# **LITE-ON Technology Corporation**

### **Corporate Sustainability Committee Charter**

#### Article 1 Basis

To fulfill the vision of LITE-ON Technology Corporation ("the Company") of being "the best partner in opto-electronics, energy conservation and smart technologies" and to support and strengthen the sustainability and corporate social responsibility related corporate governance mechanisms in the Company, the charter for the Corporate Sustainability Committee ("the Committee") is established pursuant to Article 26 of the LITE-ON Technology Corporation Corporate Governance Best Practice Principles.

### Article 2 Applicability

Except as otherwise provided by law and regulation or by the articles of incorporation, matters relating to the number of members, term of office, official powers, and rules for the proceedings shall be handled in accordance with this Charter.

## **Article 3** Purpose

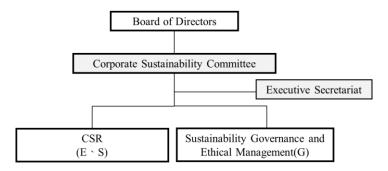
The Committee is charged with decision making and oversight in sustainability related matters in the Company. Such matters involve three aspects, governance (G), environment (E), and society (S), in which the Committee works to strengthen sound business practices, contribute to environmental conservation, and fulfill corporate social responsibility so to enable the board of directors to perform their duty to protect the rights of the Company and its employees, shareholders, and stakeholders.

## **Article 4** Composition

The Committee shall be composed of three or more individuals selected by the board of directors from within the Company. Half or more of the members shall be independent directors. One member shall be appointed convener and chairperson.

The terms of office for the members shall end at the same time as the terms of office for the current directors on the board. When the number of members falls below that prescribed in the preceding paragraph or in the Articles of Incorporation due to a dismissal for any reason, a replacement may be appointed by the board of directors to fill the vacancy.

An Executive Office and two functional teams, "CSR" and sustainability and ethical management, are created under the Committee to ensure sustainability related activities are implemented and executed.



Corporate Sustainability Committee Organizational Chart

### **Article 5 Authority**

- 1. Responsibilities of the Committee:
  - (1) Formulate the sustainability policy.
  - (2) Set sustainability governance, ethical management, and environmental and social aspect, strategies, and execution plans.
  - (3) Review, track, and modify progress and results of sustainability activities, and report regularly to the board of directors.
  - (4) Follow issues of interest to stakeholders, including shareholders, customers, suppliers, employees, governments, NGOs, communities, and media, and oversee communications programs.
- 2. Responsibilities of the Executive Office: The Committee appoints an executive secretary to be responsible for coordination, allocation, execution, and operation.
  - (1) Assist in arranging meetings of the Committee, and take meeting minutes in each meeting.
  - (2) Assist in collecting, allocating, and summarizing topics to be discussed in the meeting prior to each meeting.
  - (3) Combine and summarize activities of the two functional teams, and present status reports to the Committee.
  - (4) Follow up on other instructions from the Committee and resolutions from the meetings.
- 3. Responsibilities of the functional teams: To ensure effective implementation of sustainability management, the sustainability governance and ethical operation and CSR functional teams are created under the Committee to assist in executing and processing the Committee's instructions and resolutions. The Committee appoints division heads as appropriate to be members of the functional teams.

#### (1) CSR team:

 Provide environmental and social policies and plans in areas including climate change and energy management, waste management, green product design, human rights, privacy, labor relations and friendly workplace, recruitment and training, environmental sustainability and labor practice of the supply chain, and community care.

- ii. Implement and promote CSR activities in the Company, hold regular meetings, and present status reports to the Committee.
- (2) Sustainability governance and ethical operation team:
  - iii. Devise sustainability strategies and goals, and strengthen business management in the Company.
  - iv. Implement and improve the ethical management, risk management, and information security practices in the Company, hold regular meetings, and present status reports to the Committee.
- 4. Responsibilities of committee members:

The convener is responsible for overseeing operations of the functional teams, supporting policies, and planning and chairing meetings of the Committee.

The members of the Executive Office and functional teams assist the Committee in completing the projects and achieving the goals.

#### **Article 6** Procedure for convening a meeting

The Committee shall convene at least twice a year.

