



# Asia Cement Corporation Human Rights Policy

To protect and maintain the basic human rights of employees and create a decent work environment, the Company abides by local laws and regulations in all countries and regions we operate, supports and adheres to international bill of human rights, the UN Universal Declaration of Human Rights (UDHR), the United Nations Global Compact, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, and the UN Guiding Principles on Business and Human Rights (UNGPs). The Company formulates and executes its human rights policy following the aforementioned guidelines.

## Scope of Application:

This human rights policy is applicable to all employees of the Company and its subsidiaries, plus its customers, suppliers, contractors and local communities where we operate, within a reasonably executable scope. This human rights policy is supervised and executed by the Corporate Sustainability Committee and the management to ensure that any behavior on violating the principles of human rights is investigated. The Company identifies and prevents human rights risks that may occur in its business and people in the value chain by conducting due diligence. It also regularly communicates, promotes and inspects the status of carrying out human rights topics in the management system of the Company in order to elevate and enhance the awareness of human rights.

We endeavor to fulfill the following commitments:

## ■ Committing to Protecting and Respecting Human Rights

### Diversity, equality and nondiscrimination

Respecting every person's human rights, diversity and inclusion, prohibiting discrimination based on race, place of birth, nationality, class, color, thoughts, language, religion, faith, party, gender, sexual orientation, age, marriage, social status, appearance, facial features, horoscopes, blood type, physical and mental disabilities, or unfair treatment on the ground of union membership status. The Company equally treats every employee regarding employment, salary and welfare, training, promotion, job rotation and termination. All employees receive equal pay for equal work, any form of discrimination is prohibited.

### Prohibition of child labor

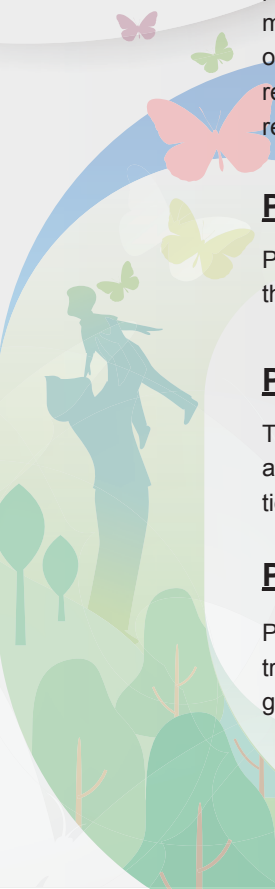
Prohibiting the use of child labor whose age is below 16 or does not reach the lowest age of employment in the respective country/region.

### Prohibition of harassment

Treating employees with respect that they deserve. Committing and ensuring to provide a workplace without any sexual harassment, physical harassment, language harassment, mental harassment or abuse or intimidation. We endeavor to provide a safe work environment that does not have any form of harassment.

### Personal freedom and safety and prohibiting human trafficking

Preventing and banning any occurrences of threat, personal attack, harassment, or any forms of illegal treatment (such as human trafficking), Prohibiting the hiring of any labor who is forced to work, liable for certain guarantee (including offsetting debt), bound by unequal contract, involuntary or exploitative labor of prisoners.





## **Employment relationship**

Stable employment is very important to individuals and the society. We protect the work right for all employees from the threat of being forcefully laid off, and do not overly hiring temporary labors to evade the duty of employer to employees.

## **Fair wages/compensations**

Committing fair and sufficient wages required by laws to guarantee meeting the minimum needs of daily living. The provided daily living conditions can meet the basic needs for all employees. The salary system is transparent in which the salary payment sheet is used to state the legitimate deductions and the wage deduction is not used as a way of punishment. Furthermore, the legally complied benefits are provided to employees.

## **Prohibition of forced labor**

Complying to labor laws and regulations and international guidelines, prohibiting to force any person who is not willing to work to perform labor work by way of improper request, violence or threat, deducting wages or offsetting debts. Prohibiting the restriction of any person's freedom, such as the seizure of personal ID card.

## **Freedom of assembly, collective negotiation and group consultation**

Respecting employees' basic human rights protection, supporting and protecting employees' exercising of labor rights on selecting, assembly, joining unions or any other types of organizations. Maintaining diversified and unblocked communication channels with corporate unions and employees, establishing and periodically convening labor-management meetings, signing group agreements with corporate unions to strive for creating harmonious and win-win labor-management relationship.

## **Health and safety**

Formulating occupational health and safety policies and management mechanism, creating a healthy and safe corporate culture. Complying with occupational health and safety laws and regulations, providing safe and healthy work environment and necessary health and first-aid measures, eliminating hazardous factors in the work environment that possibly affect employees' health and safety, reducing the risks of occupational disasters and moving toward the target of zero disasters.



## **Work condition and time**


Fairly treating all employees, ensuring all employees entitled at the workplace to have reasonable break time, using toilets and rest facilities, taking drinking water and vacations. Work hours do not exceed the upper limit stipulated in local laws and regulations, the total work hours including overtime per week shall not exceed 60 hours, the overtime pay must not be lower than the rate stipulated in laws and regulations.

