



BOVIET SOLAR

POLICY | PATENT AND INTELLECTUAL PROPERTY | PIP

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1. BOVIET SOLAR

a. Company Overview

Founded in 2013 in Vietnam, Boviet Solar, is a leading solar technology company that specializes in the manufacturing of Monocrystalline PERC, TOPCon PV cells and Gamma Series™ Monofacial, Vega Series™ Bifacial PV modules, as well as solar project development. The company offers business, financial stability, technological know-how, manufacturing excellence, top-performing PV modules, supply chain transparency and strong environmental, social, corporate governance protocol and client relations based on mutual partnership.

The company works with EPCs, developers, installers, and contractors to deliver top-performing PV modules for utility-scale, commercial, industrial, and residential solar projects. Boviet Solar's manufacturing facilities located in Vietnam, USA and has offices in the United States, Germany, and China, with its global headquarters in Vietnam. For more information about our company and products please visit www.boviesolar.com

Company Mission: Company mission is to better our planet for all living things by harnessing the power of the sun.

Company Motto: “Creating a sustainable future.”

b. Company Culture

At Boviet Solar, our culture is more than just a set of values and beliefs – it's the heartbeat of who we are and how we operate every day. We believe that our culture is the foundation of our success and the driving force behind everything we do. Here's what you can expect from our company culture:

- **Collaboration and Teamwork:** We believe in the power of teamwork and collaboration to achieve shared goals and solve complex problems. We value diverse perspectives, open communication, and mutual respect, and we work together across departments and hierarchies to make a positive impact.
- **Innovation and Creativity:** We foster a culture of innovation and creativity that encourages curiosity, experimentation, and continuous learning. We embrace change as an opportunity for growth and improvement and empower employees to think outside the box and challenge the status quo.
- **Customer-Centricity:** We are deeply committed to our customers' success and satisfaction. We go above and beyond to understand their needs, exceed their expectations, and build lasting relationships based on trust, integrity, and reliability.
- **Integrity and Ethics:** We hold ourselves to the highest ethical standards and integrity in all our interactions and decisions. We do the right thing even when no one is watching and strive to build trust and credibility with our stakeholders through transparency, honesty, and accountability.
- **Diversity and Inclusion:** We celebrate diversity in all its forms and believe that inclusion is key to unlocking the full potential of our team. We create a welcoming and inclusive environment where everyone feels valued, respected, and empowered to bring their authentic selves to work.
- **Continuous Learning and Growth:** We invest in the learning and development of our employees to foster continuous growth and improvement. We provide opportunities for skill development, career advancement, and personal growth, and we support employees in reaching their full potential.
- **Work-Life Balance:** We recognize the importance of work-life balance in maintaining employee well-being and productivity. We offer flexibility, autonomy, and support to help employees manage their work responsibilities and personal commitments effectively.
- **Fun and Celebrations:** We believe in celebrating successes, milestones, and achievements along the way. We foster a fun and positive work environment where laughter, camaraderie, and teamwork are encouraged and celebrated.

Our culture is what sets us apart and defines us as a company. We are proud of the culture we've built together, and we are committed to nurturing and preserving it as we continue to grow and evolve.

c. Company Values

Boviet Solar’s company values are the central, underlying philosophies that guide our business and employees, and reflect our interactions with customers and industry partners. They are established in order to create a shared, enduring, and positive environment for all of us.

- **Solar Energy:** We believe in clean and reliable energy resources.
- **Environment:** We care about our community and environment.
- **Company:** We create sustainable, meaningful prosperity.
- **Products:** We provide top-performing solar products for different solutions.
- **Customers:** We practice win-win partnerships with our customers.
- **Team:** We promote team member growth and happiness.
- **Business:** We practice our business based on trust, transparency, integrity, and reliability in mind at all times.

