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Environmental Safety & Health Guidelines for Contractor

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First half (2020 edition) - Precautions in the
Environmental Safety & Health Guidelines
for Contractor

(This first half is to be remained by contractor)

- 1.I have fully understand the contents stated in this "Environmental Safety & Health Guidelines for Contractor" , and will do as instructed.
- 2.I will supervise and inform clearly to employees involved (including contractor) based on the "Environmental Safety & Health Guidelines for Contractor" and occupational hazardous items of Epistar, so any incidents could effectively be avoided.
- 3.I will supervise and inform clearly to employees involved (including contractor) for following the regulations in keeping business secret of Epistar.

Signature :

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Second half (2020 edition) - Precautions in
the Environmental Safety & Health
Guidelines for Contractor
(Please tear off this second half to submit to the
Environmental Safety Unit of Epistar)

- 1.I have fully understand the contents stated in this "Environmental Safety & Health Guidelines for Contractor" , and will do as instructed.
- 2.I will supervise and inform clearly to employees involved (including contractor) based on the "Environmental Safety & Health Guidelines for Contractor" and occupational hazardous items of Epistar, so any incidents could effectively be avoided.
- 3.I will supervise and inform clearly to employees involved (including contractor) for following the regulations in keeping business secret of Epistar.

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Name of

contractor :

Person in

charge :

Signed and

received by

Name of staff :

Date of

signing and

receiving :

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Company stamp Person-in-charge' s stamp

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1. Objectives :

Epistar Corporation (Epistar) produced this occupational guidelines in order to properly follow Chapters 25 to 28 of the Occupational Safety and Health Act, maintain safety of contractor's employees and facility, reduce possibility of occupational injury; follow Epistar's regulative measures for information security, implement management on contractor's visit, and strengthen protection on construction inside factories and information security. This guideline is to be used while contractor have constructions inside the company for ensuring the interests of contractor and Epistar. Contractor must not only follow what have been regulated in contracts, Occupational Safety and Health Act strictly during construction, but also have to obey to the measures related inside Epistar.

2. Applicable :

All the contractors (including the subcontractors) of Epistar Corporation (headquarters and every plant).

3. Scope :

Applicable to Epistar Corporation (headquarters and every plant).

4. Precautions :

- 4.1. Epistar has produced this guideline to ensure the contractor of this construction fully understands the safety rules applied in Epistar. It is required to supervise and inform clearly to employees (including contractor) about the contents and occupational hazardous items stated in the "Environmental Safety & Health Guidelines for Contractor" , and comply to keep business secret of the company, so any incidents can effectively be avoided, and any business secret of the company will not be revealed. Every contractor has to carefully read, sign, and return the guidelines. Without influencing the principle and safety rules, Epistar will notify them on bulletin for all contractors' information if there are any contents slightly amended or revised.
- 4.2. This guidelines include the "Managing Procedures on Contractor (PVS080001)" , "Regulative Procedures on Higher-risk Operations (PVS080005)" , "Regulative Statement for Information Security on

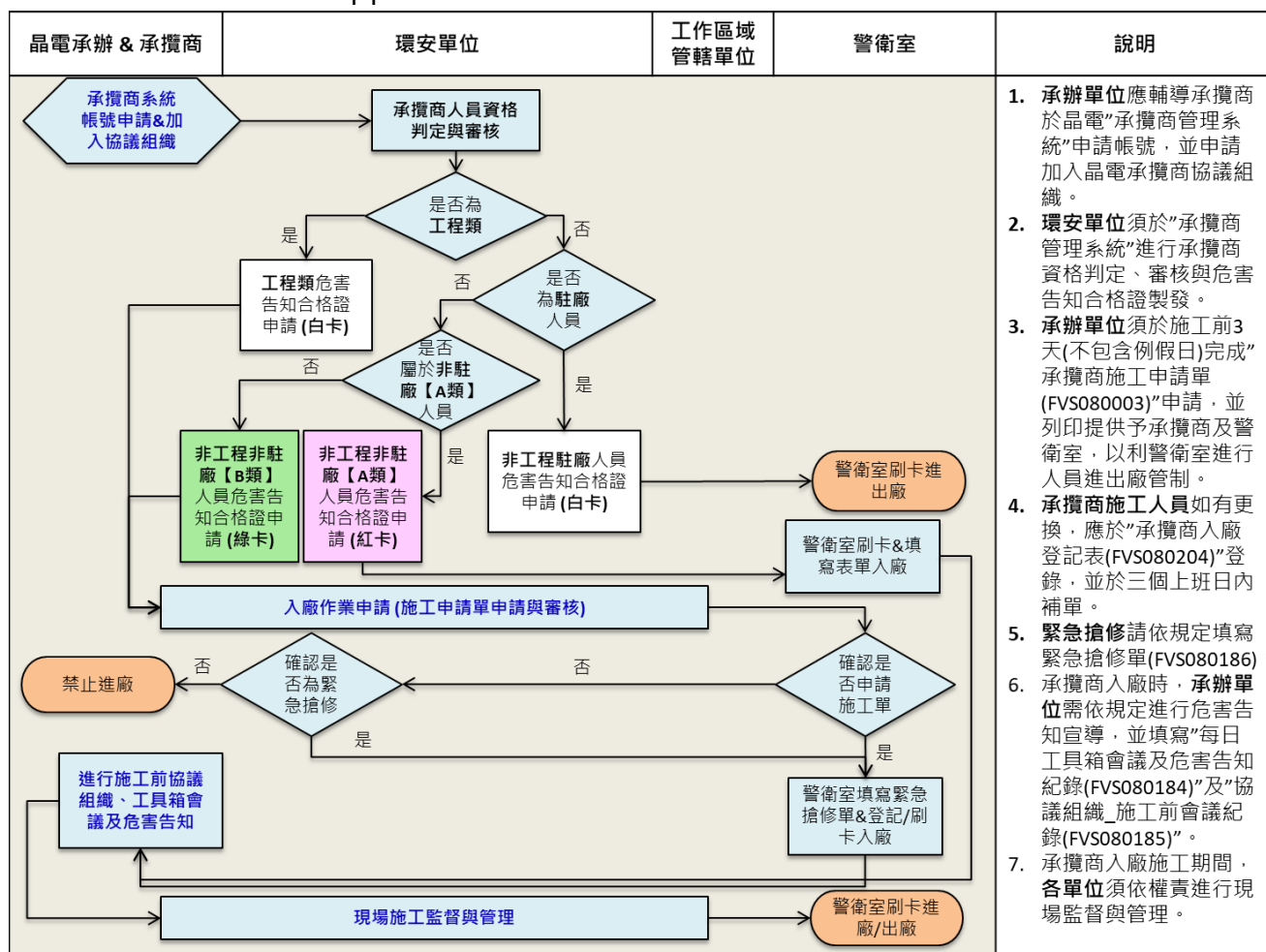
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Contractor (FVS080193)" , "Protective Measures for Business Secret (SHS120007)" , "Cleanroom Managing Measures on Conformed Key Points for Safety and Information Management (SHS120008)" etc which established by Epistar are all extracted here.

