

逸昌科技股份有限公司

電子產業行為準則

1. 目的 Purpose:

為確保本公司供應鏈的工作環境安全、勞工能被尊重且具有尊嚴、營運活動對環境負責並合乎道德。特訂立本準則。

This code of conduct is established to ensure that working conditions in the supply chain of ETREND are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

2. 範圍Scope:

本準則適用於本公司所有員工以及主要的下一層供應商。

This code of conduct is applicable to all employees, and major first tier suppliers.

3. 定義Definition:

3.1 EICC (Electronic Industry Citizenship Coalition) : 電子行業公民聯盟

3.2 CoC (Code of Conduct) : 行為準則

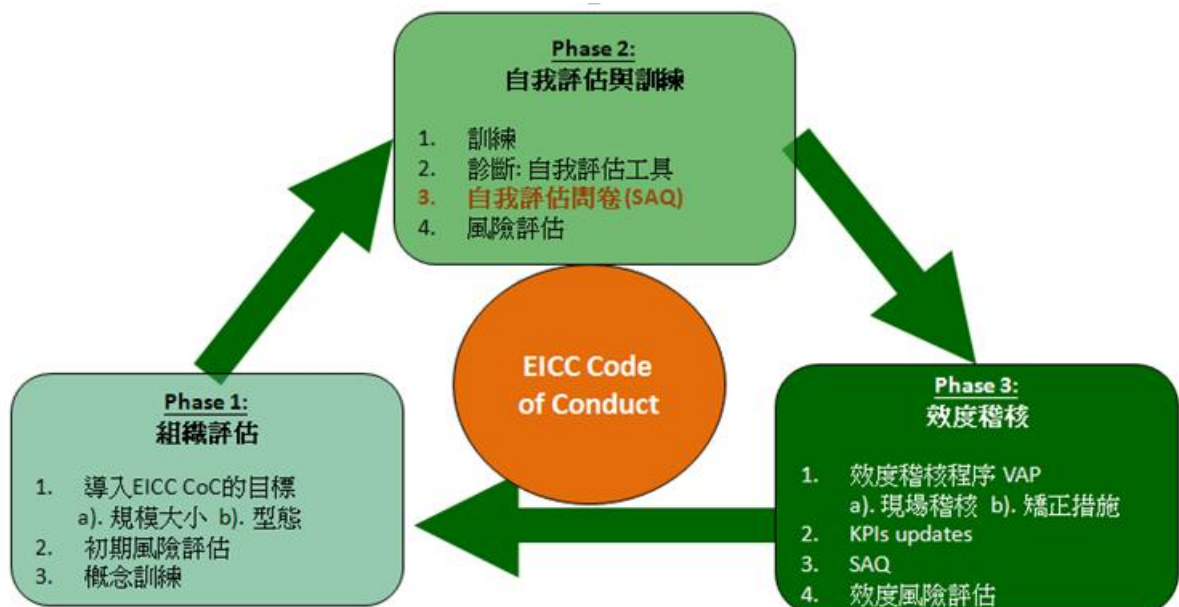
3.3 CSR (Corporate Social Responsibility) : 企業社會責任

