Supplier Social Responsibility and Ethical Commitment Letter

供應商社會責任暨道德承諾書

The undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as "the Company"), as a supplier of **Lotus Pharmaceutical Co., Ltd.** (hereinafter referred to as "**Lotus**"), commits to fulfilling corporate social responsibility, promoting environmental sustainability, and upholding basic human rights. The Company agrees to adhere to the contents of this "Supplier Social Responsibility and Ethical Commitment Letter" as follows:

簽字人\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（以下簡稱「本公司」）作為\_**美時化學製藥股份有限公司**（以下簡稱「**美時製藥**」）的供應商，致力於履行企業社會責任，促進環境永續發展，維護基本人權。本公司同意遵守本《供應商社會責任暨道德承諾書》內容如下：

**I. Labor and Human Rights 勞工和人權**

The Company shall commit to upholding and respecting the human rights of labor in accordance with internationally recognized standards. This applies to all workers, including direct employees, temporary workers, migrant workers, students, and any other type of labor.

本公司應致力於按照國際公認的標準維護和尊重勞員工權。該標準適用於所有員工，包括直接員工、臨時工、外籍勞工、學生和任何其他類型的員工。

Voluntary Employment: The Company shall ensure that employees are not forced to work, including but not limited to involuntary overtime, confinement, or debt bondage labor.

自願就業：本公司應確保員工不被強迫工作，包括但不限於非自願加班、監獄或抵債勞工。

Prohibition of Child Labor: The Company shall ensure that all employees are of legal working age, as defined by local laws (whichever is higher). Workers under the age of 18 shall not be engaged in work that may jeopardize their health or safety, including night shifts, overtime, or any work that local national laws define as hazardous.

禁止童工：本公司應確保所有員工均達到當地法律規定的法定就業年齡（以較高者為準）。 18歲以下的員工不得從事可能危害其健康或安全的工作，包括夜班、加班或當地國家法律定義為危險的任何工作。

Wages and Benefits: The Company shall ensure that employee wages are not lower than the minimum wage set by local laws and provide special compensation and benefits in accordance with applicable local laws.

薪資及福利：本公司應確保員工薪資不低於當地法律規定的最低薪資，並根據當地適用法律提供特殊的補償和福利

Working Hours and Rest: The Company shall ensure that employees' working hours comply with local national holiday regulations, and overtime work must be voluntary and compensated accordingly with rest.

工作時間及休息：本公司保證員工工作時間符合當地國家法定假日規定，加班必須自願，並有相應的休息補償。

Freedom of Association and Collective Bargaining: The Company shall respect the rights of employees to choose, form, join, or refrain from joining unions or other forms of worker organizations, as well as participate in related activities.

結社自由和集體談判：本公司應尊重員工選擇、組成、加入或不加入工會或其他形式的員工組織以及參與相關活動的權利。

Harassment, Abuse, and Punishment: The Company shall ensure that the workplace is free from sexual harassment, mental harassment, physical harassment, verbal harassment, abuse, or intimidation and shall respect the dignity of every employee.

騷擾、虐待和懲罰：本公司應確保工作場所不存在性騷擾、精神騷擾、身體騷擾、言語騷擾、虐待或恐嚇，並尊重每位員工的尊嚴。

Respect and Non-Discrimination: The Company shall ensure that employees are not discriminated against based on gender, sexual orientation, race, religion, age, disability, marital status, pregnancy, nationality, political opinion, social background, or any other aspect in recruitment, employment, compensation, promotion, training, discipline, termination of employment, retirement, and other matters related to employee rights and well-being.

尊重與不歧視：本公司應確保員工在招聘時不因性別、性取向、種族、宗教、年齡、殘疾、婚姻狀況、懷孕、國籍、政治觀點、社會背景或任何其他方面受到歧視、僱用、薪酬、晉升、培訓、紀律、終止僱傭關係、退休以及其他與員工權利和福祉有關的事項。

Protection of Female Employees: The Company shall provide appropriate and reasonable facilities and maternity leave for female employees during pregnancy, childbirth, and breastfeeding. It shall also comply with local national laws regarding pregnant employees' work and time limitations and take reasonable measures to protect pregnant employees from engaging in hazardous work.

