

 直得科技股份有限公司 CHIEFTEK PRECISION CO.,LTD.	Document Name	Intellectual Property Management Measures	Version	1
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Article 1: Purpose

To safeguard and effectively manage the intellectual property rights of the company, prevent unauthorized disclosure or misuse of others' intellectual property by personnel, this measure is hereby formulated.

Article 2: Scope and Definitions

- 1 The intellectual property referred to in this measure encompasses rights such as patents, trademarks, copyrights, and trade secrets. ◦
- 2 Trade secrets" referred to in this measure are methods, techniques, processes, formulas, programs, designs, or other information that can be used for production, sales, or business operations, and meet the following conditions :
 - 一、 Not generally known to those who typically deal with that type of information.
 - 二、 Possesses actual or potential economic value due to its secrecy ◦
 - 三、 Reasonable confidentiality measures have been taken by the owner concerning such operational information and other intangible intellectual assets ◦

Article 3: Principle of Ownership of Intellectual Property

- 1 Intellectual property, including inventions, creations, designs, and trade secrets, developed by employees of this company or its subsidiaries during their employment, belong to this company or the subsidiary where they are employed.
- 2 In cases where the inventions, creations, designs, or trade secrets of employees of this company are developed utilizing the resources or experiences of this company or its subsidiaries, this company and its subsidiaries have the right to implement or use them.

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- 3 In situations where this company commissions or accepts commissions or collaborates with others in developing technology, the ownership of the resulting intellectual property follows the agreement outlined in the contract.
- 4 In instances where joint ownership is necessary, detailed rights and obligations concerning joint ownership should be explicitly defined.

Article 4: Principles of Intellectual Property Protection

- 1 For plans, documents, diagrams, etc., classified as confidential by this company, employees of this company are obliged to maintain confidentiality and are prohibited from disclosing them. Violators shall bear relevant legal responsibilities.
- 2 In the event that an employee of this company unintentionally discloses or becomes aware of another's disclosure, they should immediately inform the company. This obligation of confidentiality and notification shall not be invalidated upon termination of the employment contract.
- 3 Employee Sections
 - 3.1 All newly hired employees, except for procurement personnel, research and development personnel, and department heads, are required to sign an "Employee Confidentiality Agreement" upon employment.
 - 3.2 Procurement personnel, research and development personnel, and department heads are required to sign an "Employee Confidentiality and Non-competition Agreement".
 - 3.3 During employee job transfers, a "Work Transfer Process Form" should be completed, and the IT department should adjust the employee's access to and usage of files based on the new job responsibilities.
 - 3.4 Business information organized or handled by various units that holds economic value for the company's production, sales, or operations should have appropriate confidentiality measures in place based on the nature of the information.

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3.5 Upon leaving the company, employees must return any company-related information, documents, or other trade secrets they possess, and are prohibited from retaining any copies, reproductions, duplicates, or electronic files. Furthermore, they must declare in the "Employee Departure Confidentiality Commitment" that they have returned, deleted, or destroyed any trade secrets acquired during their employment period.

3.6 Whether or not an employee has an employment relationship, should they discover any breaches of confidentiality or non-compliance with confidentiality obligations, the company will take legal actions accordingly.

4 Suppliers: :

4.1 Before establishing any cooperative relationship, it is mandatory to sign a "Vendor Confidentiality Agreement" and a "NON-DISCLOSURE AGREEMENT" to ensure that the company's related confidential information remains protected from any risks of external disclosure. Transactions and provision of information shall only commence after the signing of these agreements. °

4.2 Upon terminating business dealings with a supplier, the procurement department shall provide written notice to the supplier requesting the return, destruction, or deletion of files, copies, reproductions, duplicates, emails, or any related material associated with trade secrets. Additionally, a declaration statement must be signed by their representative to confirm the return, destruction, or deletion of trade secrets and their confidential information to prevent any leakage of trade secrets.

5 Document Confidentiality:

5.1 All document files, image files, and PDF files generated within the company's internal computers are uniformly encrypted for protection within the system.

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5.2 In the event that electronic documents need to be sent to external parties (such as suppliers, clients, subsidiaries, banks, etc.), a "File Decryption Request Form" must be completed for decryption. After approval by the General Manager, the Information Technology department will carry out the file decryption process, enabling the external transmission to take place.

6 File Management

6.1 User account applications should be completed based on their nature using various "KMS Data Access Request Forms." Upon approval by the General Manager, account management personnel will proceed with the creation of user accounts.

6.2 Files within each department should define personnel authorized to access them and set corresponding access permissions.

6.3 Requests for user permissions should be submitted based on their nature using the "Information Software & Network Access Request Form." Once approved by the General Manager, information management personnel will proceed with the creation of user accounts.

Article 5: Principles of Intellectual Property Use

1 Avoiding infringement of others' trade secrets :

1.1 When this company receives confidential or non-confidential information/documents, if necessary, it will sign a confidentiality agreement with the provider, specifying the items in the information/documents delivered.

1.2 When signing a confidentiality agreement with the provider, the content of the agreement must be reviewed by a lawyer and accompanied by supporting documents before applying for signing and sealing. °

1.3 If this company discovers that the received information/documents might have been obtained illegally, it should immediately cease usage and refrain from further disclosure.

2 Avoiding infringement of others' intellectual property:

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- 2.1 When installing software, it must be legally licensed to avoid infringing upon others' intellectual property rights. °
- 2.2 Employees of this company are prohibited from using illegal computer programs and must adhere to the lawful restrictions set by the owners of computer programs and databases.
- 2.3 In the case of a software installation requirement, a "Software Installation Request Form" needs to be filled out and presented for approval by the General Manager, followed by the installation performed by the IT personnel.

Article 6: Management of Trademarks and Patents

- 1 When designing and planning trademarks, the responsible parties and assistants must uphold confidentiality. In cases where designing the trademark is outsourced, a confidentiality agreement must be signed with the vendor, outlining compensation liabilities for breach of contract.
- 2 Trademark application, maintenance, and litigation: Processes to be carried out in accordance with the procedures set for the acquisition, maintenance, and application of intellectual property rights within the R&D cycle
- 3 Custody of trademarks and patents: The original copies of trademark registration certificates and patent certificates are the responsibility of the General Manager's office for safekeeping.
- 4 Patent litigation: In instances where any of the company's patents face challenges or third-party claims for revocation, the R&D personnel are responsible for cooperating with instructions from the patent law firm, providing necessary information for defense. This is done to maintain the validity of the company's patents.

Article 7: Miscellaneous

Employees found to violate the provisions of this measure will be subjected to disciplinary actions in accordance with relevant regulations outlined in the company's work rules.

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Article 8: Implementation

This management measure shall be implemented after approval by the Board of Directors and any amendments made will follow the same procedure. °

Article 9: Related Forms

- 1 3-RD-4-B-001 - Employee Confidentiality and Non-competition Agreement
- 2 3-RD-4-B-002 - Employee Confidentiality Agreement
- 3 3-RD-4-B-003 - Vendor Confidentiality Agreement
- 4 3-RD-4-B-004 NON-DISCLOSURE AGREEMENT
- 5 3-AD-4-O-001 - File Decryption Request Form
- 6 3-RD-4-B-005 - Employee Departure Confidentiality Commitment
- 7 3-RD-4-B-006 - Software Installation Request Form