

Wieson Technologies Co., Ltd.

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I. General Provisions

- Article 1 This Code was established in accordance with Article 25 of the Labor Safety & Health Act and other related enforcement rules.
- Article 2 The term ‘employer’ in this Code refers to the business owner or the person in charge of the business. The term ‘worker’ in this Code refers to a person employed by this unit to engage in work for wages. The term ‘labor safety & health personnel’ in this Code refers to the personnel unit and management personnel assigned by the company to perform labor safety & health management work under Article 14 of the Labor Safety & Health Act.
- Article 3 In order to perform safety & health management work, prevent occupational hazards from occurring at the work site, safety & health management is conducted for all company facilities and personnel within the scope of labor safety & health regulations so as to eliminate hazards and guarantee the safety and health of personnel.
- Article 5 This Code is applicable to the all company personnel and various types of project attributes and suppliers, consultants and accountants that work both short-term and long-term within the scope of the company office.
- Article 6 Company safety & health policy: (1) Injury prevention, concern for health; (2) Safe work is the prerequisite and hazard prevention is the priority; (3) everyone participates, sustainable implementation.
- Article 7 Company Safety & Health Objectives: (1) Prevent occupational accidents, guarantee labor safety and health; (2) make environment safe, standardize work, encourage healthy minds and bodies (3) uphold three principles of prevent human error, adopt self-protection practices and encourage mutual protection; (4) Adopt humanized management practices, create and maintain a comfortable and safe office environment; (5) Foster good labor safety & health practices and exceptional quality labor culture.
- Article 8 All personnel shall follow this Code. Any violations shall be dealt with severely. Direct supervisors shall provide frequent guidance and audit compliance by personnel.
- Article 9 All personnel are responsible for safety and health within the scope of their work and provide reminders to one another at all times to prevent oversights and accidents.
- Article 10 If safety & health deficiency or difficulties are found by personnel, they

should submitted as a recommendation or an appeal.

- Article 11 Personnel shall report to the competent authorities when regulations do not conform to the Code in accordance with the law. Incidents shall be handled in accordance with Article 35 of the Labor Safety & Health Act and fined an amount of NT\$3000 or under.
- Article 12 Employee shall be generally familiar with each regulation in the Code and follow these regulations to maintain one's safety and health.
- Article 13 Each section supervisor and safety & health work supervisor shall be responsible for related labor safety & health matters and safety & health self inspections within the scope of their individual duties.
- Article 13 Safety & health management personnel shall be responsible for safety & health planning, recommendations and oversight, sample inspection, tracking and evaluations. Labor health inspections shall be conducted based on the stipulated items. These actions may not be falsely or fraudulently reported.
- Article 14 The base-level supervisors in each department shall be responsible for implementation, inspection, supervision, maintenance, upkeep and guidance of safety & health matters as well as the implementation and tracking of defective equipment corrective actions.
- Article 15 Personnel in charge of safety and health work shall be responsible for various safety & health inspection matters. The inspections of stipulated health item may not be falsely or fraudulently reported.
- Article 16 If a disabling injury, mild injury or non-injury property damage, regardless of the scale, occurs in the office, a written investigation report of the incident should be submitted by section supervisor. The incident may not be suppressed and not reported.
- Article 17 All personnel regardless of their position or duties shall be responsible for monitoring the safety and health responsibilities of personnel at each area and level. Besides prevent accidents within the scope of their job duties, personnel shall correct unsafe behavior and work practices whenever possible to improve unsafe work environments.
- Article 18 This Code only covers general safety and health matters. Refer to other related information for other matters and details not mentioned within,.
- Article 19 If there are any contents of this Code that are inappropriate or require amendment and revision, departments and workers can submit a request at any time. The labor safety & health center must accept the request and make the revision or amendment based on actual

conditions.

Article 20 If there is any matter not covered under this Code or conflict with the labor safety & health laws announced by the government, the labor safety & health laws announced by the government shall prevail.