Company Business Practices Philosophy:

Boviet Solar’s day-to-day business operations, strategic decision making and interactions with all employees and stakeholders business philosophy is based on ;

- **Integrity:** We conduct ourselves with honesty, transparency, and integrity in all our dealings.
 - **Respect:** We treat all individuals with dignity, fairness, and respect.
 - **Compliance:** We comply with all applicable laws, regulations, and company policies.
 - **Accountability:** We take responsibility for our actions, decisions, and their impact on others.
 - **Transparency:** We communicate openly and transparently with our stakeholders.
 - **Confidentiality:** We respect the confidentiality of sensitive information and protect the privacy of individuals.
 - **Safety:** We prioritize the health, safety, and well-being of our employees, customers, and communities.
 - **Sustainability Stewardship:** We are committed to promoting sustainability.
 - **Customer Focus:** We are dedicated to meeting and exceeding customer expectations.
 - **Continuous Improvement:** We strive for continuous improvement in all aspects of our business.
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2. PATENT AND INTELLECTUAL PROPERTY INFORMATION

a. Intellectual Property Definition

In a business context, intellectual property (IP) refers to a broad category of intangible assets that are created through human intellect and innovation. This includes inventions, designs, literary and artistic works, symbols, names, images, and proprietary information. Intellectual property rights grant exclusive ownership and control over these creations, allowing businesses to protect their innovations and creativity from unauthorized use, reproduction, or exploitation by others. Intellectual property can be categorized into several forms, including patents, trademarks, copyrights, and trade secrets. Protecting intellectual property is essential for businesses to maintain their competitive edge, foster innovation, and secure their investments in research and development. Effective management and safeguarding of intellectual property assets are critical for sustaining business growth, enhancing market value, and preserving the integrity of the company's brand and innovations.

b. Patent Definition

In a business setting, a patent is a form of intellectual property protection granted by a government to an inventor or assignee, providing the exclusive right to use, make, sell, or license an invention for a specified period. A patent is typically granted for inventions that are novel, non-obvious, and useful. It serves as a legal right that prevents others from making, using, or selling the patented invention without permission. Patents can cover a wide range of innovations, including products, processes, methods, and compositions of matter. Protecting patents is crucial for businesses to safeguard their innovative ideas, technologies, and products, ensuring that competitors cannot replicate or exploit their inventions without authorization. Patents play a significant role in maintaining a company's competitive advantage, fostering innovation, and promoting economic growth.

c. Importance of Patent and Intellectual Property

By implementing a Patent and Intellectual Property Policy, Boviet Solar ensures the protection of its innovative ideas and technological advancements critical to its operations and competitive positioning. This policy is essential for safeguarding intellectual property, including patents, trademarks, copyrights, and trade secrets, preventing unauthorized use, reproduction, or exploitation by others. It helps build trust with employees, customers, and partners by demonstrating a commitment to innovation protection and ethical handling of intellectual property assets. Additionally, this policy helps Boviet Solar comply with legal and regulatory requirements, reducing the risk of intellectual property infringement and ensuring the company's long-term sustainability and competitive advantage.

3. PATENT AND INTELLECTUAL PROPERTY INFORMATION OVERVIEW

a. Company Statement

At Boviet Solar, we are committed to upholding the highest standards of patent and intellectual property protection in all our business operations. We recognize the critical importance of safeguarding the innovative ideas, technological advancements, and proprietary information of our customers, employees, and stakeholders. Our commitment is to ensure that patents and intellectual property are maintained and protected throughout every aspect of our business. We are dedicated to:

- Protecting patents, trademarks, copyrights, and trade secrets from unauthorized use, reproduction, or exploitation.
- Implementing robust security measures and protocols to safeguard intellectual property.
- Complying with all applicable laws, regulations, and industry standards to ensure the lawful and ethical handling of intellectual property.
- Providing clear and transparent patent and intellectual property policies and notices to inform stakeholders about how their intellectual property is protected and used.
- Offering individuals control over their intellectual property, including measures to ensure its accuracy and security.

By adhering to our Patent and Intellectual Property Policy, we build trust with our customers, employees, and partners, demonstrate our commitment to innovation protection and ethical business practices, and maintain compliance with legal and regulatory requirements. Through our dedication to protecting patents and intellectual property, we strive to create a secure and innovative environment for all stakeholders and uphold the integrity of our business operations.

b. Policy Purpose

The purpose of this policy is to memorialize the commitment of BOVIET SOLAR TECHNOLOGY CO., LTD, on its own behalf and on behalf of its subsidiaries and affiliates (“Boviet Solar” or the “Company”) to adhere to the Patent and Intellectual Property Policy. This policy is established by Boviet Solar’s Board of Directors, Committee Directors, Department Executives and Policy Management Teams. This policy applies to Boviet Solar’s all global operations and policy stakeholders. The company is committed to compliance with specific country and state related laws, rules, and regulations.