## **Freedom of speech and expression**

Protecting employees' freedom of speech, establishing safe, diversified and open type of channels for employees, suppliers and customers to express their opinions, never using forced measures to suppress everyone's right of expression, such as by way of litigation or intimidating to threaten the body, work or life of a person who intends to express his/her opinion.

## **Right of family life**

Supporting and assisting employees to maintain the balance between physical/mental health and work/life, such as the application of parental leave, or the needs of childcaring or child rearing.





## **Right of privacy**

Complying to laws and regulations in protecting personal information and privacy of any person who has business contact with the Company (including suppliers, customers and employees). Proper managing and protecting privacy required by laws while collecting, storing, handling, transmitting and sharing personal

## **Maternity protection**


Providing proper and reasonable facilities and maternity leave for pregnant, childbirth and breastfeeding female employees, complying to local laws and regulations regarding work and time limits for female employees during pregnancy, and adopting reasonable measures to protect female employees during pregnancy not to performing any dangerous work, building a work system and environment friendly to both genders.

## **Indigenous people's rights**

Respecting the diversity of indigenous people, recognizing their uniqueness and important benefits on land, water area, environment, history, culture and traditional way of living.

## **Appeal and Remedy**

In order to protect human rights of employees of the Company and partners of the value chain from infringement or negative influence, The Company ensures that they have the right of lodging appeal, report or complaint to the behavior that they believe possibly infringing their human rights and requesting remedy to any behavior infringing human rights or causing negative influence.

- The channels of lodging appeals, reports or complaints to the Company include:
    - email address for employees' appeal: [hr@acc.com.tw](mailto:hr@acc.com.tw)
    - email address for preventing sexual harassment: [hr@acc.com.tw](mailto:hr@acc.com.tw)
    - community communication channel: <http://quarry.acchl.com.tw/ContactUS>
    - telephone for suppliers : (02)27338000#6029, 8594
    - email address for suppliers: [ecome@feg.com.tw](mailto:ecome@feg.com.tw)
    - email address for reporting dishonest conducts: [speak-up@acc.com.tw](mailto:speak-up@acc.com.tw)
    - telephone for reporting dishonest conducts: 02-2733-8000#8195
  - To build a mechanism that can be trusted, the Company emphasizes the involvement of employees and their legal representatives, the third-party impartial person or organization while handling appeals, reports or complaints in order to ensure fairly and impartially processing appeals. At all times it maintains an unblocked communication channel to timely communicate and speak with the person who lodges appeal, report or complaint to seek for an appropriate solution.
  - The Company will initiate investigation on appeals, reports or complaints regarding the infringement of human rights according to the relevant rules and procedure. If the result of investigation reveals the fact of violating human rights protection, the Company will adopt measures to impose punishment to the perpetrator, offer counseling to the victim and make necessary improvement to policy and procedure to prevent from the occurrence of the similar events and to provide effective remedy or compensation to the victim whose suffers from the damage of rights.
  - Under the precondition of protecting privacy, the Company will regularly disclose the quantity, content, and results of handling appeals, reports or complaints.
  - The Company will protect personal information or privacy of the person who lodges appeal, report or complaint in order to avoid retaliation or unjust treatment to the person.
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## Employee Guidelines and Reports

The Company endeavors to building a workplace in which all employees are respected and valued for their open and candid communications. Regardless of countries and regions, the Company commits itself to comply with the applicable labor and employment laws. Any employee who believes that this policy is conflict with the laws, customs and conventions of the work location, has doubts to this policy, or intends to confidentially report the violations of this policy, he/she shall lodge an appeal, report or file a complaint through the aforementioned channels. Employees may report to the Company's website <https://www.acc.com.tw/contact-us/contact-unethical> regarding the suspected behavior of violating the policy. The Company commits itself that it will not retaliate to any employee who reports any concerns, it will investigate, resolve and respond to the concerns of the employee, and adopt proper correction measures to any violations.

## Public Reporting

As a part of human rights report and annual sustainability report, The Company publicly reports the commitments, efforts and declarations relating to human rights based on this policy. This report will cross-cite UN guiding principles of reporting framework.

## Principles of Management

For the purpose of continuing fulfilling and optimizing human rights governance and assisting the maintenance of human rights during business operation to continue making progress following the trend of operational development and generating positive cycling and feedback for the management, The Company adopts the following management principles:

- Promotion and educational training: The Company continuously promotes human rights policy both internally and externally and offers human rights training to internal decision makers and managers, employees and suppliers/contractors in order to lead and elevate the care and attentions to human right issues.
- Human rights due diligence and feedback mechanism: The Company will regularly conduct human rights due diligence to evaluate human right risks and potential impacts. If human right risks, potential impacts or events of violating human rights are discovered during human rights due diligence, The Company will adopt mitigation or remedy measures. The Company will regularly report to the Corporate Sustainability Committee human rights risks, potential impacts or events of violating human rights evaluated and identified through human rights due diligence, as well as the results of performing human rights governance work, for the purpose of discussion, reviewing and amending human rights policy in order to enhance the perfection of protecting human rights.

For the purpose of protecting human rights of employees and partners of value chain (including customers, suppliers, contractors and local communities), The Company commits itself to apply this human rights policy to all business or nonbusiness activities, as well as any external cooperation relationship.



Asia Cement Corporation

President *Kun Yen Lee*

