

供應商行為準則

Supplier Code of Conduct

為確保本公司供應鏈的工作環境安全，勞工受到尊重並保有基本人權，以及商業運營促進環保並遵守道德操守，因而制定本供應商準則（“準則”）並要求供應商共同遵循，同時遵守其經營所在國家與地區的法律和法規。本準則適用於提供本公司產品或服務之供應商及其子公司、關係企業及承包商。

To ensure a safe working environment, respect for labor rights, and the promotion of environmentally sustainable and ethical business practices throughout our supply chain, this Supplier Code of Conduct (the "Code") has been established. Suppliers are required to adhere to this Code while also complying with the laws and regulations of the countries and regions in which they operate. This Code applies to all suppliers providing products or services to our company, including their subsidiaries, affiliates, and subcontractors.

對於違反此準則或拒絕接受審核的供應商，本公司將終止與其合作關係。

Our company will terminate its relationship with any supplier that violates this Code or refuses to undergo audits.

本準則中各項規定乃是以「責任商業聯盟（RBA，前身為 EICC）行為準則」為藍本，並參照國際公認的標準所訂定。

The provisions of this Code are based on the Responsible Business Alliance (RBA, formerly EICC) Code of Conduct and are formulated with reference to internationally recognized standards.

本準則包含五部份：勞工及人權、健康與安全、環境標準、道德規範、執行與管理項目。

This Code consists of five parts: Labor and Human Rights, Health and Safety, Environmental Standards, Ethics, and Implementation of Management.

1. 勞工及人權

Labor and Human Rights

本公司與供應商密切合作，持續推動勞工工作條件的改善。應根據國際社會公認的準則，承諾維護勞工的人權，並尊重他們。

Our company works closely with suppliers to continuously improve labor conditions.

Suppliers are expected to uphold and respect labor rights in accordance with internationally recognized standards.

1.1 童工

Child Labor

本公司決不允許供應商使用童工。供應商只能僱傭以下勞工：(i) 大於 16 周歲；(ii) 完成義務教育；(iii) 超過供應商所在之國家和地區規定的最小法定工作年齡。此外，18 歲以下的勞工不得從事危險工種。

Our company strictly prohibits the use of child labor. Suppliers may only hire workers who are: (i) over the age of 16; (ii) have completed compulsory education; and (iii) are above the minimum legal working age in the country or region where the supplier operates. In addition, Workers under the age of 18 must not be employed in hazardous jobs.

1.2 強迫勞動、販賣人口、奴役。

Forced Labor, Human Trafficking, Slavery

供應商不得僱傭奴隸、犯人、包身工、質押人員或其他類似情形的人員。供應商不得買賣勞工，或以威脅、暴力、強迫、誘導或欺騙的方式剝削勞工。工作必須是自願的，勞工可以在給出合理通知的前提下離開工作崗位，終止勞動合同或其他工作狀態。供應商不得以工作為條件要求勞工上交政府發放的資格認定證書、護照或其他工作許可證，並且只能在完成合法的行政手續和移民程式過程中有需要時暫時保管以上文件。勞工的僱傭合同必須使用勞工能夠理解的語言，合同條款必須清楚易懂。供應商必須確保其勞工招聘機構遵守供應商準則，及工作地所在國家和勞工祖國的相關法律的規定。

Suppliers must not employ slaves, prisoners, bonded laborers, pledged workers, or individuals in similar circumstances. Suppliers must not buy or sell labor or exploit workers through threats, violence, coercion, abduction, or fraud. Work must be voluntary, and workers should be free to leave their jobs or terminate their contracts with reasonable notice. Suppliers must not require workers to surrender government-issued certification, passports, or work permits as a condition of employment, and such documents should only be retained temporarily when necessary for completing legal administrative processes and immigration procedures. Employment contracts must be written in a language understood by the workers, and the terms must be clear and comprehensible. Suppliers must ensure that their labor recruitment agencies comply with the Supplier Code and the relevant laws of the country of operation and the workers' home countries.

1.3 薪酬福利

Compensation and Benefits

供應商必須準時付給勞工不低於法定最低標準的工資。供應商不得拖欠勞工的工資。

勞工依據該單據可及時得到工資。供應商不能採用扣除基本工資作為懲罰性措施。 Suppliers must pay workers on time and at least the legal minimum wage. Suppliers must not withhold workers' wages. Workers should receive their wages promptly according to the agreed payment terms. Suppliers cannot use wage deductions as a disciplinary measure.

1.4 工作時間

Working Hours

除了在異常或緊急情況下，供應商要求勞工上班和加班時間必須合理；且每名勞工有權享有每週至少一天的休息時間。

Except in exceptional or emergency situations, suppliers must ensure that working hours and overtime are reasonable. Each worker has the right to at least one day off per week.

