Academia Sinica
Workplace Harassment and Violence Prevention Plan

Revised per the General Affairs Letter No.1141301333, dated June 19, 2025

I. Accordance

1. Rules on Occupational Safety and Health Act: Article 6, Paragraph 2, Subparagraph 3
   Employers should properly plan and take necessary safety and health measures for the following matters.
   Item 3: Prevention of physical or mental harm caused by the actions of others while performing duties.
2. Occupational safety and health facilityes regulations: Article 324-3
   In order to prevent workers from being illegally physically or mentally assaulted by others while performing their duties, employers shall adopt the following violence prevention measures, make implementation records and keep them for three years:
   A. Identify and assess hazards.
   B. Properly configure the workplace.
   C. Adjust manpower appropriately according to job suitability.
   D. Establish a Code of Conduct.
   E. Conduct hazard prevention and communication skills training.
   F. Create event handling procedures.
   G. Evaluate and improve implementation effectiveness.
   H. Other safety and health related matters.

   For the violence prevention measures in the preceding paragraph, if the number of employees in a business unit is 100 or more, the employer shall formulate a prevention plan for unlawful infringements while performing duties based on the risk characteristics of the employees' job performance and refer to the relevant guidelines announced by the central competent authority, and implement it accordingly; if the number of employees is less than 100, the implementation record or document may be substituted.
3. Act of Gender Equality in Employment: Article 12
   Sexual harassment as used in this Law refers to any of the following circumstances :
   A. an employee is performing his/her duties, any person creates a hostile, intimidating or offensive working environment by making sexual demands, or using sexually suggestive or gender-discriminatory words or actions, thereby infringing upon or interfering with his/her personal dignity, personal freedom or affecting his/her work performance.
   B. makes explicit or implicit sexual demands, or uses sexually suggestive or gender-discriminatory language or behavior toward an employee or job applicant as a condition for the establishment, continuation, modification, or distribution, assignment, remuneration, performance appraisal, promotion , demotion, reward or punishment of a labor contract.

   The term "power-based sexual harassment" as used in this Act means the use of power or opportunity to sexually harass a person who is under one's command or supervision due to employment, job application, or job performance.
4. Act of Gender Equality in Employment: Article 13
   Employers should take appropriate measures to prevent sexual harassment and comply with the following regulations:
   A. Companies that employ more than ten but less than thirty employees should establish complaint channels and make them public in the workplace.
   B. Companies that employ more than 30 employees should establish sexual harassment prevention measures, complaint and disciplinary standards, and disclose them publicly in the workplace.

5. Stalking and Harassment Prevention Act: Article 2

   The competent authority referred to in this Act is the Ministry of the Interior at the central level, the municipal government at the municipality level, and the county (city) government at the county (city) level.

   With respect to matters stipulated in this Act, the competent authorities and target industry competent authorities shall, within the scope of their authority and responsibilities, proactively plan the necessary protection, prevention, and promotional measures based on the needs of stalking and harassment prevention, and shall fully cooperate with the prevention operations of relevant agencies.

6. Stalking and Harassment Prevention Act: Article 3

   Stalking as used in this Act means the use of persons, vehicles, tools, equipment, electronic communications, the Internet, or other methods to repeatedly or continuously perform any of the following acts against a specific person's will and related to sex or gender, causing fear in the person and affecting his or her daily life or social activities:

   A. Monitor, observe, track or know the whereabouts of a specific person.
   B. Approaching a specific person's residence, domicile, school, workplace, or place of frequent visit or activities by stalking, waiting, following, or other similar means.
   C. Any words or actions that warn, threaten, ridicule, insult, discriminate, hate, devalue, or other similar words or actions directed at a specific person.
   D. Interfere with a specific person by telephone, fax, electronic communication, the Internet or other devices.
   E. Requesting a date, contact, or other pursuit behavior from a specific person.
   F. Sending, leaving, displaying or broadcasting text, pictures, sounds, images or other items to a specific person.
   G. Telling or showing a specific person information or items that are harmful to their reputation.
   H. Abuse the personal information of specific individuals or order goods or services without their consent.

7. Key Points for the Prevention and Control of Workplace Bullying and the Handling of Formal complaints by the Academia Sinica - Issued on December 18 , 2014 , Personnel Letter No. 1131903511 .
8. Academia Sinica's Sexual Harassment Prevention and Control Measures and Key Points for Handling Formal complaints and Punishments - Revised by Personnel Letter No. 1131902834 dated October 8 , 2014 .
9. Academia Sinica Appeal Review Committee Establishment and Operation Guidelines - Amended by Letter No. 1111800354 dated June 9 , 2012 .

II. Purpose:

This plan is established to prevent physical or mental harm to Academia Sinica personnel resulting from the unlawful conduct of others in the performance of their duties, to properly prevent and handle such incidents, and to ensure the physical and mental well-being of all personnel.

III. definition:

this project due to the actions of others while performing their duties (hereinafter referred to as workplace violations) refers to the illegal violations suffered by the staff of this project at the workplace by employers, supervisors, colleagues, service recipients or other third parties while performing their duties, such as inappropriate words and deeds in the form of words, text, body movements, electronic communications, the Internet or other means, such as workplace

violence, workplace bullying, sexual harassment , stalking or employment discrimination, etc., which cause them physical or mental violations. Please refer to Appendix 2 of this project - Checklist of Potential Workplace Harassment and Violence Behaviors at Academia Sinica.

IV. Applicable to:

Staff of Academia Sinica.

V. Division of responsibilities:

1. President: The promotion, support and coordination of this plan will be jointly promoted by all units within the Academia Sinica, and a written statement will be publicly announced prohibiting unlawful infringements while performing duties in the workplace in order to establish behavioral norms.
2. Department of General Affairs (Occupational Safety and Health Section) of the Academia Sinica: Revision, promotion and implementation of this plan.
   A. Occupational safety and health personnel: assist in potential risk assessment, plan and organize education and training, and evaluate and improve implementation effectiveness.
   B. Occupational Health Nurse: Case management, arranging for health service team physicians to interview and evaluate cases.
   C. On-site Security Personnel, Academia Sinica Headquarters: maintaining security in the Academia Sinica and assisting in handling violent incidents.
3. Occupational health services team: case interviews, providing health guidance, work adjustments and other physical and mental health protection measures for job suitability assessment and suggestions .
4. Department of International Affairs (Counseling Center) of the Academia Sinica: To maintain the mental health of the Academia Sinica staff, we provide individual and group counseling services, and provide psychological support and crisis management assistance to the Academia Sinica staff.
5. Director of each Institute/Center/Office :
   A. Oversee the promotion, implementation and initial coordination of the project.
   B. Establish unit behavioral norms to prevent unlawful infringements, complete the Academia Sinica's written statement on preventing unlawful infringements in the workplace, and the Academia Sinica's behavior pattern confirmation form that may potentially cause workplace unlawful infringements.
   C. Appoint a person to undertake the unit's unlawful infringement prevention plan.
   D. When staff members encounter suspected illegal workplace infringements, they will assist in the initial understanding of the incident, conduct internal communication first, and report the preliminary handling results to the General Affairs Office of the Academia Sinica .
6. The designated representative within each unit for the unlawful infringement prevention plan of each unit :
   A. Assist in the promotion , implementation and provision of information for this project .
   B. Implement workplace hazard and identification assessment: fill in regularly (Appendix 3 - Hazard Identification and Risk Assessment Form for Workplace Unlawful Infringement Prevention, Appendix 4 - Workplace Unlawful Infringement Prevention Workplace Environment "Physical Environment", "Workplace Design", "Administrative Control Measures" Inspection Record Form and Workplace Suitability Matching and Work Design Inspection Record Form).
   C. Assist in promoting the concept and related measures of preventing unlawful infringements in the workplace.

D. Upon receiving a complaint from a staff member suspected of unlawful infringement (Appendix 5 - Academia Sinica Workplace Harassment and Violence Incident Report and Initial Action Form) , notify the first-level supervisor of the unit, assist in understanding the incident, fill out the unit's preliminary disposal form , and notify the General Affairs Office of the headquarters .

