

Regulations of Employee Appealing Application

Article 1: In order to protect the rights and interests of employees, promote harmony, and play a communication function, to create a friendly, anti-discrimination, and anti-bullying working environment. We hereby set this point.

Article 2: We should urge the directors of all offices to actively correct the injustices, discrimination or workplace bullying incidents, and properly use multiple channels such as meetings, broadcasts, e-mails or internal documents to transmit messages to strengthen the promotion of workplace anti-bullying and anti-discrimination behaviors for their employees.

Article 3: If the employees have the following matters, and they must arrange for the deliberation with the Employee Appeal Committee:

- (1) The annual performance appraisal is listed as D.
- (2) The facts such as rewards or punishments are not true or there are major unfair phenomena.
- (3) Other employees who believe that the director's handling is obviously unfair and damages their personal rights.
- (4) Those who violate persistent offenses, threats, indifference, isolation or insults and other discrimination or bullying in the workplace.

Article 4: Within 10 days from the next day after knowing the previous facts, the employee may submit to the Employee Appeal Committee, but the same incident is limited to one appeal only. The appeal will be taken confidential and we will ensure the rights shared by both parties.

Submit anonymously: Complain by email or anonymous letter.

◎Address:

To: Head of Administration Department Mr. Sheng-Chi Wang,
6th Floor, No. 228 Min Chuan Road, West District, Taichung

◎Email:

Employee-specific complaint mailbox Email: hr@ccf.org.tw

◎Employee communication line:

(04) 2206-1234 ext. 1602 Director Mr. Yang-Chung Lin

Article 5: The Complainant should fill in supplementary documents in detail, and attach the relevant documents and evidence to the Human resources Division for application.

Article 6: Before the case begins to be reviewed, the person who has applied for the case may request the involved member to withdraw from the meeting. Committee members may also apply for withdrawal when they consider themselves to be interested. Whether the application is approved or not, the decision is made by the chairman of the Employee Appeal Committee.

At present, in practice, the appeals case is first accepted by the personnel department. Before being sent to the appeals committee, it will be considered first to exclude interested parties.

Article 7: Upon receipt of the acknowledged appeal, the person in charge should confirm whether to handle the appeal within three working days. For those appeal rejected, it should be notified with reasons and sent back to the Complainant. It also needs to be reported to the Employee Appeal Committee for their reference. If the complainant disagrees with the reasons, he/she can submit the application again in accordance with the regulation of 10.

Article 8: After the Employee Appeal Committee has held a meeting and considered that it is necessary to investigate the appeal case, 3-5 members of the committee may establish an "investigation team."

Article 9: When the Employee Appeal Committee handles an appeal case, more than two-thirds of the members should attend the meeting, and its resolution should have the consent of more than two-thirds of the members present. When a member cannot attend the meeting for any reason, he/she shall not appoint an agent.

Article 10: The case should be closed within two months from the time of filing, and if necessary, it can be extended by one month, and the extension is limited to one time. If the appellant and the opponent have any objection to the resolution of the declaration, they may request to appeal again in written paper with reasons from the next day on receiving the notice. The Committee shall hold a separate meeting to resolve the matter. After the case is closed, no further discussion on the same cause is allowed.

Article 11: The Employee Appeals Committee should consist of 9 members. Please do act accordingly:

- A. The CEO will be the convener and appoint one Head Director to serve as the Chairman of the Committee. The employer and employees will send 4 members respectively among the directors and employees to serve as the members. The way for election is prescribed separately.
- B. The employer includes directors, staffs in the Administration Department and any other authorized staffs.
- C. The employees mean the non-employer's representatives.
- D. The Committee members shall be appointed for a two-year term.

Article 12: The implementation of the regulations takes effect after the approval of the Director Meeting. Likewise any modification.