

Employee Care

(1) Training Sessions, Hours, and Costs for the Year 113

Category	Sessions	Participants	Hours	Cost (NTD)
New Employee Training	9	9	9	0
Professional Training	14	222	200	39,200
Labor Safety and Health Training (External)	9	12	188	45,360
Total	32	243	397	84,560

(2) Planning for a Friendly Workplace Environment

1. Gender Equality Policy and Family-Friendly Workplace Measures

Xuyuan Packaging is committed to creating a safe, healthy, and fair work environment, striving to build a friendly workplace where employees can work happily, enjoy life, and balance personal and family quality of life. This allows employees to work with peace of mind, maximize their potential, and grow together with the company.

Comprehensive System and Employee Benefits Measures

- Enrollment in labor insurance and national health insurance as required by law, along with company-sponsored comprehensive group insurance, including medical, life, and accident insurance, to provide multiple protections for employees.
- Selection, training, and retention of outstanding talents by offering a competitive salary structure and performance bonuses to ensure employees' quality of life.
- Establishment of an Employee Welfare Committee to organize welfare activities such as birthday bonuses, festival gifts (Mid-Autumn Festival, Dragon Boat Festival, Labor Day), health promotion and recreational activities, marriage/funeral/childbirth subsidies, hospitalization

allowances, annual dinner lucky draws, health checkups, and group insurance.

- Additional welfare measures include:
 - Seven days of paternity leave for male employees.
 - A break area with an LCD TV for relaxation.
 - Free car and motorcycle parking for employees.
 - Dedicated lactation space for female employees.
 - Priority parking spaces for pregnant employees.
 - On-site fitness equipment for employee exercise.
 - Year-end banquet to reward employees.
 - Full subsidy for external professional training.
 - Provision of coffee beans and a coffee machine.
 - Organized travel activities to encourage employee participation and enhance family harmony.

2. Employee Retirement System and Implementation

Since July 1, 2005, the company has fully implemented the Labor Pension Act, contributing at least 6% of employees' monthly salaries to their individual pension accounts under the Bureau of Labor Insurance. Employees may also voluntarily contribute up to 6% of their salaries to their pension accounts.

3. Employee Care and Talent Development

The company prioritizes employees' physical and mental health by regularly arranging health checkups and water quality testing, as well as hosting health seminars and sharing health-related information. Xuyuan emphasizes education and employee development by aligning with external industry trends, company management strategies, department performance goals, and personal growth needs. A comprehensive training system includes new employee training, quality and environmental safety training, and fully subsidized external professional training.

4. Equal and Non-Discriminatory Workplace Environment

We value employees, respect human rights, and create a discrimination-free, open, safe, and equal workplace. Xuyuan Packaging complies with labor laws and international human rights conventions, ensuring a positive work environment where all employees can thrive.

5. Commitment to Safety and Hygiene

To maintain a safe and healthy work environment, Xuyuan Packaging has established an Occupational Safety and Health Committee and formulated an "Occupational Safety Management Plan." The work environment and facilities comply with labor safety and health regulations, and regular environmental safety inspections and fire drills are conducted. Safety training is provided for new employees, and annual occupational safety and health training sessions are held for existing employees to ensure workplace safety.

(6) Protection Measures and Implementation for Employee Safety and Work Environment

1. **Environmental Safety Inspections:** Conducted weekly.
2. **Occupational Safety and Health Committee Meetings:** Held quarterly to review workplace safety, including automatic inspections, employee injury incidents, training effectiveness, personal protective equipment checks, and environmental monitoring. Implementation dates for Year 113: 1/2, 4/2, 7/16, 10/17.
3. **Fire Emergency Drills:** Conducted annually to strengthen employees' fire extinguisher usage skills and emergency response capabilities. Implementation dates for Year 113: 4/8, 10/14.
4. **Workplace Environmental Monitoring:** Conducted annually by certified vendors to monitor illumination and CO2 levels. Results are published, and corrective actions are taken for abnormal readings. Implementation dates for Year 113: 5/2, 11/1.
5. **Employee Health Checkups and Consultations:** Annual health checkups with post-checkup consultations by doctors and nurses, along with monthly onsite health consultation services. Health checkup date for Year 113: 7/1.
6. **Workplace Harassment Assessment:** Annual employee surveys to identify and assess workplace harassment. Implementation date for Year 113: 4/1.
7. **Fire Equipment Maintenance:** Annual inspections and maintenance of fire safety equipment by certified professionals. Implementation date for Year 113: 11/29.

8. **AED (Automated External Defibrillator) Deployment:** Two AED units installed for emergency response.
9. **ISO45001:2018 Certification:** Obtained on March 23, 2021, valid until January 17, 2026.
10. **In-Service Safety and Health Training:** Conducted 8 sessions in Year 113, with employees receiving an average of 25.5 hours of training. Training sessions in previous years:
 - Year 111: 43 hours, 15 sessions
 - Year 112: 44 hours, 13 sessions
 - Year 113: 25.8 hours, 8 sessions
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(7) Multiple Communication Channels

1. **Labor-Management Meetings:** Quarterly meetings with elected employee representatives and company-appointed representatives to discuss labor relations and cooperation, along with a grievance and suggestion mailbox.
2. **Salary and Retention Policies:** Xuyuan Packaging ensures fair compensation regardless of gender, age, or race. The company maintains competitive salaries based on market trends to attract and retain top talent. A Salary and Compensation Committee is established to review executive compensation policies and individual salaries for fairness and reasonability.