- 4.3. The documents to be signed before contractor visits and start construction are to be supplied by case handling unit of Epistar.
- 4.4. For occupational safety within Epistar, contractor must inform construction related staff about the content in this
"Environmental Safety & Health Guidelines for Contractor" in detail before processes were undertaken, so staff may properly follow it.
- 4.5. Additionally, please also comply with the rules for environmental maintenance items (waste, wastewater, exhaust, etc.) within Epistar, and properly follow the environmental safety and health policy which established by Epistar.
- 4.6. Contractor and recontractor have to undertake the responsibility stated on the "Occupational Safety and Health Act" which should be undertake by employers.

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5. Procedures of Application for Visit :



6. Precautions for Contractor Before Construction

6.1. Settling Staff for Managing Safety and Health

- (1) Contractor should settle managing staff for safety and health (on-site supervisor).
- (2) If the number of constructive staff is more than 30 people, please report to local labor inspection office before construction; moreover, send photocopied documents of settling “Occupational Safety and Health Managing Staff” to Epistar’s Environmental Safety Department for documentation and checking.
- (3) Please take initiative to notify the parties related if there are any changes with the occupational safety and health staff.

6.2. Settling Supervisor for Higher-risk Operations

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It is necessary to settle supervisor who is responsible for supervision and instruction when tasks involve with higher-risk operation which stated by Epistar.

- 6.3. Chapter 29 of Occupational Safety and Health Act regulates Employer
- (1) Do not employ people who are under 18 to perform dangerous or hazardous type of job.
 - (2) Do not employ female workers to perform dangerous, hazardous, and heavy-laboring type of job.
 - (3) Do not employ female workers who are pregnant or had given birth less than one year to perform dangerous or hazardous, with overhead, heavy-laboring type of job.
 - (4) Do not employ workers who are alcoholic, have addiction to drugs, or have disease which caused them not appropriate in performing dangerous or hazardous type of job.
 - (5) Do not employ labor without having sufficient skill or illegal foreign labor.
 - (6) Do not employ workers more than 65 years old to perform dangerous or hazardous, heavy-laboring type of job.
- 6.4. Contractor must be well prepared before submitting the application. It is also required to join in the coordinative organization of Epistar. Contractor has to apply based on a company, complete and upload the "Regulative Statement for Information Security on Contractor"
- 6.5. Have to complete data setting in the Contractor Managing System, the documents to be uploaded include Basic Information of Contractor (FVS080172), a copy of Citizen ID (or ARC), a copy of Contractor Accident Insurance, Contractor Regulative Statement for Information Security on Contractor, 1-inch profile picture, Environmental Safety & Health Guidelines for Contractor; additionally, obtain an account name and a password for accessing a contractor system.


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- 6.6. Contractor's employees must access to Epistar's contractor managing system for viewing Epistar's instruction materials and be certified by test, so the Environmental Safety Unit may issue a "Certificate of Contractor Hazard Communication & Notification" for receiving an Engineering-typed of ID (white card). They will not be allowed to work inside without having this certificate.
- 6.7. Must provide a name list for Epistar's receptionist unit first, so the company may begin the administrative process of application for construction.
- 6.8. Contractor should prepare medical checkup information in advance for Epistar's reference.
- 6.9. Types & Qualification of Contractor's Employees:
- (1) The scope of regulation for the construction-typed of contractor is as follows :
- The installation, renovation, moving, or maintenance on facility, equipment, civil, partition wall, security system that within plants.
 - Non-normal cleaning works (e.g., disinfection) within plants.
 - Machines inside cleanroom, hardware or software for facility:
 - I. Installation/Moving Tasks.
 - II. Repair, maintenance, debugging.
 - III. System of facility construction, repair, and maintenance; debugging, secondary installation, etc.
 - IV. Annual maintenance and construction contract.
 - V. Tasks to perform inside cleanrooms for IT cable-wiring, factory visits, etc.
 - Cabinet for host computer on walkway, wiring from channels to cabinets
 - Wall-mounted inside cleanrooms, wiring from ceiling or raised floor

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Item \ Type	Construction -typed of Contractor
Type of Employee	Labor insurance
Accident & Life Insurance	Five million NT Dollars
Certificate of Education and Training in Occupational Safety and Health	<p>Must provide the certificates on Occupational Safety and Health after education and training which qualified by Science Park or the Ministry of Labor Affairs (More than 6 hours).</p> <p>Contractor must provide certificates that your foreign employees had received more than 6 hours of Safety and Health Education and Training, and the certificates must be stamped with the stamps of contractor company and person-in-charge.</p>
Requirements for Factory Visit	<p>Hold a meeting before construction, sign "Coordination Organization_Meeting Minutes before Construction (FVS080185)" , and implement "Daily Construction Meeting & Hazard Communication Minutes (FVS080184)" , strong communication for daily precautions on construction, implement construction irregularity management & monitoring operational safety/environmental maintenance.</p> <p>1.Coordination organization' s meeting minutes before construction</p> <p>(1) Time to sign: Before the 1st visit for having construction</p> <p>(2) Staff to sign: Contractor' s person-in-charge or substitute (e.g., overseer, site-manager)</p> <p>2.Daily construction meeting & hazard communication minutes</p> <p>(1) Time to sign: Before each visit</p> <p>(2) Staff to sign: Every employee</p>
Application for	Required

