



Voltronic Power Technology Corp.

**Occupational health and safety
management manual**

Issuance order of occupational health and safety management manual

This manual is prepared in accordance with the requirements of GB/T 45001-2020/ISO 45001 : 2018 occupational health and safety management system, with reference to GRI 403: occupational safety and health 2018 and **S&P Global** Corporate Sustainability Assessment (CSA) 2022, in combination with the actual situation of the company, and in accordance with relevant national laws, regulations and relevant professional standards.

The scope of the company's occupational health and safety management system:

Item	Taiwan	China	Vietnam
Major actual operation location	Voltronic Power Technology Corp.	1.Voltronic Power Technology (Shen Zhen) Corp. 2.Orchid Power (Shen Zhen) Manufacturing Company “ 3.Zhongshen Voltronic Power Electronic Limited. 4.ZhongShan Voltronic Precision Inc.	Voltronic Power Technology (Vietnam) Company Limited
Primary activities of the organization;	Operation headquarters, R & D, Manufacturing, Sales, Procurement, Warehousing	R & D, Manufacturing, Sales, Procurement, Warehousing	R & D, Manufacturing, Procurement, Warehousing

This manual describes the occupational health and safety management system of the company's major actual operating locations, supplemented by a series of working procedures to ensure that the work meets the requirements. This manual is applicable to occupational health and safety management activities in all production, service and operation activities.

As a programmatic document for the company to implement occupational health and safety management functions and carry out occupational health and safety management activities, the occupational health and safety management manual is the norms and guidelines for the environment, occupational health and safety behavior of all workers. Effective from the date of issuance (revision and issuance), all workers of the company must comply with it and make continuous efforts to ensure and improve the occupational health and safety management level and good social image of the company.

**Chairman and CEO
Hsieh Juor-Ming**

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1 Scope

The scope of the company's occupational health and safety management system:

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Major actual operation location	Voltronic Power Technology Corp.	1.Voltronic Power Technology (Shen Zhen) Corp. 2.Orchid Power (Shen Zhen) Manufacturing Company “ 3.Zhongshen Voltronic Power Electronic Limited. 4.ZhongShan Voltronic Precision Inc.	Voltronic Power Technology (Vietnam) Company Limited
Primary activities of the organization;	Operation headquarters, R & D, Manufacturing, Sales, Procurement, Warehousing	R & D, Manufacturing, Sales, Procurement, Warehousing	R & D, Manufacturing, Procurement, Warehousing

This manual describes the occupational health and safety management system of the company's major actual operating locations, supplemented by a series of working procedures to ensure that the work meets the requirements. This manual is applicable to occupational health and safety management activities in all production, service and operation activities.

1) Manual description

This manual is prepared in accordance with the requirements of GB/T 45001-2020/ISO 45001 : 2018

occupational health and safety management system, with reference to GRI 403: occupational safety and health 2018 and **S&P Global** Corporate Sustainability Assessment (CSA) 2022, in combination with the actual situation of the company, and in accordance with relevant national laws, regulations and relevant professional standards.

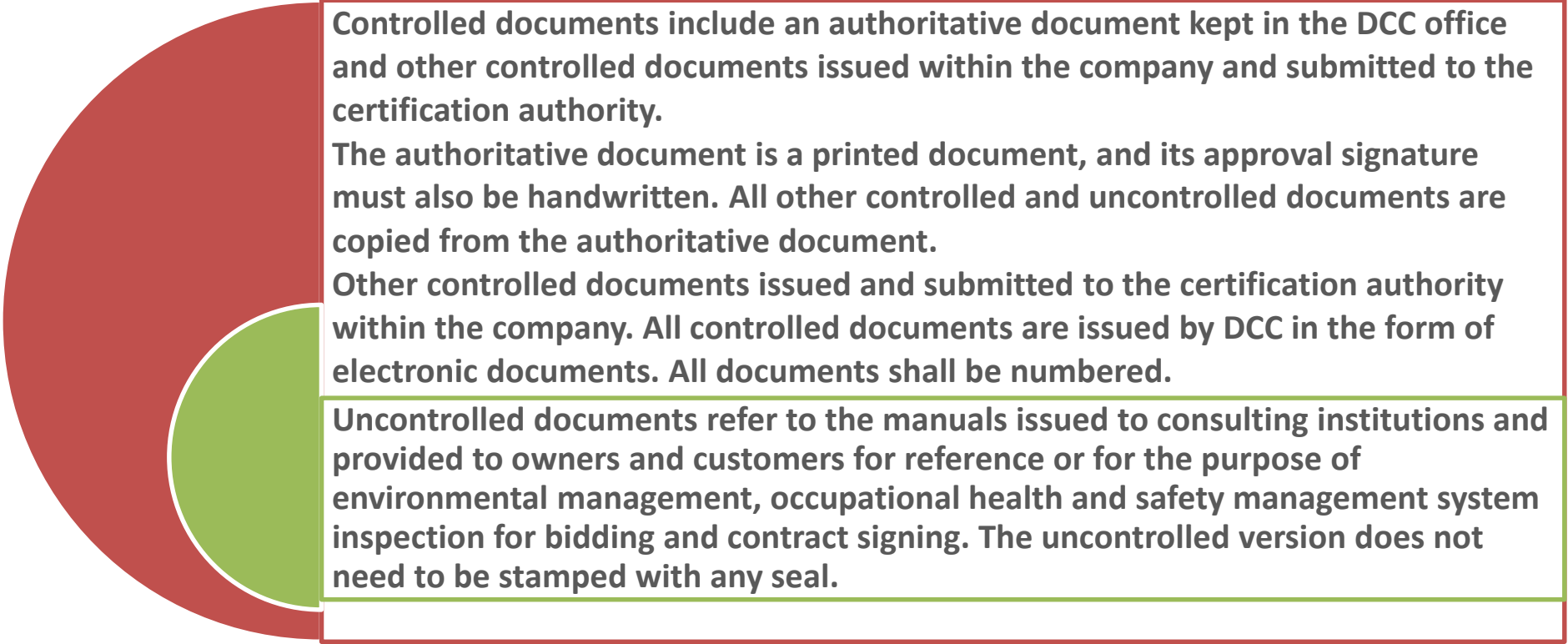
This manual is a programmatic document to ensure the operation of the company's occupational health and safety management system. It is the basic rules and criteria of conduct that all workers of the company must follow. The preparation, approval, distribution and modification of the occupational health and safety management manual should be carried out in strict accordance with the specified approval procedures and control requirements.

Under the leadership of the management representative, the quality assurance department is responsible for the preparation of the occupational health and safety management manual, the management representative is responsible for reviewing the occupational health and safety management manual, the CEO is responsible for the approval of occupational health and safety management manual.

The manual is divided into controlled documents and uncontrolled documents according to the distribution object.

DCC (document control center) is responsible for collecting opinions on the occupational health and safety management manual and reporting to the management representative. The revision of the occupational health and safety management manual must be reviewed and approved by the management representative, and the quality assurance department is responsible for it. The revised occupational health and safety management manual must be approved by the CEO before it takes

effect. After revising the occupational health and safety management manual, the controlled version of the occupational health and safety management manual shall be replaced in accordance with the document control guidelines.



Controlled documents include an authoritative document kept in the DCC office and other controlled documents issued within the company and submitted to the certification authority.

The authoritative document is a printed document, and its approval signature must also be handwritten. All other controlled and uncontrolled documents are copied from the authoritative document.

Other controlled documents issued and submitted to the certification authority within the company. All controlled documents are issued by DCC in the form of electronic documents. All documents shall be numbered.

Uncontrolled documents refer to the manuals issued to consulting institutions and provided to owners and customers for reference or for the purpose of environmental management, occupational health and safety management system inspection for bidding and contract signing. The uncontrolled version does not need to be stamped with any seal.

2) Company profile

Company name: Voltronic Power Technology Corp. and Subsidiaries

Address of operation headquarter : No. 406, Xinhua 1st Rd., Neihu Dist., Taipei City , Taiwan

Company representative: Hsieh Juor-Ming

Main products: DMS (Design & Manufacturing Service) of UPS (Uninterruptible Power System), PV Inverter, Energy Storage System, Variable Frequency Drive, EV Charger

Business overview and philosophy of the company

VPT's primary business is the professional DMS (Design & Manufacturing Service) of UPS (Uninterruptible Power System), PV Inverter, Energy Storage System, Variable Frequency Drive, EV Charger.

VPT's main business is to design and manufacture for brand customers all over the world, and VPT has the ability to provide world-class processing capabilities and technology to global customers. Therefore, product sales are mainly export sales, and the proportion of export sales in revenue in the past three years has exceeded 90%.

VPT adheres to the continuous development of innovative and high-quality products, and insists on not making its own brand, avoiding competitive relations with brand customers, and providing customized products and services to meet customer needs, so as to maintain a good cooperative relationship with customers.

VPT deeply understands the importance of customer satisfaction. Therefore, VPT promises to provide customers with high-quality products, accurate delivery schedule and meet their needs.

VPT promises that in order to achieve comprehensive customer satisfaction, improve the ability to develop new products, invest in more advanced machinery and equipment, listen to the voice of customers, and is willing and able to assist customers to successfully obtain the best quality products at the most economic cost. Through this inseparable partnership, promote the success of customers as the driving force for the growth of VPT.

