SOLAR 光洋應用材料科技(股)公司

# Written Declaration on the Prevention of Workplace Bullying

To promote workplace harmony and safeguard the workplace safety and right to work of all employees, SOLAR hereby declares in writing that it will not tolerate any workplace bullying among its management-level supervisors and employees.

**A. Definition of Workplace Bullying:**

Workplace bullying refers to conduct in which, while performing duties at a workplace, personnel of the business unit use their position or power to exceed what is necessary and reasonable for business purposes, and repeatedly subject others to offensive, threatening, ignoring, isolating, insulting, or otherwise improper words or conduct, thereby harming their physical or mental health. In serious cases, repetition is not required.

**B. Common Forms of Workplace Bullying：**

i. Physical violence: Committing acts of violence against an employee that cause physical injury.

ii. Psychological attacks: Verbally insulting, shouting at, or intimidating the bullied person, or persistently nitpicking and finding fault over minor matters, exaggerating or distorting minor mistakes, or belittling the person's status and value.

iii. Social isolation: Isolating the bullied person by ignoring their presence, excluding, shunning, or cutting off contact with them, or by denying them participation in important matters or social activities, thereby marginalizing them.

iv. Excessive work demands or withholding of work: Assigning the bullied person an excessive workload, forcing them to carry out tasks that are unnecessary or impossible to complete for business purposes, reducing their working hours, or obstructing their work.

v. Invasion of personal privacy: For example, continuously monitoring an employee during or outside working hours, opening an employee's locker without consent, or photographing personal belongings.

**C. What Employees Should Do When Facing Unlawful Workplace Infringement：**

i. Seek advice and support from colleagues. Reflect on whether you have any shortcomings, ask colleagues to give an honest assessment of your character and work performance, and identify any problem areas.

ii. Communicate rationally with the person engaging in the bullying and express how you feel.

iii. Document the offender's behavior through audio recording or any other available means as evidence.

iv. File a complaint with the company.

**D.** All employees of SOLAR are responsible for helping ensure a workplace free from bullying. Anyone who witnesses or becomes aware of such an incident may notify the company's Human Resources Department or use the employee complaint channel. Upon receiving a complaint, the company will conduct a confidential investigation. If the allegations are substantiated, disciplinary action will be taken. The company strictly prohibits any form of retaliation against complainants, reporters, or those who assist in investigations; violations will result in disciplinary action.

**E.** SOLAR encourages all employees to utilize the company's internal complaint and resolution mechanisms to handle such disputes. Should additional assistance be required, the company will make every effort to provide support.

**F. Consultation and Complaint Channels for Unlawful Workplace Infringement**:

i. Complaint form: Available on bulletin boards at each plant, or via the "Contact Us" web page of SOLAR company official website.

ii. Complaint email: SOLAR UOF homepage > Information System Links > my HR CEO Mailbox

iii. Physical suggestion box: Employee cafeteria at each plant

Company Representative : Cheng Hsien Sung Date : 2026.10.15