The primary goal of the Patent and Intellectual Property Policy is to protect the innovative ideas, technological advancements, and proprietary information of all stakeholders, ensuring that such intellectual property is handled securely and responsibly. By implementing this policy, Boviet Solar aims to foster trust among customers, employees, and partners, maintain compliance with legal requirements, and uphold the highest standards of intellectual property protection and confidentiality. This commitment not only safeguards the company’s patents, trademarks, copyrights, and trade secrets but also enhances Boviet Solar’s reputation for innovation and reliability in the industry. Through this policy, Boviet Solar ensures that intellectual property is managed in a manner that supports business objectives while protecting the interests of all stakeholders involved.

c. Policy Stakeholders

Boviet Solar’s Patent and Intellectual Property Policy involves a wide range of stakeholders responsible for upholding intellectual property rights and standards:

- All Employees
- Management and Leadership
- Human Resources Department
- Legal Department
- Information Technology Department
- Compliance Department
- Research and Development Department
- Suppliers and Vendors
- Customers and Clients

These stakeholders collectively play a crucial role in ensuring compliance with patent and intellectual property regulations and protecting the innovative ideas, technological advancements, and proprietary information of all individuals and entities associated with the company. By working together, these entities contribute to fostering an environment that respects and protects intellectual property, maintains trust with customers and partners, and safeguards the company’s reputation and integrity in the industry.

d. Policy Implementation Stages

Boviet Solar's Patent and Intellectual Property Policy involves specific strategies and practices throughout various stages of its business operations and intellectual property management activities.

Policy Implementation Stages:

- Intellectual Property Identification and Classification
- Access Controls
- Training and Awareness
- Data Security Measures
- Confidentiality Agreements
- Monitoring and Auditing
- Incident Response
- Documentation and Record Keeping

By implementing these measures across various stages, Boviet Solar ensures the protection of its intellectual property, compliance with relevant regulations, and the maintenance of trust and confidence among employees, partners, and stakeholders.

e. Policy Scope

This policy outlines our principles and expectations regarding the handling of patents and intellectual property (IP) and provides guidance to our employees and all stakeholders.

Key areas covered in the policy include:

- **Identification and Documentation of IP:** Establishing clear guidelines for identifying, documenting, and protecting intellectual property, including patents, trademarks, copyrights, and trade secrets.
- **IP Ownership and Rights:** Clarifying ownership rights and responsibilities concerning IP created by employees, contractors, and third parties, ensuring proper assignment and protection of IP rights.
- **Filing and Maintenance of Patents:** Providing procedures for the timely filing, prosecution, and maintenance of patents to secure legal protection for innovations.
- **Use and Licensing of IP:** Establishing guidelines for the authorized use, licensing, and commercialization of the company's IP to maximize its value and avoid unauthorized use.
- **Training and Awareness Programs:** Providing comprehensive training and awareness programs to educate employees about the importance of protecting IP, their responsibilities under the policy, and best practices for maintaining IP security.
- **Confidentiality Agreements:** Requiring all employees, contractors, and third parties to sign confidentiality agreements to ensure they understand and commit to protecting sensitive IP information.
- **IP Infringement Response:** Establishing clear procedures for reporting, investigating, and responding to any suspected infringements of the company's IP rights.
- **Monitoring and Auditing:** Regularly monitoring and auditing the use and protection of IP to detect and address any potential vulnerabilities or unauthorized activities.
- **Compliance with Legal and Regulatory Requirements:** Ensuring compliance with all relevant laws, regulations, and industry standards governing the protection and management of IP.
- **Building Trust and Credibility:** Establishing trust and credibility with customers, employees, and stakeholders by demonstrating a commitment to the responsible and ethical handling of IP.
- **Continuous Improvement:** Continuously reviewing and updating the policy to enhance its effectiveness and ensure alignment with evolving legal requirements and best practices.

