

Article 1 Purpose

Arcadyan Technology Corporation (hereinafter referred to as the "Company") is committed to providing all employees, dispatched workers, and job applicants with a workplace and service environment free from sexual harassment.

To protect the dignity, rights, privacy, and equal employment opportunities of all individuals, the Company has established this Policy in accordance with Article 13, Paragraph 1 of the Gender Equality in Employment Act and the Regulations Governing Prevention and Correction Measures for Workplace Sexual Harassment promulgated by the Ministry of Labor.

The Company shall implement appropriate preventive, corrective, disciplinary, and complaint-handling measures to prevent and address workplace sexual harassment.

Article 2 Scope of Application

Unless otherwise provided by applicable laws or regulations, the prevention of workplace sexual harassment and the handling of related complaints within the Company shall be governed by this Policy.

Article 3 Prohibited Conduct

Managers at all levels of the Company, in their interactions with subordinate employees, and employees in their interactions with one another or with job applicants, shall not engage in any of the following conduct:

1. Using sexual requests, sexually suggestive or gender-discriminatory words or conduct to create a hostile, intimidating, or offensive work environment for another employee, thereby infringing upon or interfering with the employee's personal dignity or personal freedom, or adversely affecting the employee's work performance.
2. A manager making an explicit or implicit sexual request, or using sexually suggestive or gender-discriminatory words or conduct toward a subordinate or job applicant, as a condition in exchange for the establishment, continuation, or modification of a service agreement, or for assignment, placement, compensation, performance evaluation, promotion, demotion, reward, or disciplinary action.

Article 4 Determination of Sexual Harassment

In investigating sexual harassment, in addition to making a determination in accordance with Article 12, Paragraphs 1 through 4 of the Gender Equality in Employment Act, the following circumstances may be considered comprehensively:

1. Inappropriately staring at, touching, embracing, kissing, or smelling any part of another person's body; the same applies to forcing another person to perform any such act on any part of one's own body.
2. Sending, leaving, displaying, or broadcasting any text, picture, sound, image, or other item containing a sexual request or sexually suggestive or gender-discriminatory content.

3. Repeated or persistent following or pursuit against another person's wishes.

Article 5 Complaint Channels

For complaints concerning sexual harassment, the Company shall establish a dedicated telephone line, dedicated email address, or other designated complaint channel; publicly disclose the relevant information in a conspicuous place at the workplace; and designate personnel or a unit responsible for receiving, investigating, and handling sexual harassment complaints. (Note: The foregoing public disclosure may be made in writing, by electronic data transmission, or by any other means that allows the information to be accessed at any time.)

Article 6 Education and Awareness

The Company shall require managers of all units to make appropriate use of meetings, email, internal documents, and other opportunities and means of communication to strengthen awareness among their employees of sexual harassment prevention measures and complaint channels.

1. Employees shall receive education and training on the prevention of workplace sexual harassment.
2. Persons serving in managerial positions and persons participating in the handling, investigation, or determination of sexual harassment complaints shall receive relevant education and training regularly each year.

Priority for the education and training referred to in the preceding paragraph shall be given to the designated personnel or members of the designated unit under the preceding Article, the Company's directors, supervisors, managerial officers, and persons serving in managerial positions.

Article 7 Immediate and Effective Corrective and Remedial Measures

Upon becoming aware of an incident of sexual harassment, the Company shall take the following immediate and effective corrective and remedial measures:

1. Where the Company becomes aware of sexual harassment upon receiving a complaint from the victim:
 - (1) Taking the complainant's wishes into consideration, adopt appropriate separation measures to prevent the sexual harassment from recurring, without making any adverse change to the complainant's wages or other working conditions.

- (2) Provide or refer the complainant to consultation, medical care, psychological counseling, social welfare resources, and other necessary services.
 - (3) Initiate an investigation and conduct interviews with relevant persons or undertake other appropriate investigative procedures concerning the sexual harassment incident.
 - (4) Where the respondent holds a position of power, the circumstances are serious, and suspension or adjustment of duties is necessary during the investigation, the Company may temporarily suspend or adjust the respondent's duties. If the investigation does not substantiate sexual harassment, the wages withheld during the suspension shall be paid retroactively.
 - (5) If the sexual harassment is substantiated, impose appropriate disciplinary action or other measures against the perpetrator according to the seriousness of the circumstances. In serious cases, the Company may terminate the employment contract without advance notice in accordance with Article 13-1, Paragraph 2 of the Gender Equality in Employment Act.
 - (6) If it is established that facts were maliciously fabricated, impose appropriate disciplinary action or other measures against the complainant.
2. Where the Company becomes aware of a sexual harassment incident through circumstances other than those specified in the preceding Subparagraph:
- (1) Interview relevant persons and conduct the necessary clarification and verification of the relevant facts.
 - (2) Inform the victim of the rights that may be asserted and the available remedies, and assist the victim in filing a complaint in accordance with the victim's wishes.
 - (3) Make appropriate adjustments to the work duties or workplace of relevant persons.
 - (4) In accordance with the victim's wishes, provide or refer the victim to consultation, medical care, psychological counseling, social welfare resources, and other necessary services.

