

Due Diligence Procedure

A) Investigate scope : All department and branches.

B) Identification and sequencing of human rights issues

- Topic collection pipe line: Human rights Issues report, laws and regulations, complaints pipes, field interviews and International and Industrial human rights Issues such as the development trend. These issues include basic human rights, working environment, safety of body and spirit, to understanding the status quo and development trends.
- Review related value chain in company, to find out possible 'interested party'. Include suppliers, employee, customers, and so on, especially vulnerable groups.
- Discuss with the corresponding responsible departments and 'interested parties', confirmation for different 'interested parties', what are the salient human rights issues that have a major negative impact?

Interested party (Value Chain)	Issue identification	International and Industrial human rights Issues and development trend			
		basic human rights	working environment	safety of body and spirit
	suppliers				
	employee				
	customers				
	Community				

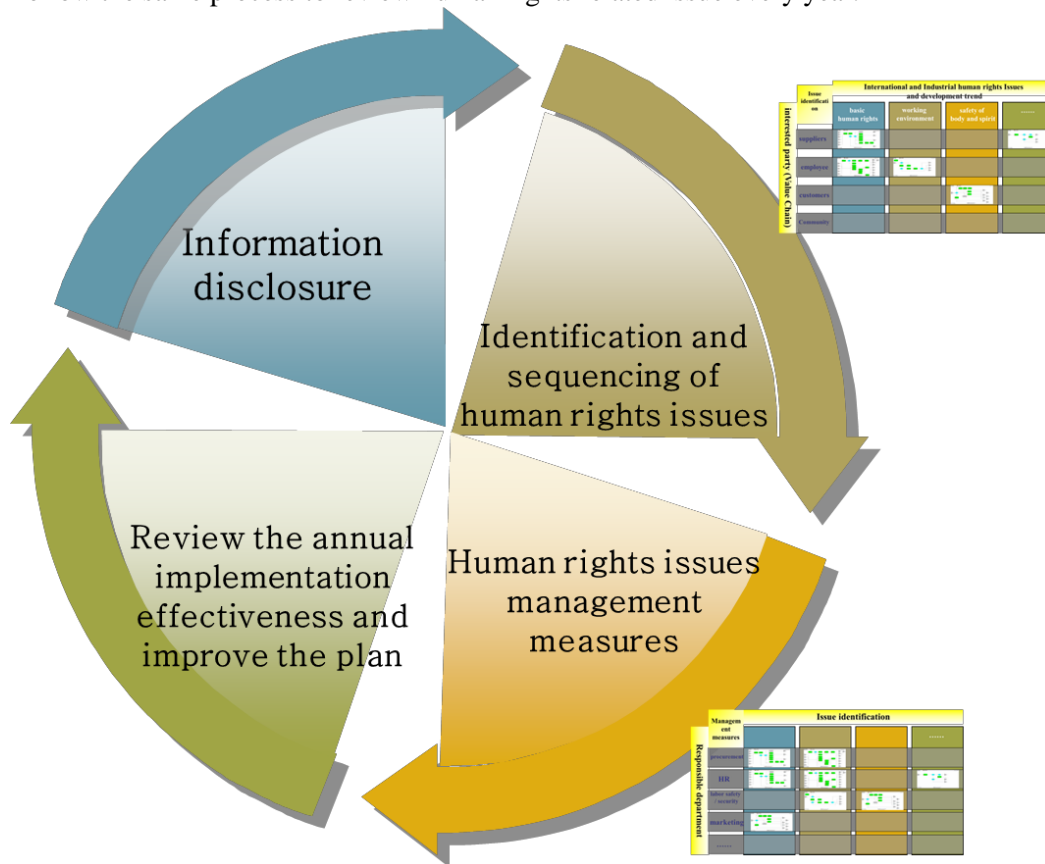
C) Human rights issues management measures :

- Responsible department: Based on identified issues, find out the department that has business relevant to 'interested party'. Such as procurement, human resources, labor safety / security, marketing and so on.
- Hold some meeting to discuss the projects and actions that related to human rights issue, corresponding management objectives and possible compensation measures, and identify whether the need to strengthen the management of the issue.

Responsible department	Management measures	Issue identification			
				
	procurement				
	HR				
	labor safety / security				
	marketing				

D) Review the annual implementation effectiveness and improve the plan

- View human rights issues management performance, to review the need for improved management measures and the need for compensation measures.
- Consolidate into due diligence report and as a reference for improvement over the next year.
- Follow the same process to review human rights related issue every year.



E) Information disclosure

- Each year, public disclosure of human rights issues identification process, identified significant human rights issues, the impact of the object and the response measures.
- If there are remedial measures, also openly stated.