

## 台塑企業供應商/承攬商企業社會責任承諾書

### Letter of Compliance with Corporate Social Responsibility Requirements for Suppliers and Subcontractors of Formosa Plastics Group

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To: 台塑企業

\_\_\_\_\_ (以下稱“本公司”) 為台塑企業之供應商/承攬商，本公司願承諾並保證如下：

We, \_\_\_\_\_ (The Company) as a suppliers or sub-contractors of Formosa Plastics Group's (referred as FPG) hereby represent and warrant that :

1. 本公司已知悉、了解並承諾遵守台塑企業供應商/承攬商企業社會責任要求 (登入台塑電子商務網([www.e-fpg.com.tw](http://www.e-fpg.com.tw))→工程發包之協力廠商專區→點選「電子行業供應商企業社會責任簽署文件下載」)，包含下列文件及其更新版本：

We have thoroughly recognized, understood and are committed to abide by the Corporate Social Responsibility Requirements for Suppliers/Subcontractors of Formosa Plastics Group(<http://www.e-fpg.com.tw>) including following documents and their updates:

- (1) 台塑企業所訂之供應商/承攬商行為準則；  
FPG's Supplier Code of Conduct;
- (2) 「電子行業行為準則」(以下簡稱“行為準則”，網址：<http://www.eicc.info>);  
EICC Code of Conduct (referred as CoC, <http://www.eicc.info>); and
- (3) 無衝突礦產相關之規定與要求。  
Regulations of Conflict-Free Minerals.

2. 本公司應識別並矯正營運過程中已發生的或潛在的未達到行為準則要求之缺失，進而制定改善方案並保證持續實施與監控之。

We shall identify any existing or potential non-conformances in our business processes and provide corrective actions for continuous implementation and control.

3. 本公司應依台塑企業之要求，提供上述改善行動及程序之報告或記錄，以證明本公司達到行為準則要求。

When required by FPG, we shall provide the reports or records of above-mentioned corrective actions to prove our compliance with the regulations.

4. 本公司代表已經獲得本公司充分授權，有權代表本公司簽署本承諾書。  
Our representative has been duly authorized by our company to sign this Letter of Compliance on behalf of our company.

5. 上開「企業社會責任承諾書」連同「台塑企業供應商/承攬商企業社會責任要求」共壹式壹份，須蓋妥立書人及負責人章(每頁及本承諾書封面與承諾書背面均加蓋騎縫章)，寄送發包中心進行文件簽回建檔。

Please send a copy of this “Letter of Compliance” along with “Corporate Social Responsibility Requirements”, initialed in each page by your due authorized representative, to the FPG Bidding&Contracting Center by post or courier.

**供應商/承攬商法人代表或授權代表**

**Authorized Supplier's/Sub-contractor's representative**

\_\_\_\_\_ (正楷 Print)

\_\_\_\_\_ (簽名 Signature)

\_\_\_\_\_ (簽署日期 Date)

公司印鑑  
(Seal)

## 台塑企業供應商/承攬商企業社會責任要求

### Corporate Social Responsibility Requirements

for

### Suppliers and Subcontractors of Formosa Plastics Group

長期以來，台塑企業(包括但不限於南亞科技股份有限公司及南亞電路板股份有限公司)秉持著致力於員工照護、環境保護、員工健康與安全及社會參與，善盡企業社會責任並追求企業永續經營。我們在內部遵循企業社會責任相關標準與規定，並期望我們的供應商(承攬商)也能確保其內部企業社會責任之執行與運作，以符合規定並促進相關利害者的福祉。

Formosa Plastics Group (including but not limited to Nanya Technology Corp. and Nanya PCB Corp.) always strive for environment protection, employees' welfare and health & safety. FPG commits to the social responsibility for sustainable business operation. We strictly follow the SER (Social & Environment Responsibility) related regulations and requirement in the enterprise and expect the suppliers to recognize their responsibility to comply with the related regulations.

為善盡企業責任，台塑企業將台塑企業供應商/承攬商行為準則(Annex1)、電子行業行為準則(Annex 2)，無衝突金屬與供應商(承攬商)行為準則(Annex 3)，列為供應商(承攬商)管理的重要一環，期許與供應商(承攬商)一同努力，共創永續發展的企業。因此請貴供應商(承攬商)簽署台塑企業供應商/承攬商企業社會責任承諾書，以期共盡企業社會責任。

In order to meet the corporate social responsibilities, FPG provides FPG's Supplier Code of Conduct (Annex 1), EICC Code of Conduct (Annex 2), and Metal Conflict-Free (Annex 3) as the important indexes of supplier management. We seek to actively work together with our suppliers to the sustainability of business operation. We hereby would like to request our suppliers to sign **the attached Letter of Compliance with Corporate Social Responsibility Requirements for Suppliers and Subcontractors of Formosa Plastics Group to assure** the fulfillment of social responsibility.

請在收到此信函盡速回覆台塑企業。若有任何疑問，煩請聯絡我們，謝謝。

Please send back the signed Letter of Commitment as soon as possible after receiving this document. If you have any questions or concerns, please contact us for assistance. Thank you for your cooperation.

