

## 1.4 Stakeholders and Material Topics

Being the best partner for our stakeholders is one of LITEON's commitments. Listening to and communicating effectively with the stakeholders is one of the corners on which LITEON builds corporate sustainability.

### 1.4.1 Stakeholder Identification and Communication

LITEON has stakeholders from a wide variety of backgrounds. To present stakeholders sufficiently representative of their categories, we refer to the five attributes in AA1000 Stakeholder Engagement Standard 2015: dependency, influence, proximity, responsibility, and representation. Nine stakeholder categories have been identified by the degree of importance.

Our stakeholders include employees, customers, suppliers, investors/shareholders, governments and competent authorities, nonprofit organizations, research institutions, communities, and media. In addition, correlation tests are performed every year to examine the survey results returned by stakeholders. Conclusions are reported by the CSR Executive Office to the board of directors.

In 2020, LITEON continued to engage stakeholders in the nine categories through regular and irregular communication channels. Together, we achieved various results and created diverse social values. Topics that are material to LITEON's stakeholders are also addressed in the relevant chapters in this report.

#### Stakeholder Engagement Performance in 2020

Stakeholder	Significance to LITEON	Method and frequency of engagement	Concerned topics	LITEON's response	Engagement results	Report (chapter)	Page No.
Investors (shareholders)	All shareholders (and potential shareholders) investing in LITEON should be given equal access to material information of the company to present the company's market value sustainably.	<ol style="list-style-type: none"> <li>The executive management team meets regularly every year. <ul style="list-style-type: none"> <li>Shareholder meetings: (annually)</li> <li>Investor conferences: (quarterly)</li> </ul> </li> <li>Participation in global investor forums (as needed)</li> <li>Investor hotline (real-time) and mailbox</li> </ol>	<ul style="list-style-type: none"> <li>Corporate governance &amp; operations</li> <li>Integrity and compliance</li> <li>Risk management</li> <li>Supply chain management</li> <li>Customer relations management</li> </ul>	<ul style="list-style-type: none"> <li>The company engages investors regularly or as needed to convey its business performance and prospects.</li> <li>A summary of comments gathered from investors and external parties is submitted quarterly to the board of directors and the executive management to provide a basis for the improvement of corporate governance practices and business operations.</li> <li>Annual reports, quarterly financial statements, quarterly reports, and monthly revenues are uploaded to the investor relations section of the corporate website as soon as they become available.</li> </ul>	<ul style="list-style-type: none"> <li>Held 1 annual general meeting</li> <li>Held 4 institutional investor conferences</li> <li>72 discussion meetings</li> </ul>	<ul style="list-style-type: none"> <li>Company Overview</li> <li>2.1 LITEON Corporate Values and Governance</li> <li>2.2 Organization Structure of Corporate Governance</li> <li>2.3 Corporate Risk Management</li> <li>2.4 Compliance, Ethics and Anti-corruption</li> <li>2.6 Sustainable Supply Chain</li> <li>2.7 Customer Service and Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>7</li> <li>31</li> <li>33</li> <li>37</li> <li>47</li> <li>52</li> <li>56</li> </ul>

