a report to their immediate supervisor stating the facts and shall notify the responsible unit.

Upon receipt of the report under the preceding paragraph, the responsible unit shall take immediate action and undertake a review of relevant matters in order to minimize the risk of recurrence. In a case involving alleged illegality, the responsible unit shall also immediately report to the relevant judicial agency.

Article 9

(Procedures for handling political contributions)

Political contributions by GUIC shall be made in compliance with the political contribution regulations of the recipient's country must be ensured, including limits and forms of political contributions.

Article 10

(Procedures for handling charitable donations or sponsorships)

Charitable donations or sponsorships by GUIC shall be provided in compliance with local law and regulations shall be subjected to approval by the head of the organization, it must not be considered a form of bribery

Article 11

(Recusal)

When a director, supervisor, officer or other stakeholder of GUIC attending or present at a board meeting, or the juristic person represented thereby, has a stake in a matter under discussion in the meeting, that director, supervisor, officer or stakeholder shall state the important aspects of the stake in the meeting and, where there is a likelihood that the interests of GUIC would be prejudiced, may not participate in the discussion or vote on that proposal, shall recuse himself or herself from

any discussion and voting, and may not exercise voting rights as proxy on behalf of another director. The directors shall exercise discipline among themselves, and may not support each other in an inappropriate manner.

Where the spouse, a blood relative within the second degree of kinship of a director, or any company which has a controlling or subordinate relation with a director has interests in the matters under discussion in the meeting of the preceding paragraph, such director shall be deemed to have a personal interest in the matter.

If in the course of conducting company business, any personnel of GUIC discovers that a potential conflict of interest exists involving themselves or the juristic person that they represent, or that they or their spouse, parents, children, or a person with whom they have a relationship of interest is likely to obtain improper benefits, the personnel shall report the relevant matters to both his or her immediate supervisor and the responsible unit, and the immediate supervisor shall provide the personnel with proper instructions.

No personnel of GUIC may use company resources on commercial activities other than those of GUIC, nor may any personnel's job performance be affected by his or her involvement in the commercial activities other than those of GUIC.

Article 12

(Special unit in charge of confidentiality regime and its responsibilities)

GUIC shall set up a special unit charged with formulating and implementing procedures for managing, preserving, and maintaining the confidentiality of GUIC's trade secrets, trademarks, patents, works and other intellectual properties and it shall also conduct periodical reviews on the results of implementation to ensure the sustained effectiveness of the confidentiality procedures.

All personnel of GUIC shall faithfully follow the operational directions pertaining to intellectual properties as mentioned in the preceding paragraph and may not disclose to any other party any trade secrets, trademarks, patents, works, and other intellectual properties of GUIC of which they have learned, nor may they inquire about or collect any trade secrets, trademarks, patents, and other intellectual properties of GUIC unrelated to their individual duties.

Article 13

(Prohibition against unfair competition)

GUIC shall follow the Fair Trade Act and applicable competition laws and regulations when engaging in business activities, and may not fix prices, make rigged bids, establish output restrictions or quotas, or share or divide markets by allocating customers, suppliers, territories, or lines of commerce.

Article 14

(Prevention of damage caused by products and services to stakeholders)

GUIC shall collect and understand the applicable laws and regulations and international standards governing its products and services which it shall observe and gather and publish all guidelines to cause personnel of GUIC to ensure the transparency of information about, and safety of, the products and services in the course of their research and development, procurement, manufacture, provision, or sale of products and services.

GUIC shall adopt and publish on its website a policy on the protection of the rights and interests of consumers or other stakeholders to prevent its products and services from directly or indirectly damaging the rights and interests, health, and safety of consumers or other stakeholders.

Where there are media reports, or sufficient facts to determine, that GUIC's products or services are likely to pose any hazard to the safety and health of consumers or other stakeholders, GUIC shall immediately recall those products or suspend the services, verify the facts and present a review and improvement plan.

The responsible unit of GUIC shall report the event as in the preceding paragraph, actions taken, and subsequent reviews and corrective measures taken to the board of directors.

Article 15

(Prohibition against insider trading and non-disclosure agreement)

All personnel of GUIC shall adhere to the provisions of the Securities and Exchange Act, and may not take advantage of undisclosed information of which they have learned to engage in insider trading. Personnel are also prohibited from divulging undisclosed information to any other party, in order to prevent other party from using such information to engage in insider trading.

Any organization or person outside of GUIC that is involved in any merger, demerger, acquisition and share transfer, major memorandum of understanding, strategic alliance, other business partnership plan, or the signing of a major contract by GUIC shall be required to sign a non-disclosure agreement in which they undertake not to disclose to any other party any trade secret or other material information of GUIC acquired as a result, and that they may not use such information without the prior consent of GUIC.

Article 16

(Compliance and announcement of policy of ethical management)

GUIC shall disclose its policy of ethical management in its internal rules, annual reports, on the company's websites, and in other promotional materials, and shall make timely announcements of the policy in events held for outside parties such as product launches and investor press conferences, in order to make its suppliers, customers, and other business-related institutions and personnel fully aware of its principles and rules with respect to ethical management.