順頌商祺

Sincerely,

台塑企業發包中心Formosa Plastics Group/ Bidding&Contracting Center

專人/電話(Tel)：劉一寰/(02)2712-2211 ext.6693

傳真(Fax)：(02)2545-3269

南亞科技股份有限公司 Nanya Technology Corp.

專人/電話(Tel)：簡惠雯/(02)2904-5858 ext.3526

傳真(Fax)：(02) 2908 - 1310

南亞電路板股份有限公司Nanya PCB Corp.

專人/電話(Tel)：陳秉峰/(03)322-3751 ext.1803

傳真(Fax)：(03) 321 - 8805

## ANNEX 1

### 台塑企業供應商/承攬商行為準則承諾書

#### FPG Supplier Code of Conduct

台塑企業恪守對社會環境責任與道德行為最高標準的承諾。台塑企業之供應商/承攬商必須提供安全的工作環境，確保勞工受到尊重、享有尊嚴，公平且遵循道德標準行事，並在任何情況下為台塑企業生產產品或提供服務時，均採取對環境負責的慣例。台塑企業要求其供應商/承攬商遵循本《供應商行為準則》（“準則”）中的原則，並且遵循所有適用之法律與法規。本準則借鑑國際標準，以推動社會與環境責任。本準則概述台塑企業對供應商/承攬商行為的期望，以及勞工權益、人權、健康與安全、環境保護、道德相關的負責任行為與管理慣例。

台塑企業將評估供應商/承攬商對本準則的遵循性，任何違反本準則的行為可能損害供應商/承攬商與台塑企業之間的關係，甚至會導致雙方合作關係的終止。本準則適用於向台塑企業提供商品/服務，或該商品/服務用於台塑企業產品的台塑企業供應商/承攬商及其子公司、附屬機構與其承包商（“供應商/承攬商”）。

Formosa Plastics Group (FPG) has been committed to the highest standards of social and environmental responsibility and ethical conduct. Formosa Plastics Group (FPG)'s suppliers are required to provide safe working conditions, to treat workers with dignity and respect, to

act fairly and ethically, and to use environmentally responsible practices wherever they make products or perform services for Formosa Plastics Group (FPG). Formosa Plastics Group (FPG) requires their suppliers to operate in accordance with the principles in this Supplier Code of Conduct (“Code”) and in full compliance with all applicable laws and regulations. This Code outlines Formosa Plastics Group (FPG)’s expectations for Supplier conduct and responsible practice regarding labor and human rights, health and safety, environmental protection, ethics, and management practices. Formosa Plastics Group (FPG) will assess their suppliers’ compliance with this Code, and any violations of this Code may jeopardize the supplier’s business relationship with Formosa Plastics Group (FPG), up to and including termination. This Code applies to Formosa Plastics Group (FPG) suppliers and their subsidiaries, affiliates, and subcontractors (each a “Supplier”) providing goods or services to Formosa Plastics Group (FPG), or for use in or with Formosa Plastics Group (FPG) products.

### **勞工權益與人權 Labor and Human Rights**

台塑企業相信其供應鏈中的每位勞工都應在公正、合乎道德標準的工作場所工作。供應商/承攬商必須給予勞工最高的尊嚴與尊重，並維護最高的人權標準。Formosa Plastics Group (FPG) believes all workers in our supply chain deserve a fair and ethical workplace. Workers must be treated with the utmost dignity and respect, and suppliers shall uphold the highest standards of human rights.

### **反對歧視 Antidiscrimination**

供應商/承攬商承諾員工免受騷擾以及非法歧視，公司不得因年齡、殘疾、民族、性別、婚姻狀況、國籍、政治政黨、種族、宗教、性取向、性別認同、工會成員或任何其他受國家法律保護的身分而歧視任何員工，且不會要求驗孕或體檢，但適用法律法規要求或出於工作場所安全審慎考慮的情況除外，且不會因檢查結果而歧視員工。

Suppliers shall not discriminate against any worker based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by country law, in hiring and other employment practices. Suppliers won’t require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and won’t improperly discriminate based on test results..

### **預防非自願勞動和販賣人口 Prevention of Involuntary Labor and Human Trafficking**

供應商/承攬商應致力確保所有工作皆屬員工自願。不會販賣人口或聘用任何形式的奴隸、受強迫、抵債、契約或監獄勞工。非自願勞動包括運輸、藏匿、招聘、轉移、接收或雇用人員透過威脅、強迫、強制、誘拐、欺詐，或向控制他人的任

何人支付薪酬的方式，以達到剝削之目的。

供應商/承攬商承諾不會扣押員工的正本身份證件和旅行證件且確保與員工簽訂的勞動契約以該員工所理解的語言清楚表達僱用條件。供應商/承攬商不會在工作場所、出入公司提供的場所設施中強制實行不合理的行動限制。。

Suppliers shall ensure that all work is voluntary. Suppliers won't traffic persons or use any form of slave, forced, bonded, indentured, or prison labor. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation.

Suppliers won't withhold workers' original government-issued identification and travel documents and ensure that workers' contracts clearly convey the conditions of employment in a language understood by the workers. Suppliers won't impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities.

