ASE TECHNOLOGY HOLDING CO., LTD

Human Rights Management Framework

ASE Technology Holding Co., Ltd. and its subsidiaries (collectively "ASEH") complies with the legal and regulatory requirements of all operational locations and the approach is designed in support of the United Nations Universal Declaration of Human Rights (“UDHR”), the UN Global Compact (“UNGC”), the UN Guiding Principles on Business and Human Rights(“UNPBHR”), ILO Declaration on Fundamental Principles and Rights at Work(“ILO”), OECD Due Diligence Guidance for Responsible Business Conduct(“RBC”), Responsible Business Alliance Code of Conduct(“RBA”) and Corporate Sustainability Due Diligence Directive (“CSDDD”) (collectively "International Standards "). Under the spirit of the aforementioned international standards for human rights protection in its business activities, ASEH implements and strengthens its human rights management mechanism, establishing this “Human Rights Management Framework” as the basic principle for executing human rights management.

1. Policy and Framework

1.1 Human Rights–Related Policies

Policy	Target	Content
Human Rights Policy Statement	All employees and value chain partners	To exemplify ASEH’s respect for-and commitment to safeguarding - the human rights of all personnel in its operations and value-chain partnerships, ASEH, in addition to strictly complying with the laws and regulations of every jurisdiction in which it operates, and drawing on the spirit of key international human rights standards, including the UDHR, UNGC, UNPBHR, ILO, RBC, RBA and CSDDD, has established a Human Rights Policy as the foundation for its human rights governance, together with the following implementation principles: (1) Prohibit human trafficking, forced labor and child labor; protect employees’ freedom of association, collective bargaining, and right to participate in a peaceful rally. (2) Respect diversity and prohibit all forms of discrimination; forbid harassment and bullying. (3) Safeguard labor rights and dignity by managing working hours robustly, setting fair remuneration policies, and providing a safe and healthy work environment and maternity protection. (4) Pursue responsible procurement and build a sustainable supply chain; implement environmental protection and climate-transition measures across all operation sites. (5) Comply with anti-corruption laws in each jurisdiction and prevent conflicts of interest and corruption. (6) Protect personal data and ensure information security. (7) Establish grievance and remedy mechanisms for human rights impacts. (8) Build and continuously optimize a human rights management system - covering awareness-raising, training, due diligence, and

		feedback - to ensure effective implementation of human rights protections. https://www.aseglobal.com/en/pdf/human-rights-policy-en.pdf
Anti-Discrimination and Anti-Harassment Policy	All employees	To ensure that all ASEH members are treated with respect, fairness, reasonableness and professionalism in the workplace - free from any form of discrimination or harassment - and to safeguard their physical and mental well-being, ASEH has established the Anti-Discrimination and Anti-Harassment Policy and rolled out targeted awareness-raising and training programs so that every member understands how to protect their rights. Also, ASEH has implemented confidential reporting and grievance channels, enabling prompt, uninhibited reporting of any discrimination or harassment and ensuring effective resolution. ASEH protects the personal information and privacy of those who had filed an appeal, whistleblowing report or complaint in good faith, to prevent any retaliation or unfair treatment. https://www.aseglobal.com/en/pdf/anti-discrimination-and-anti-harassment-policy-en.pdf
Sustainable Development Best Practice Principles	Value chain partners	To fulfill the corporate social responsibility, advance economic, social, and environmental progress, and uphold international human rights conventions in pursuit of sustainable development goals, ASEH hereby issues the Sustainable Development Best Practice Principles. All company operations' sustainability practices shall adhere to the following principles: (1) Strengthen corporate governance. (2) Develop and maintain a sustainable environment. (3) Safeguard social welfare and community well-being. (4) Enhance transparency through robust sustainability disclosures. Furthermore, ASEH will assess global and domestic sustainability trends and their relevance to its core business; evaluate the impact of its overall operations on stakeholders; establish sustainability policies, systems, management guidelines, and concrete action plans; monitor the evolution of international and local sustainability standards and shifts in the business environment; regularly review and refine its sustainability framework to maximize implementation effectiveness. https://media-aseholdco.todayir.com/20220324171126159296091_en.pdf
Code of Business Conduct and Ethics	All employees, managers, supervisors, and directors	To support ASEH in practicing good corporate citizenship and social responsibility throughout its business operations - and drawing on the spirit of key international standards, including the NYSE Listed Company Manual 303A.10 Code of Business Conduct and Ethics, the Taiwan Stock Exchange's Guidelines for Ethical Conduct for Listed and OTC Companies, the Responsible Business Alliance Code of Conduct, and the OECD Guidelines for Multinational Enterprises – the Code of Business Conduct and Ethics is hereby established. It addresses business ethics, environmental stewardship, legal and regulatory compliance,