7. Headquarters Personnel Office (handling formal complaints of sexual harassment/stalking, workplace bullying / workplace violence):
   A. The Human Resources Office website has set up a special section for sexual harassment prevention and appeal and a special section for workplace bullying prevention and appeal, providing complaint channels.
   B. When a complaint is received , it will be handled in accordance with the Academia Sinica's Sexual Harassment Prevention Measures and Complaint Punishment Handling Guidelines or the Academia Sinica's Workplace Bullying Prevention and Complaint Punishment Handling Guidelines.
   C. annual statistics of sexual harassment and workplace bullying formal complaints are compiled and sent to the General Affairs Office of the Academia Sinica.
8. Headquarters Legal Affairs Office(handling formal complaints of rights infringement/employment discrimination):
   A. If the staff of the Academia Sinica considers that the management measures or the handling of relevant working conditions are inappropriate and thus affect their rights and interests, they shall file a written appeal to the Appeal Review Committee within thirty days from the day after the original measures or handling are implemented (the recipient unit shall be the Academia Sinica's headquarters and forwarded to the "Academia Sinica Appeal Review Committee").
   B. When an appeal is received, it will be handled in accordance with the establishment and operating procedures of the Academia Sinica Appeal Review Committee .
9. Headquarters Ethics Office: Handling and coordinating matters related to the safety and security maintenance of the Academia Sinica.
10. All staff: Cooperate with the implementation and participation of the prevention plan and receive regular education and training.

VI. Matters to be handled :

The prevention plan of Academia Sinica is based on the revised guidelines for preventing unlawful infringements on the job issued by the Occupational Safety and Health Administration of the Ministry of Labor (February 2015), integrated with the organizational structure of Academia Sinica, evaluated the feasibility of the prevention plan, and developed a prevention flow chart(Figure 1: Flow chart for preventing workplace unlawful infringements) .

1. Constructing behavioral norms:

A. The President signed the document (Appendix 1-Academia Sinica's Policy Statement on the Prevention of Workplace Harassment and Violence and Appendix 2-Academia Sinica's potential confirmation form of behaviors that may cause workplace violations) and posted it in the Academia Sinica's Violation Prevention Program area .

B. The first-level supervisor of the unit signed the document (Attachment 1-Academia Sinica's written statement on preventing illegal workplace infringements and Attachment 2-Academia Sinica's confirmation form of potential behaviors that may cause illegal workplace infringements) and posted it in the Academia Sinica's unlawful infringement prevention plan area .

2. Identify and assess hazards: The unit's business contractor shall fill in the documents (Appendix 3 - Hazard Identification and Risk Assessment Form for Prevention of Workplace Unlawful Infringement and Appendix 4 - Inspection Record Form for Workplace

Environment "Physical Environment", "Workplace Design", "Administrative Control Measures" for Prevention of Workplace Unlawful Infringement and Inspection Record Form for Workplace Suitability and Work Design). If the unit department does not have occupational safety and health personnel, the personnel of the human resources department may be responsible for the implementation and submit it to the General Affairs Office for reference .

3. Organize workplace unlawful infringement hazard prevention and communication skills education and training: regularly held by the General Affairs Office of the Academia Sinica.
4. Reporting and appealing: Refer to Figure 2 for the flow chart for handling suspected illegal workplace infringement incidents.

A. Report: When a unit receives a complaint that a staff member is suspected of being violated in the workplace, fill out (Appendix 5-Report and Preliminary Disposition Form of Illegal Violation in the Workplace of Academia Sinica -Report), submit it to the unit's unlawful infringement prevention program business contractor , and report the unit's first-level supervisor to assist in understanding the incident . The unlawful infringement prevention program business contractor fills out (Appendix 5-Report and Preliminary Disposition Form of Illegal Violation in the Workplace of Academia Sinica -Preliminary Disposition Form) and reports to the General Affairs Office of the Academia Sinica Headquarters .

B. Formal complaints:

1. Sexual harassment/stalking incidents: When a staff member is subjected to sexual harassment or stalking incidents, he/she needs to fill in (Appendix 6 - Academia Sinica Employee Sexual Harassment Incident Complaint Acceptance Situation Form) and file a complaint with the Human Resources Office. The complaint case will be handled in accordance with Academia Sinica's sexual harassment prevention measures and complaint punishment handling points .
2. Workplace bullying / workplace violence incidents: When a staff member is suspected of being bullied in the workplace , he or she may fill out (Appendix 7 - Complaint Form for Workplace Bullying Incidents of Academia Sinica) and file a complaint with the Human Resources Office, which will be handled in accordance with the Key Points for the Prevention and Control of Workplace Bullying and Complaint Punishment of Academia Sinica .
3. Violation of rights and interests/employment discrimination incidents: If a staff member believes that management measures or related working conditions are inappropriate and have affected his or her rights and interests, he or she may fill out (Appendix 8-Appeal Form) and file a complaint with the Legal Affairs Office (Appeal Review Committee). The complaint case will be handled in accordance with the establishment and operating guidelines of the Academia Sinica Appeal Review Committee .

Event Type	in accordance with	Responsible Unit	Responsibility Committee
sexual harassment Event Handling	Sexual harassment prevention and control measures and key points for handling formal complaints and penalties	Personnel Office	Sexual Harassment Formal complaints Investigation Committee
Stalking Event Handling	Sexual harassment prevention and control measures and key points for handling formal complaints and penalties Stalking Prevention Act	Personnel Office Police	Sexual Harassment Formal complaints Investigation Committee ---
Workplace bullying / workplace violence Event Handling	workplace bullying and handling formal complaints and penalties	Personnel Office	Workplace Bullying Formal complaints Committee

Violation of rights and interests/employment discrimination Event Handling	Grievance Review Committee Establishment and Operational Points	Legal Affairs Department	Appeals Review Committee

5. Risk case screening:
   A. Through health check-up questionnaires (Appendix 10 - Employee self-filled questionnaire on suspected unlawful infringement and brief health scale) and consultations with attending physicians, risk cases are screened out. The occupational health services team will contact the case to understand the current situation and whether they are willing to accept an interview.
   B. Our staff, whether individuals, colleagues, or supervisors, can submit health service application forms to our General Affairs Office, and the General Affairs Office nurses will assist in referrals to the occupational health services team for follow-up interviews and consultations. In addition, relevant assistance resources will be provided based on the staff's situation (Appendix 13 - Internal and External Support Resources for Workplace Harassment and Violence) .
   C. Risk case handling suggestions: According to the above process, the Academia Sinica's occupational health services team will further visit and interview the case to understand the psychological condition, complete the visit report and suggestions (Appendix 11-Case Interview Results and Suggestions for Action Form), and assist with referrals as needed, or arrange for other relevant personnel to visit to understand the case status. The visit report and suggestions must be fed back to the individual and the unit supervisor (in order to protect personal privacy, the visit report and suggestions provided to the case unit supervisor will remove personal detailed health information and mainly evaluate the risk of harm). After receiving the visit report and suggestions, the individual or unit supervisor will evaluate and implement improvement measures based on the suggestions and arrange for work as needed .
6. Evaluation and improvement of implementation effectiveness:
   A. Purpose of effectiveness evaluation:
   B. To examine whether the measures taken are effective and to review the related deficiencies in the implementation process as a reference for future improvements. The Academia Sinica shall formulate, manage and maintain written or electronic records of occupational safety and health records in accordance with organizational needs, and properly preserve them for review by labor inspectors. For the relevant inspection and evaluation mechanism, please refer to (Attachment 12 - Inspection and Evaluation Form for Prevention Measures for Workplace Unlawful Infringement).
   C. Effectiveness evaluation principles:
      a. Reports and formal complaints of workplace violations should be recorded and kept to help all Academia Sinica staff pay attention to the importance of preventing violations . After a violation occurs , the reporting unit can first review and evaluate the environment and duties (Appendix 12 - Workplace Violation Prevention Measures Review and Evaluation Form) to find room for improvement.
      b. The Personnel Office shall properly preserve the relevant complaint investigation reports, meeting minutes and other materials of this court.
      c. The Human Resources Office of the Academia Sinica fills out the statistical form (Appendix 9 - Annual Sexual Harassment and Workplace Bullying Complaint Case Statistics) annually and submits it to the General Affairs Office (Environmental Safety Department) of the Academia Sinica. Subsequently, the occupational safety and health personnel, occupational health nurses and occupational health services team of the General Affairs Office of the Academia Sinica will conduct annual inspections and

assessments of relevant measures (Appendix 12 - Inspection and Assessment Form for Workplace Unlawful Aggression Prevention Measures) , which will then be incorporated into the reference plan for the Academia Sinica's unlawful aggression prevention and communication skills education and training.

