

# 人權政策

## Human Rights Policy

日期: 2024/8/7

### 一、訂定目的 Purpose

本公司為善盡企業社會責任並落實人權保障，茲參考【世界人權宣言】【聯合國全球盟約】及國際勞工組織【關於工作中的基本原則與權利的宣言】等國際公認之人權標準，制定適用於本公司與集團企業之人權政策，以杜絕侵犯及違反人權的行為，除提供合理安全之工作場所，並使公司現職同仁獲得合理與有尊嚴的對待。

To fulfill its corporate social responsibility and uphold human rights, the Company adheres to international standards such as the Universal Declaration of Human Rights, the United Nations Global Compact, and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work. The Company has developed a human rights policy for itself and its group enterprises to prevent violations, ensure a safe workplace, and guarantee fair and dignified treatment for all employees.

### 二、人權評估 Human Rights Assessment

本公司在追求企業永續經營之際，亦注重提升對人與環境的關注，承擔並促進對於員工、消費者、整體環境的社會責任。為體現提供安全與健康工作場所的承諾，除指派專人依法令規定管理員工職安衛作業，並每年定期委託專業機構，到廠檢測，鑑定業務中之環境風險。

In pursuing sustainable operations, the Company emphasizes its commitment to people and the environment, actively promoting social responsibility for employees, consumers, and the overall environment. To ensure a safe and healthy workplace, the Company designates personnel to manage occupational safety and health in compliance with legal regulations and commissions professional institutions for annual factory inspections to identify environmental risks.

### 三、人權關注事項與做法 Human Rights Concerns and Practices

#### 1. 提供安全與健康的工作環境 Safe and Healthy Work Environment

本公司已通過 ISO 14001(環境管理系統)及 ISO 45001(職業安全衛生管理系統)之審核及驗證，提供公司員工安全衛生之工作環境。

本公司除依法令規範提供安全與健康之工作環境外，並成立職安衛委員會，聘有專業護理人員，且定期辦理安全衛生、消防等相關教育訓練，採取必要之預防措施以防止職業災害發生，進而降低工作環境之危險因素。

The Company has passed ISO 14001 (Environmental Management System) and ISO 45001 (Occupational Safety and Health Management System) audits, ensuring a safe and healthy work environment. Beyond legal requirements, we have established an occupational safety and health committee, employ professional nursing staff, and conduct regular training on safety, health, and fire prevention. We implement preventive measures to reduce occupational accidents and minimize risks.

## 2. 杜絕不法歧視以確保工作機會均等 Commitment to Fair Employment Practices

本公司於聘用、薪酬福利、培訓機會、升遷、解職或退休等勞動權益事項上，對於職工及求職者不以種族、階級、語言、思想、宗教、黨派、籍貫、出生地、性別、性傾向、年齡、婚姻、容貌、五官、身心障礙、星座、血型或其他的歧視等因素為由而有不公平的對待。

In matters related to labor rights such as hiring, compensation, benefits, training, promotion, dismissal, or retirement, The Company ensures that no employee or job seeker is unfairly treated based on race, ethnicity, language, beliefs, religion, political affiliation, origin, birthplace, gender, sexual orientation, age, marital status, appearance, facial features, physical or mental disabilities, zodiac signs, blood types, or other discriminatory factors.

## 3. 禁用童工 Prohibition of child labor

為確保遵守企業社會責任及道德規範，本公司不得在任何製造工序中及辦公場所使用童工（指任何未滿 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）。

To uphold corporate social responsibility and ethical standards, The Company prohibits the use of child labor (defined as anyone under 15, below the age of compulsory education, or below the minimum legal working age, whichever is highest) in all manufacturing and office environments.

## 4. 禁止強迫勞動 Prohibition of Forced Labor

本公司對於職工之每日、每週正常工作時間及延長工作時間、休假、特別休假及其他各種假別之規定皆符合法令規範。不強迫或脅迫任何無意願之人員進行勞務行為。

The Company's regulations on working hours, leave, and other employment conditions comply with legal standards. No one is forced or coerced into labor against their will.

## 5. 身心健康與工作平衡 Wellness and Work-Life Balance

5-1 公司提供場地或贊助經費，鼓勵員工參與健康活動，員工自組社團，透過社團活動凝聚同仁的情感。

The Company provides venues and funds to encourage employee participation in health activities and supports clubs for team bonding.

