

供應商企業社會責任準則

SUPPLIER CODE OF CONDUCT

鑒於供應商企業社會責任準則(以下簡稱「本準則」)旨在確保華晶科技股份有限公司及其相關子公司¹(以下簡稱「本公司」)之供應商所提供之產品與服務，除了遵守他們所在國家的法規及監管要求之外，也需同時符合企業社會責任管理之理念。因此，本公司要求所有供應商及其供應商、承包商和服務提供商遵守本準則。

This Supplier Code of Conduct (“Code”) aims to clarify Altek Corporation and its related subsidiaries (“Company”) to its suppliers by ensuring that supplier provides products/services not only in compliance with applicable laws and regulatory requirements in countries in which they operate, but also qualifies the sustainable development of the industrial chain. Therefore, Company expects our suppliers to hold their suppliers, contractors, and service providers to the standards defined in this Code.

1. 勞工 (LABOR)

1.1 禁用童工 (Prohibition of Child Labor)

童工之定義參照勞工組織-國際消除童工計劃和聯合國兒童權利公約，以及不得低於當地法規規範之最低工作年齡。供應商不得使用或支持使用符合上述定義的童工，應採取有效的措施避免誤招童工。

The definition of child labor refers to ILO-IPEC and of Article 32 of the United Nations Convention on the Rights of the Child (UNCRC). Supplier shall not use or support the use of child labor that meets the above definition, and shall take effective measures to prevent recruitment of child labor by mistake.

1.2 人權 (Human Rights)

供應商應尊重國際公認的人權標準，不得參與或支持任何侵犯人權的行為。應尊重每一個人的尊嚴、隱私和權利。

Supplier shall respect internationally recognized human rights standards and shall not participate in or support any human rights violations. The dignity, privacy and personal rights of every individual shall be respected.

¹ 本準則所稱之子公司，係指本公司直接或間接持股超過百分之五十、有實質控制力之公司、或有其他利益關聯之公司。The term “subsidiary” mentioned in this Code refers to a company in which the Company directly or indirectly holds more than 50% of the shares, has substantial control or holds significant interest.

1.3 就業自由 (Freely Chosen Employment)

供應商不得強迫、奴役、或販賣人口，且不允許扣留身份 勞動證、要求勞動者支付佣金或扣留勞動者工資等強制履行工作。

Forced, slavery or trafficking of persons shall be prohibited by Supplier. Supplier shall not detain the identity cards of workers, ask workers to pay commissions, or detain the salary of workers for forcing the performance of work.

1.4 禁止歧視 (Non-Discrimination)

供應商在涉及聘用、報酬、培訓機會、升遷、解職或退休等事項上，不得從事或支持基於種族、國籍、宗教、身體殘疾、性別、婚姻狀況、政治歸屬或年齡等因素上的歧視制度與行為。且應尊重不同種族和不同宗教信仰的員工，並在習俗上提供必要方便和條件。供應商不能允許在工作場所、由其提供或管理的住所和其他場所內進行任何威脅、虐待、剝削的行為及強迫性的性侵擾行為，包括姿勢、語言和身體的接觸。在任何情況下，供應商不得要求員工做懷孕或童貞測試。

Supplier shall not engage in discriminatory conducts based on factors such as race, nationality, religion, physical disability, gender, marital status, political affiliation or age, in matters involving employment, remuneration, training opportunities, promotion, dismissal and retirement. Employees of different races and religions should be respected. Any threat, abuse, exploitative behavior or forced sexual harassment in the workplace is strictly prohibited. Supplier shall not require employees to undergo pregnancy or virginity tests under any circumstances.

1.5 工作時間 (Working Hours)

供應商應遵守適用的法律及行業標準中有關工作時間和休息的規定。供應商依當地法規認可之標準，保留準確的工作時間記錄。供應商應建立有效的加班控制機制，確保員工身心健康。

Supplier shall comply with applicable laws and industry standards regarding working hours. Supplier shall keep accurate working hour records recognized by local regulations. Supplier shall establish an effective overtime control mechanism to ensure that employees maintain their physical and mental health.

