

## TABC's human rights protection actions

Human rights issues	Policy	Actions
Non-discrimination	<ol style="list-style-type: none"> <li>1. Eliminate illegal discrimination and ensure fair work opportunities</li> <li>2. Comply with Convention against Discrimination in Education and encourage diverse learning</li> <li>3. Comply with Convention on the Elimination of All Forms of Discrimination against Women, and protect female employees' rights to work</li> </ol>	<ol style="list-style-type: none"> <li>1. TABC has stated its non-discrimination principles in Article 4 – Recruitment Procedures, Chapter 1, of “Employee Work Rules.” TABC prohibits all forms of discrimination including that based on ethnicity, social status, language, beliefs, religion, political association, origin, gender, sexual preference, place of birth, marital status, age, appearance, disability, or union association.</li> <li>2. Annual training subsidies are granted to encourage and foster diverse learning for employees.</li> <li>3. Female employees are entitled to paid menstruation leave, family care leave, maternal leave, paternal leave, and parental leave; an “Extended Unpaid Leave Policy” has also been implemented.</li> </ol>
Child labor	Comply with Convention on the Rights of the Child and prohibit against child labor	TABC only recruits back-office staff and sales partners that are 18 and above, and enforces due diligence checks during the recruitment process.
Forced and compulsory labor	Comply with International Covenant on Economic, Social, and Cultural Rights	<ol style="list-style-type: none"> <li>1. TABC generally does not request employees to work overtime, so that they may maintain good quality lifestyle. The Company also makes sure that employees provide services willingly and are not forced to work.</li> <li>2. Regular health checkups are organized for back-office staff.</li> <li>3. TABC provides back-office staff with a broad range of benefits from festive bonuses, birthday cash, department gathering allowance, incentive trips and birth subsidy to compassionate payment for injury, illness, and funeral.</li> </ol>
Workplace safety	Comply with the government's labor regulations; provide a safe work environment	<ol style="list-style-type: none"> <li>1. Fire safety inspections and equipment checks are performed regularly to keep workplace facilities safe.</li> <li>2. Office area has been equipped with air purifiers and alcohol-based sanitizers for the health of the work environment and its employees.</li> </ol>
Gender equality	Comply with Act of Gender Equality in Employment	TABC established a set of “Workplace Sexual Harassment Prevention, Grievance, and Disciplinary Policy” in 2013, which clearly sets out the complaint channels and the committee that the Company has in place to protect the complainant and ensure gender equality in the workplace.
Privacy	Implement privacy protection; issue statements on personal data management policy and information security policy	TABC has introduced a personal data management system and a information security management system that are certified for ISO 27001 and BS 10012. Training and risk evaluations are being organized to minimize related risks.
Freedom of association	Comply with policy on labor-management meetings and engage employees in proper communication	TABC convenes regular labor–management meetings, retains meeting minutes, and follows up on relevant issues. A dedicated mailbox has also been set up specifically for the Labor and Management Relations Committee to ensure timely communication between labor and management and to improve employment relations.