### **禁用童工 Prevention of Underage Labor**

供應商/承攬商應只僱用16歲(含)以上之員工。

Suppliers shall employ only workers who are at least 16 years of age.

### **保護未成年員工 Juvenile Worker Protections**

供應商/承攬商不得要求且不允許未滿18歲的青少年加班或從事夜間工作，或安排他們從事可能危害其健康、安全或道德的工作。

Suppliers shall not require juvenile workers who are younger than 18 years of age to work overtime or perform night work or provides they do not perform work that might jeopardize their health, safety, or morals.

### **保護學生員工 Student Worker Protections**

供應商/承攬商應妥善管理學生員工，透過對學生員工記錄適當的維護，並審慎評估相關教育合作夥伴是否依適當的法規管理學生員工，以保護學生員工的權利。供應商/承攬商應對所有學生員工將提供適當的支援和培訓。

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 law and regulations. Suppliers shall provide appropriate support and training to all student workers.

### **工作時間 Working Hours**

供應商/承攬商應以本地適用的法律、法規來遵從關於工作時間和休息，及所有加班皆必須自願，且每7天中至少休息1天，但緊急或特殊情況並依相關法令辦理

的除外。

Suppliers shall follow all local applicable laws and regulations with respect to working hours and days of rest, all overtime must be voluntary, and workers shall take at least one day off every seven days except in emergencies, unusual situations or as regulated by related laws.

### **工資與福利 Wages and Benefits**

供應商/承攬商應確保對所有員工發放的工資不會低於法定最低工資，並提供所有的法定福利及提供假期、休假以及法定的節假日。供應商/承攬商應根據法律規定的費率來支付員工的加班報酬，且告知所有員工工資結構和支付週期。供應商/承攬商應及時、準確支付工資，不會以扣工資作為紀律懲處的手段。

Suppliers shall ensure that all workers receive at least the legally mandated minimum wages and benefits. Suppliers shall offer vacation time, leave periods, and time off for legally recognized holidays and compensate workers for overtime hours at the legal premium rate. Suppliers shall communicate pay structure and pay periods to all workers and pay accurate wages in a timely manner, and wage deductions won't be used as a disciplinary measure.

### **結社自由和勞資談判 Freely Chosen Employment**

在法律允許範圍內，供應商/承攬商應允許員工自由集會結社、組織及加入(或者不加入)組織團體並進行集體協商，不會進行干預、歧視、報復或騷擾，並提供員工投訴機制，以促進管理階層與員工之間開放的溝通交流。

As legally permitted, Suppliers shall freely allow workers to associate with others, form, and join (or refrain from joining) organizations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment; and Suppliers shall ensure that workers have a mechanism to report grievances and that facilitates open communication between management and workers.

### **健康與安全 Health and Safety**

勞工的健康、安全和幸福對台塑企業很重要。供應商/承攬商應提供並維護安全的工作環境，將完善的健康與安全管理實踐融入其服務中。勞工應有權拒絕不安全的作業並通報對其健康有害的工作環境。

Worker health, safety, and well-being are important to Formosa Plastics Group (FPG). Suppliers shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

### **職業健康、安全與危害預防 Occupational Health, Safety, and Hazard Prevention**

供應商/承攬商應優先透過消除、工程控制或行政管控的方法，以鑑別、評估並管理職業健康及安全之危害。供應商應提供勞工與工作相關且適當維護的個人防護裝備，並提供正確使用方式之指導。

Suppliers shall identify, evaluate, and manage occupational health and safety hazards through a prioritized process of hazard elimination, engineering controls, and/or administrative controls. Suppliers shall provide workers with job-related, appropriately maintained personal protective equipment and instruction on its proper use.

### **緊急事件預防、準備與應變 Emergency Prevention, Preparedness, and Response**

供應商/承攬商應鑑別與評估潛在之緊急情況與事件。對於每種情況，供應商/承攬商都應制定並實施緊急應變計畫與程序，以將緊急情況和事件對於生命、環境和財產造成之損害降至最低。

Suppliers shall identify and assess potential emergency situations and events. For each situation, customers/suppliers shall develop and implement emergency plans and response procedures that minimize harm to life, environment, and property.

### **事故管理 Incident Management**

供應商/承攬商應建立勞工健康及安全事故與虛驚事件通報系統，並進行調查、追蹤與管理。供應商必須執行矯正計畫以降低風險，提供必要的治療，使勞工返回工作崗位。

Suppliers shall have a system for workers to report health and safety incidents and near-misses, as well as a system to investigate, track, and manage such reports. Suppliers shall implement corrective action plans to mitigate risks, provide necessary medical treatment, and facilitate workers' return to work.

### **人因工程 Ergonomics**

供應商/承攬商應鑑別、評估和控制工人接觸構成人體工程學風險的工作，如用力過大、提起重物姿勢不正確或重複性動作。供應商應將本過程應用到所有新建的或改建的生產線、設備、工具和工作站中。

Supplier shall identify, evaluate, and control worker exposure to tasks that pose ergonomic risk such as excessive force, improper lifting positions, or repetitiveness. Supplier shall integrate this process into the qualification of all new or modified production lines, equipment, tools, and workstations.