		corporate governance, labor and human rights, occupational health, safety and hygiene, and social engagement, and it establishes confidential reporting and anti-retaliation mechanisms to ensure that ASEH fully complies with local laws and the RBA's labor and human rights standards, encompassing respect for human rights, support for diversity and equal opportunity, freedom of employment choice, fair wages and benefits, prohibition of child labor, career development and training, freedom of association, and other human rights safeguards. https://media-aseholdco.todayir.com/20180622151727139618980_tc.pdf
Supplier Code of Conduct	Suppliers/contractors	To ensure a safe working environment throughout ASEH supply chain, protect labor rights and dignity, uphold environmental stewardship, and maintain the highest ethical standards, ASEH - drawing on its own Code of Business Conduct and Ethics and the Responsible Business Alliance Code of Conduct, and in alignment with relevant UN human rights conventions and guidelines - hereby issues this Supplier Code of Conduct. Under this Supplier Code of Conduct, all suppliers must comply with the laws and regulations of every country and region in which they operate and jointly advance shared sustainability goals; align all business practices - covering labor, health & safety, environmental protection, business ethics, and management systems - with the principles set forth herein; require their own suppliers, contractors, service providers, and subcontractors to adopt and adhere to this Code. https://www.aseglobal.com/en/pdf/aseh-supplier-coc-en.pdf
Purchasing and Supply Chain Development Policy	Suppliers/contractors	To promote a jointly developed sustainable supply chain, ASEH is committed to responsible procurement and the advancement of suppliers' technical capabilities. ASEH pledges to take proactive measures in green purchasing and to ensure that all procurement activities comply with the laws and regulations of every jurisdiction in which ASEH operates. Furthermore, ASEH requires all suppliers to abide by all applicable laws and regulations; uphold the highest standards of business ethics; protect and respect human rights; prioritize the physical and mental health and safety of all workers; safeguard the environment; fulfill their corporate social responsibility objectives https://www.aseglobal.com/ch/pdf/2019_aseth_purchasingandsupplychaindevelopmentpolicy.pdf
Environmental Responsibility Policy	Value chain partners	As part of ASEH's commitment to corporate social responsibility and guided by the four core sustainability strategies - "Low-Carbon Mission," "Circular Regeneration," "Social Inclusion," and "Value Co-creation" - alongside the Sustainable Manufacturing Principles, ASEH has established the Environmental Responsibility Policy to define its environmental-protection principles and serve as the