7. The records or documents of the implementation of this plan shall be retained for three years.

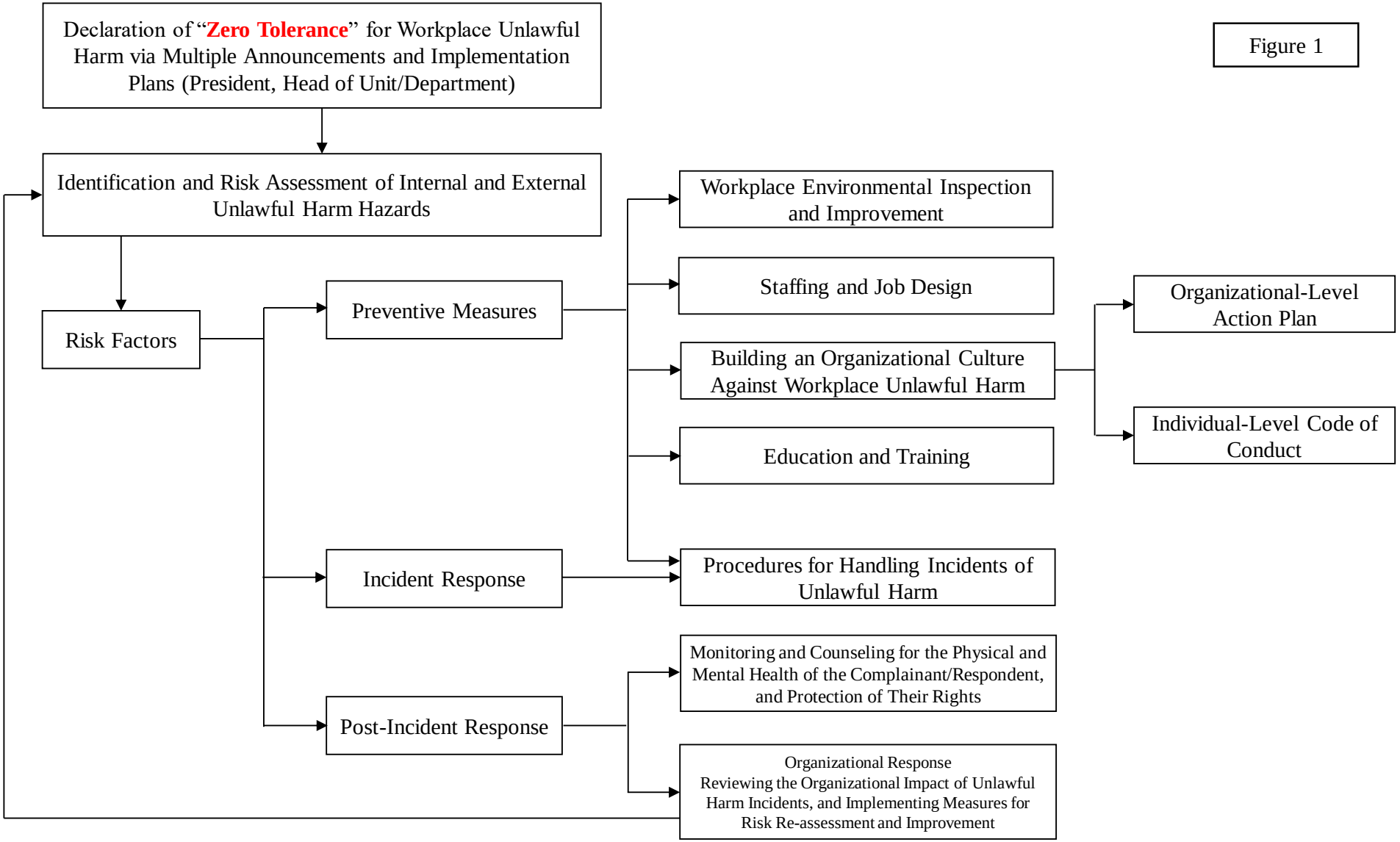


Figure 1

Figure 1 Workplace Unlawful Harm Prevention Flowchart

Figure 2

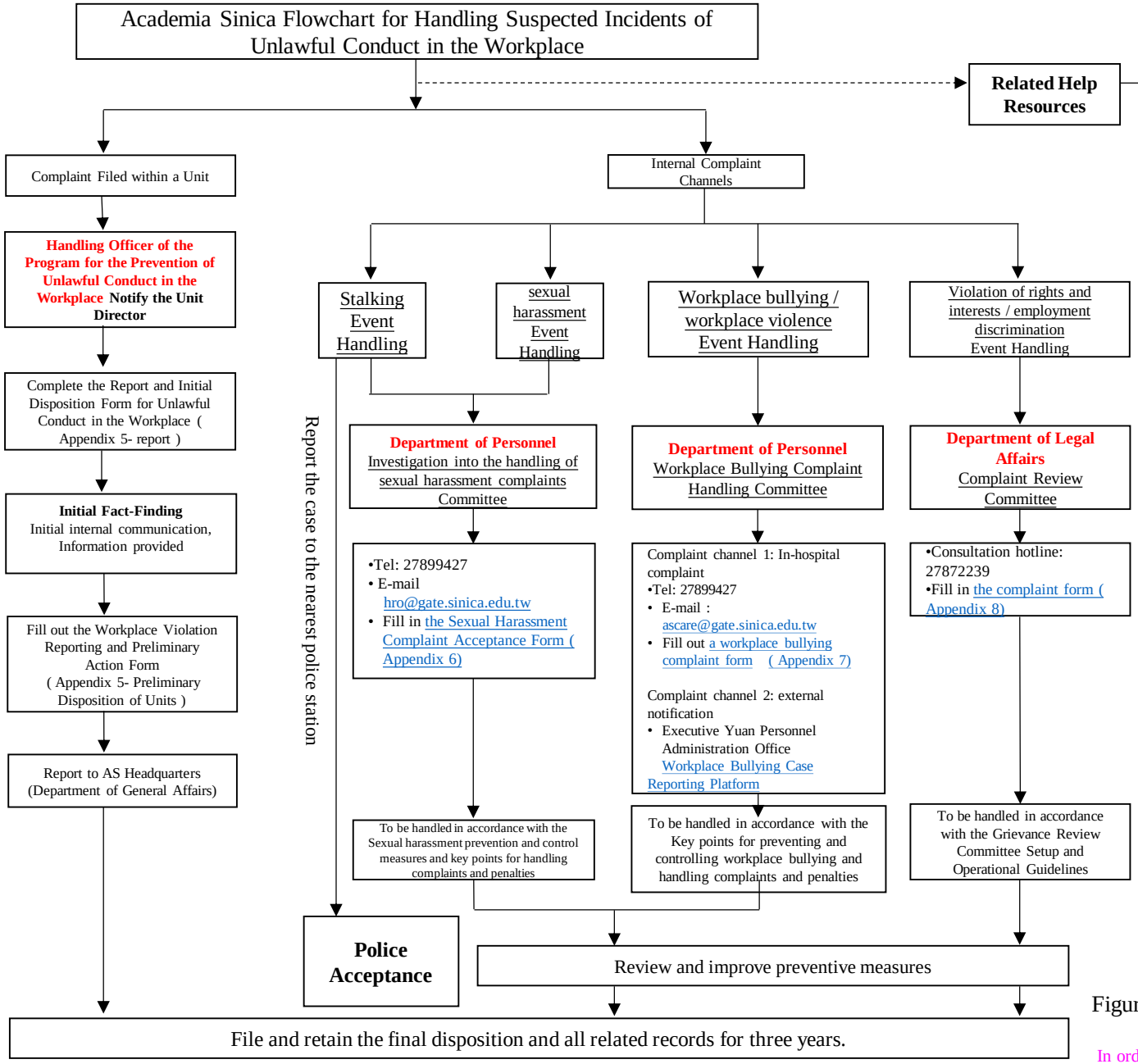


Figure 2 Flowchart of handling suspected workplace infringement incidents

In order to take into account the reasonable rights and interests of employees, this flowchart can be adjusted according to the event pattern

Appendix 1(ENGLISH)

Academia Sinica's Policy Statement on the Prevention of Workplace Harassment and Violence - President of Academia

In order to protect all staff members from physical or mental abuse and mental illness in the course of performing their duties, the Academia Sinica hereby declares in writing that it will not tolerate any workplace bullying by any management level supervisor within the Academia Sinica , nor will it tolerate any illegal workplace abuse against Academia Sinica employees by our staff members, customers, clients, care recipients, and strangers.

