

# Kwong Fong Industries Corporation

## Human Rights Policy

In order to protect and maintain basic human rights, to affirm the Company and its subsidiaries' (hereafter: the Company) recognition and support for the Universal Declaration of Human Rights, the United Nations Global Compact, the International Labour Conventions, and other global agreements which protect basic human rights principles, to fulfill its responsibility to embody respect and to protect human rights, and to adhere to relevant labor laws in the countries where it operates, the Company sets this Policy.

In addition to its support for and implementation of human rights protections and other partners to join the Company in a common focus on human rights issues and the management of related risks.

- A. We will comply with labor and environmental laws and regulations.
  - B. Equal appointment and non-discrimination.
  - C. Forced labor and child labor are prohibited.
  - D. Provide a safe and healthy working environment.
  - E. Maintain open channels of communication between labor and management and provide a grievance mechanism.
- Specific programmes for human rights management policies
    - We will comply with labor and environmental laws and regulations.
    - 1. Comply with regulations and develop appropriate supporting measures to comply with regulations.
    - 2. If there is a change in the regulations, the company will adjust the relevant measures to follow up.
  - Equal appointment and non-discrimination
    - 1. In accordance with the Labor Standards Act, the recruitment of human resources shall be based on the principles of openness, fairness, and fairness.
    - 2. The salary scale is based on the educational experience required for the position, and there is no discrimination on the basis of race, nationality, age, gender, marital status, political affiliation and religious belief.
  - Forced labor and child labor are prohibited
    - 1. In order to ensure compliance with corporate social responsibility and ethics, the Company prohibits child labor and does not employ employees under the age of 18.
    - 2. The company does not force or coerce any unwanted personnel to perform labor services. The daily and weekly normal working hours, extended working hours, vacations, special leave, and other types of leave for employees are in accordance with

laws and regulations.

- Provide a safe and healthy working environment
  1. Fire inspection: At least once a year, we will entrust an external professional manufacturer to conduct an inspection.
  2. Access control management: The company's office door is set up with access control management to avoid outsiders from intruding and destroying equipment at will, and maintain the effectiveness of the fire alarm system.
  3. Environmental hygiene: Regularly inspect and replace filters, provide employees with safe and hygienic drinking water equipment, and arrange cleaning personnel to clean the workplace every day to provide a healthy and comfortable working environment.
  4. Health care: care for health conditions, such as exercise, diet, work and rest, etc. Organize activities such as employee travel dinners to adjust employees' physical and mental strength and cohesion.
- Maintain open channels of communication between labor and management and provide a grievance mechanism.
  1. When there is a major change in the company's operation, the notification procedure shall be handled in accordance with the Labor Standards Act and other laws and regulations.
  2. Employees can make suggestions and questions to the company through the internal electronic communication system.
  3. Any violation of human rights is immediately investigated and addressed.