1.5 反歧視

Anti-Discrimination

工作條件必須建立在個人能力基礎之上，而不是個人特徵或信仰。供應商在勞工的工作申請、升職、工作分派、培訓、工資、福利和解約過程中，不得存在種族、膚色、國家、性別、性取向、宗教信仰、傷殘、年齡、政治觀點、懷孕、婚姻家庭狀況或其他類似因素等方面的歧視行為。

Working conditions must be based on individual ability, not personal characteristics or beliefs. Suppliers must not engage in discriminatory practices based on race, color, nationality, gender, sexual orientation, religion, disability, age, political opinion, pregnancy, marital status, or other similar factors in employment applications, promotions, job assignments, training, wages, benefits, and terminations.

1.6 公平對待

Fair Treatment

尊重所有勞工。供應商不得參與或允許對勞工進行體罰、辱罵、精神虐待、暴力威脅、性騷擾及非法限制人身自由等在內的壓迫行為。

All workers must be treated with respect. Suppliers must not engage in or allow physical punishment, verbal abuse, psychological coercion, violence threats, sexual harassment, or unlawful restrictions on personal freedom.

1.7 合法移民

Legal Immigration

供應商只能僱傭擁有合法工作權利的人員。如果供應商需僱傭國外或外僑勞工，該勞工必須完全符合供應商所在國的移民法和勞工法。

Suppliers may only employ individuals with legal work rights. If suppliers employ foreign or migrant workers, those workers must fully comply with the immigration and labor laws of the supplier's country of operation.

1.8 結社自由

Freedom of Association

供應商必須尊重勞工根據自己的選擇建立、參加組織的權利。供應商不得以騷擾或恐嚇的方式或對勞工以非暴力的方式針對加入或退出這樣的合法組織行為進行懲罰或限制。

Suppliers must respect the workers' right to form and join organizations of their choice.

Suppliers must not harass or intimidate workers or penalize or restrict them through non-violent means for joining or leaving such legal organizations.

2. 健康與安全

Health and Safety

供應商必須為勞工提供安全健康的工作環境，並遵守工作安全法規最低規定。

Suppliers must provide a safe and healthy working environment for workers and comply with the minimum standards of occupational safety regulations.

2.1 職業安全

Occupational Safety

供應商必須為勞工提供安全教育，設置人身防護裝置和隔離牆，並採取或設計安全措施來保護勞工，使其免于安全隱患的危害。當勞工在危險環境中工作或者接觸有害材料時，必須將其危害性提前告知勞工，並使該勞工接受適當的培訓。另外，供應商必須為勞工配備適當的個人防護裝備，並教育其使用方式。供應商必須管理、跟蹤、報告職業傷害和職業病。

Suppliers must provide safety education for workers, setup personal protective equipment and install barriers, and take or design safety measures to protect workers from hazards.

When workers operate in hazardous environments or come into contact with harmful materials, suppliers must inform workers of the hazards in advance and provide appropriate training. Additionally, suppliers must equip workers with suitable personal protective equipment and educate them on its use. Suppliers must manage, track, and report occupational injuries and illnesses.

2.2 緊急情況的準備和回應

Emergency Preparedness and Response

供應商必須對緊急情況進行鑒定並建置應急計劃與應急設備，包括警報系統、疏散流程和勞工培訓並定時進行應急演練。

Suppliers must identify emergencies and establish emergency plans and equipment, including alarm systems, evacuation procedures training, and regular emergency drills.

2.3 衛生和住房

Sanitation and Housing

供應商必須為勞工提供清潔的盥洗設施和飲用水。如果供應商為勞工提供食堂或其他餐飲場所，必須保證衛生。如果供應商為勞工提供住宿，必須提供清潔安全宿舍。宿舍必須設有緊急出口，且勞工應享有合理安全且適宜之居住空間。

Suppliers must provide workers with clean sanitation facilities and drinking water. If suppliers provide dining facilities, they must ensure hygiene. If accommodation is provided, it must be clean and safe, with emergency exits, and workers should have reasonable, safe, and suitable living spaces.

3. 環境標準

Environmental Standards

供應商承認環境保護責任是商業行為中不可或缺的一部份。在製造作業過程中，應盡量減少對社區、環境和自然資源造成不良影響，同時保障公眾的健康和安全，並遵守相關環境法律。

Suppliers acknowledge that environmental responsibility is an integral part of business operations. During manufacturing, they should minimize adverse impacts on the community, environment, and natural resources, while ensuring public health and safety and complying with relevant environmental laws.

3.1 環保許可證和記錄保存

Environmental Permits and Record Keeping

供應商必須獲取並保留現行所有需要的環保許可證、批准資料和登記表。

Suppliers must obtain and maintain all necessary environmental permits, approvals, and registrations.