## Stakeholder Engagement Performance in 2020

Stakeholder	Significance to LITEON	Method and frequency of engagement	Concerned topics	LITEON's response	Engagement results	Report (chapter)	Page No.
Employees (union)	Employees are LITEON's most important partners in achieving sustainability. In addition to protecting employees' employment rights, a company has to offer competitive compensation and benefits, and show respect and care for employees to attract top talent. Employees who can realize their full potential and work with the company will deliver the best business performance.	<ol style="list-style-type: none"> <li>1. Union meetings (as needed)</li> <li>2. Employee/employer meetings (quarterly)</li> <li>3. Business unit meetings (quarterly)</li> <li>4. Hotlines and mailboxes (immediate)</li> <li>5. Business meetings and internal correspondence (real-time)</li> </ol>	<ul style="list-style-type: none"> <li>· Labor relations and friendly workplace</li> <li>· Human rights</li> <li>· Talent attraction and retention</li> <li>· Corporate governance &amp; operations</li> <li>· Talent training &amp; education</li> <li>· Occupational safety and health</li> </ul>	<ul style="list-style-type: none"> <li>· The company communicates with employees on company policies and directions through various channels and is always open to employee feedback. Adjustments to strategies or proposals for improvement are made as appropriate to develop a talent-centric culture.</li> <li>· Management training by field of training and by the level of authorization, holistic health and safety training, and fire drills are conducted regularly.</li> <li>· Following the COVID-19 prevention plan in 2020, preventive measures were taken before classes, and external lecturers had to complete a COVID-19 survey before they were allowed to enter the factories. In addition, course announcements were made to remind attending employees to follow the preventive measures. Certain courses for overseas facilities scheduled to be taught by Taiwanese lecturers were conducted via live-streaming to ensure uninterrupted learning for employees of overseas facilities.</li> </ul>	<ul style="list-style-type: none"> <li>· Received a total of 1,273 employee feedback forms</li> <li>· 84.1% return rate on the employee engagement survey</li> <li>· 12 two-way communication meetings among business units</li> <li>· Handled 160 cases via internal communication channels</li> </ul>	<p>Company Overview</p> <p>2.1 LITEON Corporate Values and Governance</p> <p>2.2 Organization Structure of Corporate Governance</p> <p>2.3.6 Human Rights Management</p> <p>4.1 Employee Policy</p> <p>4.2 Employee Profile</p> <p>4.3 Employee Development and Training</p> <p>4.4 Protection of Employee Interest</p> <p>4.5 Employee Relations</p> <p>4.6 LOHAS LITEON</p>	<p>7</p> <p>31</p> <p>33</p> <p>43</p> <p>75</p> <p>77</p> <p>84</p> <p>88</p> <p>91</p> <p>94</p>
The media	The media act as a bridge between LITEON and its stakeholders. Media coverage based on timely access to information released by the company will help stakeholders acquire correct information regarding the company via public channels. It will also help LITEON continue to uphold its reputation.	<ol style="list-style-type: none"> <li>1. Regular investor conferences to publish business results, interviews in shareholders meetings, and press releases (quarterly)</li> <li>2. Ad hoc business result updates, interviews in press conferences, and press releases (as needed)</li> <li>3. Regular press releases to publish monthly revenues (monthly)</li> <li>4. Ad hoc press releases to publish business updates (as needed)</li> <li>5. Media and public relations hotline and media interviews and inquiries (real-time)</li> </ol>	<ul style="list-style-type: none"> <li>· Corporate governance &amp; operations</li> <li>· Corporate Image</li> <li>· Integrity and compliance</li> <li>· Risk management</li> <li>· Labor relations and friendly workplace</li> <li>· Innovation development and application</li> </ul>	<ul style="list-style-type: none"> <li>· The company engages the media regularly or as needed, accepts media interviews and issues press releases to convey its business performance and prospects. Press releases are also published on the corporate website.</li> <li>· A summary of relevant issues and articles gathered from the media are submitted to the executive management to provide a basis for the improvement of corporate governance practices.</li> </ul>	<ul style="list-style-type: none"> <li>· Issued a total of 26 press releases</li> <li>· Hosted 6 press conferences</li> </ul>	<p>Company Overview</p> <p>2.2 Organization Structure of Corporate Governance</p> <p>2.3 Corporate Risk Management</p> <p>2.4 Compliance, Ethics and Anti-corruption</p> <p>3.5 Product Green Design and Management</p> <p>4.5 Employee Relations</p> <p>4.6 LOHAS LITEON</p>	<p>7</p> <p>33</p> <p>37</p> <p>47</p> <p>69</p> <p>91</p> <p>94</p>

