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【 Content 】

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【 Establishment and revision records 】

Change Date	Version	Page	Chapter	Description of Change	Prepared By	Reviewed By	Approved By
2023/12/15	01			New	Jean Liu	/	Ken Huang
2025/06/23	02		Entire Chapters	Review and Revise	Jean Liu	/	Ken Huang

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1 Purpose:


In response to an ever-changing and challenging global environment, threats and risks have penetrated enterprises through technology and globalization. Our company maintains a Risk Management and Business Continuity Plan annually to ensure that we can respond promptly and recover operations without interruption when facing events that impact business continuity. This is to ensure uninterrupted business operations, minimize losses, and continuously meet regulatory requirements and customer satisfaction.

2 Scope:

This plan covers any department or business process that may cause operational disruptions to any of our sites (including headquarters and all operational locations). It includes, but is not limited to, risks associated with information systems, supply chain management, and personnel safety.

3 Definitions:

- 3.1 Business Continuity Plan (BCP): A pre-established set of contingency and recovery procedures designed to address events impacting continuous operations. The goal is to maintain the provision of critical services to key customers at an acceptable minimum operational level. The plan includes risk assessment, business impact analysis (BIA), emergency/recovery/communication plans, and drills.
- 3.2 Risk Assessment (RA): The process of identifying, analyzing, and evaluating potential risks that could cause operational interruptions. This includes assessing the likelihood and impact of such risks and formulating appropriate response measures.
- 3.3 Business Impact Analysis (BIA): Identifies and evaluates the impact of disruptive risks on various business functions, determines critical departments and business functions, analyzes interdependencies, and defines Recovery Point Objectives (RPO), Maximum Tolerable Downtime (MTD), and recovery priorities for strategy planning.
 - 3.3.1 Recovery Point Objective (RPO): The maximum amount of data loss that is acceptable during a disruption, defined by the most recent backup point to which data can be recovered.

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3.3.2 Maximum Tolerable Downtime (MTD): The longest period a company can tolerate a business interruption after a disaster or major disruption.

3.3.3 Minimum Resource Requirement (MRR): Refers to the backup resources required to restore an operation to an acceptable minimum level, including personnel, office space, utilities, production equipment, IT equipment, communication devices, key documents, vehicles, and office supplies. The minimum resource requirement must be sufficient for the business to operate for a period.

3.4 Recovery Strategy Planning: A set of measures that ensure the shortest possible time to restore critical business functions and IT systems after a disaster or major disruption. These may include data backups, alternate sites, and backup systems.

3.4.1 Recovery Time Objective (RTO): The maximum allowable time for restoring business functions or IT systems to normal operation after a disruption or disaster.

3.5 Disaster Recovery Plan (DRP): A detailed plan outlining specific procedures for restoring key business functions and IT systems after a disaster or major disruption, based on RTO defined in the BIA.

3.6 Major Disruption Event: Any incident that causes a business function to be interrupted for more than 4 hours is considered a major disruption.

4 Roles and Responsibilities:

4.1 Chairman:

4.1.1 Approves the Business Continuity Plan.

4.2 President:

4.2.1 Identifies and approves priorities for the various plans.

4.2.2 Oversees improvements to the Business Continuity Plan.

4.3 BCP Executive Secretary:

4.3.1 Coordinates departmental risk assessments and business impact analyses.

4.3.2 Convenes cross-departmental communication meetings.

4.3.3 Identifies interactions among critical departments and business processes.

4.3.4 Consolidates BIA results from critical departments and functions.

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4.3.5 Conducts risk assessments and hazard identification for recovery processes.

4.3.6 Evaluates and analyzes available recovery resources within the organization.

4.3.7 Participates in recovery planning progress.

4.3.8 Continuously monitors crisis-level risks.

4.3.9 Integrates, formulates, and updates the Business Continuity Plan.

4.4 BCM Team Members: Consist of department heads and personnel designated by the Chairman.

4.4.1 Evaluate the impact of changes in economic, environmental, and social factors on the company’s strategy, operations, finance, hazards, climate change, business ethics, and human rights; identify and assess risks.