女性員工保護：本公司應為女性員工懷孕、分娩、哺乳期間提供適當、合理的設施及產假。也應遵守當地國家法律有關懷孕員工工作和時間限制的規定，並採取合理措施保護懷孕員工不從事危險工作。

Responsible Minerals: The Company shall identify, reduce, and, where possible, eliminate the use of conflict minerals (tin, tantalum, tungsten, and gold) that are mined and traded in areas of armed conflict and human rights abuses.

責任礦產：本公司應確認、減少並在可能的情況下避免使用在武裝衝突和侵犯人權地區開採和交易的衝突礦產（錫、鉭、鎢和黃金）。

Local communities: The Company shall respect the rights of the local communities around their sites, including the right to a clean and healthy environment.

當地社區：本公司應尊重其營運場址周邊當地社區的權利，包括享有乾淨和健康環境的權利。

**II. Health and Safety健康和安全**

The Company shall understand that, in addition to minimizing work-related injury and illness rates, it must continuously allocate resources and provide education and training to identify and address health and safety issues in the workplace.

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本公司應了解，除了盡量減少工傷和疾病發生率外，還必須不斷分配資源並提供教育和培訓，以識別和解決工作場所的健康和安全問題。

Occupational Safety: The Company shall control workplace safety through appropriate design, engineering and administrative controls, protective maintenance, safety operating procedures, and continuous safety knowledge training to prevent harm to employees.

職業安全：本公司應透過適當的設計、工程和行政管控、保護性維護、安全操作程序和持續的安全知識培訓來控制工作場所安全，以防止對員工造成傷害。

Process Safety: The company shall have management processes in place to identify risks from chemical and biological processes and to prevent the catastrophic release of chemical or biological agents.

製程安全：公司應制定管理流程，以識別化學和生物製程的風險，並防止化學或生物製劑的災難性釋放。

Work-Related Injuries and Occupational Diseases: The Company shall establish procedures and management systems to prevent, manage, track, and report work-related injuries and occupational diseases, including encouraging employees to report, classifying and recording injury and disease cases, providing necessary treatment, investigating cases, and implementing improvements to prevent similar situations, as well as assisting employees in returning to their positions.

工傷和職業病：本公司應建立預防、管理、追蹤和報告工傷和職業病的程序和管理制度，包括鼓勵員工報告、分類和記錄工傷和職業病病例，提供必要的治療、調查案件並實施改進，防止類似情況發生，並協助員工重返崗位。

Emergency Response Measures: The Company shall identify and assess potential emergencies and events and, as needed, reduce the harmful impact on life, the environment, and property through the implementation of emergency plans and response procedures, including but not limited to notification and alarm systems, employee training, fire evacuation and drills, proper fire detection and firefighting equipment, and more.

緊急應變措施：本公司應識別和評估潛在的緊急情況和事件，並根據需要透過實施緊急計畫和應變程序（包括但不限於通知和警報系統）來減少對生命、環境和財產的有害影響、員工培訓、火災疏散和演習、適當的火災偵測和消防設備等等。

Medical Services and First Aid: The Company shall establish and implement emergency procedures, including but not limited to training first aid personnel, equipping appropriate first aid kits, and maintaining medical and first aid records.

醫療服務和急救：本公司應建立並實施緊急程序，包括但不限於培訓急救人員、配備適當的急救箱以及保存醫療和急救記錄。

Industrial Hygiene: The Company shall identify, assess, and control the effects of chemical, biological, and physical agents on employees through engineering and administrative controls to prevent employee exposure to these agents. If these measures are ineffective in preventing harm, appropriate personal protective equipment shall be used to protect employee health.

工業衛生：本公司應透過工程和管理控制來識別、評估和控制化學、生物和物理製劑對員工的影響，以防止員工接觸這些製劑。如果這些措施無法有效防止傷害，則應使用適當的個人防護裝備來保護員工健康。

Physically Demanding Work: The Company shall identify, assess, and control the impact of physically demanding work on employees, provide opportunities for rest and job rotation, and incorporate ergonomics into equipment and process design, including but not limited to manual material handling or repetitive lifting, prolonged standing, and highly repetitive or high-intensity assembly work.

