




# CH4 Happy Workplace

## Target Formulation

	Targets for 2024-2025	Targets for 2026-2027	Targets for 2028 and beyond	Corresponding SDGs
<b>Human Capital Development</b>	<ul style="list-style-type: none"> <li>Implement GKB Learning College (GKBLC) framework to organize, and establish training programs for all six departments, completing a minimum of training for one department each year</li> <li>Maintain TTQS Silver Award</li> <li>Cultivate 1 person with potentials in each division and achieve success rates exceeding 80% on this KPI indicator</li> <li>Promotion and implementation of Learning Passports</li> </ul>	<ul style="list-style-type: none"> <li>Establish GKB Learning University (GKBULU) framework</li> <li>Achieve TTQS Gold Award qualification</li> <li>Obtain key talent through cultivation of potential talent and reach achievement rates of 85% or more</li> </ul>	<ul style="list-style-type: none"> <li>Establish GKB Learning University (GKBULU) framework</li> <li>Achieve TTQS Gold Award qualifications</li> <li>Obtain key talent through cultivation of potential talent and reach achievement rates of 85% or more</li> </ul>	
<b>Employee Care, Remuneration, and Benefits</b>	<ul style="list-style-type: none"> <li>Raise employee satisfaction rates to more than 80%</li> <li>Raise EAP satisfaction rates to more than 80%</li> <li>Host 2 EAP lectures a year and achieve satisfaction rates of more than 85%</li> </ul>	<ul style="list-style-type: none"> <li>Raise employee satisfaction rates to more than 85%</li> <li>Maintain EAP satisfaction rates of more than 80%</li> <li>Host 3 EAP lectures a year and achieve satisfaction rates of more than 90%</li> <li>Achieve satisfaction rates of 70-75% for remuneration relative to work</li> </ul>	<ul style="list-style-type: none"> <li>Maintain employee satisfaction rates of more than 85%</li> <li>Raise EAP satisfaction rates to more than 85%</li> <li>Host at least 1 EAP lecture per quarter and achieve satisfaction rates of more than 90%</li> <li>Achieve satisfaction rates of 80% for remuneration relative to work</li> </ul>	
<b>Industrial Safety Management</b>	<ul style="list-style-type: none"> <li>Obtain verification of occupational health and safety management system</li> <li>Strive for Safety and Health Family Excellence and Superior Awards</li> <li>Continue to deepen occupational health and safety management, establishing the goal of "Safety for All, Safe Workplace"</li> <li>Participate in the competition for Healthy Workplace Awards - Health Management Award.</li> </ul>	<ul style="list-style-type: none"> <li>Lower disabling injury frequency rate (Frequency Rate, FR) to 50% than that of our peers</li> <li>Promote and participate in the selection of excellent occupational health and safety units</li> <li>Promote and participate in healthy workplace awards</li> </ul>	<ul style="list-style-type: none"> <li>Set an example of a happy enterprise and become a benchmark of healthy workplaces for SMEs in Taiwan</li> <li>Advance and participate in the Occupational Safety Five-Star Awards: Company Benchmark Award and Occupational Health Special Award</li> <li>Create a work-life-balanced workplace which allows employees to balance family life, physical health, and mental health</li> <li>Achieve no work-related injuries throughout the year (0 occupational hazards)</li> </ul>	

### COLUMN Ethics and Integrity : Building an “Ethics First” Corporate Culture

We implement ethical and moral ideals during operations and have established the “Code of Conduct,” “Ethical Corporate Management Best Practice Principles,” and other operational regulations. To integrate our corporate philosophies and the personal values of our colleagues, we incorporated the “corporate ethics board game” jointly developed by the “Chinese Business Ethics Education Association,” “Sinyi Culture Foundation,” and “Unity Sustainability Services.” This game made ethics, values, ethical thinking, and moral development more than just abstract concepts, and aroused interest, discussion, and interactions in our colleagues. We believe that when ethics can be internalized and practiced by our colleagues, ethical and moral concepts will become a positive force for sustainable development. Our courses covered topics such as human rights, gender issues, and privacy. As of 2023, 145 employees and managers have participated in our training sessions. In future, we plan to conduct top-down promotions so that all of our colleagues will attend ethical culture courses.



## 4.1 Human Rights

Human Resources  
Manager  
**Sam Lai**



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*Grape King Bio considers employees a key component of corporate development. We provide remuneration and benefits that exceed industry standards, transparent promotion channels, and comprehensive training to attract and cultivate the best talent*

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Management Approach	Key issue- Human Rights	
Policies	Implementation and promotion of “Human Capital Strategic Thinking 3.5” framework Grape King Bio upholds core values relating to “Technology, Health, and Hope” and adopts a people-oriented core strategy. We have incorporated human resource analytics, established and promoted our “Human Capital Strategic Thinking 3.5” framework, and implemented a diverse talent development mindset which places appropriate personnel in appropriate positions. We provide a high-quality and healthy workplace environment as well as competitive remuneration and benefits, and we continue to cultivate talent and build a heartwarming workplace environment.	
Commitments	Grape King Bio adheres to the International Human Rights Convention, upholding employee's rights to freedom of association, and avoiding discrimination based on their gender, age, pregnancy, race, politics, and religious inclinations.	
Targets	Short-term	<ul style="list-style-type: none"> <li>100% completion of training for prevention of occupational hazards</li> <li>100% pass rate for new employees on Code of Ethical Conduct orientation and examinations</li> <li>We disseminate concepts from our Code of Ethical Conduct to all employees once every year</li> <li>We maintain a 50:50 gender ratio</li> </ul>
	Mid-term	<ul style="list-style-type: none"> <li>Maintain 100% completion rate of training for prevention of occupational hazards</li> <li>Maintain 100% pass rate for new employees on Code of Ethical Conduct orientation and examinations</li> <li>Achieve 100% completion and pass rate for annual Code of Ethical Conduct examinations (for section chiefs and higher)</li> <li>Maintain a gender ratio of 50:50</li> </ul>
	Long-term	<ul style="list-style-type: none"> <li>Maintain 100% completion rate of training for prevention of occupational hazards</li> <li>Maintain 100% pass rate for new employees on Code of Ethical Conduct orientation and examinations</li> <li>Achieve 100% completion and pass rate for annual Code of Ethical Conduct examinations (for all employees)</li> <li>Maintain a gender ratio of 50:50</li> </ul>
Responsibilities	Internal communications and collaborations: The HR department will regularly communicate and listen to the needs and compliance maintenance of each department within the company; implement employee care measures and establish smooth communication channels and procedures to reduce human capital risks. Ethical salon activities are maintained. These activities cleverly utilize and integrate Lawrence Kohlberg's stages of moral development through case-oriented teaching and board game teaching aids, and also utilize the systems perspective of moral philosophy and role-playing. This assists our employee in facing ethical dilemmas with a strong moral and ethical foundation. Subsequent improvements include the continuous refinement and addition of case examples fitting company requirements to be used as training scenarios.	

### Grape King Bio's Human Rights Policy

Respect for human rights is a fundamental value we uphold at Grape King Bio. We respect human rights and have established workplace environments that uphold dignity to maintain and promote human rights during our interactions with our employees, suppliers, and business partners. This is communicated to all staff members annually through policy announcements. Our goal is to improve human rights conditions in the communities where we operate. Our policies are based on labor laws in Taiwan and China; international human rights guidelines; the core principles of the International Bill of Human Rights, OECD Guidelines for Multinational Enterprises, Universal Declaration of Human Rights, ILO Declaration on Fundamental Principles and Rights at Work, United Nations Guiding Principles on Business and Human Rights (UNGPs), Children's Rights and Business Principles (CRBP), United Nations Global Compact (UNGC), and other international regulations/standards; as well as local regulations. (See the [Human Rights Policy](#) for the public link)

We do not employ child labor and pledge to never hire Child Labor under the age of 16. To protect labor and manage employment rights, our employees receive official job offers before their admission dates, and new employees reporting for work are required to sign written employment contracts on the same day. We achieved a signing rate of 100% and all of our employees are fully protected by labor contracts. Employment conditions for all employees were set freely following agreement by both parties. We do not force or coerce unwilling personnel to perform labor. In 2023, there were no instances of workplace discrimination, and one case of harassment complaint was received.



## Assessment and Management of Human Rights Risks



### Human Rights Issues Identification

Grape King Bio, based on international human rights guidance documents and local laws and regulations, refers to the human rights reports of telecommunications and electronic technology industries and enterprises. By collecting issues related to basic human rights, working environments, and institutional safety, we generate a "Human Rights Risk Issues List".

### Materiality Assessment

We distribute "human rights risk assessment questionnaires" every two years, covering our entire value chain. The questionnaire targets suppliers, contractors, employees, employees from M&As and joint ventures, corporate clients, individual consumers, and community residents. The impact of each issue on the company is assessed by our Chairman, and quantitative indicators of the impact of each issue are produced accordingly. The table below shows the assessment results for 2023:

Human Rights Issues	Probability of Occurrence	Degree of Impact	Level of Impact
Basic living environment	1.0	3	3.0
Personal freedom and safety	1.2	3	3.6
Protection of working and labor conditions	1.1	3	3.3
Work-life balance	1.2	3	3.6
Non-discrimination	1.1	3	3.3
Handling workplace violence	1.1	3	3.3
Diversity and inclusivity	1.1	3	3.3
Freedom of speech and expression	1.0	3	3.0
Freedom of assembly and association	1.1	3	3.3
Occupational health and safety	1.0	3	3.0
Children's rights and interests	1.1	3	3.3
Forced labor	1.0	3	3.0
Information security and privacy protection	1.0	3	3.0

•Probability of occurrence: (1 = Low probability (0% - 20%), 2 = Medium probability (21% - 90%), 3 = High probability (above 91%))

•Degree of impact: (1 = Low, 2 = Medium, 3 = High)

•Level of impact:

•Low risk: 1 to 2 scores for almost impossible or tolerable risk

•Medium risk: 3 to 4 scores for risk that is likely to persist or escalate

•High risk: 6 to 9 scores for intolerable risk

## Assessment and Mitigation Measures of Human Rights Risks

Grape King Bio has established the following human rights risk assessment and mitigation measures. Violations of these measures and related impacts are handled in accordance with our internal regulations and the "Grape King Bio Ltd. Codes of Ethical Conduct." Violators are required to implement improvements or receive punishments or warnings in accordance with our corporate procedures and regulations. Corresponding compensation (including but not limited to visits, consulting services, compensation fees, or corrective actions) is provided to those whose rights and interests have been damaged.