4.4.2 Perform interaction and impact analyses of departmental and business functions.

4.4.3 Develop department-level emergency response and disaster recovery plans.

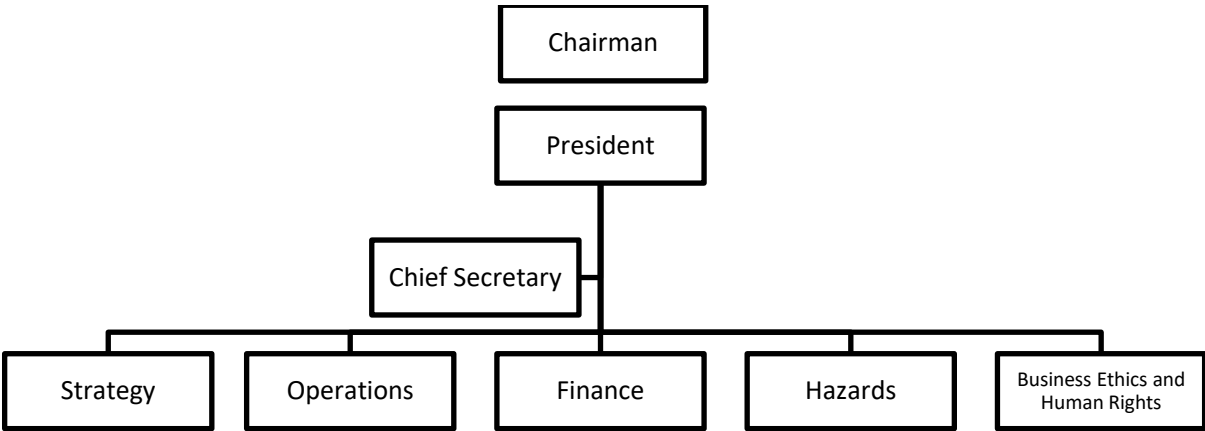
4.4.4 Participate in BCP drills and tests.


4.4.5 Ensure department staff are familiar with the BCP and their roles.

4.4.6 Confirm implementation results and propose improvements.

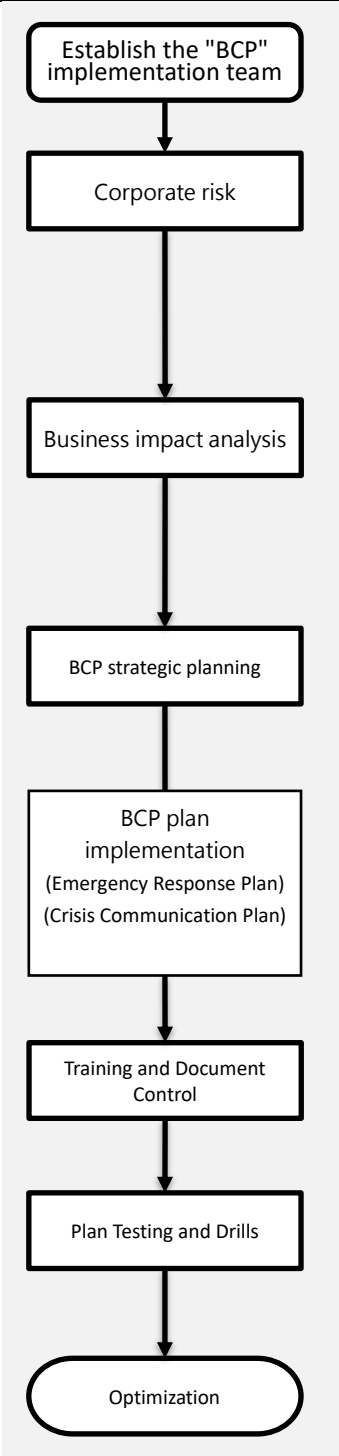
4.5 Crisis Response Team:


Led by the site General Manager, this team executes emergency response and post-disaster recovery plans during disasters or major disruptions. It is responsible for minimizing impact and promptly reporting to the Chairman.



