

中興保全科技股份有限公司

供應商行為準則

Taiwan SECOM Responsible Business Alliance Code of Conduct

Version 8.0 (2024)

為確保供應鏈工作環境的安全、確實落實環境保護責任、遵守道德規範、保障其員工受到應有之尊重與尊嚴之工作環境，中興保全科技股份有限公司（以下簡稱『中保科技』）依據 RBA 責任商業聯盟之行為準則（Responsible Business Alliance Code of Conduct，以下簡稱『RBA 行為準則』），本準則鼓勵參與者在遵守法律基礎上，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。絕不可因遵守本準則而違反當地法律。RBA 準則中的標準若與當地法律有異，RBA 在界定合規性時以最嚴格的要求為準。本準則根據《聯合國企業和人權指導原則》（UN Guiding Principles on Business and Human Rights），規定尊重且源自於國際公認的標準，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》（UN Universal Declaration of Human Rights），訂定本供應商行為準則（以下簡稱『本準則』），以要求供應商遵守本準則，並且完全遵守其營運所在國與地區的法律和法規，鼓勵供應商認同並落實執行。中保科技期望透過與供應商的密切合作、溝通和後續評估以推動持續性的改進，並依據本準則推廣至所有供應鏈環節中之『參與者』。供應商對本準則的遵循程度將作為中保科技評估採購決策的考量之一。

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，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系統所需的要素。

In order to ensure the safety of the working environment in the supply chain, implement environmental protection responsibilities, comply with ethical norms, and ensure that their employees are respected and have a dignified working environment, Taiwan Secom Co., Ltd. (hereinafter referred to as “Taiwan SECOM”) follows the Responsible Business Alliance Code of Conduct (hereinafter referred to as “RBA Code of Conduct”). This Code encourages participants to actively promote social and environmental responsibility and business ethics on the basis of compliance with laws and regulations, using internationally recognized standards. Compliance with this Code must not violate local laws and regulations. However, there are differing standards between the RBA Code and local law, the RBA defines conformance as meeting the strictest requirements. In alignment with the UN Guiding Principles on Business and Human Rights, the provisions in this Code are derived from and respect internationally recognized standards including the ILO Declaration on Fundamental Principles and Rights at Work and the UN Universal Declaration of Human Rights. The Supplier Code of Conduct (hereinafter referred to as “this Code”) is formulated to require suppliers to abide by this Code and fully comply with the laws and regulations of their operating countries and regions, and to encourage suppliers to recognize and implement it. Taiwan SECOM expects to promote sustainable improvement through close cooperation, communication, and follow-up evaluations with suppliers, and to extend this Code to all “participants” in the supply chain. The degree to which suppliers comply with this Code will be one of the considerations in Taiwan SECOM's procurement decisions.

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

參與者承諾尊重勞工的人權，並令他們有尊嚴。這適用於所有直接和間接供應商，以及所有的工人，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。

Participants commit to respect the human rights of workers, and to treat them with dignity. This applies to direct and indirect suppliers, as well as all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. The labor standards are as follows:

1. 禁止強迫勞動 Prohibition of Forced Labor

不允許任何形式的強迫勞動，包括但不限於債役（包括債役）或契約勞工、非自願或剝削性監獄勞工、奴役或人口販運。這包括為了得到勞工或服務而使用恐嚇、強迫、威脅、綁架或詐騙手段來運送、窩藏、招募、調配或接收勞工。除了禁止對勞工出入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的行動自由，適用時包括勞工宿舍或生活住所。作為招聘程序中的必要部份，必須為所有勞工提供其母語或工人可以理解的語言的書面僱傭協議，並且在協議中描述僱傭條款及條件。必須在海外移民勞工離開原本的國家前，為其提供僱傭協議，而在其抵達接收國家後，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。所有工作應出於自願，若發出合理通知，工人可以隨時離開工作或終止僱傭關係，而不會受到處罰，並應在工人合約中明確規定。參與者應保存所有離職員工的文件。僱主、中介人及二級中介人不得扣留或以其他方式毀壞、隱藏、沒收僱員的身份證或出入境證件，比如政府頒發的身份證明、護照或工作許可證。儘管有上述規定，僱主僅可在遵守當地法律所必需的情況下保留文件。就算是在此情況下，任何時候也不可拒絕勞工取用其文件。不得要求勞工繳付僱主的中介人或二級中介人的招聘費用或其他與其聘用相關的費用。如發現勞工繳付了任何該等費用，該等費用須退還予相關勞工。