I Definition of workplace unlawful infringement: An incident in which a worker is subjected to verbal, written, physical, electronic, Internet or other forms of abuse, threats, attacks or insults by others at work, which poses an obvious or implicit challenge to his or her safety, well-being or health.

II Patterns of illegal workplace infringement behaviors (see Appendix 2 - Checklist of Potential Workplace Harassment and Violence Behaviors) :

1. Workplace violence.
2. Workplace bullying.
3. Sexual harassment
4. Stalking and harassment.
5. Employment discrimination

III What should Academia Sinica workers do if they encounter unlawful infringement?

1. Seek advice and support from colleagues.
2. Whenever possible, record the offender's behavior by audio or other means as evidence.
3. Submit a report or appeal to the Academia Sinica.

IV All staff members of the Academia Sinica have the responsibility to help ensure a work environment free from illegal workplace infringements. Anyone who witnesses or hears about illegal workplace infringements can report them to the relevant units. If you encounter sexual harassment and workplace bullying , you can file a complaint with the Human Resources Office. If your rights are damaged, you can file a complaint with the Legal Affairs Office. After receiving the complaint, we will conduct a confidential investigation. If the investigation proves that the person is guilty, he will be punished. The Academia Sinica absolutely prohibits any retaliation against the complainant, reporter or person who assists in the investigation. If there is any retaliation, he will be punished.

V The Academia Sinica will not impose adverse penalties on employees who stop working or retreat to a safe place on their own initiative when they discover that there is a risk of danger to their health or life while performing their duties.

VI The Academia Sinica encourages its staff to use the internal reporting or complaint handling mechanism to resolve such disputes. However, if the staff need additional assistance, the Academia Sinica will do its best to provide it.

VII Complaint channels and handling units in Academia Sinica:

Sexual harassment/stalking and workplace bullying / workplace violence : Human Resources Office, Academia Sinica , Complaint Hotline: 02-27899427

Sexual harassment/stalking complaint email: hro@gate.sinica.edu.tw

Workplace bullying / workplace violence complaint email: ascare@gate.sinica.edu.tw

Infringement of rights/employment discrimination: Legal Affairs Office, Academia Sinica, Complaint Consultation Hotline: 02-27872239

Person in charge:_____ Signature Date:_____

Appendix 1(ENGLISH)

Academia Sinica's Policy Statement on the Prevention of Workplace Harassment and Violence - Unit-Institute / Research Center / Department / Office

In order to protect all staff members from physical or mental abuse and mental illness in the course of performing their duties, the Academia Sinica hereby declares in writing that it will not tolerate any workplace bullying by any management level supervisor within the Academia Sinica , nor will it tolerate any illegal workplace abuse against Academia Sinica employees by our staff members, customers, clients, care recipients, and strangers.

I Definition of workplace unlawful infringement: An incident in which a worker is subjected to verbal, written, physical, electronic, Internet or other forms of abuse, threats, attacks or insults by others at work, which poses an obvious or implicit challenge to his or her safety, well-being or health.

II Patterns of illegal workplace infringement behaviors (see Appendix 2 - Checklist of Potential Workplace Harassment and Violence Behaviors) :

1. Workplace violence.
2. Workplace bullying.
3. Sexual harassment
4. Stalking and harassment.
5. Employment discrimination

III What should Academia Sinica workers do if they encounter unlawful infringement?

1. Seek advice and support from colleagues.
2. Whenever possible, record the offender's behavior by audio or other means as evidence.
3. Submit a report or appeal to the Academia Sinica.

IV All staff members of the Academia Sinica have the responsibility to help ensure a work environment free from illegal workplace infringements. Anyone who witnesses or hears about illegal workplace infringements can report them to the relevant units. If you encounter sexual harassment and workplace bullying , you can file a complaint with the Human Resources Office. If your rights are damaged, you can file a complaint with the Legal Affairs Office. After receiving the complaint, we will conduct a confidential investigation. If the investigation proves that the person is guilty, he will be punished. The Academia Sinica absolutely prohibits any retaliation against the complainant, reporter or person who assists in the investigation. If there is any retaliation, he will be punished.

V The Academia Sinica will not impose adverse penalties on employees who stop working or retreat to a safe place on their own initiative when they discover that there is a risk of danger to their health or life while performing their duties.

VI The Academia Sinica encourages its staff to use the internal reporting or complaint handling mechanism to resolve such disputes. However, if the staff need additional assistance, the Academia Sinica will do its best to provide it.

VII Complaint channels and handling units in Academia Sinica:

Sexual harassment/stalking and workplace bullying / workplace violence : Human Resources Office, Academia Sinica , Complaint Hotline: 02-27899427

Sexual harassment/stalking complaint email: hro@gate.sinica.edu.tw

Workplace bullying / workplace violence complaint email: ascare@gate.sinica.edu.tw

Infringement of rights/employment discrimination: Legal Affairs Office, Academia Sinica, Complaint Consultation Hotline: 02-27872239

Person in charge:_____ Signature Date:_____

Appendix 2

Academia Sinica's Confirmation Form for Potentially Causing Illegal Workplace Infringement

I. **Workplace violence** : includes workers being physically or verbally abused, threatened or attacked by others in the workplace, which affects their physical or mental health, safety or well-being, such as offensive language, intimidation, swearing, beatings, scratching, punching, kicking, objects thrown at them , etc.

II. **Workplace bullying** : This includes workers being subjected to continuous offense, threats, neglect, isolation or insults by colleagues, supervisors or subordinates during the performance of their duties, at work or in the workplace, through abuse of position or power or unfair treatment, which causes the victimized worker to feel frustrated, threatened, humiliated, isolated and injured, thereby endangering their physical and mental health or safety, such as:

1. Being picky about colleagues, finding fault with small things, and magnifying and distorting minor mistakes.
2. Colleagues or supervisors encourage colleagues to isolate specific staff members in various ways, prevent them from participating in important affairs or social activities, marginalize, ignore, suppress, exclude and freeze them.
3. Supervisors yell at, humiliate, threaten, defame, or severely abuse specific staff members in front of their peers.
4. The supervisor always criticizes and refuses to see the contributions or efforts of colleagues, and continues to deny the existence and value of colleagues.
5. Supervisors do not allow colleagues to take leave or receive necessary training, resulting in poor work performance.
6. Supervisors overload certain workers with work, or ask them to do boring chores that are beyond their capabilities, or even Give it absolutely nothing to do.
7. Supervisors give colleagues unrealistic work goals, or when colleagues are working towards their goals, they Other tasks to hinder its progress.

III. **Sexual harassment** : refers to any person who, while performing their duties, creates a hostile, intimidating or offensive working environment for a worker by making sexual demands, using sexually suggestive or gender-discriminatory words or actions, thereby infringing or interfering with their personal dignity, personal freedom or affecting their work performance; or an employer who makes explicit or implicit sexual demands, uses sexually suggestive or gender-discriminatory words or actions against a worker as a condition for the establishment, continuation, change or distribution, allocation, remuneration, performance appraisal, promotion, demotion , reward or punishment of a labor contract, such as criticizing breast size

or touching buttocks, causing the worker to feel offended (please refer to the Act of Gender Equality in Employment).

