

禁止工作場所性騷擾之書面聲明

The statement of anti-sexual harassment

為提供受僱者及求職者免於性騷擾之工作及服務環境，並採取適當之預防、糾正、懲戒及處理措施，以維護當事人權益及隱私，特依性別平等工作法第十三條第一項，以及勞動部頒布「工作場所性騷擾防治措施準則」之相關規定，訂定本公司之性騷擾防治措施及申訴處理，除法令另有規定者外，悉依本規範行之。

In order to provide a work and service environment free from sexual harassment for employees and job seekers, and to take appropriate preventive, corrective, disciplinary and treatment measures to protect the rights and privacy of the parties involved, this measure is established in accordance with Article 13, Paragraph 1 of the Gender Equality in Employment Act and the model regulations of the "Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace" issued by the Ministry of Labor. The company's Guidelines for Measures to Prevent, Complaint and Punish Sexual Harassment in the Workplace in accordance with this Code, unless otherwise provided by law.

一、定義：Definition

- 受僱者於執行職務時，任何人以性要求、具有性意味或性別歧視之言詞或行為，對其造成敵意性、脅迫性或冒犯性之工作環境，致侵犯或干擾其人格尊嚴、人身自由或影響其工作表現。
Any person who in duty performing his or her duties, uses sexually explicit or sexually discriminatory words or behavior against an employee. Any person who, in the performance of his or her duties, violates or interferes with his or her dignity, personal freedom or performance by making sexual advances, sexually explicit or sexually discriminatory remarks or conduct that create a hostile, coercive or offensive work environment.
- 雇主對受僱者或求職者為明示或暗示之性要求、具有性意味或性別歧視之言詞或行為，作為勞務契約成立、存續、變更或分發、配置、報酬、考績、陞遷、降調、獎懲等之交換條件。
Any express or implied sexual demands, sexually explicit or sexually discriminatory words or acts by the employer to the employee or job applicant as an exchange condition for the establishment, continuation, change or distribution of the labor contract, allocation, compensation, performance appraisal, promotion, demotion, reward or punishment.
- 因僱用、求職或執行職務關係受自己指揮、監督之人，利用權勢或機會為性騷擾。
Abuse of power sexual harassment referred to in the Act is the use of one's authority or opportunities to engage in sexual harassment toward individuals under one's command, supervision, or in a professional relationship arising from employment, job seeking, or job execution.

二、性騷擾之具體行為 Specific acts of sexual harassment.

- 不適當之凝視、觸摸、擁抱、親吻、嗅聞他人身體任何部位；強行使他人對自己身體任何部位為之，亦同。

Inappropriate staring, touching, hugging, kissing, and smelling any part of another person's body:
The same applies to forcing others to do anything to any part of your body.

- 寄送、留置、展示或播送性要求、具有性意味或性別歧視之文字、圖畫、聲音、影像或其他物品。

Send, retain, display or broadcast sexual requests, sexual connotations or gender discrimination
Text, pictures, sounds, images or other items.

- 反覆或持續違反意願之跟隨或追求行為。

Repeated or persistent following or pursuit behavior against one's will.

三、性騷擾防治措施 Sexual Harassment Prevention Measures

- 雇主或因工作關係有管理監督權者，不得利用工作上之權力、機會或方法，對員工或求職者性騷擾，亦不得縱容他人對受僱者或求職者性騷擾。

Employers or those who have management and supervisory authority due to their work relationship shall not use their authority, opportunity or methods of work to harass employees or job applicants.

- 員工不得於工作場所對同仁性騷擾，亦不得於同仁執行職務時對其性騷擾。

Employees shall not sexually harass fellow employees in the workplace, nor shall they sexually harass fellow employees while they are performing their duties.

- 工作場所有以上性騷擾之情形時，雇主或因工作關係有管理監督權者應予勸阻或為其他適當之處置；未予勸阻或為其他適當之處置者，以縱容論。

In the event of sexual harassment in the workplace, the employer or the person who has the right to supervise the work relationship shall dissuade or otherwise deal with the situation appropriately. Failure to do so shall be considered as connivance.

- 設置可運作及可信賴之內部申訴管道：申訴單位、專線電話、傳真專用信箱、電子信箱或其他指定之申訴管道，並將相關資訊於工作場所顯著之處公開揭示。

An employer shall set up designated telephone, telex, special mailbox or e-mail addresses to handle the complaints concerning sexual harassment. The related information shall be openly displayed at a noticeable place in the workplace.

- 公司就下列人員，實施防治性騷擾之教育訓練：

The company implements sexual harassment prevention education and training for the following personnel:

- a. 員工應接受工作場所性騷擾防治之教育訓練。

Employees should receive education and training on the prevention and control of sexual harassment in the workplace.

b. 擔任主管職務以及參與性騷擾申訴事件之處理、調查及決議人員，每年應定期接受相關教育訓練。

Assuming supervisory positions and participating in the handling, investigation and decision-making of sexual harassment complaints members should receive relevant education and training regularly every year.

- 公司不定期實施防治工作場所性騷擾之教育訓練及性騷擾防治辦法，相關資訊於顯著之處公告。

From time to time, the Company shall implement education and training on sexual harassment in the workplace and sexual harassment prevention methods. The relevant information will be announced in a prominent place.

四、申訴及調查 Complaints and Investigations

- 本公司設置性騷擾申訴處理委員會，由勞資雙方代表共同組成負責處理性騷擾申訴案件。成員其中應有具備性別意識之專業人士，且女性成員不得低於二分之一之比例。

The company has set up a Sexual Harassment Complaint Handling Committee, which is composed of representatives from both labor and management and is responsible for handling sexual harassment complaint cases. The members should be professionals with gender awareness, and the proportion of female members should not be less than one-half.

- 性騷擾行為人如為雇主時，本公司員工或求職者除可依本公司內部管道申訴外，亦得向地方主管機關提出申訴。

If the perpetrator of sexual harassment is the employer, the Company's employees or job applicants may file a complaint with the local government in addition to following the Company's internal procedures. The Company may also file a complaint with the local competent authority in addition to the Company's internal pipeline.

- 性騷擾事件調查過程中，得視當事人之身心狀況，主動轉介或提供心理輔導及醫療與法律協助。

In the course of the investigation of sexual harassment, depending on the physical and psychological condition of the person involved, the person may be referred or offered psychological counseling and medical and legal services.

- 性騷擾行為經調查屬實者，本公司得視情節輕重，對受僱之行為人依工作規則等相關規定為調職、降職、減薪、懲戒或其他處理。如涉及刑事責任時，本公司應協助申訴人提出告訴或告視情節輕重，對申訴人依工作規則等相關規定為懲戒或處理。

If the sexual harassment is substantiated, the Company may, depending on the severity of the case, transfer, demote, reduce the salary, discipline or otherwise deal with the person employed in accordance with the work rules and other relevant regulations. If criminal liability is involved, the Company shall assist the complainant in filing a complaint or a lawsuit. Depending on the severity of the case, the complainant shall be disciplined or dealt with in accordance with the work rules and other relevant regulations.

