

Personal data protection policy

I. Purpose

This policy is established to comply with relevant laws and regulations on personal data protection, implement personal data protection management, promote the reasonable use of personal data, and safeguard the rights of the parties involved in personal data.

II. Scope of application

This policy applies to all employees of EPI (including contract employees, dispatched employees, and intern), as well as related units or vendors with whom we do business, customers, vendors providing services, or third-party personnel.

III. Principles for the Collection, processing and utilization of personal data

1. To implement this policy, the Company has established personal data protection management regulations and a comprehensive personal data protection system to ensure that personal data within the scope of business is properly managed to maintain the Company's reputation.
2. Personal data protection is the responsibility of all employees of the company and should be maintained together. Management should support the personal data management system and actively participate in the personal data management system activities.
3. The Company's operational procedures for the collection, processing, and use of personal information within its business scope shall prevent personal information from being stolen, altered, damaged, lost, leaked, or otherwise used in an unreasonable and illegal manner, and shall fulfill the duty of care of a good manager.
4. When the Company collects personal information within the scope of its business, it shall provide clear information to the parties involved, including how and for whom the personal information will be used.
5. The Company prohibits the collection, processing, and use of personal data without the consent of the individual concerned, unless the collection of such personal data is regulated by law and does not require the consent of the individual concerned.
6. Outsourced personnel (units) must sign a confidentiality agreement or personal data confidentiality agreement and comply with the company's regulations and relevant procedures. Unauthorized access to the company's information assets and personal data is prohibited. However, this does not apply to outsourced matters unrelated to information security or personal data protection.
7. The company regularly conducts personal information protection education and training to ensure that employees understand the requirements of relevant laws and

regulations, the scope of responsibilities, and the mechanisms, procedures, and measures for various personal information protection matters.

8. When our colleagues and outsourced vendors discover a personal data leak, they should immediately report it according to our reporting mechanism.
9. Any violation of this policy by any unit or individual of the Company will be punished or subject to legal action according to the severity of the harm caused and in accordance with the Company's management regulations.

IV. Not covered in this policy

Any matters not covered in this policy shall be handled in accordance with relevant regulations and laws.

V. Announcement and Implementation

This policy is subject to review and evaluation of changes in government regulations, and any amendments must be approved by the General Manager before being announced and implemented.