

SMT 台灣表面黏著科技股份有限公司

供應商行為準則

Supplier Code of Conduct

台灣表面黏著科技股份有限公司、其子公司及關係企業(以下簡稱「台表科」)積極投入供應鏈發展以確保供應商、承包商、服務提供商和分包商(以下合稱「供應商」)共同實現永續發展的目標。

Taiwan Surface Mounting Technology Corp, related subsidiaries, and companies (hereinafter referred to as “TSMT”) actively invest in the development of the supply chain to ensure that Suppliers, contractors, service providers and subcontractors (hereinafter collectively referred to as “Suppliers”). Together to achieve the goal of sustainable development.

為確保台表科供應鏈工作環境的安全、員工受到尊重並具有尊嚴、商業營運促進環保並遵守道德操守，台表科制定了本供應商行為準則。台表科要求供應商遵守本準則，同時遵守其經營所在國與地區的法律和法規。台表科也鼓勵供應商要求其下游供應商、承包商和服務提供商認同並採用本準則。供應商對本準則的遵守情況將是台表科在做出購買決策時的考量之一。本準則中各項規定乃是以「責任商業聯盟行為準則(RBA, 前身為電子行業公民聯盟(EICC))行為準則」為藍本，準則與「聯合國企業與人權指導原則」(the UN Guiding Principles on Business and Human Rights)相符，條款來源於幾個主要的國際人權公認標準，包括國際勞工組織(ILO)的「工作基本原則與權利宣言」(Declaration on Fundamental Principles and Rights at Work)和「世界人權宣言」(the UN Universal Declaration of Human Rights)。

TSMT is committed to ensuring that working conditions in its supply chains are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically. TSMT established this Supplier Code of Conduct and requires our Suppliers to operate in accordance with the principles outlined in this Code and in full compliance with the laws, rules, and regulations of the countries in which they operate. In addition, TSMT also expects our Suppliers to hold their Suppliers, contractors, and service providers to the standards defined in this Code. TSMT will assess its Suppliers' compliance with this Code when making purchasing decisions.

The provisions in this Code are derived primarily from the 「Responsible Business Alliance (formerly known as EICC)」 and are in alignment with 「the UN Guiding Principles on Business and Human Rights」, as well as important international human rights standards including the 「ILO Declaration on Fundamental Principles and Rights at Work」 and 「the UN Universal Declaration of Human Rights」.

本準則由五個部分組成。A、B、C 部分分別概述勞工、健康與安全，以及環境的標準。D 部分提供有關商業道德的標準；E 部分概述能夠貫徹本準則的合宜管理體系所需的要素。

The Code is made up of five sections. Sections A, B, and C outline standards for Labor, Health and Safety, and the Environment, respectively. Section D adds standards relating to business ethics; Section E outlines the elements of an acceptable system to manage conformity to this Code.

A. 勞工 Labor

供應商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。這適用於所有勞工，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。本準則編寫時參考了附錄中列出的公認標準，而這些標準同時亦是一種有用的額外信息來源。

Suppliers are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. The recognized standards, as set out in the References, were used in preparing the Code and may be useful sources of additional information.

勞工標準：

The labor standards are:

(1) 自由選擇職業 Freely Chosen Employment

禁止使用強逼、擔保（包括抵債）或用契約束縛的勞工、非自願或剝削性監獄工、奴役或販賣的人口。這包括使用恐嚇、強迫、威脅、綁架或詐騙手段運送、窩藏、招募、調配或接收的勞工或取得的服務。除了禁止對勞工出入工作場所、宿舍作出不合理限制外，也不應無理地約束勞工在工作場所內的行動自由。在招聘程序中，必須在勞工離開原本的國家前，為他們提供其母語書寫的僱傭協議，而該協議裏需列明僱傭條款及條件；而在抵達接收國家後，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。所有工作應當是自願的，勞工擁有隨時自由離職或終止僱傭關係的權利不會受到懲罰。僱主或中介人不得扣留或以其他方式毀壞、隱藏、沒收或拒絕僱員取用其身份證或出入境證件，如政府頒發的身份證明、護照或工作許可證，惟法律要求僱主持有其僱員的工作許可證則例外。僱主或中介人不得要求勞工繳付招聘費用或其他與其聘用相關的費用。如發現勞工須繳付任何該等費用，該等費用須交還予有關勞工。