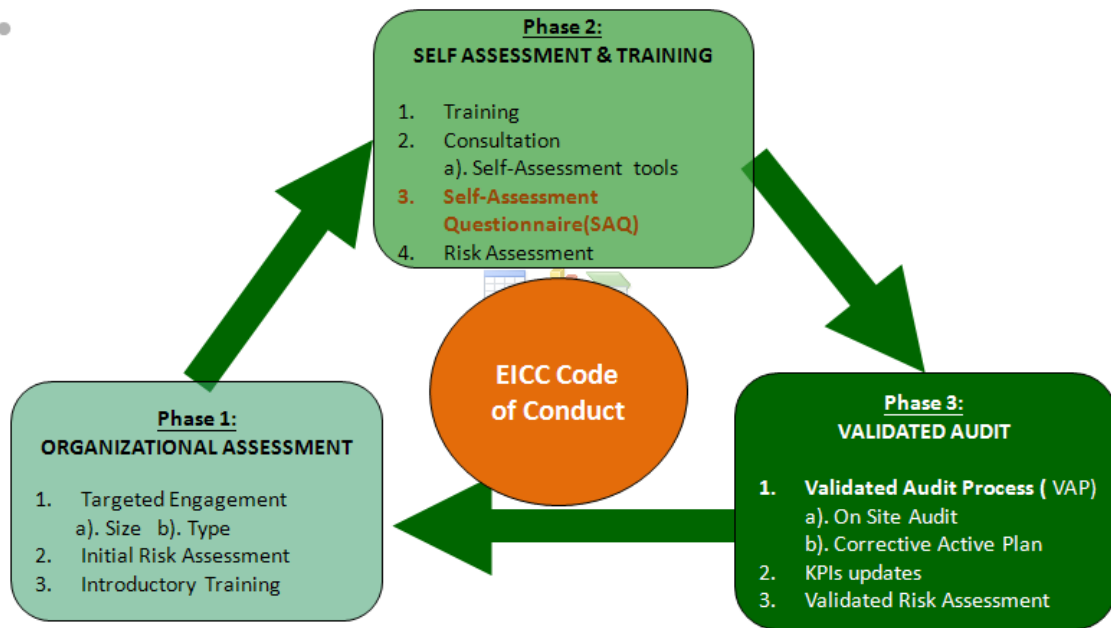
4. 權責Authority and Responsibility:

本準則由總經理室制訂發行。

This code of conduct is established and issued by General Manager Office.

5. 作業流程Operation Flow:





6. 作業說明 Operation explanation:

6.1 勞工 Labor:

本公司應根據國際社會公認準則，承諾維護工人的人權，並尊重他們。這適用於包括臨時工、新移民、工讀生、契約工、派遣工等。

ETREND is 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.

6.1.1 自由選擇職業 Freely chosen employment:

本公司不使用強迫、抵債或用契約束縛的勞工，或者是非自願的監獄勞工。所有工作應當是勞工自願的，勞工在合理期間內提前通知的情況下擁有自由離職的權利。本公司不得要求勞工上交政府頒發的身份證、護照或工作許可證給公司或人力仲介機構作為雇用的條件。

Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not to be used in ETREND. All work must be voluntary and workers shall be free to terminate their employment. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment.

6.1.2 不使用童工 Child labor avoidance:

在製造活動的任何階段都不得使用童工。“童工”是指未滿15 歲、在完成義務教育年齡之前被雇用的員工。所有18 歲以下的工人不得從事有可能危及到未成年工身體健康或安全的工作。

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.

Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers.

6.1.3 工作時間 Working hours:

勞工每個月的工作時間及加班時間不應超過當地法規規定的最大限度。 每週七天應當允許工人至少休息一天。

Working hours, including overtime hours should not to exceed the maximum set by local law. Workers shall be allowed at least one day off per seven-day week.

6.1.4 工資和福利 Wages and Benefits:

支付給員工的工資應符合所有適用的工資法律，包括有關最低工資、加班時間和法定福利有關的法律。依據當地法律的規定，員工的加班工資應高於正常的每小時工資水準。禁止以扣除工資作為紀律處分的手段。

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.

6.1.5 人道的待遇 Humane Treatment:

不得以殘暴和不人道的方式對待員工，包括任何形式的性騷擾、性虐待、體罰、精神或身體壓迫或口頭辱罵；也不得威脅使用任何此類行為。

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.

6.1.6 不歧視 Non-Discrimination:

公司不得因人種、膚色、年齡、性別、性傾向、種族、殘疾、懷孕、信仰、政治派別、社團成員或婚姻狀況等在雇用及實際工作（例如晉升、獎勵和受培訓等）中歧視員工。另外，不得強迫員工接受帶有歧視性的醫學檢查。

ETREND shall not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

6.1.7 自由結社 Freedom of Association:

公司應尊重員工的權利，包括依據當地法律自由結社、參加或不參加工會、擔任代表、參加工人委員會。員工應能夠在不用擔心報復、威脅或騷擾的情況下，公開地就工作條件與管理層溝通。

The rights of workers to associate freely, join or not join labor unions, seek representation, and join workers' councils in accordance with local laws shall be respected. Workers shall be able to openly communicate and share grievances with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.

