

LITEON EHS Framework & Policy

Last update in Sep. 2023.

光寶重視職業安全衛生管理績效，致力提供員工、客戶、社區及營運夥伴等利害關係人安全、舒適、低環境負荷且最具效益的營運服務，將職業安全衛生管理視為差異化競爭優勢，並內化於組織運作管理體系中。光寶設立全球營運績效管理部，除擬訂策略性營運目標外，並關注營運可能產生相關衝擊，如環保與職業安全衛生等議題；除監督各營運基地目標達成性及落實度外，並定期向總執行長彙報集團工廠整體環境及職業安全衛生相關績效。

光寶訂定一階文件「環安衛管理手冊」，並經董事事長簽核通過後執行。

LITEON values occupational health and safety management performance and is committed to providing safe, comfortable, low environmental impact, and most efficient operation services for stakeholders, including employees, customers, communities, and business partners. The company regards occupational health and safety management as a differentiation and competitive advantage and integrates it into the organizational management system. LITEON also establishes a global operational performance management department, which not only formulates strategic operating objectives but also focuses on potential impacts of operations, such as environmental protection and occupational health and safety issues. In addition to supervising the achievement and implementation of targets at each operation base, the department regularly reports the overall environment and occupational health and safety-related performance of the group's factories to the CEO. LITEON established and implemented an "Environmental Health and Safety Management Manual" approved and signed by the chairman of the board.



光寶科技股份有限公司
LITE-ON TECHNOLOGY CORP.

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Appendix 2: Occupational Safety & Health policy of LITEON Corp.

LITEON is committed to establish and maintain an Occupational Health and Safety Management System to define operational procedures for health and safety control, to monitor the progress of its implementation and to continually improve health and safety performance. In addition, LITEON complies with applicable health and safety legal and other requirements. LITEON is committed to reducing injury and ill-health through the following requirements:

1. Occupational Safety:

Worker exposure to potential safety hazards are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout). Where hazards cannot be adequately controlled by these means, employees are to be provided with appropriate personal protective equipment. Employees shall not be disciplined for raising safety concerns.

2. Emergency Preparedness:

Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures,

3. Occupational Incident and illness:

Procedures and systems are to be in place to manage, track and report occupational incidents and illnesses.

4. Industrial Hygiene:

Employee exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by engineering and administrative means, employees are to be provided with appropriate personal protective equipment.

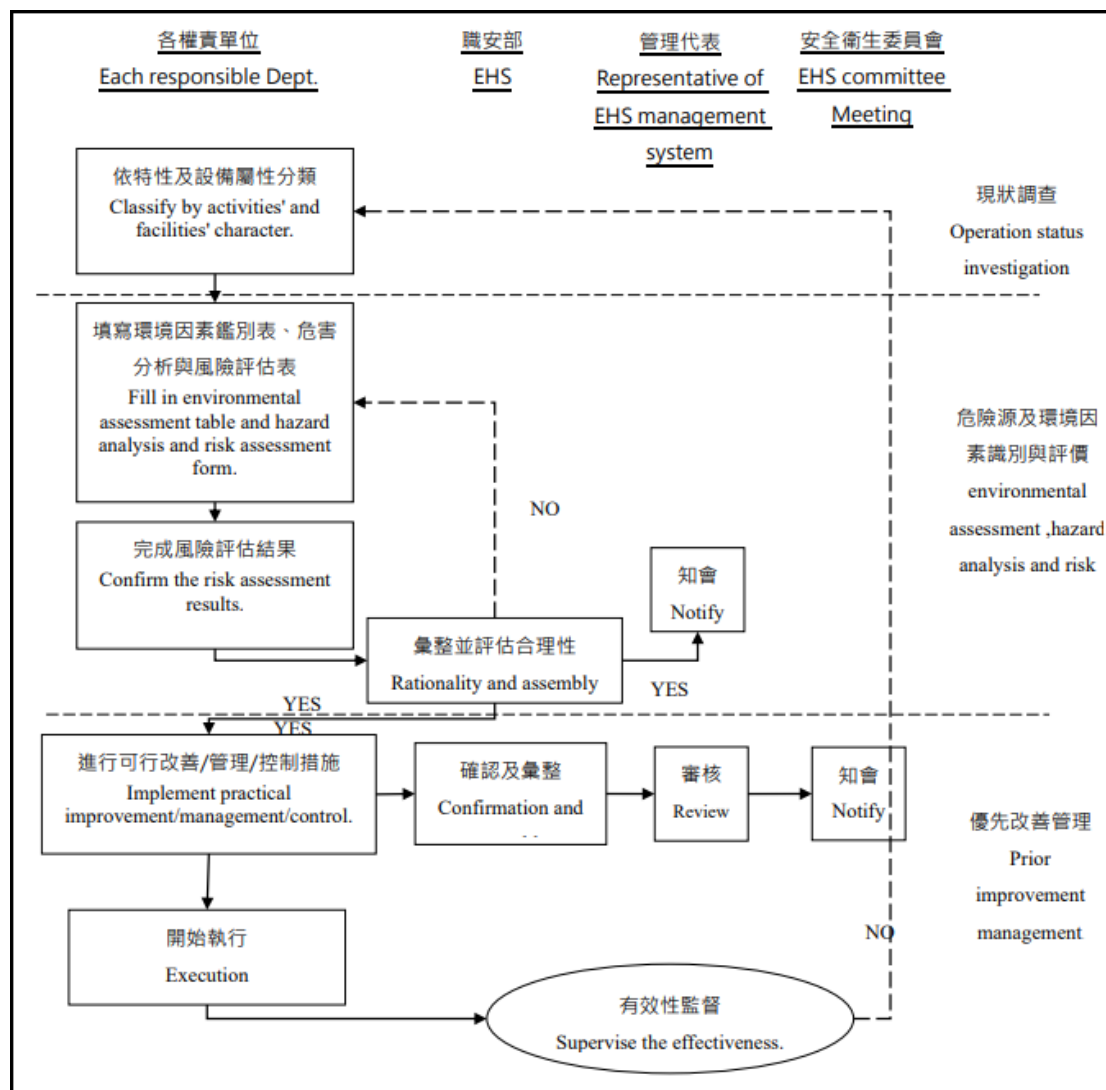
5. Machine Safeguarding:

Physical guards, interlocks and barriers are to be provided and properly maintained for machinery used by employees.

6. Dormitory and Canteen:

Employees are to be provided with clean toilet facilities, access to potable water and sanitary food preparation and storage facilities. Worker dormitories provided by LITEON or a labor agent is to be clean, safe, and provide emergency egress, adequate heat and ventilation and reasonable personal space.

OHS risk and hazard assessments to identify what could cause harm in the workplace



LITEON conducts necessary risk assessment operations based on the established operating procedures for identifying and evaluating environmental factors and hazardous sources in occupational health and safety. For high-risk operations assessed, necessary management measures for engineering, administrative, and protective equipment are implemented.

Risk Assessment and Classification Management

風險等級 Level of Risk	管理措施 Feasible Management and Mitigation Efforts
高 High	<p>不可接受高風險，需立即採取改善措施：</p> <p>A. 消除或取代危害源 B. 進行整改或其他工程控制措施 C. 空間包圍及隔離 D. 增設局部排氣或加強維護檢查</p> <p>The consequences of this risk is unacceptable. Immediate improvement measures are needed :</p> <p>A. Eliminate or replace sources of hazards B. Rectification or other engineering control measures C. Spatial enclosure and isolation D. Added local exhaust ventilation or strengthen maintenance inspections</p>
中 Moderate	<p>不可接受中風險，需建立完整管理/控制措施：</p> <p>A. 增設整體換氣設備 B. 設置標示/警告牌，減少暴露或工作時間 C. 增加安全裝置，維持安全距離(ex 安全光閘)</p> <p>The consequences of this risk is unacceptable. Complete management/control measures need to be put in place :</p> <p>A. Installed integrated ventilation equipment B. Set up signage/warning signs to reduce exposure or working hours C. Add safety devices to maintain a safe distance (e.g. Safety shutter)</p>
低 Low	<p>可接受低風險，需搭配相關管理措施：</p> <p>A. 穿戴安全防護具(例如耳塞/呼吸防護具) B. 加強教育訓練或公告宣導(提升人員認知能力) C. 人員定期健康檢查，加強巡檢</p> <p>The consequences of this risk is acceptable. Relevant management measures are required.</p> <p>A. Wearing safety protective equipment.(e.g. Earplugs and respiratory protective equipment) B. Enhancing educational training or promotion to enhance people's awareness and capabilities C. Regular health checks and strengthening patrols</p>
弱 Negligible	<p>可接受風險，維持現有操作管理。Acceptable risk. Maintain existing operations management.</p>