Article 17

(Ethical management evaluation prior to development of commercial relationships)

Before developing a commercial relationship with another party, such as an agent, supplier, customer, or other counterparty in commercial dealings, GUIC shall evaluate the legality and ethical management policy of the party and ascertain whether the party has a record of involvement in unethical conduct, in order to ensure that the party conducts business in a fair and transparent manner and will not request, offer, or take bribes.

Article 18

(Statement of ethical management policy to counterparties in commercial dealings)

Any personnel of GUIC, when engaging in commercial activities, shall make a statement to the trading counterparty about GUIC's ethical management policy and related rules, and shall clearly refuse to provide, promise, request, or accept, directly or indirectly, any improper benefit in whatever form or name.

Article 19

(Avoidance of commercial dealings with unethical operators)

All personnel of GUIC shall avoid business transactions with an agent, supplier, customer, or other counterparty in commercial interactions that is involved in unethical conduct. When the counterparty or partner in cooperation is found to have engaged in unethical conduct, the personnel shall immediately cease dealing with the counterparty and blacklist it for any further business interaction in order to effectively implement GUIC's ethical management policy.

Article 20

(Stipulation of terms of ethical management in contracts)

Before entering into a contract with another party, GUIC shall gain a thorough knowledge of the status of the other party's ethical management, and shall make observance of the ethical management policy of GUIC part of the terms and conditions of the contract.

Article 21

(Handling of unethical conduct by personnel of GUIC)

As an incentive to insiders and outsiders for informing of unethical or unseemly conduct, GUIC shall grant a reasonable reward base on the seriousness of the circumstance concerned. Insiders having made a false report or malicious accusation shall be subject to disciplinary action and be removed from office if the circumstance concerned is material.

GUIC shall internally establish an independent mailbox, for insiders and outsiders of GUIC to submit reports.

Personnel of GUIC handling whistle-blowing matters shall guarantee they will keep the whistleblowers' identity and contents of information confidential. GUIC also undertakes to protect the whistleblowers from improper treatment due to their whistleblowing.

The responsible unit of GUIC shall observe the following procedure in handling whistleblowing matters:

1. An information shall be reported to the department head if involving the rank and file and to an independent director or supervisor if involving a director or a senior executive.
2. The responsible unit of GUIC and the department head or personnel being reported to in the preceding subparagraph shall immediately verify the facts and, where necessary, with the assistance of the legal compliance or other related department.
3. If a person being informed of is confirmed to have indeed violated the applicable laws and regulations or GUIC's policy and regulations of ethical management, GUIC shall immediately require the violator to cease the conduct and shall make an appropriate disposition. When necessary, GUIC will report to the competent authority, refer said person to judicial authority for investigation, or institute legal proceedings and seek damages to safeguard its reputation and its rights and interests.
4. Documentation of case acceptance, investigation processes and investigation results shall be retained for five years and may be retained electronically. In the event of a suit in respect of the whistleblowing case before the retention period expires, the relevant information shall continue to be retained until the conclusion of the litigation.
5. With respect to a confirmed information, GUIC shall charge relevant units with the task of reviewing the internal control system and relevant procedures and proposing corrective measures to prevent recurrence.
6. The responsible unit of GUIC shall submit to the board of directors a report on the whistleblowing case, actions taken, and subsequent reviews and corrective measures.

Article 22

(Actions upon event of unethical conduct by others towards GUIC)

If any personnel of GUIC discovers that another party has engaged in unethical conduct towards GUIC, and such unethical conduct involves alleged illegality, GUIC shall report the relevant facts to the judicial and prosecutorial authorities; where a public service agency or public official is involved, GUIC shall additionally notify the governmental anti-corruption agency.

Article 23

(Internal awareness sessions and establishment of a system for rewards, penalties, and complaints, and related disciplinary measures)

GUIC shall link ethical management to employee performance evaluations and human resources policy, and establish clear and effective systems for rewards, penalties, and complaints.

If any personnel of GUIC seriously violates ethical conduct, GUIC shall dismiss the personnel from his or her position or terminate his or her employment in accordance with applicable laws and regulations or the personnel policy and procedures of GUIC.

GUIC shall disclose on its intranet information the name and title of the violator, the date and details of the violation, and the actions taken in response.

Article 24

(Enforcement)

These *Procedures and Guidelines*, and any amendments hereto, shall be implemented after adoption by resolution of the board of directors, and shall be delivered to each supervisor and reported to the shareholders meeting.

When these *Procedures and Guidelines* are submitted to the board of directors for discussion, each independent director's opinions shall be taken into full consideration, and their objections and reservations expressed shall be recorded in the minutes of the board of directors meeting. An independent director that is unable to attend a board meeting in person to express objection or reservation shall provide a written opinion before the board meeting unless there is a legitimate reason to do otherwise, and the opinion shall be recorded in the minutes of the board of directors meeting.

Article 25 (Remark)

These *Procedures and Guidelines* was approved by the Board on Oct 28th, 2016.

First Amendment made on Apr 3rd, 2018, and applicable after approved by 2018 shareholders Meeting