II. Labor Safety and Health Management and Division of Authority and Responsibility

Our company is a manufacturer outside of the category 1 construction business with factories established in China and its operation and R&D center in Taiwan. Besides a laboratory and R&D studio, the rest are regular office facilities. At present, the number of employees are more than 100 and less than 299 persons. According to the labor safety & health management center, one (1) Type A work supervisor and one (1) labor safety & health management personnel should be employed. Based upon the current environment and existing equipment, these personnel shall be responsible for handling the following matters:

Article 1 Organization and Duties

- (1) Set up occupational hazard prevention programs, emergency response plans and extend implementation to relevant departments.
- (2) Plan and supervise labor safety and health audits and management at each department.
- (3) Plan and supervise spot checks and inspection of safety and health facilities.
- (4) Plan and supervisor the roving inspections, regular inspection, spot inspections, hazard communication and work environment testing done by related personnel.
- (5) Plan and implement labor safety and health instruction & training.
- (6) Plan worker health exams, perform health management.
- (7) Oversee occupational illness, injury, disability, death and other occupation accident survey and statistical analysis.
- (8) Conduct safety and health management evaluations and provide labor safety and health consulting services.
- (9) Provide related labor safety and health management information and recommendations.
- (10) Other related labor safety and health management items.
- (11) Company labor safety center organization chart.

Article 2 Job Responsibilities of Labor Safety and Health Work Supervisors and Personnel

- (1) Draft safety and health management and occupational hazard prevention implementation plan, assist implementation, oversight and tracking by section supervisors and submit report & recommendations.
- (2) Plan, guide, supervise and track promotion of safety and health management at each department.
- (3) Plan announcement of related safety and health laws and regulations, track compliance and submit reports and recommendations.
- (4) Research and interpret safety and health laws, process safety and health law and regulation paperwork and coordinate with relevant government authorities.
- (5) Compile comprehensive set of information for the safety and health committee so that all members can understand the work safety conditions at each section to facilitate discussion.
- (6) Participate in safety and health committee meetings and attend safety and health meetings.
- (7) Supervision and tracking of loss control management system announcements made by each department.
- (8) Oversee the inspection, maintenance and improvement of protective gear, safety gear and safety signs and coordinate provision.
- (9) Plan and coordinate safety and health-related education.
- (10) Guide and supervise the roving inspections, regular inspections, spot inspections and work environment testing done by related personnel.
- (11) Plan and supervise safety and health facilities spot checks and inspection.
- (12) Plan employee health exams, perform health management.
- (13) Conduct health hazard surveys and provide guidance and recommendations for health measures.
- (14) The department in charge of supervising the work should investigate, analyze and address the circumstances and causes of the injury or accident (including accidents that do not result in injuries and occupational illness).
- (15) Review, guidance and recommendation for accidents and occupational illness reinvestigations and preventive measures.

- (16) Compilation and preservation of accidental injury and occupational illness data.
- (17) Indexing and reporting of related safety and health statistical analysis and other data.
- (18) Plan, supervision and tracking of fire prevention, fire extinguishing, traffic safety, rescue-related matters.
- (19) Other necessary safety and health management measures and recommendations, guidance and coordination related to safety and health management provided by relevant section supervisors.

Article 3 Safety and health responsibilities for supervisors and management, direction and supervisory personnel:

- (1) Handle occupational hazard prevention plan items.
- (2) Handle safety and health management implementation items.
- (3) Conduct regular inspection, spot inspection, spot checks or other related inspection and supervision items.
- (4) Conduct regular or non-scheduled roving inspection.
- (5) Provide improvement methods.
- (6) Devise standards for safety work.
- (7) Instruction and supervision work shall be performed in accordance with safety work standards.
- (8) Other related safety and health management matters delegated by the employer.

Article 4 Safety and Health Responsibilities of Work Personnel

- (1) Follow safety and health regulations, rules and measures.
- (2) Follow safe work standards, work procedures and work safety inspection sheet
- (3) Maintain organization, order, cleanliness and morale at the worksite.
- (4) Guarantee use of personnel protective gear and enact various safety measures at the work site.
- (5) Participate in various safety and health activities.
- (6) Report injury and accident events (including near miss events) and equipment damage conditions.
- (7) Report unsafe or unsanitary conditions, submit safety and health recommendations.
- (8) Conduct safety and health checks related to the work.
- (9) Follow safety and health directives from each level of management.
- (10) Know response duties to emergency events.

- (11) Work to identify hazards in advance, foster self-protection, mutual protection and monitoring habits.
- (12) Accept health examination responsibilities.
- (13) Accept safety & health instruction and training responsibilities.
- (14) Dangerous machinery and equipment must pass inspection before being used and it may only be operated by certified personnel.
- (15) Other safety and health matters that need to be followed.

