



CHIEFTEK PRECISION  
CO.,LTD.

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**Article 1: Purpose**

The regulation is stipulated to improve the character, ethics and proficiency of the employees in the Company, making the related personnel act based on the code of ethics and the stakeholders of the company understand the code of ethics better.

**Article 2: Scope**

It is applicable to all business conducts of the managers and employees of the Company.

**Article 3: Content**

- I. Ethics and integrity
  - (i) The prevention schemes for the dishonest conducts prohibited according to the Principles of Integrity and Ethical Management of the Company, including:
    - 1. Offering and acceptance of bribes
    - 2. Providing illegal political donations
    - 3. Improper charitable donations or sponsorship
    - 4. Offering or acceptance of unreasonable presents or hospitality, or other improper benefits
  - (ii) Conducting all businesses with integrity and truthfully recording the process of all business transactions.
  - (iii) All Company accounting ledgers, invoices, records, accounting entries, capital and assets must be securely cataloged and safeguarded to ensure that all Company transactions and business dealings can be fairly and accurately reflected. It is strictly forbidden to fabricate, falsify or create misleading claims or to fabricate or falsify any accounting entries, records, financial reports or any other related documents, or to make any misleading claims or records, or intentionally hide or cover the actual state of the Company's transactions; nor it is permitted to open, maintain or access any illegitimate accounts with any bank or a third party institution with which to conduct account transactions related to the Company.
  - (iv) It is forbidden to destroy, alter or forge any pertinent records that may likely be linked to an investigation, litigation or legal related settlement proceeding.
- II. **Respect for individuals and customers**
  - (i) The Company respects the privacy and integrity of every employee and upholds strict standards of privacy and confidentiality for individual privacy and personal data. Treatment of customers and commercial data concerning other individuals shall also be bound by this principle of confidentiality.
  - (ii) Each employee should endeavor to deal fairly with the Company's customers, suppliers, competitors and other employees. No employee should take unfair

advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

- (iii) The Company is to maintain open communication channels that would encourage all employees to participate in company affairs and to express their opinions to supervisors of all levels.

### III. Confidentiality

- (i) When working in the Company or after the employment contract is terminated, the employees shall not disclose any classified data related to the Company that is obtained by taking advantage of the convenience of position, or make others aware of or hold the secrets of the Company. The secrets refer to all oral, written, tangible and intangible objects, documents or information related to the business of the Company that are marked with "Confidential" or that should be considered as confidential according to the regulation of the Company or the general business concept though not marked.
- (ii) The employees of the Company are obligated to keep strictly confidential for all documents, data, affairs and information related to the Company that they are handled at work, especially for the information related to individual payroll. It shall not disclose any item listed above to a third party for any purpose or reason rather than the business demands.
- (iii) The Company sets up spokesman system. The employees shall not provide or release any business information and important news externally without the authorization from the Company.

### IV. Acceptance or offering of gift and reception

- (i) The employees shall not accept or provide rebates or other improper benefits to the customers, suppliers or other persons related to the businesses of the Company.
- (ii) The trophies, awards, medals and other gifts provided by the manufacturers and customers proactively should be reported to the manager. Moreover, the received gratuity should be handed over to the General Affairs Unit for proper utilization and handling.
- (iii) When providing gifts or preferential to a third party, it should follow the business customs, laws, code of ethics and social conventions. Moreover, it must be based on the principle that it can be public and won't cause any trouble.

### V. Business entertainment

- (i) The business entertainment should be appropriate and legal. In case of special situation, it should report to the manager, so as to take proper action.

VI. Avoidance of interest conflict

- (i) The employees shall not be engaged in any business, investment or related activity that may lead to a conflict of interest between individual and the Company.
- (ii) All employees shall avoid any possible interest conflict. For example, it shall not use corporate property, information or position for personal benefits and competition against the Company.
- (iii) All employees are prohibited to provide or disclose confidential information without authorization from the company. It is strictly forbidden to trade confidential or insider information for individual interest, or to benefit others or put others in jeopardy.

VII. Working attitude

- (i) The employees should exert no effort to finish the responsibilities and tasks assigned by the Company.
- (ii) The employees should follow the operation procedure for business implementation, and value work ethics in terms of the organizational management.
- (iii) The employees should show mutual respect and teamwork in the team, so as to achieve the team mission.

VIII. Reporting, protection and immunity

- (i) The employees should obey the governmental laws, and the regulations and SOPs stipulated by the Company, and keep alert any time, so as to prevent violation of laws or regulations. The employees are strictly forbidden to conduct any corruption conducts. In case of any action against the business ethics principles or corruption, the Company will conduct appropriate punishment based on the actual condition.
- (ii) The employees are obligated to report to the management team if any illegal (including corruption) or unethical conduct or suspicious incident that may possibly violate the Code of Practice. The reporting procedures are as followed: in case of any conduct against the governmental laws or corruption, it should report to the manager and internal auditor via email or written form. After the personnel of the related department receive the reporting, it should submit to the General Manager and Chairman for final decision. In case of serious violation, it should report to the Board of Directors.
- (iii) The Company will provide comprehensive protection measures to the informant, so as to ensure investigation quality and protect the informant from unfair revenge or treatment

**Article IV:** The Code of Practice is announced and implemented upon the approval of the Board of Directors, and it is the same for the revision.