2 Normative references

GB/T 45001-2020/ISO 45001 : 2018 occupational health and safety management system

GRI 403: Occupational Health and Safety 2018

S&P Global Corporate Sustainability Assessment (CSA) 2022

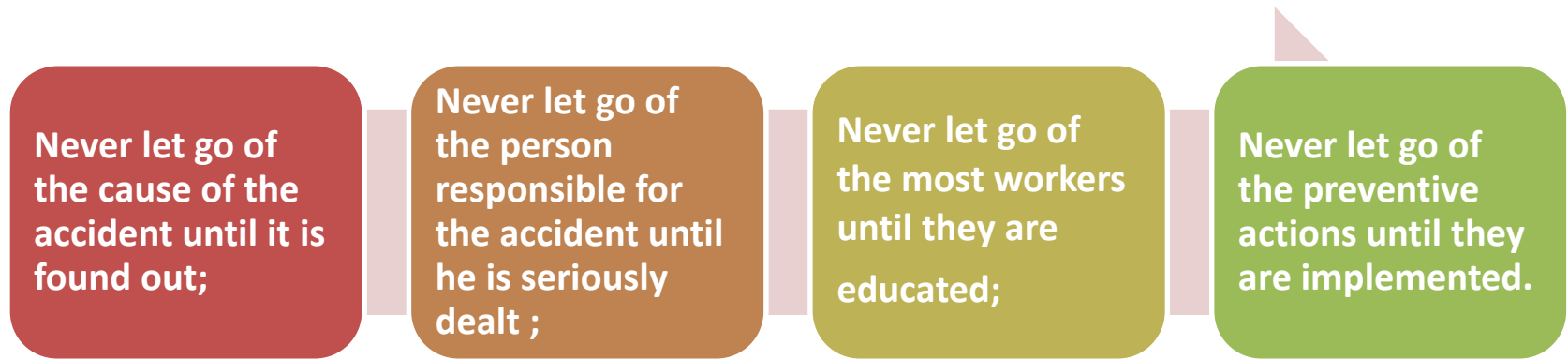
3 Terms and definitions

In addition to the terms and definitions in 3.1 to 3.37 of GB/T 45001-2020/ISO 45001 : 2018 occupational health and safety management system, the manual and related documents also quote the following terms and definitions in combination with the characteristics of the industry and the company:

- a) **The company or the company:** Voltronic Power Technology Corp. and Subsidiaries.
- b) **Customer:** refers to users , demanders.
- c) **Supplier:** the organization or individual that provides products for the company.
- d) **Product:** the result of the process, including services. The main products of the company are UPS , PV Inverter, Energy Storage System, Variable Frequency Drive, EV Charger and other power products and services.
- e) **Production equipment:** refers to the corresponding processing equipment used for UPS , PV Inverter, Energy Storage System, Variable Frequency Drive, EV Charger , as well as the machinery and equipment used for engineering construction in decoration projects.

f) **Major risk:** refers to the not-allowed or unacceptable risk determined by the enterprise through risk evaluation.

g) **Four don't let go :**



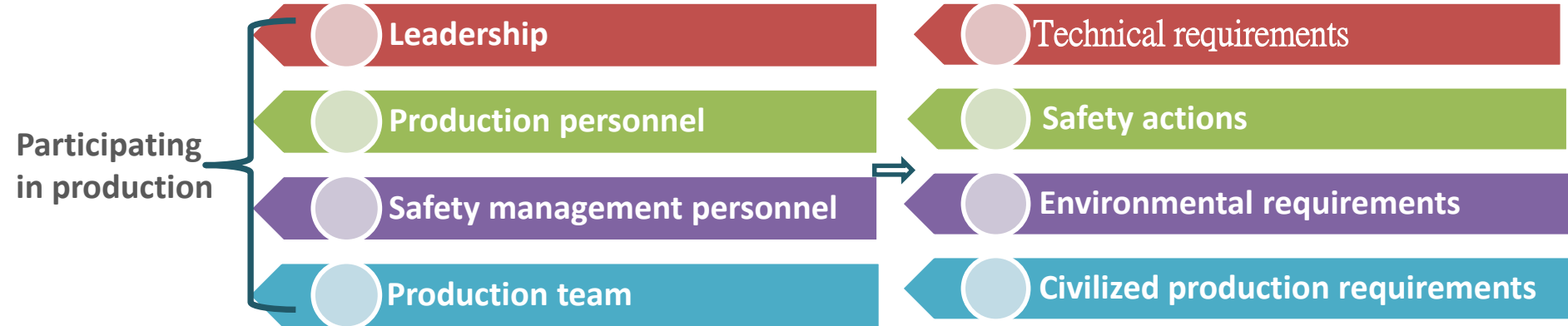
h) **Labor protection articles:** protective articles to protect personnel from injury in the process of life and production.

i) **Falling from height:** a falling accident that occurs more than 2 meters (including) above the falling height datum.

j) **Object strike:** personal injury accidents caused by falling materials and man-made thrown wastes during high-altitude operation.

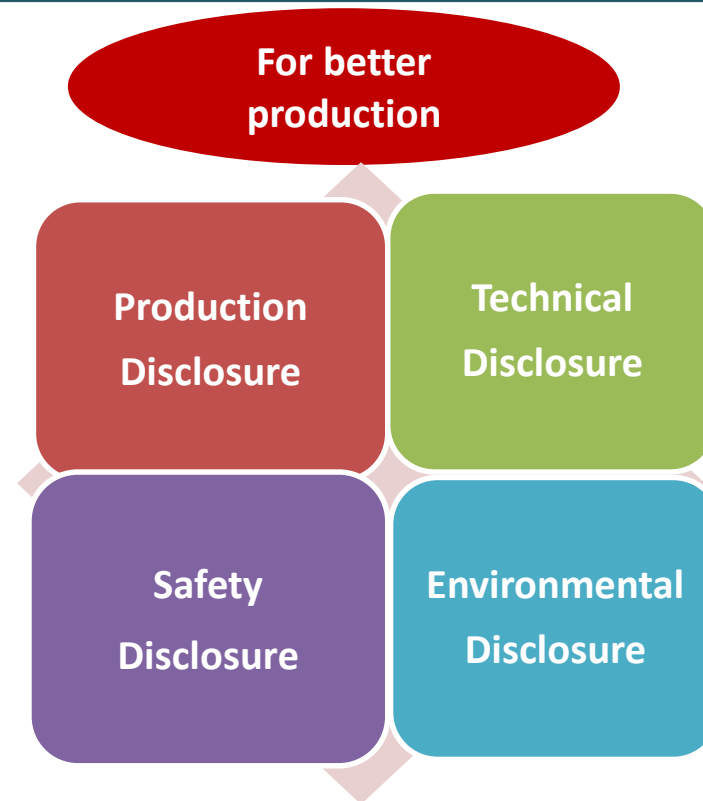
k) **Temporary electricity:** in the process of production and labor, the electricity facilities provided for various temporary electromechanical equipment, electric tools, etc. are called temporary electricity.

l) **Safety technical disclosure:** safety technical disclosure is an important step of production process management, and its purpose is to:



Clarify the responsibilities

Clarify the responsibilities between the discloser and the accept-discloser



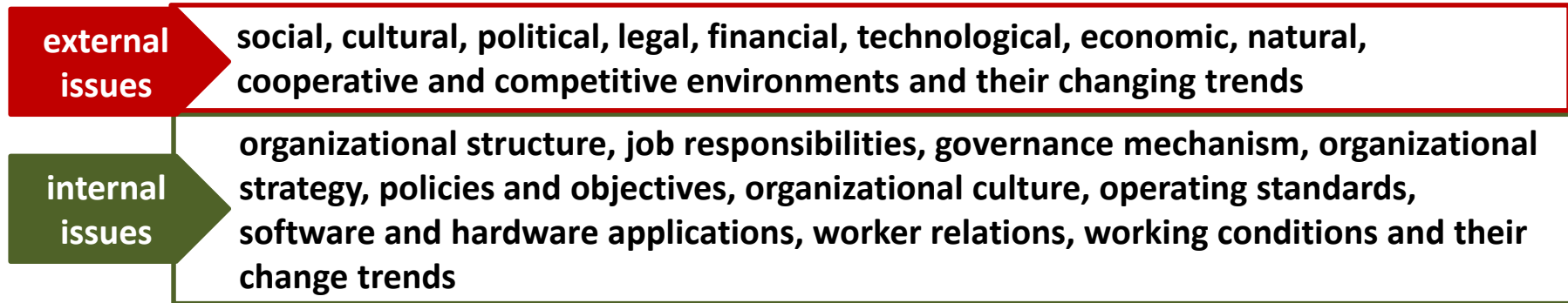
- m) **Occupational disease**: refers to the disease caused by workers' exposure to occupational hazards in production, labor and other occupational activities.
- n) **Underage workers**: underage workers refer to workers who have reached the age of 16 and under the age of 18.
- o) **Special post personnel**: refers to the post personnel directly related to the identified major occupational health and safety, environmental health management and environmental factors (including personnel of special types of work) or the post personnel directly related to emergency response.
- p) **Special operations**: operations that pose a significant hazard to the safety of the operator, especially to others and surrounding facilities.
- q) **Equipment and facilities**: all machinery and supporting facilities are collectively referred to as equipment and facilities.
- r) **Abbreviation**:

OHS	OHSAS	Management System	Functional Department
<ul style="list-style-type: none">• Occupational health and safetyOHS	<ul style="list-style-type: none">• Occupational health and safety management system	<ul style="list-style-type: none">• Occupational health and safety management system	<ul style="list-style-type: none">• Quality assurance department• Management department

4 Context of the organization

4.1 Understanding the organization and its context

The top management shall regularly determine external and internal issues that are relevant to the company's purpose and that affect its ability to achieve the intended outcome(s) of its OH&S management system.