		framework for collaboration with business partners and stakeholders. ASEH pledges to adopt an ecological-efficiency mindset throughout its operations, continuously improve energy performance, and build a green environment and value chain characterized by low energy consumption, resource conservation, and zero pollution - thereby minimizing the environmental and human impacts of its activities while delivering eco-friendly manufacturing services. In accordance with the Sustainable Manufacturing Principles, this policy further prescribes the management guidelines and essential elements of environmental commitment across all stages of our value chain - from design & development, through procurement & supply, to production & manufacturing, and transportation & logistics. https://www.aseglobal.com/en/pdf/environmental-responsibility-policy-en.pdf
Policy on the Protection of Privacy and Personal Data	All employees and value chain partners	To protect the personal data of customers, partner-company personnel, visitors, website users, investors/shareholders and job applicants, ASEH has established the Policy on the Protection of Privacy and Personal Data in accordance with Taiwan's Personal Data Protection Act (and its Enforcement Rules), the EU's General Data Protection Regulation, and all other applicable privacy and data-protection laws in the U.S., Mainland China and every jurisdiction where ASEH operates. This Policy defines our compliance framework for the lawful collection, processing and use of personal data, and requires all ASEH suppliers, contractors, external consultants and other partners to adopt and enforce equivalent measures - thereby jointly safeguarding the rights and interests of every data subject. https://www.aseglobal.com/en/pdf/privacy-policy-en-2022.pdf
Cybersecurity Policy	All employees and value chain partners	To safeguard and ensure the security of information related to ASEH critical products and services, and to prevent any unauthorized access, alteration, use, or disclosure, ASEH has established the Cybersecurity Policy. It defines the Company's information-security governance and management requirements and commitments, and requires all suppliers to comply with its provisions. https://www.aseglobal.com/en/pdf/2024_ASETH_ISMP_EN.pdf
Sustainable Raw Materials Policy	Value chain partners	ASEH recognizes that the semiconductor industry and electronic manufacturing services industry rely heavily on a large number of raw materials to support the continuous provision of sustainable products and manufacturing activities. However, the resources of raw materials are limited, while the demand is increasingly rising, making the extraction of raw materials impose greater pressure on ecosystems and society. To establish a transparent and responsible raw material management supply chain, and in accordance with the sustainable manufacturing principles of ASEH, this policy is formulated, proposing

		commitments and management guidelines for detoxification, decarbonization, and dematerialization, to avoid violations of human rights impacts and to achieve the goal of sustainable raw materials. https://www.aseglobal.com/en/pdf/sustainable-raw-materials-policy-en.pdf

1.2 Scope of Application of the Human Rights Policy

ASEH Human Rights Policy Statement is applied to safeguard the human rights of employees and value chain partners (including customers, suppliers/contractors, agents, joint ventures and local communities) of ASEH and its subsidiaries in order to promote the sustainable development of the environment, society and economy.

1.3 Human Rights Commitment

(1) Protection and Respect: ASEH is committed to protecting and respecting human rights and creating an environment conducive to human rights protection. ASEH strives to prevent any business activities that might result in human rights violations or adverse impacts.

(2) Appeal and Remedy Process: To protect the human rights of ASEH employees and value chain partners from violations or negative impacts, ASEH ensures that they have the right to raise concerns, report issues, or file complaints regarding suspected human rights infringements. ASEH also provides remedial actions and implements safeguards to prevent retaliation or unfair treatment against those who file complaints.

(3) Management and Investigation: ASEH seeks to continuously improve human rights governance with education and training and human rights due diligence and feedback mechanism. These efforts aim to integrate human rights management and policies throughout ASEH's operations and partnerships across the value chain.

