

中興保全科技股份有限公司

供應商社會責任承諾書及行為準則

Taiwan SECOM

Supplier's Social Responsibility Commitment Letter

SA8000 2014

供應商(以下簡稱立書人)基於與中興保全科技(股)公司(以下簡稱中保科) 有產品或服務供應關係及商業往來，為善盡企業社會責任、推動環境永續發展及維護基本人權，並符合相關法令規範及中保科對於永續發展之實踐，承諾於簽訂合約或其他商業合約或建立任何形式之契約關係時，同時遵守依社會責任(SA-8000)、商界社會責任(BSCI)、世界人權宣言(UDHR)、國際社會責任(SAI)和道德貿易行動(ETI) 等公認標準。如立書人未能妥善實踐以下事項，中保科有權依據相關合約要求，要求立書人進行改善、或終止合約等。

The supplier (hereinafter referred to as the "Signatory") has a product or service supply relationship and commercial transactions with Taiwan Secom Co., Ltd. (Hereinafter referred to as "Taiwan SECOM "). The Signatory commits in the interests of fulfilling corporate social responsibility, promoting sustainable development, upholding basic human rights, in compliance with relevant laws and regulations, also act with Taiwan SECOM's practices for sustainable development, to comply with recognized standards of social responsibility, such as SA-8000, Business Social Compliance Initiative (BSCI), Universal Declaration of Human Rights (UDHR), Social Accountability International (SAI), and Ethical Trading Initiative (ETI), when the Signatory signing contracts or other commercial agreements or establishing any form of contractual relationship with the Taiwan SECOM; if the Signatory fails to properly implement the following matters, the Taiwan SECOM shall have the right to request the Signatory to make improvements or terminate the contract in accordance with the relevant agreement.

1. 商業道德需求 Business Ethics Requirements

1.1 身為中保科之供應商一員，所有的商業活動應遵循誠信標準，包含賄絡、貪污、勾結、送禮、造假、敲詐、勒索、挪用公款和洗錢等行為，保證符合廉潔經營的要求。

As a member of the supply chain for Taiwan SECOM, all business activities should be followed the integrity standards, including acts such as bribery, corruption, collusion, gift-giving, falsification, extortion, embezzlement, and money laundering, and ensure compliance with the requirements of honest and anticorruption operation.

1.2 身為中保科之供應商一員，不得提供或接受賄絡、貪污、勾結或其他形式的不正當收益。本於誠信經營原則，以公開及透明的方式進行交易，若涉有不誠信行為且情節重大時，得停止交易往來並列管為拒絕往來對象。

As a member of the supply chain for Taiwan SECOM, suppliers shall not provide or accept bribery, corruption, collusion or other forms of improper gains. Transactions should be conducted in an open and transparent manner based on the principles of integrity. If there is any dishonest behavior with significant circumstances, the transactions may be stopped, and the supplier will be blacklisted as a non-cooperating party.

1.3 身為中保科之供應商一員，應確保不會公開、揭露或洩漏中保科的任何訊息。

As a member of the supply chain for Taiwan SECOM, suppliers shall ensure that they do not disclose or leak any information related to Taiwan SECOM.

1.4 應遵守知識財產權等相關規範，技術和生產經驗的轉讓要妥善保護。

Suppliers should comply with relevant regulations such as intellectual property rights and ensure the proper protection of technology and production experience transfer.

1.5 應制訂程序，以保護供應商和員工檢舉者，並確保其身分的機密性。

Procedures should be established to protect whistleblowers of suppliers and employees and ensured the confidentiality of their identities.

2. 勞工要求 Labor Requirements

2.1 童工和青少年工保護：立書人應禁止使用或支持使用童工。

The Signatory shall prohibit the use of or support for the use of child labor.

2.2 反強迫和強制性勞動 Anti-Forced and Compulsory Labor

2.2.1 立書人不得使用或支持強迫和強迫性勞動，也不得要求員工在受雇起始時交納“押金”或寄存身份證件。

The Signatory shall not use or support forced or compulsory labor, nor shall it require employees to pay "deposits" or surrender their identity documents upon commencement of employment.