Value Chain	Type	Human Rights Theme	Issues of Concern	Risk Management and Mitigation Measures	Audit/ Supervision Frequency
Upstream	A. Suppliers	Diversity, Integration and Employment	Personal Freedom and Safety	1. Management of supplier SCMS platform login account and password 2. Supplier contracts requiring confidentiality obligations, and contractors signing personal data outsourcing protection agreements 3. Supplier contracts requiring compliance with the "Grape King Bio Supplier Code of Conduct" which includes topics such as "freedom of speech, personal freedom, working conditions, child labor, forced labor, health and safety, environmental protection, intellectual property rights, privacy rights and information security".	* Regularly conduct evaluations based on supplier levels  * Initiate surveys for new business opportunities
		Diversity, Integration and Employment	Job and Labor Condition Guarantee		
		Diversity, Integration and Employment	Work-Life Balance		
		Freedom of Association and Collective Bargaining	Freedom of Speech and Expression		
		Freedom of Association and Collective Bargaining	Freedom of Assembly and Association		
		Occupational Health and Safety	Occupational Health and Safety		
		Forced Labor and Child Labor	Child Rights		
		Working Hours, Wages and Benefits	Forced Labor		
		Others	Information Security and Privacy Protection		





Value Chain	Type	Human Rights Theme	Issues of Concern	Risk Management and Mitigation Measures	Audit/ Supervision Frequency
Upstream	B. Contractors	Diversity, Integration and Employment	Personal Freedom and Safety	1. Information Security and Personal Information Management Committee regularly reviews and promotes information security protection and personal data protection. 2. Contractor contracts require confidentiality obligations, and contracted businesses sign personal data outsourcing protection agreements. 3. Supplier contracts require compliance with the "Grape King Bio Supplier Code of Conduct", which covers topics such as "freedom of speech, personal freedom, working conditions, child labor, forced labor, health and safety, environmental protection, ethical norms, intellectual property rights, privacy rights, and information security".	* Regularly conduct evaluations based on supplier levels  * Initiate surveys for new business opportunities
		Diversity, Integration and Employment	Job and Labor Condition Guarantee		
		Freedom of Association and Collective Bargaining	Freedom of Speech and Expression		
		Freedom of Association and Collective Bargaining	Freedom of Assembly and Association		
		Occupational Health and Safety	Occupational Health and Safety		
		Forced Labor and Child Labor	Child Rights		
		Working Hours, Wages and Benefits	Forced Labor		
		Others	Information Security and Privacy Protection		
Midstream	C. Employees D. Employees from M&As and joint ventures	Diversity, Integration and Employment	Personal Freedom and Safety	1. Establishing and implementing the Grape King Bio Human Rights Policy, which includes topics such as "Community and Stakeholder Participation, Diversity, Integration and , Freedom of Association and Collective Bargaining, Safe and Healthy Workplace, Forced Labor and Child Labor, and Working Hours, Wages and Benefits". 2. Combining internal and external audits to supervise the company's environmental safety and health and improve operations, setting up an Occupational Safety Committee to improve, promote and obtain international standard certifications such as ISO 14001 or ISO 45001. 3. During the education and training of new employees, in addition to advocating the obligations of employees in terms of safety, health and privacy protection, the importance of self-protection for employees is also emphasized.	*At least once a year  *For new employees from M&As and joint ventures, investigations are initiated in conjunction with new business opportunities.
		Diversity, Integration and Employment	Job and Labor Condition Guarantee		
		Diversity, Integration and Employment	Work-Life Balance		
		Diversity, Integration and Employment	Work-Life Balance		

Value Chain	Type	Human Rights Theme	Issues of Concern	Risk Management and Mitigation Measures	Audit/ Supervision Frequency
Midstream	C. Employees D. Employees from M&As and joint ventures	Diversity, Integration and Employment	Workplace Violence Handling	4. There are "Procedures for Protection of Maternal Health" and "Special Health Hazard Operations" to implement workplace environment monitoring for its operation staff and to carry out special health check-ups. 5. Each factory area has a "Health Management Center" with nurses and rescue professionals who can provide necessary emergency measures when an emergency situation arises. 6. Fire drills are held every six months to enhance employees' necessary disaster prevention concepts. Occupational safety personnel periodically inspect and improve fire prevention measures. 7. Each quarter, a third-party drinking water quality inspection is performed by SGS. 8. Regular health checks are conducted for employees in duty. 9. The "Procedures to Prevent Illegal Infringement of Rights when Performing Duties" is established and the occupational violence prevention team is implemented to prevent workplace violence, discrimination and harassment/sexual harassment through advocacy courses and procedures. 10. During interviews, age discrimination is practiced. 11. When on duty, social insurance is insured and age is re-verified during the check. 12. Employee representatives for the labor-management meeting are selected through democratic voting and meetings are held quarterly to facilitate internal communication. 13. Established a "Regulation Reporting and Complaint Management Procedure" and made it publicly available on the official website. The official website also provides a special section for stakeholders to ensure freedom of speech through various channels, which can be unimpeded. 14. According to the work rules, there will be no differential treatment in working conditions due to race, nationality, age, or physical and mental disabilities. 15. Implement ISO/ IEC 27001, the Information Security and Personal Information Management Committee regularly reviews and promotes information security protection and personal data protection. 16. Promote internal and external audits of information security, and report the results to the committee.	*At least once a year  *For new employees from M&As and joint ventures, investigations are initiated in conjunction with new business opportunities.
		Diversity, Integration and Employment	Diversity and Inclusion		
		Freedom of Association and Collective Bargaining	Freedom of Speech and Expression		
		Occupational Health and Safety	Occupational Health and Safety		
		Forced Labor and Child Labor	Child Rights		
		Working Hours, Wages and Benefits	Forced Labor		
		Others	Information Security and Privacy Protection		
		Others	Information Security and Privacy Protection		

Value Chain	Type	Human Rights Theme	Issues of Concern	Risk Management and Mitigation Measures	Audit/ Supervision Frequency
Downstream	E. Corporate clients and individual consumers	Freedom of Association and Collective Bargaining	Freedom of Speech and Expression	1. Promote internal and external audits of information security, and report the results to the committee. 2. Established a packaging review system, all health products have a complete safety slogan system and appropriateness, to protect the health rights of children. 3. Customer service offers phone service, email responses, FB message responses, and LINE@ online responses, to protect freedom of speech and expression for all customers.	*At least once per year  *Adjustments are initiated in conjunction with new business opportunities when there are changes in packaging.
		Forced Labor and Child Labor	Child Rights		
		Others	Information Security and Privacy Protection		
		Others	Information Security and Privacy Protection		
Downstream	F. Community Residents	Community and Stakeholder Participation	Basic Living Environment	Regularly visit and care for the local community and simultaneously collect the voices of the community residents. As the problems raised are not the same, Grape King Bio values each opinion and strives to improve and reduce the impact on the surrounding neighbors, thus practicing the social responsibility of a local enterprise.	*At least twice per year
		Freedom of Association and Collective Bargaining	Freedom of Speech and Expression		



## Reduction of Workplace Human Rights Risks

Any routine grievances received are investigated fairly, and the rights and privacy of both the victim and the informant are kept fully confidential. Substantiated grievances are penalized appropriately based on proportionality and seriousness to prevent our employees from suffering unlawful physical or mental infringements. We also plan to disseminate policy to managers of all levels to ensure full protection of human rights in the workplace. In 2023, to enhance organizational communication and listening mechanisms, we organized a total of four “Meet the Chairman” events, with a total of 13 participants. Additionally, the EAP dedicated personnel conducted 70 care interviews and held 8 quarterly seminars for foreign colleagues. On-the-job interviews were conducted as needed, and approximately 40 exit interviews were conducted, aiming to closely listen to and address employee feedback and concerns.

### Social Risks and Opportunities

In 2023, we used a scenario analysis chart of our management systems to identify the risks we pose to neighboring communities, which are listed in the table below:

Issues	Current Conditions	Actions and Measures	Category	Level of Impact	Likelihood of Occurrence
Noise control and improvements	Noise and odor issues at our Zhongli Factory caused concern for nearby residents, who began actively monitoring relevant problems. In addition to complying with related laws, these residents hoped that Grape King Bio could go beyond legal requirements.	Nearby residents became concerned and began actively monitoring relevant problems. In addition to complying with related laws, these residents hoped that Grape King Bio could go beyond legal requirements and set a good example. We will continue to communicate with neighboring communities on relevant issues.	Opportunity	High	Medium
Prevention of water pollution	Wastewater discharged from our Pingzhen Factory complied with legal regulations, but nearby residents expressed an interest in and still continue to monitor the results of tests conducted on samples of discharged water.	We require wastewater treatment vendors to strengthen monitoring of discharged water and conduct monthly tests of discharged water samples in accordance with requests from nearby residents.	Risk	High	Medium
Noise control and improvements	Residents near the Pingzhen Factory raised concerns regarding noise caused by packing and cleaning procedures	We changed our cleaning site to avoid disturbing the residents	Risk	High	Medium

Out of our three factories in Taiwan, the manufacturing processes at Pingzhen Factory produce the least amount of waste and wastewater. Therefore, this factory faces fewer problems from neighboring communities. Our Longtan Factory is located within the Longtan Science Park and is surrounded by other factories which all comply with science park administration regulations. Therefore, this factory also faces lower community risks and opportunities. However, the manufacturing processes at Zhongli Factory generate large amounts of waste and produce odors. Although all emissions are within regulated levels, the factory is located close to residential areas, so this may affect residents and create community risks. In the future, Grape King Bio will work to create mutual prosperity with local communities; improve our manufacturing processes to reduce waste, wastewater, and noise; and continue to communicate with local residents to transform risks into better opportunities.



## Occupational Violence Handling Team

Our general manager approved the “Procedures for Handling Unlawful Infringements in the Workplace” and established an “occupational violence handling team” to demonstrate our zero tolerance for violence in the workplace. To effectively prevent and handle occupational violence, we have formulated appropriate plans and adopted necessary health and safety measures. We have established an “occupational violence handling team” which ensures that all employees can be free from physical and mental abuse when conducting their job duties.

The “occupational violence handling team” is mainly composed of HR representatives, labor safety representatives, nurse representatives, labor representatives, and on-site doctors. Changes in team personnel must be approved by our general manager. We require all team members to be objective, fair, and impartial when reporting grievances; provide full confidentiality to protect the interests and privacy rights of the victims and informants; and execute relevant procedures in a positive and proactive manner. In 2023, we hosted 2 lectures presented as stand-up comedy routines rather than traditional speeches. The lectures were designed and organized for our colleagues at our Taipei Operations Center and Pingzhen Headquarters.

In terms of illegality risks in the workplace, we have established procedures to control unlawful infringements in the workplace, which are implemented using the following frequencies and methods:

1. Conduct re-assessments to check and improve internal operating site configurations and administrative control measures once a year.
2. Conduct re-assessments of job suitability and adjust personnel once a year.
3. Conduct re-assessments once every three years of hazard identification and risk assessment procedures for prevention of unlawful infringements in the workplace implemented by supervisors or assigned personnel.

## Prohibition of Sexual Harassment in the Workplace

We have established clear measures and regulations for the prevention of sexual harassment which are permanently displayed on our notice boards. Our employees can report sexual harassment incidents through our grievance mailbox. In the past three years, there has been one incident of workplace harassment. In response, we will implement related courses to enhance the emphasis on employees to respect behavioral boundaries and language discretion, office etiquette, and mutual respect. Our goal is to create a harmonious working environment with substantial gender equity.