高體力工作：本公司應識別、評估和控制高體力工作對員工的影響，提供休息和輪調的機會，並將人體工學納入設備和流程設計中，包括但不限於手動物料搬運或重複性舉升、長時間站立、高重複性或高強度的組裝工作。

Machine Safeguarding: The Company shall provide and maintain physical guards, interlocking devices, and barriers to prevent harm to employees from machine-related hazards.

機器防護：本公司應提供並維護實體防護裝置、連鎖裝置和屏障，以防止員工受到機器相關危險的傷害。

Public Health and Accommodation: The Company shall provide clean restroom facilities, clean drinking water, and sanitary cooking utensils, food storage facilities, and tableware for employees. If the Company provides employee dormitories, they must be kept clean, safe, and equipped with adequate emergency exits, hot water for bathing, sufficient heating and ventilation, and convenient private spaces.

公共衛生與住宿：本公司為員工提供乾淨的衛生間設施、乾淨的飲用水、衛生的炊具、食物儲存設施和餐具。公司提供員工宿舍的，必須保持清潔、安全，並配備足夠的緊急出口、洗澡熱水、充足的暖氣和通風以及方便的私人空間。

Health and Safety Information: The Company shall provide occupational health and safety training in the native language of employees and post health and safety-related information prominently in the workplace. For workplaces involving chemical use, safety data sheets (SDS) written in the employees' native language shall be posted conspicuously.

健康安全資訊：本公司應以員工母語提供職業健康安全培訓，並在工作場所顯著位置張貼健康安全相關資訊。對於涉及化學品使用的工作場所，應在顯著位置張貼以員工母語編寫的安全資料表（SDS）。

**III. Environment環境**

The Company, in the manufacturing process, shall minimize adverse impacts on communities, the environment, and natural resources and comply with all local environmental regulations while protecting public health and safety.

本公司在生產過程中應盡量減少對社區、環境和自然資源的不利影響，並遵守當地所有環境法規，同時保護公眾健康和安全。

Environmental Permits and Reporting: The Company shall obtain all legally required environmental permits, approvals, and registration documents and maintain and update data as required, as well as comply with the operating and reporting requirements of permits.

環境許可證和報告：本公司應獲得所有法律要求的環境許可證、批准和登記文件，並按要求維護和更新數據，並遵守許可證的操作和報告要求。

Pollution Prevention and Resource Conservation: The Company shall, among other measures, reduce and eliminate the generation of all types of resource consumption and waste by improving production, maintenance, and facility processes, substituting materials, conserving natural resources, recycling materials, and reusing materials.

污染預防和資源節約：除其他措施外，本公司應透過改善生產、維護和設施流程、替代材料、節約自然資源、回收材料和再利用材料，減少和消除各類資源消耗和廢棄物的產生。

Hazardous Substances: The Company shall identify and manage the release of chemicals and other substances into the surrounding environment that could cause harm and ensure that these substances are handled, transported, stored, used, recycled, and disposed of safely through engineering and administrative controls.

有害物質：本公司應識別和管理周圍環境釋放可能造成危害的化學品和其他物質，並確保透過工程和管理控制安全地處理、運輸、儲存、使用、回收和處置這些物質。

Wastewater, Non-Hazardous Solid Waste, and Noise: The Company shall establish systematic management measures to identify, manage, and reduce wastewater, non-hazardous solid waste, and noise. It shall responsibly dispose of or recycle wastewater and non-hazardous solid waste generated by operations, manufacturing processes, and sanitation facilities.

廢水、無害固體廢棄物和噪音：本公司應建立系統性管理措施來識別、管理和減少廢水、無害固體廢棄物和噪音。應負責任地處置或回收營運、製造過程和衛生設施產生的廢水和無害固體廢棄物。

Air Emissions: The Company shall classify, routinely monitor, control, and treat volatile organic chemicals, aerosols, corrosive substances, particulates, substances that deplete the ozone layer, and combustion by-products, among others, generated during operational processes, including but not limited to, conducting routine monitoring of the performance of emission control systems.

廢氣排放：本公司應對營運過程中產生的揮發性有機化學品、氣溶膠、腐蝕性物質、粒狀物、消耗臭氧層物質、燃燒副產物等進行分類、定期監測、控制和處理，包括但不包括僅限於對排放控制系統的性能進行例行監測。

Product and Service Restrictions: The Company shall comply with all legal requirements and Lotus’ requirements, prohibiting or restricting the inclusion of prohibited substances in products and manufacturing processes.

