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# **Editing Principles**

# **About this CSR Report**

Sunrex Technology Gorp. (herein referred to as "Sunrex Technology", "The company", "Sunrex" and "We") published the first Corporate Social Responsibility Report in 2015, aiming at concentrating on the operation of business and providing quality products and services for our customers while at the same time, better fulfilling the social responsibility as a corporate citizen so as to move toward sustainable growth.

# **Reporting Period and Scope of Information**

This CSR Report covers the activities and performance of Sunrex Technology in terms of economic, environmental and social aspects from Jan. 1<sup>st</sup> to Dec. 31<sup>st</sup>, 2015. This Report covers all sites under Sunrex Technology Group.

All corresponding data in 2015 in this Report would be shown by applying international generic indicators. Estimations or assumptions are specified in relevant sections.

# **Reporting Guidelines**

The compilation of this Report referred to the 4th Generation of Global Reporting Initiative (GRI)' s Sustainability Reporting Guidelines, and the major sustainability issues are disclosed in accordance with the core options in GRI G4. This Report identifies and prioritizes the aspects of sustainability the stakeholders concern about as the reference base for information disclosure.

Statistical figures disclosed in this Report are from the company's own statistics and survey results, and these statistical figures are audited and verified by PwC Taiwan, and are all expressed in New Taiwan Dollars (NTD). Some of the statistical data are cited from public information from government websites, such as the Environmental Protection Administration and Ministry of Labor, both under the Executive Yuan, and are presented in conventional numerical representation. This Report is Sunrex's first CSR Report, and the 2015 Report has not been verified and assured by an impartial third party.

### **Time of Publication**

This is the first issue of Sunrex Technology's CSR Report. The Report is to be published annually, and the contents of the Report are also accessible via Sunrex's official website.

Current issue: April, 2016

Next issue: scheduled to be published in April, 2017

### **Contact Information**

Please contact us for any questions or suggestions concerning this Report. Our contact information is as follows.

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Official website: http://www.sunrex.com.tw/



# Message from the Chairman



Looking at the overall supply in the laptop computer keyboard market in 2015, the labor and manufacturing costs continued to rise in China, the overall laptop computer keyboard market is still relatively competitive and the external environment remains tough. In addition to serving and maintaining our major customers, Sunrex also grasps the trends of lightness and thinness as well as the high delivery flexibility in the current laptop computer market, and actively seeks for orders. The laptop market has already been a mature and stable one. Therefore, Sunrex not only works on the R&D of new products but also reinvests through a variety of

channels to diversify the product portfolio of the Group, aiming at getting rid of the status quo of excessively concentrating on one single product for profits.

Summary of the Annual Business Plan for 2016

- (A) The Operating Principles
- 1. The pursuit of profit maximization.
- 2. Implementation of quality management to ensure product quality.
- 3. Strengthening the R&D of new products and shortening the schedules for the introduction of mass production to meet customer needs.
- 4. Introduction of automatic production equipment and automated process to improve production efficiency and effectiveness.
- 5. Customer development and introduction of mass production of external input-related products such as the tablet leather keyboard case.
- 6. Active expansion for cooperation with the worlds' major keyboard providers in terms of R&D.
- 7. Development and sales of game keyboard & mouse and the assembly of hand writing input tablets.
- 8. Seeking for cooperation or investment opportunities in peripheral industries.

### (B) Important Marketing Policy

The company will continue the development of a variety of products, including the assembly and application of tablets and the external input devices such as mechanical keyboards and touch pens, high value-added, ultra-thin, LED backlit and Bluetooth keyboards as well as related IT products.

### B. Future Development Strategies

Sunrex will keep upholding the business philosophy of "finding great customers, finding great vendors and finding great employees". We are committed to expanding OEM and ODM marketing, elaborating our core technology, enhancing the R&D capabilities and competitiveness, strengthening manufacturing and quality management as well as establishing effective cost control system in order to enhance the competitiveness of the company to the maximum so as to become the leading input device manufacturer in the world.

# C. Impacts of External Competitive Environment, Regulatory Environment and the Overall Business Environment

The laptop market has already been a mature and stable one. To cope with the challenges of external environment, we have gradually promoted automated production lines since 2007. This not only effectively reduced direct and indirect dependence on manpower but also made it possible to make use of the existing space in the plant to increase capacity. On the other hand, the company continues to research and develop various computer peripherals and electronic products, expand high value-added product lines and develop a greater variety of niche products. With these high value-added products, the company's gross margin can be stably maintained and the shareholders' investment returns can be ensured.

Due to the changes in domestic and international regulations and the great attention attached to environmental protection, Sunrex has steadily promoted green manufacturing process to comply with the EU ROHS environmental norms. Meanwhile, functional division of labor in cross-strait R&D, manufacturing and sales is also started to avoid the risk of taxes derived from transfer pricing. Professional management personnel in various fields are continuously recruited to cope with the implementation of independent director and supervisor and the audit committee System. Furthermore,



experienced corporate shareholders are also introduced through contact with internationally known investment corporations.

By complying with domestic and foreign regulatory changes, the operations of the company become more rigorous and information becomes more transparent, enabling the public and our stakeholders to have a better understanding of Sunrex Technology and to further enhance Sunrex's position in the industry and increase the international visibility of Sunrex.

# 1 About Sunrex

# 1.1 Company Overview

Sunrex Technology Co., Ltd. was founded in 1975 and officially listed in the Taiwan Stock Exchange in 1999. The merger of Sunrex Technology Corp. and Jme Complex Instrument Technology Corp. was passed in 2001 and they were formally merged in 2002. It is currently the world's largest laptop computer keyboard manufacturer. Since its very inception, Sunrex has strived to provide the highest quality products and the most exceptional service. It has since then not only created high-value products for its customers, but has also gradually led itself toward the leading role in the industry.

Sunrex has a huge production team with a wealth of production experience as well as flexible capacity planning, allowing Sunrex to provide stable production quantities that meet customers' requirements even under the pressure of continuous year-over-year laptop computer sales growth. In addition, Sunrex continues to invest heavily in R&D resources each year, continuously conducting research and implementing new technologies/applications, thereby proactively helping its customers achieve new product innovations, showing its capabilities as an ODM as well as an OEM services provider. Sunrex' s long-renowned vertical integration capabilities provide customers with a one-stop-shop for the services that they need, from mold design to spraying, SMT and even assembly, and all the steps in the production process can be completed independently in Sunrex' s plants. In the face of the trend of shortening development cycles for electronic products, Sunrex has successfully established a strong industry-leading position for itself in the industry by fully making use of the time and cost advantages obtained from its vertical integration capabilities.

The Profile of Sunrex Technology Corporation

Item	Content
Company Name	Sunrex Technology Corporation
Market Category	Computer and peripheral equipment industry
Stock Code	2387
Industry Category	Electronics Industry
Headquarters	Sunrex Technology Corporation
Correspondence Address	No. 475, Sec. 4, Changping Rd., Daya Dist, Taichung City, Taiwan



Chairman and President	Huo-Lu Tsai	
Vice Chairperson	Tzeng Shu-Ping Tsai	
Main Business	OEM, ODM and sales of computers and hardware and software of ancillary equipment; ODM and export/domestic sale of various plastic injection keyboard keys and molds; ODM and sales of systems, application software and computer communication controllers	
Date of Establishment	July 22 <sup>nd</sup> , 1991	
Listing Date	Jan. 25 <sup>th</sup> , 1999	
Paid-in Capital	NTD 3,133,454,230	
Number of employees	12,400	
Net sales	NTD 16,931,922 thousand dollars	



# | Operation base

### Taiwan

Plant	Address	TEL
Headquarters	No. 475, Sec. 4, Changping Rd., Daya Dist, Taichung City, Taiwan	886-4-25686983
Daya Plant	No. 85, Gangwei Rd. Daya Dist, Taichung City, Taiwan	886-4-25673856

#### Overseas

Country	Plant	Address	TEL
China	Wujiang Plant	No.508, Guodao Rd., Fenhu Economic Development Area, Luxu Town, Wujiang City, Jiangsu Province	86-512-63271310
China	Shenzhen Plant	No.6, Jinyuan No.2 Road, No.3 Industrial Area, Xinqiao, Shajing Town, Bao'an District, Shenzhen	86-755-27240365
China	Jiangxi Plant	Lulin Industrial Area, Guangfeng County, Jiangxi Province	86-793-2629666
China	Shanghai Plant	3F, Building B, No.68, Rongjiang Road, Songjiang Export Processing Zone, Shanghai Municipality, 86-21-57748899 Jiangsu Province	
China	Changsu Plant	No.7, Cheiuyeing Rd., New & Hi-Tech Industries Park, Changsu Economics Development Area, Jiangsu Province	86-512-52922228
China	Chongqin g Plant	No. 900, Biqing North Road, Bishan County, Chongqing	86-23-64300889

### Our Vision

Our vision is to become the No.1 input equipment manufacturer in the world.