### **機器防護 Machine Safeguarding**

供應商/承攬商應對生產設備和其它機器執行危害評估。對於可能對勞工造成傷害之機械，提供物理防護裝置、安全連鎖裝置與屏障並適當維護。



Suppliers shall evaluate safety hazards in production and other machinery. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

### **工作與生活條件 Working and Living Conditions**

供應商/承攬商應提供勞工方便進出與乾淨之衛生間設施與飲用水。供應商/承攬商提供之餐點、食物準備和儲存設備必須清潔衛生。供應商/承攬商或第三方提供之宿舍應當保持乾淨、安全並有合理的生活空間。

Suppliers shall provide workers with reasonably accessible and clean toilet facilities and potable water. Supplier-provided dining, food preparation, and storage facilities shall be sanitary. Worker dormitories provided by suppliers or a third-party shall be clean and safe and provide reasonable living space.

### **健康與安全資訊溝通 Health and Safety Communication**

供應商/承攬商應以勞工主要使用語言，提供適當的工作場所中有關健康與安全訓練。健康與安全相關資訊必須於廠內清楚張貼。

Supplier shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

### **勞工健康與安全委員會 Worker Health and Safety Committees**

鼓勵供應商/承攬商成立並維持勞工健康與安全委員會，以加強持續性的健康與安全教育，並鼓勵勞工參與及提出與工作場所的健康安全相關之建議。

Supplier is encouraged to initiate and support worker health and safety committees to enhance ongoing health and safety education and to encourage worker input on, and participation in, health and safety issues in the workplace.

### **環境 Environment**

台塑企業致力於保護環境，恪守對環境責任的承諾是我們經營的核心。供應商/承攬商應制定、實施並維護對環境負責的商業慣例。

Formosa Plastics Group (FPG) are committed to protecting the environment, and environmental responsibility is at the core of how we operate. Supplier shall develop, implement, and maintain environmentally responsible business practices.

### **有害物質管理和限制 Hazardous Substance Management and Restriction**

供應商/承攬商應實施系統方法鑑別、管理、減少以及負責任地處理或回收有害物質。

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle hazardous substances.

### **Non-Hazardous Waste Management 無害廢棄物管理**

供應商/承攬商應採用系統的方法來鑑別、管理、減少和負責任地處置或回收利用無害廢棄物。

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle nonhazardous waste.

### **廢水管理 Wastewater Management**

供應商/承攬商應實施系統方法以鑑別、控制並減少因營運產生的廢水。供應商應對其廢水處理系統的性能進行常態監控。

Supplier shall implement a systematic approach to identify, control, and reduce wastewater produced by its operations. Supplier shall conduct routine monitoring of the performance of its wastewater treatment systems.

### **雨水管理 Stormwater Management**

供應商/承攬商應採取系統性的方法，防止雨水逕流污染。供應商應防止非法排放物和洩漏物質進入雨水管。

Supplier shall implement a systematic approach to prevent contamination of storm water runoff. Supplier shall prevent illegal discharges and spills from entering storm drains.

### **空氣污染物排放管理 Air Emissions Management**

供應商/承攬商應鑑別、管理、減少和負責任地控制經營活動中產生的、對環境有害的氣體排放。供應商應對其氣體排放控制系統的性能進行常態監控。

Supplier shall identify, manage, reduce, and responsibly control air emissions emanating from its operations that pose a hazard to the environment. Supplier shall conduct routine monitoring of the performance of its air emission control systems.

### **周界噪音 Boundary Noise**

供應商/承攬商應鑑別、控制、監測並降低由工廠產生，並影響周界的噪音。

Supplier shall identify, control, monitor, and reduce noise generated by the facility that affects boundary noise levels.

### **環境許可和報告 Environmental Permits and Reporting**

供應商/承攬商必須獲取、更新和遵守所有必要的環境許可。供應商/承攬商必須遵守適用許可和規定的報告要求。

Supplier shall obtain, keep current, and comply with all required environmental permits. Supplier shall comply with the reporting requirements of applicable permits and regulations.

### **防止污染和減少資源消耗 Pollution Prevention and Resource Reduction**

供應商/承攬商應實施保護和替代措施，降低能源、水和自然資源的消耗。供應商/承攬商應實施減量和替代措施，最大限度地降低有害物質的耗用。

Supplier shall reduce energy, water, and natural resource consumption by implementing conservation and substitution measures. Supplier shall minimize hazardous substances consumption by implementing reduction and substitution measure.

### **道德 Ethics**

供應商/承攬商在其商業活動中，包括各類往來關係、業務範圍、採購和營運等方面，應秉持誠信道德。

Supplier shall always be ethical in every aspect of its business, including relationships, practices, sourcing, and operations.

### **商業誠信 Business Integrity**

供應商/承攬商不得有貪污、勒索、盜用或賄賂行為，以獲取不公正或不正當利益。供應商/承攬商必須遵守經營所在國家/地區的所有適用反腐敗法律法規，如（美國）《反海外賄賂法案》(FCPA) 及適用的國際反腐敗公約。

Supplier shall not engage in corruption, extortion, embezzlement, or bribery to obtain an unfair or improper advantage. Supplier shall abide by all applicable anti-corruption laws and regulations of the countries in which it operates, for example the Foreign Corrupt Practices Act (FCPA), and applicable international anti-corruption conventions.