產品和服務限制：本公司應遵守所有法律要求和美時製藥的要求，禁止或限制在產品和製造過程中包含禁用物質。

Energy, Resource Consumption, and Greenhouse Gas Emissions: The Company shall track and record energy and resource consumption and greenhouse gas emissions at the workplace and/or corporate level and seek cost-effective methods to improve energy and resource utilization efficiency and minimize energy and resource consumption and greenhouse gas emissions.

能源、資源消耗和溫室氣體排放：本公司應追蹤和記錄工作場所/或公司層面的能源和資源消耗以及溫室氣體排放，並尋求具有成本效益的方法來提高能源和資源利用效率並最大限度地減少能源和資源消費和溫室氣體排放。

Biodiversity conservation: The Company shall understand their impacts on biodiversity, reducing and mitigating their footprint wherever possible.

生物多樣性保育：本公司應了解對生物多樣性的影響，盡可能減少並減輕足跡。

Spills and releases prevention: The Company shall have effective systems in place to prevent and mitigate accidental spills and releases to the environment and adverse impacts on the local community.

洩散和洩散預防：公司應建立有效的系統，以防止和減輕意外洩散和洩散到環境，造成當地社區的不利影響。

**IV. Ethical Standards道德標準**

To practice social responsibility, the Company shall adhere to the highest ethical standards.

為實踐社會責任，本公司應遵守最高道德標準。

Ethical Business Conduct: The Company shall uphold the highest standards of integrity in all business interactions. Any form of bribery, corruption, extortion, theft, abuse of power, and undue benefits, including any form or guise of money, gifts, commissions, positions, services, favors, kickbacks, etc., is prohibited.

道德商業行為：本公司應在所有業務互動中堅持最高的道德標準。禁止任何形式的賄賂、腐敗、勒索、盜竊、濫用權力和不正當利益，包括任何形式或實質上的金錢、禮物、佣金、職位、服務、恩惠、回扣等。

Transparency and Cooperation in Information Disclosure: The Company shall disclose information about labor participation, health and safety, business activities, organizational structure, financial status, cost analysis, and other relevant data in accordance with applicable laws and common industry practices. The Company shall also allow Lotus or cooperating third-party audit organizations to audit whether the Company has violated the commitments outlined in this letter.

資訊揭露透明度公開：本公司應按照法規和行業慣例公開有關勞動參與、健康與安全、業務活動、組織架構、財務狀況、成本分析和其他相關數據。本公司亦允許美時製藥或合作的第三方審計機構針對本公司是否違反本函中的承諾進行審計。

Patient safety and access to information: The Company shall ensure that adequate management systems are in place to minimize the risk of adversely impacting on the rights of patients, subjects, and donors, including their rights to health and to access information directly.

病患安全與資訊取得：本公司應確保建立適當的管理系統，以最大程度地減少對病患、受試者和捐贈者權利的不利影響，包括其健康權利和直接獲取資訊的權利。

Product protection and quality: The Company shall ensure that management and security systems protect products, components, and ingredients from the risks of adulteration, falsification, or theft for the purpose of illegal resale.

產品保護和品質：本公司應確保管理和安全系統保護產品和成分免受混充、偽造或盜竊所造成非法轉售的風險。

Animal welfare: Animals shall be treated humanely with pain and stress minimized. Animal testing should be performed after consideration to replace animals, to reduce the numbers of animals used, or to refine procedures to minimize distress. Alternatives should be used wherever these are scientifically valid and acceptable to regulators.

動物福利：應人道對待動物，盡量減少痛苦和壓力。動物測試應在考慮更換動物、減少使用的動物數量或改進程序以盡量減少痛苦後進行。只要替代方案在科學上有效且監管機構可以接受，就應使用替代方案。

Intellectual Property and Information Confidentiality: The Company shall respect intellectual property to protect the transmission of technology and production knowledge. Information related to technologies, quality, products, services, and other matters relevant to the case shall be treated with commercial ethical responsibility and kept confidential.