Forced, 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 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 must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker's contract. 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. Employers can only hold documentation if such holdings are required by law. In this case, at no time should 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) 青年勞工 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（三項中取其指定年齡最大的一項），供應商應實施適當機制來驗證勞工年齡。符合所有法律法規的合法職場學習計劃則不在此列。未滿 18 歲的員工（青年勞工）不得從事可能會危及健康或安全的工作，包括夜間值勤或加班，應當合理維護學生工記錄，嚴格審核教育合作夥伴和按照適用的法律法規保障學生工的權利，從而確保對學生工的管理得當。應當為所有學生工提供適當的支援和訓練，如果沒有當地法律的規定，學生工、實習生和學徒的薪資水平應最少與從事相同或相似工作的其他入門級員工相等。若發現童工，須提供協助或補救措施。

Child labor is not to 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. Suppliers 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. 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. Suppliers 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. Suppliers 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 is provided.

(3) 工作時間 Working Hours

一週的工作時間不應超過當地法律規定的最大限度。此外，每週的工作時數（包括加班）不應超過 60 小時，緊急或特殊情況除外，且所有加班皆為自願行為。員工每七天應當至少休息一天。

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

(4) 薪資與福利 Wages and Benefits

支付給員工的工資應當符合所有相關的薪酬法令，包括有關最低工資，加班時間和法定福利的法令。根據當地法律，員工的加班工資應高於常規工資水平，禁止以扣減工資作為紀律處分的手段，在每個支薪週期，應及時為員工提供清晰易懂的工資單，內含充足的資料證實支付給員工的薪酬準確無誤。必須按照當地法律聘用臨時工，派遣員工和外包員工。

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, 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 will be within the limits of the local law.

(5)人道的待遇 Humane Treatment

避免苛刻和非人道地對待員工，包括任何形式的性別暴力、性騷擾、性侵犯、體罰、精神或身體壓逼或是口頭辱罵；也不得威脅進行任何此類行為，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。

There is to 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. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

(6)不歧視/不騷擾 Non-Discrimination/Non-Harassment

承諾員工免受騷擾以及非法歧視。公司不得因人種、膚色、年齡、性別、性傾向、性別認同及表達，種族或國籍、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身份、受保護的基因信息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、獎勵和受訓機會等。應為員工提供適當的場所進行宗教活動。此外，不得讓員工或準員工接受帶有歧視性的醫學檢驗或身體檢查(包括懷孕或童貞檢查)。

Suppliers should be committed to a workplace free of harassment and unlawful 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, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. 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.

(7) 自由結社 Freedom of Association

根據當地法律，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。員工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。

In conformance with local law, Suppliers 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. 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.

B. 健康與安全 Health and Safety

供應商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。供應商也應意識到持續地在員工投入和教育是辨識和解決工作場所內健康與安全問題的關鍵。

本準則在起草時參考了公認的管理系統（如 ISO45001 和國際勞工組織職業安全健康管理系統指引），此系統亦是有用的額外信息來源。

Suppliers recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale.

Suppliers also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

Recognized management systems such as ISO 45001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be useful sources of additional information.