III. Equipment Maintenance and Inspection

Article 1 Maintenance and Inspection

- (1) Conduct regular inspection, maintenance and upkeep in accordance with the relevant instructions in the labor safety & health organization management and self-inspection procedures.
- (2) The inspection methods are regular inspections, spot inspections and work inspections. The labor safety and health supervisor and related section shall jointly develop these methods and implement them according to plan.
- (3) The following items should be recorded during regular inspection and spot inspection of various machinery and equipment and kept for three years:
 - 1. Inspection date (year/month/day)
 - 2. Inspection method
 - 3. Inspection place (includes work procedure diagrams, structural drawings of mechanical equipment)
 - 4. Hazards found during inspection, analysis of risk factors
 - 5. Evaluate hazard risk (severity and probability analysis)
 - 6. Name of person performing the inspection
 - 7. Corrective action taken based on result of inspection and risk evaluation
 - 8. Regular review of appropriateness of corrective actions

Article 2 If a potential hazard to workers is found during any inspection and check done by inspection personnel and labor safety and health management personnel, it should be reported immediately to one's superior and the necessary repairs and safety measures shall be taken immediately.

Article 3 Personnel may not offer any excuse to refuse any vaccines or special health exams when health exams are conducted by the company.

IV. Work Safety and Health Code

Article 1 General Safety and Health Code

- (1) No yelling or horseplay is allowed in the office.
- (2) Do not forcibly start or attempt to disassemble / repair office equipment inside the office that is not under your care.
- (3) Follow SOP methods or instructions when turning on the office equipment. Do not attempt to use different operation methods.
- (4) Personal computer equipment and office equipment shall be kept clean and neat at all time. The power must be shut off when leaving work at end of shift.
- (5) Personnel shall wear neat and appropriate clothing to work. Shoes must be worn when leaving seat, personnel in office may not work shirtless or in bare feet.
- (6) All trash, tape, waste material and other debris in the office must be placed in their designated locations. The office should be kept completely clean.
- (7) Do not operate the microwave, oven and rice steamer in the tea room with wet hands.
- (8) The bathroom floor must be kept dry and make sure the bathroom is well ventilated (check if the fan is running normally).
- (9) Do not attempt to rush through when the automatic doors in the office are closing to prevent collisions with the doors.
- (10) Be careful when using various extension cords. Never connect extension cords together because it can cause power overloads.
- (11) Randomly moving, blocking, disassembling the fire extinguisher in the office is prohibited.
- (12) The safety and health equipment and gear inside the company may randomly disassembled or be non-functional. If found to be disassembled or non-function, report the situation to your employer or supervisory personnel.
- (13) Hand tools shall be kept in good condition. Inspect for looseness or damage before use. Do not use if these conditions are present to ensure safety. Return tools to the storage location after use.
- (14) Electrical hand tools should be properly insulated before use.
- (15) Each department shall assign personnel to be responsible for opening / closing doors and windows and turning on/off electrical switches. Make sure doors and windows are closed and all fires/flames are extinguished when leaving work.

- (16) Do not push, shove inside the elevator or overload the elevator during operation.
- (17) Pay attention to security access during overtime hours. First report to supervisor and family members before working overtime.
- (18) Do not randomly place tools on the top of the two level iron cabinets so the tools do not fall off and strike someone.
- (19) Do not place incoming materials, sample submissions or products in passageways, safety doors, safety stairwell or entrances. Safety doors may not be locked during working hours.
- (20) Watch traffic safety on your way to and from work. Follow traffic rules and do not drive under the influence of alcohol.

Article 3 Material Warehouse Safety Code

- (1) Wear gloves when handling goods and pallet by hand. Do not handle goods by throwing and catching.
- (2) The pallet truck and semi-automatic electric forklift may only be used to transport goods. They may not be used to transport personnel.
- (3) Watch the space used for turning when operating a pallet truck or semi-automatic electric forklift to prevent impacts.
- (4) Make sure the goods are neatly placed when using a pallet truck or semi-automatic electric forklift to transport goods. The goods may not be stacked to a height where it obstructs the operator's line of vision. Do not take sudden, fast turns.
- (5) The right and left sides of a semi-automatic electric forklift that is lifting goods should be controlled so personnel do not approach the area.
- (6) Do not stack or transport goods that exceed the weight limit of the pallet truck or semi-automatic electric forklift.
- (7) The operator of the pallet truck or semi-automatic electric forklift should watch the safety of his own and other people feet. After use, the pallet truck or semi-automatic electric forklift should be pushed back their designated location and the wheels should be fixed in place to prevent sliding.
- (8) A pallet truck or hand cart should be used when possible to handle and transport heavy objects.
- (9) The pallet trucks or semi-automatic electric forklifts shall be kept clean and the oil pressure shall be monitored.