The company formulates "V-QAM-001-01 list of internal and external environmental analysis of the company" to identify and determine the external and internal issues of the company, and monitors and reviews the external and internal issues of the company in the links of the company's manual reviewed in the annual management review.

4.2 Understanding the needs and expectations of workers and other interested parties

The company shall identify other interested parties related to the occupational health and safety management system except workers, and identify and determine the needs and expectations (i.e. requirements) of workers and other interested parties. The company shall further determine

whether these needs and expectations may become statutory and other requirements, so as to fulfill the company's compliance obligations.

The company shall consider the following interested parties:



The company formulates the “V-QAM-001-02 list of needs and expectations of interested parties” to identify and determine the needs and expectations of workers and other interested parties, and monitors and evaluates the needs and expectations of workers and other interested parties in the reviewed links of the company's manual in the annual management review.

4.3 Determining the scope of the OH&S management system

According to the characteristics of the company's products and services, taking into account the external and internal issues regularly determined by the company, the needs and expectations of workers and other interested parties, as well as the work-related activities planned and implemented by the company, the scope of the company's occupational health and safety management system is:

Item	Taiwan	China	Vietnam
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Primary activities of the organization;	Operation headquarters, R & D, Manufacturing, Sales, Procurement, Warehousing	R & D, Manufacturing, Sales, Procurement, Warehousing	R & D, Manufacturing, Procurement, Warehousing

4.4 OH&S management system

According to the requirements of ISO 45001:2018 occupational health and safety management system and in combination with the actual situation of the company, the company establishes the occupational health and safety management system, establishes, implements and maintains the occupational health and safety management system and related written information, and continuously improves the effectiveness of the occupational health and safety management system and its required processes and interactions.

The company has established, implemented and maintained occupational health and safety management system, see Annex I for the list of relevant guidelines.

References:

- 1) "V-QAM-001-01 list of internal and external environmental analysis of the company"
- 2) "V-QAM-001-02 list of needs and expectations of interested parties"
- 3) Annex I list of criteria

5 Leadership and worker participation

5.1 Leadership and commitment

Top management shall demonstrate leadership and commitment with respect to the OH&S management system by:

- a) taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- b) ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization;
- c) ensuring the integration of the OH&S management system requirements into the organization's business processes;
- d) ensuring that the resources needed to establish, implement, maintain and improve the OH&S management system are available;
- e) communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements;
- f) ensuring that the OH&S management system achieves its intended outcome(s);
- g) directing and supporting persons to contribute to the effectiveness of the OH&S management system;
- h) ensuring and promoting continual improvement;

- i) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- j) developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S management system;
- k) protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- l) ensuring the organization establishes and implements a process(es] for consultation and participation of workers (see 5.4,] ;
- m) supporting the establishment and functioning of health and safety committees, [see 5.4 e) 1]].

5.2 OH&S policy

5.2.1 formulate OH&S policy

Top management shall establish, implement and maintain an OH&S policy that:

- a] includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size and context of the organization and to the specific nature of its OH&S risks and OH&S opportunities;
- b] provides a framework for setting the OH&S objectives;
- c] includes a commitment to fulfil legal requirements and other requirements;
- d) includes a commitment to eliminate hazards and reduce OH&S risks (see 8.1.2) ;
- e) includes a commitment to continual improvement of the OH&S management system;
- f) includes a commitment to consultation and participation of workers, and, where they exist, workers' representatives.

After fully considering the characteristics of the company's products and services, the company's occupational health and safety policy is:



The company makes all workers know, understand and implement the occupational health and safety policy through bulletin boards, induction training, production safety training, etc. The company can provide occupational health and safety policies when other interested parties have needs. In the annual management review, the company monitors and reviews the occupational health and safety policy at the link where the occupational health and safety manual is reviewed.

5.3 Organizational roles, responsibilities and authorities

Top management shall ensure that the responsibilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organization and maintained as documented information. Workers at each level of the organization shall assume responsibility for those aspects of the OH&S management system over which they have control, however, ultimately top management is still accountable for the functioning of the OH&S management system.

Top management shall assign the responsibility and authority for:

a) ensuring that the OH&S management system conforms to the requirements of this document;

b) reporting on the performance of the OH&S management system to top management.

The company identifies and stipulates the department structure, responsibilities and permissions required by the occupational health and safety management system, and controls its operation to ensure the establishment, implementation, maintenance and improvement of the occupational health and safety management system.

For the setup and structure of each department of the company, please refer to the "organization chart" of this manual Appendix II).

The company allocates the functions of each department according to the interrelationship of GB/T 45001-2020/ISO 45001:2018 occupational health and safety management system. Refer to the "occupational health and safety management system function allocation table" (Appendix III); For the responsibilities and permissions of each department of the company, please refer to the "description of department responsibilities and permissions" (Appendix IV) in this manual.

The company establishes a management representative, who is specifically responsible for organizing the occupational health and safety management activities of the whole company (Appendix V).

5.4 Consultation and participation of workers

For the consultation and participation of workers at all applicable levels and functions and their worker representatives in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system, the company establishes, implements and maintains the " V-HRP-106 information exchange management criteria ".

According to the requirements of "V-HRP-106 information exchange management criteria", the company shall:

a] provide mechanisms, time, training and resources necessary for consultation and participation;

b] provide timely access to clear, understandable and relevant information about the OH&S management system;

c] determine and remove obstacles or barriers to participation and minimize those that cannot be removed;

d] emphasize the consultation of non-managerial workers on the following:

1] determining the needs and expectations of interested parties (see 4.2) ;

2] establishing the OH&S policy (see 5.2);

3] assigning organizational roles, responsibilities and authorities, as applicable see 5.3) ;

4] determining how to fulfil legal requirements and other requirements (see 6.1.3) ;

5] establishing OH&S objectives and planning to achieve them (see 6.2) ;

6] determining applicable controls for outsourcing, procurement and contractors (see 8.1.4) ;

7] determining what needs to be monitored, measured and evaluated (see 9.1) ;

8] planning, establishing, implementing and maintaining an audit programme(s) [see 9.2.2);

9] ensuring continual improvement (see 10.3) ;

e) emphasize the participation of non-managerial workers in the following:

- 1) determining the mechanisms for their consultation and participation;
- 2] identifying hazards and assessing risks and opportunities (see 6.1.1 and 6.1.2);
- 3) determining actions to eliminate hazards and reduce OH&S risks (see 6.1.4);
- 4] determining competence requirements, training needs, training and evaluating training (see 7.2];
- 5) determining what needs to be communicated and how this will be done (see 7.4);
- 6) determining control actions and their effective implementation and use (see 8.1, 8.1.3 and 8.2);
- 7) investigating incidents and nonconformities and determining corrective actions (see 10.2).

References:

- 1) Appendix II Organization Chart
- 2) Annex III function distribution table of occupational health and safety management system
- 3) Annex IV description of department responsibilities and permissions
- 4) Annex V letter of appointment of management representative
- 5) " V-HRP-106 information exchange management criteria "

6 Planning

6.1 Actions to address risks and opportunities

6.1.1 General

When planning for the OH&S management system, the company fully considers the external and internal issues of the organization, the needs and expectations of workers and other interested parties, the scope of OH&S management system, hazards, OH&S risks and other risks, OH&S opportunities and other opportunities, legal and regulatory requirements and other requirements, and establishes the " V-HRP-015 risk and opportunity identification, assessment and control criteria " to identify, give assurance and assess that the risks and opportunities related to the company's OH&S management system and can achieve its intended outcome(s), prevent or reduce undesired effects, and achieve continual improvement.

The company, in its planning process(es), shall determine and assess the risks and opportunities that are relevant to the intended outcomes of the OH&S management system associated with changes in the company's products and services processes, the OH&S management system. In the case of planned changes, permanent or temporary, this assessment shall be undertaken before the change is implemented.