# Business Philosophy

"Finding great customers, finding great vendors and finding great employees."

### | Participation in Organizations and Initiatives

Sunrex is a member of Taiwan Mold & Die Industry Association to pursue technological innovation so as to improve product quality.



Name of Society (association) or professional group	Title of the post	Representative(s)
Taiwan Mold & Die Industry Association	Member	Chairman, Hou-lu Tsai Vice chairperson, Tzeng Shu-Ping Tsai Plant Director, Sin-Yuan Lai

### | Enterprise Certification

Providing customers with high-quality products and services has always been Sunrex' s core goal. In addition to continuously learning and growing internally, we also seek help from external sources to obtain even more credible sources of recognition. Therefore, we continuously strive to obtain third party certifications, showing that Sunrex has achieved a strong sense of system/organization in its policies, production activities, and management operations, and, that Sunrex is indeed a reliable and trustworthy long-term partner.

In order to conform to the policies of many of our brand name customers, Sunrex has made significant efforts to introduce strict green product certifications from Europe, the Unites States, and Japan, making it one of the few PC peripherals manufacturers that have obtained certifications from multiple brand name customers.

Currently, Sunrex has passed the following certifications:

ISO 14064 International Standard for GHG Emissions Inventories and Verification, ISO 9001 Quality Management System, ISO 14001 Environmental Management Systems and OHSAS 18001.

### Certifications

ISO14064, Conflict Minerals Polity, ISO14001 Environmental Management Systems, OHSAS 18001:2007, ISO 9001:2008, QC080000















### 1.2 Products and Services

Sunrex' s renowned vertical integration practices effectively integrate each and every key process from top-to-bottom. Through tight production processes and professional production teams, Sunrex continuously creates absolute advantages for its customers and boosts their competitiveness. This has also allowed Sunrex to differentiate itself from its competitors.

Sunrex is always able to meet customers' goals through a tightly linked chain of production procedures - from mold development to injection, spraying, printing, SMT, and even to finished/half-finished product assembly. Furthermore, Sunrex not only provides customers with the confidentiality customers need for product development, it also quickly and efficiently benefits its customers in terms of cost control, schedule control, and delivery schedule planning.

• In-House Tooling Shop

Mold design, electric discharge machining (EDM) and mold finishing

# Injection Shop

Plastic injection is one of Sunrex's important assets, and is also an area where Sunrex maintains a significant technological advantage. All of Sunrex's factories have injection equipment of various sizes that are capable of performing injection for products ranging



from precision components to machine cases, providing customers with extremely flexible options and fully meeting their production needs.

#### In-House Membrane Fabrication

Membranes are a key component for membrane keyboards. Sunrex has a membrane production division which enables Sunrex to maintain a firm grasp on key technologies but also allows Sunrex to avoid problems pertaining to production quantity insufficiencies with outsourced contractors during high seasons.

### Painting & Printing Shop

Sunrex's spraying facilities have complete spray painting, coating and printing equipment, providing the ability to complete even the most complex spraying and printing processes independently in-house.

#### SMT Lines



### Assembly Lines

Sunrex' s assembly lines are composed of well-trained employees, with detailed SOPs provided at each work station to aid the assembly line personnel in completing their assembly tasks. Each line also has one to two quality inspection work stations to ensure the production quality is maintained at an optimal level.

#### Professional ODM / OEM

For many years, Sunrex has invested heavily in product development and process research, giving Sunrex a set of complete, comprehensive and reliable design and development processes. Sunrex' s professionalism and its high level of technological maturity can be seen throughout each and every step of the design and development process – from specification draw-up and project evaluation, to the design proposal stage, the back-end product verification and reliability testing.

The main product of our company is the laptop keyboard, accounting for 80% of our total revenue. Other products include desktop computer keyboard (including wireless computer keyboards), electronic products (cell phone keypads, laser mice, digital plates, and digital pens) and other computer peripheral products, accounting for 20% of the overall revenue. These products are mainly supplied to assembly plants of major computer brands in China, Taiwan and other areas in Asia, and are also supplied to distributors in areas in Asia, Europe and America.







Laptop computer keyboard

Desktop computer keyboard and mouse

TOF module

### The Regions of Distribution and Market Share of the Commodities in 2015

Product	Regions of Distribution
Laptop Computer	China, the United States, Brazil, Netherlands, Malaysia, Germany, Taiwan,
Keyboards	Hungary
	China, the United States, Germany, France, Korea, Netherlands, UK,
Electronic products	Singapore, the Czech Republic, Hungary

# 1.3 Operations Overview and Financial Information

### **Condensed Consolidated Statement of Sunrex**

Unit: NTD 1,000

Item/Year	2013	2014	2015
Revenues			
Operating Income	12,794,636	16,300,819	16,931,922
Non-operating	64,389	57,324	277,460
income			
Total revenues	12,859,025	16,358,143	17,209,382
Expenditure			

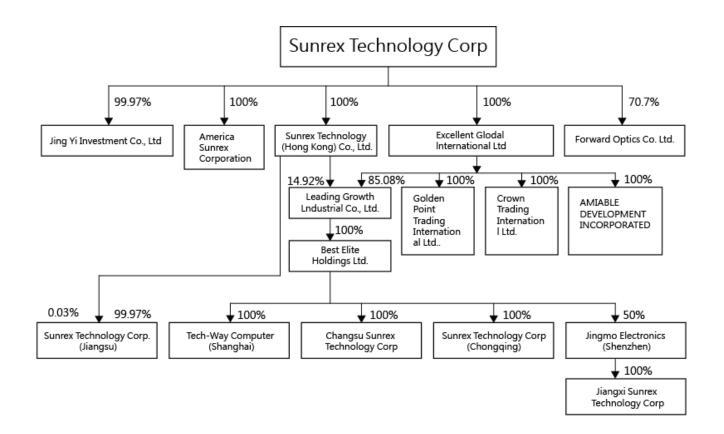


Operating cost	11,380,862	14,131,697	14,644,292
Operating expense	1,035,834	1,118,168	1,284,271
Non-operating	243,961	121,522	82,854
expense			
Income tax expense	98,721	262,369	383,752
(profit)			
Total expenditure	12,759,378	15,633,756	16,395,169
Net income	99,647	724,387	814,213
Dividends	54,287	54,477	122,831
Net profit margin	0.78	4.44	4.81
Earnings Per Share	0.30 元	1.95 元	2.35 元
(NT dollars)			

Note 1: The above annual financial data were verified by accountants.

### | Affiliated Business and Investment

Sunrex not only works on the R&D of new products but also reinvests through a variety of channels to diversify the product portfolio of the Group, aiming at getting rid of the status quo of excessively concentrating on one single product for profits so as to face the severe and competitive environment of the industry and grasp the operating conditions of the affiliated business and the investment efficiency to ensure the company's steady growth. Currently, the affiliated business of Sunrex Technology Corp. include Jingyi Investment Ltd., Co., American Sunrex Corporation, Sunrex Technology (Hong Kong) Co., Ltd., Excellent Global International Ltd. and Forward Optics Co. Ltd., and reinvestments are made through the affiliates. The organizational chart of the group is shown below.