- (10) Make sure the battery terminals on semi-automatic electric forklifts are properly insulated. The designated power supply circuit should be used for charging after work hours. The charging area should be kept well ventilated.
- (11) Inquire about and conduct inventory of the goods that enter into the warehouse for storage. Flammable chemicals, drugs and/or banned materials are prohibited.
- (12) Do not place sharp objects on or place objects that protrude into or pass too close to the passageways.
- (13) Do not open the cover when the packaging machine is operating. Turn off power during cleaning and maintenance.
- (14) Trash, tape, waste materials or other debris in the packaging area shall be placed in their respective designated locations. The packaging area shall be kept clean.
- (15) Do not overload the elevator when loading and unloading goods.
- (16) Be familiar with the placement locations of fire extinguishers and fire protection equipment.
- (17) Do not place incoming materials, sample submissions or products in passageways, safety doors, safety stairwell or entrances. Safety doors may not be locked during working hours.
- (18) Watch electrical safety to prevent accidents involving electrical contact.
- (19) All unneeded power sources should be turned off after work or when no one is watching over the warehouse.

Article 3 Laboratory and Workroom Safety Code

Chapter 1 Air compressor

- (1) Personnel shall be assigned to be responsible for air compressor operation and management.
- (2) The various related parts such as pressure gauges, safety valves, pressure regulation valves, non-return valve shall be inspected to see if the distributing valve load adjustment device has been adjusted and if the water has been released from the air tank. They may only be started after the functions are checked and found to be OK.
- (3) The power or engine should be shut off when maintenance, upkeep or emergency repair is being done. Perform repairs only after

releasing the pressurized air from the air reservoir. Do not attempt to repair machine parts while machine is running. Replace protective shield after repairs are completed.

- (4) Watch the pressure gauge indicator when the air compressor is started. The safety valve shall be adjusted to a position slightly higher than the commonly used pressure.
- (5) The pressure gauge and safety valve shall be frequently checked by supervisory personnel to determine if they are functioning normally.
- (6) The pressure gauge needle position should be checked during operation. Pressure may not be high. Make appropriate adjustments when at the operating pressure or higher.
- (7) If abnormal conditions (pressure, temperature, sound, vibrations) are found on any part of the machine during operation, the machines should be stopped for emergency handling. Appropriate adjustments and repairs should also be made.
- (8) The air compressor engine and motor should be properly shielded if belt driven.
- (9) The compressed air remaining in air reservoir should be released and the power should be shut off after each day of work and use has stopped for a long time.
- (10) The standing water in the base of the air reservoir should be released at the end of work each day.

Chapter 2 Laboratory Equipment

- (1) Do not let your head or hands get close when plugging in or unplugging a running machine. After the machine operation completely stop, remove the experimented material.
- (2) Do not randomly open the acrylic shield when the salt water tester is operating because it will affect the test environment and work view.
- (3) Do not turn on the power on the salt water tester with wet hands and keep the area around the tester dry to prevent the power circuits from becoming corroded.
- (4) Do not randomly open the outer doors while the high temperature oven is operating to prevent burn injuries. Wait for the tested material to cool down or wear burn-proof gloves before handling the material.

- (5) First check electricity, water and air lines for damage, corrosion and stripping before starting the thermal shock tester and constant temperature / humidity tester.
- (6) Do not open the cover, door or windows when the thermal shock tester or constant temperature / humidity tester is operating.
- (7) Do not randomly place tools on the test machinery or equipment so the tools will not fall off and injure personnel.
- (8) Shoes must be taken off entering the communication surround laboratory. Take off shoes when placing testing materials. Pay attention to footstep location when stepping. Keep balance and be careful when moving.

