



Taiwan Hon Chuan Enterprise Co., Ltd

Sustainable Report Preparation and Disclosure Management Guidelines

Date : 2025.11.07 (Amended)

Article 1: Purpose

The primary goal is to enhance the transparency of the Company's sustainability information disclosure and to report the Company's performance in environmental, social, and governance (ESG) areas to stakeholders. Accordingly, the Company formulated (or established) these guidelines based on the "Taiwan Stock Exchange Corporation Rules Governing the Preparation and Filing of Sustainability Reports" by TWSE Listed Companies, in order to establish the procedures for the preparation and disclosure of the sustainable report of Taiwan Hon Chuan Enterprise Co., Ltd. (hereinafter referred to as "the Guidelines").

Article 2: Scope of Application

These guidelines apply to the Company and its wholly-owned or controlled subsidiaries, covering the preparation, review, and disclosure of the sustainable report.

Article 3: Responsibilities

1. **Sustainability and Risk Management Committee:** Responsible for formulating sustainability strategies, overseeing the report preparation process, and ensuring the execution of sustainability projects.
2. **Sustainability Development Department:** Responsible for planning, coordinating, allocating, executing, and operating integrated tasks and meetings, and reporting to the chairperson.
3. **Relevant Departments:** To be led by the Company's senior management or personnel with relevant expertise, and each department is responsible for the following tasks related to sustainability promotion:
 - (1) Recommendations on sustainability strategies and execution policies.
 - (2) Formulation of annual sustainability issues and execution targets.
 - (3) Drafting of execution methods for selected topics and implementation according to authorized procedures.
 - (4) Implementation of annual work plans and periodic reporting on actual progress and outcomes.
 - (5) Compilation of the annual sustainable report and completion of evaluation



content.

(6) Other tasks assigned by the Sustainability Department and related matters on sustainable operation.

Article 4: Report Preparation Process

1. Preparation Timeline:

© Each year, during the fourth quarter, the Sustainability and Risk Management Committee will set the preparation plan for that year's sustainable report, defining the responsibility allocation and schedule for each aspect. The first draft should be completed before the first quarter of the following year, ensuring it aligns with the schedule for the shareholders meeting and annual report information requirements, including third-party verification.

2. Standards:

© The sustainable report for the previous year will be prepared based on the guidelines published by the Global Reporting Initiative (GRI), including general, industry-specific, and material topic standards, and disclose industry-specific information cross-refer to the Sustainability Accounting Standards Board (SASB) standards, with corresponding indices in the report.

3. Report Writing:

© Authored by the Sustainable Development Promotion Team and other relevant implementing personnel, the content includes, but is not limited to,

- (1) Company overview.
- (2) Sustainability goals and strategies.
- (3) Stakeholder communication and material issue identification.
- (4) Environmental impact and resource usage.
- (5) Governance, strategies, risk management, indicators, and targets related to climate-related risks and opportunities.
- (6) Social contributions and responsibilities.
- (7) Corporate governance and risk management.
- (8) Future outlook and improvement plans.
- (9) Other disclosure items as required by authorities.

4. Internal Review:

© After the first draft is completed, the report should be reviewed internally by the heads of relevant departments to ensure its accuracy and completeness.

5. Report Revision:

© Necessary revisions should be made based on the internal review feedback,



ensuring compliance with FSC requirements.

6. Final Approval:

© The revised report should be submitted to the Sustainability and Risk Management Committee for final approval.

Article 5: Report Release Process

© The report confirmed by the Committee should be submitted to the FSC within the statutory deadline and uploaded to the Company's official website and ESG website.

© The Company should release relevant sustainability report information to stakeholders to enhance transparency in information disclosure.

Article 6: Internal Control

These guidelines are incorporated into the Company's internal control system to ensure their accuracy and reliability.

Article 7: Amendments and Revisions

If any changes or revisions to these guidelines are needed, they should be proposed by the Sustainability and Risk Management Committee and implemented after being approved by the Board of Directors.

Article 8: Effective Date

These guidelines are effective from the date of approval by the Board of Directors.