智慧財產權和資訊保密：本公司應尊重智慧財產權，保護技術和生產知識的傳播。與案件有關的技術、品質、產品、服務以及其他事項的資訊應遵循商業道德責任並予以保密。

Confidential Complaint Channels: Unless prohibited by law, the Company shall establish procedures to protect the confidentiality and anonymity of suppliers and employees who report violations and ensure the confidentiality of their identities. The Company shall also establish communication procedures that allow employees to express their concerns without fear of retaliation.

保密投訴管道：除非法律禁止，本公司應建立程序保護舉報違規行為的供應商和員工的機密性和匿名性，並確保其身分的機密性。本公司也應建立溝通程序，使員工能夠表達自己的擔憂，而不必擔心遭到報復。

Data privacy and security: The Company shall reasonably protect the personal information and privacy of anyone with whom it conducts business, including suppliers, customers, consumers, and employees. The Company shall comply with privacy and information security laws and regulatory requirements when collecting, storing, processing, transmitting, and sharing personal information.

資料隱私與安全：本公司應合理保護業務往來者（包括供應商、客戶、消費者和員工）的個人資訊和隱私。本公司在收集、儲存、處理、傳輸、分享個人資訊時，應遵守隱私及資訊安全法及監管要求。

Unauthorized Subcontracting: The Company shall personally carry out matters including contracts or purchase orders unless consent is given. The Company may not subcontract or have third parties perform such matters without consent.

未經授權的分包：未經同意，本公司應親自執行合約或採購訂單等事項。未經同意，本公司不得將此類事務分包或委託第三方執行。

Compliance with Import and Export Regulations: The Company shall understand and comply with relevant laws and regulations related to importing, exporting, and transporting goods to and from Lotus or on behalf of Lotus. This includes export controls and customs regulations of the originating country, import and customs regulations of the destination country, tariffs and other taxes required by payment laws, and local transportation regulations. The Company shall provide operational procedures and education and training to its employees and subcontractors to ensure compliance with these regulations.

遵守進出口法規：本公司應了解並遵守與美時製藥或代表美時製藥進出口和運輸貨物相關的相關法律法規。包括原產國的出口管制和海關法規、目的地國家的進口和海關法規、支付法要求的關稅和其他稅費以及當地運輸法規。本公司應向其員工和分包商提供操作程序以及教育和培訓，以確保遵守這些規定。

Fair competition: The Company shall conduct their business consistent with fair and vigorous competition and in compliance with all applicable anti-trust laws. Suppliers shall employ fair business practices including accurate and truthful advertising.

公平競爭：本公司應以公平、積極的競爭方式開展業務，並遵守所有適用的反壟斷法。供應商應採用公平的商業慣例，包括準確和真實的廣告。

Avoidance of Conflicts of Interest: In its business dealings with Lotus, the Company shall avoid any potential conflicts of interest. If the Company identifies any potential conflicts of interest, it must promptly report them to Lotus and take appropriate measures to prevent improper behavior that may result from such conflicts.

避免利益衝突：在與美時製藥的業務往來中，本公司應避免任何潛在的利益衝突。 如果本公司發現任何潛在的利益衝突，必須及時向美時製藥報告，並採取適當措施防止此類衝突可能導致的不當行為。

The Company has carefully read and commits to complying with the above standards. This commitment letter shall be considered part of the supply contract between the Company and Lotus. Furthermore, the Company guarantee that any subcontractors also adhere to the above standards and is accountable for any violations committed by subcontractors.In the event of any violation of the above standards, the Company undertakes to promptly rectify the situation. If such violations damage the reputation and corporate image of Lotus or any other interests, Lotus may terminate or dissolve its cooperation with the Company at any time and seek compensation, and the Company shall bear any damages it incurs. Lotus reserves the right to report any legal violations to the relevant authorities.本公司已仔細閱讀並承諾遵守上述標準。 本承諾書視為本公司與美時製藥供應合約的一部分。另外，本公司擔保下包商亦遵守上述標準並對下包商的違反事件負責。若出現違反上述標準的情況，本公司承諾立即整改。若該等違規行為損害了美時製藥的聲譽、企業形像或任何其他利益，美時製藥可隨時終止或解除與本公司的合作並尋求賠償，而由此造成的任何損失由本公司承擔。美時保留向相關機關舉報違法事件的權利。

Sincerely,

Vendor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatory: (Signature)

Responsible Person:

Unified Business Number:

Address:

Phone:

Date: (Year/Month/Day)