

Sinyi Group Suppliers Code of Business Conduct and Sustainability Terms

The vision of Sinyi Group is to provide a world-class service while fulfilling corporate social responsibility (CSR). We believe the business growth shall include environmental sustainability and social inclusion. By upholding “people first”, “righteousness before profits”, and “positive thinking” spirit of Sinyi, we see suppliers as our extensions, and as important partners to jointly achieve sustainability goals.

Hence, we follow international regulations including the UN Global Compact (human rights, labor, environment, anti-corruption), ISO 20400 Sustainable procurement – Guidance, etc., and the company’s core value as the basis for our procurement management policy, and established this **Code of Business Conduct and Sustainability Terms**. We not only adhere to the principle of openness, fairness, impartiality, integrity, and objectivity, but also adhere to the spirit of legal, honest, and trustworthy operation. By cooperation with the like-minded suppliers, we can grow and enhance our performance of sustainability together.

Suppliers of Sinyi Group, the signatory party, should abide by the government laws and regulations and the norms of this code of conduct.

The signatory party may not:

1. Overtly or covertly bribe staff of Sinyi Group, nor reimburse staff for expenses that should be paid by the individual;
2. Offer gifts (of items or of money), or any form of negotiable securities or other payment vouchers to Sinyi Group staff;
3. Provide any form of consumer entertainment to Sinyi Group staff;
4. Facilitate the shareholding, equity participation, part-time employment, or other personal profits of Sinyi Group staff with the signatory party. Make use of relationships with the signatory party through formal duties to borrow from said party, or to invest with said party, not through open transaction;
5. Use formal relationships with staff of Sinyi Group to introduce said staff’s relatives or friends to work for the signatory party;
6. Engage in other improper behaviors which may impact normal business operations.

In order to comply with relevant spirit of sustainability, the signatory party:

1. Should not have any major negative impact on the environment or violate environmental regulations during daily operations.
2. Should establish environmental protection and energy saving policies and measurements, and commit to protect the earth and resources.

3. Should not have any major negative impact on the environment/communities where it operates, and should establish friendly relationships with local communities, and try its best to help local development in education, economy, and culture, etc.
4. Should protect the health, safety, and privacy of consumers while offering services.
5. Should abide by labor laws to protect the safety and legal rights of its employees. Taking international human rights policy into account, such as prohibiting child labor, eliminating any form of forced labor, and not jeopardizing basic labor rights.
6. Should provide a fair working environment, to safeguard the fairness of the recruitment policies. Employees of the signatory party are fully protected against any discrimination, harassment or unfair treatment for reasons of gender, race, age, marital status, nationality, religion, etc. And equality of remuneration, hiring conditions, training, and promotion opportunities should be implemented.
7. Should provide employees with appropriate workplace health and safety training.
8. Should provide clean drinking water at workplace, and should maintain the hygiene of meals and dormitories if also offered.
9. Should implement corporate governance, and comply with the latest laws and regulations on human rights and environmental protection.

In order to uphold the anti-corruption policy and strengthen the awareness of ethical procurement, additional policy is formed for Sinyi Group employees.

(<https://csr.sinyi.com.tw/certificates/pdf/policy07.pdf>) And to safeguard each other's rights and interests, establish a good cooperative relationship and transaction order, if anyone suspect any actions that are inconsistent with the above mentioned, please do not hesitate to report via our hotline or email. **Report Hotline: 02-2755-7666 ext. 45413; Email: EnterpriseEthics@sinyi.com.tw**

The company, _____, has read the above mentioned carefully and commit to comply with the contents. If there is any violation of the above-mentioned and result in any loss between Sinyi Group and its customers or other third parties, the company will bear all liability for compensation. Sinyi Group also has the right to discontinue or to terminate the cooperation or contract with the company, and the losses caused by this are also borne by the company itself.

To

Sinyi Group

Acknowledged by the company:

Company representative:

Tax ID:

Primary contact person (signature):

Address of head office:

Telephone:

Date of signature: _____

Note: In order to ensure the validity of this letter, it should be re-signed when the company's representative changes.