

*Upgrade Your Life*

Dear GIGABYTE employee:

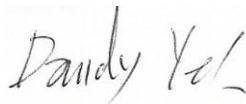
Since its founding in 1986, GIGABYTE has always been adhering to the idea of "*Upgrade Your Life*". As a large enterprise, we are not only pursuing the continuous improvement of product technology and service quality, but also strive to ensure all management and business practices are honest with integrity and lawfulness. Furthermore, in order to make self-examination in accordance with the highest corporate ethical principles, we comply with the *Code of Conduct - Responsible Business Alliance (RBA)*. We feel duty-bound to protect the interests of all related stakeholders.

To maintain GIGABYTE's entrepreneurial spirit, we hope you to uphold our core values together, fulfill your own personal obligations, and act in accordance with ethical and moral standards. The "GIGABYTE Code of Business Conduct" is a guide to tell what is right. It is not a law or policy that you are required to know and follow, but a standard of conduct that you need to internalize and apply in reality.

The reputation and achievement that GIGABYTE is able to enjoy today is the result of all our colleagues' long-term maintenance of our core concept and high standard morality. Just as customers will feel confident in using our products and services, we hope you are also honored and proud to work at GIGABYTE.

Sincerely,

Chairman

A handwritten signature in black ink that reads "Dandy Yeh". The signature is written in a cursive, slightly slanted style.

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# I. CODE COMPLIANCE GUIDE

## 1.1 Objective

- "GIGABYTE Code of Business Conduct" (hereinafter referred to as "the Code") is intended to provide guidance to all employees of the Company in compliance with the Company's ethical standards and to make stakeholders aware of the ethical standards to be followed by all personnel of the Company when carrying out their duties, so as to enhance the professional ethics of all personnel in order to safeguard the interests of shareholders and fulfill their corporate social responsibilities..

## 1.2 Obligators

- The Code applies to all company personnel, including directors, managers of all levels, and other employees.
- The term "the Company" as used in the Code refers to GIGABYTE Technology Co., Ltd. and subsidiaries with 51% or more shares directly or indirectly.
- The "Company employees" referred to in this Code means managers of all levels and other employees.

## ? I HAVE A QUESTION

**There are already many laws that specify what the company and individuals cannot do. What is the difference between the Code of Business Conduct and the law?**

The Code of Conduct is to make us do the right thing, and the right thing means behavior that is not against the moral standard. But morality is not written in legal norms, but a set of higher ethical standard than the law, they are unwritten rules accepted and acknowledged by the whole community. For example, cutting in line when buying something is not against the law, but everyone will think it is wrong. This is the difference between moral ethics and law.

**What is corporate ethics, and what does it stipulate?**

Corporate policies and behaviors not only affect individual employees, but also competitors, partners, clients, investors, consumers, and the neighborhoods. Likewise, government policies, media attention, and interest from non-profit organizations can also directly or indirectly affect business operation. These are the company's "stakeholders". If ethics is the mutual respect between people, then, business ethics is the mutual respect between the company and all its stakeholders.

There is bound to be conflicts of interests in between stakeholders. Companies in larger scales and have more complicated systems, in particular, will sometimes face a situation wherein one stakeholder benefits while some other takes some loss. However, the law does not dictate what to do in such situations. In times like this, a moral standard is what will guide us to what is right.



## 1.3 Personal Commitment

- In the course of their duties, Company personnel shall abide by the relevant laws and regulations of the local country and the internal rules of the Company, and shall be in accordance with the highest ethical standards in carrying out their duties. The Company operates worldwide, and the Company's personnel are obliged to understand the laws and regulations governing international trade and the legal norms that may be involved in the region of operation of the Company.

## 1.4 Punishment and Reporting Obligation

- If the Company personnel violate the relevant standards, they shall be punished according to the seriousness of the case and the relevant provisions. If the unit supervisor is aware but fails to correct or deal with the matter according to provisions of the Company, the same shall apply.
- Any director or manager found to be in violation of the Code, the Company shall promptly publicly disclose information such as his title, name, date of violation, details of the incident, the code violated and how it was dealt with.

## ? I HAVE A QUESTION

### How do I judge if my certain behavior may be against the standard?

Before starting an action, you can ask yourself a few questions: is this reasonable and lawful? Is this in consistent with the corporate group policy? Will this matter hurt the rights and interests of other companies or people? How will outsiders such as industry peers, the general public, and the media see this matter?