Chapter 3 Work Tools

- (1) When the soldering iron is not being used, turn off the power and place it in the stand. The fume vent must be turned on during use to prevent hazardous gas from accumulating in the room.
- (2) Protective goggles and gloves shall be worn when using the lathe and milling machine. Operation must be done by proficient personnel.
- (3) Never operate a lathe or milling machine while under the influence of alcohol or while eating.
- (4) The ID badge must be removed during lathe and milling machine operation to prevent it from getting drawn in the machines and causing an accident.
- (5) Close the machine hood during wire cutting machine and PCB laser engraving machine operating and place material in the position designated for the machine. Do not randomly reach hand near the operating machinery.

Chapter 4 Instruments and Electrical Equipment

- (1) The power supply must be properly wired and connected before operation. Monitor voltage and current controls.
- (2) The ground wires connected to instrument and electrical research equipment may not removed without authorization.
- (3) Do not come into contact with instruments with wet hands or bare feet. Watch personal insulation during operation.

Chapter 5 Other Instructions

- (1) Hand tools must be kept in good condition. Check for looseness or damage before use. Do not use if these conditions are present to ensure safety. Put tools in storage location after use.
- (2) Electrical hand tools should be properly insulated before use.
- (3) The floors of the work rooms and laboratories must be kept clean. The supervisor should assign on-duty personnel to conduct enhanced safety and cleaning roving inspections when necessary.
- (4) If cleaning naphtha is used, good ventilation must be maintained indoors. The container lid must be closed tight after use. The cleaning naphtha must be stored in a fire proof cabinet away from fire sources.
- (5) Protective gear must be properly kept and used with care. If it becomes damaged or there are missing items, promptly report it so it can be replaced.

V. Instruction and Training

- Article 1 New personnel or personnel who have changed jobs should receive the necessary safety & health instruction and training for the work that are doing.
- Article 2 Direct work site management, direction and supervisory personnel shall receive the proper instruction and training.
- Article 3 Personnel performing safety & health work shall receive instruction and training that is appropriate from their position.
- Article 4 The regular high pressure gas work personnel, construction work personnel and hazardous work personnel under Articles 5, 6 and 7 of the Labor Safety & Health Training Regulations shall receive the safety & health instruction and training relevant for the work item and obtain the relevant certification.
- Article 5 The personnel operating hazardous machinery and equipment under Articles 9 and 10 of the Labor Safety & Health Training Regulations shall receive the safety & health instruction and training relevant for the work personnel and obtain the relevant certification.
- Article 6 The special work personnel under Article 11 that perform labor safety & health instruction and training shall received safety & health instruction and training for this item of work and obtain the relevant certification.
- Article 7 All first aid personnel except medical personnel at the work site shall receive first aid personnel instruction and training. Work site personnel shall study general first aid knowledge and be familiar with CPR

techniques for use during emergencies.

Article 8 Personnel attending safety & health instruction and training may not be absent without a valid excuse.

VI. Health Examinations

Article 1 Physical exams should be performed on new workers. For on-the-job workers, the examination items on the regular health exams should be determined by the section based on those items that need to be examined according to regulations to maintain the health of workers.

Article 2 On-the-job workers shall receive regular health inspection in accordance with the following regulations:

1. One regular examination shall be performed each year for persons aged 65 years or older.
2. One regular examination shall be performed every three years for persons aged 40 to 64 years old.
3. One regular examination shall be performed every five years for persons aged under 40 years old.

Article 3 If there are any labor violations of this Code by the company, a letter should be submitted to the county/city competent authorities depending on the severity of the situation so appropriate disciplinary action can be taken in accordance with the law.

VII First Aid and Rescue Work

Article 1 First Aid Rules General principles:

- (1) When an event occurs, a person should be assigned to call for assistance, describe conditions, the location where it occurred and quickly and briefly report what occurred and the overall situation.
- (2) Do not hang up the phone because the rescue department may need some additional information. Notify other personnel so they are not exposed to danger.
- (3) Monitor environmental safety, perform first aid after persons are at a safe distance away from the hazardous area.
- (4) Try to put the injured person in a comfortable position and loosen tie and clothing to allow the person to breathe more easily.
- (5) If the injured person is unable to breathe, perform CPR immediately.
- (6) Examine each injured section of the injured person's body and attempt to stop bleeding.

- (7) Never give food to a person with an abdomen wound or a person who is incoherent. Try to keep injured persons warm and send to emergency room for further treatment.