### **資訊公開 Disclosure of Information**

供應商/承攬商必須正確而詳盡記錄其商業活動、勞工、健康與安全和環境實踐相關的資訊，並向所有相關單位公開這些資訊，不得偽造或弄虛作假。

Supplier shall accurately record information regarding its business activities, labor, health and safety, and environmental practices and shall disclose such information, without falsification or misrepresentation, to all appropriate parties.

### **保護智慧財產權 Protection of Intellectual Property**

供應商/承攬商必須尊重智慧財產權並保護客戶資訊的安全。供應商/承攬商應從保護智慧財產權的角度出發，管理技術和知識。

Supplier shall respect intellectual property rights and safeguard customer information. Supplier shall manage technology and know-how in a manner that protects intellectual property rights.

### **舉報者保護和匿名投訴 Whistleblower Protection and Anonymous Complaints**

供應商/承攬商必須建立匿名投訴機制，供管理階層和勞工通報工作場所中的不滿。供應商/承攬商必須對舉報者和舉報資訊保護與保密，禁止報復行為。

Supplier shall provide an anonymous complaint mechanism for managers and workers to report workplace grievances. Supplier shall protect whistleblower confidentiality and prohibit retaliation.

### **參與社區活動 Community Engagement**

鼓勵供應商/承攬商參與促進社會和經濟發展的活動，並對在地社區的持續發展作出貢獻。

Supplier is encouraged to help foster social and economic development and contribute to the sustainability of the communities in which it operates.

### **負責任的礦物採購 Responsible Sourcing of Minerals**

供應商/承攬商應按照經濟合作暨發展組織(OECD)針對受衝突影響和高風險地區礦物供應鏈管理的指導手冊，就其產品中含有錫、鈹、鎢、黃金的採購，對整個供應鏈展開盡職調查，以確定這些礦物是否來自剛果民主共和國(“DRC”)或任何毗鄰國家。如果來自這些國家，應確定這些礦物是否直接或間接為DRC或毗鄰國家中嚴重侵犯人權的武裝團體提供資金或援助。DRC毗鄰國家，包括安哥拉、布隆迪、中非共和國、剛果共和國、盧旺達、南蘇丹、坦桑尼亞、烏干達和尚比亞。

Supplier shall exercise due diligence, in accordance with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, on its entire supply chain with respect to the sourcing of all tin, tantalum, tungsten, gold, cobalt contained in its products, to determine whether those metals are from the Democratic

Republic of the Congo (“DRC”) or any adjoining country and, if so, to determine whether those metals directly or indirectly financed or benefited armed groups that are perpetrators of serious human rights abuses in the DRC or an adjoining country. Countries that adjoin the DRC are Angola, Burundi, Central African Republic, the Republic of the Congo, Rwanda, South Sudan, Tanzania, Uganda, and Zambia.

### **管理者承諾 Management Commitment**

台塑企業認為健全的管理系統與承諾是促進公司供應商的社會與環境安定的關鍵。我們的供應商/承攬商必須遵守本準則與其所有標準，對台塑企業負責。供應商應該適時實施或維護管理系統，遵循本準則與法律規定，以辨別並降低相關的經營風險，進而促進持續改善。

Formosa Plastics Group (FPG) believe that sound management systems and commitment are keys to enriching the social and environmental wellbeing of our supply chain. Formosa Plastics Group (FPG) hold our suppliers accountable to this Code and all of its standards. Supplier shall implement or maintain, as applicable, a management system that facilitates compliance with this Code and the law, identifies and mitigates related operational risks, and facilitates

continuous improvement.

### **公司聲明 Company Statement**

供應商/承攬商應編制公司聲明，說明其履行社會與環境責任、道德操守與持續改善的高標準。供應商/承攬商應以當地法定語言編寫該聲明，並須張貼在所有工廠內。

Supplier shall develop a company statement affirming its commitment to high standards of social and environmental responsibility, ethical conduct, and continuous improvement. Supplier shall post this statement in the primary local language at all of its facilities.

### **管理責任與義務 Management Accountability and Responsibility**

供應商/承攬商應指派公司代表，負責確保實施並定期審核其管理系統。供應商/承攬商應指派公司的企業社會責任（CSR）代表，直接向行政管理階級報告，並承擔管理企業的社會與環境是否合乎法規要求的責任與權力。

Supplier shall identify company representatives responsible for ensuring implementation and periodic review of its management systems. Supplier shall have a Corporate Social Responsibility (CSR) or Sustainability representative that reports directly to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business.

### **風險評估與管理 Risk Assessment and Management**

供應商/承攬商應制定並維護可鑑別各相關的勞工權益與人權、健康與安全、環境、商業誠信及符合法律要求的流程，以了解各種風險的相對重要性；並執行適當的程序來管控這些已鑑別的風險。

Supplier shall develop and maintain a process to identify labor and human rights, health and safety, environmental, business ethics, and legal compliance risks associated with its operations; determine the relative significance of each risk; and implement appropriate procedures and controls to control the identified risks.