Moreover, when the following excuses appear in your mind, you should take note that your action may not be appropriate, and should stop and think for a while!

- “Everyone does it, too!”
- “Even if I don’t, someone else would.”
- “Hasn’t it always been like this?”
- “Just wait until someone points out it’s wrong.”
- “I was just following someone else’s word.”
- “There will be no any loss anyway.”
- “There is no such thing as fair anyway.”
- “It doesn’t matter, it’s a grey area.”



## 1.5 Assistance Approach

- If any of the Company personnel discovers or reasonably suspects any violation of the law or the provisions in this Code, they should promptly report to the respective department head, human resources department or legal department. The Company provides anonymous reporting line and mailbox

## 1.6 Anti-Retaliation

- The Company deems that every employee has the right to make suggestions on new and existing rules, and also has the duty to report any unethical behavior.
- The Company will not tolerate any retaliation against the person who made the report. The retaliation, if proven to be true, will result in disciplinary action against the individual and may result in dismissal if the circumstances are serious.

## ? I HAVE A QUESTION

**I think my supervisor may have violated the company's code of business conduct, but I am also concerned that accusing the supervisor of his violation may compromise my future career. What should I do?**

Violating the code of conduct or even the basic principles of ethical business practices may cause effects not only on the person, but also upon the whole business group, for this reason it should never be underestimated. In an extremely serious case, the violation may jeopardize the overall reputation of the enterprise as well as business operation and interests, leading to all employees bearing the negative consequence resulted from an individual mistake. In view of this, all Company personnel have the responsibility for reporting any violation and also have the right to ask for assistance. The Company provides anonymous reporting line and mailbox to protect reporters, and absolutely forbids taking take vengeance on the reporters.

**What kind of behavior can be reasonably suspected of acting in retaliation?**

In order to make reprisals, the other is likely to use intimidation or violence, and also might try to hinder you in the workplace, for example, giving unreasonable tasks, deliberately making things difficult by not following standard procedures, giving obviously unfair results during performance evaluation and promotion, secretly monitoring private messages and personal phone-callings, or spying your normal activities. However, behaviors mentioned above sometimes might just be a result of coincidence. If you suspect you might be a victim of retaliation, you should first observe carefully and collect sufficient evidences.



## II. EQUAL AND SAFE WORKPLACE

## 2.1 Strive for Organizational Justice, Respect for Diversity

- The Company expects to provide employees with a working environment that is consistent with organizational justice, including distributive justice, procedural justice and interactional justice.
- In order to maintain the equality and safety of the workplace, the Company requires all employees to treat other colleagues equally; respect and tolerate different races, gender, age, color, sexual orientation, language, religion, party, origin, nationality, physical or mental disability, and marital status.

## 2.2 Anti-Discrimination, Violence and Harassment

- The above factors should not affect the recruitment, screening, employment, deployment, assignment, evaluation, or promotion except as reasonably required by the nature of the work.
- The Company scrupulously abides by the Article 6 of the *Occupational Safety and Health Act* to prevent any of the employees from physical or mental abuses while performing their duties. The Company strongly condemns any act of sexual harassment and physical and verbal violence.
- If any workplace violence or bullying mentioned above is found to be true, the individual should be subject to disciplinary action. Serious cases may result in dismissal. The Company will not tolerate any act of harassment and violence.

## **?** I HAVE A QUESTION

### **What does the workplace justice mean?**

The "organizational justice" refers to the issue of whether employees are perceived to be treated fairly in terms of resource allocation, incentive measures, or making decisions. Examples such as whether one's remuneration properly reflects the time he (she) has invested, whether the criteria of rewards and punishments are transparent, and whether personal opinions of the employees who will be affected by a decision are taken into account during the decision-making processes.

### **The nature of my work requires frequent contact with foreign workers. How should I get along with them?**

There should not be any difference in getting along with foreign workers and with native workers. First of all, mutual respect and acceptance in our differences is necessary regardless of religion, appearance, language, habits, behavior, food restrictions, etc.. What's more, one should avoid imposing personal stereotyping on the country of origin and culture upon the foreign workers. As the saying goes, "Don't do unto others what you don't want others do unto you," if you think you would not like the same thing to be done to you, do not do it to others.