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Construction	
Example of the ID for Visitors	<p>Background in white</p> 
Supplements	<p>Coordination organization' s meeting minutes before construction & hazard communication minutes: Epistar' s receptionist unit is responsible to notify the risks of performing tasks inside plant, and after completed the approval on minutes, submit to environmental safety unit of plant.</p>

(2) There are two types of non-construction contractor as follows :

- Resident staff: Cleaners (including environmental safety), security, group meal preparation staff, commissary (including convenience store, cafeteria), etc.
- Non-resident staff :
 - I. Gas filling/cylinder/chemical filling, BSGS outsourced forklift staff, environmental safety hazardous waste cleaning (including night soil transportation).
 - II. Equipment, facility, software businesses, valuable waste recycling business (valuable scraps in-house mincing operation), machine calibration/measurement/inspection, IT/equipment and software business non-frequent, project-based operation (including fiber-wiring between buildings, maintenance for parts replacement of label printer on production line to perform in cleanroom, internet equipment installation) are all included.

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Type Item	Non-engineering contractors		
	Resident staff	Non-resident staff	
Applicable	According to the scope of regulation 6.9.a on resident staff	According to the scope A of regulation 6.9.b on non-resident staff	According to the scope B of regulation 6.9.b on non-resident staff
Requirements on Applicant	Labor-insured	Labor-insured	Labor-insured
Accidental Insurance & Life Insurance	<p>NT\$3,000,000</p> <p>The accidental insurance must increase to NT\$5,000,000 if contractor's employee is not labor-insured)</p>		
Certificate of Education and Training in Occupational Safety and Health	<p>1. Contractor is responsible for implementing the relevant training, test, attendance and submission of information to the Environmental Safety Unit of Epistar. The unit will upload the data on to online system.</p> <p>2. Ordinary education and training: The contractor gives lesson to employees and provide evidence of training (e.g., signature for</p>	<p>1. Required to sign a coordination organization's meeting minutes before construction, daily construction meeting, and hazard communication minutes as replacement</p> <p>2. The followings are also acceptable (Attached with record of secondary on-job training) :</p> <p>(1) Evidence of Training for Dangerous Item Road Transporter</p> <p>(2) Provide the Certificate of Education and Training in Occupational Safety and Health which officially certified by a training institute approved by scientific and industrial park (At least 6 hours of training)</p>	

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	attendance and pictures taken during lesson) .	
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Item	Type	Non-engineering contractors	
		Resident staff	Non-resident staff
		Date of effective is within 3 years, to replace the 6 hours of Occupational Safety and Health Education and Trainings which officially certified by science park or the Ministry of Labor Affairs.	
Requirements for Factory Visit		<ol style="list-style-type: none"> 1. Coordination organization' s meeting minutes before construction (1) Time to sign: Before the 1st visit for having construction, on-job training, annual maintenance (2) Staff to sign: Contractor's person-in-charge or substitute 	<ol style="list-style-type: none"> 1. Coordination organization's meeting minutes before construction (1) Time to sign: Before the 1st visit for having construction (2) Staff to sign: Contractor' s person-in-charge or substitute 2. Daily construction meeting and hazard communication minutes (1) Time to sign: Before the 1st visit for having construction (2) Staff to sign: Contractor's person-in-charge or substitute
Application for Construction		Not required	<div>Not required</div> <div>Required</div>

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Example of ID for Visitors	Background in pink-  Show "Resident Staff" on bottom	Background in pink-  Show "Non-resident Staff" on bottom	Background in green-  Show "Non-resident Staff" on bottom
	<p>" Resident Staff"</p> <ol style="list-style-type: none"> Contractor must provide a certificate of the skills required for its own instructor to prove that staff is eligible with skills and flexibility which requested by contract. The daily construction meeting and hazard communication minutes during annual maintenance are to be generally regulated and required by Environmental Safety Unit. <p>" Non-engineering Type of Contractor"</p> <ol style="list-style-type: none"> Contractor are required to inform risks in operational area in advance in their coordination organization' s meeting minutes before construction , daily construction meeting, and hazard communication minutes; please complete and verify the minutes, and submit to environmental safety staff of each plant. 		

- 6.10. Occupational safety and health staff who are being notified by contractor should take initiative to keep in touch with Epistar's project-taker and environmental safety staff, and receive the instruction and advice for their safety and health tasks.
- 6.11. The employees should wear jacket or uniform, and attach the two IDs (Contractor Hazard Communication Certificate & Construction Permit) in the front for checking before visiting Epistar. The employees without showing the two IDs will not be allowed to perform construction tasks.
- 6.12. The employees have to take initiative showing their ID (such as the health insurance card or ARC). After security have confirmed that they were certified for having construction, security can replace ID with construction permit, and notify project-taker of

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Epistar to lead contractors go inside.

- 6.13. When visiting plants of Epistar, if items that could affect information security, including equipment or device that enabling storage, transmission, photo-taking, or video-taking, should always put sticker on those devices in advance, and let security check up at guardhouse. They should not be teared off before leaving Epistar. Unless the device has been granted or supplied by Epistar due to business purpose
- 6.14. When visiting cleanrooms of Epistar, if items that could affect information security, including equipment or device that enabling storage, transmission, photo-taking, or video-taking are not allowed to bring in. Unless the device has been granted or supplied by Epistar due to business purpose.
- 6.15. If contractor has to bring in device and equipment that should be monitored, they must self-inspect for certifying, numbering, documenting, and submitting to Environmental Safety Unit (may attach with an electronical file), so they may replace with a label for sticking on it. The duration of the permission is one year (all to be expired on December 31st). Use red label for odd years, and yellow one for even years.