### **計畫與措施的績效目標 Performance Objectives with Implementation Plans and Measures**

供應商/承攬商應對這些目標擬定相關的標準、績效目標、指標、以及包括定期評估的執行計畫

Supplier shall have written standards, performance objectives, targets, and implementation plans, including periodic assessments of the performance against those objectives.

### **稽核與評估 Audits and Assessments**

供應商/承攬商應定期評估自身及其包商與下游供應商的設施與營運，以確保其

確實遵循本準則與法令的相關規定。

Supplier shall perform periodic evaluations of its facilities and operations, and the facilities and operations of its subcontractors and next-tier suppliers to ensure compliance with this Code and the law.

### **文件與紀錄 Documentation and Records**

供應商/承攬商應制定相關流程以鑑別、理解並執行相關的法令與本準則的規定。供應商/承攬商需保存文件與紀錄，以確保符合相關的法令規定。

Supplier shall have processes to identify, understand, and implement applicable laws and regulations and requirements of this Code. Suppliers shall maintain documents and records to ensure regulatory compliance.

### **訓練與溝通 Training and Communication**

供應商/承攬商應制定並維護管理階層與勞工的訓練課程，以確保其政策與程序的落實執行，並達成持續改善。

Supplier shall develop and maintain management and worker training programs to facilitate proper implementation of its policies and procedures and to fulfill Supplier's continuous improvement objectives.

供應商/承攬商應擬定流程以清楚而正確的傳達對其勞工、下游供應商及客戶之績效目標、策略、政策、與期望的溝通。供應商/承攬商應制定流程以即時取得實施此準則後的回饋，以促進持續改善。

Supplier shall have a process for communicating clear and accurate information about its performance, practices, policies, and expectations to its workers, next-tier supplier(s), and customers. Supplier shall have an ongoing process to obtain feedback on its practices related to this Code and to foster continuous improvement.

### **矯正措施流程 Corrective Action Process**

供應商/承攬商應擬定流程以即時矯正藉由內部或外部稽核、評估、檢查、調查或復審等措施所鑑別之缺失或違規行為。

Supplier shall have a process for timely correction of any deficiencies or violations identified by an internal or external audit, assessment, inspection, investigation, or review.

### **參考文件 Reference:**

1. 2016年5.1版電子工業行為準則 Electronic Industry Code of Conduct Version 5.1 (2016)
2. 蘋果公司供應商行為準則4.1版 Apple Supplier Code of Conduct Version 4.1

## ANNEX 2 電子行業公民聯盟®行為守則 5.1 版本 (2016)

### ELECTRONIC INDUSTRY CITIZENSHIP COALITION® CODE OF CONDUCT *Version 5.1 (2016)*

電子行業公民聯盟® (Electronic Industry Citizenship Coalition, 簡稱 EICC®) 行為守則為電子行業的供應鏈訂定一套規範，從而確保工作環境的安全、員工受到尊重並富有尊嚴、商業營運環保並遵守道德操守。

The Electronic Industry Citizenship Coalition® (EICC®) Code of Conduct establishes standards to ensure that working conditions in the electronics industry supply chain are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

所有設計、銷售、製造或為生產電子產品提供商品和服務的組織都被本守則視之為電子行業的一部份，即本守則的目標對象。電子行業的任何一家企業都可以自願採用本守則，並隨之而應用到其供應鏈和轉包商中，包括合約(派遣)勞務供應商。

Considered as part of the electronics industry for purposes of this Code are all organizations that may design, market, manufacture or provide goods and services that are used to produce electronic goods. The Code may be voluntarily adopted by any business in the electronics sector and subsequently applied by that business to its supply chain and subcontractors, including providers of contract labor.

要採用本守則並成為其中的參與者(下稱「參與者」)，企業應當作出支持本守則的聲明，並按照在此提出的管理體系積極貫徹本守則的規範。

To adopt the Code and become a participant (“Participant”), a business shall declare its support for the Code and actively pursue conformance to the Code and its standards in accordance with a management system as herein.

參與者必須在整個供應鏈中倡議採用本守則。參與者並應至少要求下一級的供應商認同並落實執行本守則。

Participants must regard the Code as a total supply chain initiative. At a minimum, Participants shall also require its next tier suppliers to acknowledge and implement the Code.

企業的所有活動都必須完全遵守其經營所在國家/地區的法律法規，這是採用本守則的基本原則。<sup>1</sup> 本守則鼓勵參與者在遵守法律以外更進一步，積極利用國際公認的標準推動社會和環境責任以及商業道德。本守則符合《聯合國企業和人權指導原則》(UN Guiding Principles on Business and Human Rights)，其中的規條

引申自不同的關鍵性國際人權標準，包括國際勞工組織的《工作基本原則與權利宣言》（Declaration of Fundamental Principles and Rights at Work）和《世界人權宣言》（UN Universal Declaration of Human Rights）。

Fundamental to adopting the Code is the understanding that a business, in all of its activities, must operate in full compliance with the laws, rules and regulations of the countries in which it operates.<sup>1</sup> The Code encourages Participants to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility and business ethics. In alignment with the UN Guiding Principles on Business and Human Rights, the provisions in this Code are derived from key international human rights standards including the ILO Declaration on Fundamental Principles and Rights at Work and the UN Universal Declaration of Human Rights.