6.1.2 Hazard identification and assessment of risks and opportunities

6.1.2.1 Hazard identification

The company has established, implemented and maintained the "V-HRP-101 hazard identification, risk assessment and control criteria ", which has taken into account, but not be limited to:

a) how work is organized, social factors [including workload, work hours, victimization, harassment and bullying], leadership and the culture in the organization;

b) routine and non-routine activities and situations, including hazards arising from:

- 1) infrastructure, equipment, materials, substances and the physical conditions of the workplace;
- 2) product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal;
- 3) human factors, (Ergonomics: The system design is suitable for people's physiological and psychological characteristics to ensure health, safety, efficiency and comfort) ;
- 4) how the work is performed;

c] past relevant incidents, internal or external to the organization, including emergencies, and their causes;

d) potential emergency situations;

e] people, including consideration of:

- 1) those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
- 2) those in the vicinity of the workplace who can be affected by the activities of the organization;
- 3] workers at a location not under the direct control of the organization;

f) other issues, including consideration of:

- 1) the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to the needs and capabilities of the workers involved;

2) situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organization;

3] situations not controlled by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace;

g) actual or proposed changes in organization, operations, processes, activities and the OH&S management system (see 8.1.3] ;

h) changes in knowledge of, and information about, hazards.

6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system

The company has established, implemented and maintained the " V-HRP-101 hazard identification, risk assessment and control criteria " to:

a) assess OH&S risks from the identified hazards, while taking into account the effectiveness of existing controls;

b) determine and assess the other risks related to the establishment, implementation, operation and maintenance of the OH&S management system.

The company's methodology(ies) and criteria for the assessment of OH&S risks shall be defined with respect to their scope, nature and timing to ensure they are proactive rather than reactive and are used in a systematic way.

6.1.2.3 Assessment of OH&S opportunities and other opportunities for the OH&S management system

The company has established, implemented and maintained " V-HRP-101 hazard identification, risk assessment and control criteria " to assess:

a) OH&S opportunities to enhance OH&S performance, while taking into account planned changes to the organization, its policies, its processes or its activities and :

1] opportunities to adapt work, work organization and work environment to workers;

2] opportunities to eliminate hazards and reduce OH&S risks;

b) other opportunities for improving the OH&S management system.

6.1.3 Determination of legal requirements and other requirements

The company has established, implemented and maintained the " V-HRP-102 rules for identification and management of laws and regulations " to:

a) determine and have access to up-to-date legal requirements and other requirements that are applicable to its hazards, OH&S risks and OH&S management system;

b) determine how these legal requirements and other requirements apply to the organization and what needs to be communicated;

c) take these legal requirements and other requirements into account when establishing, implementing, maintaining and continually improving its OH&S management system.

6.1.4 Planning action

According to the characteristics of the company's products and services, in order to address risks and opportunities, legal requirements and other requirements , as well as prepare for and respond to emergency situations , the company establishes, implements and maintains the "V-QAM-001-03 list of company risks and opportunities and their actions", integrates and implements the actions of risks and opportunities into its OH&S management system processes or other business processes, and evaluates the effectiveness of these actions every year.

When planning the actions of risks and opportunities, the company full considers best practices, technological options and financial, operational and business requirements. Through "hierarchical control" actions to eliminate hazards and reduce OH&S risks.

6.2 OH&S objectives and planning to achieve them

6.2.1 OH&S objectives

The company has established " V-HRP-103 objective management criteria " for OH&S objectives at relevant functions and levels in order to maintain and continually improve the OH&S management system and OH&S performance (see 10.3). The management of the company's OH&S is consistent with the OH&S policy, is measurable and capable of performance evaluation; takes into account the applicable laws and regulations and other requirements, the results of the assessment of risks and opportunities , and the results of consultation with workers, internal and external communication is carried out in accordance with the requirements of " V-HRP-106 information exchange management criteria "; The management department of the company monitors and regularly counts the target implementation data every month, evaluates the objectives during the annual management assessment of the company, and updates the OH&S objectives when applicable.

6.2.2 Planning to achieve OH&S objectives

The company has established "V-HRP-103-01 OH&S objectives and management plan", which determines the content, resources, responsible units, completion time, monitoring method and result evaluation of objective management, and integrates the actions to achieve OH&S objectives into the company's business processes according to the characteristics of the company's products and services.

References:

- 1) "V-HRP-015 risk and opportunity identification, assessment and control criteria"
- 2) "V-HRP-101 hazard identification, risk assessment and control criteria"
- 3) "V-HRP-102 rules for identification and management of laws and regulations"

- 4) " V-QAM-001-03 list of company risks and opportunities and their actions"
- 5) "V-HRP-103 objective management criteria"
- 6) " V-HRP-106 information exchange management criteria "
- 7) "V-HRP-103-01 OH&S objectives and management plan"

7 Support

7.1 Resources

The company shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the OH&S management system.

7.2 Competence

The company establishes, implements and maintains the "V-HRP-105 training management criteria ", which stipulates that the human resources unit of the management department shall take the lead to determine the necessary competence and awareness of workers that affects or can affect the company's OH&S performance, prepare OH&S training plans, organize the implementation of training, assessment and verification, and evaluate the effectiveness of each training work, to ensure that workers are competent (including the ability to identify hazards].

7.3 Awareness

The company establishes, implements and maintains "V-HRP-105 training management criteria" and "V-HRP-106 information exchange management criteria". Through education, training and information exchange in various ways, workers aware of:

a) the OH&S policy and OH&S objectives;

b) their contribution to the effectiveness of the OH&S management system, including the benefits of improved OH&S performance;

c) the implications and potential consequences of not conforming to the OH&S management system requirements;

d) incidents and the outcomes of investigations that are relevant to them;

e) hazards, OH&S risks and actions determined that are relevant to them;

f) the ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

7.4 Communication

7.4.1 General

The company establishes, implements and maintains "V-HRP-106 information exchange management criteria" according to the characteristics of products and services, taking into account the requirements of laws and regulations and other requirements, as well as the views of external interested parties. For internal and external communications relevant to the OH&S management system, determines the what, when, who (between internally among the various levels and functions of the company; between contractors and visitors in the workplace; between other interested parties) and how to promote the company's workers and other interested parties to participate in OH&S activities and improve the company's OH&S performance.

7.4.2 Internal communication

According to the established " V-HRP-106 information exchange management criteria", the company internally communicates information relevant to the OH&S management system among the various levels and functions of the company, including changes to the OH&S management system, as appropriate, to ensure company's communication process(es) enables workers to contribute to continual improvement.

7.4.3 External communication

According to the established " V-HRP-106 information exchange management criteria " and taking into account its legal requirements and other requirements, the company externally communicates information relevant to the OH&S management system, as established by the organization's communication process(es).

7.5 Documented information

7.5.1 General

The company's OH&S management system includes the documented information required by GB/T 45001-2020/ISO 45001:2018 OH&S management system, as well as the documented information determined by the company to achieve the effectiveness of the OH&S management system, specifically the OH&S manual, criteria, specifications, systems, flow charts, record sheets, etc. 7.5.2

7.5.2 Creating and updating

When creating and updating documented information of the OH&S management system, the company controls the manifestation of specific OH&S manuals, criteria, specifications, systems, flow charts, record sheets, etc., including) identification and description (e.g. a title, date, author or

reference number), through the "V-QAP-101 document control criteria " and "V-QAP-102 health and safety record control criteria " , format (e.g. language, software version, graphics) and media (e.g. paper, electronic), as well as the definition of review and approval, to ensure the suitability and adequacy of documented information .

7.5.3 Control of documented information

The company establishes " V-QAP-101 document control criteria " and " V-QAP-102 health and safety record control criteria " to control the documented information of the OH&S management system, so as to ensure that it is available and suitable for use, where and when it is needed, and properly protect the documented information through the control of access and modification permission, including preventing loss of confidentiality, improper use or loss of integrity. The establishment of the two standards takes full account of the distribution, access, retrieval and use; storage and preservation, including preservation of legibility; control of changes (e.g. version control); retention and disposition.

Documented information of external origin determined by the organization to be necessary for the planning and operation of the OH&S management system, the company also requires appropriate and controlled in the "V-QAP-101 document control criteria".

References:

- 1) " V-HRP-105 training management criteria "
- 2) "V-HRP-106 information exchange management criteria "
- 3) "V-QAP-101 document control criteria"
- 4) "V-QAP-102 health and safety record control criteria"

8 Operation

8.1 Operational planning and control

8.1.1 General

The company has planned, implemented, controlled and maintained the processes needed to meet requirements of the OH&S management system, and to implement the actions determined in Clause 6 by:

a] establishing criteria for the processes; See: Appendix I list of criteria;

b) implementing control of the processes in accordance with the criteria;

c) maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned;

d] adapting work to workers.

At multi-employer workplaces, the organization shall coordinate the relevant parts of the

8.1.2 Eliminating hazards and reducing OH&S risks

The company has established, implemented and maintained " V-HRP-101 hazard identification, risk assessment and control criteria ", " V-HRP-104 management scheme control criteria", " V-HRP-107 safety production management criteria", " V-HRP-108 fire safety management criteria" for the elimination of hazards and reduction of OH&S risks using the following hierarchy of controls:

a) eliminate the hazard;

b) substitute with less hazardous processes, operations, materials or equipment;

c) use engineering controls and reorganization of work;

d] use administrative controls, including training;

e) use adequate personal protective equipment.

8.1.3 Management of change

The company has established, implemented and maintained " V-HRP-015 risk and opportunity identification, assessment and control criteria" for planned temporary and permanent changes that impact OH&S performance. The company shall review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

a] new products, services and processes, or changes to existing products, services and processes, including:

workplace
locations and
surroundings;

work
organization;

working
conditions;

equipment;

work force;

b) changes to legal requirements and other requirements;

c] changes in knowledge or information about hazards and OH&S risks;

d) developments in knowledge and technology.

