

## 3.2 Ethical Management

### 3.2.1 Ethics and Integrity

Based on our management philosophy of integrity, transparency and accountability, we have established a “ Ethical Corporate Management Best Practice Principles” as well as “Procedures for Ethical Management and Guidelines for Conduct ” in which we stipulated our policy of ethical management, which are as follows: “To conduct business activities based on the principles of fairness, honesty, reliability, and transparency, and to prohibit our employees from engaging in unethical conduct”. They were approved by the Board of Directors, and every directors and member of the senior management recognize that integrity is the core value of our company. They agreed to follow our “Ethical Management Policy” and jointly sign the “Declaration of Compliance with the Ethical Management Policy” and implement the policy. We prohibit our employees from directly or indirectly offering, promising, requesting or accepting any undue profits made in any form or name, including but not limited to money, gifts, commissions, positions, services, preferential treatment, kickbacks, bribery, and hospitality. However, exceptions are made for occasional gifts that are given out of normal social etiquette and do not affect specific rights and obligations.

To establish a sound mechanism for handling and disclosing significant company information without any improper leakage of information, and to ensure that our employees and our partners’ employees do not become entangled in litigation and damage reputations due to accidentally violating regulations or facilitating insider trading, the “Regulations for the Prevention of Insider Trading” have been formulated to provide a basis for compliance.

In order to inform the relevant internal and external stakeholders, the information is disclosed on our internal document management system platform, annual report, and company website.

A statement of compliance with our ethical Management Policy has been signed by all directors and members of the senior management.



Ethical Corporate Management  
Best Practice Principles

#### Zig Sheng Industrial Co., Ltd.

##### Declaration of Compliance with Integrity Management Policy Date:

1. All directors and members of the senior management understand that integrity is a core value of our company, and agree to comply with our integrity management policy:

Our engagement in commercial activities is based on the principles of fairness, honesty, trustworthiness, and transparency, and we forbid any personnel of our company to engage in dishonest acts. We also forbid any personnel of our company to directly or indirectly provide, promise, demand, or receive any benefit that is dishonest during the process of engaging in commercial activities, including money, gifts, commissions, positions, services, preferential treatment, rebates, bribery, or hospitality provided in any form or name. However, benefits that are only occasionally provided out of normal social custom and carry no possibility of impacting specific rights and obligations are not counted among the above.

### 3.2.2 Mechanism for Filing Complaints and Reports

To establish a corporate culture based on ethical management and sound development, Zig Sheng has set up grievance and reporting mechanism for internal and external stakeholders to use.



#### Grievance

We have a variety of internal grievance and communication channels (such as mailboxes, email, and interviews with managers), as well as a “Feedback or Suggestions” page on our website in accordance with the regulations of the Taiwan Stock Exchange for use by internal and external stakeholders.



#### Filing a Report

We have disclosed an independent reporting mailbox and hotline on our website, and set up a “Reporting System for Breach of Integrity and Ethics” on our internal and external websites, through which all stakeholders can report any breach of integrity or ethics.



#### Handling

When we receive a grievance or a report, we have staff dedicated to investigate and handle the case appropriately. When the grievance or report involves a director or a senior executive, it will be reported to the independent director or supervisor.



#### Response

Dedicated staff will respond to the grievance or report in the contact method (e.g. mailbox, email, face-to-face meeting) designated by the complainant or whistleblower.



#### Confidentiality

The identity of the complainant or whistleblower and the content of their complaint are kept confidential in order to prevent mishandling of the case due to the grievance or report being made.



#### Preservation of Records

The information related to the investigation process and investigation results of grievances and reports are all kept in a complete and proper manner.

The internal and external grievance and reporting mechanisms of Zig Sheng allows for smooth communications, and the “Feedback or Suggestions” page is set up on the company website at <http://www.zigsheng.com/contact-us-zh/>. When employees’ rights and interests are infringed, they can fight for themselves through formal channels and report them in employee-employer meetings.

In 2021, no grievance was filed through the grievance mechanism; one case of ethical violation report was received, which was not substantiated after investigation. There are two other reports received, one of which was not substantiated after investigation, and the other was a case of employee discipline issues at work, which has been handled by the relevant department for improvement.

Content of Item		Number of Cases			Cases in 2021	
		2019	2020	2021	Substantiated	Unsubstantiated
Grievance	Other	4	3	0	0	0
	ethical	0	0	1	0	1
Filing a Report	Other	0	0	2	1	1
Total number of grievances filed this year		4	3	1	-	
Total number of cases filed and resolved this year		4	3	1		

### 3.2.3 Public Associations We Joined

In the pursuit of sustainable corporate development and fulfillment of our corporate social responsibility, we have joined various public associations and organizations in recent years, including the following:

Name of Public Association	Form of Participation	Participating Committee
Chinese National Federation of Industries	-	Industry Policy Committee-Member Energy Policy Committee-Member Environment & Work Safety Committee-Member
Taiwan Synthetic Resins Manufacturers Association	Director , member	
Taiwan Man-Made Fiber Industries Association	Supervisor , member	
Taiwan Textile Federation	Director, member	
Taiwan Technical Textiles Association	Vice President, member	
Taiwan Knitting Industry Association	Member	
Sustainable Excellence Alliance	Member	
Taiwan Circular Textile Initiative	Member	
Functional Water Association of Taiwan	Member	
Taiwan Environmental Manufacturers Association	Member	
Taiwan EV and Green Energy Association	Member	
Taiwan Industry Holding Association	Member	
Additive Manufacturing Association of Taiwan	Member	
Taoyuan City Guanyin Industrial Zone Manufacturers Association	Managing Director, member	
Dayuan Industrial Zone Manufacturers Association	Member	