在《行為準則》的持續發展和實施過程中，EICC 承諾定期收取來自利益相關者的反饋。

The EICC is committed to obtaining regular input from stakeholders in the continued development and implementation of the Code of Conduct.

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**

### **A. LABOR**

參與者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。本準則起草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。

Participants 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 annex, were used as references in preparing the Code and may be a useful source 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、非自願的監獄勞工、奴役或販賣的人口。這包括用恐嚇、強逼、威脅、綁架或詐騙手段運送、窩藏、招募、調配或接受人員用作勞工或取得勞務。除了禁止對勞工進出入公司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走動的自由。作為招聘程序中的必要部份，必須在勞工離開原本的國家前，為他們提供用他們母語書寫的僱傭協議，並且在協議中描述僱傭條款及條件。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。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他們的身分證或出入境證件，如政府頒發的身分證明、護照或工作許可證，除非法律要求僱主持有其僱員的工作許可證。僱主或中介人不得要求勞工繳付超過一個月薪資的招聘費用或其他總費用。若發現勞工已支付任何該等費用，該等費用須償還給勞工。

Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used. 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. As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to employees' identity or immigration documents, such as government-issued identification, passports or work permits, unless the holding of work permits is required by law. Workers shall not be required to pay employers or agents recruitment fees or other aggregate fees in excess of one month's salary. 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、或未達完成義務教育年齡、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）。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 歲的勞工（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。參與者應當透過適當地保管學生記錄、嚴格審核教育合作夥伴和按照適用的法律法規保障學生的權利，從而確保對學生工的管理得當。參與者應當為所有學生工提供適當的支援和訓練。如果當地法律沒有規定，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。

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. 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. Participant 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 law and regulations. Participant 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.

### **3) 工作時間 Working Hours**

根據有關的商業實踐研究，生產力降低、職員流動率上升以及受傷和患病情況的增多與勞工的疲勞度有顯著的關連。因此，一週的工作時間不應超過當地法律規定的最大限度。此外，每週的工作時數不應超過 60 小時（包括加班），緊急或特殊情況除外。每週七天應當允許勞工至少休息一天。

Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Workweeks 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. 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令，包括有關最低工資、超時加班和法定福利的法令。根據當地法律的規例，勞工的加班工資應高於常規時薪水平。禁止以扣除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 and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion 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 Non-Discrimination

參與者應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。

Participants should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination 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 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，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。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。

In conformance with local law, 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. 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：**

### **B. 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在員工身上投放資源和進行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 injury and illness, a safe and healthy work 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 is essential to identifying and solving health and safety issues in the workplace.

本準則在起草時參考了公認的管理體系（如 OHSAS 18001 和國際勞工組織職業安全健康管理系統指引），此體系亦是有用的額外信息來源。

Recognized management systems such as OHSAS 18001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be a useful source of additional information.

健康與安全標準：

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、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控制工作場的安全隱患（如電力和其他能源、火災、運載工具和跌倒危險或事故），以免危及職工。若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教材。應鼓勵員工提出安全疑慮。

Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and ongoing 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. Workers shall be encouraged to raise safety concerns.

## 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、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, appropriate fire detection and suppression equipment, adequate exit facilities 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 return of workers to work.

## 4) 工業衛生 Industrial Hygiene

應當識別、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。必須透過工程和行政管制來防止員工過度接觸這些作用劑。如這些措施無法有效預防危害，應當採用適當的個人防護裝備計劃來保障員工的健康。

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

## 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、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 provided by the Participant or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

## 8) 健康與安全信息 Health and Safety Communication

參與者應當為職工提供以他們母語進行的職業健康和安全教育，並在工作場所的顯眼處張貼健康與安全相關資料。

Participant shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

## C 環境：

### C. ENVIRONMENTAL

參與者承認環境保護責任是生產世界級產品不可或缺的一部份。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的不良影響，同時保障公眾的健康和安全。本準則在起草時參考了公認的管理體系（如 ISO 14001 和生態管理及審核體系 (Eco Management and Audit System, EMAS)，此體系亦是有用的額外信息來源。

Participants recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized 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（如改良生產、維修和設施程序、替換材料、節約自然資源、物料回收和再用）減少和杜絕任何類型的資源耗費及廢物的產生，包括水和能源。

The use of resources and generation of waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

**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 and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

**4) 污水及固體廢物 Wastewater and 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）。在排放或棄置營運、工業程序以及衛生設施所產生的污水前，應當按照要求對其進行分類、監控、控制和處理。此外，應當採取措施減少污水的產生。參與者也應當對污水處理系統的性能進行例行監察。

Participant shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous). Wastewater generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal. In addition, measures should be implemented to reduce generation of wastewater. Participant shall conduct routine monitoring of the performance of its wastewater treatment systems.

#### 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。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 chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Participant shall conduct routine monitoring of the performance of its air emission control systems.