8.1.4 Procurement

8.1.4.1 General

The company has established, implemented and maintained the " V-BYP-001 procurement management criteria " to control the procurement of products and services in order to ensure their conformity to its OH&S management system.

8.1.4.2 Contractors

The company has established " V-BYP-001 procurement management criteria " and " V-HRP-015 risk and opportunity identification, assessment and control criteria "with its contractors, in order to identify hazards and to assess and control the OH&S risks arising from:

- a) the contractors' activities and operations that impact the organization;
- b) the organization's activities and operations that impact the contractors' workers;
- c) the contractors' activities and operations that impact other interested parties in the workplace.

Through the management system related to OH&S, the company's management department clearly stipulates the operation requirements for the contractor's activities and operations, including regular facility maintenance, temporary construction, security and other work, so as to ensure that the contractor and its workers meet the requirements of the company's OH&S management system. The company establishes " V-BYP-001 procurement management criteria " and "V-HRP-107 safety production management criteria" to specify and apply the procurement process of selecting contractors.

8.1.4.3 Outsourcing

The management department of the company controls the outsourced functions and processes through the management system related to OH&S, so as to ensure that the outsourcing arrangements of the company are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S management system.

8.2 Emergency preparedness and response

The company has established, implemented and maintained " V-HRP-109 emergency preparedness and response management criteria " to prepare for and respond to potential emergency situations, as identified in 6.1.2.1, including:

- a) establishing a planned response to emergency situations, including the provision of first aid;
- b) providing training for the planned response;
- c) periodically testing and exercising the planned response capability;
- d) evaluating performance and, as necessary, revising the planned response, including after testing and, in particular, after the occurrence of emergency situations;
- e) communicating and providing relevant information to all workers on their duties and responsibilities;
- f) communicating relevant information to contractors, visitors, emergency response services, government authorities and, as appropriate, the local community;
- g) taking into account the needs and capabilities of all relevant interested parties and ensuring their involvement, as appropriate, in the development of the planned response.

References:

- 1) Appendix I list of criteria
- 2) 『 V-HRP-101 hazard identification, risk assessment and control criteria 』
- 3) 『 V-HRP-104 management scheme control criteria 』

- 4) 『 V-HRP-107 safety production management criteria 』
- 5) 『 V-HRP-108 fire safety management criteria 』
- 6) 『 V-HRP-015 risk and opportunity identification, assessment and control criteria 』
- 7) 『 V-BYP-001 procurement management criteria 』
- 8) 『 V-HRP-109 emergency preparedness and response management criteria 』

9 Performance evaluation

9.1 Monitoring, measurement, analysis and performance evaluation

9.1.1 General

The company establishes the " V-HRP-110 occupational health and safety monitoring criteria" and determines the monitoring and measurement schedule to carry out monitoring, measurement, analysis and performance evaluation activities and evaluate the OH&S performance and the effectiveness of the OH&S management system.

The company establishes " V-QAP-008 gauge and instrument calibration management criteria" to ensure that monitoring and measuring equipment is calibrated (verified) or verified, and properly used and maintained.

9.1.2 Evaluation of compliance

The company has established, implemented and maintained the " V-HRP-102 rules for identification and management of laws and regulations " to evaluate the compliance with laws and regulations and other requirements, and take actions when necessary to fulfill the commitment to comply with regulations.

9.2 Internal audit

9.2.1 General

The company conducts an internal audits once a year to provide information on whether the OH&S management system :

a) conforms to:

1) the organization's own requirements for its OH&S management system, including the OH&S policy and OH&S objectives;

2) the requirements of GB/T 45001-2020/ISO 45001:2018Occupational health and safety management systems ;

b) is effectively implemented and maintained.

9.2.2 Internal audit programme

The company's OH&S internal audits are regularly organized by the management representative every year and implemented in accordance with the " V-QAP-103 internal audits criteria" to verify whether the OH&S activities and their related results comply with the arrangements of the OH&S management system planning, and ensure their continuous and effective operation and maintenance. The company retains documented information as evidence of internal audit results, including plans, audit reports, checklists, missing reports of closed cases, and relevant meeting minutes.

9.3 Management review

According to the relevant requirements of the "V-QAP-104 management review criteria", the top management should r implement management review the company's OH&S management system, at

planned intervals, and should retain documented information as evidence of the management review results, so as to ensure that the OH&S management system continues to maintain suitability, adequacy and effectiveness, and is consistent with the company's strategic direction.

The management representative should organize relevant departments to prepare data and form a documented report to provide sufficient and accurate input information for the management review and create conditions for the effective implementation of the management review. The contents of management review input include consideration of:

a) the status of actions from previous management reviews;

b) changes in external and internal issues that are relevant to the OH&S management system, including:

1] the needs and expectations of interested parties;

2) legal requirements and other requirements;

3] risks and opportunities;

c) the extent to which the OH&S policy and the OH&S objectives have been met;

d) information on the OH&S performance, including trends in:

1) incidents, nonconformities, corrective actions and continual improvement;

2) monitoring and measurement results;

3) results of evaluation of compliance with legal requirements and other requirements;

4] audit results;

5) consultation and participation of workers;

6] risks and opportunities;

e] adequacy of resources for maintaining an effective OH&S management system;

f)relevant communication(s) with interested parties;

g) opportunities for continual improvement.

The result of management review is an important basis for the company to manage, implement and improve the occupational health and safety management system and make strategic decisions. The outputs of the management review shall include decisions related to:

the continuing suitability, adequacy and effectiveness of the OH&S management system in achieving its intended outcomes;

continual improvement opportunities;

any need for changes to the OH&S management system;

resources needed;

actions, if needed;

opportunities to improve integration of the OH&S management system with other business processes;

any implications for the strategic direction of the organization.

Top management shall communicate the relevant outputs of management reviews to workers.

The company shall retain documented information as evidence of management review results, including input and output data such as plans and reports.

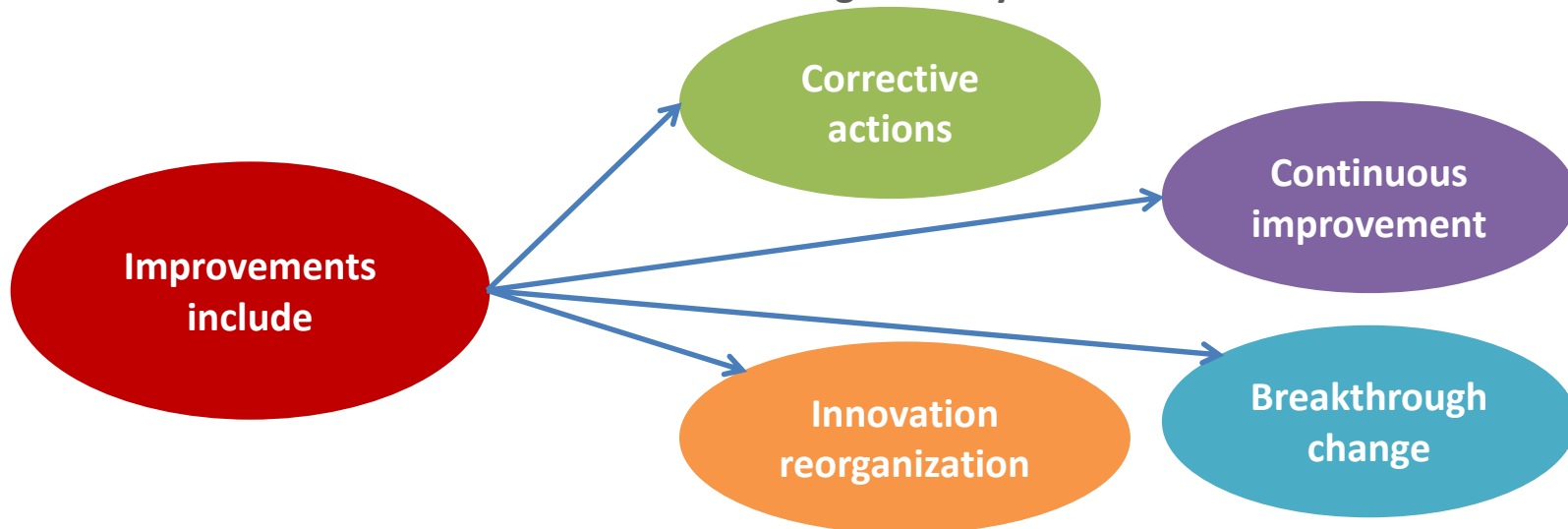
References:

- 1) 『 V-HRP-110 occupational health and safety monitoring criteria 』
- 2) 『 V-HRP-102 rules for identification and management of laws and regulations 』
- 3) 『 V-QAP-103 internal audits criteria 』
- 4) 『 V-QAP-104 management review criteria 』

10 Improvement

10.1 General

The company shall determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its OH&S management system.



10.2 Incident, nonconformity and corrective action

The company has established, implemented and maintained "V-HRP-111 nonconformance, corrective actions and continuous improvement management criteria " to determine and manage incidents and nonconformities.