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No.	Item to Monitor	Items to Verify
1	Self-carrying Light	<p>(1) Conformed to the national or international standard, e.g., certified by the Bureau of Standard, Metrology and Inspection, Ministry of Economic Affairs</p> <p>(2) Lamp stand which exposed out that can cause electrification must be insulated and the materials should not get deformed or damaged easily</p>
2	Welder	<p>(1) Conformed to the national or international standard, e.g., certified by the Bureau of Standard, Metrology and Inspection, Ministry of Economic Affairs</p> <p>(2) Leakage-circuit breaker</p>
3	Temporary Distribution Board	<p>(1) Leakage-circuit breaker</p> <p>(2) Warning sign (language)</p>
4	Extension Cord	<p>(1) Conformed to the national or international standard, e.g., certified by the Bureau of Standard, Metrology and Inspection, Ministry of Economic Affairs</p> <p>(2) Whether the insulation has been damaged or become weak; broken wires cannot be connected and used</p> <p>(3) A plug is applied to plug in; not allowed to use a broken one</p> <p>(4) Do not use extension cords that were privately assembled.</p>
5	Acetylene Welder	<p>(1) Is steel cylinder deformed or rusted</p> <p>(2) An anti-backfire device</p> <p>(3) Steel-use cap</p> <p>(4) Air-pipe whether functions normally (not hardened, damaged)</p>

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6	Device and Equipment designated by Environmental Safety Unit	Other items to be checked up by Environmental Safety Unit	

廠商自主檢查 電器及機具合 格標籤	廠商名稱	
	設備名稱	
	設備編號	
	聯絡人	
	電話	

廠商自主檢查 電器及機具合 格標籤	廠商名稱	
	設備名稱	
	設備編號	
	聯絡人	
	電話	

6.16. The following measures are necessary to implement during the period of construction to avoid occurrence of occupational injury with contractor.

- (1) Attend coordination organization and designate person-in-charge as on-site coordinator.
- (2) Communication and adjustment for works.
- (3) Inspection of construction site.
- (4) Launching safety and health education for works under contract.
- (5) Other necessary items to prevent occupational injury.
- (6) A collaborative task that is shared by two or more people, please designate one of the worker to take responsibility of the above mentioned.

6.17. The use and management of dangerous machine and equipment
If workers have to handle the dangerous machine or equipment describes below which regulated by the Ministry of Labor Affairs during inspection, repair, etc., contractor must supply the certificate of competency to Environmental Safety Unit for reference.

- (1) Operating crane, hoist, shear-leg crane that is above 3-ton capacity.

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- (2) Operating crane, hoist, shear-leg crane that is under 3-ton capacity.
 - (3) Operating forklift that is above 1-ton capacity.
 - (4) Operator who uses crane for hoisting.
 - (5) Operator who uses bird cage for cleaning, repairs, etc.
 - (6) Other workers or operations supervisor who are required by Occupational Safety and Health Administration to receive safety training.
- 6.18. Staff have to monitor contents of operation, safety, and number of people during construction. They must report to units and staff related if there are any occupational incidents.
- 6.19. For cases of urgent repairs, and contractor is a first-timer to Epistar, it has to provide "Regulative Statement for Information Security on Contractor (FVS080193)" after construction is completed within 3 days.
- 6.20. On-site monitor on construction area should be implemented, such as notice on construction fences (safety warning sheet belt and construction notice board), and equipment and material storage notice.
- 6.21. Any waste produced during construction must be removed by contractor. They cannot be accumulated inside the company. It must be cleared on the day of production if the waste affects environment.
- 6.22. When the construction was completed, contractor has to report to Epistar's case-handling unit daily; ensure materials to be isolated and system has returned to base, and these are all under safety.
- 6.23. Environmental notification and understanding
Contractor should receive a notification from Epistar's case-handling staff regarding surrounding of operational environment surrounding and precautionary items of construction area, and implement safety measures properly when entered working zones.
- 6.24. During construction
Supervision unit must undertake the following items
- (1) Properly monitor contractor's contents of operation and its number of

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construction workers.

- (2) The coordination for operations and temporary changes during the period of construction.
- (3) Monitor or removal of source of hazard at construction site. Should have an on-site inspection when contractor is performing a high-risk activity.
- (4) Assist contractor to understand the working environment's escape route and its hazard notification
- (5) Regularly and irregularly check whether the contractor has implemented the relevant safety regulations and requirements.

6.25. On-site management and cleaning regulations

- (1) It is forbidden to eat betel nut and drink alcoholic beverages in factories; smoking is also prohibited except specific smoking areas.
- (2) The electrical or pipeline switches in the construction area must be operated by Epistar's case-handling staff, and contractor is strictly prohibited from arbitrary operation
- (3) When it is necessary to have gas equipment as source of supply from Epistar during construction, it can only be used with the approval of Epistar.
- (4) Keep the floor and surrounding areas of the workplace dry and clean.
- (5) After works are completed, that construction area should be cleaned up and the garbage that violates the environmental sanitation should be removed from the factory on the same day. It is forbidden to store it outside the factory area. If there is a need for temporary storage, it should be properly placed and marked. Sundries and dangerous debris in construction site should be removed often to avoid harming works and injuring workers.

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- (6) Things not related to the work should not be stored in the workplace, and the equipment and materials that are not used should be taken out of the factory after the construction as much as possible
- (7) If tools need to be temporarily stored, they should be placed in the planned tool temporary storage area. The temporary storage area must keep the tools neat and the environment clean, and the temporary storage area should not be close to the machine.