IV. **Stalking and harassment :** refers to the use of personnel, vehicles, tools, equipment, electronic communications, the Internet or other methods to repeatedly or continuously perform any of the following acts against a specific person's will and related to sex or gender, causing fear in the person and affecting his or her daily life or social activities, such as surveillance and observation, following, discrimination and humiliation, communication harassment, improper pursuit, sending items, defamation, and misusing personal information .

V. **Employment discrimination** : refers to the employer determining the labor/working conditions of the employee based on the employee's "characteristics unrelated to the performance of the specific job", and the employer's requirements on such characteristics are unfair or unreasonable, such as age discrimination, gender discrimination, sexual orientation discrimination, appearance discrimination, marital discrimination or physical or mental disability discrimination (please refer to the Employment Services Act) .

☐ **I understand the contents of the above confirmation form.**

sign:_____ Confirmation date:_____

Appendix3

Hazard Identification and Risk Assessment Form for Prevention of Workplace Unlawful Infringement

unit: (Fill in the institute / research center / department / office of this institute) The places assessed: Work type and number of people in the venue:	Evaluation date: (Republic of China) Year Month Day Assessor: Reviewers:

External unlawful infringement

(Note : If you tick "No", you do not need to fill in the columns of potential unlawful infringement risk type, risk level, existing control measures and relevant measures that should be added or revised)

Potential risks	yes	no	Potential unlawful infringement risk types	risk grade	Existing control measures	Relevant measures should be added or revised
Are there people outside the organization (contractors, clients, service recipients, relatives, friends, etc.) whose behavior is unpredictable and may become a source of unlawful infringement for workers in the area?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Do you have a known job that involves working with clients with a history of violence?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Whether the nature of the employee's work is to perform public safety duties	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	

			☐Employment Discrimination			
Whether the employee's work is done alone	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Whether the employee needs to work late at night or early in the morning	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Do employees need to work in an unfamiliar environment?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Does the employee's job involve cash transactions, transporting or handling valuables?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Is the employee's work directly facing the public?	☐	☐	☐Workplace violence	☐Low ☐Moderate	☐Engineering Controls	

			☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐high	☐Management Control ☐Personal protection	
Will the employee's work involve contact with people with alcoholism, drug addiction or mental illness?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Does the employee's job require contact with desperate, frightened or people in urgent need of care?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Are there any employees who have voluntarily reported that they have been threatened with unlawful infringement in their personal relationships or are victims of domestic violence?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Are there any new employees who have not yet received education and training on preventing unlawful infringements in the workplace?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	

			☐Stalking ☐Employment Discrimination			
Is the workplace located in a remote area with poor public security or inconvenient transportation?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Are there places in the workplace where abusers can hide?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
After leaving the workplace, are you likely to encounter unlawful infringements caused by the performance of your duties? (For example: surveillance, stalking, discrimination, inappropriate pursuit and verbal harassment)	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Internal unlawful infringement (Note : If you tick "No", you do not need to fill in the columns of potential unlawful infringement risk type, risk level, existing control measures and relevant measures that should be added or revised)						
Potential risks	yes	no	Potential unlawful infringement risk types	risk grade	Existing control measures	Relevant measures should be added or revised
Have supervisors or employees in the organization ever been	☐	☐	☐Workplace violence	☐Low ☐Moderate ☐high	☐Engineering Controls	

treated inappropriately by colleagues (including superiors) ?			☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination		☐Management Control ☐Personal protection	
Are there any workers who cannot accept workers of different gender, age, nationality or religious beliefs?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Have any colleagues resigned or requested transfer due to workplace violations?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Are there any workers who are excluded by their colleagues or have difficulty adapting to the job?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Are there any alcoholics or drug addicts in the company?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	

			☐Stalking ☐Employment Discrimination			
Are there any workers with emotional instability or a history of mental illness?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Are there any workers who are depressed, desperate or fearful and in urgent need of care?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Whether there is overtime work, reflecting the workers with high work pressure	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	
Is the work environment crowded or has insufficient lighting?	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	

Whether there are no relevant control measures for entry and exit to the workplace.	☐	☐	☐Workplace violence ☐Workplace Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination	☐Low ☐Moderate ☐high	☐Engineering Controls ☐Management Control ☐Personal protection	

Table 1 Simple risk level classification

Risk Level (Multiply the scores AB)		Severity (B)		
		Serious injury (3 points)	Moderate damage (2 points)	Minor injury (1 point)
Possibility (A)	Maybe (3 points)	High risk (9 points)	High risk (6 points)	Moderate risk (3 points)
	Unlikely (2 points)	High risk (6 points)	Moderate risk (4 points)	Low risk (2 points)
	Very unlikely (1 point)	Moderate risk (3 points)	Low risk (2 points)	Low risk (1 point)

Risk Assessment Methodology

I. Risk can be determined by a combination of the severity and likelihood of the hazard. The following factors may be considered in assessing severity:
   1. Parts of the body that may be injured or affected, number of injured persons, etc.
   2. The degree of injury can generally be simply divided into:
      i. Minor injury (1 point), such as: (1) superficial injuries, minor cuts, bruises; (2) discomfort and irritation, such as temporary pains such as headaches; (3) Verbal or stalking harassment, causing temporary psychological discomfort.
      ii. Moderate injury (2 points), such as: (1) cuts, burns, concussions, severe sprains, minor fractures; (2) upper limb abnormalities and mild permanent disability; (3) verbal, physical or stalking harassment, It causes extreme psychological discomfort.
      iii. Severe injury (3 points), such as: (1) amputation, severe fracture, poisoning, multiple and fatal injuries; (2) other serious life-shortening and acute fatal injuries; (3) verbal, physical or stalking harassment, May cause mental illness.

II. The assessment of the consequences of unexpected events is also very important. The levels of possibility can generally be divided into:
   1. Likely to occur (3 points): May occur more than once a year.
   2. Unlikely to happen (2 points): It is likely to happen at least once within one to ten years .
   3. Extremely unlikely (1 point): It will only happen once every ten years or more .

III. Risk is assessed based on the estimated possibility and severity. Table 1 is a reference example of a 3×3 risk assessment matrix, which uses qualitative description to assess the risk level of hazards and determine whether it is an acceptable risk. In addition to the risk matrix model, different scoring criteria can be given to the possibility and severity at different levels, and the product of the scores can be used as the risk value of the hazard.

Appendix 4

Workplace Violation Prevention Workplace Environment "Physical Environment", "Workplace Design", "Administrative Control Measures" Inspection Record Form
and
Workplace suitability matching and work design inspection record form

unit: (Fill in the institute / research center / department / office of this institute)		
Physical Environment		
Environmental factors	Current situation	Measures to be added or improved
noise	☐ Controlled below 60 decibels ☐ Other, please specify :	
illumination	☐ Keep indoor and outdoor lighting good and clear vision in all areas ☐ Adequate lighting at night, especially at entrances and exits, parking lots, and storage rooms ☐ Other, please specify :	
Temperature / humidity	☐ Maintain appropriate indoor temperature and humidity ☐ Other, please specify :	
Ventilation conditions	☐ Keep the room well ventilated to eliminate odors ☐ Other, please specify :	
Building structures and related equipment	☐ Maintain the safety of physical structures and equipment ☐ Other, please specify :	
Workplace Design		
Location	Current situation	Measures to be added or improved
aisle	☐ Minimize the disagreement of the unit's external channels	

	☐ Access control is established at the main entrances and exits, and staff members are required to wear identification cards ☐ Lock unused doors to restrict access and comply with fire regulations ☐ Parking lots should be as close to workplaces as possible ☐ No items are allowed to be piled up at security doors, passage intersections, stairways, entrances and exits ☐ Other, please specify:	
Equipment decoration	☐ Office furniture should be arranged so as not to affect the access of staff ☐ Keep the furniture small and light, without sharp edges , and fixed to the floor ☐ Reduce the presence of sharp or blunt objects that can be used as weapons , such as vases, in the workspace . ☐ Other, please specify:	
Monitor and alarm system	☐ Install surveillance and alarm systems at high-risk locations ☐ Metal detectors or security guards at entrances ☐ Install bright lighting ☐ Other, please specify:	
Workspace	☐ Proper alarm and notification systems are in place at (high-risk) service counters / service recipients' spaces ☐ Other, please specify:	
Administrative control measures		
Location	Description of current situation (including existing measures)	Measures to be added or improved
Access control	☐ Visitor control measures such as "visitor registration" are in place ☐ none	
Public area control	☐ Divide public areas and work areas to control personnel access	