Where the Company becomes aware of a sexual harassment incident through a statement made by the victim, but the victim is unwilling to file a complaint, the Company shall nevertheless take immediate and effective corrective and remedial measures in accordance with Subparagraph 2 of the preceding Paragraph. At the request of the complainant or victim, the Company shall provide assistance for at least two psychological counseling sessions.

Article 8 Non-Employees, Dispatched Workers, and Cross-Company Incidents

Where the respondent is not an employee of the Company, or where the complainant is a dispatched worker or job applicant, the Company shall nevertheless handle the matter in accordance with the relevant provisions of this Policy and take the immediate and effective corrective and remedial measures prescribed in the preceding Article.

Where the victim and the perpetrator belong to different business entities that conduct joint operations or maintain business dealings, the Company, upon becoming aware of the sexual harassment, shall take the immediate and effective corrective and remedial measures prescribed in the preceding Article in accordance with the following provisions:

1. Notify the other employer in writing, by fax, orally, by electronic data transmission, or by other means, so that the employers may jointly consult on a resolution or remedial measures.
2. Protect the privacy and other personality rights and interests of the parties.

Article 9 Workplaces Beyond the Company's Control

Where an employee works at a workplace beyond the Company's direction or control, the Company shall identify the types of sexual harassment risks in the work environment, provide necessary protective measures, and fully inform the employee in advance.

Where the Company becomes aware of a sexual harassment incident between employees to which the Sexual Harassment Prevention Act or the Stalking and Harassment Prevention Act applies, the Company shall remain attentive to workplace sexual harassment risks and shall take timely preventive action and provide relevant assistance.

Article 10 Confidentiality and Complaint Handling Committee

The Company shall handle sexual harassment complaints and render decisions on a confidential basis, protect the privacy and other personality rights and interests of both parties, and ensure that the complainant is not subjected to retaliation or any other adverse treatment.

To handle sexual harassment complaints, the Company shall establish a Sexual Harassment Complaint Handling Committee consisting of at least five members. The head of the Human Resources Department shall be an ex officio member, and the remaining members shall be designated or selected by the General

Manager from among current employees of the Company for each complaint. The Committee shall include a professional with gender awareness, and women shall comprise no less than one-half of its members.

The General Manager may designate one Committee member as convener and chairperson of its meetings.

If the chairperson is unable to preside over a meeting, another member may be designated to act on the chairperson's behalf.

If a dispatched worker is sexually harassed by an employee of the Company, the Company shall accept the complaint, jointly investigate the matter with the dispatching entity, and notify the dispatching entity and the parties of the investigation results.

Article 11 Complaint Against the Company's Highest-Ranking Officer

Where the respondent is the Company's highest-ranking officer, an employee, dispatched worker, or job applicant may, in addition to using the Company's internal complaint channels, file a complaint directly with the local competent authority in accordance with Article 32-1, Paragraph 1, Subparagraph 1 of the Gender Equality in Employment Act.

Article 12 Filing a Complaint

A sexual harassment complaint may be submitted orally, by email, or in writing. If submitted orally or by email, the personnel or unit receiving the complaint shall make a written record and read it aloud to the complainant or allow the complainant to review it to confirm that its contents are accurate.

A written complaint or a record of an oral or emailed complaint under the preceding Paragraph shall be signed or sealed by the complainant and shall specify the following matters:

1. The complainant's name, department and job title, residence, contact telephone number, and date of complaint.
2. If the complainant has a legal representative or appointed representative, that person's name, residence, and contact telephone number; if a representative is appointed, a power of attorney shall be attached.
3. The facts underlying the complaint and the relevant evidence.

Upon receiving a complaint under Paragraph 1, the Company shall notify the local competent authority in the form and manner prescribed by the Ministry of Labor.

Article 13 Withdrawal of a Complaint

A complainant who has filed a sexual harassment complaint with the Company may withdraw the complaint in writing before the Company's written decision is served. Once withdrawn, a complaint may not be refiled on the same grounds. However, if new facts arise or new evidence is discovered after withdrawal, the complainant may file another complaint on the same grounds.

Article 14 Investigation

Upon receiving a complaint, the Company shall conduct an investigation in an objective, impartial, and professional manner. The privacy and other personality rights and interests of the parties shall be protected throughout the investigation.

In handling a complaint under the preceding Paragraph, the Company shall, in addition to establishing the Complaint Handling Committee under Article 10, form a Complaint Investigation Panel whose members shall include an external professional with gender awareness.