## Management Actions on Key Issues of Human Rights Risks for 2023

In 2023, Grape King Bio uncovered an incident at the employee level which violated our prohibition of forced labor and an incident involving occupational health and safety during our human rights due diligence process. The investigation process and compensation measures were as follows:

Value Chain	Issues of Concern	Identify Risk Sources	Risk Management and Mitigation Measures	Description of Violation	Compensation Measures
Midstream	Violation of prohibition of forced labor	Excessive working hours	<ol style="list-style-type: none"> <li>1. Establish attendance settings on our human resources system to provide reminders and response measures for abnormal schedules, thereby preventing work schedules from non-compliance with regulations.</li> <li>2. Regular inspections of schedules, overtime, and vacations for each department to confirm compliance with labor inspections and ensure that our work hours, shift rotations, and overtime payments adhere to regulations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure to provide salary payments at an additional rate for extended working hours in accordance with regulations.</li> <li>2. Failure to provide salary payments for rest days in accordance with regulations.</li> </ol>	<ul style="list-style-type: none"> <li>• Corrective measures</li> </ul> <ol style="list-style-type: none"> <li>(1) Compliance with regulations on extended working hours: Hired foreign employees to share current increases in workloads and shift scheduling needs. Utilized the reminder function of our human resources system for anomaly control and resolution.</li> <li>(2) Insufficient salary payments for extended working hours and rest days: The basic standards of salary payments for extended working hours have included meal allowances incurred during overtime as per regulations, and the payment formula has been established in compliance with the regulations of payment standards for extended working hours.</li> </ol> <ul style="list-style-type: none"> <li>• Prevention mechanisms</li> </ul> <ol style="list-style-type: none"> <li>(1) Utilize the management mechanisms on our new human resources system and generate analysis reports that provide reminders for shift scheduling as a prevention measure.</li> <li>(2) Regularly conduct inspections on legal compliance and legality of the system and adjust accordingly.</li> </ol>



Value Chain	Issues of Concern	Identify Risk Sources	Risk Management and Mitigation Measures	Description of Violation	Compensation Measures
Midstream	Occupational health and safety	Regulations Governing the Safety of Boiler and Pressure Vessel	1. Schedule corresponding personnel for the operation period according to the shift schedule. 2. Hire adequate reserve employees.	Employers shall employ dedicated operators for boiler operation and management and shall not assign them tasks unrelated to boiler operation during its operation.	Shift assignments of dedicated operators responsible for boiler operation are scheduled prior to operation.
Midstream	Occupational health and safety	Regulations Governing Occupational health and safety Facilities	1. Routine autonomous inspections and monthly cross-departmental joint inspections are conducted by each unit. 2. Targeted inspections (chemicals, machinery, and equipment safety) are conducted regularly and annually by our industrial safety department.	1. Employers shall provide shields, fences, sleeves and bridges for components of machinery such as prime motors, rotary shafts, gears, pulleys, flywheels, transmission wheels and transmission belts which are potentially hazardous for employees. 2. The employer shall install sturdy and smooth doors at each floor entrance of the lift shaft and shall provide safety devices to ensure that the lift cannot operate when any door of the lift or the floor entrance is open and that the lift stops moving up and down if any door is open while the lift is in motion. 3. The emergency eye wash and shower equipment shall be installed in the workplace where certain chemicals such as Type 1 of Category C substances, Category D substances, chromic acid and its chromate, or dichromate and its chromate are used.	1. The hazard of pinch points occurs during the operation of the labeling machine Improvement Method : Safeguards with safety interlocks have been installed to prevent the hazard of pinch points. 2. The material hoist lacks sturdy doors and safety interlock devices. Improvement Method : Sturdy doors and safety interlock devices have been installed. 3. No emergency shower equipment is present in locations where certain chemicals are used. Improvement Method : The emergency shower and eyewash equipment have been installed on site.





## 4.2 Talent Recruitment and Structure

Grape King Bio formulates corporate business strategies every year in response to global development trends in the biotechnology industry and the diverse health food needs of consumers. In 2019, we began incorporating systematic functional hiring procedures to strengthen our talent recruitment and selection system, and provide “appropriate positions for suitable talent.” When implementing our management ideals relating to diversified talent, we emphasize and advocate equal opportunities for our employees when recruiting, screening, appointing, distributing, deploying, appraising, and promoting job candidates and employees. We do not discriminate or give preferential treatment based on race, class, language, ideology, religion, political affiliations, place of birth, gender, sexual orientation, age, marital status, appearance, physical or mental disabilities, horoscope, blood type, labor representation, or other personal factors. There are no incidents of discrimination in 2023.

### Recruitment Channels

Apart from utilizing general recruitment channels, we also attach great importance to the following five channels to recruit talents and increase diversity:

#### 1. Industry-government-academia collaborations

We have long collaborated with universities and colleges throughout Taiwan on industry-academia collaborations and internships to build professional knowledge in young students and develop outstanding potential talents, please refer to 5.1.1 Student Internships and Exchanges and 5.1.2 Seed Talent Program (STP). In 2018, we began collaborating with the Vocational Training Center of the Veterans Affairs Council to help veterans establish a new set of career goals. This not only assisted veterans in transferring to private organizations, but also raised local employment rates. Starting in 2019, we commenced long-term collaborations with the Taoyuan City Government Employment Service Center, updating and publishing corporate vacancies on a monthly basis to maximize exposure for our recruitment information and enable the public to quickly learn about our vacancies through diverse recruitment channels.

#### 2. Internal recruitment and rotation

Regulations for managing job rotations at Grape King Bio correspond to our organizational needs and the career development of our colleagues, ensuring that all of our personnel can be placed in appropriate positions to maximize their potential. Our colleagues voluntarily apply for internal rotations and submit written documents to our human resources unit. Following review of relevant documents, qualified candidates pass through two rounds of interviews, and the general manager makes final decisions on internal rotations. The number of successful internal rotation in 2023 accounted for 4.3% of all recruits. We openly promote internal rotations for our employees and adopt rigorous procedures to ensure mutual protection for employees and the Company.

#### 3. Internal referrals

Most candidates referred by our employees exceed average standards; referred candidates are selected through the same fair recruitment and screening processes we use for other candidates to effectively maximize the effects of internal referrals.

#### 4. Active recruitment of talent

Many companies find talent by screening job applications, but we encourage our HR personnel to actively seek out talent that fulfills our criteria. We hope to bring excellent and suitable talent into our company, regardless of industry experience or background.

#### 5. Recruitment of foreign blue-collar workers

Following assessment of internal production lines and production shift plans, we applied for and received approval from competent authorities to recruit foreign workers. We strictly evaluate our collaborations and hire legal foreign blue-collar workers from registered recruitment companies.



## Human Resource Structure at Grape King Bio and Pro-Partner in 2023

Item	Employee Type	Statistics by Employee Category				Total			
		Male		Female		Male		Female	
		Number of employees	Ratio	Number of employees	Ratio	Number of employees	Ratio	Number of employees	Ratio
Position	Executives (managers and above)	28	4.0%	26	3.7%	330	47.3%	368	52.7%
	Production line workers	124	17.8%	86	12.3%				
	Other employees	178	25.5%	256	36.7%				
Employment Type	Permanent employees	321	46.0%	353	50.6%				
	Temporary employees	9	1.3%	15	2.1%				
Contracts Type	Full-time employees,	308	44.1%	343	49.1%				
	Part-time employees	14	2.0%	15	2.1%				
	Non-guaranteed hours employees	8	1.1%	10	1.4%				
Nationality	Local hires	298	42.7%	340	48.7%				
	Foreign nationals (white-collar workers)	2	0.3%	0	0.0%				
	Foreign nationals (blue-collar workers)	30	4.3%	28	4.0%				
Total number of employees						698			

Note:

1. The calculation of employees includes Grape King Bio, Pro-Partner Co., Ltd., and Rivershine Co., Ltd.

2. Part-time employees include short-term contract workers, long-term temporary workers, and one-year consultants.

3. Non-guaranteed hours employees include interns.

4. Workers who are not employees at Grape King Bio in 2023 totaled 23 individuals, including interns, security personnel, cleaning staff, kitchen staff, and others. The number remained relatively stable compared to the previous year.

At Grape King Bio, our ratio of male and female employees has long been around 1 : 1. The male to female ratio of all employees in 2023 was 50% : 50%, and the ratio of new male and female employees for the year was 1:1. The male to female ratios for starting salaries and invested values for benefits were both 1 : 1. At work, we do not discriminate based on employee gender, age, pregnancy status, race, political affiliation, or religious orientation. To create gender-friendly workplace environments, we reviewed work designs, confirmed workloads for different genders and positions, and did not differentiate training or career development processes based on gender differences. In 2023, our new recruits came from the following sources:

Previous interns	Recruitment agencies	Internal recruitment and rotation	Internal referral	Active recruitment of talent	Job search websites (104, 111, employment service offices for workers reentering the workforce, and other institutes)
2	33	2	2	8	116

To promote diversity and equality for all employees while protecting the rights and interests of all groups, we have established regulations to protect the rights of the disabled and the working rights of indigenous people. Our external recruitment opportunities include positions for indigenous and disabled candidates, as well as job opportunities for individuals with Down Syndrome from the Chensenmei Social Welfare Foundation, which is located near our company. We also adjust work tasks for disabled colleagues placed in unsuitable positions. We recruited the following number of disabled and indigenous employees in 2023:

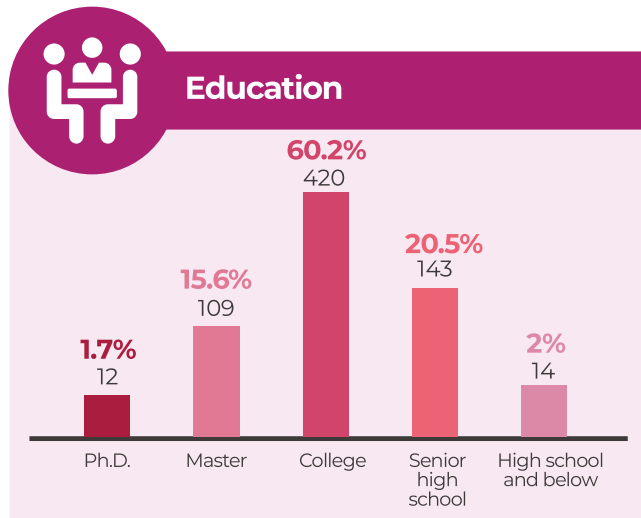
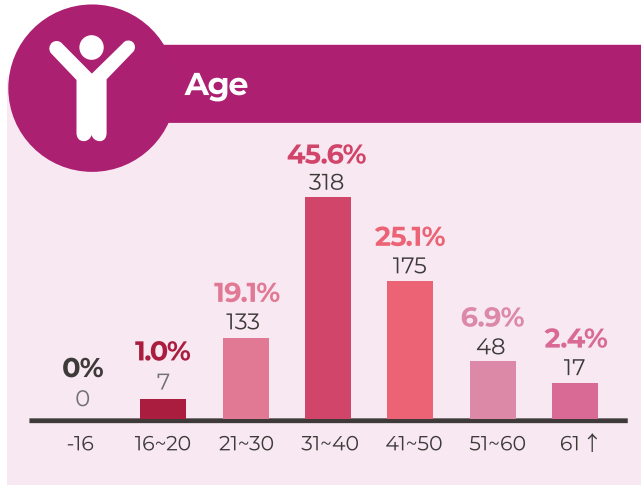
Year		2021 (Note 1)	2022	2023
Total Employees		607	633	698
Indigenous Employees	Number of employees	5	6	6
	Ratio	0.8%	0.9%	0.86%
Disabled Employees	Number of employees	6	5	6
	Ratio	1.0%	0.8%	0.86%

Note 1: Starting from 2021, employees from Pro-Partner were included in calculations.





