

# 社會責任政策暨承諾聲明書

## Social Responsibility Policy and Statement of Commitment

### 一、 本公司承諾並推行下列政策聲明項目：

We promise to implement the following policy statement：

1. 自由選擇職業-禁止向工作者收取費用 ( 零收費 )、押金、扣押證件，嚴禁使用包括 非自願性與剝削性監獄囚工、契約限制勞動、抵債勞動、奴役勞動、人口販運。

Freely Chosen Employment- It is not permitted to charge labors (no fees), deposits, or hold identity. And it is strictly forbidden to use involuntary or exploitative prison labor, indentured labor, bonded labor, slavery or trafficking of persons.

2. 不雇用童工-建立童工審查與誤用童工保護措施。

Not hire young Workers- Establish young workers review and protection measures against misuse of young workers.

3. 合適的工作時間-遵守適用法律、行業標準及客戶行為規範要求的有關工作時間的規定。

Appropriate working hours- Comply with laws, industry standards, and customer code of conduct requirements regarding working hours.

4. 合理的報酬-給予員工的報酬符合法規基本要求 ( 不包括任何加班費和其它補貼 )，而且工時符合規定要求，周工時不得超過 60 小時。

Appropriate remuneration- Compensation paid to workers shall comply with the basic requirements of the law (excluding any overtime hours and other subsidies). The working hours shall meet the specified requirements, that the weekly working hours shall not exceed 60 hours.

5. 人道待遇-嚴禁以懲罰為手段、被強迫的、非自願的勞工，同時禁止採取懲戒性管理措施。

Humane Treatment- It is not permitted to use punishment, forced, involuntary labor, and prohibits the use of punitive management measures.

6. 不歧視-杜絕在僱傭、薪酬、訓練、升遷、解雇等事務上基於人種、膚色、年齡、性別、性傾向、性別認同及表現、種族或民族、殘疾、懷孕、信仰、政治立場、團體背景、星座、血型、籍貫退伍軍人身份、受保護的遺傳訊息、婚姻狀況或提出申訴等..等各項歧視行為。

Non-Discrimination- Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, constellation, blood type, covered veteran status, protected genetic information or marital status, or filing a complaint, etc. in hiring, wages, training, promotion and dismissal.

7. 結社自由-尊重員工自由結社、加入工會以及集體談判的權力。

Freedom of Association- Companies shall respect the right of all workers to association freely, join trade unions and to bargain collectively.

8. 健康安全-致力於為員工提供一個健康與安全的工作環境，降低工作中的危害隱患。

Health and safety- Committed to providing workers with a healthy and safe work environment and reducing potential hazards at work.

9. 職業風險控制-提供員工適當安全訓練、防護用具，評估公司內工作危害之風險，並建立緊急應變計畫因應災害。

Occupational risk control- Provide workers with appropriate safety training and protective equipment, assess the risks of work hazards in the company, and establish emergency response plans to respond to disasters.

10. 資源節用-遵循環境法規、節約資源，設置管理辦法與宣導訓練，達到節能減碳的目的，降低安全危害與環境衝擊風險。

Resource conservation- Follow environmental laws and regulations, save resources, set up management methods and advocacy training, achieve the purpose of energy saving and carbon reduction, and reduce safety hazards and environmental impact risks

11. 誠信經營-所有人員不得運用任何非法或不合乎職業道德的方法，取得競爭優勢與不當利益。

Business Integrity- It shall not use any illegal or unethical methods to obtain competitive advantage and improper benefits.

12. 無不正當利益-不得透過職務收送賄絡、採取違背商業道德之手段獲利與造成利益衝突。

No Improper Advantage- It is not allowed to accept bribes, take profit in violation of business ethics and cause conflicts of interest.

13. 資訊公開、知識產權與隱私-依行業慣例公開商業資訊，保護智慧財產與利害關係人隱私。

Disclosure of Information, intellectual Property and privacy- Disclosure of business information in accordance with industry practices to protect the privacy of intellectual property and stakeholders.

14. 合宜廣告與公平交易-採取公平交易、廣告之競爭原則，不得透過聯合壟斷、勾結行為獲取利益損及任何第三方。

Fair business, advertising and competition- The principle of competition based on fair business and advertising shall not be achieved through joint monopoly and collusion to gain profits and harm any third party.

15. 管理系統-承諾建立、維持和改進公司社會責任管理系統，並讓員工充分訓練、學習理解社會責任要求。

Management systems- Commit to establish, maintain and improve the company's social responsibility management system, and allow workers to fully train, learn and understand the requirements of social responsibility.

16. 目標管理及持續改進-設定目標提升社會責任管理系統成效，並持續改善之。

Target management and continuous improvement-set targets to improve the effectiveness of the social responsibility management system, and continue to improve

17. 分權分責-指定高層管理人員依據本標準和公司簽署的其它規章要求定期審查公司的政策、措施及其執行結果。

Decentralization of power and responsibility- Designated senior management personnel regularly review the company's policies, measures and implementation results in accordance with this standard and other regulations signed by the company.

18. 法規符合與風險管理-定期檢視法規並確認符合法規、定期進行風險管理活動，有效降低風險事件。

Regulatory compliance and risk management- Regularly review regulations and confirm compliance with regulations, and regularly conduct risk management activities to effectively reduce risk events.

19. 內稽管審-定期檢視與審查管理系統其是否充分、適用和持續有效，必要時進行修正和改進。

Internal audit management review- Regularly inspect and review whether the management system is adequate, applicable, and continuously effective, and make corrections and improvements when necessary.

20. 溝通、建議、參與、回饋-承諾通過公司網站、公告欄、宣傳資料、客戶現場查訪等方式向所有員工、客戶、合作供應商及其它相關方公開我公司社會責任現狀及改善計畫，接受公眾的監督或建議。

Communication, suggestion, participation, feedback- Promise to disclose the status of our company's social responsibility and improvement plans to all employees, customers, cooperative suppliers and other related parties through the company website, bulletin board, promotional materials, customer site visits, etc., and accept the public Supervision or advice.

21. 供應商管理-按照 RBA 標準和相關客戶行為規範的要求對供應商/分包商進行控制。

Supplier Management- Control suppliers/ subcontractors in accordance with the requirements of RBA standards and relevant customer code of conduct.

- 本聲明書之條文提供理解之用，詳細條款與任何新增或變動皆以責任商業聯盟行為準則為準。

The provisions of this statement are provided for understanding. The detailed terms and any additions or changes are subject to the Code of Conduct of the Responsible Business Alliance.

- 【責任商業聯盟行為準則】[www.responsiblebusiness.org](http://www.responsiblebusiness.org) 獲取相關資訊。

[Responsible Business Alliance Code of Conduct]

[www.responsiblebusiness.org](http://www.responsiblebusiness.org) for more information.