6.2 道德規範 Ethics:

為履行企業社會責任並在市場上取得成功，本公司所有成員須遵循最高標準的道德要求，包括：

To meet social responsibilities and to achieve success in the marketplace, ETREND is to uphold the

highest standards of ethics including:

6.2.1 廉潔經營 Business Integrity:

禁止任何形式的貪污、敲詐勒索和挪用公款等行為。應推行監控和強化程序以確保符合廉潔經營的要求。

ETREND shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

6.2.2 無不正當收益 No improper Advantage:

不得提供或接受賄賂或其他形式的不正當收益。

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

6.2.3 資訊公開 Disclosure of Information:

依照適用法規和行業慣例公開有關商業活動、組織結構、財務狀況和經營績效的資訊。

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

6.2.4 智慧財產權 Intellectual Property:

應尊重智慧財產權。

Intellectual property rights are to be respected.

6.2.5 公平交易、廣告和競爭 Fair Business, Advertising and Competition:

應制定公平交易、廣告和競爭的標準。同時必須有保護客戶資料的措施。

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

6.2.6 身分保密 Protection of Identity:

應制定程序，以保護員工和供應商等檢舉者身份的機密性。

Programs that ensure the confidentiality and protection of supplier and employee whistleblower are to be maintained.

6.2.7 隱私 Privacy:

本公司應對業務往來人員，包括供應商、客戶、消費者和員工的個人資料保密。收集、儲存、處理、傳輸和分享個人資料時，應遵守與隱私和資訊安全相關的法規要求。

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

6.2.8 杜絕報復 No-Retaliation:

公司應制訂一套程序，確保員工能夠放心提出任何問題，不必擔心會遭到報復。

ETREND should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

6.3 健康與安全 Health and Safety:

除了減少和工作有關的事故和疾病外，安全、健康的工作環境能夠提高產品和服務的品質、生

產的一致性以及員工士氣。另外，持續的員工參與和教育是鑑別並解決工作場所健康與安全問題的關鍵。健康與安全標準是：

ETREND 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. ETREND also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace. The health and safety standards are:

6.3.1 職業安全 Occupational Safety:

應透過正確的設計、工程技術和管理控制、預防保養、安全裝置和持續的安全訓練以控制員工在工作場所會遇到的潛在危險（如電器和其他能源、火、車輛、滑倒、絆倒和墜落危險）。若無法通過上述方法有效控制危險源，則應提供員工適當的個人防護裝備。不得通過懲戒來提高員工的安全意識。

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, 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.

Workers shall not be disciplined for raising safety concerns.

6.3.2 緊急狀況準備 Emergency Preparedness:

應確認並評估潛在緊急狀況和事件，以及通過實施應變計畫來將其影響降到最低，包括：緊急通報、通知員工和撤離步驟、工人訓練和演練、適當的火警偵測和滅火裝置、充足的出口設施和恢復計畫。

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.

6.3.3 職業傷害與疾病 Occupational Injury and Illness:

應制定程序和系統來預防、管理、追蹤和報告職業傷害與疾病，包括以下規定：鼓勵員工報告、歸類和記錄傷害和疾病案例、提供必要的治療、調查案例並執行糾正措施以消除類似情況、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.

6.3.4 工業衛生 Industrial Hygiene:

應鑑別、評估並控制由化學材料、生物製品以及物理因素給員工帶來的影響。必須通過工程和管理手段控制過度暴露於危險源之下。當無法透過這些方法有效控制危險源時，應該提供員工適當的個人防護裝備。

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.

6.3.5 高體力勞動的工作 Physically Demanding Work:

應鑑別、評估並控制高體力勞動工作帶給員工帶的影響，包括人工搬運材料和重複提舉重物、長時間站立和高度重複或強力的裝配工作。

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.

6.3.6 機器防護 Machine Safeguarding:

應對生產設備和週邊機器作危險性評估。對可能造成員工傷害的機器提供物理防護裝置、遮斷裝置以及保護屏障，並正確地進行維護。

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.

6.3.7 公共衛生、餐廳和宿舍 Sanitation, Food, and Housing:

應為員工提供乾淨的洗手間設施、飲用水、清潔的食物預備存儲設施和用餐用具。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、充分的取暖和通風以及出入方便合理的私人空間。

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories are 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.