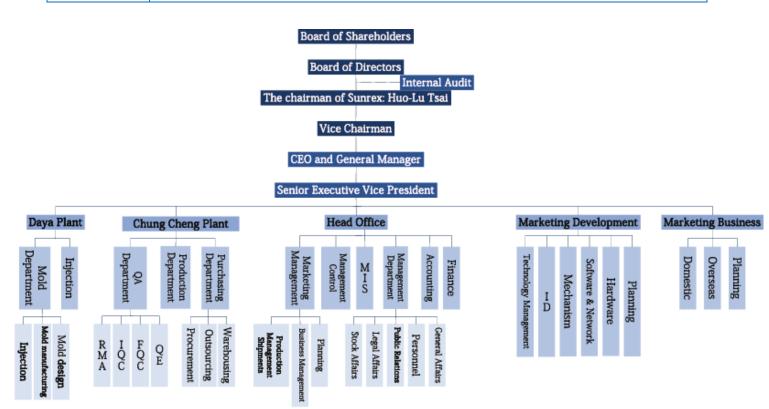
# 1.4 Corporate governance

The Chairman of Sunrex is also that of shareholders and board of directors, under which a vice-chairman, CEO and general manager and senior executive vice president are set. Sunrex has set up Board of Directors, Supervisors, the Remuneration Committee and Audit Department in order to strengthen the structure of corporate governance.

	It is composed of six directors. A meeting of directors and supervisors is held quarterly
Board of	to develop the related policies of corporate governance and operation, supervise
Directors	management performance, prevent conflict of interest and ensure that Sunrex is
	compliant with all the laws and regulations.
	It is composed of two supervisors who attend the Directors and Supervisors Meetings
Cupanicara	with the directors. They can exercise the power of supervision independently, which is
Supervisors	mainly to supervise the business and financial conditions of Sunrex and check company
	statements and accounts
	Remuneration Committee consists of three members. Two meetings are held every year.
Remuneratio	When evaluating the performance and salaries/remuneration of the directors and
n Committee	managerial officers, the Committee shall refer to the generally accepted standards in the
n Committee	same industry (including performance evaluation criteria and reward and punishment
	system).



Audit It conducts the audit of the system of Sunrex and assists in developing the follow-up of Department the operational performances.



Organization Chart of Sunrex Technology Corp.

### **Duties and Responsibilities of All Departments**

Department	Duties and Responsibilities
General Manager's	In charge of the overall management of the company product planning, business
Office	audit, finance and the development of operating principles and objectives and
Office	implementation as well as follow-up of the regulations.
Internal audit	Responsible for protecting the security of assets and improving the effectiveness of
internal audit	the accounting information to achieve business objectives.
Business	In charge of the overall management of the review of company products and all the
Management	shipping and delivery of products.
Managament	In charge of the overall management of the company's personnel, stock affairs,
Management	general affairs, public relations, etc.
Accounting	Responsible for the overall operation of the company's accounting and
Accounting	management.

MIS	In charge of the overall management of the company's information systems maintenance
Business	In charge of the overall management of domestic and foreign sales operations, the establishment of the marketing offices and the promotion of products
Technology	Responsible for the research and development of the electronics and mechanism of
Management	the company's new products.
Marketing	Divided into Production Management, Warehousing, Material Control, Procurement and Outsourcing. In charge of the overall management of such matters as the
Management	company production order scheduling, inventory management, material progress, raw material procurement and outsourcing.
QA	In charge of the overall management of the products' quality control and the assurance and the improvement of the work
Internet Technology	Divided into Information Technology Office and Internet Office, responsible for the establishment of information systems and development and maintenance of hardware and software operations
Marketing	Responsible for domestic and foreign sales operations, the establishment of the marketing offices and the promotion of products.
R&D	Responsible for the development of new products and design changes.
Mold	Responsible for mold manufacturing, inspection, maintenance and service.
Injection	Responsible for manufacturing processing of injection products, production equipment maintenance and service.

A total of 9 Board of Directors meetings of Sunrex were held in 2015. The attendance rates of directors and supervisors are illustrated as follows:

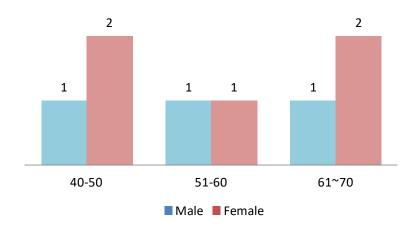
### 2015 BOD Members and Titles

Title	Name	Gender	Major Experience (Education Degree)	Job title assumed in the company and any other company	Attendance rate in board meetings in 2015
Chairperson	Huo-Lu Tsai	Male	National Taipei Institute of Technology	President of Sunrex	100%
Director	Tzeng Shu- Ping Tsai	Female	Commercial High School	Financial officer of Sunrex	100%
Director	Su-E Tzeng	Female	Commercial High School	Director of Sunrex	100%



Director	Chien-Ping Yang	Male	University of Toronto, B.A. in Commerce and Economics.	-	67%
Director	Yeh Yeh	Female	Zhao Yi Accounting Firm	-	100%
Director	Hsueh Wen	Female	National Hua-Nan Commercial High School	Director of Sunrex	100%
Supervisor	Hui-Fen Lin	Female	Doctor, National Cheng Kung University Accountant, Weyong International CPAs & CO.	-	89%
Supervisor	The representative of Jing Yi Investment Co., Ltd Wen-Hsiunh Yu	Male	-	-	100%

# Age distribution of 2015 BOD members



# | The Structure of Shareholders

The Structure of Shareholders Number	Governments	Financial institutions	Other legal persons	Individuals	Foreign institutions and foreigners	Total
The number of people	2	28	33	16,891	67	17,021
No. of shares held	7,105,000	18,361,106	40,523,137	269,971,079	27,720,006	363,780,328
Share-holding ratio	1.95%	5.05%	11.14%	74.21%	7.65%	100%

# | Remuneration of Directors, Supervisors and Managers

The remuneration of our directors, supervisors, general manager and deputy general manager is paid based on the appropriate proportion according to the Articles of Association and the regulations. After recommended by the Remuneration Committee, the remuneration is discussed and decided by the Board of Directors. When evaluating the performance and salaries/remuneration of the directors, supervisors and managerial officers, the Committee shall refer to the generally accepted standards in the same industry and take into consideration their contribution to the company's operation and the achievement rate of the performances based on their responsibilities to decide reasonable remunerations for these position holders..

### | Remuneration Committee

The remuneration committee of Sunrex consists of three members. The term of the current members is from 14, June, 2013 to 13, June, 2016. The meeting of the remuneration committee was held twice in 2015. Chang-Chien Liu, Li-Wei Tseng and Yu-Ling Peng act as the members of the remuneration committee. The related policies, systems, standards and structure regarding the remuneration of the directors, dividend allotment, salary adjustment and performance bonuses of employees will be discussed in the meeting. The attendance rates are illustrated as follows:

Title	Name	Attendance in Person	Attendance by Proxy	Actual Attendance Rates (%)	Notes
Convener	Chang-Chien Liu	2	2	100	None
Member	Li-Wei Tseng	2	2	100	None
Member	Yu-Ling Peng	2	2	100	None

### | Corporate Ethics Management

With the business philosophy of being incorruptible, transparent and responsible, Sunrex fulfills the regulatory compliance responsibilities to the public sectors, maintains its transaction integrity for its vendors and customers, performs integrity management responsibilities for shareholders, and prevents the directors, supervisors, managers or staff from the violation of integrity in order to avoid the damage of reputation and liabilities as a result of acts of bad faith.



### | Risk Management Policy

The task of financial risk is performed by the Treasury Department of Sunrex in accordance with the policy approved by the BOD. The Treasury Department is responsible for identifying, evaluating and avoiding financial risks by working closely with the operation units. The board of directors has set up the overall risk management principles in writing and provided written policies for a specific range and matters, such as currency risk, interest rate risk, credit risk, use of derivative and non-derivative financial instruments and investment of surplus liquidity. Sunrex conducts a variety of risk management, including the types of financial and operational risks and related control methods shown below.

Risk Category	Risk Control Methods	
Currency risk	The purchases and sales of Sunrex are mainly collected in US dollars to	
	achieve hedging effect.	
Stock concentration risk	The company has a list of qualified suppliers. There are several suppliers	
	available for each part number with no concerns about shortage of raw	
	materials.	
Sales concentration risk	The targets of the company's sales are decentralized, and there is no risk	
	of excessive concentration on a single customer.	