2.2.2 立書人及為提供勞工的實體不得扣留工人的部分工資、福利、財產或證件，以迫使員工繼續工作。

The Signatory and entities providing labor shall not withhold any portion of workers' wages, benefits, property, or documents to compel employees to continue working.

2.3 基本工資保障與社會保險 Basic Wage Protection and Social Insurance

2.3.1 立書人對所有員工支付的工資應達到當地政府規定的最低工資標準，至少應按照國家法律標準規定的福利待遇付給員工。

The Signatory shall pay all employees of wages that meet the minimum standards set by local governments, and shall provide employee benefits at least in accordance with the legal standards set by the national government.

2.3.2 應按照法律規定的要求支付加班工資。

Overtime wages shall be paid in accordance with legal requirements.

2.3.3 工資發放時間按照當地政府法規操作，不得拖欠、延遲等。

The Signatory shall operate in compliance with local government regulations regarding the timing of wage payments, and shall not withhold or delay payments.

2.3.4 立書人應將員工依法參加勞工保險以及當地法律或政府規定的保險，並依法繳納相應保險費。

The Signatory shall ensure that employees are covered by legally mandated labor insurance or other insurance required by local laws or government regulations, and shall pay the corresponding insurance premiums.

2.4 工作時間與休息時間要求 Working and Rest Time Requirements

2.4.1 立書人應遵守適用法律及行業標準有關工作時間和公定假期的規定。

The Signatory shall comply with applicable laws and industry standards regarding working hours and statutory holidays

2.5 勞動合同 Employment Contracts

2.5.1 立書人應與員工簽訂勞動合同，勞動合同的訂立和變更應遵循平等自願、協商一致的原則，不得違反法律、行政法規的規定。

The Signatory shall sign employment contracts with employees. The establishment and modification of employment contracts shall be based on the principles of equality,

voluntariness, and consensus through negotiation, and shall not violate laws or administrative regulations.

2.6 建立保障員工權益制度

Establishment of a System to Protect Employees' Rights and Interests

2.6.1 立書人應依法建立保障員工權利的規章制度，內容包括勞動時間、休假、工資支付、報酬、勞動紀律、辭退及相關權益事項。並將這些制度通過適當方式公示，讓員工能隨時查閱到。

The Signatory shall establish regulations and systems to protect employees' rights and interests, including provisions related to working hours, leave, wage payments, compensation, labor discipline, dismissal, and related rights and interests. These regulations systems shall be made public through appropriate channels to allow employees to access them at any time.

2.6.2 立書人應建立職業培訓制度，根據單位實際狀況，有計畫地對勞動者進行職業培訓。

The Signatory shall establish a vocational training system and provide planned vocational training to workers based on the unit's actual situation.

2.7 反歧視 Anti-Discrimination

2.7.1 在涉及招募、聘用、報酬、培訓機會、升遷、解職或退休等事項上，立書人不得從事或支持基於種族、民族或社會出身、社會階層、血統、宗教、身體殘疾、性別、性取向、家庭責任、婚姻狀況、政見、年齡或其他的歧視。

The Signatory shall not engage in or support discrimination based on race, ethnicity or social origin, social status, lineage, religion, physical disability, gender, sexual orientation, family responsibilities, marital status, political views, age or any other grounds in recruitment, hiring, remuneration, training opportunities, promotion, termination, retirement or other matters.

2.7.2 禁止任何形式的性騷擾。

All forms of sexual harassment are prohibited.

3. 環境要求 Environmental Requirements

3.1 環境保護 Environmental Protection

3.1.1 應獲取所有必須的環境許可證、批准文書和登記證，並要對其進行維護更新，以及遵守許可證的操作和報告要求。

All necessary environmental permits, approval documents, as well as registrations shall be obtained and maintained, also the requirements for operating and reporting in accordance with these permits shall be complied with.

3.1.2 應適當識別和控制釋放到環境中會造成危險的化學物質及其他物質，以確保這些物質得到安全的處理、運輸、儲存、使用、回收或重用和處置。

Hazardous chemicals and other substances that may be released into the environment shall be identified and controlled appropriately to ensure safe handling, transportation, storage, use, recycling, reuse, and disposal of these substances.

