

## **PharmaEssentia**

<b>Regulations for Establishing Measures of Prevention, Correction, Compliant and Punishment of Sexual Harassment at Workplace</b>	Document No.	00-000
	Edition	1st
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Article 1: The Regulations for Establishing Measures of Prevention, Correction, Compliant and Punishment of Sexual Harassment at Workplace of PharmaEssentia (hereafter “this Company”) were formulated in compliance with the Act of Gender Equality in Employment and the Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace.

Article 2: This Company will take appropriate preventive, correction, disciplinary, and handling measures to ensure that its employees and jobseekers are provided with a working environment that is free from sexual harassment. Additionally, this Company will make sure that the privacy of the parties involved is protected.

Article 3: 1. When faced with the following situations, company employees may file a written complaint to their department supervisor or the Human Resources Department.

1. When they are subjected to offensive, inappropriate, and/or unpleasant language and behavior because of their gender or gender-related reasons.
2. When they receive sexual behavior-related invitations and are promised rewards in exchange for sex.

2. When filing a complaint, please specify the following:

1. The name, employee number, department, and job title of the complainant as well as the name, department, and job title of the accused.
2. Incidents that have occurred and related people, events, time, places, and material evidence.
3. After receiving a complaint, the responsible department head or Human Resources Department should establish an investigation team and begin the investigation. The team members should include at least the claimant’s supervisor and the head of the Human Resources Department. The head of the Legal Department will serve as the convener of the investigation team. During the investigation, the investigation team may ask the complaint and accused to clarify the facts in person, and the investigation team may investigate according to the facts obtained. People who may be biased in the complaint case should withdraw and not serve as members of the investigation team.
4. After a complaint case is opened, if the complainant wishes to withdraw the case, they should obtain consent from the accused.
5. In principle, the investigation team should complete the investigation and arrive at a decision within 30 days from the day that the case was received. If necessary, the case may be extended to a maximum of 60 days.

Article 4: The investigation team members and relevant parties should keep the investigation and

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relevant material confidential; they may not disclose any related information without authorization.

Those involved with the case who fail to comply with the regulation stipulated in the previous paragraph will be dealt with in accordance with the relevant regulations.

The accused is obliged to cooperate with the investigation.

- Article 5: 1. If the accused is found to be guilty, the investigation team should recommend the disciplinary action to be taken according to the seriousness of the incident.
2. The investigation report of the investigation team and the recommended disciplinary action to be taken should be submitted to management department supervisors and the department heads of the complainants and accused to be handled, as well as to the general manager to be approved.
3. If the claimant and/or the accused do not agree with the ruling, they may file an appeal.
4. If the investigation results show that the accusations were false, the claimant will be sanctioned pursuant to relevant regulations.
5. Once the accused is found to be guilty and the disciplinary action has been taken, relevant investigation data and documents explaining the ruling should be kept in the claimants' personnel data files.

Article 6: Implementation and Revisions.

This Company's Regulations for Establishing Measures of Prevention, Correction, Compliant and Punishment of Sexual Harassment at Workplace are in effect once they have been approved by the general manager and are publicly announced. The same principle applies if revisions are made.