### **What shall I do if I feel like I'm being treated with discrimination or violence?**

If you feel that you are a victim of discrimination, harassment or violence by other employees of your company, your company's partners, or your company's distributor, you should immediately report it to your supervisor or human resources department. Upon receiving the report, the supervisor shall immediately report to the HR department, and the HR department shall promptly investigate and deal with the case.



## 2.3 Employee Health and Safety

- The Company provides employees with a safe and secure work environment, and all personnel shall also be responsible in complying with the safety requirements to be observed in the workplace.
- The safety policy that the Company follows as required by the ISO 14001 / ISO 45001 is as follows:
  - Implementing cleaning production, pollution prevention and keeping improvement on all environmental activities;
  - Fulfill the obligations and responsibility for environment protection and improve the health and safety of employees;
  - Encourage the suppliers to implement environment protection, health and safety of employees;
  - Control the risks of safety and health in the workplace to prevent occupational injuries and illness;
  - Monitor, control and reduce the greenhouse gases, and save the energy and resources continuously;
  - Consider the life cycle of products; improve the recyclability and reusability of material continuously, to achieve no banned environment harmful substances in our products;
  - Declare the responsibilities for environment, health and safety to all employees, and ensure their awareness.

## ? I HAVE A QUESTION

### **How do I know the safety rules for my workplace?**

In order to safeguard the safety of the workplace and employees, all types of threat or violent behaviors should be prohibited. These behaviors include possession of weapons of any kind or use of apparatus for the purpose of assaulting another person, voice recording or video recording using unreported cell phone, camera, or other recording devices, using illicit drugs, controlled drugs (for non-medical purposes) or alcoholic beverages are all prohibited to protect the safety of all employees in the workplace.

### **What are the relevant workplace health and safety regulations in GIGABYTE?**

In addition to the *Occupational Safety and Health Act* GIGABYTE also complies with the *Code of Conduct - Responsible Business Alliance (RBA)*. Furthermore, in order to reduce the harm to human beings and the environment, the purchased products from upstream must comply with the *GIGABYTE's Harmful Chemical Substances Requirements (HCSR)* and the *Eco Product Requirement*.

## 2.4 Employee Privacy

- The Company respects the confidentiality of our employees' personal data and we collect and access personal data of employees only on the basis of necessary business needs and without violating the law.
- The Company may collect personal data from employees for the following purposes:
  - For management purposes such as recruitment, payroll management, handling employee benefits, performance management and promotion planning, risk management and employee protection, insurance and tax requirements, supervision, and other matters relevant to human resources and business management that are legal and in accordance with labor practices;
  - For commercial and technical information purposes;
  - For planning, regular evaluation, and other research management purposes;
  - For investigative, statistical and research analysis purposes;
  - For education and training purposes;
  - For other needs consistent with the business registry or articles of association of the company, such as when the Company must protect its legal rights and interests, investigate suspicious offenses and breaches of corporate policy, or take actions in response to administrative or judicial enforcement requirements.
- Those responsible for the collection of personal data and personnel management must not give the contact information, payroll details, health status, allowances and other personal information to anyone outside the department or the Company without the proper consent by the individual employee.

## I HAVE A QUESTION

### **Can I ask the company to delete or modify my personal data?**

Yes, the employee can send an email to [HR@gigabyte.com](mailto:HR@gigabyte.com) to make the following requests:

- Inquiries about own information
- Request for a copy
- Request for addition or correction
- Request to stop collecting, processing or use
- Request to delete



# III. COMPANY ASSETS PROTECTION

## 3.1 Obligation to Company Assets Protection and Resources

- It is the responsibility of all personnel of the Company to ensure that GIGABYTE's property is not lost, damaged, misused or stolen.
- GIGABYTE's assets, such as funds, products or equipment, can only be used for commercial purposes or for other purposes approved by the management. They should not be used for any unlawful purpose.

## 3.2 Responsibility to Shareholders

- We shall treat our shareholders' investment as if they were our own.

## I HAVE A QUESTION

### **What are the so-called company assets?**

Company assets can be roughly divided into funds, tangible assets and intangible assets. Company funds refer to cash or the equivalent items such as checks, postage, payment cards, bills, voucher, negotiable instruments, etc.. If employees hold company funds, they should safeguard it like they would for their own money and avoid misuse, loss or theft.