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5 Procedures:

Procedures	Brief Description	Responsible Department	Forms or Outcomes Used
 <pre> graph TD A([Establish the "BCP" implementation team]) --> B[Corporate risk] B --> C[Business impact analysis] C --> D[BCP strategic planning] D --> E["BCP plan implementation (Emergency Response Plan) (Crisis Communication Plan)"] E --> F[Training and Document Control] F --> G[Plan Testing and Drills] G --> H([Optimization]) </pre>	<p>Collect and identify various risks that may lead to business interruptions.</p> <p>Identify critical business functions and their interdependencies based on the departmental Business Impact Analysis (BIA). Identify various risks that may cause business interruptions and determine the Minimum Resource Requirements.</p> <p>Determine the Recovery Time Objective (RTO) based on the BIA and develop recovery strategies.</p> <p>Develop the Emergency Response Plan, Post-Disaster Recovery Plan, and Communication Plan according to the recovery strategies.</p> <p>Conduct training and incorporate the plan into document control.</p> <p>Complete plan testing and drills; review the results of the drills.</p> <p>Optimize based on the results of the drills.</p>	<p>BCM Team</p> <p>BCM Team Department Heads</p> <p>BCM Team Department Heads</p> <p>BCM Team Department Heads</p> <p>Department Heads</p> <p>BCM Team Department Heads</p> <p>BCM Team Departments</p>	<p>Section 6.2: Company Risk Classification and Risk Assessment</p> <p>Section 6.3: Business Impact Analysis</p> <p>Emergency Contact Organizational Chart Emergency Preparedness and Response Procedures Emergency Response and System Recovery Procedure</p> <p>Emergency Response Management Guidelines Post-Disaster Recovery Plan</p> <p>Training Records Emergency Response Management Guidelines Post-Disaster Recovery Plan</p> <p>Drill Records</p> <p>Meeting Minutes</p>

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6 Content:

6.1 The President convenes the Business Continuity Management (BCM) Team to gather domestic and international events and compile risk-related issues.

6.2 The BCM Team conducts a corporate risk assessment based on the applicability of the identified risk issues:


6.2.1 Classification of the company's corporate risk issues.

Type/Code	External to the Organization	Internal to the Organization
S (Strategic)	Geopolitics Protectionism Technological Change Market Demand Fluctuations Price Wars Entry of New Competitors Policy and Regulatory Changes Mergers and Acquisitions	Change of Management Control Changes in Executive Management Corporate Image Change Customer Relationships Supply Chain Relationships Product Strategy
O (Operational)	Product Quality Sales Concentration Purchasing Concentration Customer or Supplier Mergers and Acquisitions Intellectual Property and Litigation Cyber Attacks Talent Recruitment Logistics and Supply Key Raw Material Supply Significant Raw Material Price Fluctuations	Changes in Plant or Production Capacity Operating Costs Exceeding Expectations Research and Development Plans and Investment Cybersecurity Vulnerabilities Employee Retention Strikes Damage to Critical Equipment Technology Leakage
F (Financial)	Interest Rate Fluctuations Exchange Rate Fluctuations Inflation/Deflation Changes in Accounting Standards and Tax Laws	Insufficient Cash Flow Credit Rating High-Risk, High-Leverage Investments Strategic Investments Asset Losses
H (Hazardous)	Climate Change Environmental Protection and Related International Regulatory Changes Natural Disasters (Typhoons, Earthquakes, Floods, Droughts, Blizzards) Infectious Diseases Negative Media Coverage Terrorist Attacks	Fire Occupational Safety Accidents Environmental Pollution Failure of Environmental Protection Facilities
E (Ethics and Human Rights)	Fair Competition Bribery/Gifts/Conflict of Interest	Insider Trading/Money Laundering Corruption/Fraud/Theft Discrimination/Harassment/Bullying

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6.2.2 Risk Assessment Results of the Company:

Item No.	Risk Issue	Severity	Occurrence Rate	Risk Level
SO1	Geopolitics	4	6	Unacceptable Risk
SO2	Protectionism	3	6	Unacceptable Risk
SO3	Technological Change	3	4	Moderate Risk
SO4	Market Demand Fluctuations	3	3	Moderate Risk
SO5	Price Wars	3	5	Moderate Risk
SO6	Entry of New Competitors	2	3	Moderate Risk
SO7	Policy and Regulatory Changes	3	3	Moderate Risk
SO8	Mergers and Acquisitions	3	2	Moderate Risk
SI1	Change of Management Control	3	2	Moderate Risk
SI2	Changes in Executive Management	3	4	Moderate Risk
SI3	Corporate Image Change	3	4	Moderate Risk
SI4	Customer Relationships	3	5	Moderate Risk
SI5	Supply Chain Relationships	3	4	Moderate Risk
SI6	Product Strategy	3	3	Moderate Risk
OO1	Product Quality	3	4	Moderate Risk
OO2	Sales Concentration	3	3	Moderate Risk
OO3	Purchasing Concentration	3	4	Moderate Risk
OO4	Customer or Supplier Mergers and Acquisitions	2	4	Moderate Risk
OO5	Intellectual Property and Litigation	3	3	Unacceptable Risk
OO6	Cyber Attacks	4	5	Moderate Risk
OO7	Talent Recruitment	2	5	Moderate Risk
OO8	Logistics and Supply	3	4	Unacceptable Risk
OO9	Key Raw Material Supply	4	3	Moderate Risk
OO10	Significant Raw Material Price Fluctuations	3	3	Moderate Risk
OO11	Changes in Plant or Production Capacity	3	5	Moderate Risk
OI1	Operating Costs Exceeding Expectations	3	4	Moderate Risk
OI2	Research and Development Plans and Investment	3	3	Unacceptable Risk
OI3	Cybersecurity Vulnerabilities	4	5	Unacceptable Risk
OI4	Employee Retention	3	4	Moderate Risk
OI5	Strikes	3	2	Moderate Risk
OI6	Damage to Critical Equipment	4	3	Unacceptable Risk
OI7	Technology Leakage	3	2	Moderate Risk
FO1	Interest Rate Fluctuations	2	4	Moderate Risk
FO2	Exchange Rate Fluctuations	3	3	Moderate Risk
FO3	Inflation/Deflation	3	3	Moderate Risk
FO4	Changes in Accounting Standards and Tax Laws	3	3	Moderate Risk
FI1	Insufficient Cash Flow	3	3	Moderate Risk
FI2	Credit Rating	3	2	Moderate Risk
FI3	High-Risk, High-Leverage Investments	3	3	Moderate Risk
FI4	Strategic Investments	3	3	Moderate Risk
FI5	Asset Losses	3	3	Moderate Risk
HO1	Climate Change	2	6	Moderate Risk
HO2	Environmental Protection and Related International Regulatory Changes	3	3	Moderate Risk
HO3	Natural Disasters (Typhoons, Earthquakes, Floods, Droughts, Blizzards)	4	3	Unacceptable Risk
HO4	Infectious Diseases	3	4	Moderate Risk
HO5	Negative Media Coverage	3	4	Moderate Risk
HO6	Terrorist Attacks	3	2	Moderate Risk
HI1	Fire	4	3	Unacceptable Risk
HI2	Occupational Safety Accidents	3	5	Moderate Risk
HI3	Environmental Pollution	3	4	Moderate Risk
HI4	Failure of Environmental Protection Facilities	3	4	Moderate Risk
EO1	Fair Competition	3	4	Moderate Risk
EO2	Bribery/Gifts/Conflict of Interest	3	4	Moderate Risk
EI1	Insider Trading/Money Laundering	3	4	Moderate Risk
EI2	Corruption/Fraud/Theft	3	4	Moderate Risk
EI3	Discrimination/Harassment/Bullying	3	4	Moderate Risk

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6.3 Business Impact Analysis (BIA)


Item No.	Risk	Key Department	Key Business & Operational Impact Description	Maximum Tolerable Downtime (MTD)	Priority Ranking
1	Fire	Environmental Safety Public Facilities Manufacturing/ Engineering IT PPE/PE QRA/GTS Purchasing Production & Sales/Production Control Sales HR	a) Critical – Damage to wastewater treatment plant affects production. b) Critical – Damage to public facilities affects production. c) Critical – Damage to production equipment affects production. d) Critical – Damage to information center affects production. e) Critical – Damage to design workstation affects operation time. f) Critical – Damage to inspection instruments affects inspection time. g) Secondary – Material damage requires urgent procurement. h) Secondary – Production scheduling affected, resources need to be reallocated. i) General – Delivery: unable to ship according to original schedule. j) General – Personnel affected, impacting attendance.	24 hours 24 hours 24 hours 24 hours 48 hours 48 hours 7 days 7 days 15 days 15 days	H H H H H H M M L L
2	Natural Disasters (Typhoons, Earthquakes, Floods, Droughts, Blizzards)	Same as above	Same as above	Same as above	Same as above
3	Damage to Critical Equipment	Public Facilities Manufacturing/ Maintenance Department	a) Critical – Damage to public facilities affects production capacity. b) Critical – Damage to production equipment affects production capacity.	24 hours 24 hours	H H
4	Cybersecurity Vulnerabilities	IT	Critical – Leakage of confidential information causes customer harm.	8 hours	H
5	Key Raw Material Supply	Purchasing	Secondary – Delayed production due to untimely delivery from substrate/film/ink suppliers.	72 hours	M
6	Cyber Attacks	IT	a) Critical – ERP AP server failure. b) Critical – Email server down, unable to send/receive emails. c) Critical – File server damaged or locked, information inaccessible.	24 hours 24 hours 24 hours	H H H
7	Protectionism	Purchasing Manufacturing Sales	a) Critical – Supply chain disruption or restructuring pressure. b) General – Unacceptable operational costs. c) General – Market access restrictions.	72 hours 3 months 6 months	H M L