Forced labor in any form, including but not limited to, 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, or in a language the worker can understand, 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 shall be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given, which shall be clearly stated in workers' contracts. Participants shall maintain documentation on all leaving workers. 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. Notwithstanding the foregoing, employers can only hold documentation if necessary to comply with the local law. In this case, at no time shall 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、或未達義務教育年齡、或該國家 / 地區最低就業年齡的任何人（三項中取其指定年齡最大的一項）。參與者應實施適當的機制來驗證 勞工的年齡。符合所有法例與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其健康或安全的工作，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例與法規保障學生的權利，從而確保對學生勞工的管理得當。參與者應當提供適當的支援和訓練予所有學生勞工。如果沒有當地法律規管，學生勞工、實習生和學徒的薪資水準應最少與從事相同或相似工作的其他初階員工相等。如果發現童工，需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. Participants 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. Participants 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. Participants 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. 工時 Working Hours

作時數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。所有加班均屬自願性質。每七天應當允許勞工至少休息一天。

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

4. 薪資與福利 Wages and Benefits

參與者支付給勞工的工資應當符合所有相關的薪酬法律，包括有關最低工資、超時加班和法定福利的法律。根據當地法律的規範，勞工的加班工資應高於平常時薪水準。禁止以扣除工資作為紀律處分的手段。在每個支薪週期，應及時為勞工提供清楚易懂的薪資單據，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、派遣工和外包工。

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. 反歧視／反騷擾／人道待遇 Non-Discrimination/Non-Harassment/Humane Treatment

參與者應承諾提供一個無騷擾以及無非法歧視的工作場所。避免苛刻或非人道地對待員工，包括暴力、性暴力、性騷擾、性侵犯、體罰、心理或生理壓逼、欺凌、公開羞辱或口頭辱罵；也不得威脅進行任何此類行為。公司不得因人種、膚色、年齡、性別、性傾向、性別認同或表現、種族或民族、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身份、受保護的基因資料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、獎勵和接受培訓的機會等。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。應為員工提供適當的場所進行宗教活動和殘疾便利設施。此外，不得讓員工或準員工接受帶有歧視性的醫學檢查（包括驗孕或處女檢驗）或身體檢查。本準則根據《國際勞工組織（就業和職業）歧視公約》（111 號）草擬。

Participants shall commit to a workplace free of harassment and unlawful discrimination. There shall 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. Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity or 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. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers. Workers shall be provided with reasonable accommodation for religious practices and disability. 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. This was drafted in consideration of ILO Discrimination (Employment and Occupation) Convention (No.111).

6. 結社自由 Freedom of Association and Collective Bargaining

員工與管理層之間的開放式溝通和直接參與，是解決工作場所和薪酬問題最有效的方法。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。根據這些原則，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。如果集結自由和集體談判的權利受到適用法律法規的限制，員工應被允許選擇並加入替代合法形式的員工代表。

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. 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. In alignment with these principles, 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. Where the right of freedom of association and collective bargaining is restricted by applicable laws and regulations, workers shall be allowed to elect and join alternate lawful forms of worker representations.

B.健康與安全 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品質、生產的穩定性以及員工的留職率和士氣。參與者也應意識到持續地在員工投入和教育是發現和解決工作場所內健康與安全問題的關鍵。

安全與健康標準為如下：

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 are essential to identifying and solving health and safety issues in the workplace.