Tangible assets include physical properties such as computers, official vehicles, telephones, office space and equipment, which are provided to employees for personal use. They may at times be used for personal purposes, but should be avoided as much as possible.

Intangible assets include intellectual property rights (such as patented technology, computer software and programs, literary works, etc.), business plans, services, customer and employee information, supplier information, dealer information, etc., many of which are closely related to the interests of the company, and should be protected and not be misused.



## 3.3 Accurate Accounting, Records and Financial Reporting

- While carrying out duties, the Company employees shall deal with business matters with sincerity, record and keep business information in truth, report the business situation to respective chief executives as it is. Do not fabricate false records or deliberately conceal relevant facts and therefore affect the Company's interests.

## 3.4 Confidentiality

- All of GIGABYTE's private information and knowledge are the result of the hard work by every employee. Hence, it is the responsibility of all the Company personnel to exercise prudent control over the confidential information that is known to him or her. One shall not disclose any information to others or for purposes other than work except it is disclosed on behalf of the Company or due to the need to execute work duties.
- "Confidential Information" means any information that is generally unknown to the public and that is helpful to GIGABYTE or may be of interest to competitors. Confidential information also includes information from suppliers, customers, partners or other third parties.

## I HAVE A QUESTION

### **How do I protect the Company's confidential information?**

In data management, you can protect all confidential information by annotating confidential information, encrypting files, or limit information sharing only to those who need to know. While doing other outdoor activities, you shall avoid discussing business affairs outside in public or during non-working hours, especially if it is about the Company's proprietary technology and information topics.

To simplify, you should always grasp the three basic principles to protect the Company's secrets: the "People" who needs to know, the "Matters" that can be discussed, and the "Places" that can offer privacy.

## 3.5 Intellectual Property Rights and Copyright

- In addition to the obligation to protect internal information, the Company employees shall respect the trade secrets, intellectual property and intellectual property rights of others. Do not use software that is not legally authorized for use; do not receive or copy documents or information without permission; do not illegally download other third-party data, such as videos, music, documents, etc..

## 3.6 Use of Online Information

- The Company's computers can only be used for office use and limited personal use, not for non-work related affairs and private activities.
- The Company reserves the right to access, review and use all communications, information and records created at work or with the Company's resources as permitted by law. This includes internal and external Internet browsing records, email, voice mail, phone content, computer files, etc..

## **?** I HAVE A QUESTION

### **What is intellectual property? Who should I consult with regarding intellectual property and copyrights?**

According to the Intellectual Property Office of the Ministry of Economic Affairs, "intellectual property rights" are valuable properties created through human spiritual activity. In other words, intellectual property is "the fruit of human spiritual activities" and those that can "create property value", including trademark rights, patents, copyrights, original music and paintings, etc..

As compared with tangible assets such as houses and jewelry, intellectual property is usually intangible, and its value is also sometimes difficult to estimate. Therefore, it is often easy to disregard respect for such property. If you encounter any problem concerning intellectual property at work, you should take the initiative to seek help from the legal department in order to avoid violating the relevant laws on intellectual property rights.

### **Which internet activities are prohibited?**

Do not use the Company's online system to chat about non-work related topics during office hours, or browse illegitimate sites or those with security concerns. Also, do not use company mailbox to send personal emails, this is not only to separate work from private life, but also to avoid your personal info from leaking out.

## 3.7 Commercial Use of Corporate Identity

- Corporate identity is a strategically planned design of the image the company wishes to have; it is the mixed presentation of corporate culture, business philosophy and uniqueness.
- Employees who wish to use or need it for work purposes shall follow the application process and comply with the Company's corporate identity use guidelines.

## 3.8 Resignation

- Employee who leaves for any reason (including retirement), shall return all GIGABYTE's assets, including electronic information, documents, hardware, etc., and shall no longer expose or use such assets outside.
- Intellectual property such as patents, trademarks or works created by employees during their service is still owned by GIGABYTE after leaving office.
- Employees who resign or apply for leave without pay shall remove their own licensed software provided by the company from their personal computers and may not continue to install, use, reproduce or sub-license such software.
- The employee's obligation to protect the Company's confidential information and personal data remains even if the employee leaves office or moves.

## I HAVE A QUESTION

### **What principles should I follow when I use GIGABYTE's corporate identity?**

The color, font, design, and background used by the corporate identity are fixed. Those should not be adjusted or modified.