By implementing the Patent and Intellectual Property Policy across these key areas, Boviet Solar upholds the principles of innovation, transparency, and compliance in all aspects of its operations, safeguarding the interests of all stakeholders and maintaining the trust and confidence of the broader community.

f. Policy Implementation

At Boviet Solar, we believe that implementing a robust Patent and Intellectual Property Policy is essential for safeguarding our innovative ideas, preserving our competitive edge, and promoting a culture of intellectual property protection and compliance. By implementing and enforcing stringent measures, Boviet Solar can mitigate risks, build trust with stakeholders, and contribute to a more ethical and sustainable business environment while complying with regulatory requirements.

Here's how Boviet Solar implements the Patent and Intellectual Property Policy:

- **Communication and Training:** The Patent and Intellectual Property Policy is communicated to all employees through various channels, including company-wide meetings, email communications, intranet postings, and specialized training sessions.
- **Acknowledgment and Certification:** Employees are required to acknowledge receipt of the Patent and Intellectual Property Policy and certify their understanding and commitment to comply with its provisions regarding the creation, protection, and use of intellectual property.
- **Integration into Policies and Procedures:** The Patent and Intellectual Property Policy is integrated into other relevant policies, procedures, and processes across the company to ensure consistency and alignment in intellectual assets management practices.
- **Promotion and Awareness:** The company promotes awareness of the Patent and Intellectual Property Policy through ongoing communications, reminders, and reinforcement activities, emphasizing the importance of intellectual property protection and compliance in all aspects of business operations.
- **Monitoring and Enforcement:** Boviet Solar establishes mechanisms for monitoring and enforcing compliance with the Patent and Intellectual Property Policy, including regular audits, reviews, and assessments of intellectual property management practices to ensure adherence to established standards.
- **Review and Update:** The Patent and Intellectual Property Policy is reviewed periodically to ensure it remains current, relevant, and effective in addressing emerging intellectual property risks and regulatory requirements. Updates are made as necessary to reflect changes in technology, regulations, and business needs.

By following these steps, Boviet Solar effectively implements a Patent and Intellectual Property Policy that upholds the highest standards of intellectual property protection, integrity, and compliance throughout the organization, fostering innovation and competitiveness while respecting the rights of inventors and creators.

g. Responsible Departments

The responsibility for implementing and overseeing the Patent and Intellectual Property Policy falls on multiple departments within Boviet Solar:

- Legal Department
- Research and Development Department
- Compliance Department
- Human Resources Department
- Information and Technology Department
- Risk Management Department
- Internal Audit Department
- Executive Leadership

By working collaboratively, these departments ensure the comprehensive protection of intellectual property, maintaining trust with stakeholders and safeguarding the company's competitive advantage and innovation.

4. EMPLOYEE RESPONSIBILITY

Employee Responsibility: Everything we do reflects Boviet Solar. We expect you to:

- **Follow the Policy:** Comply with the letter and spirit of Boviet Solar's Patent and Intellectual Property Policy and all applicable legal requirements.

- **Speak up:** If you see or hear of any violation of Boviet Solar’s Patent and Intellectual Property Policy, other Boviet Solar policies, or legal or regulatory requirements, you must notify either your manager or compliance officer.
- **Use good judgment and ask questions:** Apply Boviet Solar’s principles of business conduct and review our policies and legal requirements. When in doubt about how to proceed, discuss it with your manager. Any failure to comply with Boviet Solar’s Patent and Intellectual Property Policy—or failure to report a violation—may result in disciplinary action, up to and including termination of employment. You are also required to fully cooperate in any Boviet Solar investigation, and keep any information shared with you confidential to safeguard the integrity of the investigation.

5. REPORTING AND ENFORCEMENT

a. Reporting Violations

Any person who suspects that a violation of this Policy has or may occurred (or may occur in the future) is expected to notify the company immediately. Reporting Policy violations internally within a company is crucial for maintaining integrity and compliance with legal and ethical standards. A person who is aware of the policy violation should gather all relevant information about the policy violation. This may include violation details, parties involved, dates, and any supporting documentation or evidence.

b. Investigation of the Violations

Once Boviet Solar becomes aware of an alleged or suspicious act of policy violation, it will investigate the violation. If the violation is credible and true, Boviet Solar will take the necessary steps to respond and remediate. Steps will include responding to the allegations, determining the credibility of allegations, and determining the seriousness of allegations. Once an allegation has been deemed credible, the Boviet Solar will launch an investigation. Boviet Solar will also make sure that evidence is preserved and reviewed, conduct interviews with key employees, report to key stakeholders, and conduct a forensic accounting review.

