

Union Bank of Taiwan Guidelines on Sexual Harassment Prevention, Complaints, and Investigation Handling

Article 1

To prevent the occurrence of sexual harassment, establish channels for sexual harassment complaints, and effectively protect the rights and interests of the parties involved, Union Bank of Taiwan (hereinafter referred to as "the Company") hereby establishes these Guidelines in accordance with the "Sexual Harassment Prevention Act," the "Enforcement Rules of the Sexual Harassment Prevention Act," and the "Regulations of Sexual Harassment Prevention".

Article 2

The term "sexual harassment" as used in these Guidelines refers to acts, other than sexual offenses, committed against another person against their will and related to sex or gender, which fall under any of the following circumstances:

1. Engaging in words or conduct that display explicit or implicit intent, discrimination, or insult, or using other methods to damage another person's human dignity, or to create a hostile, intimidating, or offensive environment, or to inappropriately affect the progress of their work, education, training, services, projects, activities, or normal life.
2. Submitting to or rejecting such conduct is made a condition for oneself or another person to acquire, lose, or diminish rights or interests related to learning, work, training, services, projects, or activities.

The term "power-abused sexual harassment" refers to sexual harassment committed by a person who utilizes their authority or opportunity against someone under their supervision, care, or guidance due to relationships involving education, training, medical care, public service, business, job seeking, or other similar situations.

Where the Gender Equality Education Act or the Gender Equality in Employment Act contain separate provisions regarding the handling and prevention of sexual harassment incidents based on the location where the incident occurred or the relationship between the parties involved, the provisions of those respective laws shall apply.

Article 3

The forms of sexual harassment include any of the following acts:

1. Insulting, disparaging, hostile, or harassing words or conduct.
2. Stalking, observing, or unwelcome romantic pursuits.
3. Peeping or voyeuristic filming/photography.
4. Exposing private body parts.
5. Displaying, transmitting, or circulating obscene text, sounds, drawings,

photos, or video materials via phone, fax, electronic communications, the internet, or other devices.

6. Taking advantage of a person's inability to resist to kiss, hug, or touch their buttocks, breasts, or other private body parts.

7. Other acts similar to those mentioned in the preceding six items.

Article 4

To prevent the occurrence of sexual harassment, the Company shall take appropriate preventive, corrective, disciplinary, and other measures, and shall effectively maintain the privacy of the parties involved.

Article 5

To effectively prevent and actively handle sexual harassment incidents in public areas and spaces accessible to the public belonging to the Company, the Company shall take the following actions:

1. Regularly review the spaces and facilities of its public areas and public-access spaces to prevent the occurrence of sexual harassment.

2. If a sexual harassment incident is discovered while it is occurring in the Company's public areas or public-access spaces, the Company shall take the following effective corrective and remedial measures:

(1) Pay attention to the victim's safety. Respect the victim's wishes, reduce opportunities for interaction between the parties, and prevent or reduce the possibility of the perpetrator engaging in sexual harassment again. Prevent retaliation.

(2) Protect the victim's privacy.

(3) Assist the victim in filing a complaint and preserving relevant evidence.

(4) Assist in notifying the police department to handle the matter on-site if necessary.

(5) Review the safety of the Company's premises.

(6) Take other measures deemed necessary.

3. If a sexual harassment incident becomes known after it has occurred, the Company shall still take effective corrective and remedial measures and review the safety of the premises again.

Article 6

For cases where the Sexual Harassment Prevention Act applies, the victim may file a sexual harassment complaint depending on the identity of the perpetrator:

1. If the perpetrator belongs to a government agency (institution), military unit, or school at the time of the complaint: file with the unit to which the perpetrator belongs.

2. If the perpetrator is the head of a government agency (institution), a military commander at or above the rank of colonel across all levels of military agencies (institutions) and units, a school principal, or the highest responsible person or employer of an institution at the time of the complaint: file with the local municipal, county, or city competent authority where the unit or employer is located.

3. If the perpetrator is unknown or is a person other than those specified in the preceding two items at the time of the complaint: file with the police department where the sexual harassment incident occurred.

Article 7

The Company shall regularly organize or encourage its personnel to participate in sexual harassment prevention training with the following contents:

1. For general employees of the Company, the training content includes:

- (1) Gender equality awareness.
- (2) Basic concepts, laws, and prevention of sexual harassment.
- (3) The process and methods for filing sexual harassment complaints.
- (4) Other educational matters related to sexual harassment prevention.

2. For personnel responsible for handling sexual harassment incidents or those with management responsibilities, the training content includes:

- (1) Understanding and handling incidents under the Gender Equity Education Act, the Gender Equality in Employment Act, and this Act.
- (2) Perceiving and identifying power-disparity relationships.
- (3) Effective corrective and remedial measures for sexual harassment incidents.
- (4) Victim assistance and protection of rights and interests.
- (5) Other educational matters related to sexual harassment prevention.

Relevant training expenses and business travel allowances for participating employees shall be handled entirely in accordance with the Company's Employee Business Travel Expense Reimbursement Regulations.

Article 8

The Company shall not engage in any form of improper discrimination against any person who, in the course of a sexual harassment complaint, investigation, inquiry, or adjudication process, files a complaint, makes a report, files a criminal complaint, initiates legal proceedings, testifies, provides assistance, or otherwise participates in such proceedings.

The improper differential treatment referred to in the preceding paragraph means dismissal, demotion, pay cut, or any action that infringes upon the rights and interests to which an employee is entitled by law.

Article 9

The Company and any individual shall keep confidential the name of the victim and any other information sufficient to identify the victim's identity, except as otherwise provided by law, and shall not disclose or reveal it through the media or other methods.

The "other information sufficient to identify the victim's identity" specified in the preceding paragraph includes the victim's photos, images, drawings, voice, address, names of relatives or their relationships, school attended, class, place of work and name, or any other data that can directly or indirectly identify the victim.

Article 10

When an employer or responsible person of the Company utilizes their duties to commit sexual harassment against another person, and the Company is legally required to take appropriate measures to restore the victim's reputation, the Company shall provide appropriate assistance.

Article 11

The channels for the Company to accept sexual harassment complaints are as follows:

Hotline: (02)2718-0001 ext. 2701

Dedicated Fax: (02)2713-6869

Dedicated Email: Richard_Lee@ubot.com.tw

Upon becoming aware of a sexual harassment incident, the Company shall immediately dispatch personnel to take effective corrective and remedial measures, and assist the victim with the complaint process. After accepting a sexual harassment complaint, the Company will designate specialized handling personnel to coordinate and handle the matter.

Article 12

These Guidelines shall apply mutatis mutandis to the crimes specified in Article 2, Paragraph 1, Item 1 of the Sexual Assault Crime Prevention Act.

Article 13

These Guidelines shall be implemented upon approval by the General Manager; the same shall apply to any future amendments.