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8	Geopolitical	Purchasing Finance Sales	a) Critical – Supply chain disruption or restructuring pressure. b) Critical – Challenges in information integration. c) General – Traffic disruption or unacceptable transportation costs.	72 hours 72 hours 3 months	H H M
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6.4 Recovery Strategy Planning:

No	Department	Business Function	Incident Handling	Acceptable Recovery Time	Business Function Classification
1	External Communication System	External communication contact point during crisis events Internal information collection and integration	Draft and release press statements related to recovery work, and provide unified recovery information to regulators, media, investors, and clients.	4 hours	Critical
2	Sales	Stability of Existing Business	a) Maintain continuous communication with customers b) Reassure customers and stabilize the market	4 hours	Critical
3	Maintenance Department	Production Line Operation (Maintaining Equipment in Normal Working Condition)	a) Confirm losses of in-plant facilities b) Plan and install equipment to restore the site c) Activate backup system for emergency repairs d) Equipment restoration testing e) Start-up trial operation	8 hours	Critical
4	Quality Assurance (QA)	Defective Product Evaluation	a) Statistical analysis of disaster-affected product part numbers and quantities in the process b) Quality inspection and risk assessment of disaster-affected products	24 hours	Critical
5	Quality Assurance (QA)	Operation of Testing Instruments (Maintaining Normal Function of Testing Instruments)	a) Confirm losses of in-plant testing instruments b) Plan and install testing instruments to restore the site c) Activate support from third-party laboratories d) Purchase necessary testing instruments e) Testing instrument restoration and testing f) Start-up trial operation	24 hours	Critical
6	Public Facility	Water, gas, and electricity supply (water outage, power outage, etc.)	a) Deploy temporary power generation facilities to maintain operation of critical equipment b) Install temporary water tanks and dispatch water trucks for emergency supply to key production lines c) Expedite restoration of public utility facilities	8 hours	Critical
7	Procurement	Raw Material Supply (Supplier Emergencies)	a) Conduct regular evaluations of the supply chain b) Perform risk assessments on all single-source suppliers or materials with long lead times c) Urgently contact relevant suppliers to confirm damages to upstream and downstream suppliers d) Verify internal factory inventory and available supplier stock e) Seek alternative procurement resources through other channels and carry out related emergency purchasing f) Collect information on manufacturers of substitute raw materials and, if necessary, maintain normal customer product supply through outsourcing substitute materials g) Ensure smooth procurement processes and	24 hours	Critical

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			channels h) Order new equipment or parts to replace damaged equipment i) Assist in the removal and disposal of damaged materials and equipment		
8	Environmental Health and Safety (EHS)	Environmental safety issues (response to sudden environmental pollution incidents)	a) Activate emergency preparedness plans and ensure the stockpiling of emergency response materials and personnel b) Activate the emergency collection pool to ensure that polluted wastewater does not affect the external environment or normal in-plant production capacity c) Plan post-disaster waste and discarded equipment classification, storage, and disposal methods	4 hours	Critical
9	Environmental Health and Safety (EHS)	Environmental safety issues (emergency response to sudden fires and safety incidents)	a) Activate corresponding emergency preparedness plans and safety operation protocols for recovery work b) Establish temporary medical stations during the recovery period c) Strengthen access control for personnel entering and exiting reconstruction areas d) Enhance safety and health awareness campaigns for recovery work e) Launch safety and health audits during the recovery period	0.5 hours	Critical
10	IT	Information security issues (response to device infection and hacker intrusion)	a) Inspect damage to computer hosts b) In case of hacking or virus infection, immediately isolate the affected network segment and investigate the cause c) If information leakage is detected, the responsible department shall assess the importance of the leaked data and notify the legal team for proper handling according to the law d) Confirm the restoration and operation of hardware facilities e) Restore data from off-site backups f) Assist all departments in recovering disrupted computer systems g) Activate a temporary information management center	12 hours	Critical
11	Production Planning	Maintain production scheduling operations	a) Assess the impact on delivery b) Arrange cross-plant support c) Activate supply chain support d) Reschedule production planning and delivery timelines	24 hours	Critical
12	Environmental Health and Safety (EHS)	In-plant prevention and containment of infectious disease outbreaks	a) Evaluate business trips to epidemic areas b) Activate epidemic prevention measures for factories and customer service centers in affected areas	1 week	Important
13	Administration	Public disasters (response to employee injuries, food poisoning, and operation of general affairs)	a) Internal communication and coordination among company departments b) Consolidation and deployment of available corporate recovery resources c) Photographing and documenting the recovery process d) Assisting in preserving evidence for insurance claims e) Providing employees with daily living and meal support f) Establishment and planning of temporary medical aid stations	8 hours	Important