Also, all use of corporate identity design and production must be sent to the corporate identity management [ci@gigabyte.com](mailto:ci@gigabyte.com) for review, and must be confirmed before printing and distribution.

For more details on the application and usage, please refer to the Company's *Corporate Identity Standards Handbook*.

# GIGABYTE CODE OF BUSINESS CONDUCT

# **IV. EXTERNAL BUSINESS ACTIVITIES**



## 4.1 Prime Principles of External Business Activities

- Bribery, corruption, extortion and embezzlement or any other means for attaining business purposes are strictly forbidden in any form of external activities. The Company promises that any Company personnel who refuses to involve in any of the above-mentioned avenues would not suffer demotion, penalty or other adverse consequences, even if the action may cause business losses.
- No Company employee may enter into written or oral agreements with peers, partners, clients or any third party to decide on price or preferential policy without proper authorization, and shall not arbitrarily modify or delete the existing contract and its contents.

## 4.2 Fair Horizontal Competition in Business

- GIGABYTE complies with fair competition policies. All the Company personnel shall abide by the anti-monopoly and anti-unfair competition laws and regulations of the relevant countries, and shall not affect the fair competition in the market by any improper means, nor use its scale or advantages to achieve an unfair competitive edge.

## ? I HAVE A QUESTION

### **What kind of behavior will affect the fairness of market competition?**

Behaviors that may affect fair competition include informing the competitors of the price, cost, strategy, sales channels, contract conditions, marketing plans, etc., of the Company's products or services; entering into an agreement with competitors to divide the market, the product, the consumer group; negotiating on bidding; price fixing, or mutually agreeing to boycott a supplier or client.



## 4.3 Fair Dealing with Suppliers

- In order to develop long-term business cooperation, the Company guarantees fair trade with suppliers through the most competitive evaluation criteria of price, service, quality and credibility.
- The Company shall not discriminate or deceive any competitive supplier, may not mutually agree with or give special preference to particular suppliers. Also, the Company shall not arbitrarily disclose the confidential information provided by the supplier, which will subsequently affect the fairness of competition and the credibility of the Company.

## 4.4 Integrity towards Client and Consumers

- GIGABYTE's reputation is derived from our long-standing commitment to providing high-quality products and services, so it is essential to adhere to quality process and safety regulations.
- It is the responsibility of the Company to protect the privacy and security of information provided by clients and consumers. No employee may access customer information without any business reason. If there is any need to access customer information for business, protect the information so that it is not disclosed or used.
- The Company's communications to the outside shall be clear and consistent. All marketing and advertising content should be accurate and consistent with the facts. All Company employees are not allowed to deliberately pass on misleading information, conceal important facts or criticize competitors' products for the purpose of defamation.

## **?** I HAVE A QUESTION

### **How should I respond if a supplier wishes to form an agreement with me in private?**

First of all, make it clear to the other party that you have no power to decide whether to choose or accept any offer from suppliers, and suggest the offer to be made through legitimate processes and channels in order to compete with other potential suppliers and to comply with the principle of fair competition.

### **There is a large amount of customer information sent in repair every month, how do I protect the customers' and consumers' information?**

GIGABYTE greatly values the protection of personal data, and has actually followed the following four protective measures:

- The copy of invoice for repair is sent to the headquarters every semi-annually and will be sealed and destroyed.
- Telephone service records can only be accessed internally. Different accounts have different permissions, and the external network cannot access it.
- Email service replies, the accounts used are set up with different permissions, and the network is limited only to specific channels to read the information. External network cannot access it.
- Purchase of accessories and parts shall be made through the telephone to avoid the risk of purchasing online.

## 4.5 Gifts and Corporate Hospitality

- The Company strives to maintain a healthy relationship with all relevant parties. The healthy business relationships are based on fair, just and open business practices and should abide by all laws, orders, regulations, and internal corporate policies, and are consistent with trading practices and social morality. Our employees are required to follow the following guidelines:
  - All business gifts offered and received should be reasonable;
  - Business hospitality should occur in the normal course of business. All Company employees and their spouses, immediate family members cannot ask customers, manufacturers to provide or accept rebates, commissions, securities, valuable gifts and hospitality of unusual amount;
  - Prudent and accurate declaration of travel expenses;
  - Record all relevant transactions clearly and correctly.

