



全新光電供應商行為準則 8.0 版

供應商同意並遵守供應商社會責任與道德規範承諾, 相關內容如下:

Supplier agrees and complies with the Supplier Social Responsibility and Ethics commitments, as follows:

一、 勞工 LABOR

參與者承諾尊重勞工的人權, 並令他們有尊嚴。這適用於所有直接和間接供應商, 以及所有的工人, 包括臨時工、移民工、學生、合約勞工、直接僱員以及任何其他類型的勞工。

Participants commit to respect the human rights of workers, and to treat them with dignity. This applies to direct and indirect suppliers, as well as all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

勞工標準如下:

The labor standards are as follows:

1. 禁止強迫勞動 Prohibition of Forced Labor

不允許任何形式的強迫勞動, 包括但不限於債役(包括債役)或契約勞工、非自願或剝削性監獄勞工、奴役或人口販運。這包括為了得到勞工或服務而使用恐嚇、強迫、威脅、綁架或詐騙手段來運送、窩藏、招募、調配或接收勞工。除了禁止對勞工出入工作場所作出不合理限制外, 也不應無理地約束勞工在工作場所內的行動自由, 適用時包括勞工宿舍或生活住所。作為招聘程序中的必要部份, 必須為所有勞工提供其母語或工人可以理解的語言的書面僱傭協議, 並且在協議中描述僱傭條款及條件。必須在海外移民勞工離開原本的國家前, 為其提供僱傭協議, 而在其抵達接收國家後, 該僱傭協議不得有任何替換或更改, 除非有關更改是為了符合當地法律的要求和提供相同或更佳條款而作出則例外。所有工作應出於自願, 若發出合理通知, 工人可以隨時離開工作或終止僱傭關係, 而不會受到處罰, 並應在工人合約中明確規定。參與者應保存所有離職員工的文件。僱主、中介人及二級中介人不得扣留或以其他方式毀壞、隱藏、沒收僱員的身份證或出入境證件, 比如政府頒發的身份證明、護照或工作許可證。儘管有上述規定, 僱主僅可在遵守當地法律所必需的情況下保留文件。就算是在此情況下, 任何時候也不可拒絕勞工取用其文件。不得要求勞工繳付僱主的中介人或二級中介人的招聘費用或其他與其聘用相關的費用。如發現勞工繳付了任何該等費用, 該等費用須退還予相關勞工。

Forced labor in any form, including but not limited to, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company- provided facilities including, if applicable, workers' dormitories or living quarters. As part of the hiring process, all workers must be provided with a written employment agreement in their native language, or in a language the worker can understand, that contains a description of terms and conditions of employment. Foreign migrant workers must receive the employment agreement prior to the worker



departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms. All work shall be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given, which shall be clearly stated in workers' contracts. Participants shall maintain documentation on all leaving workers. Employers, agents, and sub-agents' may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such as government-issued identification, passports, or work permits. Notwithstanding the foregoing, employers can only hold documentation if necessary to comply with the local law. In this case, at no time shall workers be denied access to their documents. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

2. 年輕勞工 Young Workers

不得在任何製造工序中使用童工。「童工」指僱傭任何未滿 15 歲、或未達強迫教育年齡、或該國家/地區最低就業年齡的人士（三項中取年齡最大者）。未滿 18 歲的勞工（年輕勞工）不得從事可能會危及其健康或安全的工作，包括夜班或加班。參與者應當適當保管學生記錄、嚴格審核教育合作夥伴，以及按照適用的法例與法規保障學生的權利，從而確保對學生工的管理得當。參與者應採取適當的機制核實勞工的年齡。符合所有法例與法規的合法職場學習計劃則不在此列。參與者應當為所有學生工提供適當的支援和培訓。如果沒有當地法律規管，學生工、實習生和學徒的薪資水平應最少與從事同等或相似工作的其他入門級員工相等。如果發現童工，我們將提供協助/補救措施。

Child labor shall not be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Participants shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. Participants shall implement an appropriate mechanism to verify the age of workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Participants shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks. If child labor is identified, assistance/remediation shall be provided.

