Business Continuity Management Procedure

Approved by	Reviewed by	Formulated by
Ken Hung	/	Jean Liu

【發行部門及份數】

董事會			董事長			董事長室	
稽核室			法務室			桃園辦公室	
黃石廠總經理			泰國廠總經理			昆山廠經理	
資訊技術中心			制程技術中心			研發處	
全球技術服務處			業務處			ABD 汽車產品事業處	
黃石廠財務處			泰國廠財務處			昆山廠財務處	
黃石廠行政處			泰國廠行政處			昆山廠行政處	
黃石廠品質暨可靠性處			泰國廠品質暨可靠性處			昆山廠品質暨可靠性處	
黃石廠資料自動化處			泰國廠資料自動化處			/	
P1 廠務處			P5 廠務處			昆山廠廠務處	
P2 廠務處			/			/	
黃石廠採購部			泰國廠採購部			昆山廠採購部	
黃石廠環安部			泰國廠環安部			昆山廠環安部	
黃石廠公設部			泰國廠公設部			昆山廠公設部	
黃石廠人力資源部			泰國廠人力資源部			昆山廠人力資源部	
黃石廠先進通訊技術部			泰國廠先進通訊技術部			/	
黃石廠智能數據管理部			泰國廠智能數據管理部			/	
黃石廠資訊架構及安全部			泰國廠資訊架構及安全部			昆山廠資訊架構及安全部	
黃石廠企業系統整合發展部			泰國廠企業系統整合發展部			昆山廠企業系統整合發展部	

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Dynamic Electronics Co., Ltd.

Change Date	Version	Page	Chapter	Description of Change	Prepared By	Reviewed By	Approved By
2025/06/20	01	10	Entire Chapter	Added according to the Business Continuity Management framework	Jean Liu	/	Ken Hung

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1 Purpose:
To understand the organization's structure, current situation, and the needs and expectations of stakeholders; to assess risks, analyze management, and seek growth opportunities. This aims to establish a comprehensive management direction and implement a Business Continuity Plan (BCP) to cope with the ever-changing and challenging international environment. It ensures the company can respond promptly to events that could impact business continuity, resume operations without interruption, and minimize downtime and impact. The goal is to guarantee uninterrupted business operations, continuously meet customer and regulatory requirements, enhance customer satisfaction, achieve the company's operational objectives, and enable sustainable development.

2 Scope:
This plan covers any plant (including headquarters and all operational sites) and any department and business process that could potentially disrupt the company's operations, including but not limited to risks related to information systems, supply chain management, and personnel safety.

3 Definitions:
  3.1 Internal Issues:Refers to the risks and opportunities related to the current status and operational performance of various internal departments that may affect company operations. These may be identified through the company's mission, policies, chairman's directives, or through meetings, departmental performance evaluations, and employee proposals.
  3.2 External Issues:Refers to the latest developments in peer industries and related sectors, global trends, and domestic and international business environments, which may affect company operations. Such information may be obtained through industry associations, customers, government bodies, or other channels.
  3.3 Business Continuity Plan (BCP):A pre-arranged response and recovery operational plan designed to address events that could impact business continuity. It ensures the company can continue providing critical services to key clients at an acceptable minimum operating level. The plan includes corporate risk assessment, business impact analysis, emergency/recovery/communication plans, and testing drills.
  3.4 Risk Assessment (RA):The process of identifying, analyzing, and evaluating potential risks that could disrupt company operations. This includes assessing the likelihood and impact of such risks and developing appropriate countermeasures.

3.5 Business Impact Analysis (BIA):The process of identifying and assessing the impact of disruptive risks on various business functions, identifying key departments and functions, analyzing interdependencies, and determining the Recovery Point Objective (RPO), Maximum Tolerable Downtime (MTD), and recovery priorities to formulate recovery strategies.

    3.5.1 Recovery Point Objective (RPO):The amount of data loss that is acceptable to the business after a disaster or major disruption, indicating the most recent backup point to which systems can be restored.

    3.5.2 Maximum Tolerable Downtime (MTD):**Refers to the maximum duration of operational disruption that the company can tolerate following a disaster or major disruption.