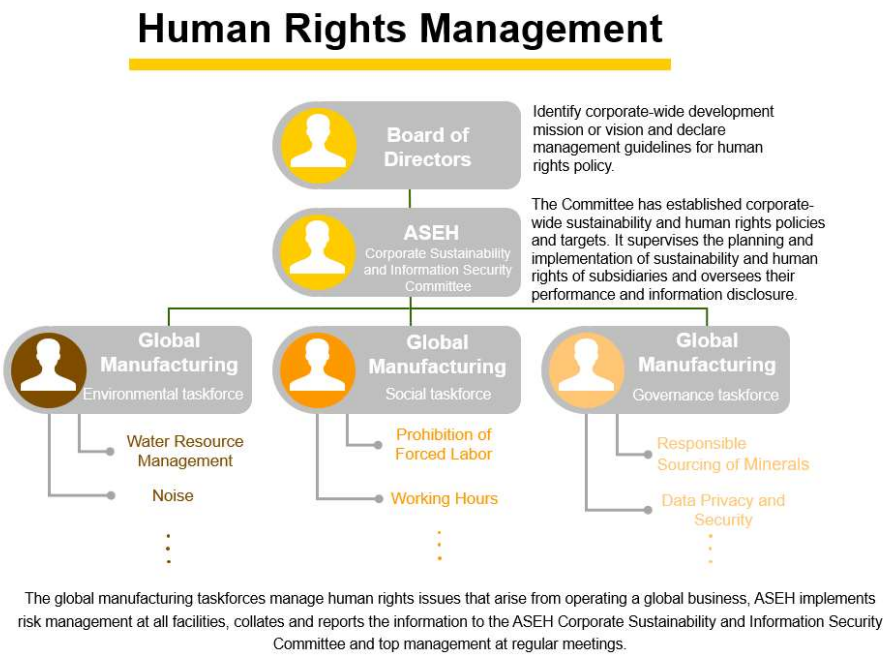
1.4 Management Principles

ASEH uses the RBA Self-Assessment Questionnaire (SAQ) and Validated Audit Process (VAP) to perform risk management at our facilities worldwide to identify the human rights risks across our manufacturing and business activities.

Target	Responsible	Management Mechanism
Employee and Operation	Subsidiaries' "Employee Care and Development Taskforce"	RBA Management

Suppliers/ Contractors	Subsidiaries' "Supply Chain Management Taskforce"	Supplier sustainability assessments survey and audits annually
Community and Environment	Each facility	Environmental monitoring and survey community engagement locally
Customer	Each facility	RBA Management

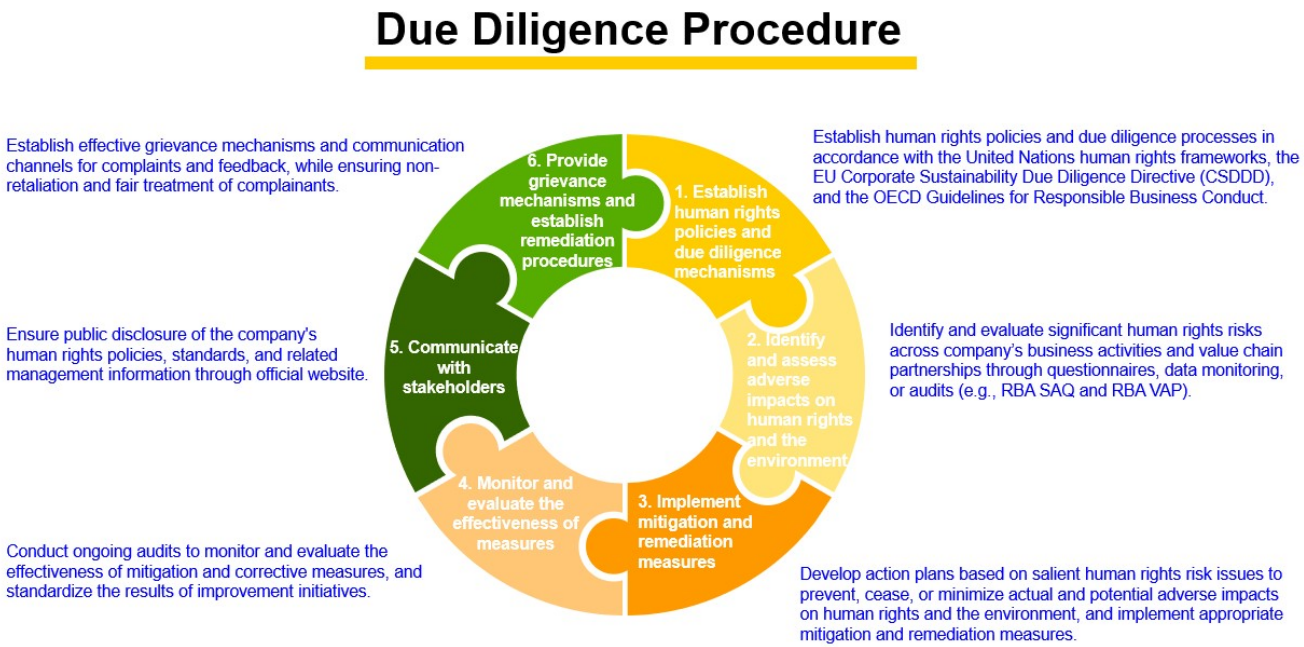
1.5 Human Rights Management Organization



