



## **Anti-Discrimination and Anti-Harassment Policy**

Universal Scientific Industrial (Shanghai) Co., Ltd. and its subsidiaries (hereafter referred to as “USI”). USI believes that its employees are entitled to a work environment of mutual respect, equality, safety, and freedom from any form of discrimination or harassment. Henceforth, in accordance with the USI Code of Business Conduct and Ethics, the USI Human Rights Policy, the USI Employee Code of Conduct, and the USI Policy of Workplace Humane Treatment Establishment, USI has formulated the Anti-Discrimination and Anti-Harassment Policy (hereinafter, “the Policy”) to protect all USI employees from workplace discrimination and harassment.

### **1. Principles**

USI is committed to implementing the Policy in accordance with the following principles: All USI employees shall be treated in a respectful, fair, reasonable, and professional manner at work. USI values each employee’s unique talent, background, values, and other individual differences. All USI employees shall be free from any form of discrimination or harassment to safeguard their physical and mental health, allowing them to contribute their expertise and realize their full potential without concerns. In addition to the company-wide promotion of the Policy, USI organizes periodic anti-discrimination and anti-harassment training to help employees understand the behavioral requirements concerning anti-discrimination and anti-harassment in the workplace and how to protect their personal rights and interests. To eliminate all forms of workplace discrimination and harassment, USI has established an appeal and complaint reporting channel, through which employees can raise issues of workplace discrimination and harassment, and freely express their comments and opinions without fear of retaliation, penalties, or other repercussions. USI takes a serious stance on all discrimination and harassment complaints and seeks to effectively resolve all discrimination and harassment issues.

### **2. Anti-discrimination**

**USI has a zero-tolerance policy for any form of discriminatory behavior.** USI values a diverse and inclusive workplace, and pledges equal treatment and equal employment. Employees or prospective employees shall not be subjected to discrimination during employment or the hiring process based on place of birth, ethnicity, color, age, gender, sexual orientation, gender identity and expression, nationality, social status, physical handicap, medical history (such as Acquired Immune Deficiency Syndrome, AIDS), pregnancy, language, ideology, religion, beliefs, political affiliation, cultural background, veteran status, former union membership, protected genetic information, marriage status, or appearance and facial features, nor shall such factors be used as grounds for determining salary, promotion, reward or training.

### 3. Anti-harassment

USI is committed to providing a work environment free of harassment and has a zero-tolerance policy for any form of harassment behavior in the workplace. As set forth herein, the following forms of harassment are prohibited under this article:

#### (1) Sexual harassment

Sexual or gender-motivated behavior imposed on others against their will that fall under at least one of the following conditions:

- A. Submission or rejection of such behavior as a condition for obtaining, losing, or derogating the rights and interests related to work, education, and training, services, plans and activities.
- B. Display or broadcast of texts, pictures, sounds, images, or other media OR discriminatory or insulting speeches or actions OR any other behavior that defames or intimidates, that is hostile or offensive, or that negatively impacts one's work, education and training, services, plans, activities, or daily lives.

#### (2) Non-sexual Harassment

Physical harassment, violent behavior, psychological harassment, verbal harassment, and molestation; harassment motivated by another person's place of birth, ethnicity, color, age, gender, sexual orientation, gender identity and expression, race, social status, nationality, physical handicap, medical history (such as Acquired Immune Deficiency Syndrome, AIDS), pregnancy, language, ideology, religion, beliefs, political affiliation, cultural background, veteran status, former union membership, protected genetic information, marriage status, or appearance and facial features; or other illegal acts of harassment.

#### (3) Stalking

Refers to any of the following forms of sexual or gender-motivated workplace behavior that is continually and repeatedly imposed on a specific person against their will through personal contact and other means including transport vehicles, tools, equipment, telecommunication, and the internet, that is sufficient to cause intimidation or affect one's daily or social life:

- A. Monitoring, observing, stalking, or tracking a specific person's whereabouts.
- B. Stalking, loitering, following, or approaching a specific person at their place of work or other venues frequented by the person.
- C. Speech or action that constitutes warnings, threats, ridicule, insults, discrimination, hostility, disparagement or similar, directed at a specific person in the workplace.
- D. Harassing a specific person in the workplace via telephone, facsimile, telecommunication, internet or other communication methods.
- E. Utilizing work reasons to ask a specific person for a date, or to contact or pursue the person.
- F. Sending, leaving, displaying, or broadcasting texts, pictures, sounds, images or other media to a specific person in the workplace.
- G. Disclosing or displaying defamatory messages or objects to a specific person in the workplace.
- H. Abusing the specific personal information obtained at work, or using aforementioned information to purchase products or services without the person's authorization

#### 4. Communication through Education and Training

Continuously promote the Anti-Discrimination and Anti-Harassment policy internally and provide training to our employees to raise concern and attention to Anti-Discrimination and Anti-Harassment issues.

#### 5. Grievance Mechanism and Whistleblower Protection

In order to protect employees and all stakeholders from Anti-Discrimination and Anti-Harassment violations or negative impacts, USI ensures that we have the right to file complaints, notifications, or grievances regarding any perceived potential Anti-Discrimination and Anti-Harassment violations and to seek remedies for any Anti-Discrimination and Anti-Harassment violations or negative impacts.

- To ensure that the complaint mechanism is available and effective, if a violation of Anti-Discrimination and Anti-Harassment policy is found, specific facts, relevant information and documents can be reported through the complaint channel, either anonymously or by name.
  - ◆ Internal grievance channels are including but not limited human resources mailbox, employee complaint hotline, and reporting mailboxes in each site.
  - ◆ External reporting can be made through phone call, post address and E-mail ([tw.gp.sox@usiglobal.com](mailto:tw.gp.sox@usiglobal.com)).
- Ensure USI formal grievance mechanism accessible and effective. If the investigation results show that there is a violation of Anti-Discrimination and Anti-Harassment protection, USI will take measures to mitigate any adverse impact on Anti-Discrimination and Anti-Harassment, including penalties for perpetrators, counseling for victims, and necessary improvements in policies and procedures to prevent future occurrences, and to provide effective remedies or redress to those whose rights have been violated.
- The informant and the reported content will be strictly kept confidential and the appropriate protection measures will be taken in accordance with the laws to secure the personal data and privacy of the informant. There's no tolerance for any form of retaliation against those who report in good faith or assist in the investigation.



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Chairman and CEO