When an incident or a nonconformity occurs, according to the requirements of "V-HRP-111 nonconformance, corrective actions and continuous improvement management criteria " and "V-HRP-112 incidents reporting, investigation and handling criteria ", the company shall:

a] react in a timely manner to the incident or nonconformity and, as applicable:

1] take action to control and correct it;

2) deal with the consequences;

b) evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:

1) investigating the incident or reviewing the nonconformity;

2) determining the cause[s) of the incident or nonconformity;

3] determining if similar incidents have occurred, if nonconformities exist, or if they could potentially occur;

c] review existing assessments of OH&S risks and other risks, as appropriate (see 6.1);

d) determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls (see 8.1.2) and the management of change (see 8.1.3) ;

e) assess OH&S risks that relate to new or changed hazards, prior to taking action;

f) review the effectiveness of any action taken, including corrective action;

g) make changes to the OH&S management system, if necessary.

Corrective actions shall be appropriate to the effects or potential effects of the incidents or nonconformities encountered.

The company shall retain documented information as evidence of:

◀ the nature of the incidents or nonconformities and any subsequent actions taken;

◀ the results of any action and corrective action, including their effectiveness.

The company shall communicate this documented information to relevant workers, and, where they exist, workers' representatives, and other relevant interested parties.

10.3 Continual improvement

According to the requirements of “V-HRP-111 nonconformance, corrective actions and continuous improvement management criteria”, the company shall continually improve the suitability, adequacy and effectiveness of the OH&S management system, by:

a] enhancing OH&S performance;

b) promoting a culture that supports an OH&S management system;

c) promoting the participation of workers in implementing actions for the continual improvement of the OH&S management system;

d] communicating the relevant results of continual improvement to workers, and, where they exist, workers' representatives;

e)maintaining and retaining documented information as evidence of continual improvement.

References:

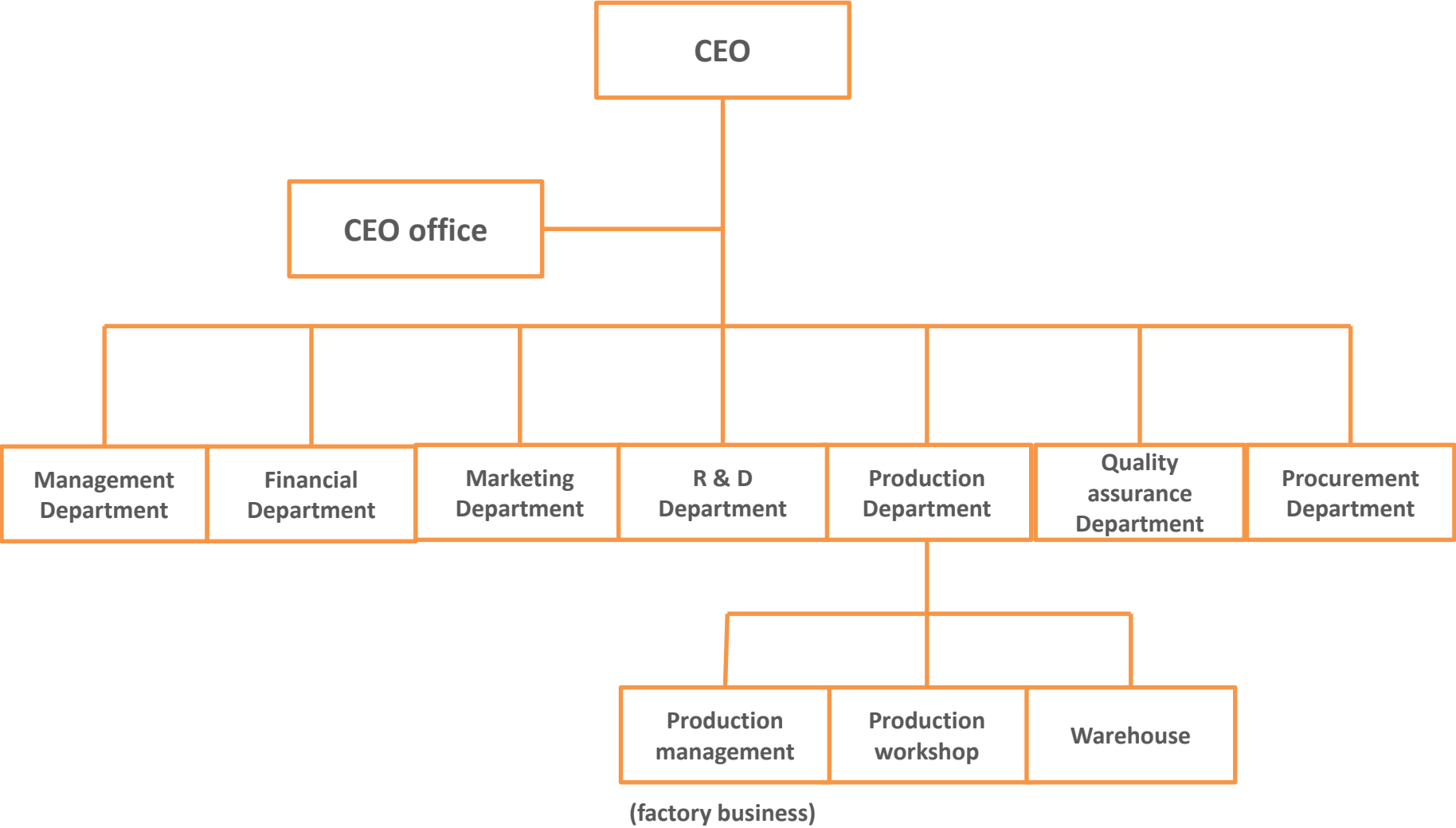
- 1) 『 V-HRP-111 nonconformance, corrective actions and continuous improvement management criteria 』**
- 2) 『 V-HRP-112 incidents reporting, investigation and handling criteria 』**

Appendix I list of criteria

Serial number	File name	Document No	Responsible department
1	hazard identification, risk assessment and control criteria	V-HRP-101	Management
2	rules for identification and management of laws and regulations	V-HRP-102	Management
3	objective management criteria	V-HRP-103	Management
4	management scheme control criteria	V-HRP-104	Management
5	training management criteria	V-HRP-105	Management
6	information exchange management criteria	V-HRP-106	Management
7	safety production management criteria	V-HRP-107	Management
8	fire safety management criteria	V-HRP-108	Management
9	emergency preparedness and response management criteria	V-HRP-109	Management
10	occupational health and safety monitoring criteria	V-HRP-110	Management
11	nonconformance, corrective actions and continuous improvement management criteria	V-HRP-111	Management
12	V-HRP-112 incidents reporting, investigation and handling criteria	V-HRP-112	Management
13	risk and opportunity identification, evaluation and control criteria	V-HRP-115	Management
14	Document control criteria	V-QAP-101	Quality assurance
15	health and safety record control criteria	V-QAP-102	Quality assurance
16	internal audits criteria	V-QAP-103	Quality assurance
17	management review criteria	V-QAP-104	Quality assurance

Appendix II Organization chart

Organization chart of OH&S management system



Appendix III: OH&S management system function allocation table

Functional department GB/T 45001-2020/ISO 45001:2018 essential factor	CEO	Management representative	Production department	Quality assurance department	R & D department	Financial department	Procurement department	Management Department
4. Context of the organization (title)								
4.1 Understanding the organization and its context	★							
4.2 Understanding the needs and expectations of workers and other interested parties		★						
4.3 Determining the scope of the OH&S management system	★							
4.4 OH&S management system		★						
5. Leadership and worker participation (title)								
5.1. Leadership and commitment	★							
5.2 OH&S policy	★							
5.3 Organizational roles, responsibilities and authorities	★							★
5.4 Consultation and participation of workers		★						★
6. Planning (title)								
6.1 Actions to address risks and opportunities	★	★						
6.1.1 General	★	★						

6.1.2 Hazard identification and assessment of risks and opportunities		★		★				
6.1.2.1 Hazard identification		★		★				
6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system		★		★				
6.1.2.2 Assessment of OH&S opportunities and other opportunities for the OH&S management system		★		★				
6.1.3 Determination of legal requirements and other requirements		★						★
6.1.4 Planning action	★	★						
6.2 OH&S objectives and planning to achieve them	★	★						
6.2.1 OH&S objectives	★							
6.2.2 Planning to achieve OH&S objectives		★						★
7. Support (title)								
7.1 Resources	★					★	★	★
7.2 Competence	★							★
7.3 Awareness		★	★					★
7.4 Communication		★						★
7.4.1 General		★						
7.4.2 Internal communication		★						★

7.4.3 External communication		★						★
7.5 Documented information		★		★				
7.5.1 General		★		★				
7.5.2 Creating and updating		★		★				
7.5.3 Control of documented information		★		★				
8. Operation (title)								
8.1 Operational planning and control		★						★
8.1.1 General		★						★
8.1.2 Eliminating hazards and reducing OH&S risks		★						★
8.1.3 Management of change		★			★			★
8.1.4 Procurement		★					★	★
8.1.4.1 General		★					★	★
8.1.4.2 Contractors		★					★	★
8.1.4.3 Outsourcing		★					★	★
8.2 Emergency preparedness and response			★					★
9. Performance evaluation(title)								
9.1 Monitoring, measurement, analysis and performance evaluation	★	★						

9.1.1 General		★		★				
9.1.2 Evaluation of compliance		★						★
9.2 Internal audit		★		★				
9.2.1 General		★		★				
9.2.2 Internal audit programme		★		★				
9.3 Management review	★	★		★				
10. Improvement(title)								
10.1 General	★	★						★
10.2 Incident, nonconformity and corrective action		★						★
10.3 Continual improvement		★						★

Note: ★ indicates the leading department of execution.

