

華碩電腦(股)公司 ASUSTeK COMPUTER INC.	檢舉制度管理辦法 Whistle-blowing management regulation	No. :AD1-083 Date :MAY.10,2023 Rev. :1 Page : 1/4
<p>1 目的 Objectives :</p> <p>為落實公司員工道德行為守則等規定，提供員工及相關檢舉人舉報任何非法或違反員工道德行為守則或工作規則之行為，並確保檢舉人及相關人之合法權益，協助解決其遭遇不合理對待，以確保公司永續成長發展。</p> <p>In order to implement the company's employees' code of ethical conduct and other regulations, provide employees and relevant whistleblowers with reporting any behavior that is illegal or violates the code of ethics of employees or work rules. Also to ensure the legitimate rights and interests of whistleblowers and related persons, and help them in resolving their unreasonable treatment. Finally to make sure Asus company's sustainable growth and development.</p> <p>2 範圍 Scope :</p> <p>適用於華碩集團公司 Applicable to ASUS Group companies.</p> <p>2.1 對象 Suitable for :</p> <p>所有舉報，包括員工、供應商或客戶等相關人員針對以下情形所提出之一切舉報。</p> <p>All employees, suppliers, customers and other relevant personnel can report when they find the following situations.</p> <p>2.1.1違反公司制度和員工道德行為守則之行為</p> <p>Violate the company's rules and employee ethics code of conduct.</p> <p>2.1.2違反公司適用的法律和法規之行為</p> <p>Violation of laws and regulations applicable to the company.</p> <p>2.1.3其他一切損害公司利益與聲譽之行為</p> <p>All other acts that damage the interests and reputation of the company.</p> <p>3 相關資料 Relevant Documents :</p> <p>3.1 員工道德行為守則 Employee code of conduct(F2-030)</p> <p>3.2 工作規則 Work Rules(AD1-047)</p> <p>3.3 華碩集團各子(分)公司制定之員工道德行為守則</p> <p>The Employee code of conduct formulated by various subsidiaries of ASUS group.</p> <p>4 定義 Definition :</p> <p>4.1 檢舉管道 Reporting channel :</p> <p>公司設置獨立且有專責人員管理之檢舉管道供員工、供應商，以及其他外部利害關係人舉報非法、違反人權、員工道德行為守則之行為。</p> <p>The company has set up an independent reporting channel and managed by dedicated personnel for employees, suppliers, and other external stakeholders to report illegal, violation of human rights, code of ethical conduct.</p> <p>4.1.1涉及公司外部人士檢舉申訴電子信箱：audit@asus.com</p> <p>E-mail address for appealing when the case involving outsiders of company: audit@asus.com</p>		

華碩電腦(股)公司 ASUSTeK COMPUTER INC.	檢舉制度管理辦法 Whistle-blowing management regulation	No. :AD1-083 Date :MAY.10,2023 Rev. :1 Page : 2/4
<p>4.1.2 職場不法侵害檢舉申訴電子信箱：6666@asus.com (公司內部同仁違規之檢舉)</p> <p>E-mail for report and complaint of illegal infringement in the workplace and violate the work regulation: 6666@asus.com (include company employees' violations)</p> <p>4.2 稽核室 Audit Office：</p> <p>受理涉及公司外部供應商、外部客戶及其他外部利害關係人等之檢舉。</p> <p>The accepting unit, which accepts the reports/complaints involving the company's vendors, suppliers, customers and other external stakeholders.</p> <p>4.3 人資中心 Human resources center：</p> <p>4.3.1 受理檢舉為涉及公司內部同仁。</p> <p>The accepting unit, which acceptance of reports involving colleagues within the company.</p> <p>4.3.2 提供調查時所需之相關資訊及結案時依內部相關規定懲處及後續公告。</p> <p>To provide personal information required for investigation, and to announce the punishment.</p> <p>4.4 法務中心 Legal Affairs Center：</p> <p>協助提供法律諮詢及後續訴訟準備。</p> <p>Providing legal consulting and follow-up litigation preparation.</p> <p>5 作業程序 Operation Procedure：</p> <p>5.1 檢舉人以書面或口頭提出，並提供涉及行為或情事之具體事項及足夠資訊以利查證（包含相關人員的姓名、服務單位、事件發生時間及內容說明等資訊）。檢舉人可選擇匿名，但必須提供連絡方式以便進行溝通及調查。</p> <p>The whistleblower submits the reports in writing or orally, and provides specific facts and sufficient information to facilitate verification(ex.including the name , service unit, time of incident, and description of incident, etc.). The whistleblower also can choose to remain anonymous, but must provide contact information for further investigation.</p> <p>5.2 受理單位主管依檢舉情事判定告知單位主管，惟檢舉情事涉及董事或高階主管時，應呈報至獨立董事(審計委員會)。</p> <p>The accepting unit shall inform the supervisor. However, if the report involves senior executives or higer, it shall be reported to the audit committee.</p> <p>5.3 由受理單位主管依舉發內容情況，判定是否立案調查。確認立案召集法務中心、人資中心與稽核室合作進行調查，案件應於一個月內結案，但可視情況進行延長。</p> <p>According the content of the report, the leader of the accepting unit shall decide whether to file the case. After filing of the case, the legal affairs center, the human resources center and the audit office are called to be a team with the investigation. An filed case should be concluded within one month, but it can be extended depending on the situation.</p>		

