The Shanghai Commercial & Savings Bank

Sexual Harassment Prevention, Complaints and Investigation and Handling Measures

Drafted by the Human Resources Department

Established on July 3, 2024

Article 1 The Shanghai Commercial & Savings Bank, Ltd. (SCSB, hereinafter referred to as the "Bank") has established these Measures in accordance with the "Sexual Harassment Prevention Act", "Enforcement Rules of the Sexual Harassment Prevention Act" and "Regulations of Sexual Harassment Prevention" to prevent the occurrence of sexual harassment, and establish a complaint channel for sexual harassment incidents, and ensure the rights and interests of the parties involved.

Article 2 Excluding sexual assault crimes, the sexual harassment referred to herein means the sexual or gender-related behavior against the will of others and meeting any of the following circumstances:

I. Impair another person’s dignity and personality, or create a situation that causes another person to feel scared, hostile or offensive, or improperly affect another person’s work, education, training, services, plans, activities or routine life, expressly or implicitly, by discriminatory or insulting language and conduct, or in any other manners.

II. Allow oneself or another person to provoke, lose or impair the interest and right related to learning, work, training, service, plan and activity on condition that another obeys or reject the behavior.

The power-abused sexual harassment referred to herein means that a person who is in charge of education, training, medical treatment, public affairs, business affairs, employment, or other relevant fields, and uses his or her power or opportunity to make sexually harass to another person.

The handling and prevention of incidents of sexual harassment are stipulated under these Measures, unless otherwise provided in the Gender Equity Education Act and Gender Equality in Employment Act with respect to the handling and prevention, subject to the field where the incidents of sexual harassment occur, and the concerned party's identity and relationship.

Article 3 Sexual harassment includes one of the following behaviors:

I. Words or actions that are humiliating, derogatory, hostile, or harassing.
II. Stalking, observing, or unwelcome pursuit.
III. Peeping or sneaking pictures.
IV. Exposing private parts of the body.
V. Using telephones, faxes, electronic communication, Internet, or other devices to display, transmit, or distribute obscene texts, sounds, images, photos, or videos.
VI. Taking advantage of someone's inability to resist kissing, hugging, or touching their buttocks, chest, or other private body parts; and
VII. Other behaviors similar to the preceding 6 Subparagraphs.

Article 4 The Bank shall adopt appropriate preventions, corrections, disciplinary punishments, and other measures to prevent sexual harassment and effectively protect the parties' privacy.

Article 5 In order to effectively prevent and actively handle sexual harassment incidents in our public areas and publicly accessible places, the Bank takes the following actions:

I. Regularly review the space and facilities of our public areas and publicly accessible places to prevent sexual harassment from occurring.
II. Upon awareness of a sexual harassment incident in our public area or publicly accessible place at that time, it may dealt with in

accordance with Article 5 of the Regulations of Sexual Harassment Prevention, and the following valid corrective action and remedial measures shall be taken:

(I) Pay attention to the safety of the victim.

(II) Pay attention to maintaining the privacy of the victim.

(III) Help the victim file a grievance and preserve related evidence.

(IV) If necessary, assist in notifying the police to address the case on the site.

(V) Review the safety of the Bank's places.

III. If the Bank becomes aware of a sexual harassment incident after it occurs, it shall still take effective corrective and remedial measures to review the safety of its places.

Article 6 In cases where the Sexual Harassment Prevention Act applies, the victim may file a sexual harassment grievance depending on the identity of the offender:

I. If the offender works for any government agency (entity), troop or school at the time of grievance: Filed with such government agency (entity), troop or school.

II. If the offender is a head of any government agency (entity), chief officer above the rank of colonel in any military agency (entity) and troop, president of any school, supreme responsible person of any institution, or employer at the time of grievance: Filed with the municipal and county (city) competent authorities where the government agency (entity), troop, school, institution or employer is situated.

III. If the offender is uncertain or any person other than those referred to in the preceding two Subparagraphs at the time of grievance: Filed with the police agency situated within the jurisdiction where the incident of sexual harassment takes place.

Article 7 The Bank shall organize regular educational training on sexual harassment prevention or encourage our staff to join the training.

I. The education and training contents for employees of the Bank are as follows:
   (I) Knowledge and professional competence of gender equality.
   (II) Basic concepts, laws and prevention of sexual harassment.
   (III) The process and methods of filing sexual harassment grievances.
   (IV) Other education related to sexual harassment prevention.
II. The Bank's education and training content for personnel who handle sexual harassment incidents or with management responsibilities is as follows:
   (I) Understanding of the Gender Equity Education Act, the Gender Equality in Employment Act, the Sexual Harassment Prevention Act, and the handling of incidents.
   (II) Awareness and identification of power differentials.
   (III) Effective corrective and remedial measures for sexual harassment incidents.
   (IV) Victim assistance and rights protection matters.
   (V) Other education related to sexual harassment prevention.

The Bank shall provide official leave and financial subsidies to the personnel who participate in the education and training mentioned in the preceding Paragraph.

Article 8 During the course of grievance, investigation, detection or trial procedure for incidents of sexual harassment, no unjustified discriminatory treatment shall be given against any person that filed a grievance, complaint, report, lawsuit, testified, provided assistance or otherwise participated in the actions by the Bank.

The unjustified discriminatory treatment referred to in the preceding Paragraph refers to dismissal, demotion, salary reduction, or damage to the rights and interests such person is entitled to under the law without justifiable reasons.

Article 9 The name of the victim and other information sufficient to identify the victim shall be kept confidential by the Bank and any other person, unless otherwise provided by other laws, and shall not be made public or disclosed in the media or by other manners.

Other information sufficient to identify the victim as specified in the preceding Paragraph includes the victim's photograph, video record, drawings, audio record, addresses, names of relatives or their relationships, school attended, class, workplace and job title, or other information that can directly or indirectly identify the individual victim.

Article 10 If an employee or the responsible person of the Bank sexually harasses another person by taking advantages of his or her official position, according to the law, the Bank shall provide adequate assistance when a proper punishment of restoring the victim's reputation back is required.

Article 11 The Bank’s sexual harassment grievance channels are as follows:

Dedicated management unit: Human Resources Department

Dedicated telephone number: 02-25319206

Dedicated fax: 02-66189285

Email: hr@scsb.com.tw

When the Bank becomes aware that a sexual harassment incident has occurred, it shall immediately assign personnel to take effective corrective and remedial measures, and assist the victim in filing a grievance. After the Bank accepts the sexual harassment grievance, it will assign a dedicated officer to coordinate the handling.

Article 12 These Measures apply mutatis mutandis to crimes stipulated in Article 2, Subparagraph 1 of the Sexual Assault Crime Prevention Act.

Article 13 These Measures are established by the Human Resources Department and shall become effective upon approval of the President, with retroactive effect from March 8, 2024. The same applies to any amendments hereto, which shall become effective upon approval by the President.