6.4 環境 Environmental:

環境保護責任是世界級產品的重要部分。在製造過程中，應儘量減少對環境和自然資源造成的不利的影響，同時保護公眾的健康和安全。環境標準包括：

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. The environmental standards are:

6.4.1 環境許可和報告 Environmental Permits and Reporting:

應取得所有必需的環境許可證（如排放監控）、核准文件和登記證，證件應進行維護並時常更新，並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.

6.4.2 預防污染和節約資源 Pollution Prevention and Resource Reduction:

各種型式的資源浪費（包括水和能源），應由源頭或透過實踐（如改進生產、維護和設施、替代材料、材料回收和再使用）減少和消除所有類型的耗費。

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.

6.4.3 有害物質 Hazardous Substances:

應鑑別和控制釋放到環境中會造成危險的化學物質及其他有害物質，以確保這些物質得到安全的處理、運輸、存儲、使用、回收或重用和處置。

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.

6.4.4 廢水及固體廢棄物 Wastewater and Solid Waste:

加工以及衛生設施所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 from operations and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

6.4.5 空氣排放 Air Emissions:

在營運過程中產生的揮發性有機化學物質、懸浮微粒、腐蝕氣體、臭氧消耗化學品以及燃燒副產品等空氣排放物，在排放之前應按要求辨別、監控、控制和處理。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

6.4.6 產品含量限制 Product Content Restrictions:

應遵守所有關於禁止或限制使用之特定物質(包括有關再生和處置的標識)的適用法規和客戶要求。

ETREND is to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances, including labeling for recycling and disposal.

6.5 管理系統 Management System:

公司應建立一套管理系統，確保

- (a) 經營和製造的產品符合相關的法規及客戶要求；
- (b) 符合本行為準則；
- (c) 鑑別並降低與本準則有關的經營風險。

同時，管理體系應推動持續改進。管理體系應包含以下要素：

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.

The management system should contain the following elements:

6.5.1 公司承諾 Company Commitment:

公司應訂定社會及環境責任政策宣言。

ETREND should establish a corporate social and environmental responsibility policy statements.

6.5.2 管理職責和責任 Management Accountability and Responsibility:

公司應指定公司代表負責保證管理體系和相關方案的有效實施。高階管理層應定期檢查管理體系運行狀況。

ETREND should identify 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.

6.5.3 法律和客戶要求 Legal and Customer Requirements:

各相關部門應確實瞭解有關的法規，以便遵循；同時也要瞭解來自客戶的要求。

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

6.5.4 風險評價和風險管理 Risk assessment and Risk Management:

公司應制訂一套程序，以鑑別、評價、並控管經營有關的環境、健康與安全以及勞工道德實務風險。

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

6.5.5 改善目標 Improvement Objectives:

公司應制定績效目標、指標和實施計畫以提高社會環境責任績效，並為所訂目標定期進行評估。

Written performance objectives, targets and implementation plans to improve the social and environmental performance, including a periodic assessment of performance in achieving those objectives.

6.5.6 訓練 Training:

公司應為管理者及員工制定訓練計畫，以落實政策、程序及改善目標，同時滿足適用之法規的要求。

ETREND should have a plan for training managers and workers to implement policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

6.5.7 溝通 Communication:

公司應制定一套程序，將政策、實踐、預期目標和績效準確地傳達給員工、供應商和客戶。

ETREND should establish a process for communicating clear and accurate information about policies, practices, expectations and performance to workers, suppliers and customers.

6.5.8 員工回饋和參與 Worker Feedback and Participation:

公司應制定方案持續評估員工對本準則的瞭解，並獲取對本準則的回饋意見。

Ongoing processes to assess employees' understanding of and obtain feedback on

practices and conditions covered by this Code and to foster continuous improvement.

6.5.9 稽核與評估 Audits and Assessments:

公司應定期進行自我評估，以確保符合法律法規的要求、本準則內容以及客戶合約中的社會與環境責任要求。

ETREND should 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.

6.5.10 矯正措施 Corrective Action Process:

公司應制訂程序，以及時矯正在內、外部的評估、檢查、調查和審核中所發現的不足之處。

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

6.5.11 文件和記錄 Documentation and Records:

公司應建立並保留檔案和記錄，以確保符合法規與公司的要求，同時應妥善保護機密。

Etrend should create and maintain of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

7 相關文件 Relating document:

7.1 Electronic Industry Citizenship Coalition Code of Conduct 電子產業公民聯盟行為準則