

## Annual implementation of integrity management operations

1. GP engages in business activities based on the principles of fairness, honesty, trustworthiness and transparency. In order to implement the honest management policy and actively prevent dishonest behaviors, it has formulated the "Integrity Business Operation Procedures and Conduct Guidelines", "Ethical Code of Conduct", The "Code of Corporate Governance Practice", etc., specifically regulates the matters that directors, managers, employees and suppliers of Lingju Technology and group companies and organizations should pay attention to when executing business, and it is announced and promoted internally. The Administrative Management Department is responsible for the formulation and supervision of the integrity management plan. It is also responsible for assisting the management in formulating and supervising the implementation of integrity management policies and prevention plans to ensure the implementation of the integrity management code. This dedicated unit reported its work to the board of directors on December 20, 2023. Execution situation.A vertical blue bar on the right is labeled '誠信經營指南' (Integrity Management Guide). Three blue arrows point from the text to the right, each containing a policy statement:
  - 禁止不合理款待或其他不正當利益 (Prohibition of unreasonable treatment or other improper interests)
  - 禁止提供非法政治獻金、不當捐贈或贊助 (Prohibition of illegal political contributions, inappropriate donations or sponsorships)
  - 禁止利用未公開資訊從事內線交易 (Prohibition of using non-public information for insider trading)
2. The company's annual execution status is as follows:
  - (1). Internal education, training and promotion: GP continues to promote and regularly organize relevant training courses for current directors, managers and employees, and organizes education and training related to integrity management issues, including "Integrity Management Policy and Confidentiality Obligations", "Insider Trading Prevention and Related Legal Responsibilities", "Understanding Unconventional Transactions", "Corporate Governance" and other related courses. By 2023, a total of at least 1.5 hours of education and promotion will be provided to 2,478 people.
  - (2). Promotion of external business partners: For all suppliers or third-party manufacturers of GP, the company requires the suppliers to sign an integrity commitment letter to ensure that the relevant manufacturers comply with their obligations of integrity and integrity.
  - (3). Reporting and investigation: GP has an internal reporting mechanism and designates the administrative management office as a dedicated unit. Employees and company contacts can report through this channel, and the dedicated unit of GP will report to the board of directors.

## **Prevent insider trading from being implemented**

GP has formulated "Internal Major Information Processing and Prevention of Insider Trading Management Operation Procedures" and regularly conducts relevant legal education and publicity for directors, managers, and employees; in addition, new employees must sign an integrity pledge when reporting. Book.

In order to improve corporate governance, the company clearly stipulates in the "Corporate Governance Code of Practice" and "Internal Material Information Handling and Prevention of Insider Trading Management Operating Procedures" that company insiders, including (but not limited to) directors, shall not During the closed period of 30 days before the announcement of the annual financial report and the 15 days before the announcement of the quarterly financial report, the company's stocks or other securities with an equity nature held by it are listed or traded at the securities dealer's business premises.

In the fourth quarter of this year, relevant online education and promotions were conducted for directors, managers, and employees, including the definition of insider trading, constituent elements, case promotions, and reporting handling procedures.

## **Report case handling process**



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### 受理窗口

- 行政管理處/智權法務處/內部稽核室之最高主管

### 處理流程

- 案件成立 → 事實調查 → 調查結果及決議

### 具名檢舉

- 檢舉人須具名提供足夠資訊，以利調查小組進行調查。若為匿名舉報或涉及不實人身攻擊之案件，則不予受理。

### 保護檢舉人

- 受理窗口對於舉報案件，應以保密的方式處理，對檢舉人的個人資料絕對保密，並保證檢舉之員工不會因檢舉而遭受不當之處置。

### 事實調查

- 受理窗口對於舉報案件應立即召集行政、法務及內部稽核室之最高主管成立調查小組展開調查，並約談檢舉人及相關人員確認事實經過。為避免遭人挾怨報復之情事發生，對於舉報案件之當事人，本公司應給予申訴之機會。

### 調查結果及決議

- 如案件經查證屬實，將依法令及本公司「獎懲作業辦法」處置；若案件經查證係檢舉人有誤判或捏造不實之情事，檢舉人亦應當負相關責任。