To call a meeting, a notice detailing the reason for the meeting shall be sent to each committee member at least seven days prior to the meeting. However, in emergency circumstances, a meeting may be called on shorter notice. In addition to sending in writing, sending a notice by email or by fax is also permitted.

### **Article 7** Meeting agendas and attendance

Meeting agendas shall be drafted by the convener. Other members of the Committee or the functional teams may also submit proposals to the Committee for discussion. Meeting agendas shall be provided to the members of the Committee as stated in the preceding article. When a meeting is convened, an attendance sheet shall be in place for attending members to sign and for record keeping purposes.

Committee members shall attend meetings in person. If a committee member is unable to attend in person, the member may appoint another member to attend by proxy. However, a committee member shall not be the proxy for more than one person. Attendance via telecommunications is deemed as attendance in person. A meeting of the Committee cannot be convened without the attendance of two thirds or more of the members.

The Committee may request the managers of relevant departments, internal audit officers, certified public accountants, attorneys, or other employees of the Company to attend a meeting as non-voting participants and provide pertinent and necessary information. Such personnel shall be excused during a discussion or voting process.

# **Article 8** Meeting resolutions and minutes

Adoption of a resolution of the Committee shall be subject to a vote from one half or more

of the members of the Committee. All resolutions to be adopted will be submitted to the board of directors. The result of a vote shall be made known immediately and recorded in writing. An agenda item is deemed passed if the chairperson asks and then receives no objection from those present. Such decisions have the same effect as those made by the voting method. All objections or reservations on record or made in writing, if any, from the members shall be included in the meeting minutes.

The proceedings of the committee meetings shall be recorded in minutes, which shall list the following information in detail:

- 1. Session, time, and place of the meeting.
- 2. Name of the chairperson.
- 3. Member attendance, including names and numbers of members who are present, on leave or absent from the meeting.
- 4. Names and titles of nonvoting participants.
- 5. Name of the minute taker.
- 6. Matters reported at the meeting.
- 7. Agenda items: the resolution method and outcome of each motion, and any objections or reservations expressed by committee members.
- 8. Extempore motions: the name of person submitting the motion, the resolution method and outcome of the motion, and summary of statements and objections or reservations expressed by committee members, experts and other persons.
- 9. Other matters that should be recorded.

The attendance sheet is an integral part of the meeting minutes. Where a meeting is convened via video conferencing, the video and audio records are an integral part of the meeting minutes.

Meeting minutes shall bear the signatures or seals of both the chairperson and the minute taker. A copy of the minutes shall be distributed to each member of the Committee within 20 days after a meeting. Meeting minutes shall be submitted to the board of directors and be deemed important corporate records and preserved during the existence of the Company.

The meeting minutes of Paragraph 1 may be produced and distributed in electronic form.

# **Article 9** Recusal from voting

Members of the Committee shall recuse themselves from discussion and voting in the following circumstances:

- 1. a personal interest that poses a potential conflict of interests against the Company;
- 2. a situation where the member deems it necessary to recuse him/herself;
- 3. a situation where the Committee deems it necessary for recusal.

### **Article 10** Hiring external professionals

The committee may resolve to retain the service of an attorney, certified public accountant, or other outside professionals to perform necessary audits or provide advice with respect to

exercise of the Committee's powers. The costs of such services shall be paid by the Company.

#### **Article 11 Obligations of committee members**

The committee members shall exercise due diligence and perform faithfully the responsibilities prescribed in this Charter.

#### **Article 12** Periodic reviews

The Committee shall conduct periodic reviews of matters relating to this Charter, and present the results for amendment by the board of directors, if necessary.

#### **Article 13** Performance evaluation

The Committee conducts committee performance evaluations once a year. The process and procedures shall be conducted in accordance with the Rules for Evaluating Board of Directors and Functional Committee Performance.

## **Article 14 Delegation**

The execution of tasks relating to resolutions adopted by the Committee may be delegated to the convener or other committee members for follow-up, with written reports to be presented to the Committee during the implementation period. When necessary, the matter shall be presented for ratification or a report be made at the next meeting of the Committee.

#### **Article 15** Enforcement

This Charter, and any amendments hereto, shall come into force after approval by the board of directors.

This Charter is established on April 26th, 2019.