3. 工時 Working Hours

因此，工作時數不應超過當地法律規定的最大限度。此外，每週的工作時數不應超過 60 小時（包括加班），緊急或特殊情況除外。所有加班均屬自願性質。每七天應當允許勞工至少休息一天。

Working hours shall not exceed the maximum set by local law. Further, a workweek shall not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime shall be voluntary. Workers shall be allowed at least one day off every seven days.



4. 工資與福利 Wages and Benefits

支付給勞工的工資應當符合所有相關的薪酬法律，包括有關最低工資、加班和法定福利的法律。所有員工應獲得平等工作與資格的同等薪酬。勞工的加班工資應高於常規時薪水平。禁止以扣工資作為紀律處分的手段。在每個支薪週期，應及時為勞工提供簡明的工資單據，內含充足的資料證實支付給勞工的薪酬準確無誤。必須按照當地法律聘用臨時工、派遣員和外判工人。

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. All workers shall receive equal pay for equal work and qualification. Workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor shall be within the limits of the local law.

5. 反歧視/反騷擾/人道待遇 Non-Discrimination/Non-Harassment/Humane Treatment

參與者應承諾提供一個無騷擾以及無非法歧視的工作場所。避免苛刻或非人道地對待員工，包括暴力、性暴力、性騷擾、性侵犯、體罰、心理或生理壓逼、欺凌、公開羞辱或口頭辱罵；也不得威脅進行任何此類行為。公司不得因人種、膚色、年齡、性別、性傾向、性別認同或表現、種族或民族、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身份、受保護的基因資料或婚姻狀況等在招聘及實際工作中歧視或騷擾員工，例如因此而影響工資、晉升、獎勵和接受培訓的機會等。有關的紀律政策及程序必須有清晰的定義，並向員工清楚地傳達。應為員工提供適當的場所進行宗教活動和殘疾便利設施。此外，不得讓員工或準員工接受帶有歧視性的醫學檢查（包括驗孕或處女檢驗）或身體檢查。本手冊根據《國際勞工組織（就業和職業）歧視公約》（111 號）草擬。

Participants shall commit to a workplace free of harassment and unlawful discrimination. There shall be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity or expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers. Workers shall be provided with reasonable accommodation for religious practices and disability. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way. This was drafted in consideration of ILO Discrimination (Employment and Occupation) Convention (No.111).

6. 集結自由和集體談判 Freedom of Association and Collective Bargaining

員工與管理層之間的開放式溝通和直接參與，是解決工作場所和薪酬問題最有效的方法。員工和/或他們的代表應當能夠在不用擔心歧視、報復、威脅或騷擾的情況下，公開地就工作條件和管理方法與管理層溝通以及分享其想法和憂



慮。根據這些原則，參與者應當尊重所有員工組織和參與他們所選擇的工會、集體談判和參加和平集會的權利，同時也應尊重員工迴避這類活動的權利。如果集結自由和集體談判的權利受到適用法律法規的限制，員工應被允許選擇並加入替代合法形式的員工代表。

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment. In alignment with these principles, participants shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Where the right of freedom of association and collective bargaining is restricted by applicable laws and regulations, workers shall be allowed to elect and join alternate lawful forms of worker representations.

二、 健康與安全 HEALTH AND SAFETY

參與者應意識到，除了盡量減少與工作相關的傷病發生率外，安全、健康的工作環境有助提高產品和服務的質素、生產的穩定性以及員工的忠誠度和士氣。參與者也應意識到，持續地增強對員工的投入和員工教育是辨識和解決工作場所內健康與安全問題的關鍵。

Participants recognize that in addition to minimizing the incidence of work-related injuries and illnesses, a safe and healthy working environment enhances the quality of products and services, consistency of production and worker retention and morale. Participants also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

安全與健康標準為如下：

The health and safety standards are as follows:

1. 職業健康與安全 Occupational Health and Safety

員工可能暴露於健康和 safety 危機（化學、電氣和其他能源、火災、車輛和墜落危害等），應使用控制階層加以識別和評估，並減輕危機。若無法透過上述方法有效控制危險源，應為員工提供適宜的、充分保養的個人防護裝備，以及有關這些危險事故和相關風險的教材。應採取對性別回應的措施，例如在工作環境下未能讓孕婦和哺乳中的母親處於可能對他們或其孩子有害的條件下，並為哺乳中的母親提供合理的遷就。

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) shall be identified and assessed, mitigated using the Hierarchy of Controls. Where hazards cannot be adequately controlled by these means, workers shall be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards. Gender-responsive measures shall be taken, such as not having pregnant women and nursing mothers in working conditions, which could be hazardous to them or their child and to provide reasonable accommodations for nursing mothers.