	☐ none	
Work area control	☐ Wear an identification card or pass ☐ none	
Access Control	☐ All unused doors are locked (should comply with fire regulations) ☐ none	
Suitable matching		
project	Current situation	Measures to be added or improved
Moving between different work locations	☐ Do you need to move frequently to different work locations? ☐ Other, please specify:	
Working alone or at night	☐ Considering human and gender suitability ☐ Hire security personnel or provide employees with defensive tools when necessary ☐Dormitory or transportation protection ☐ Other, please specify:	
Staff members have reported that they have been illegally assaulted, threatened or intimidated	☐ Collaborative work ☐ Move between different work sites and clearly define the movement process ☐ Other, please specify:	
Work Design		
project	Current situation	Measures to be added or improved
Excessive workload	☐ When scheduling shifts, the staff should agree to it and maintain regularity. ☐ Allow employees to have adequate autonomy and give them enough time to talk and share. ☐ Provide staff social activities or promote assistance programs to encourage participation ☐ Welfare measures required by staff, such as flexible working hours, childcare, single-parent families, domestic violence care, etc.	

	☐ Other, please specify:	
Services that require contact with the public	☐ The work requires frequent or long-term contact with the public ☐ Other, please specify:	
Assessor (signature or seal) : (Republic of China) Year Month Day		Unit Supervisor (Signature or Seal) : (Republic of China) Year Month Day

Strengthening workplace planning measures

Strengthening position	Strengthening measures
aisle	Adding password locks, employee ID cards, visitor registration and other measures can prevent unauthorized persons from entering and leaving the workplace without permission
High-risk location	Install safety equipment such as alarm systems, emergency buttons, 24- hour closed-circuit surveillance or wireless telephone communication devices and ensure regular maintenance
Workplace	1. Safe areas or emergency evacuation procedures should be set up 2. Make sure there are two exits in your workspace 3. Please lock unused doors to prevent attackers from entering and hiding. 4. Reduce the presence of sharp objects that can be used as weapons in the workspace, such as vases, ashtrays , etc. 5. Security personnel patrol regularly or install transparent glass mirrors to strengthen surveillance in the workplace 6. All damaged items in the workplace, such as burnt-out lamps and broken windows, should be repaired promptly
Service Counter	Service counters with money transactions are equipped with bulletproof or shatterproof glass
Indoor, outdoor and parking lot	Install bright lighting

Appendix 5

Academia Sinica Unlawful Infringement Incident Report and Preliminary Disposition Table

Note: When a staff member is suspected of being illegally harmed in the workplace, he/she shall follow the "Figure 2 - Flowchart for Handling Illegal Harm in the Performance of Duties" incident .

Bulletin (Filled by the complainant or reporter and submitted to the unit's unlawful infringement prevention plan undertaking window)	
Occurrence unit	
Time of occurrence	(Republic of China) Year Month Day Time Minute
Location	
Complainant Name: The petitioner is the complainant himself ☐yes ☐No, relationship_____	Contact Number: Gender: ☐Male/female☐ Contact Email: Relationship with the respondent: ☐External Personnel ☐Internal staff (research institute / research center / department / office): Are there any witnesses: ☐No ☐(Please fill in your name/contact information):_____
Respondent Name or characteristics:	Contact information: Gender: ☐Male or female☐ ☐External Personnel:_____ ☐Internal staff (research institute / research center / department / office):
Type of unlawful infringement (See Appendix 2 of this plan for details)	☐Workplace violence ☐Workplace Bullying and ☐Sexual Harassment ☐Stalking, harassment, ☐employment discrimination ☐other :
Explain what happened and how it happened (please describe the people, events, time, place, and objects in detail, and provide evidence of relevant people and events)	
Petitioner (signature or seal)/date	Year Month Day

Initial disposal of the unit After receiving the notification, the first-level supervisor will conduct a preliminary understanding of the incident and internal communication, and the designated representative within each unit for unlawful infringement prevention plan will fill out the preliminary handling form)	
Date of notification	mm/dd/yyyy hh:mm
Initial processing time	mm/dd/yyyy hh:mm
Participants	☐External personnel (such as police officers): ☐Internal staff (such as security, personnel , etc.):
Initial handling of the incident and improvement results Please explain and provide relevant evidence	The complainant explained the process and reasons: The respondent explained the process and reasons for the incident : Witnesses explained what happened and why: Preliminary disposal results: Explain the preliminary handling results of the incident to the complainant/petitioner No: ☐Yes☐
☐Petitioner ☐Resettlement	☐No ☐medical assistance ☐Medical treatment ☐Psychological counseling ☐Peer counseling ☐Job adjustment ☐take a vacation ☐Legal assistance ☐Application for on-site labor health services ☐Others :
Continue to file an internal appeal with the Legal Affairs Division ☐of the Personnel Office ☐.	☐No, the incident has been understood and internal communication has been conducted, and the petitioner is aware of the relevant appeal rights of the Academia Sinica employees. ☐Yes, enter the in- Academia Sinica appeal process.
Report to the unit unlawful infringement prevention plan undertaking window (signature and seal) mm/dd/yyyy hh:mm	First-level supervisor of the reporting unit (signature and seal) mm/dd/yyyy hh:mm
The report and preliminary disposal form will be sent to the General Affairs Office of the Academia Sinica for reference.	
signed by the Academia Sinica : ☐Assist in arranging clinical health services and conducting case tracking. ☐This report will be kept for inspection by the General Affairs Office of the Academia Sinica, and the record documents will be retained for three years . ☐other:	

3 decision	
Headquarters (General Affairs Office)	Decision

Appendix 6

Academia Sinica Employees Sexual Harassment Complaint Form

Incident Summary	Complainant		Gender	☐Male ☐Female
	Employment Unit			
	Complaint Filed on			
	Incident Date	mm/dd/yyyy	Location	
	Incident Description			
Complainant Signature or Seal		mm/dd/yyyy		
Complaint Reception Unit	Processing Staff	☐The description above was provided by the Complainant in person, and the Complainant has read and confirmed its content. ☐The description above was provided by the Complainant by phone, and has been read to and confirmed by the Complainant. ☐Additional Information:_____ Personnel Office Staff Signature or Seal: _____ mm/dd/yyyy		
Processing Status		☐ **Processed** ☐ **Not Processed; Reason:**_____		
Signatures of committee members serving that month:_____ **mm/dd/yyyy**				

The appeal form announced by the **Personnel Office** shall prevail. For details, please refer to https://hro.sinica.edu.tw/pages/1001 。

Appendix 7

中央研究院職場霸凌事件申訴書

申訴人	姓名	身分證明文件字號	服務單位	職稱
	聯絡電		子郵件	
代理人 （應附具委任書無則免填）	姓名	身分證明文件字號	聯絡電話	
	通訊地址及電子郵件			
申訴事實	申訴對象姓名	服務單位	職稱	
	時間	地點	相關證據	
	發　　生　　過　　程			
	（如有數項事實，請逐項說明事實發生之時間、地點、被申訴人姓名及發生經過。）			

申訴人簽章：

代理人簽章：

申訴日期：　　年　　月　　日

The appeal form announced by the **Personnel Office** shall prevail. For details, please refer to https://hro.sinica.edu.tw/pages/4601。

Appendix 8

申　　訴　　書

申訴人	姓　　名	出　生　年　月　日	服　務　機　關
		國（	
	性　　別		
	職　　稱		
管理措施或有關工作條件之處置發文日期及文號		申訴人收受該項文書之年月日	
管理措施或有關工作條件之處置內容			

The appeal form announced by the **Department of Legal Affairs** shall prevail. For details, please refer to https://dla.sinica.edu.tw/pages/1063。

申訴請求事項及其事實、理由

一、請求事項(希望獲得之補救)

二、事實

三、理由

附件：

此致

中央研究院申訴評議委員會

申訴人：　　（簽章）

中　華　民　國　　年　　月　　日

Appendix 9

Academia Sinica_____Annual statistics of sexual harassment and workplace bullying formal complaints

The Human Resources Office shall fill in the complaint statistics table for the Sexual Harassment Complaint Investigation Committee and the Workplace Bullying Complaint Handling Committee , and the columns may be adjusted according to the number of complaint cases.