2. Due Diligence Procedure

To fulfill ASEH's responsibility to respect human rights, ASEH has established a human rights policy and this management framework, implementing its commitment to respect, protect, and uphold human rights. In doing so, it references the EU Corporate Sustainability Due Diligence Directive ("CSDDD") and the OECD Due Diligence Guidance for Responsible Business Conduct to create a due diligence process. Through the PDCA approach, ASEH regularly conducts human rights due diligence to assess and identify adverse impacts on human rights and the environment ("human rights risks"). For significant identified risks or incidents of human rights violations, it proactively implements appropriate mitigation or remedial measures. By overseeing and tracking the implementation of these measures, ASEH reviews and confirms the effectiveness of its human rights governance practices. It standardizes the outcomes of due diligence, the cases of human rights violations,

and the effectiveness of improvements. Moreover, it establishes clear communication channels with stakeholders and publicly discloses relevant human rights management information. This ensures the continuous enhancement of its human rights management mechanisms, including without limitation to the reviewing and adjusting policies, regulations, procedures, as well as preventive and remedial actions to ensure the more effective execution of human rights protection efforts.



3. Human Rights Risk Evaluation

ASEH has established a systematic governance framework for managing human rights risks concerning its employees and value chain partners. Based on the ASEH's role in operational activities and its human rights management targets, the framework aligns with relevant human rights topics outlined in the Responsible Business Alliance Code of Conduct. Due diligence is conducted through surveys, data monitoring, or audits. Significant human rights risks are identified and assessed according to the frequency of risk occurrence, the severity of harm to human rights, and potential impact. Furthermore, appropriate grievance mechanisms and communication channels are in place to ensure effective implementation of human rights governance efforts.

Target	Policy	Issue	Impacted Parties	Due Diligence	Grievance Mechanisms and Communication Channels
Employee	Human Rights Policy Statement Policy on the Protection of Privacy and Personal Data	Prohibition of Forced Labor		- RBA SAQ and RBA VAP - Internal Compliance Audit	**1. Internal whistle-blowing channels：** the internal whistle blowing channels of subsidiaries **2. External reporting channel：** Code of Conduct Compliance Reporting System https://coms.aseglobal.com/antifraud/en.asp **3. Personal Data Protection Inquiry and Communication Channels：** Hotline：+886-73617131 #83830 (Chief Administration Officer Office) Email：privacy@aseglobal.com
		Working Hours			
		Wages and Benefits			
		Non-Discrimination/Non-Harassment/Humane Treatment			
		Occupational Health, Safety and Hygiene			
		Emergency Preparedness			
		Young Workers			
		Data Privacy and Security			
Joint ventures		Prohibition of		- Questionnaire	**1. Internal whistle-blowing**

Target	Policy	Issue	Impacted Parties	Due Diligence	Grievance Mechanisms and Communication Channels
		Forced Labor		Survey	**channels：** the internal whistle blowing channels of supply chain partners **2. External reporting channel：** Code of Conduct Compliance Reporting System https://coms.aseglobal.com/antifraud/en.asp
		Working Hours			
		Wages and Benefits			
		Non-Discrimination/Non-Harassment/Humane Treatment			
		Occupational Health, Safety and Hygiene			
		Emergency Preparedness			
		Young Workers			
Suppliers/ Contractors	Supplier Code of Conduct	Prohibition of Forced Labor		- Supplier Sustainability Questionnaire - RBA SAQ - On-site Audit and RBA VAP	**1. Internal whistle-blowing channels：** the internal whistle blowing channels of subsidiaries **2. External reporting channel：** Code of Conduct Compliance Reporting System
		Young Workers			
		Working Hours			
		Wages and Benefits			

Target	Policy	Issue	Impacted Parties	Due Diligence	Grievance Mechanisms and Communication Channels
		Occupational Health, Safety and Hygiene			https://coms.aseglobal.com/antifraud/en.asp
		Emergency Preparedness			
		Responsible Sourcing of Minerals			
		Anti-Corruption and Avoidance of Conflicts of Interest			
Community	Sustainable Development Best Practice Principles	Water Management		- Monitoring of Noise, Effluent, and Emission Sources at Facilities	
		Noise			
		Air Pollution			
		Biodiversity		- TNFD Biodiversity and Nature Impact Assessment	
		Climate Change Impact and		- TCFD Climate Risk and	