Appendix IV post responsibilities and licensing rights of management personnel at all levels of the company

A. CEO

1. The CEO is the highest responsible person of the company.
2. Appoint management representatives to ensure the establishment and effective operation of the OH&S management system in accordance with the requirements of the company's management policy and management manual.
3. Formulate and approve the issuance of the company's policies according to the actual situation of the company's development, ensure the formulation of objectives, and approve the management manual.
4. Establish and adjust the company's organizational structure to provide sufficient human, technical, financial, infrastructure and other resources for the establishment and operation of the company's management system.
5. Be responsible for defining the responsibility permissions, responsibilities and mutual relations of department managers.
6. The person responsible for causing a major safety accident has the absolute right to punish.
7. Ensure that the company establishes the awareness of abiding by laws and regulations and focusing on customers.

B. Management representative

1. Establish OH&S management system according to ISO 45001 standard. And ensure that the processes required by the company's OH&S management system are implemented.

2. Report the performance of the management system to the general manager in time and put forward improvement needs and suggestions.
3. Be responsible for organizing the preparation of the company's management system documents, reviewing the company's OH&S management manual and approving program documents to ensure the effective operation of the management system.
4. Be responsible for assisting CEO to carry out management review.
5. Assist CEO in formulating major OH&S assurance actions and supervise their implementation.
6. Be responsible for handling major safety, health and environmental accidents, supervising relevant departments to take corresponding corrective actions, and verifying their effectiveness.

C. Employee representative

1. According to the needs of system management, the company or each department can recommend or elect an unlimited number of employee representatives.
2. Participate in the establishment of the company's OH&S management system and the formulation of objectives and indicators.
3. Participate in the evaluation of major hazard installations and the formulation of control methods and actions.
4. Participate in supervising the implementation of OH&S regulations by enterprises, and participate in the internal audit and management review of OH&S system.
5. Participate in the supervision and inspection of employee welfare, health and safety guarantee.
6. Responsible for the upward communication of production, office work environment and OH&S.

D. Management Department

- 1. Be responsible for the operation, management and monitoring of OH&S management system.**
- 2. Be responsible for formulating the company's OH&S management objectives, management plans and system documents, and modify them as needed.**
- 3. Be responsible for tracking and supervising the implementation of the objectives of the OH&S management system of each department.**
- 4. Be responsible for the management of personnel in special positions of the company, and organize the implementation of corresponding special training for corresponding personnel.**
- 5. Be responsible for the recruitment of special post personnel of the company, and supervise the appointment of special post personnel in each department.**
- 6. Formulate the management system documents required by the Department's environment, OH&S, and modify them in time as needed.**
- 7. Be responsible for the purchase (or purchase after accepting the subscription), registration and distribution (transmission) of external standard normative documents.**
- 8. Be responsible for the identification of environmental factors and hazard factors in the office area.**
- 9. Be responsible for the collection and management of laws and regulations, and regularly evaluate their compliance.**
- 10. The responsibilities of enterprise information management include: the management and maintenance of enterprise intelligent plant integrated information management system, and the application and maintenance of enterprise resource planning management system.**
- 11. Be responsible for the meeting affairs of the company's meetings, make meeting minutes, and promote, investigate and implement the matters decided at the meeting.**

12. Be responsible for arranging the general foreign affairs activities and public relations activities of the company, and do a good job in the reception of visitors.
13. Be responsible for external publicity (including the printing and distribution of publicity materials) and collecting relevant information, formulate annual plans for various regular foreign trade fairs, and timely follow up and arrange exhibitions and prepare relevant exhibits as planned.

E. Production department

1. Formulate the safety objectives and required management system documents of the department, and modify them in time as needed.
2. Be responsible for formulating production safety and environmental protection management system.
3. Be responsible for the identification and control of hazards in the production department; be responsible for material handling, packaging and storage of finished products, and management of working environment sanitation; safety protection of workers.
4. Strictly implement the operating procedures, carry out daily maintenance of production equipment, use production equipment reasonably, and report for repair in time in case of equipment failure.
5. Manage the production process, strictly implement the process regulations, implement safe and civilized production, and fully implement safety protection actions to ensure the personal safety and health of workers.
6. Carry out internal training for department staff to improve the quality and professional level of department staff.

F. Quality assurance department

1. Formulate the objectives of the department and the required management system documents, and modify them as needed.
2. Responsible for formulating internal quality inspection instructions.
3. Be responsible for the warehousing inspection of raw and auxiliary materials and semi-finished products.
4. Be responsible for health and safety protection in inspection activities.
5. Be responsible for the control of hazard sources in inspection activities.
7. Be responsible for the identification of dangerous factors in the department and the preparation of corresponding equipment safety operation procedures.
9. Be responsible for the management of the company's management system documents.
10. Monitor the operation of the company's management system and organize internal audit.
11. Track and supervise the implementation of the objectives of each functional department.
12. Be responsible for internal and external communication of management system certification.
13. Assist top management to implement management review.

G. Procurement Department

1. Formulate the objectives of the department and the required management system documents, and modify them as needed.
2. Be responsible for purchasing raw and auxiliary materials for production.
3. Organize relevant departments to review new suppliers to ensure that their supply capacity and OH&S protection ability meet the requirements.

4. Regularly conduct statistical analysis on the performance of suppliers, and effectively deal with suppliers whose performance fails to meet the requirements.
5. Be responsible for hazard identification and risk control of the department.

H. Financial department

1. Understand and implement the company's OH&S policy.
2. Financial support for routine inspection, inspection, monitoring and other matters of OH&S of the company.
3. Financial support for OH&S improvement project.
4. Be responsible for hazard identification and risk control of the department.

I. R & D department

1. Responsible for product design and development.
2. Be responsible for hazard identification and risk control of the department.

J. Business department

1. Responsible for product sales.
2. Be responsible for hazard identification and risk control of the department.

k. Common responsibilities of departments

1. Be responsible for the integrity of department records.
2. Be responsible for implementing the requirements related to departments in the elements of the management system.
3. Be responsible for the implementation of corrective and preventive actions.

- 4. Implement the skills and awareness training of department workers and keep records.**
- 5. Responsible for feedback on the effectiveness of OH&S management system.**
- 6. Implement the policies and objectives, and complete the statistical analysis of data related to the department.**

Appendix V Management Representative appointment letter

Appointment of management representative

In order to implement the requirements of GB/T 45001-2020/ISO 45001:2018 OH&S management system, strengthen the leadership of the operation of the company's OH&S management system, ensure the establishment, implementation, maintenance and continuous improvement of the company's management system, and in combination with the company's production, operation and management work, OOO is hereby appointed as the management representative.

In addition to other responsibilities (see the responsibility regulations), OOO has the following responsibilities and permissions:

- a. Ensure that the process required by the OH&S management system is established, implemented, maintained and continually improved;
- b. Be responsible for reporting the performance, operation and improvement suggestions of the occupational health and safety management system to CEO;
- c. Ensure that awareness of meeting the requirements of employees and other interested parties is raised throughout the organization;
- d. Organize and implement internal OH&S management system audit and management review;
- e. Be responsible for external liaison on matters related to OH&S management system.

Chairman and CEO

Hsieh Juor-Ming

1. Topic management disclosures

403-1 Occupational health and safety management system

The reporting organization shall report the following information for workers and for workers who are not workers but whose work and/or workplace is controlled by the organization:

- a. A statement of whether an occupational health and safety management system has been implemented, including whether:
 - i. the system has been implemented because of legal requirements and, if so, a list of the requirements;
 - ii. the system has been implemented based on recognized risk management and/or management system standards/guidelines and, if so, a list of the standards/guidelines.
- b. A description of the scope of workers, activities, and workplaces covered by the occupational health and safety management system, and an explanation of whether and, if so, why any workers, activities, or workplaces are not covered.

403-2 Hazard identification, risk assessment, and incident investigation

The reporting organization shall report the following information for workers and for workers who are not workers but whose work and/or workplace is controlled by the organization:

- a. A description of the processes used to identify work-related hazards and assess risks on a routine and non-routine basis, and to apply the hierarchy of controls in order to eliminate hazards and minimize risks, including:

- i. how the organization ensures the quality of these processes, including the competency of persons who carry them out;
 - ii. how the results of these processes are used to evaluate and continually improve the occupational health and safety management system.
- b. A description of the processes for workers to report work-related hazards and hazardous situations, and an explanation of how workers are protected against reprisals.
- c. A description of the policies and processes for workers to remove themselves from work situations that they believe could cause injury or ill health, and an explanation of how workers are protected against reprisals.
- d. A description of the processes used to investigate work-related incidents, including the processes to identify hazards and assess risks relating to the incidents, to determine corrective actions using the hierarchy of controls, and to determine improvements needed in the occupational health and safety management system.