## Distribution of Employee Age and Education Levels in 2023



## Number and Gender Ratio of New and Departed Employees in 2023

Category	Age	Total			
		Male		Female	
		Number of employees	Ratio	Number of employees	Ratio
New Employees	16-20	8	5.8%	2	1.4%
	21-30	29	20.9%	26	18.7%
	31-40	19	13.7%	20	14.4%
	41-50	14	10.1%	18	12.9%
	51-60	0	0.0%	3	2.2%
	61 ↑	0	0.0%	0	0.0%
Total		70	50.4%	69	49.6%
Departed Employees	16-20	0	0.0%	0	0.0%
	21-30	18	20.7%	16	18.4%
	31-40	17	19.5%	11	12.6%
	41-50	8	9.2%	10	11.5%
	51-60	1	1.1%	3	3.4%
	61 ↑	2	2.3%	1	1.1%
Total		46	52.9%	41	47.1%

## Ratios of New Hires and Turnover Rates in 2023

Item	2021	2022	2023
Ratio of new hires	20.59%	20.72%	19.91%
Turnover rate	15.98%	17.48%	12.46%
Voluntary turnover rate	15.81%	17.11%	12.46%

Note:  
 Ratio of new hires = Total number of new hires for the current year / Total employees at the end of the current year  
 Turnover rate = Total number of departed employees in the current year / Total employees at the end of the current year  
 Voluntary turnover rate = Number of voluntary departed employees in the current year / Total number of employees in the current year



## 4.3 Talent Cultivation and Performance Appraisals

### COLUMN GKB Learning College

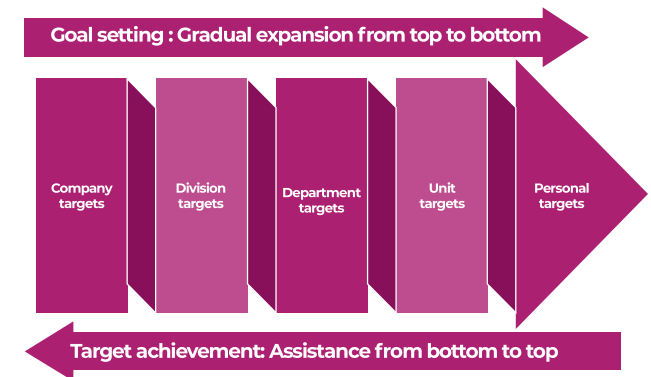
In 2019, Grape King Bio established the GKB Learning College, which is led by our Chairman. The highest authorities of each division work with our Human Resources Department to develop systematic learning maps and diverse implementation plans, provide internal and external training resources, and encourage our employees to continue learning professional knowledge and multi-disciplinary skills. Our course materials are based on our analyses of various jobs and functions, and we assist potential talents from all units in developing their skills. Our courses align with future industrial trends, and many senior executives personally share their professional knowledge through lectures while also discussing and revising course materials with multiple industrial experts, teachers, and students. Our courses are integrated with actual project implementations so we can quickly cultivate talent for prospective markets in three divisions (supply chain, administration, and R&D). We have trained 15 outstanding managers and employees who will continue to promote these concepts in various other divisions in future.

Management Approach	Key issue- Human Rights	
Policies	Implementation and promotion of "Human Capital Strategic Thinking 3.5" framework Grape King Bio upholds core values relating to "Technology, Health, and Hope" and adopts a people-oriented core strategy. We have incorporated human resource analytics, established and promoted our "Human Capital Strategic Thinking 3.5" framework, and implemented a diverse talent development mindset which places appropriate personnel in appropriate positions. We provide a high-quality and healthy workplace environment as well as competitive remuneration and benefits, and we continue to cultivate talent and build a heartwarming workplace environment.	
Commitments	To effectively enhance our human resources, we not only actively build and promote high-quality training programs and implementation principles, but also work to establish a function-oriented learning map to help all departments cultivate current and reserve personnel, develop key talents, and fully implement our policy of placing appropriate talent in appropriate positions.	
Targets	Short-term	<ul style="list-style-type: none"> <li>Implement GKB Learning College (GKBLC) framework to organize, establish, and implement training programs for all six departments, completing a minimum target of training for one department each year.</li> <li>Maintain TTQS Silver Award.</li> <li>Cultivation of 1 person with potentials in each division and achieve success rates exceeding 80% on this KPI indicator</li> <li>Promotion and implementation of Learning Passports</li> </ul>
	Mid-term	<ul style="list-style-type: none"> <li>Implement GKB Learning College (GKBLC) framework, completing a minimum target of training for one department each year.</li> <li>Maintain TTQS Silver Award and obtain Gold Award</li> <li>Cultivation of 2 people with potentials in each division and achieve success rates exceeding 80% on this KPI indicator</li> <li>Establish cultivation program for potential and key talents</li> </ul>
	Long-term	<ul style="list-style-type: none"> <li>Establish GKB Learning University (GKBLU) framework</li> <li>Maintain TTQS Gold Award qualifications</li> <li>Obtain key talent through cultivation of potentials and reach achievement rates of 85% or more</li> </ul>
Responsibilities	Internal communications and collaborations : Facilitate periodic communications with all departments, listen to department needs to identify appropriate talent, implement employee care measures, reduce human resource risks, and establish smooth communication processes	
Resources	Manpower : Monthly/quarterly human resource reports and human resource improvement program	
Specific performance	<ul style="list-style-type: none"> <li>✓ Obtained TTQS Silver Award qualifications</li> <li>✓ Continued to implement GKB Learning College (GKBLC) framework to organize, establish, and implement IRC and QA department talent cultivation training programs for all six departments. We completed training programs and achieved commendable results. The head of the IRC department was promoted.</li> </ul>	

Grape King Bio places high emphasis on the career development of employees. We facilitate internal talent rotation by providing overseas job opportunities, opportunities to execute critical projects, training, and a variety of other opportunities and platforms, encouraging our employees to realize their potential, develop a broader outlook, and build connections. We also ensured that our evaluations are fair and transparent by incorporating target and performance management systems. We implement KPI systems so that the personal performance of our colleagues is linked to their departments, divisions, and our headquarters. We implement the following target and performance management system :

(1)Our targets are set for each level from the top down At the beginning of the year, the general manager's office responds to future developments and formulates annual operational targets. The managers of each department take on these targets based on department functions, following which our colleagues in each department take on work duties associated with work targets.

(2)Target achievements are supported for each level from the bottom up Achievements of personal targets make it possible for each department to achieve their departmental targets, which in turn make it possible for corporate operational targets to be completed.



### 4.3.1 Blueprint for Talent Development

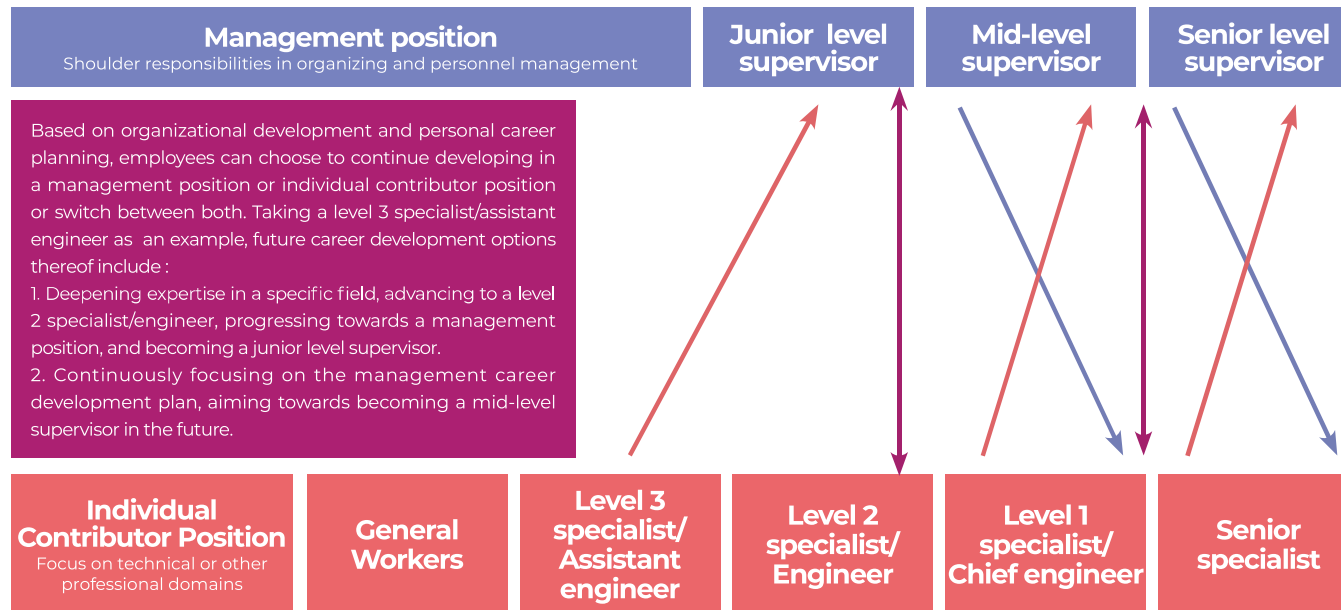
Organizational and talent development has always been an important strategic corporate target. To ensure steady organizational developments while also enhancing the quality of our personnel, we continue to recruit outstanding talent; strengthen cultivation and development; systematically provide all our colleagues with the necessary skills, knowledge, attitude training, and resources; work to understand real-time work conditions for our personnel; and review implementations and risk indicators each month. Our senior managers convene each quarter to review organizational developmental highlights and talent development results.

#### Dual Training Program

Our employees fall into two main categories: management talent and professional talent. Employees with different talents undergo different types of training under our dual-training program. This enables all of our employees to implement what they have learned. Our dual promotion channels encourage diversified development of talent. When managing talents, we compare their professional capabilities and management duties, and set up comprehensive development plans to supplement necessary capabilities. We integrate our training into routine projects to improve the effectiveness of our courses. Specific measures of our program include :

(1) Development of corporate learning map

The professional capabilities and job duties of each position within each functional department (production, sales, HR, R&D, and finance) are defined and paired with the current development stage of each employee to identify any gaps in capabilities that require education and training.



(2) Development of individualized learning roadmaps

Our employees are required to understand our expectations when entering the company and create their career development plans based on their own ambitions and expertise. We work with our employees to set work targets and formulate learning and development plans each year, assisting them in playing to their strengths and realizing their self-worth.

#### Performance Assessments : Mutual Communications and Trust

Performance evaluation systems : At the beginning of each year, we set goals for each department (including corporate targets, department targets, and personal targets) based on important annual targets set by the Company, and review and confirm progress throughout the year. We conduct year-end evaluation interviews to verify performance, and evaluation results are used as a basis for determining promotions, salary adjustments, bonuses, and remuneration, as well as plans for education and training. We organized manager training programs in 2022 and commissioned external consultants to assess and optimize current methodologies and logic used for formulating KPIs to help our managers adjust relevant systems, optimize performance targets, and align employee behaviors with performance evaluation results. Evaluations conducted in 2023 are shown in the following table :

Item	Purpose	Number of People	Target
Evaluation of new employees	Objectively assess performance, capabilities, and suitability of new employees for each position	A total of 112 people	Employees that were recruited within the past three months
Year-end evaluations	Achieve corporate goals, enhance corporate performance, objectively and fairly assess employee performance and develop employee capabilities	A total of 698 people	Managers, general administrators, and on-site personnel

### 4.3.2 Employee Training and Development

We formulate strategic plans and development targets in accordance with our corporate mission (the soul of our company), vision (our goals for different phases), and core values (common behavioral values), and use quantitative analyses to generate human resource management reports, confirm training needs and methods for analyzing current deficiencies, and determine training goals and plans. We believe that education and training is not an expense, but an investment with the lowest cost and greatest benefits, which help to uncover the potential of our colleagues to the maximum extent.