安全與健康標準：

The health and safety standards are:

(1) 職業安全 Occupational Safety

應透過適當的設計、工程和行政管制、防護保養和安全操作程序（包括上鎖掛牌程序）和持續性的安全知識培訓來識別、評估以及控制工作場所的健康與安全隱患（如化學、電力和其他能源、火災、運載工具和跌倒危險或事故），並使用“層次控制”（包括消除危害、使用替代流程、替代物等）進行緩解以免危及職工。如無法透過上述方法有效控制危險源，應為員工提供適當的、保養良好的個人防護裝備以及有關這些危險事故和相關風險的持續訓練。亦必須採取合理的措施，從而讓懷孕的婦女／哺乳期女性遠離存在高度危險的工作環境、消除或減少懷孕的婦女和哺乳期女性所承受的任何職業健康和​​安全風險（包括與其工作分派相關的），以及為哺乳其女性提供合理的場所。

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) are to be identified and assessed, mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and providing ongoing occupational health and safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards. Reasonable steps must also be taken to remove pregnant women and nursing mothers from working conditions with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers, including those associated with their work assignments, and provide reasonable accommodations for nursing mothers.

(2) 緊急準備 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、緊急演練必須至少每年進行一次，或按照當地法律的規定(以較嚴格的一方為準)，並進行適當的火警偵測和滅火設備、充足的疏散設施和恢復計劃。這些方案和程序應注重於盡量減低對生命、環境和財產的危害。

Potential emergency situations and events are to 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 must be executed at least annually or as required by local law, whichever is more stringent. Emergency plans should 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；調查案例並執行糾正措施以杜絕類似情況；協助員工返回工作崗位。

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness, 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.

(4) 工業衛生 Industrial Hygiene

應當根據管控層級識別、評估並控制因接觸制化學、生物以及物理作用劑給員工帶來的影響。如鑑別了特定危害，供應商應尋求機會以消除或降低潛在危害。如果降低或消除潛在危害是不可行的，應透過適當設計、工程和行政控制消除或控制潛在危險。當這些措施無法有效預防危害，應當為員工提供適當、妥善維護的個人防護裝備。防護計劃須持續進行，計畫亦須包括與有關這些危害風險有關的教材。

Worker exposure to chemical, biological, and physical agents is to be identified, evaluated, and controlled according to the Hierarchy of Controls. If any potential hazards were identified, Suppliers shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering, and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Protective programs shall be ongoing and include educational materials about the risks associated with these hazards.

(5) 體力勞動工作 Physically Demanding Work

應當識別、評估並控制從事體力勞動工作給員工帶來的影響，包括以人力搬運物料或重複提舉重物，長時間站立和高度重複性或高強度的組裝工作。

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 is to 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 are to be provided and properly maintained where machinery presents an injury hazard to workers.

(7) 公共衛生、飲食和住宿 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。提供的員工宿舍應當保持乾淨、安全、並提供適當的緊急出口、洗浴熱水、充足的供暖和通風設備以及適當且出入方便的私人空間。

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories are maintained to be clean, safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting and heat and 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

應當為員工提供以他們母語進行的職業健康和 safety 訓練，並在工作場所的顯眼處張貼健康與安全相關資料，應鼓勵員工提出健康與安全的相關建議，無須擔心遭到報復。

Employees should be provided with occupational health and safety training in their native language, and health and safety-related materials should be posted in the workplace. Employees should be encouraged to make health and safety-related suggestions without fear.

C. 環境 Environment

供應商承認環境保護責任是生產世界一流產品不可或缺的一部份。在營運過程中，供應商應鑑別環境衝擊並將其最小化以減少對社區、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。本準則在起草時參考公認的管理系統（如 ISO 14001 和生態管理及審核系統（Eco Management and Audit System, EMAS）），此系統亦是有益的額外信息來源。

Suppliers recognize that environmental responsibility is integral to producing world-class products. Suppliers shall identify the environmental impacts and minimize adverse effects on the community, environment, and natural resources within their manufacturing operations, while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

環境標準：

The environmental standards are:

(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 are to be obtained, maintained, and kept current and their operational and reporting requirements are to be followed.

