

UNI Air Measures for Prevention, Reporting, and Punishment of Sexual Harassment

1. UNI Air (below, “the Company”) aims to provide its employees, dispatched workers, and applicants with a working and service environment free of sexual harassment, and to maintain the rights and privacy of the parties involved, by taking appropriate prevention, corrective, disciplinary, and handling measures. These regulations are hereby formulated in accordance with Article 13, Paragraph 1 of the Gender Equality in Employment Act and the relevant provisions of the Regulations for Establishing Measures on Prevention of Sexual Harassment in the Workplace issued by the Ministry of Labor.
2. The Company’s measures regarding the prevention of sexual harassment and handling of complaints shall be implemented in accordance with these Measures except where otherwise specified by law. Relevant legal provisions shall be applied to matters not covered under these Measures.
3. No manager at any level of the Company shall engage in the following behaviors toward their subordinate employees, nor shall any employee do so with another employee, nor shall any employee do so with an applicant:
 - A. Using sexual requests, or verbal or physical conduct of a sexual nature or with an intent of gender discrimination that create a hostile, coercive, or offensive work environment for other employees, and thus infringing upon or interfering with another’s personal dignity/physical liberty, or affecting their work performance.
 - B. Managers making explicit or implicit sexual requests, or verbal or physical conduct of a sexual nature or with an intent of gender discrimination toward subordinates or applicants as conditions for the establishment, continuation, modification, distribution, assignment, compensation, performance review, promotion, demotion, rewards, or penalties of a labor contract.
4. In the investigation of a sexual harassment case, in addition to the provisions of Articles 12, Paragraphs 1 to 4 of the Gender Equality in Employment Act, the following circumstances may also be comprehensively considered:
 - A. Inappropriate gazes, touching, hugging, kissing, smelling any part of a person’s body; as well as compelling others to do the same to one’s own body.
 - B. Sending, retaining, displaying, or broadcasting texts, images, sounds, videos, or other items with sexual requests, sexual suggestiveness, or gender discrimination.
 - C. Repeatedly or persistently engaging in unwanted following or pursuit behaviors against one’s will.

5. The Company has established a dedicated hotline for reporting sexual harassment incidents:
 - A. Ground staff: 03-3515033
 - B. Flight crew: 03-3515916, 03-3515886
 - C. Cabin crew: 03-3518805, 03-3518806Email: 134@uniair.com.tw
6. The Company shall disseminate and promote sexual harassment prevention measures and the above complaint channels, and provide educational training on sexual harassment prevention for the following personnel:
 - A. Employees shall receive education and training on the prevention and handling of workplace sexual harassment.
 - B. Managers and employees who participate in handling, investigating, and resolving sexual harassment complaints shall receive regular training on relevant matters each year.
7. When the Company becomes aware of a sexual harassment incident, the following immediately effective corrective and remedial measures shall be taken:
 - A. When the Company becomes aware of a sexual harassment incident via to a complaint filed by the victim:
 - (1). Taking the complainant's agreement into consideration, appropriate isolation measures shall be established to prevent the recurrence of any sexual harassment; no adverse changes shall be made to the complainant's employment conditions and salary.
 - (2). Provide or refer the complainant to consultation, medical/psychological counseling, social welfare resources, and other necessary services.
 - (3). Initiate complaint investigation procedures and conduct interviews/appropriate investigation procedures with personnel related to the sexual harassment incident.
 - (4). If the accused party holds a position of authority and the circumstances are severe, the Company may temporarily suspend or adjust the accused party's duties during the investigation. If the accused party is found via investigation to not be guilty of sexual harassment, any withheld salary during the suspension period shall be reimbursed to the accused party.
 - (5). If the sexual harassment is substantiated via investigation, appropriate disciplinary actions and handling measures shall be taken against the accused party depending on the severity of the situation. Where the circumstances are severe, the company may

terminate the employment contract of the accused party without prior notice, in accordance with Article 13, Paragraph 1, Subparagraph 2 of the Gender Equality in Employment Act.

- (6). If it is substantiated that there was malicious fabrication of facts, appropriate disciplinary action and handling measures shall also be taken against the complainant.

B. When the Company becomes aware of a sexual harassment incident not arising from the circumstances mentioned in the previous Subparagraph:

- (1). Interview related individuals to clarify and verify the relevant facts.
- (2). Inform the victim of their rights and all remedies available, and assist them (depending on their intentions) in filing a complaint.
- (3). Make appropriate adjustments to work tasks/workplaces for related employees.
- (4). Provide or refer the victim, as desired, to counseling, medical or psychological counseling, social welfare resources, and other necessary services.

If the Company becomes aware of a sexual harassment incident after receiving a victim's statement, and the victim possesses no intention to file a complaint, the Company shall still take immediately effective corrective and remedial measures in accordance with the provisions of Article 7, Paragraph B. of these Measures.

At the request of a complainant or victim, the Company shall provide at least two sessions of psychological counseling assistance.