Case No.	Formal complaints	Results
	☐This case is being handled by the Sexual Harassment Complaint Investigation Committee in accordance with sexual harassment prevention and control measures and key points for complaint and punishment handling . ☐This case is handled by the Workplace Bullying Complaint Handling Committee in accordance with the Key Points for Workplace Bullying Prevention and Complaint Punishment .	Explain the outcome of the incident ☐to the complainant No : Yes☐
	☐This case is being handled by the Sexual Harassment Complaint Investigation Committee in accordance with sexual harassment prevention and control measures and key points for complaint and punishment handling . ☐This case is handled by the Workplace Bullying Complaint Handling Committee in accordance with the Key Points for Workplace Bullying Prevention and Complaint Punishment .	Explain the outcome of the incident ☐to the complainant No : Yes☐
	☐This case is being handled by the Sexual Harassment Complaint Investigation Committee in accordance with sexual harassment prevention and control measures and key points for complaint and punishment handling . ☐This case is handled by the Workplace Bullying Complaint Handling Committee in accordance with the Key Points for Workplace Bullying Prevention and Complaint Punishment .	Explain the outcome of the incident ☐to the complainant No : Yes☐
	☐This case is being handled by the Sexual Harassment Complaint Investigation Committee in accordance with sexual harassment prevention and control measures and key points for complaint and punishment handling . ☐This case is handled by the Workplace Bullying Complaint Handling Committee in accordance with the Key Points	Explain the outcome of the incident ☐to the complainant No : Yes☐

	for Workplace Bullying Prevention and Complaint Punishment .	
	☐This case is being handled by the Sexual Harassment Complaint Investigation Committee in accordance with sexual harassment prevention and control measures and key points for complaint and punishment handling . ☐This case is being handled by the Workplace Bullying Formal complaints Handling Committee in accordance with the Key Points for Workplace Bullying Prevention and Complaint Punishment .	Explain the outcome of the incident ☐to the complainant No : Yes☐
	☐This case is being handled by the Sexual Harassment Complaint Investigation Committee in accordance with sexual harassment prevention and control measures and key points for complaint and punishment handling . ☐This case is handled by the Workplace Bullying Complaint Handling Committee in accordance with the Key Points for Workplace Bullying Prevention and Complaint Punishment .	Explain the outcome of the incident ☐to the complainant No : Yes☐

Sexual harassment prevention and control measures and key points for handling formal complaints and penalties:
A total of _____ cases were appealed; _____ cases were established; _____ cases were not established.
workplace bullying prevention and control and complaint punishment :
A total of _____ cases were appealed; _____ cases were established; _____ cases were not established.

Filled out by /Date:

Unit Supervisor (Direct Supervisor of the Filler)/Date:

Appendix 10

Employees fill out a self-assessment questionnaire on suspected unlawful infringements

Date filled:_____Year_____month_____day

Employee basic information		
Name :	unit :	Experimental / Research / Administrative Office:

Hazard Identification and Risk Assessment Form (Please tick V)

External unlawful infringement (Note : If you tick "No" , you do not need to fill in the potential unlawful infringement risk type column)			
Potential risks	yes	no	Potential unlawful infringement risk types
Are there people outside the organization (contractors, clients, service recipients, relatives, friends, etc.) whose behavior is unpredictable and could become a source of illegal harm to workers in the area?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Do you have a known job that involves working with clients with a history of violence?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Whether the nature of the employee's work is to perform public safety duties	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Whether the employee's work is done individually	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Whether the employee needs to work late at night or early in the morning	☐	☐	☐Workplace violence ☐bullying

			☐sexual harassment ☐Stalking ☐Employment Discrimination
Do employees need to work in an unfamiliar environment?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Does the employee's job involve cash transactions, transporting or handling valuables?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Is the employee's work directly related to the frontline service of the public?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Will the employee's work involve contact with people with alcoholism, drug addiction or mental illness?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Does the employee's job require contact with desperate, frightened or people in urgent need of care?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there any employees who have voluntarily reported that they have been threatened with unlawful infringement in their personal relationships or are victims of domestic violence?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination

Are there any new employees who have not yet received education and training on preventing unlawful infringements in the workplace?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Is the workplace located in a remote area with poor public security or inconvenient transportation?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there places in the workplace where abusers can hide?	☐	☐	☐Workplace violence ☐bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
After leaving the workplace, are you likely to encounter unlawful acts of abuse arising from the performance of your duties (e.g. surveillance, stalking, discrimination, inappropriate pursuit, verbal harassment, etc.)	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Internal unlawful infringement (Note : If you tick "No" , you do not need to fill in the potential unlawful infringement risk type column)			
Potential risks	yes	no	Potential unlawful infringement risk types
Have supervisors or employees in the organization ever been treated inappropriately by colleagues (including superiors) ?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there any workers who cannot accept workers of different gender, age, nationality or religious beliefs?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination

Have any colleagues resigned or requested transfer due to workplace violations?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there any workers who are excluded by their colleagues or have difficulty adapting to the job?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there any alcoholics or drug addicts in the company?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there any workers with emotional instability or a history of mental illness?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Are there any workers who are depressed, desperate or fearful and in urgent need of care?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Whether there is overtime work, reflecting the workers with high work pressure	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination
Is the work environment crowded or has insufficient lighting?	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking

			☐Employment Discrimination
Whether there are no relevant control measures for entry and exit to the workplace.	☐	☐	☐Workplace violence ☐Bullying ☐sexual harassment ☐Stalking ☐Employment Discrimination

Short-Form Health Scale

this scale are to help you understand your physical and mental adaptation. Please think carefully about the extent to which these questions have troubled or distressed you in the past week (including today) , and then circle the answer that you think best represents your feelings. (Emotional Distress Survey Level for Illegal Violation During the Performance of Duty)

topic	completely No	slight	medium degree	sharp	Very sharp
1. Difficulty sleeping, such as difficulty falling asleep, waking up easily or waking up early.	0	1	2	3	4
2. Feeling nervous and uneasy.	0	1	2	3	4
3. Feeling easily distressed or angry.	0	1	2	3	4
4. Feeling depressed and down.	0	1	2	3	4
5. Feeling inferior to others.	0	1	2	3	4
6. Having suicidal thoughts.	0	1	2	3	4
7. The above situation is aggravated by work.	0	1	2	3	4

Suspected unlawful infringements on duty

Survey on emotional distress caused by unlawful infringement during performance of duties		
Hazard Level	Criteria	Recommended disposal plan
Level 4 Severe emotional distress	The total score of the first five questions of the Mood Thermometer is above 15 points	Nurses provide telephone care, doctors conduct face-to-face assessments, and referrals to psychiatric clinics and psychological counseling
Level 3 Moderate emotional distress	The total score of the first five questions of the Mood Thermometer is 10-14 points, or the sixth question "suicidal thoughts" alone scores more than 2 points, or the seventh question "work pressure" alone scores more than 2 points	Nurses provide telephone visits and doctors conduct face-to-face assessments, and referrals to psychological counseling are available when necessary.
Level 2 Mild emotional distress	The total score of the first five questions of the Mood Thermometer is between 6 and 9 points	It is recommended to talk to family or friends and express your emotions.
Level 1	The total score of the first five questions of the Mood Thermometer is below 5 points	No intervention required

If the score for question 6 "suicidal thoughts" alone is 2 points or more, refer the patient to a psychiatrist for an interview.

If the score for question 7 "Work load" alone is 2 or more, an appointment will be made for an interview with an occupational medicine specialist.