### | Compliance

Sunrex upholds the principles of integrity and pragmatism and abides by government laws and regulations. We did not get involved in any anti-competitive behavior, anti-trust and monopoly event in 2015. There were neither violations in terms of the environment, products, human rights and social dimensions, nor related penalties and violations. There was only one complaint against the loud noise of a compressor from some residents in 2005. We have resolved it immediately and repaired the damaged part of the machine to solve the noise problem.

### 1.5 Communication with Stakeholders

Sunrex has understood the stakeholders' need and expectation for us by the identification of and communication with them as the reference of management policies, hoping to create and share the best interest with the stakeholders. The procedures of the identification of the stakeholders' concerned issues are illustrated as follows:

1	Identification	Based on the internal discussions among directors and the content of the
1	of stakeholders	business, and by referring to the stakeholders groups identified by companies in

		the same industry, we have identified five categories of stakeholders, including shareholders/investors, clients, employees, suppliers and governmental organizations.
2	Induction of sustainability issues	Based on the 4th Generation of Global Reporting Initiative (GRI)'s Sustainability Reporting Guidelines, feedbacks and opinions from the stakeholders through various channels are included as sustainability related issues.
3	Analysis of Material Aspects	The questionnaire of "Level of concern to stakeholders" was distributed to different stakeholders, and the weights of the criteria were determined based on the results from the questionnaire.
4	Priorities of material aspects	After analyses and discussions, Sunrex identified 10 material aspects. We consider the scores and weights of every issue in different evaluation criteria and the level of consideration the management has for sustainable management to calculate the Risk Priority Number (RPN) so as to determine the priority of disclosure. Effective management guidelines are also set regarding each material aspect.
5	Review and discussion	After analysis of the orders of major aspects, responding to chapters and frontier analysis, Sunrex will continue strengthening the management and will also disclose relevant information in our CSR Report.

### | Communication and Interaction with Stakeholders

At Sunrex's official website, in addition to the Company Profile, Products & Applications, Investor Relations, and Capability, there are also CSR and Stakeholders Engagement Sections to establish communication channels for smooth communication so as to actively understand issues of concern to and opinions of our stakeholders. In addition, Sunrex also provides different channels for complaints in order to maintain communication, response and interaction with all the stakeholders.

Sunrex's Stakeholders' Issues of Concern and their Communication Channels

Stakeholder	Internal Department		Communication Channels and Frequency	
		•	Regular publishing of the information regarding operation	
		•	Shareholders' meeting (yearly): preparation of the annual	
			financial report in accordance with the provisions	
Shareholders/Investors	Treasury	•	Investor Area at official website (irregularly): Shareholders	
			may browse through operations, finance, and Shareholders	
			Area (disclosures of revenues and dividends)	
		•	Spokesperson and shareholder contact window	



Customers	Business Department	•	Customer satisfaction survey Irregular exchange of information by e-mail and telephone, QBR held from time to time
Employees	Management Department	•	Multiple complaint channels (irregularly)  The employees file suggestions and complaints directly to managers at all levels in person or by mail box, and we will respond immediately  Mutual communication of management (weekly): meetings of communication between managers and higher position holders and the executives  Labor-Management Meeting (quarterly), Welfare  Committee (quarterly): to give advice to the company and conduct negotiation
Suppliers	Purchasing Department	•	Questionnaire (irregularly) Suppliers' hotline, fax and e-mail (irregularly) Evaluation for suppliers(irregularly)

### | Analysis of Material Aspects

Analysis of material aspects is introduced into the compilation of Sunrex's 2015 Corporate Sustainability Report. Through systematic analysis mode and identification of sustainability issues our stakeholders concern and are interested in, effective communication with our stakeholders is made possible. This Report is compiled in accordance with the core options in GRI G4. The questionnaire for the interested parties is based on 46 material aspects. A total of 52 copies of Level of Concern Questionnaire and 44 copies of Level of Impact on Executives Questionnaire were retrieved. After analysis of the questionnaires and inducing and prioritizing the level of concern and level of impact, 10 material aspects were chosen as the focus of disclosure of this 2015 CSR Report.

# Orders of Material Aspects after analysis

Compliance with laws and regulations     (Environmental)	11.Customer Privacy	21.Supplier Environmental (Impact) Assessment	31.Current Market Conditions	41.Environmental Expenditure
2. Compliance with laws and regulations (Product)	12. Marketing Communications	22.Environmental Grievance Mechanisms	32. Mterials	42. Pay Equity
3. Compliance with laws and regulations (Social)	13.Product and Service Information and Labeling	23.Supplier Assessment for Impacts on Society	33.Product and Service	43. Safety Measures
4. Labor Relations	14. Education and Training	24. Supplier's Labor Practices Assessment	34. Suppliers Human Rights Assessment	44.Freedom of Association and the Right to Collective Bargaining
5.Economic Performance	15. Energy	25. Labor Practice Grievance Mechanisms	35.Procurement Policy	45.Rights of Indigenous Peoples
6. Custmoer Health and Safety	16. Anti-Corruption	26.Local Community	36. Water Resources	46.Political Contributions
7. Air Pollution	17. Water Pollutaion and Waste	27. Transportation	37.Indriect Economic Impact	
8. Employment	18.Forcedor Compulsory Labor	28. Work Diversity and Equal Opportunity	38. Biodiversity	
9. Child Labor	19.Society Grievance Mechanisms	29. Discrimination	39. Investments	
10. Industrial Safety and Health	20. Human Rights Grievances Mechanisms	30. <b>A</b> nti-Competitive Behavior	40.Human Rights Assessments	

Note: The words in blue are material aspects.



# 2 Green environment

As the market leader in laptop computer keyboard manufacturing, Sunrex not only thinks about how to expand its production, but also is sensitive to the environmental issues that arise as a result of its expansion, and is constantly finding ways to minimize the impact its products have on the environment. In recent years, core markets in North America, the European Union, and Japan have passed a great deal of legislation to strictly regulate the type of materials that can be used in consumer products, in hopes of providing consumers with an environment that is safe and free of hazardous materials. In response to this sentiment, Sunrex very early on began to follow in the footsteps of its brand name customers, gradually introducing green product lines. Sunrex implements strict process controls, beginning from design and R&D, all the way down to the procurement of terminal components, realizing the requirements for green products. In addition to ensuring that its products are non-toxic and lead-free, Sunrex has also implemented a green policy of increasing product recycle rates to decrease the amount of non-degradable waste and the damage it does to our environment.

#### 2.1 Materials

### I The Use of Raw Materials

The major business of Sunrex includes OEM, ODM and sales of computers and hardware and software of ancillary equipment, ODM and export/domestic sale of various plastic injection keyboard keys and molds, ODM and sales of systems, application software and computer communication controllers. The main raw material items include aluminum plates and membranes. The amount of raw material consumption in 2015 is shown as follows.

Sunrex's Raw Material Consumption in 2015

Main raw material	Amount
Aluminum plate	42,114,008 (pieces)
Membrane	42,114,008 (pieces)

# | Recycling of Materials:

For the left-over/waste materials produced during production, Sunrex implements comprehensive management and control policies, ensuring that all materials are recycled and reused, thereby reducing the impact on the environment. For left-over plastic materials, the production division will collect the left-over materials that are reusable, re-granulize them, and then use them as raw material for the testing of non-mass production products. For the remaining electronic and metal consumables that cannot be recycled and reproduced in the factory, we contract professional vendors to perform waste materials processing, thereby achieving our goal of zero pollution.

# 2.2 Management of GHG Emission

We are well aware that the Earth's climate and environment are gradually deteriorating due to the impact of greenhouse gases. In response to the international norms in the United Nations Framework Convention on Climate Change (UNFCCC) and Kyoto Protocol and to fulfill our corporate responsibility as a citizen of the Earth, Sunrex began implementing GHG inventory and third party verification with reference to ISO 14064-1 at our Plant in 2015 to facilitate management and control of greenhouse gas emission. In addition, we will further devote ourselves to voluntary GHG reduction based on the results of the inventory results.