    3.5.3 Minimum Resource Requirement (MRR):**Refers to the backup resources required to restore a business function to an acceptable minimum operating level. These may include personnel, office space and facilities, production equipment, computer hardware, communication devices, critical documents, transportation, stationery, etc. The minimum resource requirements should be sufficient to support the continuous operation of the respective business function for a certain period.

3.6 Recovery Strategy Planning:**Refers to a series of measures implemented to restore critical business functions and IT systems in the shortest possible time after a disaster or major disruption. These typically include data backups, alternate sites, backup systems, and so on.

3.7 Disaster Recovery Plan (DRP):**Refers to the specific methods and procedures used to restore critical business functions and IT systems after a disaster or major disruption, with the Recovery Time Objective (RTO) determined based on the results of the BIA.

    3.7.1 Recovery Time Objective (RTO):**Refers to the maximum acceptable amount of time required to restore a business function or IT system to normal operation after a disaster.

3.8 Major Disruption Event:Refers to any accidental incident that causes a business function to be interrupted for more than 4 hours.

4 Roles and Responsibilities:

This document is formulated by the Chairman's Office and jointly signed by the General Managers of all sites, along with the heads of the Finance Division, Sales Division, Administration Division, Plant Operations Division, Global Technical Services Division, Quality & Reliability Division, Data Automation Division, Process Technology Center, Information Technology Center, R\&D Division, and ABD Automotive Business Division (collectively the Business

Continuity Management Team). After review by the General Manager and approval by the Chairman, it will be implemented. Any future revisions shall follow the same procedure.

4.1 Chairman:
  4.1.1 Approves the Business Continuity Plan.
4.2 General Manager:
  4.2.1 Identifies and approves the prioritization of various plans;
  4.2.2 Oversees improvements to the Business Continuity Plan.
4.3 Chief Coordinator of the Business Continuity Management Team:**
  4.3.1 Coordinates departmental risk assessments and business impact analyses;
  4.3.2 Convenes cross-departmental communication meetings;
  4.3.3 Identifies the interdependencies of critical departments and business functions;
  4.3.4 Consolidates the business impact analyses of critical departments and functions;
  4.3.5 Conducts risk assessments and hazard identification for recovery processes;
  4.3.6 Evaluates and analyzes the company's available recovery resources;
  4.3.7 Participates in planning the recovery progress;
  4.3.8 Continuously monitors critical risk factors;
  4.3.9 Integrates, formulates, and updates the Business Continuity Plan.
4.4 Members of the Business Continuity Management (BCM) Team:Comprised of first-tier department heads and personnel appointed by the Chairman.
  4.4.1 Evaluate the impact of changes in the economy, environment, and society on the company's strategy, operations, finance, hazards, climate change, business ethics, and human rights; identify and assess risks;
  4.4.2 Execute interdependency analyses of departmental and business processes and perform business impact analyses;
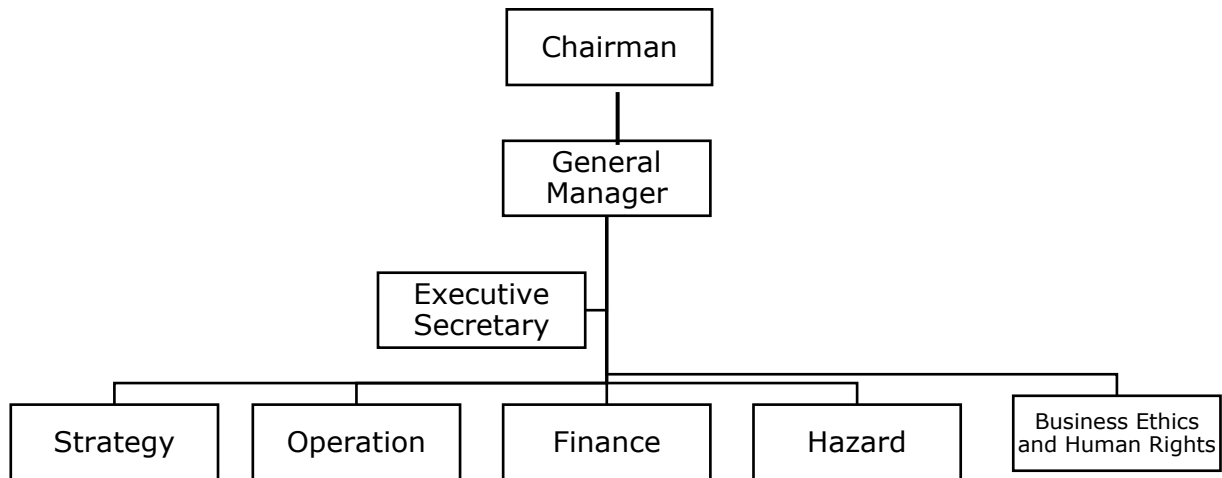 4.4.3 Develop departmental-level emergency response and disaster recovery plans;
  4.4.4 Participate in BCP testing and drills;
  4.4.5 Ensure employees are familiar with the BCP content and responsibilities relevant to their departments;
  4.4.6 Verify implementation effectiveness and propose improvement measures.