## Stakeholder Engagement Performance in 2020

Stakeholder	Significance to LITEON	Method and frequency of engagement	Concerned topics	LITEON's response	Engagement results	Report (chapter)	Page No.
Customers	Customers are LITEON's source of revenue, and we listen to customers and their needs. LITEON monitors industry trends closely and provides professional services to meet the customers' standards and keep abreast with the latest developments.	1. Quarterly business review meetings (quarterly)	<ul style="list-style-type: none"> <li>· Customer relationship management</li> <li>· Product quality and safety</li> <li>· Data security and client privacy</li> <li>· Green product design</li> <li>· Supply chain management</li> </ul>	<ul style="list-style-type: none"> <li>· A customer-oriented sales platform is added as part of an ongoing effort to strengthen customer service and staying in close communication with customers.</li> <li>· The Supplier Quality Management (SQM) unit is created to strengthen supplier quality management to provide fast, efficient, and high-quality products and services and be able to inform customers of updates on supplier management.</li> <li>· The company protects client privacy and is always ready to face customer scrutiny.</li> <li>· Visits between the senior management of the company and that of our customers are arranged to strengthen the partnerships and create a win-win situation.</li> </ul>	<ul style="list-style-type: none"> <li>· A customer satisfaction survey on 80 customers produced a 91.3% satisfaction rate.</li> </ul>	<ul style="list-style-type: none"> <li>2.5 Information Security and Privacy Management</li> <li>2.6 Sustainable Supply Chain</li> <li>2.7 Customer Service and Satisfaction</li> <li>3.5 Product Green Design and Management</li> </ul>	<ul style="list-style-type: none"> <li>49</li> <li>52</li> <li>56</li> <li>69</li> </ul>
		2. Supplier Conference (as needed)					
		3. Special-purpose meetings (as needed)					
		4. Meeting appointments (as needed)					
		5. Ad hoc meetings on urgent issues (as needed)					
		6. Audits by customers (as needed)					
		7. RBA-ON platform (annual)					
Suppliers	Suppliers play a key role in LITEON's campaign to achieve sustainability. In addition to production, service, and operational concerns, the company must consider its corporate social responsibility and reputation risk. LITEON tries to learn about supplier concerns through the communication channels in place to reduce business risks and costs and continue to provide responsible and high-quality services for customers.	1. Supplier training conferences (as needed)	<ul style="list-style-type: none"> <li>· Supply management</li> <li>· Product quality and safety</li> <li>· Raw materials management</li> <li>· Integrity and compliance</li> <li>· Green product design</li> </ul>	<ul style="list-style-type: none"> <li>· The company holds annual supplier meetings and ad hoc supplier audits to communicate with suppliers on business performance and annual targets. These conferences serve as a means of active response to supplier concerns.</li> <li>· The company continues to encourage suppliers to develop innovative business models that minimize the environmental impact and align with key trends in guidelines adopted by major international players to achieve sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>· A supplier ESG survey returned a total of 238 replies.</li> <li>· Suspended in 2020 due to the COVID-19. Plans for taking the event online are being considered.</li> </ul>	<ul style="list-style-type: none"> <li>2.4 Compliance, Ethics and Anti-corruption</li> <li>2.6 Sustainable Supply Chain</li> <li>3.5 Product Green Design and Management</li> </ul>	<ul style="list-style-type: none"> <li>47</li> <li>52</li> <li>69</li> </ul>
		2. Supplier audits (as needed)					
		3. Project meetings (as needed)					
Government authorities	In addition to complying with government regulations, LITEON actively supports government policies and engages government agencies in two-way open communication to win their trust, support, and cooperation.	1. Regular update of corporate website and information on the Market Observation Post System (monthly/quarterly/annually)	<ul style="list-style-type: none"> <li>· Corporate image</li> <li>· Integrity and compliance</li> <li>· Corporate governance and operations</li> <li>· Labor relations and friendly workplace</li> </ul>	<ul style="list-style-type: none"> <li>· The company works with the government agencies regularly and as needed in implementing and coordinating related programs. The company also learns details of policies and regulations and assists in promoting them.</li> </ul>	<ul style="list-style-type: none"> <li>· Regarding ocean conservation issues, the company lobbies the Ocean Affairs Council and the Ocean Conservation Administration on an ongoing basis, and reaches out to Penghu and Kinmen County Governments as well as other local governments in Taiwan such as Keelung, Taoyuan, Tainan, and Matsu.</li> <li>· Ranked top 5% in Corporate Governance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Company Overview</li> <li>2.1 LITEON Corporate Values and Governance</li> <li>2.2 Organization Structure of Corporate Governance</li> <li>2.4 Compliance, Ethics and Anti-corruption</li> <li>4.5 Employee Relations</li> <li>4.6 LOHAS LITEON</li> </ul>	<ul style="list-style-type: none"> <li>7</li> <li>31</li> <li>33</li> <li>47</li> <li>91</li> <li>94</li> </ul>
		2. Questionnaires and interviews (as needed)					
		3. Receive government performance evaluation (annually)					
		4. Participate in events and consultation meetings hosted by government agencies (as needed)					