ISO14064-1 Certification



### **Sunrex GHG Emissions Management (Unit: tons)**

Sites	2015	2016 Target
Sunrex CQ	9,954.82	9,755.72
Sunrex WJ	22,290.67	21,844.86
Sunrex SZ	15,357.44	15,050.29
Sunrex CS	10,871.17	10,653.75
Sunrex SH	186.28	182.55
Sunrex JX	8,420.94	8,252.52
Sunrex TW	2,434.71	2,386.02
Total	69,516.03	68,125.71

**Annual reduction goal:** Reduce GHG emissions by at least 2% over the previous year (about 1390 tons) **Middle and Long-term goals:** Achieve a GHG emission about 80% of 2015 level by 2030 (about 55,612 tons)

# 2.3 Energy Conservation and Emissions Reduction

Achieve Maximum Utilization of Production Capacity with the Least Amount of Energy Consumption

In addition to its commitment to creating green products, Sunrex also continuously strives to reduce energy consumption and carbon emissions. Despite the fact that detailed strategies for energy saving and carbon reduction are to be set, we have implemented power-saving and environmental protection practices to reduce damage to the ecological environment.

### | Energy Consumption

### **Energy Consumption in 2015**

Quantitative Indicator	Taiwan	cq	WJ	SZ	CS	SH	JX
Power consumption	1,527.12	35,757.35	119,268.16	9,632.63	6,818.71	116.84	5,281.86
LPG consumption	0	2.72	12.24	0.90	0.70	0	0.5
Gasoline consumption	436.04	380.2	1,448.68	102.42	72.50	1.24	56.16
Diesel consumption	0	851.37	2,465.46	229.35	162.35	2.78	125.76
LNG consumption	0	827.86	0	223.02	157.87	2.71	122.29
Total	1,963.16	37,819.50	123,194.54	10,188.31	7,212.13	123.57	5,586.56

Unit: GJ Note: 1GJ=10<sup>9</sup> joules

### **Energy Saving Measures and Estimated Amount of Energy Saved in 2015**

Energy Saving Measure	Actions	Estimated Amount of Energy Saved
Replacement of lighting	Replaced 87 T8 light tubes with energy-	Reduce about 1.06
equipment in plants in Taiwan	efficient T5 light tubes	KWH per hour
Energy-saving central air- conditioning	Set the temperature of the air- conditioning, replace the refrigerant oil of the air cooled air conditioner, regular condenser tube and filter cleansing	Reduce monthly energy consumption by 10,000 KWH

# | Control of Energy Consumption

The air conditioning in our offices and in the spaces between production cars is provided using systems that are equipped with timing functions, temperature setting capabilities, and location-based management. In addition to only providing air conditioning during business hours, the systems would be switched to either fan ventilation mode or turned off altogether whenever the ambient temperature reaches 26 degrees. Furthermore, the locations of the air conditioning equipment as well as their air outlets have also been designed professionally, allowing overall temperature reduction in a minimal amount of time. The assembly line and



test equipment are only turned on during production. When the operating personnel leave at night, they will always shut off the power to all equipment and illumination devices in accordance with the SOP, thereby avoiding unnecessary waste of energy.

### | Energy Saving Consumables

Factory consumable items such as illumination equipment are as largely purchased based on their energy conservation capabilities. We have factories that are already gradually replacing old-fashioned light tubes with power-saving LED light tubes, not only significantly increasing illumination brightness, but at the same time reducing the plant's electrical load. Furthermore, LED's characteristic of high durability will reduce the speed of illumination equipment replacement, truly achieving the goal of energy conservation and environmental protection.

### | Saving Paper by Digitizing Corporate Operations

Sunrex has invested heavily in the comprehensive digitization of its operations, allowing all document exchange, file archiving, and information communication to take place very quickly using its ERP system, and also saving the company a significant amount of operating expense by eliminating the need for excessive copying and use of paper.

# 2.4 Management of Water Resources and Waste

Water is used for water supply system of the air-conditioning equipment and general domestic use in the plants, and the sewage discharged has no significant impact on the environment. Due to the fact that production activities were conducted.

### | Recycling and Reuse of Water Resources

Wastewater recycling and reuse is primarily from recovery process to increase the reuse of water resources and reduce water consumption.

Energy Saving Measures and Estimated Amount of Energy Saved in 2015

Energy Saving Measure	Actions	Estimated Amount Saved
Recycling and reuse of water	Reuse of the recycled water from the injection machines in Daya Plant (Establishment of circulating baths)	Save 0.5 metric tons of water annually
Recycling and reuse of water	The automatic wastewater paint residue processing device is upgraded.	Save 30 metric tons of water annually

### | Wastewater Treatment

Most of the wastewater in the plants in Taiwan is domestic sewage, so the wastewater is directly discharged. In China Plants, wastewater treatment facilities are used to collect the wastewater and the water quality is tested on a regular basis to effectively control and stabilize the water quality of the effluents to meet wastewater discharge standards. In 2015, the wastewater discharge with the BOD, COD and SS far superior to the regulations and standards.

Item for water	Discharge standard
contamination detection	(ppm)
COD ( mg/L )	<500
BOD ( mg/L )	<300
SS ( mg/L )	<400

### | Waste Management

The wastes in Plants of Sunrex is divided into hazardous waste and general waste. Based on the responsibility to protect the environment from pollution, the treatment of waste is outsourced to qualified vendors, and there is no transport to any foreign country.



### 2.5 Environmental Protection Expenditures

To fulfill our social responsibility to protect the environment, the company has invested funds in environmental protection related measures and equipment, including air pollution control, water pollution control, waste disposal (general waste), certification of environmental protection system, and environmental equipment. The total amount of investment in environmental protection in 2015 amounted NTD 27,007,000 dollars.

Category	Total
Air pollution control cost	8,178
Water pollution control cost	494
Waste disposal (general waste) cost	6,946
Certification of environmental protection system	554
Environmental equipment cost	10,835
Total	27,007

Unit: NTD 1,000

Note: RMB was converted into NTD at the exchange rate of RMB 4.9: NTD 1

# 2.6 Supply Chain Management

# | The Overview of Supply Chain

All of Sunrex's raw materials providers must go through periodic SQE audits annually, during which hazardous substance control is an important audit item. Every piece of raw material shipped to Sunrex must include a certification report provided by a third party inspection organization. Only when the raw materials have been verified as completely safe will Sunrex use the materials. Vendors that do not meet requirements must improve within a specified amount of time and will need to pass the review mechanism before being allowed to reinstate material deliveries.

Sunrex started following in the footsteps of its brand name customers and began introducing lead-free products many years ago, ensuring that consumers do not in any way come into contact with poisonous substances by purchasing its products. Furthermore when the European Union began fully implementing the RoHS (Restriction of Hazardous

Substances) directive in July, 2006, Sunrex immediately made all products produced from its factories RoHS compliant. Sunrex uses the strict IQC system to strengthen its control of materials, blocking out any potentially risky raw materials. In recent years, in response to the global rising of environmental protection sentiment and to comply with customers' environmental protection policies, Sunrex has actively introduced the even more stringent BFR/PVC /Halogen free product standard, further protecting the health of consumers and creating truly non-toxic, non-hazardous green products.

Sunrex's Computer Supply Chain in 2015

Contract category	Purchasing Area	Number of suppliers	The percentage of purchasing amount
Comico	Domestic	19	0.24%
Service	Domestic	11	0.02%
Financial	Domestic	81	23.61%
Financial	Foreign	139	76.13%
Tota	I	250	100.00%

Sunrex's Computer Supply Chain Distribution Ratio in 2015

	1 117	
Country	The number of suppliers	The percentage of the amount
Taiwan	100	23.86%
China	141	30.17%
United States	5	40.83%
Hong Kong	2	2.02%
Japan	2	3.12%
Total	250	100.00%

### | Conflict Minerals

Metal mining has brought enormous economic benefits to both developed and developing countries, such as accelerating economic growth, improving quality of life, and optimizing public infrastructure. On the other hand, mining has in many ways brought about many negative effects on society and the environment. We must understand that the benefits brought about by mining are actually obtained at the expense of many social and environmental issues.



The human rights violations and conflicts caused by mining in the Democratic Republic of Congo has already resulted in great concern from the Electronic Industry Citizenship Coalition (EICC) as well as the Global e-Sustainability Initiative (GeSI), and they have established a task force to better understand the effects mining operations have on society and the environment, and to decide whether and how to take actions to improve these work environments.