1.6 薪資福利 (Wages and Benefits)

供應商不得低於當地法律規定的最低工資標準：必須確保所有工人（包括學生工、派遣工和臨時工）及時收到約定的工資，且須達到當地最低工資標準和法律規定的加班費。

Supplier shall ensure that all workers (including student workers, contractors and temporary workers) receive the agreed wages in a timely manner, at least up to the local minimum wage standard and overtime pay stipulated by law.

1.7 自由結社 (Freedom of Association)

供應商應尊重勞工的權利，勞工有權自由成立、組織、參加工會。確保其員工和包括臨時工在內的代表可以在公司內進行交流或勞資會議，公開表達自己的意見。勞工不會因參與工會活動為由受到報復，歧視或阻礙。

Supplier shall respect the freedom of association of workers by ensuring the workers have the right to freely establish, organize, and join trade unions. Supplier shall also ensure that workers can conduct labor conference within the company, thus, they can express their opinions. Retaliation, discrimination, or demotion shall not be allowed for workers participating in union activities.

1.8 禁止暴力(No Violence)

供應商必須人性化對待工人，尊重工人的人格尊嚴，禁止辱罵、體罰或非法搜查。

Supplier must respect its employees with dignity, prohibit any verbal abuse, corporal punishment or illegal search of its employees.

2. 健康與職業安全 (OCCUPATIONAL HEALTH AND SAFETY)

供應商應通過建立和維護環境與健康管理程序，為員工提供符合所有法規的安全及健康的工作環境。供應商還應實施有效的計劃，並採取必要的預防措施，包括員工培訓識別所有可能的風險，以防止事故及職業傷害。健康和安全的相關信息，應清楚地張貼在設施中或放置在工人易取得的位置。

Supplier shall provide workers with a safe and healthy working environment consistent with all applicable laws and regulations by establishing and maintaining environment and health management procedure. Supplier shall also implement effective plans and take necessary preventive measures, including training to identify all possible work hazards to prevent potential accidents and occupational diseases. Health and safety related information shall be clearly posted in the facility or placed in a location accessible by workers.

3. 環境保護 (ENVIROMENTAL PROTECTION)

3.1 污染控制 (Pollution Control)

a) 有害物質 (Hazardous Substances)

供應商應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有害物質，以確保這些物質得到安全的處理、運輸、存儲、回收或重用和處置。

Supplier shall identify and control chemical substances or any hazardous substances that are released into the environment and ensure that these substances are handled, transported, stored, recycled, reused and disposed with care.

b) 廢水及固體廢物 (Wastewater and Solid Waste)

供應商生產經營過程中產生的廢水和有害廢物，在排放或處置之前應按照相關法規要求進行分類、監控、控制和處理。

Wastewater and hazardous waste generated during the production and operation of supplier shall be categorized, monitored, controlled and treated according to applicable legal requirements before any discharge or disposal.

c) 空氣排放 (Air Emissions)

供應商在運營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，在排放之前應按要辨別、監控、控制和處理。

VOCs, aerosols, particulates, ozone chemical consumables and combustion by-products produced by Supplier during operations shall be identified, monitored, controlled and treated before being discharged.

3.2 節能減排 (Energy Saving and Emission Reduction)

a) 供應商應從源頭上或通過實踐，改進生產、維護設施工藝、節約自然資源、材料回收和重用，減少所有不必要的消耗（包括水、電、天然氣等能源）。

Supplier shall reduce all types of unnecessary energy consumption (including water, electricity, and natural gas) by implementing production enhancement plans, maintaining facility standards, and saving natural resources by recycling and reusing all materials.

b) 供應商應在節能、節材等方面持續引進新技術、新產品、新管理等。

Supplier should continue to introduce new technologies, new products, and new management solutions for energy saving, and material saving purposes.

c) 供應商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。

Supplier should increase the usage of green energy and new energy, reduce greenhouse gas emissions, to achieve a low-carbon economy.

d) 供應商應提高設備能效，減少產品能耗、推行動態節能，減少差旅交通能耗。

Supplier should enhance energy efficiency for all equipment, reduce product energy consumption, promote dynamic energy conservation, reduce travel and transportation energy consumption.

e) 供應商應推動包裝規範化，實現視覺化的綠色包裝和物流。

Supplier should promote the standardization of packaging and perform visual green

packaging and logistics.