2. 應急準備 Emergency Preparedness

應確認和評估潛在的緊急情況和事件，並透過實施應急方案和應變程序來將其



影響降到最低，包括：緊急報告、員工通告和疏散計劃、員工培訓和演習。應急演習應最少每年進行一次，或按當地法律要求進行，取較嚴格者。應急計劃亦應包括適當的消防偵測和滅火設備、暢通無阻的緊急出口、充足的逃生出口設施、應急人員的聯絡資料和復原計劃。這些方案和程序應著重盡量減低對生命、環境和財產的危害。

Potential emergency situations and events shall be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills. Emergency drills shall be executed at least annually or as required by local law, whichever is more stringent. Emergency plans shall also include appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, contact information for emergency responders, and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

3. 工傷和職業病 Occupational Injury and Illness

應當制定程序和體系來預防、管理、追蹤和報告工傷和職業病，包括以下規定：鼓勵員工報告；歸類和記錄工傷和職業病案例；提供必要的治療；調查案例並採取糾正措施以杜絕其根源；協助員工返回工作崗位。參與者應允許員工遠離即將發生的傷害，且在情況緩解前不得返回，而不必擔心遭受報復。

Procedures and systems shall be in place to prevent, manage, track and report occupational injuries and illnesses, including provisions to encourage worker reporting, classify and record injury and illness cases, provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate the return of workers to work. Participants shall allow workers to remove themselves from imminent harm, and not return until the situation is mitigated, without fear of retaliation.

4. 工業衛生 Industrial Hygiene

應當根據管控層級識別、評估並控制因接觸化學、生物以及物理作用劑給員工帶來的影響。當無法充分控制危害時，應免費提供工人並使用適當的、維護良好的個人防護裝備。參與者應提供員工安全健康的工作環境，且應透過對員工健康和工作環境的持續、系統性監控來維護。參與者應提供職業健康監測，以定期評估員工的健康是否因職業暴露而受到傷害。防護職業健康計劃須持續並包括有關暴露於工作場所危害相關風險的教材。

Worker exposure to chemical, biological, and physical agents shall be identified, evaluated, and controlled according to the Hierarchy of Controls. When hazards cannot be adequately controlled, workers shall be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Participants shall provide workers with safe and healthy working environments, which shall be maintained through ongoing, systematic monitoring of workers' health and working environments. Participants shall provide occupational health monitoring to routinely evaluate if workers' health is being harmed from occupational exposures. Protective occupational health programs shall be ongoing and include educational materials about the risks associated with exposure to workplace hazards.

5. 體力勞動工作 Physically Demanding Work

應識別、評估和控制工人暴露於體力要求較高的任務的危險，包括手動材料搬運和重型或重複性提舉、長時間站立和高度重複性或高強度的組裝任務。



Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks shall be identified, evaluated, and controlled.

6. 機器防護 Machine Safeguarding

應當評估生產設備或其他類型機器的安全隱患。為預防機器對職工可能造成的傷害，應當提供和正確地維護物理防護裝置、連鎖裝置以及屏障。

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers shall be provided and properly maintained where machinery presents an injury hazard to workers.

7. 公共衛生和食宿 Sanitation, Food, and Housing

應當為員工提供乾淨的洗手間設施、清潔的飲用水、以及衛生的煮食用具、食物儲存設施和餐具。參與者或勞工中介人提供的員工宿舍應當保持乾淨且安全，並提供適當的緊急出口、洗浴熱水、充足的照明和充足的空調通風、獨立安全的場所以供儲存個人和貴重物品，以及適當且出入方便的私人空間。

Workers shall be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Participant or a labor agent shall be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting, and adequate conditioned ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

8. 健康與安全溝通 Health and Safety Communication

參與者應當為員工提供以其所講語言或其能夠理解之語言進行的適當職業健康和安資料和培訓，以識別員工面對的所有工作場所危害情況，包括但不限於機械、電力、化學、火災和物理危害。在工作場所的顯眼處張貼健康與安全相關資料，或將有關資料放在員工可看清並可取用的位置。健康資料和培訓應包括有關相關人口統計學的特定風險內容，例如性別和年齡（如適用）。應在開始工作前和工作後定期向所有工人提供培訓。應鼓勵員工提出任何健康和安方面的疑慮，確保他們不會受到報復。

Participants shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Health information and training shall include content on specific risks to relevant demographics, such as gender and age, if applicable. Training shall be provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.