The social and environmental problems caused by Congo's illegal mining areas have attracted the attention of Sunrex's customers. Sunrex has been complying with Electronic Industry Code of Conduct (EICC) and currently Chongqing Plant and Wujiang Plant are actively entering EICC. In response to customer demands and to fulfill our corporate social and environmental responsibilities, Sunrex has requested that its suppliers from the metals supply chain bear the following responsibilities:

- Do not use metals from illegal mines or mines where mining operations are performed under poor working conditions.
- Request upstream suppliers not to use metals from illegal mines in the Democratic Republic of Congo.
- Look back on all products that contain "blood mineral" metals, such as gold (Au), palladium (Pd¬), tantalum (Ta), tin (Sn), and tungsten (W), to identify the mining areas where these metals came from.
- Work with Sunrex and Sunrex's customers to investigate the source of metals to ensure that metals originating from illegal mining areas are not used.

Sunrex and our supplier partners jointly comply with the social, environmental and business ethics as well as other aspects under the Code of Business Conduct, thereby improving the efficiency of the procurement process, promising t to maintain the basic working environment and conditions for the staff, promoting economic and social development while focusing on maintenance of a healthy environment and facilitating effective communication in electronics industry to enhance the bonds between each other.

# 3. A Happy and Harmonious Workplace

Based on the spirit of human rights, Sunrex provides a safe and healthy working environment for its employees, allowing each employee to enjoy personal protection when working hard and contributing to the company. At Sunrex, we never discriminate based on gender, religion, or political party, providing equal opportunities in terms of employment. We also create a favorable working environment, ensuring that our employees are not discriminated upon or harassed in any way. We ask our managers to genuinely care for their employees, allowing them to complete their work in an environment free of stress of the body and mind. As a global enterprise, Sunrex abides by the laws and regulations of all countries. Sunrex, based on a humanitarian spirit and in compliance with labor laws, forbids the hiring of any child to ensure our children can grow up in an environment that is healthy for both their mind and body. During our hiring process, our interview officers strongly stress our policy of not using child labor, and we also implement a strict identity verification process, eliminating the possibility of hiring child labor as a result of forged identification documents.

### 3.1 Staff Structure

In recent years, with the constant expansion of Sunrex production base, the number of local employees hired as executive positions has increased year by year. Upholding the principle of diversification of talents, Sunrex actively seeks elites through human resources agencies where the plant is based, aiming at creating the maximum value for both the company and our customers by making use of the characteristics of different cultural backgrounds of our human resources. In addition to external recruiting, the local business base will regularly conduct internal assessment through performance evaluation and recommendation from supervisors to promote the staff in the organization to important positions, creating opportunities for our colleagues with visions and also substantially increasing staff loyalty and thereby reducing turnover, keeping talents and elites within the group. Currently the total number of employees in Sunrex, including that in the plants is 11,666, including employees and contractors. In terms of the overall manpower structure, most of the manpower is in the 21-30 age group. In the plants in Taiwan, the employees are 100% domestic employees, with 63 managerial staff and 95 non-managerial staff. All the senior managerial staff are domestic employees.



# The total number of employees

Item\Year	Total				
Item\Gender	Male	Female			
Total number of employees	11,666				
The number of contractors	2,868	1608			
The number of employees	3,273	3,917			

# Age and Gender Distribution of Employees

Year	Total in 2015		
Range\Gender	Male	Female	
Under 20 years old	1,507	800	
21-30 years old	3,277	2,565	
31-40 years old	1017	1462	
41-50 years old	290	665	
51-60 years old	45	31	
61 years old and above	5	2	
Total	6,141	5,525	

# 2015 Education Degree Distribution of Employees at all levels

Range/Category		Exe	cutives	Mai	nagers	Supe	Supervisors		Administration		Technology	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
	Under 20 years old	0	0	0	0	2	1	5	16	1,496	782	
	21-30 years old	0	2	11	3	90	71	76	158	3,096	2,334	
	31-40 years old	5	4	52	19	163	88	28	36	772	1314	
Age	41-50 years old	23	1	22	6	57	29	13	9	182	614	
	51-60 years old	7	1	12	5	3	0	3	4	17	25	
	61 years old and above	1	2	1	0	0	0	2	0	1	0	
	Master's or above	24	5	3	1	4	0	2	1	7	0	
Education Degree	Bachelors	11	3	58	16	81	44	17	107	568	270	
	High school or under	1	2	37	12	234	145	15	115	4,990	4,743	
Foreign emloyees		4	0	7	2	1	0	5	0	0	0	
Indigenous people		0	0	3	1	25	13	99	136	1166	1170	
Disable	ed persons	0	0	0	0	0	0	1	0	150	177	

Note: Executives include the Chairman, president, vice president, directors, deputy directors and factory directors.

### | Local Recruitment / Valuing Talents

We believe that our employees are the company's most valuable assets, which is why Sunrex upholds humanism as its core principle, actively training and developing its talented employees, aiming at making contributions in the industry. In addition to providing open, fair, and smooth promotion channels, allowing employees at all levels to be able to plan their careers early, we also provide overseas management opportunities for employees who have excellent performance according to their interests and strengths. We also assist our employees to strengthen their management capabilities, fostering the professional managers of tomorrow. The number of turnover in the company in 2015 was detailed as follows.

Sunrex Statistics on Turnover in 2015

Age\Gender	Male	Female			
Under 20 years old	4,274	3,211			
21-30 years old	8,834	7,650			
31-40 years old	1,466	2,784			
41-50 years old	183	689			
51-60 years old	1	4			
61 years old and above	0 0				
Total	29,069				
Turnover rate	249.18%				
Total number of employees	11,666				

Note: The number of turnover includes the employees who voluntarily resigned, were dismissed or retired or died on duty.



Sunrex's Statistics on New Employees in 2015

Range \Gender	Male	Female			
Under 20 years old	2,569	1773			
21-30 years old	4,617	4,336			
31-40 years old	844	1586			
41-50 years old	127	285			
50 years old and above	1	1			
Total	8,158	8,058			
TOtal	16,216				
Ratio	50% 50%				
The ratio of new	139.00%				
employees	139.00%				

Note: The number of new employees also includes those who quit midway

### | Training and Encouragement

In an era of an explosion of knowledge, Sunrex encourages its employees to participate in various training courses to increase their competitiveness. The management departments at each of our plant hold non-periodic manager training courses in hopes that all managers with the ranking of section chief and above will perform even better in the management of their teams after completing the courses. The contents of the courses are not restricted to professional training, topics such as digital operations establishment and leadership skills are also included. Furthermore, in addition to training activities held within company premises, visitations to other external locations are also held from time to time, in hopes of inspiring new thinking at the corporation and organizational level through different cultural experiences, and having employees further apply their new thinking in their respective work posts.

2015 Sunrex's Statistics on Staff Education and Training in Taiwan Factories

Item / Gender	Number of staff	Number of training hours	
Managers and Positions Higher	Male	0	0
Managers and Positions Higher	Female	0	0
Administrative and Financial Management	Male	3	39
Administrative and Financial Management	Female	2	15
Production Management	Male	0	0
Production Management	Female	0	0
	Male	0	0

R&D	Female	0	0	
Quality Management	Male	0	0	
Quality Management	Female	0	0	
Pusings Marketing	Male	0	0	
Business Marketing	Female	0	0	
Total number of training hours			54	
Average training hours per person		10.8		
Total training costs (NTD)	32,600			
Average costs of training per person (NTD)		6,520		

Note: Average training hours per employee = Total hours of training the employees received ÷ total number of employees

# 3.2 Employee Health, Safety and Welfares

Sunrex has always been caring about the interests of our employees and treating out staff with honesty and sincerity. We have established the Employees' Welfare Committee, providing labor insurance, health insurance and regular free body check-ups. In addition to the required monthly contribution for the labor pension, we also provide on-the-job training, providing comfortable and safe working environments for our employees.