Prioritization and integration of action plans with quantified targets to address those risks

依據風險評鑑結果，將風險由高至低進行排列，並優先改善風險值較高及具「不可接受風險」之作業。待改善完成後，再次進行該項作業之風險評鑑作業。風險進行改善控制及重新評鑑後，應降至「中、低風險」或「可接受風險」，如無，則應再進行其他改善及控制措施，直至風險降至目標值。無法即時性改善完成之風險，則納入年度目標標的進行管理。

光寶於勞動契約與安全衛生工作守則中明確規範勞工安全、衛生及健康等權益義務，並定義了兩個大方向做為健康及安全的**長期目標**：

- 1.失能傷害頻率每年下降10%
- 2.失能傷害嚴重率每年下降10%

短期目標: 1.完善廠區EHS交叉稽核制度 2. 整合全球ISO 45001 驗證，達到集團式驗證

According to the results of risk assessment, risks are prioritized from high to low, and high-risk or those with "unacceptable risks" are addressed first. After improvements are completed, a risk assessment operation for that task is carried out again. After risk improvement, control, and re-evaluation, the risk should be reduced to a "moderate or low level" or "acceptable risk." If not, other improvement and control measures should be taken until the risk is reduced to the target value.

For risks that cannot be immediately improved, they will be included in the annual target objectives for management.

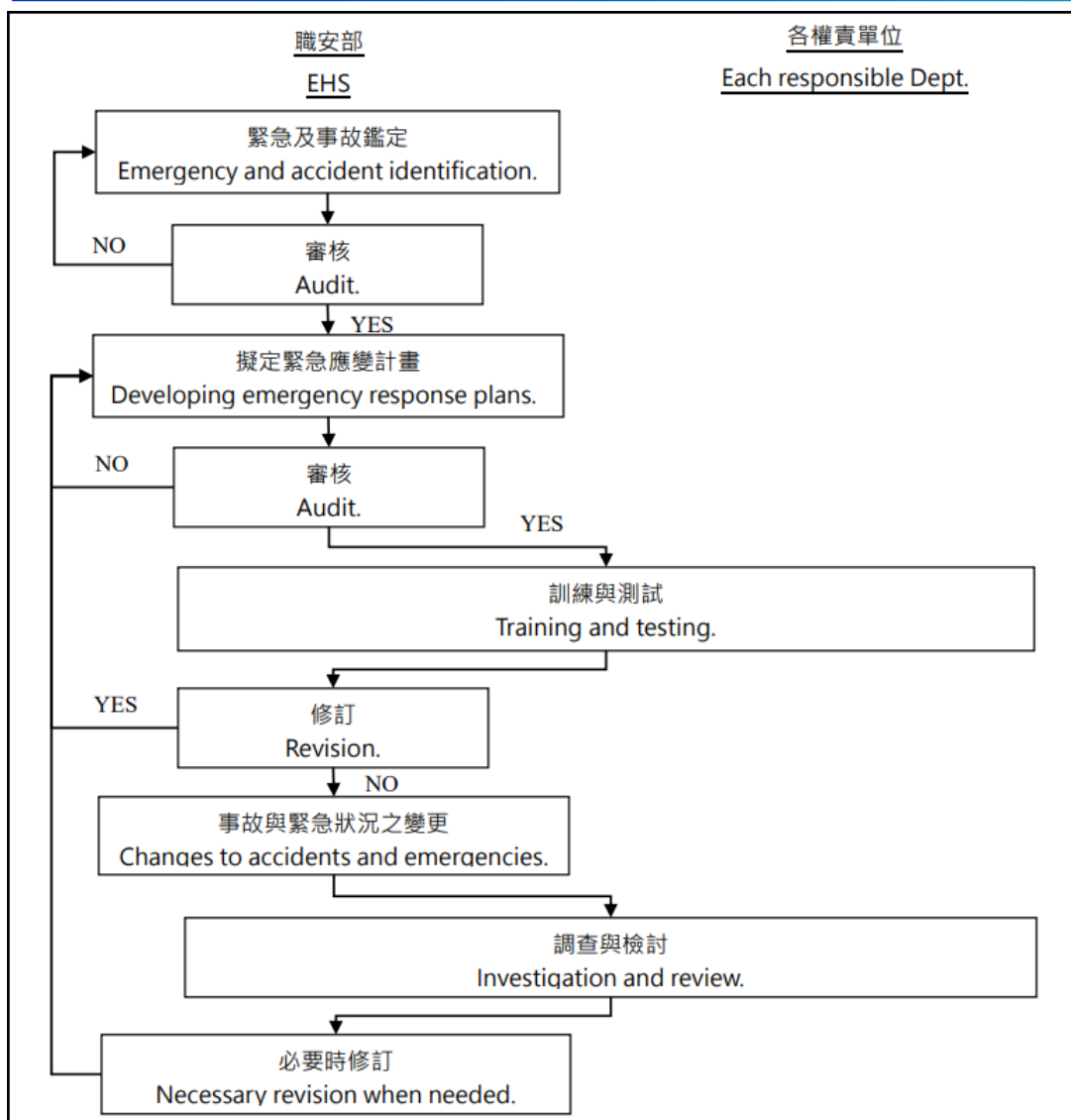
The company has defined two major directions as **long-term goals** for health and safety:

- Reducing the frequency of total recordable incident rates by 10% annually
- Reducing the severity rate of total recordable injuries by 10% annually

Short-term target:

- Improvement of factory EHS cross-audit system.
- 100% sites ISO 45001 certified.

Integration of actions to prepare for and respond to emergency situations

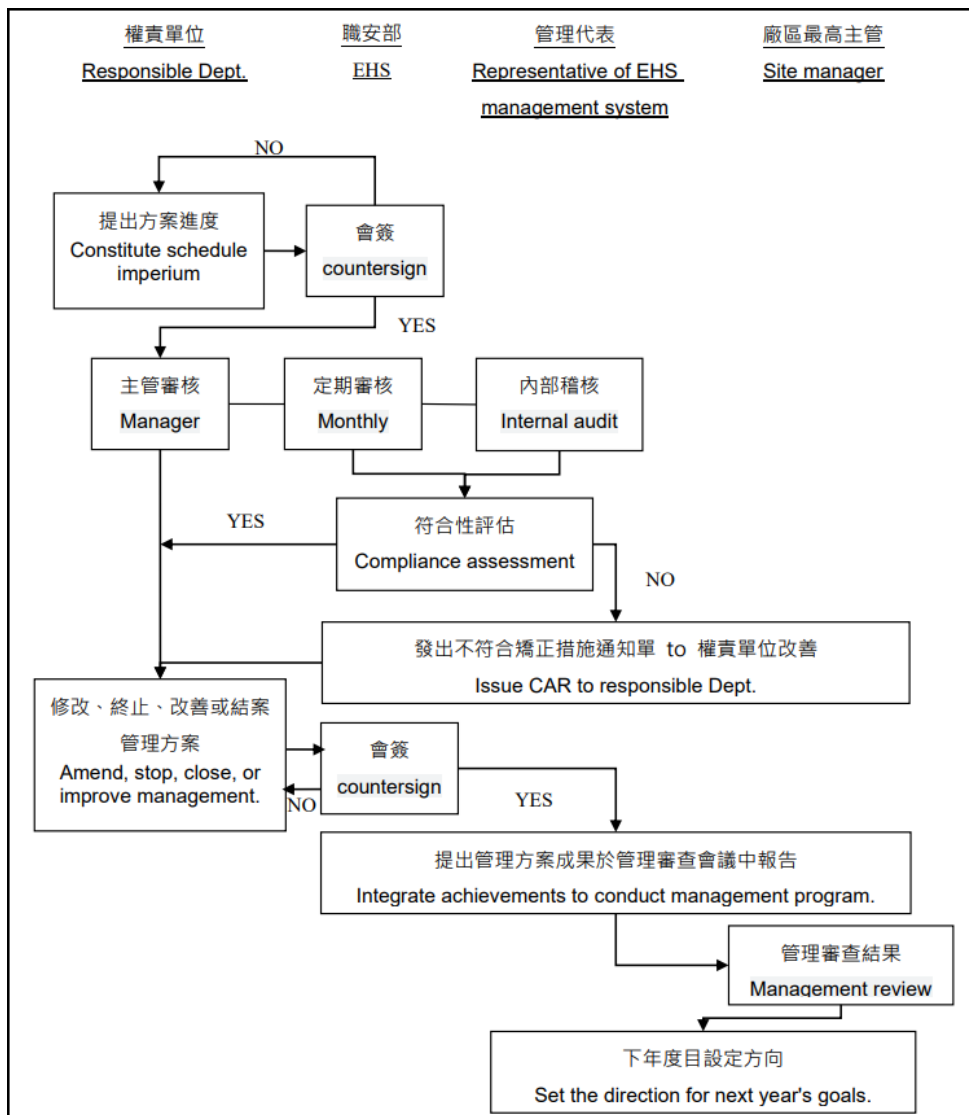


光寶依據所訂定之「緊急應變管理作業程序」進行必要之緊急應變管理作業，並定期執行必要之緊急應變教育及訓練。以期避免或減輕事件對人員傷害、設備損失及對環境造成不利衝擊。

LITEON conducts necessary emergency response management operations based on the established operating procedures for emergency response management. The company also provides regular emergency response education and training to prevent or reduce harm to personnel, equipment loss, and adverse impacts on the environment. The goal of these efforts is to be prepared for emergencies and to minimize their impact.



Evaluation of progress in reducing/preventing health issues/risks against targets



每月定期審閱各單位所訂定之目標管理方案，並適時提出必要之建議。並於年度「管理審查」作業時，進行年度目標實踐結果之審查及設定下年度之目標方向。

Regularly review the goal management plans set by each department on a monthly basis and make necessary suggestions in a timely manner. During the annual "management review" operation, review the results of annual goal attainment and set the direction of the next year's goals.

Internal inspections.

配合ISO 45001及相關國際標準之推動，定期執行各廠區之「內部稽核作業」，由符合資格之內部稽核人員進行必要之系統查核作業。並配合年度「管理審查」之執行，由高階主管進行必要之審查作業，並針對環安衛政策、目標標的、缺失矯正及其他安全衛生相關事項之指示及決議

To comply with the promotion of ISO 45001 and related international standards, LITEON regularly performs "internal audit operations" in various factory areas, with qualified internal auditors conducting necessary system checks. The company also coordinates with the annual "management review" process, with top-level executives conducting necessary review operations and providing directives and resolutions related to environmental health and safety policies, target objectives, corrective actions, and other safety and health-related matters.

Independent external verification of health, safety and well-being: please provide the names and standards used

The company also put occupational safety and health officers in place who manage according to international standards, such as ISO 45001 or its equivalent, which covers 90% of employees.