三、 環境 ENVIRONMENT

在所有業務職能中，參與者承認環境保護責任是生產世界一流產品不可或缺的一部分。參與者應辨識環境影響，盡量減少對社區、環境和自然資源的不利影響，同時保障民眾的健康和安。

Across all business functions, Participants recognize that environmental responsibility is



integral to producing world-class products. Participants shall identify the environmental impacts and minimize adverse effects on the community, environment, and natural resources, while safeguarding the health and safety of the public.

環境標準如下：

The environmental standards are as follows:

1. 環境許可和報告 Environmental Permits and Reporting

應獲取所有必需的環境許可證（如排放監控）、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

All required environmental permits (e.g. discharge monitoring), approvals, and registrations shall be obtained, maintained, and kept current and their operational and reporting requirements shall be followed.

2. 污染預防和資源保護 Pollution Prevention and Resource Conservation

應在源頭上或透過實踐（如增設污染控制設備；改良生產、維修和設施程序；或其他方法）盡量減少或杜絕排出和排放污染物以及產生廢物。應節約和實踐（如改良生產、維修和設施程序、替換材料、再用、節約、回收或其他方法）節約自然資源（包括水、化石燃料、礦物和原始森林產品）的消耗。

Emissions and discharges of pollutants and generation of waste shall be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance, and facility processes; or by other means. The use of natural resources, including water, fossil fuels, minerals, and virgin forest products, shall be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.

3. 有害物質 Hazardous Substances

應當識別、標籤和管理對人類或環境造成危害的化學品、廢物及其他物質，從而確保這些物質得以安全地處理、運送、儲存、使用、回收或再用及棄置。應加以追蹤與記錄危險廢棄物數據。

Chemicals, waste, and other materials posing a hazard to humans or the environment shall be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal. Hazardous waste data shall be tracked and documented.

4. 固體廢物 Solid Waste

參與者應實施系統性的措施來識別、管理、減少和負責任地棄置或回收固體廢物（無害的）。應加以追蹤與記錄危險廢棄物數據。

Participants shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous). Waste data shall be tracked and documented.

5. 廢氣排放 Air Emissions

在營運中產生的揮發性有機化學品、氣霧劑、腐蝕性物質、微粒、臭氧消耗物質和燃燒副產品的空氣排放應在排放前按要求進行特性分析、例行監測、控制和處理。應依照《蒙特利爾議定書》和適用的法規來有效管理耗損臭氧層的物質。參與者也應當對廢氣排放管制系統的性能進行例行監察。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone



depleting substances, and combustion byproducts generated from operations shall be characterized, routinely monitored, controlled, and treated as required prior to discharge. Ozone- depleting substances shall be effectively managed in accordance with the Montreal Protocol and applicable regulations. Participants shall conduct routine monitoring of the performance of its air emission control systems.

6. 材料限制 Materials Restrictions

參與者應當遵守所有適用法律法規和客戶要求，禁止或限制在產品和製造過程中納入特定物質（包括回收和棄置標籤）。

Participants shall adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

7. 水資源管理 Water Management

參與者應當實施用水管理計劃，以記錄、分類和監察水資源、使用和排放；尋求機會節約用水；以及控制污染渠道。所有污水在排放或棄置前，應當按照要求對其歸納特徵、監察、控制和處理。參與者應當對污水處理和控制系統的性能進行例行監察，以確保達致最佳性能和符合監管規例。

Participants shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination. All wastewater shall be characterized, monitored, controlled, and treated as required prior to discharge or disposal. Participants shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

8. 能源消耗和溫室氣體排放 Energy Consumption and Greenhouse Gas Emissions

參與者應建立全公司的絕對溫室氣體減量目標並作出報告。應追蹤、記錄和公開報告能源消耗以及溫室氣體排放的所有範圍 1、2 和範圍 3 重要類別。參與者應當找到方法來改善能源利用效率並盡量減少能源消耗和溫室氣體排放。