Target	Policy	Issue	Impacted Parties	Due Diligence	Grievance Mechanisms and Communication Channels
		Transition		Opportunity Assessment	
Customers	Policy on the Protection of Privacy and Personal Data Cybersecurity Policy Sustainable Raw Materials Policy Environmental Responsibility Policy	Data Privacy and Security Hazardous Substance Management		- Annual Risk Assessment - Internal Compliance Audit - Independent Third-Party Audit	

Impacted Parties：

Employees

Foreign Employees

Female Employees

Young Workers

Suppliers

Contractors

Local Communities

Customers

4. Mitigation and Remediation of Human Rights Risks

In ASEH's own operations and across its relationships with value chain partners, ASEH focuses the scope and targets of human rights management on employees and value chain partners (including customers, suppliers/contractors, agents, joint ventures and alliance partners, as well as local communities), through human rights due diligence and the provision of grievance and whistle-blowing mechanisms, ASEH actively prevents and remedies incidents related to human rights risks. ASEH is committed to establishing and implementing mitigation and remediation measures to address potential human rights risks affecting impacted parties. These measures include, but are not limited to, the following actions:

Target	Mitigation Measures	Remediation Measures
Employees	● Systems and Mechanisms： ASEH establishes human rights policies and related management regulations, such as the Human Rights Policy, Anti-Discrimination and Anti-Harassment Policy, Workplace Sexual Harassment and Violence Prevention and Grievance Guidelines, Working Hours Management Regulations, and Compensation and Rewards System in order to ensure the effective implementation of human rights protection efforts. ● Training： To enhance employee awareness of human rights, ASEH conducts educational and promotional training programs covering topics including occupational safety and health, emergency preparedness, workplace sexual harassment and violence prevention, the RBA Code of Conduct, diversity tolerance, anti-discrimination policies	● Investigation and Assessment： When a suspected violation of human rights protection is identified, an investigation procedure should be initiated to evaluate the impact and causes of the incident, and to verify whether a human rights violation has indeed occurred. ● Remediation and Corrective Prevention： If a violation of human rights protection is confirmed, appropriate protective and remedial measures (e.g., restoration, compensation, etc.) shall be provided to affected employees or stakeholders, based on the findings and underlying causes. To prevent the escalation of risks or damages, corrective actions should be developed and implemented, such as adjusting operational procedures, improving working conditions, enhancing employee training, and imposing disciplinary actions on the perpetrators. In addition, the existing human rights