## I HAVE A QUESTION

**Due to the nature of my work, I often need to present gifts to customers or corporate partners or accept gifts from them. How do I determine whether it is appropriate?**

It is acceptable to provide or receive gifts that are worth below NTD1,500 or USD50, but shall be limited to only once a year per single party (company).

The rule is not applicable if the other gift is a symbolic souvenir or refreshment reception in which the name of the other company is printed. The employee may also provide gifts and hospitality if it is reasonable and legitimate and not contrary to the general business conduct and the interests of the company in order to enhance the business relationship. However, all gifts should be reported to the manager in charge before and after the occurrence.

## 4.6 Dealing with the Media

- Goodwill is a significant asset of GIGABYTE. All Company personnel shall always protect the reputation of the Company and its brand image.
- All media inquiries should be handled and responded to by the Public Relations Office. Only Company employees who are responsible for public or media communication can respond to the media or authorize others to respond. Any other employee is not allowed to comment on any media on GIGABYTE's behalf.

## 4.7 Dealing with the Government

- The Company employees shall not directly or indirectly provide political donations or funds to political parties or figures. It is not allowable either to support or subsidize the preparation, fund-raising or personnel organizations of political activities in any other forms.
- The Company employees may not directly or indirectly bribe government officials, public servants or employees of state-owned enterprises. In case of reasonable business reception and banquet involving government officials, it should first be reported to the supervisor and approved beforehand. Careful attention should be paid to the reception and interaction in order to maintain the appropriate distance and proper relations.

## **?** I HAVE A QUESTION

**A media reporter directly asked me about the features and information on a specific company product, which happens to be the work I am responsible with, can I just answer it directly?**

When asked about any questions regarding GIGABYTE, you should first report to the department head and public relations office spokesperson. You must not respond without their knowledge, in order to avoid wrong or incomprehensive information.

**During the election, politicians who have known me due to past business relations invited me to stand on their platform, how should I respond?**

If you want to participate in political activities, you should take private time outside your work and participate in your own name. Do not use company assets or funds to sponsor political activities or as political donations.



## 4.8 Conflict of Interest Avoidance

- All Company employees shall perform their duties in the best interests of the Company and shall not engage in any conduct which may result in a conflict of interest between the individual and the Company, including:
  - Do not hold any position in, or offer your service to, any of the Company's competitors, customers, suppliers, partners or subcontractors during your service in the Company.
  - It is forbidden to use the Company's internal information or office convenience to make your own relatives or other third parties know of profit opportunities and let them participate in the competition. "Internal information" means information that is not normally known to non-employees, including transactions with other vendors or with customers.
  - It is prohibited to use the Company's internal information or office convenience to engage in insider trading, which would violate the *Securities and Exchange Act*.
  - When participating in the Company's reviews, selections, or any dealing with other vendors and customers, one shall avoid any situation that may affect fair decision.
  - "Relatives" refers to: spouses of employees and both of their grandparents, parents, siblings and their respective spouses, children/grandchildren and their spouses, foster parents, adopted children and their spouses.

## **?** I HAVE A QUESTION

**What should I do to avoid potential conflicts of interest if my family is working in a competitor or a partner of GIGABYTE?**

Whether there will be a real conflict of interest depends on the duties and level of your family's job, even if he (she) works in the same industry or with our partners. If his (her) position and level may easily result in a conflict of interest with yourself, you should first inform the unit manager.

**My good friend recently wants to apply for a vacancy in our company. I happened to have a good relationship with the supervisor in charge, can I take the initiative to introduce my friend?**

The company has its own rules and processes in hiring personnel, and the main principle is to take the most suitable applicant for the vacant position, and the criteria does not include the applicant's relationship with current employees.

If the supervisor is interested in the applicant, he may ask you for more information on the applicant. Please provide as much objective information as possible without giving too much subjective opinion.



# V. LAW COMPLIANCE AND SOCIAL RESPONSIBILITY

## 5.1 Reaffirming the Supremacy of the Law

- All business activities of the Company are in full compliance with the laws and regulations of the countries and regions where we operate. The Company also encourages all staff to formulate and implement further standards in compliance with the law and actively use internationally recognized standards to promote social and environmental responsibility and business ethics.

## 5.2 Disclosure of Company Information

- The Company promises to ensure that all information disclosed in the Company's statements to the relevant government regulatory bodies and all other public issuers (including information on business, operational and financial status) is complete, sufficient, accurate, timely and comprehensible.