8. If the accused party of the sexual harassment incident is not an employee of the Company, or if the complainant is a dispatched worker or an applicant, the Company shall handle the incident in accordance with the relevant provisions of these Measures, and take immediately effective corrective and remedial measures as specified in Article 7.

When the victim and the perpetrator belong to different employing entities but have collaborative work or business relations, upon becoming aware of a sexual harassment incident, the Company shall take the following measures to implement immediately effective corrective and remedial actions, as specified in the Article 7:

- A. Notify the employer of the other party through written, facsimile, oral, or other electronic transmission methods to jointly negotiate a solution or remedy.
- B. Protect the privacy and other personal legal interests of all parties

involved.

9. When the Company's employees work in establishments that are not under the direct control or management of the Company, the Company shall identify the types of workplace sexual harassment risks in the environment, provide necessary protective measures, and inform employees in detail, in advance. If the Company becomes aware of incidents of sexual harassment among the Company's employees that fall under the scope of the Sexual Harassment Prevention Act or the Stalking and Harassment Prevention Act, the Company shall be alert to the risks of workplace sexual harassment, take preventive measures in a timely way, and provide relevant assistance measures as needed.
10. The Company shall discreetly handle complaints regarding sexual harassment and make decisions, so as to ensure the privacy and other legal interests of both parties involved. The Company shall also ensure that complainants are protected from any retaliation or other adverse treatment.
To handle complaints regarding sexual harassment, the Company shall establish a Sexual Harassment Complaints Handling Committee consisting of three members, who shall include at least one gender awareness expert; female members shall compose not less than one-half of the committee.
11. If the accused party in a sexual harassment incident is the highest-ranking official in the Company, then employees, dispatched workers or applicants may file complaints not only through the Company's internal channels but also directly to the local competent authority in accordance with the provisions of Article 32-1, Paragraph 1, Subparagraph 1 of the Gender Equality in Employment Act.
12. Sexual harassment complaints may be submitted verbally, via email, or in writing. When submitted verbally or via email, the receiving personnel or department shall make a record and read it aloud to the complainant, or allow them to review the record, to confirm its accuracy.
Records made under the preceding paragraph, whether written, verbal, or via email, shall be signed or stamped by the complainant, and shall state the following matters:
 - A. Complainant's name, department, position, home address, contact number, and date complaint was made.
 - B. When there is a legal representative or appointed agent, said representative's/agent's name, home address, and contact number; for an appointed agent, a letter of authorization shall be attached to the complaint.
 - C. Factual content of the complaint and related evidence.When the Company receives a complaint under Article 12, Paragraph A., the

Company shall notify the local competent authority in accordance with the content and manner specified by the Ministry of Labor.

13. When a complainant submits a sexual harassment complaint to the Company, the complainant may withdraw their complaint in writing before the Company issues a decision notice. Once the complaint is withdrawn, the complainant may not file a complaint again on the same matter. Nonetheless, if new facts arise or new evidence is discovered after withdrawal of the complaint, the complainant may still submit a new complaint regarding the same matter.
14. Upon receiving a sexual harassment complaint, the Company shall investigate the sexual harassment incident under the principles of objectivity, fairness, and professionalism. The investigation process shall protect the privacy and other personal legal interests of all parties involved.

When handling complaints under the preceding paragraph, in addition to establishing a Sexual Harassment Complaints Handling Committee as stipulated in Article 10. of these Measures, the Company shall also form a Complaint Investigation Team to conduct the investigation. The members of this team shall include at least one external gender awareness professional.

The results of an investigation conducted by the Complaint Investigation Team shall include the following matters, and shall be forwarded to the Sexual Harassment Complaints Handling Committee for deliberation:

- A. Reasons for the sexual harassment complaint, including narratives from the parties involved.
 - B. Records of the investigation interviews and process, including dates and the participants involved.
 - C. Factual findings and reasons.
 - D. Recommendations for handling of the complaint.
15. Individuals participating in the handling, investigation, or resolution of sexual harassment complaints shall protect the privacy of the parties involved and the individuals invited to assist in the investigation, as well as other personal legal interests. Information concerning names, and any other information that may lead to identifying such parties or individuals, must be kept confidential, except when necessary for the investigation or for reasons related to public safety; such participating personnel shall not falsify, alter, destroy, or conceal evidence related to workplace sexual harassment incidents.

Anyone who violates the provisions stated in the preceding paragraph shall be removed from participation in the sexual harassment complaint investigation by the convener. The Company may, depending on the severity of the circumstances, hold the violators accountable under related regulations, and terminate their selection and appointment.

16. Individuals participating in the handling, investigation, and resolution of sexual harassment complaints must recuse themselves if they are the complainant, the accused party, or if they have a spouse, former spouse, a blood relative within the fourth degree of kinship, relatives by marriage within the third degree of kinship, or family members with the complainant or the accused party.