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                          │   General    │
                          │   Manager    │
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│ Strategy ││ Operation││  Finance ││  Hazard  ││ Business Ethics   │
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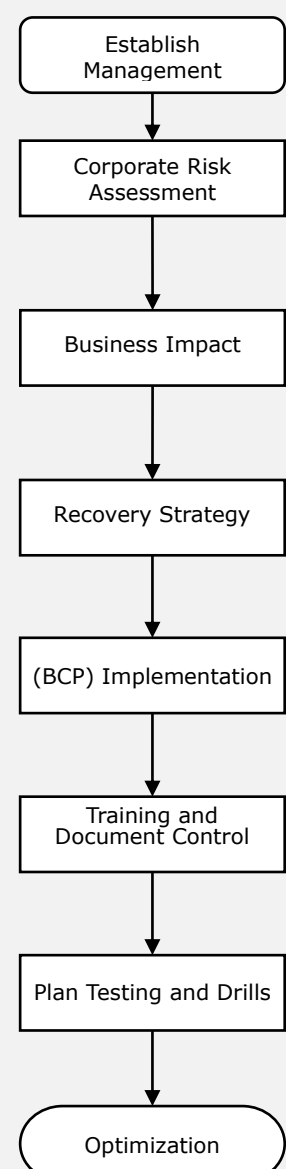
4.5 Crisis Management Team:Led by the General Manager of the site, this team is responsible for directing members to execute emergency response actions and post-disaster recovery plans in the event of a disaster or major disruption. Their goal is to minimize impacts and damages across all aspects and report to the Chairman.

5 Process :

Process	簡易說明	權責部門	使用表單

Process	Description	Responsible	Records
Establish Management	Establish the company's management philosophy.	Chairman, General Manager	
Corporate Risk Assessment	Collect and identify various risks that may cause business interruptions.	BCM Team	Risk Issue Classification Risk Assessment Form
Business Impact	Identify critical business functions and their interrelationships based on departmental business impact analysis. Identify various risks that may cause business interruptions and the minimum resource requirements.	BCM Team Department Heads	Business Impact Analysis Report
Recovery Strategy	Determine the Recovery Time Objective (RTO) based on the BIA and develop recovery strategies.	BCM Team Department Heads	Emergency Contact Organizational Chart Emergency Preparedness and Response Procedures Emergency Response and System Recovery Procedures
(BCP) Implementation	Complete the emergency response plan, disaster recovery plan, and communication plan according to the recovery strategies.		
Training and Document Control	Complete training and incorporate the plans into document control.	BCM Team Department Heads	Emergency Response Management Guidelines Disaster Recovery Plan
Plan Testing and Drills	Conduct plan testing and drills, and review the results.	Department Heads	Training Records Emergency Response Management Guidelines Disaster Recovery Plan
Optimization	Optimize based on the drill outcomes.	BCM Team Department Heads	Drill Records
		BCM Team Departments	Meeting Minutes

