

# Energy Saving, Carbon Reduction, and Environmental Management Policy

## I. Purpose

The Company has the “Energy Saving, Carbon Reduction, and Environmental Management Policy” stipulated in compliance with the governing laws and regulations and will strive to achieve the goal of environmental sustainability while implementing operational activities and internal management for the proper protection of the natural environment.

## II. Management Plans

The Company’s Administration Office is responsible for formulating, promoting, and maintaining the relevant environmental management plans; also, encouraging employees to participate in practical actions taken in order to substantiate energy saving and carbon reduction, and to effectively improve the efficiency of the resources used by the Company. The Company has promoted the concept of energy saving and carbon reduction through the following specific management measures, replacing environmental hardware equipment, etc., in order to effectively control the consumption of electricity, water, paper, and the resulted waste thereafter.

- (I) Energy saving, carbon reduction, and greenhouse gas reduction
  - Arrange energy saving and carbon reduction education and training occasionally, and regularly propagandize energy saving and carbon reduction matters.
  - Set timer for air conditioning operating hours and control the temperature in the office.
  - Control the lighting by area and turn off the light after hours.
  - Retire or replace energy-saving certified equipment occasionally.
  - Clean and maintain equipment occasionally to improve its performance.
  - Program the business machines and computer equipment with dormant settings.
  - Set up indoor plants.
- (II) Water conservation
  - Adjust the water outflow of the faucets.
  - Advise employees to turn off the water temporarily between rinsing and scrubbing steps when they wash their hands.
- (III) Reduction of paper usage and waste volume
  - Implement office garbage sorting and recycling.
  - Hire a cleaning agency to properly destroy documents and dispose of waste regularly.
  - Promote electronic administrative processes and use e-forms to reduce paper and toner usage.
  - Process the retired electronic equipment collectively for donation.
  - Reduce the use of disposable materials (such as paper cups, chopsticks, or cups/bottles of water...)

## III. Implementation

The Company’s “Energy Saving, Carbon Reduction, and Environmental Management Policy” is implemented with the approval of the Chairman, same for the amendments.