## Stakeholder Engagement Performance in 2020

Stakeholder	Significance to LITEON	Method and frequency of engagement	Concerned topics	LITEON's response	Engagement results	Report (chapter)	Page No.
The community	LITEON improves its sustainability campaign based on its effort to improve its CSR performance. By giving back to the community, LITEON creates a stronger positive influence on society. LITEON also implements stakeholder communication mechanisms to add to its positive influence on society.	<ol style="list-style-type: none"> <li>Community assistance <ul style="list-style-type: none"> <li>Social media webpage (as needed)</li> <li>Course feedback form (at the end of each class)</li> <li>Instructors' meetings (as needed)</li> <li>Teachers' meetings (as needed)</li> <li>Volunteers and supervisors' meetings (as needed)</li> <li>Assistance director and supervisors' meetings at the beginning and the end of a semester (semiannually)</li> </ul> </li> <li>Xinyi Community College <ul style="list-style-type: none"> <li>Course satisfaction questionnaires (semiannually)</li> <li>Instructor meetings (semiannually)</li> </ul> </li> <li>Volunteer meetings (quarterly)</li> </ol>	<ul style="list-style-type: none"> <li>Social engagement</li> <li>Corporate image</li> <li>Integrity and compliance</li> <li>Climate change and energy management</li> </ul>	<ul style="list-style-type: none"> <li>The company communicates via email and telephone. In the event of a major incident, notifications will be made by email, and announcements and discussions will take place on social media websites.</li> <li>Course questionnaires are used to collect suggestions and feedback from volunteers and course participants. Instructor meetings are held regularly to keep instructors focused on the current priorities of the community college.</li> </ul>	<ul style="list-style-type: none"> <li>More than 6,574 participants benefited from the activities</li> <li>3,844 people from 24 schools in total participated in community volunteering training.</li> <li>Xinyi Community College offered a total of 348 courses this year and received 5,948 students.</li> </ul>	Company Overview	7
						2.4 Compliance, Ethics and Anti-corruption	47
						3.2 Climate Change and Energy Management	61
						5.1 Social Inclusion Policy	103
						5.5 LITEON Volunteers	109
						5.6 LITEON Cultural Foundation	110
Research institutions	Research institutions play the role of pioneers in advanced technologies and their applications. They help companies innovate and become more competitive so to make it easier for companies to get the approval of customers and investors.	<ol style="list-style-type: none"> <li>Onsite visits and meetings (as needed)</li> <li>Seminar planning (as needed)</li> <li>Government project execution (as needed)</li> <li>Collaborative technology development (as needed)</li> </ol>	<ul style="list-style-type: none"> <li>Innovation development and application</li> <li>Green product design</li> <li>Talent training &amp; education</li> <li>Integrity and compliance</li> </ul>	<ul style="list-style-type: none"> <li>By applying for government subsidies or earmarked grants, the company forms academia-industry partnerships in specific fields with research institutions. These fields include MOST project applications, ISO management system implementation, and assistance for environmental product labels or certification.</li> <li>The company collaborates with others in developing industry technologies through technology transfer or commissioned research to implement new technologies needed to enable product development.</li> <li>The company works with research institutions in building up talent pools and necessary techniques by providing funding or creating joint research centers.</li> </ul>	<ul style="list-style-type: none"> <li>Apart from suspending overseas internships according to the COVID-19 prevention plan, the company continued to conduct the internal training program according to the disease control requirements.</li> <li>A total of 56 internship positions were offered to college/university students in 2020.</li> <li>Conducted 15 academic-industry collaboration programs.</li> </ul>	2.4 Compliance, Ethics and Anti-corruption	47
						3.5 Product Green Design and Management	69
						5.1 Social Inclusion Policy	103
						5.2 2020 LITEON Award	104
						5.3 LITEON Plain Jade Project	105
						5.4 SEA HOPE Project	106
Non-Profit organizations	As an ethical and responsible business, LITEON understands the needs of nonprofit organizations. It promotes and practices the philosophy of giving back to the community and tries to make itself a positive influence on society.	<ol style="list-style-type: none"> <li>Membership associations (as needed)</li> <li>Event co-sponsorships (as needed) <ul style="list-style-type: none"> <li>Initiate advocacy (as needed)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Corporate image</li> <li>Human rights</li> <li>Labor relations and friendly workplace</li> <li>Climate change and energy management</li> </ul>	<ul style="list-style-type: none"> <li>The company is an active member of industry associations and stays in close contact with other industry members.</li> <li>The company works with NGOs/NPOs to support environmental conservation and social inclusion projects.</li> </ul>	<ul style="list-style-type: none"> <li>Engaged with the Taiwan Corporate Sustainability Forum, Taiwan Electrical and Electronic Manufacturer's Association and Taiwan Optoelectronic Semiconductor Industry Association on an ongoing basis.</li> <li>Worked on environmental and social care projects with the First Social Welfare Foundation and the World Business Council for Sustainable Development on an ongoing basis.</li> </ul>	Company Overview	7
						1.4.2 Stakeholder Engagement	21
						2.3.6 Human Rights Management	43
						2.6.2.1 Sustainable Supply Chain Guidelines	53
						3.2 Climate Change and Energy Management	61
						4.4 Protection of Employee Interest	88
						4.5 Employee Relations	91
						4.6 LOHAS LITEON	94
						5.6.1 Promoting Community Learning Activities	110
						5.6.2 Taipei Xinyi Community College	113