Appendix 11

Case Interview Results and Recommended Measures

<table>
<tr><th colspan="6">Interview results</th></tr>
<tr><td colspan="2" rowspan="2">Name</td><td colspan="2" rowspan="2"></td><td>unit
(including research room / laboratory)</td><td></td></tr>
<tr><td>female</td><td>Age:</td></tr>
<tr><td colspan="2">Should be considered Physical and mental condition</td><td colspan="4">☐No
☐Yes</td></tr>
<tr><td colspan="2">Special matters to be recorded</td><td colspan="4"></td></tr>
<tr><td rowspan="3">Determination</td><td>Diagnostic differentiation</td><td colspan="2">☐No abnormality, ☐need to observe
☐Need medical treatment</td><td rowspan="3">Follow -up measures</td><td rowspan="3">☐No, case closed
☐Yes, continue to track
Please fill in the recommended measures</td></tr>
<tr><td>Work Division</td><td colspan="2">☐General Work ☐Work restrictions
☐Need to take a vacation</td></tr>
<tr><td>Guidance distinction</td><td colspan="2">☐No guidance ☐is needed, health guidance is needed
☐Medical advice required</td></tr>
<tr><th colspan="6">Recommended measures</th></tr>
<tr><td rowspan="9">Measures taken at work</td><td rowspan="5">Adjustment Work time</td><td colspan="4">☐Limit overtime, up to____Hours / month</td></tr>
<tr><td colspan="4">☐Not suitable for overtime</td></tr>
<tr><td colspan="4">☐Limit working hours____hour____point to ____hour____point</td></tr>
<tr><td colspan="4">☐It is not suitable to continue working (instructed to take leave or rest)</td></tr>
<tr><td colspan="4">☐other</td></tr>
<tr><td rowspan="3">change Work</td><td colspan="4">☐Change of workplace
(Please specify:_____)</td></tr>
<tr><td colspan="4">☐Switching jobs
(Please specify:_____)</td></tr>
<tr><td colspan="4">☐other (Please specify:_____)</td></tr>
<tr><td>Duration of measures</td><td colspan="4">_____Day, Week, Month (the next interview is scheduled to be held on year, month, and day)</td></tr>
<tr><td colspan="2">Recommend medical treatment</td><td colspan="4">☐Recommended to_____The patient should visit the outpatient clinic for appropriate evaluation and treatment.</td></tr>
<tr><td colspan="2">Remark</td><td colspan="4"></td></tr>
</table>

Doctor's Name:_____ Year, month, day (implementation year, month, day)

Appendix 12

Workplace Violation Prevention Measures Checklist and Evaluation Form

unit :

Review / Assessment Date :

project	Key points for review	result	Modify relevant control measures / improve the situation
Identify and assess hazards	☐ organize ☐ Personal factors ☐ Work Environment ☐ Workflow		
Properly configure the workplace	☐ Physical Environment ☐ Workplace Design		
Adjust manpower appropriately according to job suitability	☐ Suitable matching ☐ Work Design		
Conduct hazard prevention and communication skills training	☐ Education and training sessions ☐ Education and training content ☐ Scenario simulation and drills ☐ Create manuals or guidelines and announce them		
Creating an event handler	☐ Establish a complaint or reporting mechanism ☐ Report and deal with ☐ Every colleague is clear about the reporting process ☐ Related resource links ☐ Record		
Evaluation and improvement of implementation	☐ Regularly review and evaluate the effectiveness of		

effectiveness	☐ Statistical analysis of relevant data ☐ Event processing analysis ☐ Reporting results ☐ Record		
Other matters			

Assessor:

Unit Supervisor:

Appendix 13

Related resources on illegal workplace violations inside and outside the hospital

In-hospital units	**Event handling / related resources**	**Enquiries / Contact**
General Affairs Office Infirmary	Psychosomatic Clinic On-site health services	Tel: 02-27899437 E-mail: infirmary@gate.sinica.edu.tw
Guard	Office space security maintenance Assisting in handling violent incidents	Tel: 02-27899999
International Affairs Office Care Center	Individual counseling services Group Counseling Services	Tel: 02-27871418 E-mail: ascounseling@gate.sinica.edu.tw
Personnel Office	Sexual harassment complaint handling	Complaint hotline: 02-27899427 Complaint email: hro@gate.sinica.edu.tw
	Handling stalking and harassment formal complaints	
	Workplace Bullying /Workplace Violence Formal complaints	Complaint hotline: 02-27899427 Complaint email: ascare@gate.sinica.edu.tw
Legal Affairs Department	Handling of rights infringement/employment discrimination formal complaints	Consultation hotline: 02-27872239 Submit a written appeal to the Appeal Review Committee
Political Affairs Department	Handling and coordination of campus security maintenance	Tel: 02-27899448 E-mail: ethics@gate.sinica.edu.tw
External assistance units	**Event handling / related resources**	**Enquiries / Contact**
Executive Yuan Personnel Administration Office	Workplace Bullying Case Reporting Platform	Personnel Office Global Information Network Home Page / Common Shortcuts / Workplace Bullying Case Reporting Platform https://gov.tw/s4s
County and city governments Employee Supervisory Authority	Employment discrimination, mediation of labor-capital dispute cases, workplace working conditions, and gender equality in the workplace (such as gender discrimination, sexual harassment, job equality, etc.) .	Occupational Safety and Health Administration of the Ministry of Labor / Local Competent Authorities https://www.osha.gov.tw/1106/1164/1165/1465/10084/
Labor Inspection Agency	The institution has not adopted the occupational safety and health law to establish hazard prevention	Occupational Safety and Health Administration / Labor Inspection Agencies of the Ministry of Labor

	mechanisms and measures	https://www.osha.gov.tw/1106/1164/1165/1169/4314/
Police	Involving public insult, injury, murder, defamation, intimidation, stalking, etc.	110
	When encountering unlawful infringements in the workplace , use the " 110 Video Reporting" APP . The "Video Reporting" combines GPS positioning and real-time video reporting functions. Even in situations where it is inconvenient to speak, the police can grasp the user's real-time location and on-site images with one click, and can directly video chat with the responding police officer.	" 110 Video Report" APP 
Public Service Protection and Training Committee	Protection of the rights and interests of employees who are also civil servants	(02)8236-7000
Legal Aid Foundation	Civil and criminal law and other related legal consultation	412-851 (direct dial for local calls nationwide) ; add 02 for mobile phones (02)2322-5255
Ministry of Labor Department of Labor, Welfare and Retirement	Employee Assistance Program: We organize employee assistance program education and training, and provide expert on-site counseling services to help companies establish employee assistance measures and enhance employees' work adaptation and physical and mental health.	Employee Assistance Program Hotline 02-2596-5573 Website: Ministry of Labor / Business Area / Retirement, Well-being / employee assistance programs
	Work-life balance measures: encourage companies to promote work-life balance, subsidize companies to organize employee care and stress relief courses and family-friendly measures, and support companies in creating a friendly workplace.	Work-Life Balance Hotline : 02-2369-4168 Website: Ministry of Labor / Business Area / Retirement, Well-being / work-life balance

Ministry of Health and Welfare Mental Health	Because of emotional distress, stress or suicidal issues caused by workplace violations, bullying, life, studies, work or other events, we provide general counseling and suicide assessment, and referral to medical units for information when necessary.	1925 24- hour hotline National Center for Community Mental Health https://dep.mohw.gov.tw/DOMHAOH/cp-4558-69568-107.html
Ministry of Health and Welfare National Health Service	Organize courses to promote workplace mental health, set up psychological counseling rooms or hotlines, take the initiative to care for employees, provide health education materials to promote mental health, and handle violence prevention (such as setting up complaint channels, formulating workplace violence prevention plans, etc.) .	National Health Administration, Ministry of Health and Welfare / Healthy Workplace Information Network https://health.hpa.gov.tw/hpa/info/index.aspx
International Lifeline Taiwan Association	Provide psychological counseling and legal advice	Service Hotline: 1995
Zhang Laoshi Foundation	Provide psychological counseling	Service Hotline: 1980
Employee Health Service Center	Workplace infringement prevention consultation, workplace mental health, labor rights and other related resource referrals	website: Employee Health Care Information Platform
Occupational Disaster Prevention and Reconstruction Center	Referrals to resources related to workplace mental health and labor rights	https://www.coapre.org.tw/tw/