

達明機器人股份有限公司

TECHMAN ROBOT INC.

防範內線交易之管理運作說明

Operation Description of Insider Trading Prevention Management

本公司每季至少一次對董事、經理人及員工辦理『內部重大資訊處理暨防範內線交易管理作業程序』、『防範內線交易之管理控制作業』及相關法令之教育宣導。對新任董事、經理人應於到職後1個月內適時提供教育宣導，對新任員工則由人事單位於職前訓練時予以教育宣導。

The Company conducts education and training at least once each quarter for directors, managers, and employees on the “Procedures for Handling Material Internal Information and Preventing Insider Trading”, the “Management Control Procedures for Preventing Insider Trading”, and related laws and regulations. For newly appointed directors and managers, education and training shall be provided appropriately within one month of their appointment. For new employees, the Human Resources Department shall provide education and training during pre-employment orientation.

董事會決議通過本公司「公司治理實務守則」第11條及「內部重大資訊處理暨防範內線交易管理作業程序」第12條，針對本公司內部人於獲悉公司財務報告或相關業績內容之日起之股票交易控管措施，包括(但不限於)董事不得於年度財務報告公告前三十日，和每季財務報告公司前十五日之封閉期間交易其股票之修訂。故本公司於每季度之財務報告及年度財務報告公告前通知各內部人於封閉期間內禁止交易股票。

The Board of Directors has resolved to approve Article 11 of the Company's "Corporate Governance Best Practice Principles" and Article 12 of the "Procedures for Handling Material Internal Information and Preventing Insider Trading", establishing stock trading control measures for insiders from the date they become aware of the Company's financial reports or related performance information. These measures include, but are not limited to, restrictions prohibiting directors from trading the Company's shares during the 30 days prior to the announcement of the annual financial report and the 15 days prior to the announcement of each quarterly financial report. Accordingly, the Company notifies all insiders each quarter that trading of the Company's shares is prohibited during the designated blackout periods prior to the quarterly and annual financial report announcements.

執行情形 Implementation Status

Board Resolution Date	Notification Date	Blackout Period	Remarks
2025/03/04	2025/02/03	02/03–03/04	Q4 Financial Report of 2024

本公司於113/11/06、114/02/03、114/02/06對現任董事、經理人及員工進行相關教育宣導，並將課程簡報檔案寄送並上傳至公司數位學習平台供董事、經理人及員工參考。且於新人課程中持續針對內線交易進行宣導。

The Company conducted related education and training for current directors, managers, and employees on 2024/11/06, 2025/02/03, and 2025/02/06. The course presentation materials were distributed and uploaded to the Company's digital learning platform for reference by directors, managers, and employees. Additionally, insider trading prevention continues to be emphasized in new employee orientation courses.

新人營課程 New Employee Orientation Program

Course Date	<u>2025/01/23</u>	<u>2025/02/20</u>	<u>2025/03/19</u>
Duration per Session	<u>3.5hr</u>	<u>3.5hr</u>	<u>3.5hr</u>
Total Participants	2	1	2