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**1. Purpose:**

To encourage the employees to report on violation of laws and regulations or ethical codes of conduct, to crack down counterfeit by inferiority or copies, corruptions, embezzlements and any kind of activities that could result in a loss to the company. This announcement is to publish the regulated handling procedure of violation reporting.

**2. Scope:**

All company employee and personnel who are related to the company in any aspect.

**3. Definition:**

None.

**4. Responsibility:**

This measure is set and revised by Legal Affairs Office, which will go into effect upon chairman' s approval, and the subsequent amendments likewise.

**5. Process:**

None.

**6. Contents:**

6.1 Reporting mechanism

6.1.1 Chairman' s mailbox ( [ceo@dynamicpcb.com](mailto:ceo@dynamicpcb.com) )

6.1.2 Other approaches: Writing to "irrationality mailbox" , or writing or mailing to other supervisors besides the Chairman.


6.2 Handling procedure and investigating authority.

6.2.1 Mails in chairman' s mailbox will be received by Chairman personally. After acceptance of the report is confirmed, Legal Affairs Office will file the case for investigation.

Mails in other supervisors' mailboxes will be forwarded to Legal Affairs Office by the designated recipient. After the acceptance of the report is confirmed, Legal Affairs Office will file the case for investigation.

6.2.2 All related plants, divisions and departments shall cooperate with the investigation by Legal Affairs Office.

6.2.3 After the investigation is complete, Law affairs division will submit the result to the

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chairman for execution order of punishment and reward.

6.2.4 Timeline: Two weeks for common cases, four weeks for complicated cases. The complication degree of each case will be evaluated by the Chairman when the case is placed.

### 6.3 Investigation result

6.3.1 If the case is confirmed as a false accusation after investigation, case will be closed.

6.3.2 If the fact of violation is confirmed to be consistent with the accusation, the whistleblower will be rewarded based on the reward regulation of reporting.

6.3.3 If the fact of violation is partially different from the reported case, the reward will be adjusted by the violation significance.

6.3.4 If the fact of violation is confirmed, and the violation commits a crime, the case will be brought to the public official bureau for further disposal. The Legal Affairs Office will follow progress up with the official bureau every week and report it to the chairman and the president.

### 6.4 Reward Methods

6.4.1 Based on the investigation result, issuing the reward to the reporter (who reports with a real name) for his/her credit according to the following provisions:


6.4.2 Reporters who report with their real name and evidence will be rewarded 50% of the restored amount, but no more than NT\$10 million. Reporters who report with their real name but not by any evidence will be rewarded 25% of the restored amount, but no more than NT\$5 million.

6.4.3 The reward amount for staff who have particular significant credit by saving the company' s property can slightly exceed the maximum after being approved by the chairman.

6.4.4 Both the account name and the account number must be provided within one month upon the notification of reward, or the reward will be deemed a waiver.

### 6.5 Others

6.5.1 Legal Affairs Office should protect the identity of the reporter and the reputation of all involved people throughout the investigation period. Giving a brief description of the case to the Human resource department, and Human Resource department will announce the final result to the public.

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6.5.2 Reward Offer: First the reporter should provide bank account name and bank account number, and then the Legal Affairs Office will deposit the reward to the provided account within 30 days.

6.5.3 If any further related violation or flaw of the company policy is found during the investigation, it should be promptly reported to the related departments for improvement in a limited time.

6.5.4 The reward policy of one violation case involves more than one reporter: Reward the first reporter or the reporter who contributes the greatest to verify the evidence; joint report, the reward amount will be equally divided among all the participants; repeated report on the same case, the reward will not be repeated.

6.5.5 The reported matter should be objective and true. The reporter should take responsibility for the authenticity of his/her report content. There should be no intention of fabrication, distortion or false accusations involved to against others.

**7. Supplementary Provisions:**

7.1 This measure will proceed upon the chairman' s approval, amendment and repeal likewise.

7.2 This measure will be announced by the Human Resources Department, and it will go into effect on the date of the announcement.

**8. References:**

None.