華碩電腦(股)公司 ASUSTeK COMPUTER INC.	檢舉制度管理辦法 Whistle-blowing management regulation	No. :AD1-083
		Date :MAY.10,2023
		Rev. :1 Page : 3/4

5.4 受理單位主管依所查證之結果，向 CEO/經營主管或審計委員進行報告。其報告形式不限口頭報告、電話、e-mail 及簡訊等方式...如經調查發現重大違規情事或公司有受重大損害時，受理單位主管評估由發生此事件的單位主管向審計委員會作個案報告。

The leader of the accepting unit shall report to the CEO/management level or the audit committee based on the verified results. The report type is not limited to oral report, telephone, e-mail and text message. If a major violation is found or the company suffers major damage, the supervisor of the incident unit should make a case report to the audit committee.

5.5 檢舉案查證屬實者，由人資中心依法令或公司內部相關規定進行後續懲處作業。若違反當地法令，則會同法務中心處理。惟於做出懲處決定前，公司提供檢舉案相對人陳述意見或申訴之機會，以維護檢舉案相對人之權利。

If the reported case is verified, the human resources center will carry out the punishment in accordance with internal regulations of the company. If there is a violation of local laws and regulations, it will be dealt with with the Legal Affairs Center. However, before making a punishment decision, the company provides the opportunity for the accused to state their opinions or appeal, so as to protect their rights.

5.6 受理檢舉之單位人員無正當理由而未處理，或被檢舉人之主管於被檢舉前已知悉有非法或不道德行為之情事而未處理者，得依法令或各子(分)公司內部獎懲規定辦理。

If the accepting unit fails to deal with the report without reasons, or the supervisor of the person being reported has known of the illegal or immoral behavior ,but has not dealt with it. Both should be punished base on company rules for their inacton.

5.7 檢舉案件如有以下各款情事之一時，受理檢舉之單位得不予受理但會備查：

If any of the followings are involved in the reporting case, the accepting unit may not acknowledge the report but might keep it for reference:

5.7.1 如檢舉人未檢附本案所需資訊。

If the whistleblower fails to submit the information required for the case.

5.7.2 舉報情事多為聽聞又未能提供訊息來源者。

Most reports are unsubstantiated heard and cannot reach to the sources.

5.7.3 明顯屬惡意攻訐或虛偽不實者。

The report which is obviously malicious or false.

同一事實經檢核確認不予受理，或已處理結案者；若檢舉人能提出新具體事證證明該案有重新調查之必要者，不在此限。

If the incident has been checked and confirmed to be inadmissible earlier, or the case has been closed; The same case won't be accepted. However, if the whistleblowers can provide new specific evidence that may lead to the case being re-investigated.

ASUSTeK Computer Inc.
Public Document
BA-2531643
Document Control Unit

華碩電腦(股)公司 ASUSTeK COMPUTER INC.	檢舉制度管理辦法 Whistle-blowing management regulation	No. :AD1-083
		Date :MAY.10,2023
		Rev. :1 Page : 4/4

6 檢舉調查迴避制度 Rule of avoidance

6.1 若承辦檢舉案件之人員與檢舉人或被檢舉人具二親等關係、與被檢舉事項具有利害關係，或其他可能影響檢舉案件被公正調查、處理之情況，承辦檢舉案件之人員應主動迴避，檢舉人或被檢舉人亦有權要求該人員迴避。

If the personnel investigates the reporting case, who has a second-degree relatives with the informer or the person being reported, the person handling the reporting case shall voluntarily withdraw. In additon, the informer or the person being reported provide the information that may affect the fair investigation, who has the right to ask the investigation staff to recuse.

7 保密與記錄保存 Confidentiality of reports and Handling record

7.1 申訴當事人及負責處理案件之相關人員均不得對外公開，負有保密之責，以免檢舉人遭到不公平對待、報復或威脅，違者依獎懲規定辦理。申訴當事人及相關人員有接受查詢及忠實答覆及提供有關資料之義務。

All the parties involved in and the person who handling the cases should keep the information in confidentail, in order to avoid unfair treament or threats to the whistleblowers. The person being reported has the obligation to accept inquiries, answer faithfully, and provide relevant information. Violators will be dealt with according to company regulations.

7.2 對於受理檢舉、調查過程及調查結果，均應留存書面文件或電子檔，並保存五年，並善盡保管保密責任，保存期限未屆滿前，發生與檢舉內容相關之訴訟時，相關資料應續予保存至訴訟終結止。

The investigation results(no matter in document or electric files), shall be kept for five years. In the event of a lawsuit, the relevant information shall be kept until the lawsuit is over.

7.3 如有誣陷、欺瞞、侮辱他人或蓄意擾亂者，公司將依相關規章予以懲處。

Those who try to frame up, deceive, insult others or intentionally disturb others will be punished with relevant regulations.

8 本辦法經董事會核准後公告實施，修正或廢止亦同。

This approach will be implemented after being approved by the Chairman, and the amendment or abolition will also require Chairman’s approval.

9 附件 Appendix：

無 None.

ASUSTeK Computer Inc.

Public Document

BA-2531643

Document Control Unit