## 1.4.2 Stakeholder Engagement Performance Highlights

### 1. Onsite Styrofoam marine waste volume reduction containers, a industry, academia, and government collaboration

#### Partners

1. **Social enterprise: QiHui Environmental Technology**
2. **Government agencies: Environmental Protection Bureau of Penghu County, Environmental Protection Bureau of Kinmen County, and Ocean Conservation Administration of Ocean Affairs Council**
3. **Legal entities and research institutions: International Cooperation and Development Fund, and Industrial Technology Research Institute**

LITEON worked with QiHui Environmental Technology, a social enterprise, as well as the Environmental Protection Bureau of Penghu County and the Environmental Protection Bureau of Kinmen County in developing the world's first containers that onsite process and reduce the transportation volume of Styrofoam marine waste significantly by 90%. A donation ceremony hosted by LITEON GCEO. for onsite Styrofoam marine waste volume reduction containers was held at LITEON's Neihu headquarters on May 8, 2020. The recipients were the Environmental Protection Bureau of Penghu County and the Environmental Protection Bureau of Kinmen County. Representatives of the Ocean Conservation Administration of the Ocean Affairs Council, Material and Chemical Research Laboratories of ITRI, International Cooperation and Development Fund, and QiHui Environmental Technology were also invited to bear witness to the ceremony.

The Kinmen County Government and the Penghu County Government subsequently held

a launch ceremony for the containers on June 6 and July 17, respectively. Magistrate Cheng-Wu Yang hosted the ceremony in Kinmen County. Representatives of the Environmental Protection Administration, the Ocean Affairs Council, LITEON, and QiHui Environmental Technology were invited to join in and launch the containers and the Styrofoam marine waste volume reduction process. Meanwhile, Director-general Kao-Liang Chen of the Environmental Protection Bureau hosted the ceremony in Penghu County. The process was launched by LITEON and QiHui Environmental Technology.



The project not only attracted the attention and interest of other local governments (Keelung, Taoyuan, Matsu, and Tainan) but also won the support of the Ocean Affairs Council of Executive Yuan. OAC went to Executive Yuan for an annual budget to subsidize Kinmen County and Penghu County for using onsite volume reduction containers to process Styrofoam marine waste. It is estimated that onsite volume reduction containers had helped Kinmen and Penghu process a total of 50 tonnes of Styrofoam marine waste by 2020.

External party	Organization	Reason to collaborate	Scope of cooperation
Government	Environmental Protection Bureau of Penghu County	· One of Taiwan's offshore islands and a famous tourist destination but with limited resources and a severe problem of Styrofoam marine waste. The first local government to receive LITEON's assistance in clearing Styrofoam marine waste.	· A feasibility study and discussion on Penghu switching from vacuum bags to onsite volume reduction containers, including environmental regulations, budgets, and business models to be subsequently adopted.
Government	Environmental Protection Bureau of Kinmen County	· Interested in LITEON's Penghu Coastal Styrofoam Waste Cleanup project and contacted LITEON. Agreed strongly with the onsite volume reduction approach.	· A feasibility study and discussion on the introduction of onsite volume reduction containers into Kinmen, including environmental regulations, budgets, and business models to be subsequently adopted.
Government	Ocean Conservation Administration of Ocean Affairs Council	· The central government department in charge of maritime affairs. Helped with establishing a link with government policies for promoting the project.	· OAC allocated budgets to subsidize Kinmen County and Penghu County for processing Styrofoam marine waste. The budgets were intended to accelerate the use of onsite volume reduction containers for clearing Styrofoam marine waste in Kinmen and Penghu.
Legal entity	International Cooperation and Development Fund	· A legal entity sponsored by the Ministry of Foreign Affairs. Helped with promoting the project internationally.	· Handled international exposure of the onsite volume reduction container project, including arranging speeches in COP 25 fringe meetings and promoting the containers in countries with which the Republic of China had diplomatic ties (e.g. Palau).
Research institutions	Industrial Technology Research Institute	· In possession of the technology to modify Styrofoam marine waste as well as more government and platform resources. Helped with refining and promoting the project.	· Modified recycled Styrofoam marine waste into high-strength recycled plastics. Invited domestic media (e.g. Sanlih News and Business Today) via ITRI and the Industrial Development Bureau of MOEA for media coverage. Gained additional exposure for the project via presentations of results and other means.
Social enterprise	QiHui Environmental Technology	· The only company in Taiwan with the technology to recycle and reuse Styrofoam marine waste at present.	· Made plans for capacities and layouts of volume reducing machine, filtration tank, storage tank, and air pollution control device.