5-2 舉辦尾牙、元宵、端午、中秋、聖誕餐會及同樂活動，調劑員工身心與凝聚向心力外，公司並設置運動及健身設備，供員工工作之餘使用。

The Company organizes year-end parties, Lantern Festival, Dragon Boat Festival, Mid-Autumn Festival, and Christmas dinners, along with recreational activities to alleviate employees' stress and foster unity. Additionally, sports and fitness equipment is provided for use after work.

## 6. 人權保障訓練作法 Human Rights Protection Training

本公司訂有「勞工安全衛生委員會組織章程」「性騷擾防治作業管理辦法」「預防工作負荷引發腦血管及心臟疾病標準作業規範」「工作中母性健康保護標準作業規範」「預防人因性危害標準作業規範」「預防工作負荷引發腦血管及心臟疾病管理作業辦法」及「服務基本規定」及誠信經營道德守則等相關管理辦法，透過以下訓練確保人權保障得以落實執行

The Company has established management methods and codes, including the "Occupational Safety and Health Committee Charter," "Sexual Harassment Prevention Measures," "SOPs for Preventing Work-Related Brain and Heart Diseases," "SOPs for Maternal Health Protection," "SOPs for Preventing Human-Caused Hazards," and "Basic Service Regulations." We ensure the implementation of human rights protection through comprehensive training on these practices.

6-1 職前訓練：新人到職時須接受相關法遵宣導，內容包含：性騷擾防治、反歧視、反騷擾、推行工時管理、保障人道待遇及健康與安全工作環境。

Pre-Employment Training: New employees must complete compliance training covering sexual harassment prevention, anti-discrimination, anti-harassment, working time management, humane treatment, and workplace health and safety.

6-2 在職訓練：透過教育宣導及公告聲明，使員工了解於執行職務過程中有責任協助並合理避免職場不法侵害之發生，預防職場暴力，並揭露申訴專線，以打造友善之工作環境。

On-the-Job Training: Employees receive training to understand their role in preventing unlawful infringements, workplace violence, and to be aware of complaint hotlines, promoting a positive work environment.

6-3 職業安全在職訓練：年度教育內容包含：安全衛生教育訓練、消防安全訓練、緊急應變、急救人員訓練等。

Occupational Safety Training: Annual training covers safety and health, fire safety, emergency response, and first aid.

6-4 誠信道德行為宣導：年度宣導內容包含：「誠信經營守則」「誠信經營作業程序及行為指南」「道德行為守則」及公司經營企業文化宣導-從日常行為與道德標準進行教育與宣導，以期提供一個健康、正面的職場文化。

Integrity and Ethical Behavior Advocacy: Annual training includes the "Code for Integrity Operations," "Integrity Operation Procedures and Conduct Guidelines," and "Code for Moral Conduct." This training promotes daily ethical standards and company culture to foster a positive workplace.

#### 7. 人權盡職調查 Human Rights Assessment

本公司應每三年評估及公開本公司人權風險評估及鑑別重大人權議題，並依重大議題進行人權盡職調查及提出補救措施。

The company will assess and publicly disclose human rights risks and significant issues every three years, conduct due diligence on major issues, and propose remedial measures.

#### 四、申訴制度 Grievance Processes

本公司設有暢通之申訴管道，同仁於公司內部遇有各種問題，可透過公司之申訴管道向各級主管、人力資源處提出申訴。另為維護性別工作平等及提供職工、求職者免受性騷擾之工作及服務環境，設有檢舉電子郵箱。於申訴調查期間皆採保密方式處理，不洩漏申訴人之姓名或其他足資識別申訴人身分之相關資料，以保障申訴人。



The Company has established accessible complaint channels for employees to report issues to supervisors and the human resources department. To ensure gender equality and prevent sexual harassment, an electronic reporting mailbox is also available. During investigations, confidentiality is upheld, and the complainant's identity is protected.

#### **五、實施及修改 Implementation and Amendment**

本公司之人權政策經董事會核准後實施，修正時亦同。

The Company's human rights policy is implemented and amended following approval by the board of directors.