Collaboration among various stakeholders and policy implementations departments is essential to ensure a thorough, fair, and effective investigation process. The ultimate goal is to address these policy violations promptly, mitigate risks, and uphold Boviet Solar's commitment to integrity and ethical conduct.

c. Risk and Consequences of Violation

Violating a company's Patent and Intellectual Property policy can have severe risks and consequences for both individuals and Boviet Solar including legal liability, financial loss, reputational damage, loss of talents, decrease employee morale, legal and regulatory repercussions, damage to workplace culture and loss of business opportunity.

All Company Employees

Company employees that violate these policies, laws and regulations are subject to disciplinary actions pursuant to our CCOE including, but not limited to, termination of employment.

All Stakeholders

Company business relations partners that violate these policies, laws and regulations are subject to contracts, suspension of business relationships, and potential legal action in cases of serious violations.

Boviet Solar must prioritize ethical conduct, transparency, and compliance with patent and intellectual property laws and regulations to mitigate these risks and protect its reputation, integrity, and long-term sustainability. The importance of policy is incorporated into our Company Business Code of Conduct and Ethics.

d. Enforcement of the Policy

Enforcing the Patent and Intellectual Property Policy within Boviet Solar involves a collaborative effort among various departments and stakeholders.

The Legal Department takes the lead in overseeing the implementation and enforcement of the Patent and Intellectual Property Policy. Legal officers work closely with senior management, compliance teams, and relevant stakeholders to develop, communicate, and monitor adherence to IP standards and procedures. They provide comprehensive training and education to employees at all levels on the importance of protecting intellectual property, relevant IP laws, and best practices for innovation management. Additionally, the Legal Department conducts regular risk assessments, monitors IP management practices, and investigates any breaches or violations of the Patent and Intellectual Property Policy. By ensuring that Boviet Solar complies with all relevant laws and regulations, the Legal Department helps maintain the integrity and security of the company's intellectual property assets.

e. Record Keeping

Record-keeping is a fundamental aspect of Boviet Solar's Patent and Intellectual Property Policy efforts within the company. Proper documentation is essential to ensure transparency, accountability, and compliance with relevant IP laws and regulations. How record-keeping relates to this policy:

- Policy Documents
- Training Records
- Patent Filings
- Intellectual Property Agreements
- Invention Disclosures
- IP Audits
- Legal Proceedings

By maintaining accurate and comprehensive records related to the Patent and Intellectual Property Policy, Boviet Solar demonstrates its commitment to protecting its intellectual property assets, ensuring compliance with legal and regulatory requirements, and effectively responding to any IP-related inquiries, audits, or investigations. These records also serve as valuable documentation in the event of regulatory inspections, legal proceedings, or internal reviews related to IP management practices.

6. CONTACT INFORMATION

Boviet Solar is committed to upholding the highest standards of integrity and ethical conduct in all aspects of our business. We expect all employees and stakeholders to share in this commitment and to conduct themselves with honesty, fairness, and respect for the law. Together, we can build a culture of transparency, trust, and accountability that contributes to the long-term success and sustainability of our organization.

a. Whistleblower Contact

Boviet Solar encourages feedback regarding actual or potential violations of this Policy and will support any report of a genuine concern made in good faith, even if the report turns out to be mistaken. Boviet Solar is committed to ensuring no one suffers detrimental treatment (including dismissal, disciplinary action, threats, or other unfavorable treatment) as a result of reporting in good faith his or her suspicion that a violation of this Policy is or may be taking place in any part of Boviet Solar's business or the business of Boviet Solar's partners.

Respect the confidentiality and privacy of individuals involved in the reported incident, as well as your own confidentiality as a whistleblower if you choose to remain anonymous. Please contact us at:

Whistleblower: whistleblower@bovietsolar.com

b. Policy Information Contact

Boviet Solar believes in open and transparent business practices with our employees, clients, partners, community, and other stakeholders. For more policy related information, please contact us at;

Compliance: compliance@bovietsolar.com

c. Company Contact

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This document shall come into effect and be enforced starting from January, 2014, rendering any previously conflicting documents shall be invalid. The final interpretation rights of this document belong to the Corporate Governance Department.

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