#### 1. Training goals



**Work targets**  
(knowledge, skills, capabilities)



**Functional targets**  
(internal potential, attitudes, behaviors)



**Performance targets**  
(performance, capabilities, gaps)



**Personal development**  
(career development plans)

#### 2. Core training courses

- (1) Core functional training courses
- (2) Common functional training courses
- (3) Professional functional training courses
- (4) Management functional training courses

### Employee Training Metrics for 2023

Grape King Bio has continued to conduct education and training over the years and regularly tracks the results of training. We use indicators such as the Kirkpatrick Model and ROI on human capital to review learning performance for constant improvement of training content and to strengthen the link between company goals and training needs.

Item	2021	2022	2023
Total training expenses	1,885	1,071	1,808
Total training expenses/Total revenues (%)	0.02%	0.01%	0.01%
Total training hours	8,006	8,215	9,431
Total number of training participants	2,398	2,749	3,938
Training penetration rate (%)	98%	92%	100%

Unit: Thousand NTD

### Human Capital Return on Investment (HC ROI)

Item	2021	2022	2023
a) Total Revenue	9,798,246	10,391,231	10,635,464
b) Total Operating Expenses	5,543,773	5,929,212	6,036,873
c) Total Employee-related Expenses	870,768	920,320	967,856
HC ROI (a - (b - c)) / c	5.9	5.8	5.8

### Training Statistics by Position and Gender in 2023

Item	Employee Type	2023			
		Subtotal		Total	
		Male	Female	Male	Female
Total training hours	Executives (managers and above)	407	438	5,085	4,346
	Production line workers	2,114	1,196		
	Other employees	2,564	2,712		
Total number of training participants	Executives (managers and above)	200	152	2,014	1,924
	Production line workers	862	633		
	Other employees	952	1,139		
Training penetration rate	Executives (managers and above)	100%	100%	100%	100%
	Production line workers	100%	100%		
	Other employees	100%	100%		
Average training hours	Executives (managers and above)	17.0	24.3	18	18
	Production line workers	17.3	14.4		
	Other employees	18.8	14.5		

Grape King Bio continues to strengthen the link between organizational targets and training needs to enhance and improve the effectiveness of our training courses. We continue to obtain specific and quantitative performance through effective training systems and course structures.

Starting in 2013, we began participating in the Talent Quality-management System (TTQS) verification plan implemented by the Council of Labor Affairs Vocational Training Council (now known as the Ministry of Labor Workforce Development Agency) and received a bronze TTQS award that same year, serving as a recognition of our efforts in educating, training, and developing talent. In 2019, we once again participated in TTQS evaluations and received a silver TTQS award, which was extended in 2023. (Only 5-7% of participating companies receive silver awards.) In the future, we will continue to strengthen and expand our talent cultivation and development concepts to assemble a talent fleet and achieve our sustainable development goals related to talent.



## 4.4 Employee Compensation, Benefits, and Health Care

Management Approach	Key issue- Human Rights	
Policies	Implementation and promotion of "Human Capital Strategic Thinking 3.5" framework Grape King Bio upholds core values relating to "Technology, Health, and Hope" and adopts a people-oriented core strategy. We have incorporated human resource analytics, established and promoted our "Human Capital Strategic Thinking 3.5" framework, and implemented a diverse talent development mindset which places appropriate personnel in appropriate positions. We provide a high-quality and healthy workplace environment as well as competitive remuneration and benefits, and we continue to cultivate talent and build a heartwarming workplace environment.	
Commitments	Grape King Bio takes into account the compensation level and structure of the labor market, providing a competitive and advantageous compensation policy. Upholding the spirit of employee care, it promotes and implements the EAPs program, taking into account both the promotion of employee benefits and employee care policies.	
Targets	Short-term	<ul style="list-style-type: none"> <li>The salary structure is maintained as a framework of monthly wage, year-end bonus, and reward bonus, with the industry average annual salary maintaining a level within the top 30% to 35% of the market.</li> <li>Satisfaction with EAPs continuously increases to over 80%.</li> <li>There are two EAPs lectures every year, with satisfaction rates of over 85%.</li> <li>Promote the implementation of the Talent Pool plan, combining the execution of KPI and IDP, providing colleagues with an allowance supplement.</li> </ul>
	Mid-term	<ul style="list-style-type: none"> <li>The salary structure is kept as a framework of monthly salary, year-end bonus, and reward bonus, with the average annual salary staying within the top 25% to 30% of the market.</li> <li>The satisfaction rate of EAPs continuously rises to over 90%.</li> <li>There are three EAPs lectures per year, with a satisfaction rate exceeding 85%.</li> <li>Job relative compensation satisfaction rate of 70% to 75%.</li> </ul>
	Long-term	<ul style="list-style-type: none"> <li>The salary structure is maintained as a framework of monthly wages, year-end bonuses, and reward bonuses, with the average annual salary keeping a level in the top 25% or above in the market.</li> <li>Satisfaction with EAPs consistently increases to over 90%.</li> <li>At least one EAPs lecture is held each quarter, with satisfaction rates exceeding 90%.</li> <li>The level of satisfaction with the relative job compensation is between 70% to 75%.</li> </ul>
Responsibilities	Internal communications and collaborations: The HR department will regularly communicate and listen to the needs and compliance maintenance of each department within the company; implement employee care measures and establish smooth communication channels and procedures to reduce human capital risks.	
System	Human Resource Information System (HRIS)	
Specific performance	✓ Continuously conducting EAPs innovative courses, especially in the lectures on employee stress relief and stress elimination. A stand-up comedy format is used to provide colleagues with a learning reference for stress relief methods.	

We strive to ensure that all our colleagues enjoy the best work experiences by designing competitive salaries and bonuses, providing practical welfare items, befriending our employees, caring for the physical and mental health of our employees, creating a work-life balance for our colleagues, and enhancing employee engagement to build a strong workplace that enables sustainable development.

### 4.4.1 Remuneration and Incentive

To effectively achieve our two goals of talent retention and motivation, we have designed a competitive remuneration system that exceeds industry standards. In 2023, our remuneration standards were 1.5 times that of the average industry standards. Grape King Bio determines remuneration levels based on employee backgrounds (including education levels and work experience), professional and technical knowledge, years of professional experience, and personal performance, regardless of gender, race, religion, political stance, marital status, or union participation.

Item	2021	2022	2023
Salary Standards	Salary levels exceeded 1.5 times industry standards		
Months and Frequencies of Salary Adjustments	Annual salary adjustments are made in either April or October		
Year-End Bonuses	Paid at the beginning of the year		Paid before Lunar New Year
Mid-Year Compensation	Paid in the middle of the year		
Average Annual Salaries	Average annual salaries exceed 20 months		
Cash Bonuses and Gifts	Gifts or cash bonuses for Lunar New Year/Labor Day/Dragon Boat Festival/Ghost Festival/Moon Festival/birthdays		
Remarks	Salary standards=Average employee salaries÷average industry salaries		

We hope to enhance overall corporate performance through our system designs, which link future potential with salary adjustments, thereby inspiring our employees to increase their value at work. Our bonus items consider the following factors:

- (1) Bonuses and compensation : consider annual performance, target achievement status, and the Company's annual profits.
- (2) Salary changes and adjustments : consider rationality of current salaries, performance, future potential of individual colleagues; annual budget for salary adjustments; balance between internal and external salaries; and price levels.



**Bonuses and compensation**

Considers annual performance, target achievement status, and the Company's annual profits.



**Salary changes and adjustments**

Considers rationality of current salaries, performance, future potential of individual colleagues; annual budget for salary adjustments; balance between internal and external salaries; and price levels.





## Grape King Bio Employee Compensation Ratios for 2023

Rank	Female-to-male basic salary ratio	Female-to-male average compensation ratio
Executive Positions	1:1.44	1:2.17
Professional Positions	1:1.09	1:1.04
General Employees	1:1.04	1:1.04

Note:

1. Female-to-male basic salary ratio = Basic salaries for female employees of all levels / Basic salaries for male employees of all levels

2. Female-to-male average compensation ratio = Average compensation for female employees of all levels / Average compensation for male employees of all levels



## Non-management level employees Salary Ratios

	Non- Management Employees		
	2021	2022	2023
Total salaries of all full-time, non-management employees (A)	276,694,495	333,692,384	416,460,909
Total number of all full-time, non-management employees (B)	370	410	644
Average salaries of full-time, non-management employees (A/B)	747,823	811,904	905,350
Median salary	753,834	772,022	813,936

## 4.4.2 Employee Benefits

Grape King Bio offers a variety of benefits, including gifts and bonuses for major festivals, employee scholarships, scholarships for children of employees, group insurance, insurance plans for employee dependents, regular physical examinations, on-site massage services, employee canteens, and employee discounts. Apart from providing basic employee benefits in accordance with relevant laws, we have also established an employee welfare committee that adheres to the Organization Regulations on Employee Welfare Committee. Department committee members are selected by all employees and convene every three months, though extraordinary meetings can be called when necessary. The committee is responsible for drafting annual budgets and planning group activities, trips, contract signing with collaborating stores, and year-end banquet activities. In 2023, we organized badminton tournaments, overseas travel subsidies, and year-end banquet activities. Employee welfare committee expenditures in 2023 amounted to NT\$7,776,000. In terms of retirement benefits, we have formulated employee retirement plans that adhere to the Labor Standards Act. We also make monthly deposits of pension reserve funds into a designated account following the Regulations for the Allocation and Management of the Workers' Retirement Reserve Funds.





### 4.4.3 Care for Employees

In order to provide a happy workplace environment for our colleagues here at Grape King Bio, we strive to help our employees maintain a work-life balance. Our colleagues can obtain pregnancy, maternity and paternity, and parental leave and assistance regardless of gender.

#### Unpaid Parental Leave

Article 16 of the Act of Gender Equality in Employment stipulates that, after being in service for six months, employees may apply for parental leave without pay before any of their children reach the age of three years old. The period of this leave is until their children reach the age of three years old but may not exceed two years. When employees are raising over two children at the same time, the period of their parental leave shall be computed aggregately and the maximum period shall be limited to two years received by the youngest child. Each application for parental leave without pay should in principle be no less than six months and no more than two years. Colleagues who require parental leave without pay for less than six months can apply for short-term (more than 30 days) parental leave without pay; the number of applications is limited to two. Additionally, Article 3 of the Regulations for Implementing Unpaid Parental Leave for Raising Children stipulate that, during the period of unpaid parental leave for raising children, an employee on leave may consult and negotiate with his (or her) employer to move forward or postpone his (or her) date of reinstatement. Written applications for parental leave without pay should be submitted ten days in advance.



Item	2020	2021	2022	2023
Number of paternity leave applicants	10	9	7	7
Number of maternity leave applicants	7	16	5	15
Number of employees on unpaid parental leave	9	5	3	6
Rate of returning from parental leave (Reinstatement rate)	100%	75%	100%	38%
Rate of retention following unpaid parental leave (Retention rate)	71%	67%	100%	88%

Note :

Rate of employee reinstatement following unpaid parental leave = Actual number of reinstated employees for the current year / Number of employees that should have been reinstated for the current year

Rate of retention following unpaid parental leave = Number of employees reinstated over one year for previous year / Number of reinstated employees for the previous year

#### Maternity Health in the Workplace Lectures

Around 50% of Grape King Bio colleagues are female, and around 76% of female employees are of childbearing age. Managers and employees can proactively report their pregnancies to the health management center, and occupational health nurses provide full-range prepartum and postpartum care as well as carry out various procedures relating to hazard identification and evaluation, suitable work arrangements, management by risk levels, and continued follow-up according to the Regulations for Maternal Health Protection of Female Workers to ensure the physical and mental health of our female employees throughout their childbearing, pregnancy, childbirth, and breastfeeding stages to achieve a balance between protection of maternal health and employment equality. Our factory nurses also conduct pregnancy care interviews and health education related to breastfeeding in the workplace to create a maternity friendly workplace environment and enhance the physical and mental health of our employees of childbearing age. A well-equipped lactation room has been established at each factory and employees have expressed 100% satisfaction with these lactation rooms.