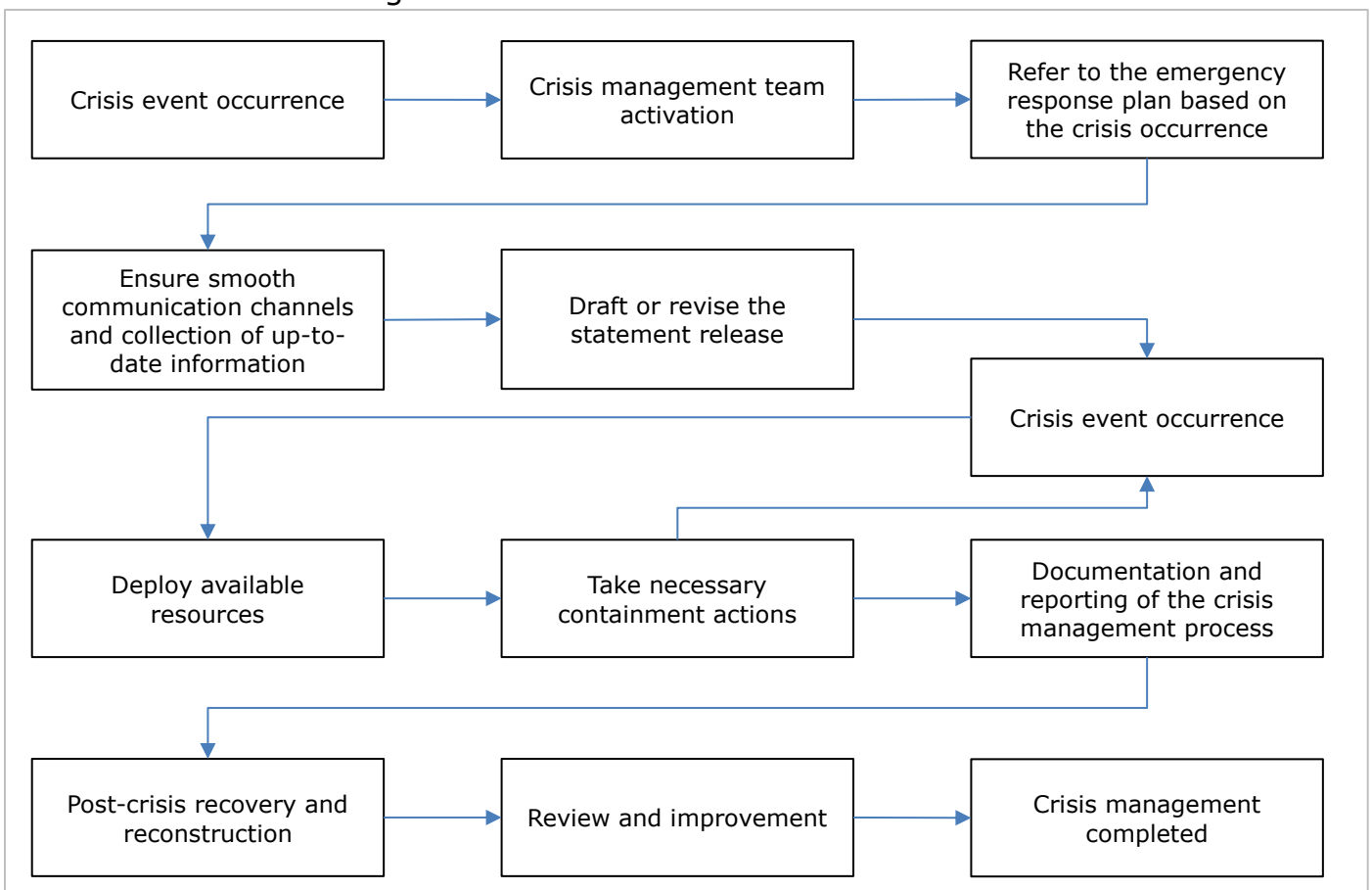
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14	Finance	Support for post-disaster funding needs	a) Initiate planning for recovery funding b) Maintain regular payroll distribution c) Investigate property losses caused by the disaster	3 days	Important
15	HR	Production line operations (maintaining a stable and sufficient production workforce)	a) Arrange flexible personnel deployment across production lines b) Establish recovery shift schedules and group operation procedures c) Activate the job substitution mechanism d) Urgently recruit new staff e) Express condolences to injured colleagues and assist with follow-up matters f) Assist with the distribution of allowances and condolence payments	8 hours	Important
16	Legal	Handling of legal matters	a) Handle penalties and litigation resulting from the disaster b) Assist in the insurance claim process c) Support the company in handling appeals from relevant stakeholders	1 month	Secondary