Participants shall establish and report against an absolute corporate-wide greenhouse gas reduction goal. Energy consumption and all Scopes 1, 2, and significant categories of Scope 3 greenhouse gas emissions shall be tracked, documented, and publicly reported. Participants shall look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

四、 道德規範 ETHICS

為履行社會責任並在市場上取得成功，參與者及其代理商必須謹守最高的道德標準，包括以下：

To meet social responsibilities and to achieve success in the marketplace, Participants and their agents shall uphold the highest standards of ethics including the following:

1. 誠信經營 Business Integrity

在所有商業互動關係中都應謹守最高的誠信標準。參與者應採取零容忍政策來禁止任何形式的賄賂、貪污、敲詐勒索和挪用公款。

The highest standards of integrity shall be upheld in all business interactions. Participants shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.



2. 無不正當收益 No Improper Advantage

不得承諾、提供、批准、給予或收受賄賂或其他形式的的正不當收益。此禁令包括承諾、提供、批准、給予或收受任何有價之物（無論是直接還是透過第三方間接地進行），以期獲得或保留業務、將業務轉讓他人或獲取不正當收益。應推行監控、記錄留存以及強制執程序以確保符合反腐敗法的要求。

Bribes or other means of obtaining undue or improper advantage shall not be promised, offered, authorized, given, or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

3. 資料披露 Disclosure of Information

所有的業務來往應具透明度，並準確地記錄在參與者的賬簿和商業記錄上。應當按照適用法規和普遍的行業慣例公開有關參與勞工、健康與安全、環保活動、商業活動、組織架構、財務狀況和業績的資料。不得偽造記錄或虛報供應鏈的狀況或慣例。

All business dealings shall be transparently performed and accurately reflected on the Participant's business books and records. Information regarding participant's labor, health and safety, environmental practices, business activities, structure, financial situation, and performance shall be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

4. 知識產權 Intellectual property

應尊重知識產權。技術和專有技術的轉移應以保護知識產權的方式進行，並應保護客戶和供應商的資料。

Intellectual property rights shall be respected. Transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information shall be safeguarded.

5. 公平交易、廣告和競爭 Fair Business, Advertising and Competition

應謹守公平交易、廣告和競爭標準。

Standards of fair business, advertising, and competition shall be upheld.

6. 身份保護及防止報復 Protection of Identity and Non-Retaliation

除非受法律禁止，參與者應當制定程序來保護供應商和員工檢舉者，並確保其身份的機密性和匿名性。參與者也應制定溝通程序，讓員工可以表達他們的疑慮，而不用害怕遭到報復。

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers shall be maintained, unless prohibited by law. Participants shall have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

7. 負責任地採購礦物 Responsible Sourcing of Minerals

參與者應就其製造的產品成份中鈮、錫、鎢、金及鈷的來源及供應鏈，採納政策並進行盡職調查，以合理保證其來源與經濟合作暨發展組織(Organising Co-



operating and Development, OECD)關於對出自衝突影響及高風險區域之礦石實施負責任供應鏈的指引，或同等及認可的盡職調查框架一致。

Participants shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, gold, and cobalt in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organisation for Economic Co-operation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas or an equivalent and recognized due diligence framework.

8. 私隱 Privacy

參與者承諾合理地保護任何與其有業務來往者（包括供應商、客戶、消費者和員工）的個人資料和私隱。參與者應當在收集、儲存、處理、傳播和分享個人資料時遵守私隱和資料安全法律及監管要求。

Participants shall commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Participants shall comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

五、 管理體系 MANAGEMENT SYSTEMS

參與者應採用或建立一個其範疇與本手冊內容相關的管理體系。管理體系的設計應確保：(a)符合與參與者營運和產品相關的適用法例、法規及客戶要求；(b)符合本手冊；以及(c)識別並減輕與本手冊有關的經營風險。管理體系也應當推動持續改進。

Participants shall adopt or establish a management system with a scope that is related to the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the participant's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It shall also facilitate continual improvement.