#### 4.4.4 Health Management

Grape King Bio adheres to the mission of "Live Healthy, Think Grape King" and is based on our core values of "technology, health, and hope". We uphold the concept of "Contributing to a better society" and continue to promote various health management and health promotion measures with the PDCA (Plan, Do, Check, Act) model. We aim to take care of the physical and mental health of employees, their families, and contractors, striving to achieve a balance between work and life, and establish a sustainable and healthy workplace. We optimize various health management and promotion measures, and arrange free annual health checks for all employees, including screenings for four types of cancer, ultrasounds, ECGs, and more. Based on the health needs of our employees, we use survey evaluations combined with health check results to arrange one-on-one consultation services with doctors. We plan comprehensive health service programs, build friendly workplace environments and sports facilities, and continuously implement the concept of living a healthy lifestyle and self-health management. Our goal is to create a sustainable and healthy corporate culture and fulfill our corporate social responsibilities. Our targets for health management and promotion are as follows:

##### I. Short-term goals

- 1.Improve the physical fitness and health awareness of employees, employee family members, contractors, and community members, enhancing their self-health management capacity.
- 2.Optimize health protection for specific groups:
  - (1)Maternal health protection.
  - (2)Health protection for suitable job allocation for the disabled.
  - (3)Health protection for suitable job allocation for foreign migrant workers.
  - (4)Health protection for suitable job allocation for middle-aged and elderly workers.
- 3.Digitalize the health management system to enhance health management and health promotion efficiency.
- 4.Collaborate with local health and medical units to promote various health promotion services.
- 5.Respond to various epidemic outbreaks by optimizing the infectious disease prevention emergency response mechanism and reporting procedures.

#### II. Mid- and long-term goals

- 1.Become a benchmark of healthy workplaces for SMEs in Taiwan
- 2.Become a model happy enterprise.
- 3.Establish an elderly-friendly workplace environment in response to our aging society.
- 4.Establish a maternity-friendly workplace environment in response to decreasing birth rates.
- 5.Create a work-life-balanced workplace which allows employees to balance family life, physical health, and mental health.

In 2023, we invested NT\$ 2,022,220 in employee health management and health promotion, which garnered average overall satisfaction rates that exceeded 90%. We implemented a variety of epidemic prevention measures in response to the easing of the epidemic situation to ensure that all our employees could work in healthy and safe environments. Relevant health management implementation plans include :

##### I. Individual Health Resources

New employees : We subsidize new employees to undergo general physical examinations and physical examinations for specific procedures. Before beginning work, new employees undergo fitness for work evaluations conducted by factory nurses, and receive health management, relevant resources, or referrals for abnormal items marked on the results of physical examinations after they begin work.

Current employees : We provide free annual physical examinations and health checks for personnel working on specific processes, then analyze the results of these examinations to categorize employee health levels for better management. We also arrange for professional specialists to provide health consultations for employees listed as having potential health risks. We organize follow-up treatment and management at medical institutions based on individual health needs to provide the best care for our colleagues.

Health management : Management by employee health levels, consultations with professional specialists, follow-up treatments, and subsequent follow-up management.

Special operation health management : In 2023, there were 17 items for special physical health checks/health checks; updates were made every half year to one year according to environmental testing results.

#### II. Environment for Physiological Health

1. We have obtained certification for our occupational health and safety system and have formulated relevant health management plans, including the Procedures to Prevent and Manage Human-Induced Hazards, Regulations for Maternal Health Protection of Female Workers, Procedures to Prevent Diseases Caused by Abnormal Workloads, Procedures to Prevent Illegal Infringement of Rights when Performing Duties, and Safety and Sanitation Operational Procedures for Middle-Aged and Aged Workers. We continue to review and improve these regulations which facilitate comprehensive protection of employee health, and regularly report our progress to the Occupational Health and Safety Committee.
2. Our factory doctors, factory nurses, and occupational safety personnel conduct on-site inspections of high-risk personnel and units to perform hazard assessments and carry out preventive actions, provide training, or offer suggestions for improvement.
3. We evaluate and implement various health protection measures and appropriate work placements for pregnant and disabled colleagues.
4. We have set up clinics at all our factories, which staffed with factory nurses who provide first-aid for emergency injuries, health consultations, and various health promotion activities. Professional specialists also provide on-site services. We provide a variety of on-site health services such as health lectures, health education promotions, and employee health consultations.



### III. Promotion of Mental Health

1. We established a variety of grievance channels, including a mailbox for reporting grievances, a mailbox for reporting sexual harassment, a labor rights section, an email address and a hotline. Our health management center uses annual “Emotion Thermometer” surveys to screen out high-risk candidates and then help to arrange one-on-one doctor interviews and evaluations for these candidates. Where necessary, these cases are transferred to psychiatrists or counselors and are documented for follow-up. In 2023, we conducted re-evaluations on 19 high-risk individuals and excluded them from the suicide risk list. We arranged interviews with occupational doctors for 12 people and continue to conduct irregular follow-ups.

#### 2. Stress Prevention Health Seminars/Activities

(1) Good life with spring blossoms - DIY flower arrangement courses for body and mind relaxation :

“Stress” refers to the physical, psychological, or emotional reactions generated by the body in response to environmental changes. In terms of the increasing proportion of individuals experiencing physical and mental symptoms due to various stresses in recent years, empirical studies indicate that horticulture/floriculture has a positive impact on mental health, healthcare, and public health. The course objectives : 1. Enhance physical, mental, and spiritual well-being. 2. Provide appropriate avenues for stress relief. A total of 40 employees participated with an overall satisfaction rate of 96.8%.

(2) 2023 Grape King Bio's healthy walking with happiness and vitality & Let's go to Nanyuan Ecological Park for stress-relieving hiking and a fun picnic : Purpose : Exercise to gain strength, relieve stress in body and mind through hiking activities, and promote energy conservation, carbon reduction, ecological environment protection, health and safety, and food safety concepts by playing games; a total of 113 people participated.

(3) Mental Health Promotion Lecture - Topic : Workplace Stress Relief and Management

(4) Mental Health Promotion Lecture - Topic : Life Experiences, What Has Happened

(5) Mental Health Promotion Lecture - Topic : Workplace Stress Relief Tips (Handmade Essential Oils, Massage for Stress Relief)

(6) 2023 Body-Mind Relaxation and Care from Mental Health Check (Stress Health Check Lecture)

The HRV stress health check provides an assessment of overall mental health risk as well as hazard prevention measures in the workplace, and an analysis of mind-body energy balance. HRV test results include the degree of heart rate variability and the overall activity of the autonomic nervous system, as well as the balance between the sympathetic and parasympathetic nervous systems. A total of 6 sessions were held with 113 participants.

3. Prevention of Unlawful Infringement During Implementation of Work Duties Program: To protect all employees from developing physical and mental diseases stemming from unlawful physical and mental infringements when performing their work duties.

We created “care cards,” established a “reporting section,” and constantly update announcements and promotions based on amendments to the Stalking and Harassment Prevention Act.

Implementation methods :

(1) Reports can be made by scanning the QR code on our cards.

(2) The “Mood Thermometer APP” on our cards help to classify emotional distress levels.

(3) The “mood quotations” on our cards help all employees change their perspective and relieve stress.

#### 4. Health Service Effectiveness

(1) The proportion of individuals with medium to high risk on the depression rating scale (Mood Thermometer) decreased from 35 to 19, a reduction of nearly 50%.

(2) Received Accredited Healthy Workplace Health Care Award from the Ministry of Health and Welfare Health Promotion Administration in 2023

(3) Our headquarters in Pingzhen, Zhongli Factory and Longtan Branch were awarded the Badge of Accredited Healthy Workplace from the Ministry of Health and Welfare Health Promotion Administration in 2023.

### CPR+AED education and training

To enhance the emergency first aid knowledge and skills of new and current staff, AED certification was obtained for all factories (Pingzhen, Zhongli, and Longtan Factories) in 2022. In 2023, eight refresher courses were arranged and a total of 304 attendants throughout the company were trained, with a satisfaction rate of 94.88%.

### Grape King Bio's Blood Donation Campaign

Beginning in 2016, we have been continuously organizing the Blood Donation Campaign. Using the group's fan page and local community leaders for promotion, coupled with the raffle event, we invited employees, employees' families, contractors, neighbors, and netizens to join the blood donation ranks. In 2023, a total of 70,000 c.c. of blood was donated.

#### Grape King Bio employee care expenditures in 2023

On-site doctors	190,000	Total	2,022,220
Fitness classes	140,400		
Annual health checks and vaccines	718,987		
Lectures and courses	152,077		
Medical supplies	171,100		
Other (activities and miscellaneous expenses)	649,656		

Unit : NTD





## Grape Seed Project-Grape King Bio provides the strongest support for female employees with maternal needs

Around 50% of Grape King Bio colleagues are female; around 76% of female employees are of childbearing age and 24% of female employees are middle-aged. We have established various reporting mechanisms for maternal health issues as well as organized one-on-one individual health care and maternal health interviews with occupational doctors. We classify individuals into different health levels for management based on assessment results. We provide non-periodic health care and health education information (including pre-marital health checks, nutritional and precautionary information for the first to third trimesters and during pregnancy, as well as post-pregnancy and breastfeeding health education information) during maternal health protection periods to enhance maternal health awareness. Since 2016, we have provided maternal health services to 70 people and achieved satisfaction rates exceeding 90%. Our implementations include the following :

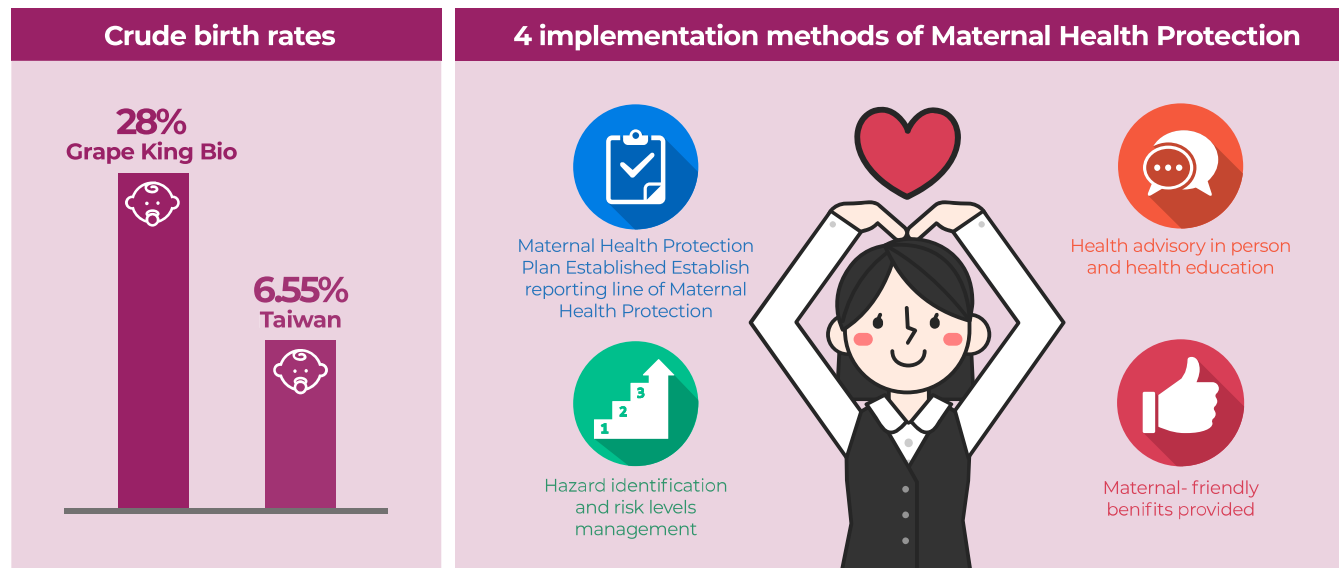
### I. Provide heartwarming and comfortable maternity-friendly environments for breastfeeding mothers

- 1.Heartwarming items: Provided breast milk storage bags and baskets to hold feeding bottles to increase convenience of breastfeeding mothers, achieving satisfaction rates exceeding 90%.
- 2.Pregnant colleagues can apply for maternal health care parking spots (for scooters or cars).
- 3.Created a maternity friendly toilet environment with sitting toilets and handrails to increase the safety and comfort of our pregnant colleagues.