The health and safety standards are as follows:

1. 職業安全 Occupational Safety

參與者採用分級控制原則，識別、評估和減少員工可能遇到的潛在健康和 safety 危險（化工、電器和其他能源、火災、運載工具和跌倒危險等事故），該原則包括消除危險、採用替代流程或替代材料、通過適當的設計、工程和行政管制、防護保養和安全操作程序（包括閉鎖/停工），以及持續性的職業健康與安全知識培訓。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。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（包括與其工作任務相關的風險），以及為哺乳期女性提供適當的場所。

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/tag out), 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. 緊急應變 Emergency Preparedness

參與者應確認和評估潛在的緊急情況和事件，並透過實施緊急方案和應變程序來將其影響降到最低，包括：緊急報告、員工通知和疏散程序、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、暢通無阻的出口、緊急人員的聯絡資訊以及充足的疏散設施和恢復計劃。這些方案和程序應著重盡量減低對生命、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. 工傷與職業病 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；調查案例並採取糾正措施以杜絕其根源；協助員工返回工作崗位。參與者應允許員工遠離即將發生的傷害，且在情況緩解前不得返回，而不必擔心遭受報復。

Procedures and systems shall be in place to prevent, manage, track and report occupational injuries and illnesses, 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. Participants shall allow workers to remove themselves from imminent harm, and not return until the situation is mitigated, without fear of retaliation.

4. 工業衛生 Industrial Hygiene

參與者依據分級控制原則，應識別、評估並控制因接觸化學、生物以及物理暴露給員工帶來的影響。若鑑別出任何潛在危害，公司應尋找機會消除或減少危害發生之可能性。如果消除或減少危險不可行，透過適當設計、工程和行政控制消除或控制潛在危險。如這些措施無法有效預防危害，應當為員工免費提供和使用適當、妥善維護的個人防護裝備。防護計劃須持續運行包括與這些危害相關的風險教材。

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, participants 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 materials about the risks associated with these hazards.

5. 體力勞動工作 Physically Demanding Work

參與者應當識別、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

參與者應當評估生產設備或其他類型機器的安全隱憂。為預防機器對勞工可能造成的傷害，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

參與者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。參與者或勞工仲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、充足的照明、暖和及通風設備、獨立安全的場所以供儲存個人和貴重物品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 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

參與者應當為員工提供以其使用的語言或其能夠明白的語言進行的適當職業健康和 safety 資料和訓練，以識別員工面對的所有工作場所危險情況，包括但不限於機械、電力、化學、火災和物理危害。在工作場所的顯眼處張貼健康與安全相關資料，或將有關資料放在員工可識別和易於接觸的位置。在開始工作前及之後定期提供訓練予所有員工。應當鼓勵員工提出與健康安全相關的建議，並保護其不被報復。

Participants shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.

C.環境 Environment

參與者應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。在製造作業過程中，參與者應鑑別環境衝擊並盡量減少對社區、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。

環境標準如下：

Participants recognize that environmental responsibility is integral to producing world-class products. Participants 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.

The environmental standards are as follows:

1. 環境許可和報告 Environmental Permits and Report

參與者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 Conservation

參與者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 shall 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, shall 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、標籤和管理對人類或環境造成危害的化學品、廢物及其他物質，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。應加以追蹤與記錄危險廢棄物數據。

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

4. 固體廢物 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）。應加以追蹤與記錄危險廢棄物數據。

Participants shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous). Waste data shall be tracked and documented.

5. 廢氣排放 Air Emissions

參與者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、消耗臭氧層物質以及燃燒副產品前，應當按照要求對其進行分類、例行監察、控制和處理。消耗臭氧層物質應按照《蒙特婁議定書》和適用的條例進行有效管理。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 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. Participants shall conduct routine monitoring of the performance of its air emission control systems.

6. 材料控制 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 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

參與者應當實施水資源管理計劃，以記錄、分類和監察水資源、使用和排放；尋求機會節約用水；以及控制污染管道。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。參與者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範。

Participants 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. Participants shall 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 Energy Consumption and Greenhouse Gas Emissions

參與者應制定公司的溫室氣體減量排放目標；應對照溫室氣體減量排放目標追蹤及記錄並公開報告能源消耗和所有相關範疇 1 和 2 溫室氣體排放情況。參與者應當尋求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。

Participants 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. Participants are to look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

D.道德規範 Ethical Code

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，包括以下：

To meet social responsibilities and to achieve success in the marketplace, Participants and their agents shall uphold the highest standards of ethics including the following:

1. 誠信經營 Business Integrity

參與者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。

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

2. 無不正當的收益 No Improper Advantage

參與者不得承諾、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。應推行監控、紀錄保留和強制執执行程序以確保符合反腐敗法的要求。

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 values, either directly or indirectly through a third party, in order to obtain or retain business, transfer 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.