3.1.3 經營、工業加工以及衛生設施產生的廢水和固體廢物，在排放或處置之前應按照要求進行分類、監控、控制和處理。

Wastewater and solid waste generated by operations, industrial processes, and sanitation facilities shall be classified, monitored, controlled, and treated as required before discharge or disposal.

3.1.4 在營運過程中產生的揮發性有機化學物質、氣霧劑、微粒、臭氧化學消耗品以及燃燒副產品風空氣排放物，在排放之前應按要求辨別、監控、控制和處理。

Volatile organic chemicals, aerosols, particles, ozone-depleting substances, and combustion by-products generated during operation shall be identified, monitored, controlled, and treated as required before discharging into the atmosphere.

3.2 節能減排 Energy Conservation

3.2.1 立書人應從源頭上或通過實踐(如改進生產、維護設施工藝、替換材料、節約自然資源、材料回收和重用)減少和消除所有類型的消耗(包括水、電、天然氣和紙張等能源)。

The Signatory shall reduce and eliminate all types of consumption (including energy such as water, electricity, natural gas, and paper) at source or through practices (such as improving production, maintaining facility processes, replacing materials, saving natural resources, recycling and reusing materials).

3.2.2 立書人應在節能、節材、節地等方面持續引進新技術、新產品。

The Signatory should continue to introduce new technologies and products in terms of energy saving, material saving, and land saving.

3.2.3 立書人應提升綠色能源和新能源使用比例，減少溫室氣體排放，實現低碳經濟。
The Signatory should increase the proportion of green energy and new energy, reduce greenhouse gas emissions, and achieve a low-carbon economy.

4. 供應商社會責任管理 Supplier Social Responsibility Management

4.1 立書人應參考本承諾對供應商/分包商進行管理，包括但不限於審核、跟蹤改善、影響、培訓、風險管理等。

The Signatory shall manage suppliers/subcontractors in accordance with this commitment, including but not limited to auditing, tracking improvements, influencing, training, and risk management.

4.2 立書人應保留適當的記錄來證明供應商/分包商對社會責任的承諾，包括但不限於合約協議及書面承諾。

The Signatory shall maintain appropriate records to demonstrate the suppliers'/subcontractors' commitment to social responsibility, including but not limited to contract agreements and written commitments.

4.3 立書人應建立、維持、並以書面形式記錄適當程序，在評估及挑選供應商/分包商時應考慮其滿足本標準要求的能力和承諾。

The Signatory shall establish, maintain, and document appropriate procedures to consider suppliers'/subcontractors' ability and commitment to meet the requirements of this standard when evaluating and selecting them.

4.4 立書人應盡力確保供應商及分包商在其控制何影響範圍內能夠達到本標準各要求。

The Signatory shall make every effort to ensure that suppliers and subcontractors can meet all the requirements of this standard within their control and influence.

5. 社會責任採購原則 Social Responsibility Purchasing Principles

5.1 立書人對新引入的供應商，應在各方面同等條件下，優先選擇在社會責任做得較好的公司作為合作供應商。

The Signatory agrees to give priority to companies with better social responsibility records as cooperative suppliers under equal conditions for new suppliers introduced.

5.2 立書人同意在各項交易合作範疇內，必要時得透過電話訪談或自評考核以了解對於企業社責任之履行認知與執行成果等。

The Signatory agrees that in all aspects of transactional cooperation, when necessary, phone interviews or self-assessments may be conducted to understand the recognition and implementation of corporate social responsibility.

5.3 立書人同意與中保科簽訂合約或供應合約或其他商業合約或建立任何形式之契約關係時，其內容得包含遵守企業社會責任相關政策，包含但不限於遵守勞工權益與人權、勞工健康與職業安全衛生、環境保護及誠信經營道德規範等相關規定，以促進經濟、社會與環境生態及永續發展。

The Signatory agrees that when signing contracts, supply contracts, or other forms of contractual relationships with Taiwan SECOM, the contents may include compliance with corporate social responsibility policies, including but not limited to compliance with labor rights and human rights, labor health and occupational safety and health, environmental protection, and business ethics, to promote economic, social, and environmental ecology and sustainable development.