# | Healthy Interaction

Sunrex is an important part of the PC peripherals components supply chain, and working at such a company can be stressful at times. However, thanks to our effective caring and management, none of our employees have ever been hospitalized due to over-exhaustion nor has anyone ever committed suicide. Furthermore, taking into consideration that most employees working at our offices and facilities do so by leaving their homes and families, it is normal for them to feel homesick once in a while, which is why Sunrex hosts various activities and events during important holidays to promote personal interaction and exchange between employees. We also host competitions and provide rewards and prizes to encourage employees to actively participate in and fight for the honor of their groups.





# | Welfare Benefits

We provide perfect welfare benefits such as labor and health insurance systems, festival bonuses and gift coupons in accordance with the Labor Standards Act.

Category	Description
Festival bonuses	Festival bonuses are provided to employees working at the
restival boliuses	company for three months and above
Employee health check-ups	Free basic labor health check-ups are provided every three years

# 2015 Sunrex's Statistics on Employee Health Check-ups

Employees receiving health check-ups (number)	3,306
Health check costs (NTD 1,000)	2,314

# | Protection of Pregnant Female Employees

All female employees at Sunrex are entitled to all of the protection provided to them by legislation. Managers will properly adjust job responsibilities according to the female employee' s physical condition. For example, we may adjust a female' s role that requires frequent field work to one that is mainly office-based, making the female employee feel

respected and cared for. After giving birth, the company guarantees that employees can come back to work, and we welcome their return. This allows employees to eliminate worries regarding their jobs while enjoying the happiness of a new addition to their family. The reinstatement rate and resumption rate of employees who apply for parental leave are more than 50%.

Employees' reinstatement and resumption rates at Sunrex in 2015

Candon (Tatal	Taiwan			
Gender /Total	Male	Female	Total	
Number of employees eligible to apply for parental leave	64	109	173	
without pay of the year (A)	04	109	1/3	
Number of employees applied for parental leave without	64	109	173	
pay of the year (B)	04	109	1/5	
Estimated number of reinstated of the year (C)	64	104	168	
Number of reinstated of the year (D)	64	91	155	
Number of staff who returned to work after the parental	53	98	151	
leave in the previous year (E)	55	90	131	
Number of staff who returned to work after the parental	41	65	106	
leave and continued for one year in the previous year (F)	41	03	100	
Application rate of parental leave without pay of the year	100%	100%	100%	
(%)(B/A)	100%	100%	100%	
Reinstatement rate of the year (%)(D/C)	100%	88%	92%	
Resumption rate of the year (%)(F/E)	77%	66%	70%	

### Note:

- 1. Reinstatement rate = (Total number of employees actually reinstated after parental leave  $\div$  total estimated number of reinstated after parental leave)  $\times$  100%)
- 2. Resumption rate = (Total number of employees reinstated and continued working for 12 months  $\div$  total number of employees actually reinstated within the previous reporting period)  $\times 100\%$ )

# | Complete and Sound Retirement System

To protect our employees' retirement life and to activate the organization structure, and in accordance with the Labor Standards Act, employees who meet any of the following conditions are entitled to apply for retirement:

- 1. Those who have been working for a decade or more and aged 60 years old and above;
- 2. Those who have been working for 15 years or more and aged 55 years old and above;
- 3. Those who have been working for 25 years or more;



4. Under special circumstances, with the special permission from the General Manager, those who have been working for 20 years or more are entitled to apply for the retirement.

Currently in the plants in Taiwan, 5.06% of the employees are applicable to the old labor pension system while the other 94.94% are applicable to the new labor pension system. For employees applicable to the old pension system, in accordance with the allocation proportion prescribed in Article 3 of Regulations for the Allocation and Management of the Workers' Retirement Reserve Funds in Labor Standards Act, the business entity has to allocate 2% of the total amount of monthly salary every month to the Retirement Reserve Funds. For employees applicable to the new pension system, 6% will be allocated to the Funds every month, and the employees can also voluntarily allocate 6% at most of their monthly salary to the pension funds, and the voluntarily allocated amount can be fully deducted from the total amount of individual comprehensive income of that year.

### | Prescribed Minimum Days of Notice for Labor Changes

Both the labor and management at Sunrex observe Article 16 prescribed in the Labor Standards Act. The company prescribed the minimum days of notice for labor changes in the work regulations.

- (1) 10-day notice for those who work for three months or more and less than one year.
- (2) 20-day notice for those who work for one year or more and less than three years.
- (3) 30-day notice for those who work for three years and above.

# | Occupational Health and Safety Management

Sunrex deeply understands that the large-scale growth of an enterprise is the result of the hard work and responsibility of each and every employee. Therefore, in addition to developing our business, we also have not forgotten to create a safe, healthy, and trustworthy working environment for our employees. After each of our plant is established, we actively implement the "OHSAS 18001 (Occupational Health and Safety Assessment Series) Occupational Health and Safety Management Certification," using systematic management methods to realize the matters that are required for the certification, thereby preventing occupational accidents from occurring.

We take advantage of OHSAS 18001 to help us with the management of the following key issues:

<ul> <li>The planning of hazard identification, risk auditing,</li> </ul>	Consultation and communication		
and risk control			
OHSAS management program	<ul><li>Operations control</li></ul>		
<ul> <li>Division structure and responsibilities</li> </ul>	<ul> <li>Preventing and dealing with emergencies</li> </ul>		
<ul> <li>Training, understanding, and abilities</li> </ul>	<ul> <li>Results measurement, monitoring, and improvement</li> </ul>		





2015 Fire Drill at Chongqing Plant

### | Occupational Safety Performance Indicators

Furthermore, all of the Group' s operating locations periodically perform fire equipment inspections, whereas all of our factory locations hold fire drills, training our staff to be able to reduce the severity of disasters in the shortest amount of time in the face of danger, and, to be able to effectively evacuate crowds of people. From Sunrex' s establishment to this day, very few occupational accidents or injuries have occurred, which proves how seriously we take environmental hygiene and employee safety. Occupational safety performance indicators in 2015 are calculated as follows:

2015 Sunrex's Statistics on Occupational Safety Performance Indicators

Year	Calculation base	Total
Injury rate (IR)	(Total number of disabling injuries/total working hours)*200,000	0.57
Occupational diseases rate (ODR)	(Total number of occupational diseases/total working hours)*200,000	0
Lost day rate (LDR)	(Total number of lost days/total working hours)*200,000	4.83
The percentage of lost days		
	(Absence days/total number of working days throughout the year for all the employees)*200,000	162.57
Absentee rate	(Absence days for females/total number of working days throughout the year for female employees)*200,000	124.22
	(Absence days for males/total number of working days throughout the year for male employees)*200,000	206.38
Annual No. of deaths		



# Appendix I : GRI G4 Index

Category / Aspect	G4/Notes	GRI Index	Related CSR Report Section	Page(s)	Remark
1.STRATEGY AND AN	IALYSIS				
Core	G4-1	Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization andthe organization's strategy for addressing sustainability.	Message from the Chairman	4	
Comprehensive	G4-2	Provide a description of key impacts, risks, and opportunities.	1.4 Corporate governance	15	
2.ORGANIZATIONAL	PROFILE		1		
Core	G4-3	Report the name of the organization.	1.1 Company Overview	7	
Core	G4-4	Report the primary brands, products, and services.	1.2 Products and Services	11	
Core	G4-5	Report the location of the organization's headquarters.	1.1 Company Overview	7	
Core	G4-6	Report the number of countries where the organization operates.	1.1 Company Overview	7	
Core	G4-7	Report the nature of ownership and legal form.	1.1 Company Overview	7	
Core	G4-8	Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).	1.2 Products and Services	11	
Core	G4-9	Report the scale of the organization	1.1 Company Overview	7	
Core	G4-10	The total number of employees	3.1 Staff Structure	34	
Core	G4-11	Report the percentage of total employees covered by collective bargaining agreements.	-		no union existance in company
Core	G4-12	Describe the organization's supply chain.	2.6 Supply Chain Management	30	
Core	G4-13	Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain.	-		no relational event occur in 2015
Core	G4-14	Report whether and how the precautionary approach or principle is addressed by the organization.	1.4 Corporate governance	15	
Core	G4-15	List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.	2.6 Supply Chain Management	30	
Core	G4-16	List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization	1.1 Company Overview	7	
3.IDENTIFIED MATER	IAL ASPECTS AN	ND BOUNDARIES			
Core	G4-17	a. List all entities included in the organization's consolidated financial statements or equivalent documents.     b. Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.	1.3 Operations Overview and Financial Information	13	
Core	G4-18	a.Explain the process for defining the report content and the Aspect Boundaries     b. Explain how the organization has implemented the Reporting Principles for Defining Report 30 Content.	1.5.Communication with Stakeholders	20	
Core	G4-19	List all the material Aspects identified in the process for defining report content.	1.5Communication with Stakeholders	20	
Core	G4-20	For each material Aspect, report the Aspect Boundary within the organization	1.5Communication with Stakeholders	20	
Core	G4-21	For each material Aspect, report the Aspect Boundary outside the organization	1.5Communication with Stakeholders	20	
Core	G4-22	Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.	About this CSR Report	2	
Core	G4-23	Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.	About this CSR Report	2	
4.STAKEHOLDER EN	GAGEMENT				