管理體系應包含以下要素：

The management system shall contain the following elements:

1. 公司承諾 Company Commitment

參與者應建立人權、健康和 safety、環境和道德政策聲明，確認參與者承諾執行管理層認可的盡職調查和持續改善。政策聲明應公開，並以員工透過無障礙管道理解的語言傳遞予員工。

Participants shall establish human rights, health and safety, environmental and ethics policy statements affirming Participant's commitment to due diligence and continual improvement, endorsed by executive management. Policy statements shall be made public and communicated to workers in a language they understand via accessible channels.

2. 管理職責與責任 Management Accountability and Responsibility

參與者應明確指定高級主管和公司代表來負責保證管理體系和相關計劃的實施。高級管理層應定期檢查管理體系的運行情況。

Participants shall clearly identify senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated



programs. Senior management reviews the status of the management systems on a regular basis.

3. 法律和客戶要求 Legal and Customer Requirements

參與者應採用或制定程序識別、監察並理解適用的法律法規和客戶要求（包括本手冊的要求）。

Participants shall adopt or establish a process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.

4. 風險評估和風險管理 Risk Assessment and Risk Management

參與者應採用或建立流程，以識別與參與者營運相關的法律合規、環境、健康與安全以及勞工實務和道德風險，包括與參與者的營運相關的嚴重人權和環境影響的風險。參與者應確定每項風險的相對重要性，並實施適當的程序和物理控制，以控制已識別的風險並確保監管合規。

Participants shall adopt or establish a process to identify the legal compliance, environmental, health and safety, labor practice and ethics risks, including the risks of severe human rights and environmental impacts, associated with Participant's operations. Participants shall determine the relative significance for each risk and implement appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

5. 改進目標 Improvement Objectives

參與者應制定書面績效目標、指標和實施計劃來提高參與者的社會、環境、健康及安全表現，包括對參與者在實現這些目標中取得的成效進行定期審核。

Participants shall establish written performance objectives, targets and implementation plans to improve the Participant's social, environmental, and health and safety performance, including a periodic assessment of Participant's performance in achieving those objectives.

6. 培訓 Training

參與者應制定培訓經理和工人的計劃，以實施參與者的政策、程序和改進目標，並滿足適用的法律和監管要求。

Participants shall establish programs for training managers and workers to implement Participant's policies, procedures, and improvement objectives and to meet applicable legal and regulatory requirements.

7. 溝通 Communication

參與者應建立程序，向工人、供應商和客戶傳達有關參與者政策、實踐、期望和績效的清晰準確的資料。

Participants shall establish process for communicating clear and accurate information about Participant's policies, practices, expectations, and performance to workers, suppliers, and customers.

8. 工人/利害關係人的參與和補救措施 Worker/Stakeholder Engagement and Access To Remedy

參與者應建立與工人、工人代表以及其他相關或必要的持份者進行持續雙向溝通的流程。該流程應旨在取得有關本手冊涵蓋之營運實務與條件意見，並促進



持續改善。應提供員工安全的環境來提出申訴和意見回饋，而不必擔心遭到打擊報復。

Participants shall establish processes for ongoing two-way communication with workers, their representatives, and other stakeholders where relevant or necessary. The process shall aim to obtain feedback on operational practices and conditions covered by this Code, and to foster continuous improvement. Workers shall be given a safe environment to provide grievance and feedback without fear of reprisal or retaliation.

9. 審核與評估 Audits and Assessments

參與者應定期進行自我評估，從而確保符合法律與監管的要求、本手冊內容以及客戶合約中與社會與環境責任相關要求。

Participants shall conduct periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code, and customer contractual requirements related to social and environmental responsibility.

10. 糾正措施 Corrective Action Process

參與者應建立及時糾正透過內部或外部評估、檢查、調查和審查發現的缺陷的流程。

Participants shall establish a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

11. 文檔和記錄 Documentation and Records

參與者應創建和保留文件和記錄，以確保遵守法規和公司要求，並適當保密以保護私隱。

Participants shall create and maintain documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

12. 供應商的責任 Supplier Responsibility

參與者應制定程序來將本手冊的要求傳達給供應商，並監管供應商對本手冊的遵循情況。

Participants shall establish a process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.

VPEC 申訴管道

The grievance channel of VPEC

1. 企業社會責任信箱: appeal@vpec.com.tw

CSR Mailbox: appeal@vpec.com.tw

2. VPEC 匿名投訴信箱: appeal@vpec.com.tw

VPEC Anonymous complaint Mailbox: appeal@vpec.com.tw