If individuals subject to recusal fail to recuse themselves voluntarily, or if the aforementioned relationships do not exist yet concrete facts arise indicating potential bias in their performance of duties, the complainant or the accused party may submit a written request to the Company, stating the reasons and facts for recusal. The individuals subject to the recusal request may submit a written opinion regarding the recusal.

Individuals subject to a recusal request shall cease handling, investigating, or making decisions regarding the sexual harassment case, until such time as the Company approves or rejects the request. However, in urgent situations, necessary actions may still be taken.

If individuals subject to recusal under Article 16, Paragraph A. of these Measures fail to voluntarily recuse themselves, and no recusal request is made by the complainant or the accused party, the Company shall instruct the individuals to recuse themselves.

17. When the Sexual Harassment Complaints Handling Committee convenes for a meeting, it may notify the parties concerned and related persons to attend the meetings and present explanations. The parties shall be given ample opportunity to express their opinions and defend themselves. Except where it is necessary to repeatedly question a concerned party, repetitive questioning shall be avoided, and individuals with relevant expertise and experiences may be invited to assist regarding the matter.

The Sexual Harassment Complaints Handling Committee shall consider the findings of the Complaint Investigation Team and make decisions and specify their reasoning, which may include recommendations for disciplinary actions or other measures. The complainant and the accused party shall be notified in writing of the final resolution.

18. The Company shall settle sexual harassment complaints within two months of the day after receipt of the sexual harassment complaint. When necessary, an extension of one month may be granted; the involved parties shall be notified of such.

If the complainant believes that the Company has not addressed the complaint, or is dissatisfied with the investigation or disciplinary results of the Company, the complainant may file a complaint with the local competent authority in

accordance with Article 32-1 of the Gender Equality in Employment Act.

If the complainant considers the Company to have failed to take immediate and effective corrective and remedial measures upon becoming aware of the sexual harassment situation, the complainant may file a complaint with the local competent authority in accordance with Article 34, Paragraph 1 of the Gender Equality in Employment Act.

19. For sexual harassment complaints that have already entered into judicial proceedings, the Sexual Harassment Complaints Handling Committee may, after the complainant gives consent, temporarily suspend the investigation and resolution; the time limit specified in Article 18, Paragraph A. shall not apply to such temporary suspensions of investigation and resolution.
20. If any sexual harassment behavior is substantiated via investigation, the Company shall assess the severity of the situation and impose appropriate disciplinary actions or measures on the accused party in accordance with the Company's work rule regulations. The Company shall also notify the local competent authority in accordance with the content and manner specified by the Ministry of Labor. In cases where criminal liability exists, the Company shall assist the complainant in filing a criminal complaint.
If and when the Company is jointly and severally liable for damages along with the harasser under Article 27, Paragraphs 1 and 2 of the Gender Equality in Employment Act, then after compensating the victim for damages, the Company can seek claims against the harasser.
21. The Company shall implement tracking, evaluation, and supervision measures regarding sexual harassment behaviors, to ensure that disciplinary actions and measures are effectively enforced, and thus preventing the recurrence of similar incidents or retaliation.
22. These Measures may be revised at any time to address any matters not covered herein.

NB: Revision history:

- Mar. 8, 2002: Guidelines for Preventing Workplace Sexual Harassment announced and implemented.
- Jun. 1, 2014: Measures for Complaints and Disciplinary Measures for Preventing Workplace Sexual Harassment amended. Amendments included additions and revisions to content required for written complaints, the Sexual Harassment Complaints Handling Committee, gender balance regarding the Sexual Harassment Complaints Handling Committee, and the deadline for complainants to file an appeal. The original Guidelines for Preventing Workplace Sexual Harassment were abolished.
- Jul. 1, 2017: First revision to the Measures for Complaints and Disciplinary Measures for Preventing Workplace Sexual Harassment.
- Nov. 1, 2017: Second revision to the Measures for Complaints and Disciplinary Measures for Preventing Workplace Sexual Harassment.
- Sep. 5, 2018: Third revision to the Measures for Complaints and Disciplinary Measures for Preventing Workplace Sexual Harassment.
- Feb. 1, 2020: Changed title of the Measures for Complaints and Disciplinary Measures for Preventing Workplace Sexual Harassment to the UNI Air Measures for Prevention of Workplace Sexual Harassment, Complaints and Disciplinary Actions and revision to the articles in accordance with the categorization specified in the Gender Equality in Employment Act and the Sexual Harassment Prevention Act.
- Nov. 1, 2020: First revision to the UNI Air Measures for Prevention of Workplace Sexual Harassment, Complaints and Disciplinary Actions.
- Feb. 21, 2022: Second revision to the UNI Air Measures for Prevention of Workplace Sexual Harassment, Complaints and Disciplinary Actions.
- Mar. 8, 2024: In accordance with the amendments made to the Gender Equality in Employment Act on March 8, 2024, revised the UNI Air Measures for Prevention of Workplace Sexual Harassment, Complaints and Disciplinary Actions and renamed them to the UNI Air Measures for Prevention, Reporting, and Punishment of Sexual Harassment.