6.5 BCP Plan Implementation:

6.5.1 Crisis Management Team and Responsibilities as per Attachment 9.1 Emergency Contact Organizational Chart.

6.5.2 Crisis Management Process:



6.5.3 Emergency Response Plan according to Attachment 9.2 Emergency

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Response Plan.

6.5.4 Post-Disaster Recovery Plan according to Attachment 9.3 Post-Disaster Recovery Plan.

6.6 Training and Document Control:

6.6.1 Annual BCP training plans are arranged at the beginning of each year for personnel at different levels to provide appropriate training, cultivating employees' awareness of emergency response and recovery, and ensuring compliance with related regulations.

6.6.2 The training policy applies to all employees and outsourced contractors involved in the work.

6.7 Plan Testing and Drills:

6.7.1 The Business Continuity Plan (BCP) shall undergo applicability tests based on annual risk assessment results. At least one drill shall be conducted annually, and every three years all critical business functions classified as high priority must be tested through drills.

6.7.2 The responsible unit shall submit drill records and post-drill review within one week after the drill, with final verification and confirmation by the plant general manager.

6.7.3 Evaluation and review of the BCP system shall include:

6.7.3.1 Description of major incidents, including date and time

6.7.3.2 Severity of major incidents

6.7.3.3 Selected recovery plans

6.7.3.4 Root cause analysis

6.7.3.5 Audit trail

6.7.3.6 Relevant evidence

6.7.3.7 Corrective and preventive actions


6.8 BCP Plan Maintenance and Updates:

6.8.1 The Business Continuity Plan should be regularly updated in accordance with business, organizational, and personnel changes to maintain effectiveness and ensure the plan remains valid. Whenever the plan is changed, the drill plan must be revised to ensure completeness. Items to be included in plan updates are:

6.8.1.1 Procurement of new equipment or system upgrades

6.8.1.2 Use of new detection and control technologies (e.g., fire detection)

6.8.1.3 Use of new control technologies

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- 6.8.1.4 Changes in personnel and organizational structure
- 6.8.1.5 Changes in company or personnel addresses and phone numbers
- 6.8.1.6 Supplier adjustments
- 6.8.1.7 Changes in business processes, including establishment or cancellation of workflows
- 6.8.1.8 Changes in practical operations
- 6.8.1.9 Regulatory changes
- 6.8.1.10 Other matters that may affect the recovery plan

7 Related Documents:

- 7.1 Emergency Preparedness and Response Procedures
- 7.2 Emergency Response and System Recovery Plan Procedures
- 7.3 Company-Level Emergency Response Team Operating Guidelines
- 7.4 Emergency Response Management Regulations
- 7.5 Emergency Medical Assistance Management Measures
- 7.6 Fire Safety Management Measures

8 Forms Used:

None

9 Attachments:

- 9.1 Emergency Contact Organizational Chart
- 9.2 Emergency Response Plan
- 9.3 Post-Disaster Recovery Plan