#### 6) 物質控制 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 are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

#### 7) 雨水管理 Storm Water Management

參與者應當實施系統性的措施來預防雨水逕流受到污染。參與者應當預防非法排放或洩漏物進入雨水渠。

Participant shall implement a systematic approach to prevent contamination of storm water runoff. Participant shall prevent illegal discharges and spills from entering storm drains.

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

應當追蹤及記錄工作場所內和/或企業層面的能源消耗和溫室氣體排放。參與者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。

Energy consumption and greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level. Participants are to look for cost-effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

### D 道德規範

#### D. 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：

1) To meet social responsibilities and to achieve success in the marketplace, participants and their agents are to uphold the highest standards of ethics, including:

**2) 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。應推行監控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 relationships. Participants shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on Participant's business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

**3) 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不正當收益。此禁令包括無論是直接還是透過第三方間接地承諾、提供、批准、給予或收受任何有價之物，以期獲得或保留業務、將業務轉讓他人或獲取不正當收益。

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.

**4) 資訊公開 Disclosure of Information**

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。

Information regarding participant labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to 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.

**5) 知識產權 Intellectual Property**

應當尊重知識產權；須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; transfer of technology and know-how is to

be done in a manner that protects intellectual property rights; and, customer information is to be safeguarded.

**6) 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。必須制定保護客戶資料的恰當措施。

Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.

**7) 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<sup>2</sup>，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<sup>2</sup> are to be maintained, unless prohibited by law. Participants should have a communication procedure for their personnel to be able to raise any concerns without fear of retaliation.

**8) 負責任的採購礦物 Responsible Sourcing of Minerals**

參與者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於剛果民主共和國及其鄰國內嚴重侵犯人權的犯罪武裝集體。參與者應對這些礦物的採購和產銷監管鏈進行嚴格的審核，並在客戶查詢時提供有關審核標準的資料。

Participants shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Participants shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

**9) 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信息安全法律及監管要求。

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

## **E 管理系統**

### **E. MANAGEMENT SYSTEM**

參與者應採用或建立範圍與本準則內容相關的管理體系。在設計該管理體系時，應確保：（a）符合與參與者營運和產品相關的適用法律法規及客戶要求；（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。管理體系也應當推動持續改進。

Participants shall adopt or establish a management system whose scope 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 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應確定參與者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。

A 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**

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作情況。

The Participant 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 system 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（包括本準則的要求）。

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**

制定程序識別與參與者經營相關的守法、環境、健康與安全<sup>3</sup>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<sup>3</sup> and labor practice and ethics risks associated with Participant's 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

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和環境責任績效，包括對參與者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 and environmental performance, including a periodic assessment of Participant's performance in achieving those objectives.

#### 6) 培訓 Training

應為管理層及員工制定培訓計劃，從而實施參與者的政策、程序及改進目標，同時符合適用之法律法規的要求。

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

制定程序將參與者的政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶。

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 and Participation

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。

Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

#### 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定與公司的要求，同時適當保密以保護隱私。

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

**12) 供應商的責任 Supplier Responsibility**

制定程序來將本準則的要求傳達給次供應商，並監管次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.

## ANNEX 3 無衝突礦產宣告書

### Declaration of Conflict-Free Minerals

本公司(包含子公司)特此聲明所有提供台塑企業皆為符合無衝突礦產規範之產品(以下簡稱產品)：

Supplier including its subsidiary, associated and holding companies) herein declare the Conflict-Free Minerals on products supplied to Formosa Plastics Group (herein after referred to as “Products”):

本公司致力於詳實調查供應鏈確保所使用之金(Au)、鉭(Ta)、鎢(W)、錫(Sn)這類金屬礦源並非透過無政府軍團或非法集團，或由剛果民主共和國衝突區域之礦區開採或是循非法走私途徑取得。此外，下列國家出口之礦產皆不符合「無衝突礦產規範」：剛果民主共和國(DRC)、盧安達(Rwanda)、烏干達(Uganda)、蒲隆地(Burundi)、坦尚尼亞(Tanzania)、肯亞(Kenya) (聯合國安全理事會認定上述國家皆為剛果礦脈之礦產)。保證任何出售或以其他任何方式轉讓或交付於台塑企業任何產品所含金屬礦源皆符合無衝突礦產規範(Conflict-Free Minerals Policy)，並遵守相關進出口管制及聯合國禁運(購)制裁國家所產礦產(原物料)之規定。

Supplier is taking and will take due diligence within our supply chain to assure “Conflict-Free Minerals” for the metals of gold (Au), tantalum (Ta), tungsten (W), tin (Sn) used in the Products are not derived from or sourced from mines in conflict areas of the Democratic Republic of Congo (DRC), or illegally taxed on trade routes, either of which are controlled by non-governmental military groups, or unlawful military factions. Trade routes not confirmed to be “Conflict-Free Minerals” include direct exports from the DRC, as well as exports through Rwanda, Uganda, Burundi, Tanzania and Kenya (countries of whom the U.N. Security Council note are global export routes for DRC-mined minerals). We would like to confirm metals used in Products sold, transferred or delivered to Formosa Plastics Group are comply of policy “Conflict-Free Minerals” and comply with the relevant import and export controls and the United Nations embargo (purchase) sanctions the country's production of minerals (raw materials) requirements.