6.26. Personal Protective Equipment Use

Contractors and subcontractors who undertake relevant projects of Epistar must provide necessary protective equipment for the use of operators. While working, the operator should wear safety protection equipment suitable for personal needs according to the working environment

- (1) Head Protection (safety helmet): It should be used when operating or inspecting electrical equipment, climbing, construction sites, repairs, cranes, stackers, etc. due to work or business needs.
- (2) Ear Protection (ear-plug or ear-muff): In work area where the noise volume exceeds 85 decibels, it should be used during operation and maintenance.
- (3) Eyes Protection (safety goggles or protective shield): In order to prevent the damage of sparks, fine dust, cutting chips, liquid droplets or heat radiation, harmful rays of light, please wear it on for eye protections.
- (4) Respiratory Protection (breathing mask or gas mask): Appropriate respiratory protection should be worn in the presence of harmful dust, mist droplets, harmful gases or hypoxia
- (5) Hand Protection (Cotton, acid- and alkali-resistant, electric-resistant gloves): Staff engaged in handling corrosive/toxic chemicals and equipment or who may come into contact with the power supply must wear appropriate protective gloves.
- (6) Foot Protection (safety shoes): Safety shoes are required for

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assembly/unloading operations and handling of hazardous materials

- (7) Body Protection (protective clothing): Wear appropriate protective clothing when handling acids, alkalis, toxic chemicals or equipment.
- (8) Full-body Safety Rope (belt): Staff engaged in elevated work must wear a full-body safety rope (belt).

6.27. Regulations for the use of dangerous and harmful substances (solvent and gas cylinders)

- (1) Volatile solvents used in construction site should be capped and locked at any time. Containers used for on-site maintenance and repairs must be less than 1 gallon in capacity and of non-breakable material. If the vapor from the solvent used is odorous or flammable, you should inform the Epistar case-handling unit in advance to take relevant auxiliary measures.
- (2) Various cylinders in use should be fixed with a trolley and two chains. Keep away from heat sources and avoid dumping or localized heating. Cylinders should put straight-up. Do not lean in a flat way on ground.

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6.28. Equipment Management

- (1) Construction equipment, electrical tools, and materials are not allowed to be stacked on fire hydrants/fire extinguishers/electric panels/safety ladders and escape routes, to avoid delay of time for emergency rescue.
- (2) Machinery and equipment should be subject to regular inspections or key inspections
- (3) While working at high places, be aware of falling tools and goods, and do not leave tools, goods and parts at high places after work.
- (4) Do not use unsafe tools and equipment.
- (5) Qualified electrical appliances should be used and checked automatically

6.29. Others

- (1) While cleaning, oil applying, adjusting and overhauling machine, the machine should be shut down first, and the safety of both the human and the machine should be confirmed before restarting machine.
- (2) It is strictly forbidden for workers to stand or pass under suspended objects.
- (3) Appropriate clothing should be worn in workplace (recognition vest), barefoot or slippers are not allowed at work.
- (4) During the construction of elevated pipelines, it is forbidden to step on the pipelines during construction.

6.30. Emergency Response Measures

- (1) In the event of an emergency, contractor's worker should immediately notify Epistar's Environmental Safety staff or the case-handling staff, perform the first rescue if it was safe, and cooperate with Epistar to assist in the rescue.
- (2) In other cases, workers should cooperate with the instructions of on-site management staff to stop working; and evacuate immediately outside the factory according to the route designated.

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6.31. Vehicle Control Measures

- (1) Please register with guard when the contractor's vehicle enters. And leave Epistar by the end of the day.
- (2) Except for ambulances, fire trucks, or for emergencies, the speed of any vehicle in the company area shall not exceed 30 kilometers per hour.
- (3) If crane works would affect traffic, the operator should contact the case-handling staff of Epistar first, and set a temporary traffic route to maintain road safety.

6.32. Contents Permitted for Higher-risk Construction Item

The following constructions must be approved by the operation approval application before construction.

- (1) Hanging Operation: Any operation that requires the use of hanging equipment to carry out hanging and movement of objects and equipment, or operations necessary for personnel.
- (2) Confined Space Work (also known as anoxic work): Refers to the operations that the living space is closed without ventilation, or the operation of entering a limited space with inadequate ventilation inside the barrels, trenches, storage tanks, troughs, manholes, etc.
- (3) Flame Work: Refers to operations that may generate sparks such as electric welding, argon welding, welding, cutting, grinding, live wire operations, etc.
- (4) Safety System Interruption Work: Refers to the need to take the initiative to interrupt fire protection facilities (including interruption of sprinkler system, foam system, alarm system) or gas detection side system when there is concern about starting fire protection facilities and gas detection side system due to fire protection facilities maintenance or other operations in the factory.

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- (5) Elevated Work Over 2 Meters: Refers to the operation where there is a risk of falling due to an area of more than 2 meters in height
- (6) Work for Organic Solvent: Using organic solvents in confined spaces or places with insufficient ventilation may cause potential hazards of fire, explosion or suffocation.
- (7) Construction at Clean Room: While working in a clean room, if there is a risk of contact with pipelines and chemicals, it is necessary to abide and pay attention to the relevant regulations of the clean room construction operation permit.

6.33. Precautions for the Application of the Higher-risk Construction Work Permit

- (1) The applicant must submit an application before construction, and complete the review of on-site safety protection measures and fire protection measures before construction.
- (2) A photocopy of the approved application form for construction work permit must be marked/posted on the construction site
- (3) If construction time would exceed the validity period of permit, please submit a new application.

6.34. Fire & Explosion-proof Regulations

- (1) While working near flammable and explosive materials, fireworks should be strictly prohibited.
- (2) If it is necessary to start a fire in a fire-proof area due to special requirements, the permission should be obtained before the work.
- (3) After starting a fire in the no-fire area, check whether the residual fire is completely extinguished at any time before leaving
- (4) Before using Epistar power supply for electric welding operations, contractor should contact Epistar's supervisory staff first and use it according to electrical safety rules. Do not connect in an overlapping or unsafe way.

6.35. Requirements for Handling & Fall Prevention

- (1) For transporting activities, appropriate tools should be used;

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and, detailed inspections should be made before use,
especially steel ropes and slings

- (2) While transporting giant and huge objects, a special and experienced person should be designated to be the commander.
- (3) Workers working at heights should wear safety protective gear and abide by relevant regulations for working at heights.
- (4) For any elevated work, in addition to the matters that should be paid attention to in general regulations, special attention should also be paid to various tools, screws, etc., and they should be placed in a tool bag or tool box to prevent falling.