## II. Partnering with suppliers to develop environmentally sustainable materials recycled from marine waste

### Partners:

1. Suppliers: Cheer Young Co., Ltd. and U-PAK Technology Co., Ltd.
2. Legal entities and research institutions: Industrial Technology Research Institute



LITEON worked with plastic material supplier Cheer Young Co., Ltd. in developing technologies that used a solvent process to reduce the volume of Styrofoam marine waste and produce 99% pure recycled polystyrene (r-PS) and modified r-PS into recycled high impact polystyrene (r-HIPS) to be used in existing computer peripherals manufactured by LITEON. The technologies provided a solution to the brittleness of r-PS as well as its tendency to fracture and lack of toughness when used in products.

LITEON and Cheer Young had succeeded in creating r-HIPS with 25% Styrofoam marine waste (i.e. one kilogram of r-HIPS contained 250 grams of PS extracted from Styrofoam marine waste) and introducing r-HIPS into LITEON's two computer peripherals products, keyboards and mice, which are top1 and 2 respectively in global shipment. However, the project with Cheer Young still required a certain percentage of new materials to be added. To minimize the environmental impact and increase the use of recycled plastics, LITEON turned to another long-term partner, ITRI, to develop r-HIPS that contained 76% of Styrofoam marine waste and did not require the addition of new materials. The result received Post Consumer Recycled (PCR) certification for containing 76% Styrofoam marine waste. In addition to introducing the certified 76% recycled plastic materials into more samples of Styrofoam marine waste keyboards and mice, LITEON held seminars and created web pages to better inform suppliers of the project. LITEON also started working with LED carrier/reel supplier, U-PAK Technology Co., Ltd., to produce samples to replace the use of new HIPS materials. It would extend LITEON's influence over suppliers' use of innovative technologies or green materials.

## III. Working with customers and NGOs to promote employee rights and raise health and safety awareness

### Partners: Dell and MicroBenefits

Participants: All employees at Changzhou Plant

Period: August 2019 - January 2021

### Background and objectives

Dell is one of LITEON's long-term customers and partners. MicroBenefits is an NGO dedicated to using Internet technologies to help businesses and their supply chains resolve workplace training and communication issues in the manufacturing sector to improve operating efficiency and productivity. Dell worked with MicroBenefits to develop and promote the Dell Supply Chain Training and Learning Map for Frontline Workers. The objective was to encourage frontline workers on Dell's supply chain to access online learning to find out about labor rights and become more health and safety conscious.

### Activities and results:

Dell supply chain training for frontline workers was part of the online supply chain and CSR courses promoted by Dell to help frontline workers on its supply chain to learn about labor rights and become more safety conscious. The project was presented as an online learning map. The learning process involved using mobile to scan a barcode, watching a video, and answering questions. The contents were divided into five sections, including labor rights and health and safety. The learning process was designed to be fun and able to effectively help employees become more informed and better skilled. A total of 2,528 people completed the training course and passed the test and received the title of "Dell Rights Expert."