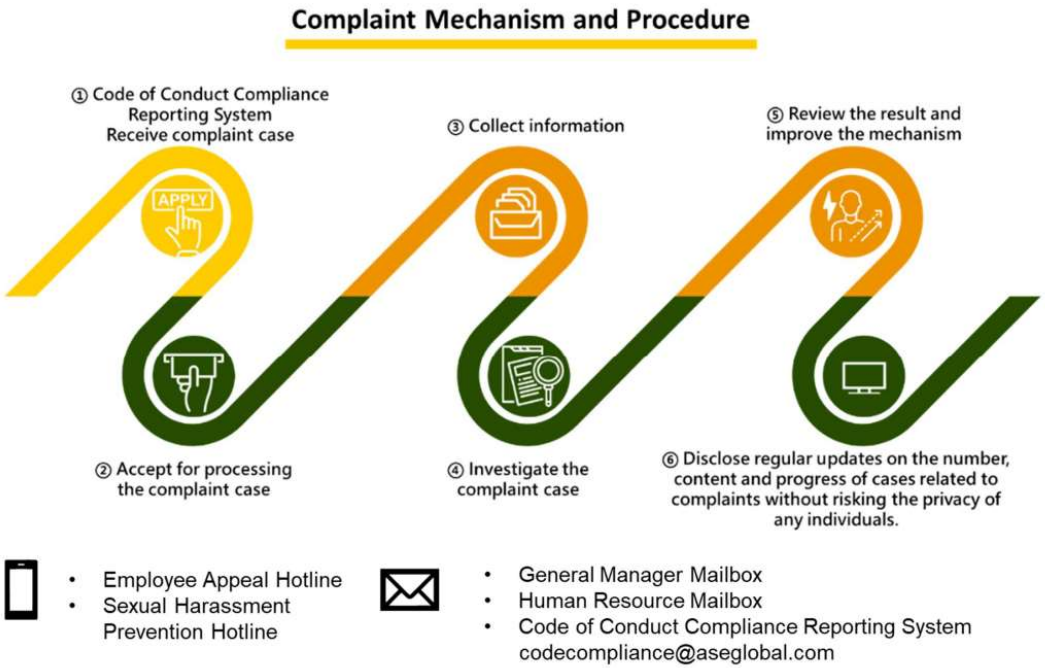
	and so forth. ● Communication： 1. ASEH builds robust channels for employee feedback and grievance mechanisms, allowing individuals to submit opinions or complaints either anonymously or with their name, without fear of retaliation, threats, or harassment. 2. ASEH respects employees' rights to freedom of association, collective bargaining, and peaceful assembly, and strictly prohibits any discrimination or adverse treatment based on participation in such activities. ● Risk Assessment and Identification：ASEH has established mechanisms for identifying and assessing human rights risks, including regular due diligence procedures. These processes aim to recognize major and potential human rights risks, formulate corresponding mitigation or remediation plans, and implement them effectively.	management mechanisms should be reviewed to strengthen preventive measures and reduce the risk of recurrence. ● Monitoring and Continuous Improvement： The effectiveness of remedial and corrective measures implemented following human rights risk incidents must be tracked. Human rights management systems should be periodically reviewed to ensure the provision of a safe and inclusive working environment for employees and stakeholders.
Suppliers/ Contractors	● Systems and Mechanisms： ASEH requires its suppliers and contractors to comply with international human rights standards, the local laws and regulations of their business locations, and ASEH's human rights-related policies and management guidelines (including without limitation to the Supplier Code of	● Investigation and Assessment： When a supplier or a contractor is suspected of violating human rights protections, ASEH will initiate an investigation procedure and require the supplier or the contractor to clarify whether a violation of human rights protection has indeed occurred.

	Conduct, Purchasing and Supply Chain Development Policy, Environmental Responsibility Policy, and Privacy and Personal Data Protection Policy, etc.) Suppliers are expected to establish human rights management mechanisms in alignment with these standards. ASEH will assess the implementation effectiveness of human rights management of supplier value chain through regular and irregular audits, as well as the RBA VAP. ● Training： Suppliers are required to promote and conduct human rights awareness and educational training for employees and management teams, aimed at strengthening human rights consciousness and understanding. ● Communication： Suppliers must establish internal and external channels for submitting feedback and grievances related to human rights issues. These channels should enable all stakeholders to express opinions or concerns anonymously or by name, without fear of retaliation, reprisal, threats, or harassment.	● Remediation and Corrective Prevention： If the investigation confirms that the supplier or the contractor has violated human rights protections, ASEH will require the supplier to formulate an improvement action plan and implement appropriate remediation and corrective measures. ASEH will also review the supplier's or contractor's existing human rights management mechanisms to strengthen preventive actions and reduce the risk of recurrence. In the case of a serious human rights incident, ASEH reserves the right to terminate or cancel contracts, suspend cooperation, downgrade the supplier's rating or privileges, and seek punitive damages for breach of contract. ● Monitoring and Continuous Improvement： To ensure the effectiveness of the remediation and corrective measures taken by suppliers or contractors in response to human rights risk incidents, ASEH will incorporate follow-up reviews into its annual audit plan.
Customers	● Systems and Mechanisms： ASEH has established policies on information security, privacy, and personal data protection, along with a hazardous substance management system for products. These mechanisms are	● Investigation and Assessment： When a customer raises concerns or identifies a potential human rights violation involving ASEH, it will initiate an investigation procedure to clarify whether the incident constitutes an actual breach

