



O-Bank Working Rules for Occupational Safety and Health

28 Dec. 2016: Renaming of the Rules passed by resolution of the 23rd session of the 6th Board of Directors of the Company; name change took effect on 1 Jan. 2017.

Chapter 1 Roles and Responsibilities of management of labor safety and hygiene

1. O-Bank (the bank) CEO shall exercise overall oversight the management of labor safety and health; function heads shall be responsible for its execution.
2. Personnel engaged in management of labor safety and health at the bank shall be responsible for the following:
 - (1) Establish the working disaster prevention plan, the emergency action plan, and guide the related departments for implementation.
 - (2) Plan and supervise each department's management of labor safety and health.
 - (3) Plan and supervise the inspections on the facilities of safety and health.
 - (4) Plan and supervise the workaround inspection, periodic checking, targeted examinations, hazard communication, and working environment measurements by related personnel.
 - (5) Plan and implement the labor safety and health training.
 - (6) Supervise the working disaster investigation and the statistics analysis on the incidents.
 - (7) Provide the consulting services of labor safety and health.
 - (8) Provide information and suggestions related to the management of labor safety and health.
 - (9) Handle other matters pertaining to the management of labor safety and health.
3. Function and department heads shall be responsible for the following:
 - (1) Working disaster prevention.
 - (2) Manage and execute the actions pertaining to the management of labor safety and health.
 - (3) Periodical checking, targeted review, inspection and other related management.

- (4) Conduct the workaround inspection periodically or conduct the surprising workaround inspection.
 - (5) Establish the working safety standards.
 - (6) Provide internal training and supervise to ensure the compliance with the working safety standards.
 - (7) Oversight and guidance pertaining to the working safety and health.
 - (8) Other matters related to the management of labor safety and health.
4. All the bank employees shall strictly comply with the following:
- (1) The bank's safety and health rules.
 - (2) Instructions from supervisors to comply with the requirements of safety and health.
 - (3) Participate the training held by the bank or regulators.
 - (4) Employees are obligated to take part in physical health examinations offered by the bank.

Chapter 2 Equipment maintenance and inspections

1. Vehicles:
 - (1) Every 5,000 kilometers, vehicles shall be sent to an external service provider for inspection and maintenance.
 - (2) Vehicles shall be conducted the safety inspections on a monthly basis.
2. Fire safety equipment:
 - (1) Overall inspection and maintenance are performed by external service provider on a semi-yearly basis
 - (2) Fire safety equipment shall be inspected once every three months.
3. The operation staff shall follow the following rules to perform the inspection on the bill counter machines, bill binding machines, automatic punching machines, air conditioner, kitchen equipment and drinking fountains. And the inspection shall be recorded in observance of the following requirements:
 - (1) Inspections shall be performed before start of the business day.
 - (2) Cleaning shall be conducted after end of the business day.
 - (3) Regularly scheduled maintenance shall be carried out on a monthly basis.

Chapter 3 Standards for work safety and health

1. General safety and health requirements:
 - (1) Safety shall be the top priority at all times. Employees shall remind

each other to pay attention to safety. Line managers shall inspect working conditions, and upon discovering unsafe conditions shall immediately require employees to take corrective actions.

- (2) Either before or during work, employees are strictly forbidden to drink alcohol or abuse drugs that are harmful to body and mind or disruptive to one's mental state, and line managers shall be continually observant of the physical and mental status of the persons under their leadership.
 - (3) An employee who feels physical discomfort and is unable to perform assigned work shall report to their line managers in order to either be assigned different duties or ask for time off work.
 - (4) Anyone who enters into a construction working place shall wear a helmet and clasp the chin strap.
 - (5) Unless permission has been obtained through normal procedures, no person is allowed to take it upon themselves to dismantle and repair equipment, or to operate it.
 - (6) Smoking is not permitted in working areas or non-smoking areas.
 - (7) Ensure that all power sources and air conditioners are turned off, and all windows and doors are closed prior to close of business.
2. Rules for maintenance of a clean and orderly workplace:
- (1) The workplace shall be kept neat and clean. All objects shall be kept in prescribed locations.
 - (2) Paper, plastic, empty bottles, and other items shall be discarded in the designated waste baskets and properly recycled or disposed of.
 - (3) Company vehicles shall be parked in their designated parking slots.
 - (4) Facilities in the restrooms and break room shall be kept clean at all times, and shall not be used to store miscellaneous items.
 - (5) Objects shall not be placed on top of fire safety equipment or power supply boxes.
 - (6) Emergency exits and escape routes shall be clearly marked and easily recognized.
3. Clothing requirements:
- (1) Employees who work at a service counter or in a business department shall dress in accordance with the bank's dress code, and other employees who do not need to wear a uniform shall also wear neat and properly fitting clothing.
 - (2) Employees shall keep their hair neatly combed, and shall have it cut when it grows too long.
4. Foot traffic requirements:
- (1) Employees shall refrain from running in the office, and in the