3. 資訊公開 Disclosure of Information

所有的業務來往應具透明度，並準確地記錄在參與者的賬簿和商業記錄上。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。

All business dealings should be transparently performed and accurately reflected on the participant's

business books and records. Information regarding participating labor, health and safety, environmental activities, 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.

4. 智慧財產權 Intellectual Property

應尊重知識產權。技術和專有技術的轉移應以保護知識產權的方式進行，並應保護客戶和供應商的資料。

Intellectual property rights shall be respected. Transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information shall be safeguarded.

5. 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。

Standards of fair business, advertising, and competition shall be upheld.

6. 身分保護及防止報復 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，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 are to be formulated, unless prohibited by law. Participants should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

7. 負責任地採購礦物 Responsible Sourcing of Minerals

參與者應就其製造的產品成份中鉭、錫、鎢、金及鈷的來源及供應鏈，採納政策並進行盡職調查，以合理保證其來源與經濟合作暨發展組織(Organising Co-operating and Development, OECD)關於對出自衝突影響及高風險區域之礦石實施負責任供應鏈的指引，或同等及認可的盡職調查框架一致。

Participants 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. 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資料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 Management Systems

參與者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) 符合與參與者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。

該管理系統應包含以下要素：

Participants 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 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.

The management system should contain the following elements:

1. 公司承諾 Company Commitment

參與者應建立人權、健康和 safety、環境和道德政策聲明，確認參與者承諾執行管理層認可的盡職調查和持續改善。政策聲明應公開，並以員工透過無障礙管道理解的語言傳遞予員工。

Participants shall establish human rights, health and safety, environmental and ethics policy statements affirming Participant's commitment to due diligence and continual improvement, endorsed by executive management. Policy statements shall be made public and communicated to workers in a language they understand via accessible channels.

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系統和相關計劃的實施。高級管理層應定期檢查管理系統的運作情況。

Participants shall clearly identify 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

參與者應採用或制定程序識別、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)。

Participants shall adopt or establish 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

參與者應採用或建立流程，以識別與參與者營運相關的法律合規、環境、健康與安全³以及勞工實務和道德風險，包括與參與者的營運相關的嚴重人權和環境影響的風險。參與者應確定每項風險的相對重要性，並實施適當的程序和物理控制，以控制已識別的風險並確保監管合規。

Participants shall adopt or establish a process to identify the legal compliance, environmental, health and safety³, labor practice and ethics risks, including the risks of severe human rights and environmental impacts, associated with Participant's operations. Participants shall determine the relative significance for each risk and implement appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

5. 改進目標 Improving Objectives

參與者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、環境、健康及安全表現，包括對參與者在實現這些目標中取得的成效進行定期審核。

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

6. 培訓 Training

參與者應制定培訓經理和工人的計劃，以實施參與者的政策、程序和改進目標，並滿足適用的法律和監管要求。

Participants shall establish 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

參與者應建立程序，向工人、供應商和客戶傳達有關參與者政策、實踐、期望和績效的清晰準確的資料。

Participants shall establish 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、參與和申訴 Worker/Stakeholder Engagement and Access To Remedy

參與者應建立與工人、工人代表以及其他相關或必要的持份者進行持續雙向溝通的流程。該流程應旨在取得有關本準則涵蓋之營運實務與條件意見，並促進持續改善。應提供員工安全的環境來提出申訴和意見回饋，而不必擔心遭到打擊報復。

Participants shall establish processes for ongoing two-way communication with workers, their representatives, and other stakeholders where relevant or necessary. The process shall aim to obtain feedback on operational practices and conditions covered by this Code, and to foster continuous improvement. Workers shall 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

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

Participants shall conduct 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

參與者應建立及時糾正透過內部或外部評估、檢查、調查和審查發現的缺陷的流程。

Participants shall establish a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

11. 文件和記錄 Documentation and Records

參與者應創建和保留文件和記錄，以確保遵守法規和公司要求，並適當保密以保護私隱。

Participants shall create and maintain 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

參與者應制定程序來將本準則的要求傳達給供應商，並監管供應商對本準則的遵循情況。

Participants shall establish a process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.