The Complaint Investigation Panel's investigation report shall include the following matters and shall be submitted to the Complaint Handling Committee for review and disposition:

1. The subject matter of the sexual harassment complaint, including the parties' statements.
2. Records of the investigation interviews, including the dates and persons interviewed.
3. Findings of fact and the reasons therefor.
4. Recommended disposition.

Article 15 Confidentiality and Preservation of Evidence

Persons participating in the handling, investigation, or determination of a sexual harassment complaint shall protect the privacy and other personality rights and interests of the parties and of individuals invited to assist in the investigation. Their names and other information sufficient to identify them shall be kept confidential unless disclosure is necessary for the investigation or required for public safety. Such persons shall not fabricate, alter, destroy, conceal, or withhold evidence relating to a workplace sexual harassment incident.

If a person violates the preceding Paragraph, the convener shall terminate that person's participation in the sexual harassment complaint. Depending on the circumstances, the Company may impose disciplinary action and pursue related liability in accordance with applicable rules, and shall revoke the person's designation or appointment.

Article 16 Recusal

A person participating in the handling, investigation, or determination of a sexual harassment complaint shall recuse themselves if they are the complainant or respondent, or if they have any of the following relationships with the complainant or respondent: spouse, former spouse, relative by blood within the fourth degree, relative by marriage within the third degree, head of household, or family member.

If a person required to recuse themselves under the preceding Paragraph fails to do so, or, although no relationship specified in the preceding Paragraph exists, specific facts relating to the same complaint reasonably indicate a risk of bias in the performance of that person's duties, the complainant or respondent may submit a written request to the Company for that person's recusal, stating the reasons and facts. The person whose recusal is requested may submit a written statement in response.

Before the Company decides whether to grant or deny the recusal request, the person whose recusal is requested shall suspend all handling, investigation, and decision-making work relating to the complaint. Necessary measures may nevertheless be taken in urgent circumstances.

If a person required to recuse themselves under Paragraph 1 fails to do so and neither the complainant nor the respondent requests recusal, the Company shall order that person to recuse themselves.

Article 17 Meetings and Decisions

A meeting of the Complaint Handling Committee may be convened only when more than one-half of its members are present. A decision requires the approval of more than one-half of the members present. In the event of a tie, the chairperson shall cast the deciding vote.

When convening a meeting, the Complaint Handling Committee may notify the parties and relevant persons to attend and provide explanations, shall provide the parties with a full opportunity to state their views and present a defense, shall avoid repetitive questioning unless further questioning is necessary, and may invite persons with relevant knowledge and experience to provide assistance.

The Complaint Handling Committee shall refer to the investigation results of the Complaint Investigation Panel, render a reasoned decision, and may recommend disciplinary action or other measures. Its decision shall be issued in writing to both the complainant and the respondent.

Article 18 Time Limit and External Remedies

The Company shall close a sexual harassment complaint case within two months from the day following receipt of the complaint. If necessary, the period may be extended by one month, and the parties shall be notified of the extension.

If the complainant believes that the Company has failed to handle the complaint or disagrees with the results of the Company's investigation or disciplinary action, the complainant may file a complaint with the local competent authority in accordance with Article 32-1 of the Gender Equality in Employment Act.

If the complainant believes that the Company, upon becoming aware of sexual harassment, failed to take immediate and effective corrective and remedial measures, the complainant may file a complaint with the local competent authority in accordance with Article 34, Paragraph 1 of the Gender Equality in Employment Act.

Article 19 Suspension During Judicial Proceedings

For a sexual harassment complaint that has entered judicial proceedings, the Complaint Handling Committee may, with the complainant's consent, decide to suspend the investigation and decision-making process. The period of suspension shall not be subject to the time limit prescribed in Paragraph 1 of the preceding Article.

Article 20 Disciplinary Action and Liability

If an investigation substantiates sexual harassment, the Company shall impose appropriate disciplinary action or other measures against the perpetrator in accordance with the work rules and other applicable provisions, taking into account the seriousness of the circumstances, and shall notify the local competent authority in the form and manner prescribed by the Ministry of Labor. If criminal liability may be involved, the Company shall also assist the complainant in filing a criminal complaint.

Where the Company and the perpetrator are jointly and severally liable for damages under Article 27, Paragraphs 1 and 2 of the Gender Equality in Employment Act, the Company shall have a right of recourse against the perpetrator after compensating the victim for the damages.

Article 21 Follow-Up, Evaluation, and Supervision

The Company shall follow up on, evaluate, and supervise its response to sexual harassment to ensure the effective implementation of disciplinary actions or other measures and to prevent recurrence or retaliation.

Article 22 Implementation

This Policy shall take effect upon approval and promulgation by the General Manager. The same shall apply to any amendment.