business lobby shall yield to customers.

- (2) Stairways and passageways shall be kept clear, and not be used to store objects.

Chapter 4 Training

1. Employees are obligated to take part in safety and health training conducted by the bank or regulators.
2. For special tasks, line managers shall arrange for the work to be done by an employee who has received the training in the performance of special tasks. Employees who have not received the training in the performance of special tasks are strictly prohibited from handling such tasks.
3. Employees who have not received the training in the performance of special tasks shall not take it upon themselves to handle such tasks, and line managers shall be alert at all times to the possibility of such behavior occurring.
4. Employees who have not received the training in the operation of dangerous machinery or equipment are prohibited from operating dangerous machinery or equipment, and line managers shall be alert at all times to the possibility of such behavior occurring.

Chapter 5 Health guidance and management measures

1. The bank examines and manages employee health in accordance with the "Employee Health Examination Guidelines."
2. Currently employees shall take periodical health examinations, the frequency of which is as follows:
 - (1) Staff who have reached the age of 40 and have not yet reached the age of 50 shall take the health examination on annual basis.
 - (2) Staff who have not yet reached the age of 40 shall take the health examination every two years.
 - (3) Staff with the job grade at 12 or lower who have reached the age of 50, and staff with the job grade at 13 or 14, shall take the health examination on annual basis.
 - (4) Staff with the job grade at 15 or above shall take the health examination on annual basis.
3. For staff who perform tasks that pose special health hazards, management of their health is performed with a graded manner in accordance with the "Regulations Governing the Protection of the Health of Laborers." Employees who are subject to health management

at grade 3 or above shall follow a physician's orders and see a specialist physician for follow-up examinations arranged by the bank. Employees who are subject to health management at grade 4 shall accept and comply with hazard control and management measures taken by the bank to address work hazards.

Chapter 6 First-aid and emergency rescue

1. Before performing first-aid or conducting an emergency rescue action, staff shall first consider his/her own safety and refrain from acting rashly.
2. Any accidental injury event (whether slight or serious) shall be reported to the line manager, and shall not be kept secretly.
3. In the event someone suffers an electrical shock, it is necessary to first cut off the power source, and to proceed with first-aid or emergency rescue actions only after it has been confirmed that there is no possibility of any further electrical shocks.
4. When handling an accident involving a hazardous substance, the nature and compatibility of the hazardous substance must be considered, and proceed the first-aid or emergency rescue actions with appropriate approaches.
5. The purpose of any first-aid treatment is only to keep the injured person alive or avoid further exacerbation of the injury. A seriously injured person shall be urgently transported to a hospital for further treatment.

Chapter 7 Preparation, maintenance, and utilization of protective equipment

1. The person must wear the protective equipment when performing the following tasks:
 - (1) When moving, setting down, or making use of items that have sharp or projecting edges or points, or substances that are corrosive or toxic, personnel shall use appropriate protective equipment, such as gloves, aprons, leggings, safety boots, hard hats, protective goggles, gas masks, and safety masks.
 - (2) When operating or comes in close proximity to a motor, powertrain, motor-driven rolling or rotary device, or motor-driven conveying machinery, the employee shall wear appropriate clothing and head gear if there is any danger that their hair or clothing might get pulled into the machinery.