Article 2 First Aid for Burns

- (1) Shock and bacterial infection are the most dangerous complications of burn injuries. Keeping burn victims warm can reduce the likelihood of burn-induced shock. First treat shock if symptoms of shock are present (use CPR).
- (2) If a person is burned over a large area, immediately extinguish the first and remove clothing. Flush with clean water and keep damp. Seek medical attention immediately if hypothermia conditions are present.
- (3) If a person has burns that cover a small area, flush the burn area with cool water for 15 or more minutes, keep region cool with a moist towel or ice bucket and go to hospital for further treatment.
- (4) For phosphorus burns, first flush the region where the phosphorus has adhered immediately with water for 30 minutes, soak in 3% copper sulfate solution for 15 minutes so the phosphorus is transformed into copper salt. After removing the copper salt with tweezers, use same treatment method as normal burns.
- (5) Acid and base burns (use emergency shower facilities when necessary)
 1. When the acid / base solution is in the clothing, flush with large quantities of water and then remove clothing.
 2. For burns on any part of the body, flush the injured location with a large amount of clean water for 30 minutes to reduce the chemical concentration on the skin surface.
 3. For eye burns, flush with a large amount of clean water and lift upper and lower eye lids and rinse for 5 minutes and quickly send for medical treatment.
 4. For acid and base solution burns, first flush with clean water. Do not apply any kind of medicine unless instructed to do so by a physician.
 5. Wear safety goggles, safety gloves, lab protective clothing and other personal protective gear when using acid and base solutions.

Article 3 First Aid for Bleeding

- (1) When there is not much bleeding, flush with saline solution and gently check the wound for glass shards. Remove the ones that are easy to remove with tweezers and apply iodine disinfectant.
- (2) When there is excessive bleeding, apply pressure to the arteries near the heart to help stop the bleeding and immediately seek medical treatment.
- (3) When glass shards have entered the eyes, do not rub with hands or flush with the high pressure tap water next to the lab table. Use the designated eye flushing bottle or rinse with a tiny amount of clean water. If it cannot be flushed out, immediately seek treatment from an eye doctor.

Article 4 First Aid for Electrical Shock

- (1) For electrical burns, strong current passes through human tissue which acts as a resistor which causes burns. The seriousness depends on the amount of time and path taken by the current passing through human tissue. If the heart muscle is damaged, the heart may stop beating which can damage the brain nerve center, cause the person to lose consciousness and fall into a coma. First, turn off the power source or use an insulated pole or insulated hook to move away electrical wires in the vicinity. Never attempt to move the injured person away with unprotected hands before the electrical current is shut off.
- (2) When the injured person's breathing or heart stops, immediately perform CPR and send to a hospital for treatment at once.
- (3) After unbuttoning the clothes and loosening the belt of the injured person, use dry cloth or brush to rub the skin all of the body so the capillaries recover their function.
- (4) Move the injured person to a cool, shady place. If the person has lost consciousness, you may give him a small amount of tea or coffee as a stimulant.

Article 5 Artificial Respiration Methods:

- (1) Lay the head to one side and remove foreign objects such as dirt and dentures. Loosen the clothes, ties and belt of the injured person.
- (2) If the injured person is unable to breathe on one's own, artificial respiration should be performed.
- (3) Raise lower chin, press down on forehead so the head tilts backward (be careful not to injure the person's neck).
- (4) Use fingers to pinch the nostrils of the injured person and blow air

into the injured person until the chest starts expanding.

- (5) Move mouth away to let injured person breathe on one's own. When you hear the breathing is finished, repeat the above steps and check pulse after two breaths.
- (6) If the pulse is normal, repeat 12 times every minute (once every 5 seconds) until the injured personnel resumes normal breathing.

