

# **Outline of TDCC's COVID-19 Contingency Plan**

## **I. Purpose**

In order to cope with the COVID-19 threat, TDCC activated several measures in line with the guidelines of Taiwan Centers for Disease Control to safeguard the health and safety of our people and to ensure the continuity of our business.

A Cross-function COVID-19 contingency task force was established in January 2020. It acts the leading unit during COVID-19 pandemic to implement contingency plans and precautionary measures for the wellbeing of our staff, market participants as well as the continuity of our business.

## **II. Employee Protection**

Employees are TDCC's most valuable asset. Our priority is to protect the safety and wellbeing of our employees with the following measures.

### **1. Health monitoring**

- ✓ Check employee's temperature three times a day
- ✓ Employees whose temperature reading above 38 degrees are not allowed to enter into the office site
- ✓ Provide health care and set up reporting and tracking mechanism
- ✓ Monitor and comply with notification and guidelines required by government and make appropriate isolation or quarantine arrangements

- ✓ Disseminate hygiene information and self-protection knowledge
- ✓ Suspend non-essential business travel
- ✓ Disinfect workplace once a week

## **2. Visitor Control**

- ✓ Restrict access to our workplace
- ✓ Take visitors' temperature and request them to wear masks
- ✓ Cancel face-to-face meetings and use teleconference instead

## **3. People flow control**

- ✓ Limit in-person meetings, gatherings and travel
- ✓ Separate lunch break time to prohibit group gatherings

# **III. Business Continuity**

TDCC implements the following measures to ensure business continuity and assist Taiwan capital market's well-functioning without interruption.

## **1. Deputy mechanism**

Every employee has a designated deputy to ensure normal daily operation.

## **2. Split site arrangement**

Under split site arrangement, TDCC's staff are now working in two office sites with full function operation.

## **3. Remote access service**

Authorized WFH employees who are issued designated laptops to

operate remotely from home within a secure information mechanism such as VPN and registered token.

#### **IV. Other Supports to securities market**

TDCC provides the following supports to assist listed companies to better manage their annual general meeting matters as well as to help investors exercise their shareholders' right during COVID-19 pandemic.

1. Publish "Disease Prevention Operating Guideline for Shareholder Meetings" to serve as TWSE-listed, TPEX-listed, or Emerging-Stock companies' reference for shareholder meeting arrangements during this challenging time
2. Promote e-voting service, StockVote, to safeguard shareholders' rights with healthy social distancing via multiple devices