### II. Digital online reporting system as well as exclusive pregnancy gifts and greeting cards from our chairman

We provided generous childbirth bonuses and signed contracts with neighboring kindergartens to provide childcare benefits including discounts on registration and childcare fees. The voluntary report rate on our digital online reporting system for pregnancies within 3 months reached 100% and we provide exclusive pregnancy gifts and greeting cards personally signed by our chairman. Since establishing this measure, we have supplied 47 gifts, achieving an overall satisfaction rate of 100%.

### III. Grape Seed Project-Grape King Bio's Blessed Pregnancy Amulet, honoured with the 2023 TCSA Taiwan Sustainability Action Awards (SDG3)



## 4.5 Occupational Safety

Industrial Safety  
Department  
Assistant Manager  
**Zhang Xi Yuan**



“

*It is our responsibility and duty to protect the health and safety of our employees. We ensure the physical and mental health of all employees by building safe workplaces.*

”

Management Approach	Key issue- Human Rights	
Policies	At Grape King Bio, we hold “Technology, Health, and Hope” as our core value and we adopted “Live Healthy, Think Grape King” as our corporate mission. We provide a safe and healthy work environment for our colleagues, adhere to our duties under health and safety policies, reduce hazard risks, encourage all employees to participate in commitments related to friendly work environments, and extend our community to our contractors and suppliers. Our goal is to facilitate mutual benefits for all and realize sustainable operations with safe, friendly, and healthy workplace environments.	
Commitments	We commit ourselves to providing employees with a safe and healthy workplace and continue to promote a sustainable company culture that upholds occupational health and safety.	
Targets	Short-term	<ul style="list-style-type: none"> <li>Obtain Grape King Bio Occupational Health and Safety Family Excellence Award</li> <li>Obtain recognitions of occupational health and safety performance</li> </ul>
	Mid-term	<ul style="list-style-type: none"> <li>Lower disabling injury frequency rate (Frequency Rate, FR) to 50% than that of peers</li> <li>Promote and participate in the selection of excellent occupational health and safety units</li> </ul>
	Long-term	<ul style="list-style-type: none"> <li>Set an example of a happy enterprise and become a benchmark for healthy workplaces for SMEs in Taiwan</li> <li>Advance and participate in the Occupational Safety Five-Star Awards: Company Benchmark Award and Occupational Health Special Award</li> </ul>
Responsibilities	Internal responsible unit : Factory nurses and industrial safety units	
Resources	ISO/CNS 45001 and TOSHMS Occupational Health and Safety System certifications	
Specific performance	<ul style="list-style-type: none"> <li>✓ Received SGS ISO Plus Awards Occupational Health and Safety Management Exemplary Award in 2023</li> <li>✓ Received Accredited Healthy Workplace Health Care Award from the Ministry of Health and Welfare Health Promotion Administration in 2023</li> <li>✓ Received Sports Enterprise Certification in 2023</li> <li>✓ Received Pandemic Prevention Cold Award from the Taiwan Immunization Vision and Strategy (TIVS) Influenza Prevention Alliance in 2023</li> <li>✓ Maintained nine consecutive years (2014-2023) without major disasters</li> <li>✓ Received a NT\$63,000 subsidy to redesign jobs for middle-aged and aged people</li> <li>✓ Received a NT\$40,000 subsidy for work-life balance</li> <li>✓ Received a NT\$142,599 subsidy for SME on-site health</li> </ul>	



### 4.5.1 Safe and Hygienic Work Environments

The Grape King Bio Occupational Safety Committee convenes once every quarter, and the meeting is chaired by our Chairman to discuss and decide on measures related to safety, hygiene, fire prevention, and health promotion. Committee members include dedicated occupational safety personnel, nursing staff, unit supervisors, professional technicians, and representatives of more than one-third of the employees from each unit. We hold “Contributing to a better society” as one of our business values, and have obtained certification for our ISO/CNS45001 Occupational Health and Safety System to provide our employees with safe, hygienic, healthy, and well-equipped work environments and systems. Additionally, we hope our emphasis on education, training, and knowledge dissemination can help all our employees understand the importance of preventing hazards such as environmental pollution, unhealthy events, or injuries.

#### Grape King Bio leads contractors and suppliers in establishing hazard identification and autonomous management capabilities

To bring together all Grape King Bio associates (including contractors and suppliers), we promote occupational health and safety and strive to achieve mutual benefits for all. Since 2021, Grape King Bio and Taoyuan City Government convened 20 business partners to establish the “Grape King Bio Health and Safety Family” in hopes of enhancing hazard identification and autonomous management capabilities in SMEs through guidance for small companies from large companies. Members share health and safety information, support each other when responding to disasters, and work together to enhance health and safety matters. During the collaborative period from the Grape King Bio Health and Safety Family established in 2021 to 2024, no occupational disasters occurred, thereby achieving the goal of zero occupational disasters.



We incurred no major occupational hazards from 2014 to 2023. Comparisons with the Ministry of Labor's average industrial frequency-severity indicator indexes for 2019-2021 show that our prevention measures for occupational hazards surpass that of our peers. We will continue to implement safety risk assessments, inspections of operational environments, operational safety management, and education and training to build healthy and safe work environments.

Item/Year	Gender	2022	2023
Disabling injury frequency rate (Frequency Rate, FR) : Number of disabling injuries for every million work hours = Cases resulting in lost work hours (only calculated if the number of lost hours exceeded 8 hours) x 1,000,000 / Total work hours	Male	3.02	2.63
	Female	0	1.75
	Total	3.02	4.38
Disabling injury severity rate (Severity Rate, SR) : Number of workdays lost to disabling injuries for every million work hours = Lost workdays x 1,000,000 / Total work hours	Male	13	56
	Female	0	2.62
	Total	13	58.6
Lost time incident rate (LTIR) : = Cases resulting in lost work hours x 200,000 / Total work hours	Male	0.6	0.5
	Female	0	0.35
	Total	0.6	0.85
Occupational injury rate = Number of recorded occupational injury cases (including occupational disease cases) x 200,000 / Total work hours	Male	0.6	0.5
	Female	0	0.35
	Total	0.6	0.85
Absence rate = Total days absent / Total workdays x 100%	Male	0.01%	0.04%
	Female	0%	0.002%
	Total	0.001%	0.042%

### Statistics on work-related injuries in 2023

All factories	Occupational disasters		Lost workdays	Total number of work-related injuries	Total absence days	Absence rate	Lost work rate
	Number of injured personnel	Number of deaths					
Female	2	0	3	2	3	4.2%	0.5%
Male	3	0	64	3	64	89.7%	11.2%
Total	5	0	67	5	67	93.9%	11.7%

Description :

1. Absence rates are based on all employee absences due to loss of working capabilities, regardless of whether they were caused by work-related injuries or diseases. Does not include approved leave such as vacations, training days, maternity leave/paternity leave, and bereavement leave.
2. The number of “lost days” where workers were unable to perform routine work due to occupational accidents or occupational diseases.
3. Diagnosis certificates from a hospital occupational medicine specialist are required to confirm occupational diseases in employees.
4. Calculation formulas are as follows (includes both full-time and part-time employees) :
  - a. Work injury rate = Total occupational injuries / Total work hours x 200,000
  - b. Total work hours = Total employees x Daily work hours x Actual workdays per year
  - c. Absence rate = Total absence days / Total work hours x 200,000
  - d. Lost work rate = Lost work days / Total work hours x 200,000

Grape King Bio incurred a total of 5 work-related accidents in 2023, including cuts and bruises. Injured colleagues took leave ranging from 1 to 30 days for these work-related injuries, but all returned from leave in good condition and went back to their original jobs. Faced with risks of workplace injuries, Grape King Bio provides all colleagues with the most rigorous and safe environments to prevent similar accidents from reoccurring.

### Comparison of Disabling Injury Severity Rates with Industry Peers

Food and feed manufacturing industry	Beverage manufacturing industry	Pharmaceutical and medical chemicals manufacturing industry	Grape King Bio
113	116	113	58.6

Disabling injury severity rate = (Total days lost to injury x 106) / Total work hours  
Source : Ministry of Labor's average industrial frequency-severity indicator indexes for 2020-2022





## 1.Risk assessments : Please refer to section 4.5.2

## 2.Inspections of operational environments

We identified current operational environments in factories, formulated sampling strategies, and communicated inspection results to workers and other relevant parties so they could understand the hazards and risks they were exposed to. In 2019, we established an identification map of hazardous equipment for our Biotech Research Institute and continue to improve and optimize our employee work environments.

## 3.Operational safety management

### (1) Avoid use of forced labor

Grape King Bio strictly complies with local labor laws, international regulations, and the Grape King Bio Human Rights Policy. We do not force or coerce unwilling personnel to perform labor or services. All of these regulations are clearly stipulated in our work rules. Employees must consent to overtime requests, and overtime payments or compensatory time are subsequently provided. We conduct monthly reviews of working hours for all departments, and have established employee suggestion boxes, grievance hotlines, and other grievance mechanisms to enable immediate reporting of issues and immediate communication to prevent forced labor conditions.

### (2) Optimize promotion, training, and usage of protective gear

We installed a display case containing protective gear for health and safety measures near our guardhouse. The displayed gear and accompanying descriptions help our employees and contractors better understand how to use the gear, and ensures that the gear is within easy reach during emergencies.



### (3) Joint industrial safety inspections

Our factory doctors, factory nurses, and occupational safety personnel conduct on-site inspections of high-risk personnel and units to perform hazard assessments and carry out preventive actions, provide training, or offer suggestions for improvement. Our industrial safety department conducts voluntary inspections, periodically convenes employees from relevant units to participate in observations of on-site occupational health and safety activities, and discusses hidden dangers that should be tracked and improved.



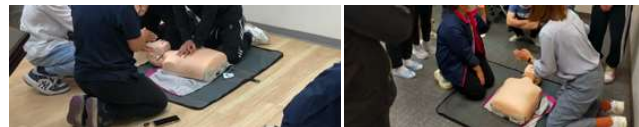
### (4) Electrical safety management

We have procured visual IR thermometers following the standard procedures for infrared imaging inspections. Dedicated personnel conduct periodic patrols, record-keeping, and follow-up of electrical equipment to ensure electrical safety within factory areas.