6.36. Regulations to Prevent Electrocution

- (1) While using Epistar power supply, it should be approved by Epistar's user/facility unit first.
- (2) The use, storage, and repair of electrical equipment must be performed by a 'certified' electrician.
- (3) While handling or using iron and other items, avoid touching electrical equipment lines and keep a safe distance

6.37. Regulations to Prevent Toxicity

- (1) Appropriate protective equipment should be used in the maintenance and replacement of hazardous materials and harmful equipment, and its protective effect should be considered. When necessary, personal respiratory protective equipment should be used.
- (2) In order to prevent residual odor and liquid in gas/chemical pipeline during maintenance, it should be determined that the machinery and equipment have stopped operation; and, the disassembly and other operations can only be carried out after the ventilation, and the ventilation have been completed for more than half an hour.

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6.38. Measures to Prevent Natural Disasters

- (1) When encountering weather forecasts such as typhoon and heavy rain during construction, the contractor shall take appropriate safety measures
- (2) After the typhoon, heavy rain, earthquake, etc., workers should be dispatched to check if there is any danger or unsafety. The work can be resumed after the inspection that there are no problems.

7. Explanation of Penalty Rules for Contractors Violating Environmental Safety and Health Regulations

- 7.1. If the contractor or sub-contractor violates the occupational safety and health related regulations or the safety and health regulations of Epistar, the company can order to suspend the work.

Additionally, in serious cases, the contract could be permanently terminated. The loss shall be fully compensated by contractor, and contractor shall have no objection.

- 7.2. Violation of relevant regulations on Environmental Safety of Epistar during construction, contractor will receive a notice of violation on environmental safety and health regulations from Epistar. As a result, contractor will accordingly be fined / suspended. (For details of the classification of violations and the amount of fines, please refer to contractor's violation on environmental safety and health matters and the detailed list of deductions)

- 7.3. If contractor has any objection to the penalty of Epistar, he can file a complaint to the environmental safety department of Epistar within one week with relevant supporting evidence.

- 7.4. Contractors who are found to have violated the terms of penalty, have 72 hours to file an appeal. If contractor fails to file an appeal within the time limit, the penalty will take effect automatically; no objection and no further objection.

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7.5. Contractor is responsible for condolence, compensation, and legal responsibilities for any accident caused by contractor's intention or negligence or because of its construction at a plant of Epistar.

8. Attachment :

List of contractors' violations of environmental safety and health matters and fines

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List of contractors' violations of environmental safety and health matters and fines

line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
1		Management & Organization	
	1	Failure to comply with relevant regulations on occupational safety and health or the company's occupational safety and health regulations carry out safety and health management business	3,000 元
	2	Failure to implement safety and health education and training necessary for work and disaster prevention or have no record of implementation	3,000 元
	3	Labor physical examination and regular health examination are not carried out or there is no examination record	3,000 元
	4	Failure to set up (join) the agreement organization in accordance with the law, and regularly hold (participate in) the agreement organization meeting, or no minutes meeting	3,000 元
	5	Failure to apply for and wear a certificate in accordance with the regulations (fake the certificate or forge the certificate, enter the construction area with a guest card or enter the construction area without a certificate) or fail to comply with the relevant access control regulations	3,000 元
	6	Hiring illegal foreign workers	5,000 元
	7	High-risk operations without applying for a permit (including those who have not posted or	3,000-30,000 元

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		do not comply with the information)	
8	Violation of the Occupational Safety and Health Act/Environmental Protection-related Acts, punishable by inspection agencies or suspended		10,000-100,000 元
9	If damaged, lost the 「Contractor Hazard Notification Certificate」, each person will have a fine of 500 NT at the same time		500 元
10	If the contractor already has the "Contractor Hazard Notification Certificate" but forgets to carry it on the day and still needs to enter the factory for construction, after checking and confirming that it has the certificate, it can enter the factory for construction on the same day. However, each person will simultaneously issue a fine of 500 NT for not carrying the certificate and execute log in		500 元
11	Borrowing official mobile phones and not returning them to the guard room on the same day will be fined per day		500 元
12	Altering or deliberately damaging official mobile phones		30,000 元
13	Failure to cooperate with Epistar Group (head office and various factories) in evacuation, assembly and roll call (including drills and real events)		3,000 - 30,000 元

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
2		Construction safety and health facilities	
	1	Setting up machinery, appliances, equipment, facilities or workplaces that do not comply with laws and regulations related to occupational safety and health	3,000 - 30,000 元
	2	Dangerous machinery or equipment has not passed the inspection of the inspection agency, or has no inspection certificate, or has not been inspected within the time limit	3,000 - 30,000 元
	3	Violation of laws and regulations in using electrical appliances	3,000 - 30,000 元
	4	Mechanical appliances are not equipped with safety protection equipment or are insufficient, mechanical appliances are damaged or there is a danger of safety, and the operation is not immediately stopped for replacement or repair, etc.	3,000 - 30,000 元
	5	Insufficient safety protection and unreliable control operations during high-risk operations	3,000 - 30,000 元
	6	The construction frame is not erected in accordance with the regulations; when the staff stands at the construction stand when working, and the brake is not fully secured; The person did not descend to the ground during the movement	5,000 - 50,000 元
	7	Failure to take necessary measures in accordance with regulations in workplaces where there is a risk of danger, facilities (if no warning signs are installed, no fall protection facility)	5,000 - 50,000 元