## IV. Raising employees' awareness to prevent the spread of COVID-19

LITEON created a disease control team at the beginning of the COVID-19 pandemic. The team reviewed preventive measures regularly and implemented improvement. It also strengthened internal control measures against the virus. LITEON's instructions to employees had followed the theme of "no need to panic, but the disease prevention guidelines must be observed". Everyone entering a LITEON plant was required to wear a mask and had his/her temperature taken. Anyone whose temperature exceeded the threshold would not be allowed to enter. Meetings with other LITEON plants or outside parties were conducted by video conferencing wherever possible. To keep high-risk individuals from others, visitors, including contractors, were required to be screened and provide travel history before being allowed to enter the plants.

Automatic hand sanitizer dispensers were installed at all entrances/exits and dividers were added in employee restaurants. Only a limited number of people were allowed in an elevator. Disease prevention instructions were broadcast at scheduled hours every day. Furthermore, all

plants were cleaned and disinfected more frequently. In addition to scheduled disinfecting for key areas, the plants hired professional disinfecting service providers to perform regular plant-wide disinfecting.

To help employees stationed abroad or traveling on business fight the virus, LITEON provided care programs for employees and their families. Examples included increasing group life insurance coverage to NTD 1 million; providing an allowance up to NTD 30,000 for the cost of local inpatient/outpatient services in excess of the NHI reimbursement and group insurance payout; paying for family members of employees stationed abroad to join the company's group insurance plan; allowing unused family visit leaves and airfare allowances to be paid in full in cash; paying for the costs of testing or quarantine required by local governments for the outbound and inbound journeys for employees stationed abroad and their families on a family visit to Taiwan, and sending greetings and gifts to families in Taiwan of employees stationed abroad on major holidays, and providing essential disease prevention supplies (e.g. protective clothing and masks).

No COVID-19 case was reported at any of the LITEON plants in Taiwan or abroad in 2020.

**防疫資訊報你知** 環境物語

親愛的光寶同仁：  
為維護全體同仁的健康，請務必遵守各廠區因應防疫之電梯搭乘措施以及電梯搭乘人數限制，謝謝！

**電梯搭乘禮儀篇**

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2. 保持適當距離並配戴口罩
3. 不隨意觸碰電梯牆壁
4. 打噴嚏掩口鼻，並避免直接觸碰電梯按鈕及牆壁  
(如有接觸呼吸道分泌物時，請洗手進行清潔消毒)

**電梯搭乘正確示範**

紅色區塊請勿站立

資料更新時間：2020.03.27 LITEON 員工關係 關心您的健康！

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親愛的光寶同仁：  
最新流行的洗手舞你有跟上嗎？快來看怎麼洗手才正確。

謹記洗手七字訣 - 內、外、夾、弓、大、立、腕

<b>內</b> 雙手的手心 相互搓揉	<b>外</b> 手心、手背 相互搓揉	<b>夾</b> 十指夾縫 相互搓揉	<b>弓</b> 手心對手指 背相互搓揉
<b>大</b> 大拇指 揉搓口	<b>立</b> 立起與手心 互搓指尖	<b>腕</b> 手腕	<b>擦</b> 擦乾雙手

**防疫叮嚀**

**口罩實名制 2.0**  
(3/26-4/1 當週口罩)

持交易成功序號到  
原指定超商領取口罩  
可持親友證件及序號代取！

**口罩實名制 2.0**  
**第二輪即將啟動**

3月25日 開放預購	4月2日 開始領取
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13-16歲青少年  
可選購兒童口罩  
3/19起13-16歲者可購兩米、每7天選擇買  
3片成人口罩 或 5片兒童口罩

資料更新時間：2020.03.23 LITEON 員工關係 關心您的健康！

**防疫資訊報你知** 肥皂勤洗手

親愛的光寶同仁：  
請同仁落實個人健康管理與他人保持社交距離，避免出入人潮擁擠場所，並請同仁於上班期間務必配戴口罩！

**社交距離篇**

1. 保持**室內1.5公尺以上**、**室外1公尺以上**
2. **辦公室或會議室**請儘可能採取梅花座形式
3. **開會時**，請避免進食，茶水應有杯蓋
4. **用餐時**，請分時分眾用餐並避免交談
5. **電梯內**，請遵守搭乘人數限制並避免接觸與交談
6. **搭乘大眾運輸**時，應配戴口罩並避免進食
7. 避免進入與維生無關之密閉空間場所
8. 以**拱手代替握手**，遵循不碰觸彼此之原則

**社交距離範例**

1.5 m

1 m

資料更新時間：2020.04.06 LITEON 員工關係 關心您的健康！