	designed to ensure the protection of customer's confidential information, safeguard personal data, and promote user safety in product use. ● Training： ASEH will regularly conduct promotional and educational training programs covering topics such as information security, personal data and privacy protection, and hazardous substance management in products. These initiatives aim to raise employee awareness and enhance compliance with relevant standards. ● Communication： ASEH maintains open and effective feedback channels with its customers to ensure that any concerns, suggestions, or issues raised are appropriately addressed and handled in a timely and responsible manner.	of human rights protections. ● Remediation and Corrective Prevention： If the investigation confirms a human rights violation, ASEH will engage in dialogue with the customer to formulate an improvement action plan and implement appropriate remediation and corrective measures. ASEH will also review its existing human rights management mechanisms and strengthen preventive actions to reduce the risk of recurrence. ● Monitoring and Continuous Improvement： ASEH will monitor the effectiveness of the remediation and corrective measures taken in response to identified human rights risk incidents and regularly review its human rights management systems to ensure the continued fulfillment of its human rights commitments.
Community	● Systems and Mechanisms： To minimize environmental pollution and social impacts on nearby residents and stakeholders caused by business operations, ASEH has established management and monitoring mechanisms across water resources, noise, air pollution, and biodiversity. 1. Water Resource Management：ASEH formulates and implements an enterprise-wide	● Investigation and Assessment： When community members or other external stakeholders raise concerns or identify suspected human rights risk incidents, such as environmental pollution or negative impacts caused by ASEH's operations, ASEH will initiate an investigation to verify the facts and clarify whether such incidents have indeed occurred.

	water resource strategy that integrates social equity, environmental sustainability, and economic efficiency across diverse water sources, water usage, wastewater recycling, and treatment. ASEH applies the Water Aqueduct risk assessment tool developed by the World Resources Institute (WRI) to evaluate the baseline water stress levels of each facility, allowing effective identification and management of water risks. ASEH adopts ISO 46001 to establish a systematic water management model, conducting water usage audits and setting management goals and indicators to reduce the environmental impact of its operational water consumption. 2. Noise Management：In compliance with local regulations, ASEH conducts perimeter noise monitoring at its facilities. ASEH encourages facilities to collaborate with academic institutions to analyze and distinguish noise sources. ASEH actively improves specific noise-generating points by installing soundproofing equipment and applying noise reduction or containment strategies. 3. Air Pollution Control：ASEH adopts source control practices for manufacturing operations, pollution prevention equipment, and emissions monitoring. Air pollution monitoring is conducted in accordance with local regulations, and ASEH upgrades processing systems to manage process gases	● Remediation and Corrective Prevention： If the investigation confirms that ASEH's operations have caused pollution or adverse environmental or community impacts, ASEH will take appropriate remedial and corrective actions. It will conduct case reviews to identify the causes and formulate effective solutions, strengthening preventive measures to minimize the risk of recurrence. ● Monitoring and Continuous Improvement： ASEH will monitor the effectiveness of the implemented remedial and corrective actions related to human rights risk incidents. Regular reviews of the human rights management framework will be conducted. Additionally, ASEH will engage in public affairs initiatives, such as environmental public welfare programs, academic-industry education efforts, and community development sponsorships in order to support local development and foster a more inclusive and community-friendly environment, thereby reinforcing its human rights commitments.

	and control emission concentrations. 4. Biodiversity Protection：ASEH applies the TNFD-LEAP approach to identify each facility's dependence on nature, as well as its impact, risks, and opportunities. Corresponding strategies are formulated and disclosed transparently through the "Climate and Environmental Report," based on TNFD and TCFD frameworks. 5. Climate Change Impact and Transition：ASEH has established mechanisms to identify and manage climate-related risks and opportunities. For significant risks or opportunities, ASEH devises action plans, tracks performance, and publicly with transparently discloses relevant information. ● Training： ASEH enhances its personnel's expertise in water resource management and process pollution control through internal and external education and promotional training programs. ● Communication： ASEH maintains open feedback and communication channels with communities and other external stakeholders. Through questionnaires, NGOs engagement meetings, forums, seminars, volunteer collaborations with NGOs, and ASEH collects community and	

	external stakeholder input, facilitates dialogue, by social media and publishes relevant human rights management information on the company website.	

■ Grievance Mechanism and Procedure