Core	G4-24	Provide a list of stakeholder groups engaged by the organization.	1.5Communication with Stakeholders	20	
Core	G4-25	Report the basis for identification and selection of stakeholders with whom to engage.	1.5Communication with Stakeholders	20	
Core	G4-26	Report the organization's approach to stakeholder engagement	1.5Communication with Stakeholders	20	
Core	G4-27	Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns	1.5Communication with Stakeholders	20	
5.REPORT PROFILE					
Core	G4-28	Reporting period (such as fiscal or calendar year) for information provided.	About this CSR Report	2	
Core	G4-29	Date of most recent previous report (if any).	About this CSR Report	2	
Core	G4-30	Reporting cycle (such as annual, biennial).	About this CSR Report	2	
Core	G4-31	Provide the contact point for questions regarding the report or its contents.	About this CSR Report	2	
Core	G4-32	a.Report the 'in accordance' option the organization has chosen. b.Report the GRI Content Index for the chosen option (see tables below). c.Report the reference to the external assurance report.	About this CSR Report	2	
Core	G4-33	a.Report the organization's policy and current practice with regard to seeking external assurance for the report.  b. If not included in the assurance report accompanying the sustainability report, report the About This Report 3 scope and basis of any external assurance provided.  c.Report the relationship between the organization and the assurance providers.  d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.	About this CSR Report	2	
6.GOVERNANCE		, , , , , , , , , , , , , , , , , , , ,			
Core	G4-34	Report the governance structure of the organization, including committees of the highest governance body.	1.4 Corporate governance	15	
7.ETHICS AND INTEG	RITY				
Core	G4-56	Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	1.1 Company Overview	7	
CATEGORY: ECONOR	MIC				
	G4-DMA	Sector Specific Guidance for Economic Performance DMA	1.3 Operations Overview and Financial Information	13	
	G4-EC1	Direct economic value generated and distributed	1.3 Operations Overview and Financial Information	13	
* Economic Performance	G4-EC3	Coverage of the organization's defined benefit plan obligations	3.2Employee Health, Safety and Welfares	38	
	G4-EC4	Financial assistance received from government	-		no relational allowance in 2015
Market Presence	G4-EC6	Proportion of senior management hired from the local community at significant locations of operation	3.1 Staff Structure	34	
Procurement Practices	G4-EC9	Proportion of spending on local suppliers at significant locations of operation	2.6 Supply Chain Management	30	
CATEGORY: ENVIRO	NMENTAL				
	G4-EN1	Materials used by weight or volume	2.1 Materials	24	
Materials	G4-EN2	Percentage of materials used that are recycled input materials	2.1 Materials	24	
Energy	G4-EN3	Energy consumption within the organization	2.3 Energy Conservation and Emissions Reduction	26	



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	G4-EN6	Reduction of energy consumption	2.3 Energy Conservation and Emissions Reduction	26	
	G4-EN8	Total water withdrawal by source	2.4 Management of Water Resources and Waste	28	
Water	G4-EN10	Percentage and total volume of water recycled and reused	2.4 Management of Water Resources and Waste	28	
	G4-DMA	Sector Specific Guidance for Emissions DMA	2.2 Management of GHG Emission	25	
	G4-EN15	Direct greenhouse gas (GHG) emissions (Scope 1)	2.2 Management of GHG Emission	25	
* Emissions	G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	2.2 Management of GHG Emission	25	
	G4-EN19	Reduction of greenhouse gas (GHG) emissions	2.3 Energy Conservation and Emissions Reduction	26	
	G4-EN21	NOx, SOx, and other significant air emissions	-		no relational event occur in 2015
	G4-EN22	Total water discharge by quality and destination	2.4 Management of Water Resources and Waste	28	
	G4-EN23	Total weight of waste by type and disposal method	2.4 Management of Water Resources and Waste	28	
Effluents and Waste	G4-EN24	Total number and volume of significant spills	-		no relational event occur in 2015
	G4-EN25	Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention2 Annex I, II, III, and VIII, and percentage of transported waste shipped internationally	2.4 Management of Water Resources and Waste	28	
	G4-DMA	Sector Specific Guidance for Compliance DMA	1.4 Corporate governance	15	
* Compliance	G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	1.4 Corporate governance	15	
Overall	G4-EN31	Total environmental protection expenditures and investments by type	2.5 Environmental Protection Expenditures	30	
Environmental Grievance Mechanisms	G4-EN34	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms	1.4 Corporate governance	15	
LABOR PRACTICES	AND DECENT WO	DRK			
	G4-DMA	Sector Specific Guidance for Employment DMA	3.1 Staff Structure	34	
* Employment	G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender, and region	3.1 Staff Structure	34	
Linployment	G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation	3.2Employee Health, Safety and Welfares	38	
	G4-LA3	Return to work and retention rates after parental leave, by gender	3.2Employee Health, Safety and Welfares	38	
* Labor/Management	G4-DMA	Sector Specific Guidance for Labor/Management Relations DMA	3.2Employee Health, Safety and Welfares	38	
Relations	G4-LA4	Minimum notice periods regarding operational changes, including whether these are specified in collective agreements	3.2Employee Health, Safety and Welfares	38	
* Occupational Health	G4-DMA	Sector Specific Guidance for Occupational Health and Safety DMA	3.2Employee Health, Safety and Welfares	38	
* Occupational Health and Safety	G4-DMA	Sector Specific Guidance for Occupational Health and Safety DMA  Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	3.2Employee Health, Safety and Welfares 3.2Employee Health, Safety and Welfares	38	
* Occupational Health and Safety  Training and Education	G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and	and Welfares  3.2Employee Health, Safety		
and Safety	G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	and Welfares 3.2Employee Health, Safety and Welfares	38	

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		locations of operation			
Labor Practices Grievance Mechanisms	G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	-		no relational event occur in 2015
HUMAN RIGHTS					_
Non-discrimination	G4-HR3	Total number of incidents of discrimination and corrective actions taken	-		no relational event occur in 2015
Freedom of Association and Collective Bargaining	G4-HR4	Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights	-		no relational event occur in 2015
* 0	G4-DMA	Sector Specific Guidance for Child Labor DMA	3 A Happy and Harmonious Workplace	34	
* Child Labor	G4-HR5	Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor	3 A Happy and Harmonious Workplace	34	
Forced or Compulsory Labor	G4-HR6	Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor	-		no relational event occur in 2015
SOCIETY					
Anti-corruption	G4-SO3	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified	1.4 Corporate governance	15	no relational event occur in 2015
Anti-competitive Behavior	G4-SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes	1.4 Corporate governance	15	no relational event occur in 2015
	G4-DMA	Sector Specific Guidance for Compliance DMA	1.4 Corporate governance	15	
* Compliance	G4-SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	1.4 Corporate governance	15	no relational event occur in 2015
PRODUCT RESPONS	SIBILITY				
	G4-DMA	Sector Specific Guidance for Customer Health and Safety DMA	2.6 Supply Chain Management	30	
* Customer Health and Safety	G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement	1.1 Company Overview 2.6 Supply Chain Management	7 30	
•	G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes	1.4 Corporate governance	15	
	G4-DMA	Sector Specific Guidance for Compliance DMA	1.4 Corporate governance	15	
* Compliance	G4-PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	1.4 Corporate governance	15	