(2) 預防污染和節約資源 Pollution Prevention and Resource Reduction

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。應節約或透過實踐（如改良生產、維修和設施程序、替換材料、再利用、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）的耗費。

Emissions and discharges of pollutants and generation of waste are to 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, is to 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

應當識別和管理釋放到四周環境中會造成危害的化學物質、廢棄物及其他物質，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。

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

(4) 固體廢物 Solid Waste

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）。

Suppliers shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

(5) 廢氣排放 Air Emissions

在排放營運過程中產生的揮發性有機化學物質、氣霧劑、腐蝕性物質、微粒、耗蝕臭氧層化學物品以及燃燒副產品前，應當按照要求對其進行分類、例行監察、控制和處理。消耗臭氧層物質應根據《蒙特婁議定書》和適用法規得到有效管理。供應商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 are to be characterized, routinely monitored, controlled, and treated as required prior to discharge. Ozone-depleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations. Suppliers shall conduct routine monitoring of the performance of its air emission control systems.

(6) 材料限制 Materials Restrictions

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）。

Suppliers are to 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

供應商應當實施水管理計劃，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，應當按照要求對其進行分類、監察、控制和處理。供應商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。

Suppliers 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 is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. Suppliers shall also 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

供應商將建立公司範圍內的溫室氣體減量排放目標。能源消耗以及所有範圍 1 和範圍 2 相關的溫室氣體排放均應按照減少溫室氣體目標進行跟踪、記錄並公開報告。供應商應當尋求具成本效益的方法來改善能源利用效率和盡量減少能源消耗和溫室氣體排放。

Suppliers are to establish a corporate-wide greenhouse gas reduction goal. Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are to be tracked, documented, and publicly reported against the greenhouse gas reduction goal. Suppliers are to look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

D. 道德 Ethics

為提倡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 meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

(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。採取零容忍政策來禁止任何形式的賄賂、貪汙敲詐勒索和挪用公款。所有的業務來往應具透明度，並準確地記錄在賬簿和商業記錄上，推行監控、紀錄保留和強制執行程序以確保符合反腐敗法的要求。

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

(2) 無不正當利益 No Improper Advantage

不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益。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。應執行監控、紀錄、強制執行等程序以確保符合反腐敗法的要求。禁止的禮品饋贈不限於餐飲、交通費、款項及等價物、免費商品、活動門票或參加機會以及人情。對於符合一般商業禮俗往來習慣所需者，每次不得超過新台幣兩千元整，同一對象同一年度不得超過新台幣六千元整。

Bribes or other means of obtaining undue or improper advantage are not to 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. Prohibited gifts are not limited to meals, transportation expenses, money and equivalents, free goods, event tickets or participation opportunities, and favor. For those who meet the requirements of general business etiquette and customs, each time shall not exceed NT\$2,000, and the same object shall not exceed NT\$6,000 in the same year.

(3) 資訊公開 Disclosure of Information

按照適用法規和普遍的行業慣例公開有關參與員工、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。

In accordance with applicable regulations and general industry practices, disclose information about participating employees, health and safety, environmental protection activities, business activities, organizational structure, financial status and performance, and shall not falsify records or falsely report the status or practices of the supply chain.

(4)知識產權 Intellectual Property

尊重知識產權；須簽定相關文件以保護知識產權的方法傳遞技術和生產知識；並必須保護客戶的資料。

Intellectual property rights are to be respected, relevant documents must be signed to transfer technology and production knowledge in a way to protect intellectual property rights; and customer information must be protected.