VIII. Fire Safety Rules

- Article 1 All fire protection equipment must not be used for work not related to fire protection.
- Article 2 Equipment & material should not be stacked and stored in a manner that interferes with fire equipment access.
- Article 3 Personnel should stand upwind when extinguishing fires.
- Article 4 If there are flammable materials, high pressure / liquefied gas in an area nearby the area where the fire occurs which cannot be moved out of the area, water should be sprayed on it to cool down the contained surface.
- Article 5 If one's clothing catches on fire, do not panic. Quickly remove the clothing or roll on the ground to smother the flames or use nearby the showering facilities to extinguish the flames.
- Article 6 If electrical equipment catches fire, do not use water or foam extinguisher if you are not sure if the power source has been shut off and there is no other electrical equipment nearby. It is best to use dry powder or carbon dioxide extinguishers or sand to extinguish the fire.
- Article 7 Each person must be familiar with how to use the various fire extinguishers, the types of fire extinguishers, how to report fires, how to escape and remember the locations when the fire extinguishers are placed.
- Article 8 Carbon dioxide or halon fire extinguishers may not be used in confined spaces.
- Article 9 Flammable materials and oil-based materials must be properly stored. It is prohibited to store fireworks in nearby areas.
- Article 10 Smoking may only done in designated areas. Cigarette butts should be disposed of in ashtrays. Cigarette butts may not be randomly thrown away.
- Article 11 Every person should never set off fireworks in areas where fireworks are prohibited.
- Article 12 Do not use shoes with spikes in firework controlled areas.
- Article 13 Flammable waste including greasy cloths and waste paper shall be placed

in covered steel barrel.

Article 14 Safety doors and safety stairwells should be kept clear. Do not place any items in the corridors.

IX. Traffic Safety Rules

- Article 1 Never drive under the influence of alcohol or while fatigued.
- Article 2 First stop, look and listen to make sure it is safe before crossing an intersection.
- Article 3 Speed should be reduced at intersections, alley entrances and when turning.
- Article 4 Always maintain a proper safe distance with vehicle in front.
- Article 5 Wear a safety helmet with inspection certification for motorcycle use when riding a motorcycle. Fasten seat belt.
- Article 6 The driver and front-seat passenger should fasten seat belts when driving on a freeway or expressway.
- Article 7 The driver should follow relevant traffic regulations and refrain from violating traffic laws when driving.
- Article 8 Vehicles should not carry loads that exceed weight and height limits. The loads should also be fastened down properly.
- Article 9 All persons driving a car or riding a motorcycle at work or to and from work should possess a license issued by the motor vehicle office. Driving without a license is prohibited.
- Article 10 All car and motorcycle travel for business should be recorded on the business travel control sheet.
- Article 11 Company vehicles must have their brakes, cooling water, lights, motor oil condition spot checked before each day's work by General Affairs. The vehicle safety functions should be checked at regular intervals.

X. Preparation, Maintenance and Use of Protective Equipment

- Article 1 If there are any missing or damaged gloves, protective gear, eye goggles, masks, safety helmets and various protective clothing prepared at the worksite, a request should be submitted immediately to replace these items.
- Article 2 If there are any missing or damaged fire safety and escape equipment, the Administration Department shall submit a request to replace or repair them.

- Article 3 When personal protective gear is used by personnel for work, the gear should be used in accordance with regulations and perform the necessary spot checks and maintenance to guarantee its function and ensure work safety.
- Article 4 Safety and health equipment may not be arbitrarily disassembled or disabled. If the equipment has been disassembled or disabled, it should be reported to safety center or a supervisor.

XI. Accident Notification and Reports

- Article 1 If a worker becomes injured in any way during work, the incident should be immediately reported the section supervisor. The section must be reported within 24 hours to the labor safety & health management section or management personnel.
- Article 2 If a major accident occurs, the site should be altered or damages after rescue work is completed to permit appraisal and investigation by law enforcement authorities and labor investigation authorities.
- Article 3 If a legally defined major accident occurs (at least one death or three injuries), the labor safety & health management section (personnel) or the person in charge of the work site shall report the incident to the North Region Labor Investigation Office with 24 hours.
- Article 4 For occupational injuries that occur at the worksite, the supervising department shall conduct an accident investigation. After the relevant information is compiled by the Labor Safety & Health Management Section, regular analysis is performed each month and preventative actions are drafted and submitted to the person in charge for approval.

XII. Supplemental Provisions

- Article 1 The safety & health work rules for each item of work shall be followed for each specific work item.
- Article 2 For the safety and health rules established by the institution, the related work scope and item shall be treated the same as work rules.
- Article 3 Matters not covered by these work rules shall be revised based on the circumstances. If there is anything not covered within, labor safety & health regulations shall apply.
- Article 4 This Code, its revisions and amendments shall be publicly announced following review by the labor investigation authorities.



Article 5 This Code shall take effect following its announced.

A labor representative shall be designated along with this Code.