

ITE

Human Rights Policy and Executive Guidelines

To protect all employees' rights and interests, ITE strictly abides by labor-related laws and regulations of countries of global operations, and the Universal Declaration of Human Rights, the International Labor Organization - Declaration on Fundamental Principles and Rights at Work, the Ten Principles of the United Nations Global Compact, etc., and will act in a manner consistent with the Responsible Business Alliance Code of Conduct (RBA) by treating all employees, temporary personnel, dispatched personnel, etc. with dignity and respect.

The Company implements the human rights policy in accordance with the following executive guidelines.

1. Prohibition of child labor

- Strictly abide by government labor laws and rigorously implement the prohibition of child labor policy. We only accept applicants over 18 years old and will double check the age of new employees to avoid any mistakes or omissions.

2. Prohibition of forced labor

- Strictly comply with government labor laws, international standards, and do not force nor threaten any employees to engage in labor against their will.

3. Prohibition of discrimination

- Prohibit any form of discrimination, including race, religion, skin color, nationality, gender, sexual orientation, age, disability or other conditions protected by the laws of countries to ensure equal and safe job opportunities.
- Improper discrimination, bullying, and harassment are strictly prohibited.
- Job hiring information published shall avoid discriminatory requirements to ensure equal job opportunities.

4. Provide a safe and healthy Workplace

- Care for physical and mental health of employees and hold regular health check-ups.
- Establish an area of environment and occupational safety and health to convey policies and regulations related to those fields.
- Provide diversified activities, including employee travel, club activities, health seminars, etc., to achieve the concept of work-life balance.

5. Establish diverse communication channels

- Establish diversified communication channels to convey company information promptly and accurately to employees as well as listening and responding to employee opinion.
- Hold labor-management meetings regularly to ensure the rights and interests between both parties.