403-3 Occupational health services

The reporting organization shall report the following information for workers and for workers who are not workers but whose work and/or workplace is controlled by the organization:

- a. A description of the occupational health services' functions that contribute to the identification and elimination of hazards and minimization of risks, and an explanation of how the organization ensures the quality of these services and facilitates workers' access to them.

403-4 Worker participation, consultation, and communication on occupational health and safety

The reporting organization shall report the following information for workers and for workers who

are not workers but whose work and/or workplace is controlled by the organization:

- a. A description of the processes for worker participation and consultation in the development, implementation, and evaluation of the occupational health and safety management system, and for providing access to and communicating relevant information on occupational health and safety to workers.
- b. Where formal joint management-worker health and safety committees exist, a description of their responsibilities, meeting frequency, decision-making authority, and whether and, if so, why any workers are not represented by these committees.

403-5 Worker training on occupational health and safety

The reporting organization shall report the following information for workers and for workers who are not workers but whose work and/or workplace is controlled by the organization:

- a. A description of any occupational health and safety training provided to workers, including generic training as well as training on specific work-related hazards, hazardous activities, or hazardous situations.

403-6 Promotion of worker health

The reporting organization shall report the following information for workers and for workers who are not workers but whose work and/or workplace is controlled by the organization:

- a. An explanation of how the organization facilitates workers' access to non-occupational medical and healthcare services, and the scope of access provided.
- b. A description of any voluntary health promotion services and programs offered to workers to address major non-work-related health risks, including the specific health risks addressed, and how the organization facilitates workers' access to these services and programs

403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships

The reporting organization shall report the following information:

- a. A description of the organization's approach to preventing or mitigating significant negative occupational health and safety impacts that are directly linked to its operations, products, or services by its business relationships, and the related hazards and risks.

2. Topic disclosures

403-8 Workers covered by an occupational health and safety management system

The reporting organization shall report the following information:

- a. If the organization has implemented an occupational health and safety management system based on legal requirements and/or recognized standards/guidelines:
 - i. the number and percentage of all workers and workers who are not workers but whose work and/or workplace is controlled by the organization, who are covered by such a system;
 - ii. the number and percentage of all workers and workers who are not workers but whose work and/or workplace is controlled by the organization, who are covered by such a system that has been internally audited;
 - iii. the number and percentage of all workers and workers who are not workers but whose work and/or workplace is controlled by the organization, who are covered by such a system that has been audited or certified by an external party.
- b. Whether and, if so, why any workers have been excluded from this disclosure, including the types of worker excluded.

- c. Any contextual information necessary to understand how the data have been compiled, such as any standards, methodologies, and assumptions used.

403-9 Work-related injuries

The reporting organization shall report the following information:

- a. For all workers:

- i. The number and rate of fatalities as a result of work-related injury;
- ii. The number and rate of high-consequence work-related injuries (excluding fatalities);
- iii. The number and rate of recordable work-related injuries;
- iv. The main types of work-related injury;
- v. The number of hours worked.

- b. For all workers who are not workers but whose work and/or workplace is controlled by the organization:

- i. The number and rate of fatalities as a result of work-related injury;
- ii. The number and rate of high-consequence work-related injuries (excluding fatalities);
- iii. The number and rate of recordable work-related injuries;
- iv. The main types of work-related injury;
- v. The number of hours worked.

- c. The work-related hazards that pose a risk of high-consequence injury, including:

- i. how these hazards have been determined;
- ii. which of these hazards have caused or contributed to high-consequence injuries during the reporting period;

- iii. actions taken or underway to eliminate these hazards and minimize risks using the hierarchy of controls.
- d. Any actions taken or underway to eliminate other work-related hazards and minimize risks using the hierarchy of controls.
- e. Whether the rates have been calculated based on 200,000 or 1,000,000 hours worked.
- f. Whether and, if so, why any workers have been excluded from this disclosure, including the types of worker excluded.
- g. Any contextual information necessary to understand how the data have been compiled, such as any standards, methodologies, and assumptions used.

2.1 When compiling the information specified in Disclosure 403-9, the reporting organization shall:

- 2.1.1 exclude fatalities in the calculation of the number and rate of high consequence work-related injuries;
- 2.1.1 include fatalities as a result of work-related injury in the calculation of the number and rate of recordable work-related injuries;
- 2.1.2 include injuries as a result of commuting incidents only where the transport has been organized by the organization;
- 2.1.3 calculate the rates based on either 200,000 or 1,000,000 hours worked, using the following formulas:

Rate of fatalities as a result of work-related injury	=	$\frac{\text{Number of fatalities as aresult of work-related injury}}{\text{Number of hours worked}} \times [200,000 \text{ or } 1,000,000]$
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Rate of high-consequence work-related injuries (excluding fatalities)	=	$\frac{\text{Number of high-consequence work-related injuries (excluding fatalities)}}{\text{Number of hours worked}}$	X [200,000 or 1,000,000]
Rate of recordable work-related injuries	=	$\frac{\text{Number of recordable work-related injuries}}{\text{Number of hours worked}}$	X [200,000 or 1,000,000]

2.2 The reporting organization should report the following additional information:

- 2.2.1 If the numbers and rates reported are significantly higher for certain types of injury, countries, business lines, or workers' demographics (e.g., sex, gender, migrant status, age, or worker type), a breakdown of these data;
- 2.2.2 A breakdown of the number of recordable work-related injuries by type of incident;
- 2.2.3 If chemical hazards have been identified in Disclosure 403-9-c, a list of the chemicals;
- 2.2.4 The number of high-potential work-related incidents identified;
- 2.2.5 The number of close calls identified.

403-10 Work-related ill health

The reporting organization shall report the following information:

- a. For all workers:
 - i. The number of fatalities as a result of work-related ill health;
 - ii. The number of cases of recordable work-related ill health;
 - iii. The main types of work-related ill health.

- b. For all workers who are not workers but whose work and/or workplace is controlled by the organization:**
 - i. The number of fatalities as a result of work-related ill health;**
 - ii. The number of cases of recordable work-related ill health;**
 - iii. The main types of work-related ill health.**
- c. The work-related hazards that pose a risk of ill health, including:**
 - i. how these hazards have been determined;**
 - ii. which of these hazards have caused or contributed to cases of ill health during the reporting period;**
 - iii. actions taken or underway to eliminate these hazards and minimize risks using the hierarchy of controls.**
- d. Whether and, if so, why any workers have been excluded from this disclosure, including the types of worker excluded.**
- e. Any contextual information necessary to understand how the data have been compiled, such as any standards, methodologies, and assumptions used.**

2.3 When compiling the information specified in Disclosure 403-10, the reporting organization shall include fatalities as a result of work-related ill health in the calculation of the number of cases of recordable work-related ill health.

2.4 The reporting organization should report the following additional information:

- 2.4.1 If the numbers reported are significantly higher for certain types of ill health, countries, business lines, or workers' demographics (e.g., sex, gender, migrant status, age, or worker type), a breakdown of these data;**

- 2.4.2 If chemical hazards have been identified in Disclosure 403-10-c, a list of the chemicals;**
- 2.4.3 The number of workers and workers who are not workers but whose work and/or workplace is controlled by the organization, exposed to each hazard identified in Disclosure 403-10-c.**

3.7 Occupational Health & Safety

3.7.1 OHS Policy

Does your company have an OHS policy/ commitment?

- ✓ Yes, we have a publicly available commitment on Occupational Health and Safety and it includes the following elements:
 - ✓ Is applicable to the company's entire operations/ workers as well as contractors or individuals under the company's supervision.
 - ✓ Compliance with relevant OHS international standards and regulations, voluntary programs and/or collective agreements on OHS.
 - ✓ Consultation with and participation of workers, and, where they exist, workers' representatives.
 - ✓ A commitment to continually improve the performance of the OHS management system.
 - ✓ Setting up prioritization and action plans.
 - ✓ Establishment of quantitative targets for improving OHS performance metrics.
 - ✓ Endorsement of the implementation of the OHS policy. Please select the highest endorsing decision making body:
 - ✓ Executive management

3.7.2 OHS Programs

Does your company have an OHS management system?

- ✓ Yes, we have an OHS management system that covers the following elements:

- ✓ OHS risk and hazard assessments to identify what could cause harm in the workplace.
- ✓ Prioritization and integration of action plans with quantified targets to address those risks.
- ✓ Integration of actions to prepare for and respond to emergency situations.
- ✓ Evaluation of progress in reducing/preventing health issues/risks against targets.
- ✓ Internal inspections.
- ✓ Independent external verification of health, safety and well-being: please provide the names and standards used (such as ISO 45001): ISO 45001
- ✓ Procedures to investigate work-related injuries, ill health, diseases and incidents.
- ✓ OHS training provided to workers and/or other relevant parties to raise awareness and reduce operational health & safety incidents.
- ✓ OHS criteria introduced in procurement and contractual requirements

3.7.3 Fatalities

3.7.4 Lost-Time Injury Frequency Rate (LTIFR) – workers

3.7.5 Lost-Time Injury Frequency Rate (LTIFR) - Contractors