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6 Content:
  6.1 Management Philosophy
    6.1.1 Customer Satisfaction: Achieving full customer satisfaction is our goal.
    6.1.2 Quality Commitment: Quality is a non-negotiable fundamental requirement.
    6.1.3 Continuous Innovation: Innovation is the key to achieving sustainable operations.
    6.1.4 Smart Manufacturing: Smart manufacturing is a necessary condition for achieving excellence in factory management.
    6.1.5 Corporate Sustainability: We define ourselves by sustainability and aim to create positive social impact through balancing profit growth and sustainable practices.
  6.2 Enterprise Risk Assessment:
    6.2.1 The BCM team should assess the impact of economic, environmental, and social changes on the company's strategy, operations, finance, hazards, climate change, business ethics, human rights, and other aspects. They should identify and evaluate risk issues related to the company's operational objectives and strategic direction, and assess internal and external issues that may affect business continuity, fulfillment of management philosophy, and the company's resilience. These factors include both positive and negative elements or conditions. Relevant assessment methods can refer to the "Risk and Opportunity Identification Control Procedure."
      6.2.1.1 External context determination can consider international, national, regional, or local laws and regulations, technology, competition, market, culture, social, and economic factors.
      6.2.1.2 Internal context determination can consider the company's values, culture, knowledge, and performance.
  6.3 Business Impact Analysis:
    6.3.1 The BCM team should identify key departments and business functions related to the company's strategic direction and management systems, understand interactions between departments and processes, establish business impact analysis, determine Maximum Tolerable Downtime (MTD), recovery priority, and assess minimum resource requirements.
  6.4 Recovery Strategy Planning:**
    6.4.1 he BCM team should develop a series of measures and action plans to restore critical business functions and IT systems as quickly as possible based on the business impact analysis results. Recovery strategies typically include but are not limited to:

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6.4.1.1 Off-site data backup;

6.4.1.2 Backup systems and supplies;

6.4.1.3 Organization chart, members (including all shifts), and contact information of the crisis management team.

6.5 Business Continuity Plan Implementation:**

6.5.1 Department heads should formulate appropriate emergency response plans according to the business impact analysis results, generally including the following stages:

6.5.1.1 Preparation: Identify risks and develop emergency plans.

6.5.1.2 Detection: Monitor and identify incidents, classify severity, and communicate information.

6.5.1.3 Containment: Take measures to control the spread of incidents and evacuate personnel.

6.5.1.4 Eradication: Eliminate the root cause of incidents.

6.5.1.5 Recovery: Restore normal business operations.

6.5.1.6 Review: Evaluate emergency response effectiveness and improve plans.

6.5.2 Department heads should establish internal and external communication procedures during disasters based on the emergency response plan, including communication tools and messaging content.

6.5.2.1 Messaging should include communication with non-crisis team members (e.g., broadcasts).

6.5.3 Department heads should develop post-disaster recovery plans (DRP) based on emergency response plans, typically including:

6.5.3.1 Initial assessment: Conduct immediate damage assessment after a disaster.

6.5.3.2 Resource allocation: Identify resources needed for recovery, such as manpower, equipment, and technical support.

6.5.3.3 Stepwise recovery: Develop specific steps and methods, including data backup and system restoration, prioritized according to criticality and recovery time objectives.

6.6 Training and Document Control:

6.6.1 Department heads should submit departmental emergency response and recovery plans to the BCM team for consolidation into the company-wide Business Continuity Plan (BCP).

6.6.2 The BCM team shall submit the completed BCP to the Chairman for approval.

6.6.3 Annual training shall be conducted for all employees to ensure they understand their responsibilities and how to respond during emergencies.

6.7 Testing and Drills:
    6.7.1 The BCM team shall conduct at least one test or drill annually on a critical business function to ensure the plan's effectiveness and feasibility.
    6.7.2 Identified critical business functions shall be fully tested and drilled within three years.
6.8 Optimization:
    6.8.1 After each test and drill, the BCM team shall hold meetings to identify optimization directions for continuous improvement and update emergency, recovery, or the entire business continuity plan as needed.
    6.8.2 When significant organizational changes, key business process adjustments, IT system or infrastructure updates, regulatory or standards changes, or changes in external environment or risk conditions occur, the BCM team shall review the applicability of the business continuity plan and revise it if necessary.

7 Related Documents:
    7.1 Emergency Preparedness and Response Procedures
    7.2 Emergency Response and System Recovery Plan Procedures
    7.3 Company and Emergency Response Team Operating Specifications
    7.4 Emergency Response Management Regulations

8 Forms Used:
    None

9 Attachments:
    9.1 Business Continuity Plan

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