3.2 有害物質的有效管理和清理

Effective Management and Disposal of Hazardous Substances

供應商必須確保化學藥品和其他對環境有害物質的安全性。在使用、移動、儲存和清理過程中，保障勞工安全。供應商還必須依照法律規定監測和控制，在清理有害物質過程中產生的廢水、固體廢棄物。另外，供應商還必須依照各地法律規定管理有害氣體之排放。

Suppliers must ensure the safety of chemicals and other substances hazardous to the environment. During their use, movement, storage, and disposal, worker safety must be protected. Suppliers must also monitor and control wastewater and solid waste generated during hazardous substance disposal, in accordance with legal requirements. Additionally, suppliers must manage the emission of hazardous gases as per local laws.

3.3 持續改善

Continuous Improvement

本公司鼓勵供應商持續改善並減少廢棄物。

The company encourages suppliers to continuously improve and reduce waste.

3.4 衝突礦產

Conflict Minerals

本公司不使用可能加劇剛果民主共和國及其鄰國內部鬥爭的礦物及燃料。

The company does not use minerals and fuels that may exacerbate internal conflicts in the Democratic Republic of Congo and its neighboring countries.

4. 道德規範

Ethical Standards

為履行社會責任並在市場上取得成功，供應商及其代理商必須謹守最高的道德標準。

To fulfill social responsibilities and achieve success in the marketplace, suppliers and their agents must adhere to the highest ethical standards.

4.1 指導原則

Guiding Principles

供應商的業務和勞動實踐必須遵守所有相關法律的規定，及此“供應商行為準則”的要求。

Suppliers' business and labor practices must comply with all relevant laws and the requirements of this "Supplier Code of Conduct."

4.2 拒絕行賄受賄

Prohibition of Bribery and Corruption

無論是在與政府還是個人打交道時，供應商不得以任何理由向任何人提供或收受賄賂，或以其他方式獲取不正當的利益。供應商不得誘導本公司勞工違反我們的公司規章制度及道德準則。

Whether dealing with the government or individuals, suppliers must not offer or accept bribes or obtain improper benefits for any reason. Suppliers must not induce company employees to violate our company regulations and ethical guidelines.

4.3 利益回避

Avoidance of Conflicts of Interest

供應商及其員工應避免與本公司員工及其直系親屬有任何可能影響業務決策的私人利益關係。若出現可能被認為是利益衝突的情況，供應商應立即向公司相關負責部門披露，並遵從本公司指示解決該衝突。

Suppliers and their employees should avoid any private interest relationships with company employees and their immediate family members that may affect business decisions. If a situation that may be considered a conflict of interest arises, suppliers should immediately disclose it to the relevant department and follow the company's instructions to resolve the conflict.

4.4 保護檢舉者

Protection of Whistleblowers

供應商必須保護勞工中的檢舉揭發者，禁止針對勞工報告工作中的不滿行為進行打擊報復。供應商必須設立一種機制，可以讓勞工匿名表達不滿。

Suppliers must protect whistleblowers among workers and prohibit retaliation against workers for reporting workplace grievances. Suppliers must establish a mechanism that allows workers to anonymously express their dissatisfaction.

5. 執行與管理

Implementation of Management

供應商必須採用管理系統來確保一切業務符合相關法律規定和此供應商行為準則，並促進其持續改善。

Suppliers must adopt a management system to ensure all business operations comply with relevant legal requirements and this Supplier Code of Conduct, and promote continuous improvement.

5.1 負責人

Responsibility

供應商必須擁有其單位所指定代表，負責執行管理系統，監督相關法律和此供應商行為準則遵守情況。其負責人必須例行檢查和評估管理系統之成效。

Suppliers must designate representatives responsible for implementing the management system and supervising compliance with relevant laws and this Supplier Code of Conduct. These representatives must regularly inspect and evaluate the effectiveness of the management system.

5.2 成效評估

Performance Evaluation

本公司希望我們的供應商能要求上一級供應商或分包商也遵守此供應商準則中涉及的標準和慣例。

The company expects our suppliers to require their upper-tier suppliers or subcontractors to comply with the standards and practices outlined in this Supplier Code of Conduct.

5.3 文件和記錄

Documentation and Records

對此管理系統製作文件及記錄。

Suppliers must document and record the management system.

5.4 矯正改善

Corrective Action and Improvement

本公司要求供應商必須遵守此供應商準則。若成效不佳，我們要求供應商立即針對不足之處提供一個詳細的改善方案，並採取矯正措施。本公司應進行後續成效跟蹤，若無改善，本公司將終止合作關係。

The company requires suppliers to comply with this Supplier Code of Conduct. If performance is unsatisfactory, we require suppliers to

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