ISO 45001-KH



ISO 45001-GZ



ISO 45001-LOTH



RBA-DY

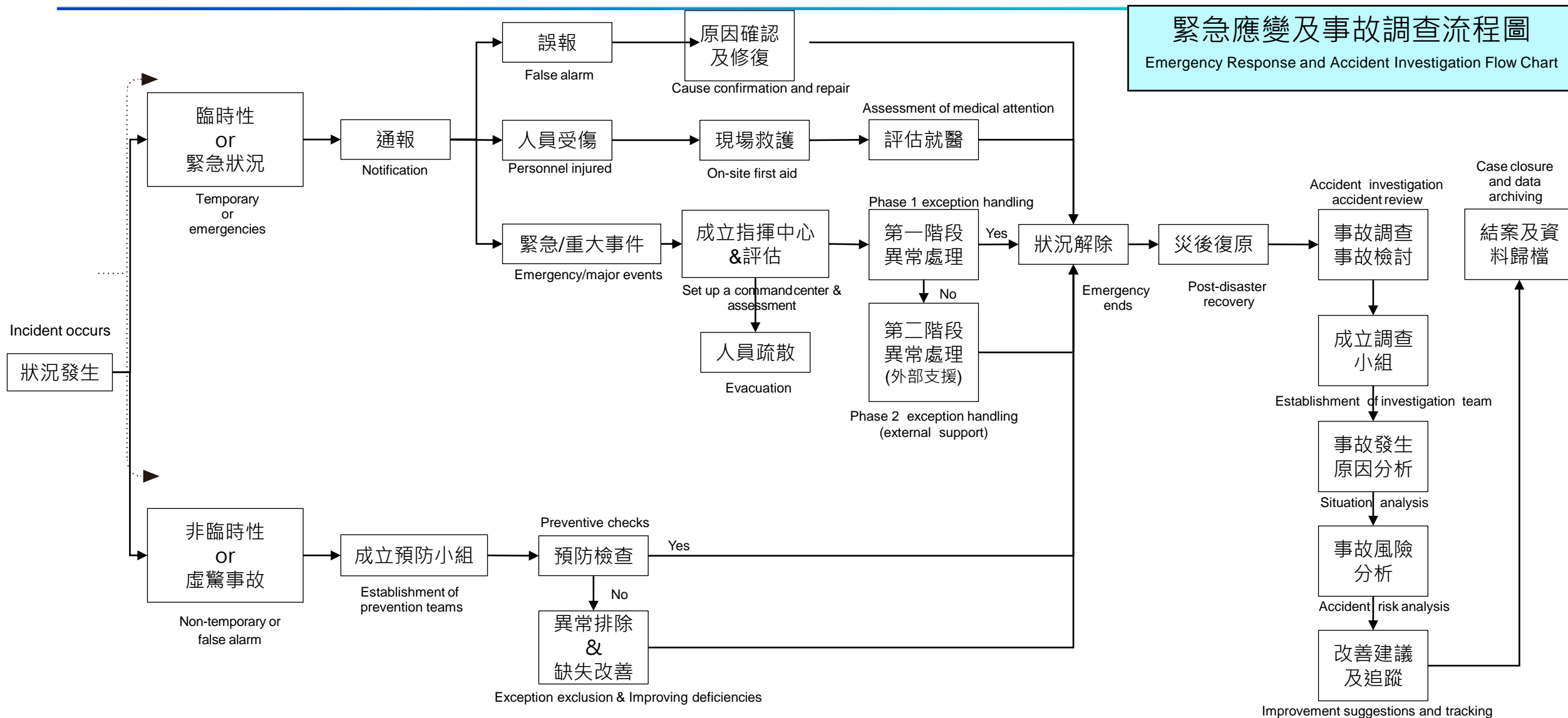


RBA-KH



RBA-CA

Procedures to investigate work-related injuries, ill health, diseases and incidents.



OHS training provided to employees and/or other relevant parties to raise awareness and reduce operational health & safety incidents.

光寶遵照各地區之法令規定，於任用新進員工時，即提供必要之安全衛生教育訓練。且公司定期舉辦相關安全衛生教育訓練課程，例如電氣安全、危害性化學品之使用與管理及急救等課程。而針對防火安全，公司定期舉行相關之消防演練，使員工增進必要之防火概念。

針對非屬受僱勞工之其他工作者，透過入廠前危害告知安全衛生教育訓練、工作安全分析及安全提示，並藉由作業期間之安全督導，不定期提供安全衛生觀念及知識之傳遞，使其他工作者更加重視安全衛生之文化。

LITEON complies with the laws and regulations of various regions by providing necessary safety and health education and training for new employees upon hire. The company also holds regular safety and health education and training courses, such as electrical safety, hazardous chemical use and management, and first aid. Regarding fire safety, the company regularly conducts fire drills to enhance employees' necessary fire prevention concepts.

For non-employees, the company provides hazard notification, safety and health education and training, job safety analysis, and safety reminders before entry to the factory. During the operation, safety supervision is provided irregularly to transfer safety and health concepts and knowledge, and to raise awareness of safety and health culture for non-employees.