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	8	Failure to take necessary measures in accordance with regulations in workplaces where there is a risk of danger, facilities (if no warning signs are installed, no fall protection facility) the offenders are not allowed to enter the premises. Dangerous substances, harmful substances and other chemicals without hazard communication, labeling, material safety data sheet (SDS)	3,000 - 30,000 元
3		Environmental Arrangement, Protection	
	1	Unauthorized discharge of waste water, waste gas and waste materials	10,000 - 100,000 元
	2	Construction sites, material/material storage yards or public works are not rectified and kept clean, project and general wastes are not cleaned up at any time. Accumulation or other situations that cause environmental pollution; the responsible area is not cleaned and rectified according to regulations	3,000 元
	3	Environmental pollution of the construction site and construction roads (including the roads around the construction site)	3,000 元
	4	Discharge of excrement anywhere	3,000 元
	5	Tools/materials are piled up in disorder, obstructing passages or hoisting openings; unapplied for storage areas	3,000 元
	6	The contractor fails to handle the matters that should be implemented in accordance with the waste removal and transportation regulations of the Park Administration	3,000 元
	7	There are raw materials and leakage of raw liquid in the temporary storage of materials	3,000 元

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
4		Protection of Work Area	
	1	Bring any equipment and 3C products with storage, video or photography functions into the control area, the information security stickers are not in good condition when they leave the factory, or they are torn, damaged, watermarked, etc.	10,000 元
	2	Arbitrary removal or misappropriation of any equipment, warning signs, etc.	3,000 - 30,000 元
	3	Unauthorized connection of power supply (connected to an unauthorized switchboard), water source, and gas source	10,000 - 100,000 元
	4	Unauthorized opening and closing of any switch valve	10,000 - 100,000 元
	5	Unauthorized removal, destruction or damage to safety guards, and did not restored or repaired immediately after completion	10,000 - 100,000 元
	6	Damaged machinery and equipment inside the factory (including other contractors' equipment) and no labor was employed to perform the repair	10,000 - 100,000 元
	7	Placing obstacles in the aisle that affects the smoothness of the escape route	3,000 - 30,000 元

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
5		Control Coordination Work	
	1	Construction workers enter the factory without completing the hazard notification training, or enter the factory in illegal ways such as climbing over the wall, smuggling, ... and other illegal ways to enter the factory etc.	3,000 元
	2	During the construction of high-risk projects, there are no supervisors and commanders (including fire work, confined work, hanging work, hazardous material pipeline dismantling work, hanging cage work, temporary electricity use work, construction frame work, etc.)	6,000 - 60,000 元
	3	Improper hanging operation, hanging objects in an inappropriate way (single rope hanging ... etc.)	6,000 - 60,000 元
	4	Construction workers do not wear construction vests and unbuttoned safety helmet	3,000 元
	5	Personnel carrying, drinking, entraining, selling alcoholic beverages or smoking or chewing betel nut in non-smoking areas	3,000 元
	6	Personnel and vehicles entering the work area fail to comply with the management and control of the guards, and the principal contractor will be punished	3,000 元
	7	The vehicle does not have a pass or the pass has expired and has not been replaced, or the vehicle has not been parked in accordance with regulations or obstructed the line movement	3,000 元

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	8	Personnel did not wear or did not use safety protective equipment, or used substandard protective equipment	6,000 - 60,000 元
	9	Construction workers bring their family members into the construction area	1,000 元
	10	Construction workers rest in unauthorized rest areas	1,000 元
	11	The contractor violated the electrical appliances brought into the factory and equipment management regulations	1,000 元
6		Electrical Safety	
	1	Electric wires on a wet surface or it is not fixed or the line is messy, which affects the safety of personnel, and the line is not elevated across the moving line	3,000 - 30,000 元
	2	Using broken or poorly insulated wires or using bare wires to plug into sockets and overloaded wires in switchboards may cause disasters	5,000 - 50,000 元
	3	The safety device or leakage of circuit breaker is not installed correctly, the casing of the electrical equipment is not properly grounded, and the welding is not reliable (the welding clip is clamped on the non-welded object, causing the current loop to be inductive)	5,000 - 50,000 元
	4	There is no grounding device in the switchboard.	3,000 - 30,000 元
	5	The plug in the distribution board or the relay is not placed in the panel; the wire is not properly connected under the box	3,000 - 30,000 元
	6	The shell of the electric welding machine is not grounded or the automatic electric shock prevention device is not installed, or the circuit is exposed without insulation coating, the equipment is not installed correctly (multiple output lines, etc.), and the automatic electric	5,000 - 50,000 元

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		shock prevention device fails to act.	

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
7		Fire Precautions	
	1	Unauthorized use or destruction of fire-fighting measures (such as hoisting with fire hoses, fetching water or moving fire extinguishers) in non-emergency situations	5,000 - 50,000 元
	2	Combustibles within the scope of hot work are not removed, flammables or not adequately covered with fire blankets	5,000 - 50,000 元
	3	Fire work without supervision	6,000 - 60,000 元
	4	Inadequate protection of cutting or welding equipment, allowing sparks to scattered	5,000 - 50,000 元
	5	Insufficient safety protection measures in the workplace (including storage) of flammable, combustible or explosive substances, or failure to fulfill protection responsibilities	5,000 - 50,000 元
	6	Fire extinguishers are not prepared or the number is insufficient when working with fire.	3,000 - 30,000 元
	7	The pressure pointer of the fire extinguisher does not indicate the normal range or is not within the expiration date.	3,000 元
	8	Oxygen acetylene ... and other cylinders are not upright/ fixed or appropriate labeled or not stored unsorted.	3,000 - 30,000 元
	9	Oxygen acetylene ... and other cylinders are not placed in special carts or holders	3,000 元

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
	10	The gas pipeline crossing the road is not elevated or properly protected (a device sufficient to protect the pipeline from damage due to external forces)	3,000 - 30,000 元
	11	Pressure cylinder placement area and equipment that should be equipped with fire extinguishers but not equipped with fire extinguishers (such as acetylene working vehicles)	5,000 - 50,000 元
	12	Inadequate fire work protection causes a fire alarm or fire	10,000 - 100,000 元
	13	Oxygen acetylene ... and other types of steel cylinders are not equipped with pressure regulators, pressure gauges, anti-backfire devices or their normal functions fail, the rubber pipes are ruptured, and the joints are not tightly fastened with a special pipe clamps or pipe clamps	5,000 元
8		Accident investigation and handling	
	1	When there is an immediate danger in the workplace and failure to immediately stop the work or to evacuate the worker to a safe place	10,000 - 100,000 元
	2	Occupational accidents in the workplace, and did not notified immediately notified the person in charge of the workplace immediately, protocol organization and related management units of Epistar.	10,000 - 100,000 元
	3	Conceal or deceive the occurrence of the accident, mislead, evade, shirk, or obstruct the investigation or handling of the accident	10,000 - 100,000 元

