



DELPHA CONSTRUCTION CO., LTD.

Employee Opinion Box Implementation Policy and Principles

Chapter 1 – General Provisions

Article 1.

The establishment of the employee suggestion mailbox aims to strengthen corporate governance, facilitate employee communication channels, jointly promote positive corporate development, foster harmonious labor relations, and provide employees with a better working environment.

Chapter 2 Implementation of the Employee Suggestion Mailbox

Article 2.

Employees may submit written opinions or suggestions into the suggestion mailbox. The Secretariat shall collect and seal the documents every Monday and deliver them to the General Manager. Alternatively, employees may send their suggestions directly to the General Manager's email (wukmsa@delpha.com.tw).

Article 3.

In principle, routine management and operational matters should be handled through regular management channels. However, employees could report the following matters directly through the suggestion mailbox:

1. Issues for which normal channels fail to receive responses.
2. Observations of illegal or unethical conduct within the company.
3. Major operational or management suggestions that cannot be submitted through regular channels.
4. Emergencies involving oneself or colleagues that require appropriate assistance from the company.
5. Recommendations to recognize colleagues' significant and unspoken contributions.
6. Other matters that should be directly communicated with the General Manager or higher-level supervisors.

Article 4.

Employee suggestions will be personally handled and appropriately responded to by the General Manager. The company guarantees absolute confidentiality of the proposer's identity.



Constructive proposals that are adopted and proven effective will be appropriately rewarded and publicly recognized with the proposer's consent. If the proposer prefers anonymity, the company will respect that wish.

Article 5.

Employee submissions should be signed with real names and should include detailed facts and suggestions or report on the relevant persons, events, times, places, and objects to facilitate effective follow-up. Anonymous submissions, malicious attacks, or abusive content will not be responded to. The suggestion mailbox is intended to be a positive and effective communication channel.

Chapter 3 – Supplementary Provisions

Article 6.

These guidelines shall take effect upon approval by the Chairperson. The same applies to any amendments.

Article 7.

These guidelines were established on December 22, 2014.

First amended on August 3, 2022.