OHS criteria introduced in procurement and contractual requirements.

為有效管理各項作業之風險，並避免作業危害之發生，光寶於執行合約審查時，依據各項作業、活動等之規範，於合約條文中加入安全衛生之規範。例如(不限於)：

1. 應依據光寶科技所訂定之承攬商管理作業規範，配合相關之規範及管理。
2. 應依其事業單位之規模、性質，訂定職業安全衛生管理計畫；且應設置安全衛生組織、人員，實施安全衛生管理及自動檢查。並將相關執行紀錄提供予甲方備查。
3. 應對其勞工應施以從事工作與預防災變所必要之安全衛生教育及訓練。並將相關執行紀錄提供予甲方備查。

To effectively manage the risks of various operations and prevent operational hazards, LITEON includes safety and health regulations in contract clauses when executing contract reviewing based on regulations and management of various operations and activities.

For example(not limited to):

1. Contractors should comply with LITEON's Contractor Management Operating Rules and coordinate with relevant regulations and management.
2. Contractors should develop occupational safety and health management plans based on the size and nature of their business units. They should set up safety and health organizations and personnel, implement safety and health management and automatic inspections, and provide related execution records to the party A for checking and keeping.
3. Contractors should provide the necessary safety and health education and training for their employees to perform their work and prevent disasters, and provide related execution records to the party A for checking and keeping.