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9		Construction at clean room	
	1	Unauthorized opening of outdoor doors during construction at clean room.	3,000 元
	2	Construction materials are not delivered from the buffer zone but are brought in from other doors	3,000 元
	3	Those who do not wear clean clothes neatly according to the regulations	3,000 元
	4	The construction materials were piled up in a clean room on the day, and the project name, manufacturer, contact person, telephone number, and storage period were not marked.	3,000 元
	5	Those who do not bring their own garbage bags and vacuum cleaners when the clean room construction waste and garbage are dropped	3,000 元
	6	Those who lift up the floor construction without using triangular cones or set up obvious warning signs in clean room	3,000 元
	7	Machine damage caused by negligence or improper operation	5,000 元
	8	Carrying items that affect the safety of the clean room environment, including but not limited to lighters, cigarettes and other dangerous items	3,000 元
	9	Carrying items that affect the cleanliness of the clean room, including but not limited to powders (such as powder, rashes powder), food (including chewing gum, throat lozenges), water, perfume, beverages, betel nut, liquid/solid items and other non-construction sites Items that are required and affect the cleanliness of the clean room	3,000 元

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
	10	Carrying items that affect the information security of the clean room without approval or distribution, including any equipment and 3C products with storage, transmission, video or photography functions, including but not limited to watches, smart watches Rings, mobile phones, cameras, camcorders, notebook computers, tablet computers, camera pens, USB portable drives, storage devices, dash cams, mobile network sharers, and communicators that can be sent and received Information Security Items.	10,000 元
10		Handling of major violation	
	1	Accidents occur due to human negligence, resulting in casualties or property damage	The employee is punished with the highest amount of financial penalty based on the regulations on disobedience,

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			and he/she can never visit the company again.
	2	Violent behavior (intimidation or violence)	10,000 元 he/she can never visit the company again.
	3	Obstructing or not cooperating with the inspection work of the environmental safety and health inspectors	10,000 - 100,000 元
	4	Damage the company's image, such as random disposal of waste outside the factory without legal disposal, etc.	The employee is punished with the highest amount of financial penalty based on the regulations on disobedience, and he/she can never visit the company again.

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
	5	Those who violate the Occupational Safety and Health Act/Environmental Protection Act and fail to immediately stop workers from working or evacuate to a safe place when there is a danger of imminent danger, or are punished or suspended by prosecutors	The employee is punished with the highest amount of financial penalty based on the regulations on disobedience, and he/she can never visit the company again.
	6	Unauthorized operation of pipeline valves and equipment, or human negligence resulting in production interruption, product loss or casualty	The employee is punished with the highest amount of financial penalty based on the

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			regulations on disobedience, and he/she can never visit the company again.
7	The function of the fire protection system in the whole plant area is interrupted due to the impact of construction, and it is confirmed that no application for interruption of the safety system		The employee is punished with the highest amount of financial penalty based on the regulations on disobedience, and he/she can never visit the company again.

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line		Punished	Fine/ time (New Taiwan Dollar)
Item	time/s		
	8	Violate the principle of good faith, For example, fraudulent use of the qualification certificate or forgery of the qualification certificate, or entering the construction area with a guest card; or failing to immediately notify the project contractor and industrial safety personnel of the factory when an occupational disaster occurs, or deceive, mislead, or obstruct the investigation of the accident	The employee is punished with the highest amount of financial penalty based on the regulations on disobedience, and he/she can never visit the company again.
	9	Disclosure of the company's confidential information and business secrets	The company may terminate all forms of cooperation or contract and implement legal

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			relief on that company, and that employee won't be permitted to visit the company.
11		Other	
	1	If the deficiencies are not improved within the specified time, they can be punished continuously. If necessary, require a stoppage until the improvement is completed	-
	2	If the improvement has been notified, but the improvement has not yet been carried out, it shall be handled in accordance with the relevant regulations	-
	3	Others that have not been prepared, and are in imminent danger or major violations, shall be punished according to the circumstances and shall be punished according to the essentials of fines or suspended	-

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line	Punished		Fine/ time (New Taiwan Dollar)
Item	time/s		
<p>Remark : :</p> <ol style="list-style-type: none"> If the contractor violates the above-mentioned items and causes company property damage or occupational disaster, the maximum amount of the fine for the first and second time shall be imposed. Except for items 1-9 and 1-10, for other violations, such as the first violation of the contractor, the amount of the fine will be doubled, but if there are repeated violations in the current year, the fine will be accumulated by each time. The calculation method of cumulative violations The calculation is based on Epistar Group (excluding JV). (The cumulative penalty mechanism applies to the same party for this item at the same time) Except for items 1-9 and 1-10, for other violations, such as the first violation of the contractor, the amount of the fine will be doubled, but if there are repeated violations in the current year, the fine will be accumulated by each time. The calculation method of cumulative violations The calculation is based on Epistar Group (excluding JV). (The cumulative penalty mechanism applies to the same party for this item at the same time) 			

- According to the actual situation and location of the incident, the environmental safety personnel will make a 「(FSV080006) Contractor's Notice of Violation of Environmental Safety and Health Regulations」. This document is in triplicate, the original copy shall be kept by the environmental safety unit of the factory area, and one copy shall be kept by the undertaker and the contractor each.
- According to the "(FSV080006) Contractor's Notice of Violation of Environmental Safety and Health Regulations" issued by the environmental safety unit of the factory, the contractor shall notify the manufacturer to pay the payment to the accounting center