## I HAVE A QUESTION

**What should I do if the business conduct I am about to make is not illegal in my home country, but may be in conflict the local laws of where it is about to take place?**

Any business conduct of the enterprise shall give priority to the law of the place where the act takes place, as well as the relevant international laws and regulations of the act.

If there is any doubt or uncertainty about the legal norms, you should consult with the legal department of the Company and obtain clear instructions before deciding how to carry out the business.

## 5.3 Duty to Pay Proper Taxes

- The Company abides by all relevant national and international laws and regulations, pay corporate income tax according to law, and all employees of the Company shall also pay tax according to law.

## 5.4 Compliance with International Trade Agreements

- GIGABYTE's commercial activities and customers are distributed all over the world. All employment behaviors, supply chain management and customer service are in compliance with relevant international trade tariffs, fair trade, harmful substance prevention, anti-bribery, anti-boycott regulations, human rights standards and other conventions and norms. It is the responsibility of the Company's personnel to understand and apply the relevant international laws and regulations and those mentioned above.

## ? I HAVE A QUESTION

### **What does the international law have to do with me?**

GIGABYTE has set up operations in major cities around the world, and GIGABYTE's products are exported to the whole world. Therefore, the laws and regulations of the countries where the business is located or the countries to which the products are exported are closely related to us. For example, some countries have strict requirements on the import of toxic substances contained in electronic products. If we want to sell our products in this country, we must follow their rules.

Some of the relevant international regulations are quite numerous and complex, not every employee needs to know the details. However, if the international law is related to your own duties, you have to be proactive in learning and understanding. If needed, you may ask the company's legal department for help or even ask the local legal counsel to provide regulatory updates or professional advice. In the event of a major regulatory change, seek for professional advice from local legal professionals. The more cautious the better and the less likely it will be to lose business partners in the event of violation of local laws and regulations or to affect our reputation.



## 5.5 Protect the Environment

- The Company values environmental protection and is committed to comply with the environmental protection laws of all countries where we do business. We strive to minimize the impact of our business operation on the environment through continuously improving the way our resources are managed to promote sustainable management and at the same time providing high quality products and services.
- The Company is committed to corporate social responsibility, and has set out to promote the following principles:
  - Enhance energy and resource use efficiency, eliminate harmful substances, to make zero waste, zero pollution as the goal;
  - Implement cleaner production, strengthen green supply chain management, continuously promote sustainable development with high ethical standards and norms;
  - Develop low-carbon technologies, design green products, promote green consumption, and build a green brand;
  - Be concerned about the environment, ecological development, and symbiosis with the earth;
  - Care for humanities and society.
  - Any employee who discovers any breach of GIGABYTE's commitment to protect the environment and fulfill its social responsibilities, and if some hazardous substance enters the environment or is improperly disposed of or discarded, one should immediately inform the management or the Sustainable Development Office.

## ? I HAVE A QUESTION

**What local or internal environmental or corporate social responsibility practices related to GIGABYTE should I know about?**

It is not necessary to know all the details of the relevant environmental norms, but it is important to be aware of the laws and regulations related to your duties.

For example, the relevant laws and regulations related to environmental protection are the *Air Pollution Control Act*, the *Greenhouse Gas Reduction and Management Act*, the *Water Pollution Control Act*, the *Waste Disposal Act*, etc., and also the policies GIGABYTE has set such as the *Harmful Chemical Substances Requirements* and the *GIGABYTE Eco Product Requirement*. Also, our greenhouse gas emissions and reduction, ISO14001 and ISO 45001 have been inspected and certified regularly in order to minimize the environmental impact of the whole production process of the product.

GIGABYTE also abides by the relevant norms of corporate social responsibility, such as adherence to the *Guidelines for the Adoption of Codes of Ethical Conduct for TWSE/GTSM Listed Companies*, the *Code of Conduct-Responsible Business Alliance (RBA)*; each year publishes a corporate social responsibility report based on the guidelines by the Global Reporting Initiative. In addition, it is the responsibility of the Company employees to take the initiative to understand and strictly abide by the social and economic-related laws and regulations, such as the *Labor Standards Act*, the *Occupational Safety and Health Act*, the *Act of Gender Equality in Employment*, the *People with Disabilities Rights Protection Act*, the *Securities and Exchange Act*, to care for the community, and to fulfill their respective responsibilities.