### (5) Health management

Personnel who come into contact with noise, chemicals, products, special operational procedures, or foods are required to undergo special physical examinations. We have established dedicated nursing personnel at our factories to handle emergency injuries, exceeding requirements set out by law, and we have also established factory clinics, health management centers, and emergency equipment such as AEDs. Additionally, we conducted periodic emergency training to establish an initial batch of emergency personnel who can be on hand to handle accident and injury events within our factories.



## 4.Occupational safety training

Grape King Bio conducts periodic follow-ups and on-the-job occupational health and safety training to ensure that all operators, operational managers, and contractors complete their required on-job training hours. We also actively participate in external occupational health and safety training. In addition to organizing a variety of occupational health and safety training courses and emergency responses drills, we also conducted training on ISO 14001 and OHSAS 18001 standards using comprehensively designed training courses to ensure full implementation of relevant occupational health and safety procedures by our employees. In 2023, a total of 419 people participated in Grape King Bios occupational health and safety training, which encompassed a total of 1,697 hours.



### Themed activities : Occupational health and safety week activities



## 4.5.2 Evaluation of Occupational Safety Risks

### I. Environment and safety assessments

Grape King Bio hopes to achieve control of related risks through execution of multiple projects and improvement plans. Starting in 2017, we established an occupational health and safety system under our ISO/CNS 45001:2018 framework, which is operated using a Plan, Do (support and operation), Check (performance evaluation), and Action (improvements) cycle. We track our occupational health and safety environment statuses every year through our EHS risk and opportunity management procedures. All relevant departments propose management systems and scenario analyses based on the conditions they face, helping us to understand whether workplace environments contain potential hazards that could cause occupational injuries or diseases in our personnel, or cause damage, discomfort, or fear in nearby residents, following which we design contingency projects for the top 25% of identified high-risk items.

We set management goals for high-risk environmental and occupational health and safety factors identified from these assessments. In 2023, we implemented 14 management projects and invested an estimated NT\$490,000 to reduce possible EHS risks year by year. We also implemented specific projects for material environmental issues as well as occupational health and safety management risks.

In 2023, we analyzed systematic EHS issues in our operations and identified 27 risks. We further analyzed and proposed response measures for major issues such as improvements of noise control, strengthening of contractor management, prevention of water pollution, improvements of operational safety, traffic safety, and strengthening of emergency response mechanisms.



## II. Sanitation and health assessmentssafety assessments

### Procedures to Prevent Diseases Caused by Abnormal Workloads

Grape King Bio has evaluated subsidy applications for job re-design for middle-aged and elderly employees, and from 2021 to 2023, a total of 4 subsidies have been granted.



### Assessment and management of human-induced hazards

To provide our employees with good work environments, help them maintain their health, prevent human-induced hazards, and prevent repetitive strain injuries, we established the “Procedures to Prevent and Manage Human-Induced Hazards” to effectively reduce risks of musculoskeletal injuries in our employees.

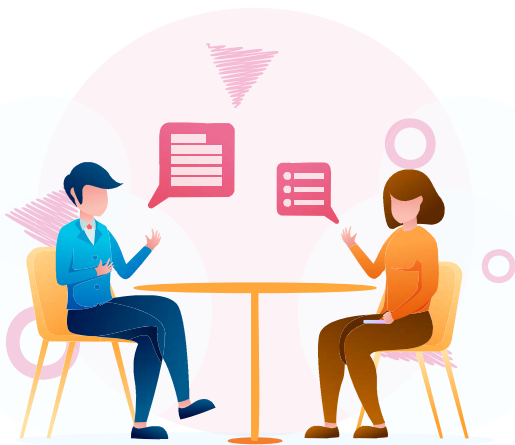


## 4.6 Employee Communication

### 4.6.1 Multiple Communication Channels Safety

We provide open communication channels in accordance with the “Procedures of Whistle-blowing and Complaints” and “Sexual Harassment Prevention Measures and Regulations.” We support an open, transparent, ethical, and moral culture; encourage internal and external personnel to report any violations of law or our corporate policies through our reporting channels; allow anonymous reporting; and prevent inappropriate supervision, unfair behaviors, sexual harassment in the workplace, or other work-related issues. Additionally, we also periodically disseminate the following matters to our employees:

- Announce and explain to employees all benefit measures and retirement systems
- Announce and explain our behavioral and ethical codes of conduct to employees
- Announce and explain our complaint and reporting procedures to employees as well as test all employees on their understanding of our complaint and reporting procedures to ensure that they understand their rights and our corporate policies related to complaints and reports.



### 1. Grievance mechanisms

We support an open, transparent, ethical, and moral culture; encourage internal and external personnel to report any violations of law, our corporate policies or human rights related issues through our reporting channels; and allow anonymous grievance mechanisms. We have established the “Ethical Corporate Management Best Practice Principles” and “Procedures of Whistle-blowing and Complaints” to provide clear stipulations of our reporting system and details of specific reporting channels, incentive systems, and responsible units. Tests are incorporated in our annual promotional activities for active dissemination of related communication channels and to ensure that our employees understand their rights. Our reporting channels include the following:

#### 1. Grievance channels:

- (1) Internal suggestion box
- (2) Reporting and complaint hotline for internal and external personnel
  - (a) Reporting hotline: (03)4572121#1999
  - (b) Complaint hotline: (03)4582121#1995
- (3) Feedback via email or our website
  - (a) Mailbox for reporting complaints: companyopinion@grapeking.com.tw
  - (b) Mailbox for reporting grievances: employeeopinion@grapeking.com.tw

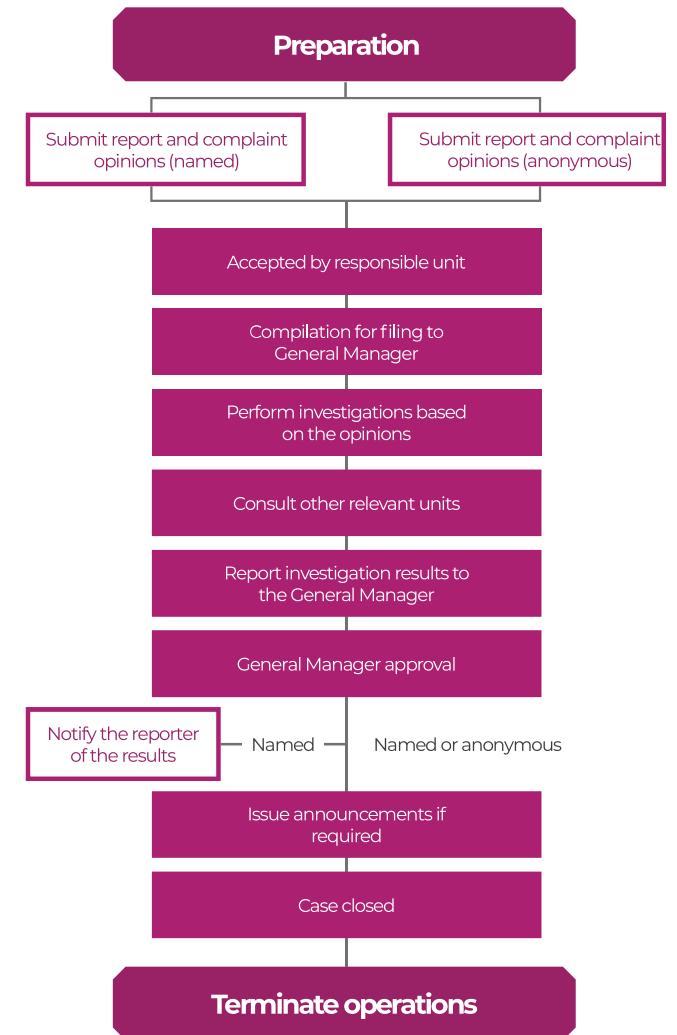
#### 2. Incentive systems:

- (1) External personnel: We provide gifts based on the nature of reported incidents to express our thanks.
- (2) Internal personnel: Rewards are provided in accordance with corporate HR regulations.

#### 3. Responsible units:

- (1) Suggestions provided through our internal suggestion box:
  - (a) Suggestions from our reporting mailbox are compiled and handled by our audit office.
  - (b) Suggestions from our grievance mailbox are compiled and handled by our HR department.
- (2) Suggestions provided by mail or through our website: Compiled and handled by designated personnel. All reports and complaints are compiled and submitted to the general manager; cases can only be closed following approval by the general manager. Four grievances were reported in 2023.

### Grievance handling regulations and rocedures





## 2.Periodic labor-management meetings

In 2023, we invited labor-management representatives to conduct a total of 4 labor-management meetings encompassing 100% of all employees. A total of 24 proposals relating to Company operations and human resources matters were discussed, and relevant departments were asked to provide further explanation. Follow-up reports of these proposals were presented at the next labor-management meeting. In 2023, discussions and negotiations were carried out on proposals relating to recruitment numbers for each department, job transfer exams, rotation mechanisms for typhoon days, and so on. Grape King Bio respects and supports Employees' freedom of association and other citizens' rights. We also protect our employees right to collective bargaining so we can jointly build friendly workplace environments.

## 3.Non-periodic interviews

Non-periodic interviews are used as a corporate feedback mechanism, allowing us to gain an understanding of employee work status, and to provide employees with opportunities to express their ideas or suggestions.

- (1) New employee interviews: Interviews are conducted with new employees of each department within the first three months to assess their suitability and to provide appropriate assistance if necessary.
- (2) Interviews with current employees: These interviews help us fully understand employee satisfaction levels towards their jobs.
- (3) Performance interviews: These interviews are used to provide timely communications and immediate feedback to employees regarding their work performance.
- (4) Exit interviews: These interviews are used to analyze reasons for employee departure and are used as a reference for future improvements at the company.

## 4.Internal publications

Grape King Bio's internal publication, "GK Life," is a biannual publication that contains themed reports, encouraging words to employees from chairman, information on future company policies and prospects, and the latest information on products. As of 2023, we have published 10 online issues, and we continue to use this publication to help our colleagues better understand ESG concepts and our corporate sustainability actions.

## 4.6.2 Employee Satisfaction

In the third quarter of each year, Grape King Bio distributes questionnaires to survey topics on job satisfaction, intrinsic and extrinsic work motivations, and positive and negative feelings during work (such as stress and happiness) to employees who can choose whether to provide their names on the questionnaires. We listen to the opinions of our colleagues and conduct statistical analyses, quantitative reporting, and employee interviews to better understand employee needs and formulate improvement solutions.

In 2023, employee participation in the survey decreased to 70%, with 80% of employees providing their names and overall satisfaction scores were 69.8. Satisfaction scores were highest for the "Ethical value" aspect and lowest for the "Promotion, relative compensation for workload, and corporate policies, and implementation" aspect. Because of this, we held the "Outstanding Employee Recognition Ceremony" and provided "travel subsidies" in 2021. We hope to enhance employee emotions and strengthen employee engagement through public recognition of their performance and sponsoring expenses as we gradually adjust various measures to optimize the effectiveness of the survey and continue to build a happy workplace environment.

Results of the employee satisfaction survey			
Year	2021	2022	2023
All	75.0	72.4	69.8
Male	75.4	72.4	70.1
Female	75.1	72.4	69.5
Overall participation rate	92.3%	91.6%	70.2%