(5)公平交易，廣告和競爭 Fair Business, Advertising and Competition

謹守公平交易，廣告和競爭標準。

Standards of fair business, advertising, and competition are to 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，應當制定程序來保護供應商/外包商和員工檢舉者，並確保其身份的機密性和匿名性。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 are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

(7)負責任的礦物採購 Responsible Sourcing of Minerals

供應商應當制定政策來合理地確保他們製造的產品中所含有的鈮、錫、鎢和黃金不會直接或間接地資助或有利剛果民主共和國及其鄰國內嚴重侵犯人權的犯罪武裝團體。供應商應對這些礦物的採購和產銷監管鏈進行嚴格的審核，以合理確保其來源與經濟合作組織一致，符合受災地區和高風險地區的礦產負責任供應鏈的開發與發展（OECD）指南，或同等且公認的盡職調查框架。

Suppliers shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the organization 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)隱私 Privacy

承諾合理地保護任何與其有業務來往者（包括供應商/外包商、客戶、消費者和員工）的個人資料和隱私，在收集、儲存、處理，傳播和分享個人資料時遵守隱私和信息安全法律及監管要求。

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

E. 管理體系 Management Systems

供應商應採用或建立範圍與本準則內容相關的管理系統。在設計該管理系統時，應確保：(a) 符合與供應商營運和產品相關的適用法例、法規及客戶要求；(b) 符合本準則；以及 (c) 識別並減輕與本準則有關的經營風險。管理系統也應當推動持續改進。

Suppliers 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 Suppliers' operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

該管理系統應包含以下要素：

The management system should contain the following elements:

(1) 公司的承諾 Company Commitment

企業的社會及環境責任政策聲明，確定對守法以及持續改進的承諾並由行政管理層簽署，並以當地語言張貼於工作場所內。

Corporate social and environmental responsibility policy statements affirming Participant's commitment to compliance and continual improvement, endorsed by executive management, and posted in the facility in the local language.

(2) 管理職責與責任 Management Accountability and Responsibility

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作情況。

Clearly identifies 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

制定程序識別，監察並理解適用的法律法規和客戶要求。

A process to identify, monitor and understand applicable laws, regulations, and customer requirements.

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

制定程序識別與供應商經營相關的守法、環境、健康與安全以及勞工活動及道德風險，評定每項風險的級別，實施適當的程序和實質管制來控制已識別的風險和確保遵行監管規例。

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with Suppliers' operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

(5) 改進目標 Improvement Objectives

制定書面績效目標，指標和實施計劃來提高供應商的社會和環境責任績效，包括為達成這些目標所取得的成效進行定期審核。

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

(6) 培訓 Training

為管理層級員工制定培訓計劃，從而實施供應商的政策，程序及改進目標，同時滿足適用之法律法規的要求。

Programs for training managers and workers to implement Suppliers' policies, procedures, and improvement objectives and to meet applicable legal and regulatory requirements.

(7) 溝通 Communication

制定程序將政策、實踐、預期和績效清晰準確地傳達給員工，供應商/外包商和客戶。

A process for communicating clear and accurate information about Participant's policies, practices, expectations, and performance to workers, Suppliers, and customers.

(8) 員工意見和參與 Worker Feedback, Participation and Grievance

制定程序持續評估員工對本準則所涵蓋之實踐和條件的認知度，並獲取員工在這方面的意見，從而推動持續改進並為員工提供一個安全的環境，使其能夠在不擔心被報復的情況下提供申訴和意見反饋。

Ongoing processes, including an effective grievance mechanism, to assess workers' understanding of and obtain feedback on or violations against practices and conditions covered by this Code and to foster continuous improvement. Workers must 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

定期進行自我評估，從而確保符合法律法規的要求，本準則內容以及客戶合約中與社會與環境責任相關要求。

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

制定程序以確保能及時糾正在內外部的評估、檢查、調查和審核中所發現的不足之處。

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

建立並保留文檔和記錄，從而確保符合監管規例與公司的要求，同時應保障私隱的機密性。

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

(12)供應商責任 Supplier Responsibility

制定程序來將本準則的要求傳達給上游供應商，並監管上游供應商對本準則的遵行情況。

A process to communicate Code requirements to Suppliers and to monitor supplier compliance to the Code.

台灣表面黏著科技股份有限公司
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王嘉真

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