- (3) When there exists a possibility of encountering falling or flying objects during the work, the employee must use an appropriate helmet and other protective equipment.
 - (4) When working at a height of 2 meters or higher, if the possibility of falling exists, the employee must properly wear a safety harness, a helmet, and other necessary protective items.
 - (5) Those who are exposed to high temperatures, low temperatures, non-ionizing radiation, biopathogens, hazardous gases, steam, dust, or other potentially harmful substances shall use proper safety and health equipment, such as safety masks, gas masks, protective goggles, protective clothing, etc.
 - (6) At a workplace with a high noise level, the employee must properly wear earplugs, and other such protective gear.
 - (7) An employee engaged in electrical work shall use an electrician's helmet, insulated protective gear, and other necessary protective equipment.
2. When engaging in the types of work described above, an employee shall request and receive protective equipment from their supervisor, and shall use it properly.
 3. Line managers shall show employees how to use protective equipment, and oversee its use.
 4. Employees and supervisors shall keep personal protective equipment and protective devices clean and disinfected as necessary. And keep them inspected frequently, and functioning properly. When such equipment and devices don't function properly they shall be promptly replaced. If they are not in use they shall be properly stored.

Chapter 8 Escalation and reporting of incidents

1. Any incident or accident -- regardless of its severity, and regardless whether any person, machinery, or equipment has been injured or damaged -- shall be promptly handled and reported to a supervisor. Whoever fails to make an escalation shall be imposed disciplinary actions.
2. Line managers shall immediately take necessary actions based on internal rules upon the situation. Afterward, line managers shall fill out an incident notification form and deliver it to an occupational safety and health officer.
3. When any of the workplace accidents listed below occurs, a supervisor shall immediately report it to an occupational safety and health officer

and to the employer. Apart from taking all necessary first-aid or rescue actions, the supervisor shall not move anything or disturb the scene unless authorization has been received from a judicial organ or labor inspection agency. Within eight hours of the time when the employer learns of a workplace accident or could be reasonably expected to have learned of it, the employer shall report it to a labor inspection agency (notification form as shown in attachment):

- (1) Accidents involving death;
- (2) Accidents causing injuries to three people or more;
- (3) Accidents causing injuries to one person or more that require hospitalization;
- (4) All other categories of accidents designated and officially announced by the central competent authority.

Chapter 9 Other matters pertaining to safety and health

1. After these "Working Rules for Occupational Safety and Health" have been filed with a labor inspection agency and their entry into force has been publicly announced, all personnel shall strictly comply with their content.
2. When a labor inspection agency dispatches a labor inspector to the bank or a workplace to conduct an inspection, once the inspector has shown proof of identity they may enter the premises at any time, and the employer, supervisors, employees, and other related persons may not evade, impede, or refuse the inspection.
3. A labor inspector while working may, within the legally authorized scope of the inspection, take the actions listed below. Related personnel shall cooperate, and may not evade, impede, or refuse the inspection.
 - (1) Question related personnel and, as necessary, prepare a records or audio recordings of interviews.
 - (2) Instruct related personnel to produce necessary reports, records, payroll rosters, and related documents, or provide necessary explanations.
 - (3) With respect to the documents and objects that a business unit being inspected is required by law to produce, the business unit shall, when necessary, additionally provide photocopies, photographs, audio recordings, and measurements.
 - (4) After the materials described have been sealed or a receipt has been issued for them, a labor inspector may still obtain further materials, samples, equipment, or tools for the purpose of inspection.

4. With respect to any supervisor or employee who violates these Working Rules, the bank may impose punishment commensurate with the severity of the violation, and as necessary may deduct funds from the violator's account, reduce their salary, demote them, or report the matter to the labor inspection agency for handling.
5. With respect to an employee who performs commendably well in actively complying with these Working Rules, or who provides safety and health opinions that help to prevent workplace accidents, the bank may confer recognition commensurate with the circumstances, and may as necessary issue a cash reward, a salary raise, or a promotion.
6. These Working Rules, and any amendments hereto, shall be established in consultation with labor representatives and then filed with a labor inspection agency for recordation, after which they shall be publicly announced.
7. All matters on which these Working Rules are silent shall be handled in accordance with the provisions of labor safety and health laws and regulations.