3.3 產品環保 (Product environmental protection)

a) 供應商應當遵守所有關於禁止或限制特定物質（包括有關再生和處置的標識）的適用法律法規和客戶要求。

Supplier shall comply with all applicable laws, regulations and customer requirements regarding the prohibition or restriction of specific substances, including labeling for recycling and disposal.

b) 供應商所有產品應滿足 RoHS、REACH、WEEE、綠色包裝等環保指令以及目標市場國家、地區的環保法規要求。

All products from Supplier should comply with RoHS, REACH, WEEE, green packaging and other environmental directives, as well as the environmental regulations of target market countries and regions.

c) 供應商所有產品生產應推行無鉛化和低毒害性控制，滿足相關法規關於化學品管理、有毒有害物質管制要求。

The production of all products by Supplier should implement control of lead-free, low-toxicity and meet the applicable laws and regulations on chemical management and toxic hazardous substances.

d) 供應商應實施綠色採購，對其提供的物料，應進行環保核對總和管理。

Supplier shall carry out green procurement, and shall carry out environmental protection check and management of all the materials it supplies.

e) 供應商不得採購或使用衝突礦物，並要求其下級供應商不得採購衝突礦物，必要時供應商應對這些礦物的來源和監管鏈實施盡職審查，並提供盡職審查的具體措施。

Supplier shall not purchase or use conflict minerals, and shall require its sub-suppliers not to purchase conflict minerals. If necessary, Supplier shall conduct due diligence on the source and chain of custody of these minerals, and provide specific measures for such due diligence.

3.4 保障消費者安全及健康 Ensure Consumer Safety and Health

供應商應提供對消費者、相關的產業及環境安全的產品及服務，評定相關法規、標準及規格是否充足，從產品設計減少風險，避免使用致癌、有毒或有害的物料。

Supplier shall provide products and services that are safe for consumers, industries and

environment, by assessing the adequacy of relevant regulations and standards, reducing the risks from defective product design, and preventing the use of carcinogenic, toxic or harmful materials.

4. 管理系統 (MANAGEMENT SYSTEM)

供應商應建立範圍與本準則內容相關的管理系統。管理系統的設計應確保：(a) 遵守本準則所有相關規定；(b) 遵守與供應商相關的適用法律、法規和客戶要求；(c) 識別和減輕與本準則相關的操作風險。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。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。

Supplier shall adopt a management system whose scope is related to the content of this Code. The management system shall be designed to ensure: (a) conformance with this Code; (b) compliance with applicable laws, regulations and customer requirements related to the supplier's operations and product; and (c) identification and mitigation of operational risks related to this Code. Supplier shall also adopt process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews. 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.

5. 道德規範 (ETHICS)

供應商應遵守公平的商業道德規範，包括禁止賄賂及任何不道德行為，且應當尊重知識產權及保密義務。對於其員工或代理廠商進行宣導或訓練，提高其對於相關意識，鼓勵舉報涉嫌貪污事件，防止可能發生的各種貪腐行為。供應商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）之個人資料。供應商應當在收集、儲存、處理、傳播和分享個人資料時遵守隱私及資訊安全法律及監管要求。

Supplier shall abide fair business ethics, including the prohibition of bribery and any unethical conduct, respect intellectual property rights and in accordance with all confidentiality obligations. Supplier shall also conduct training for its workers to raise their awareness of the foregoing issues, encourage reporting of suspected corruption incidents, and prevent all forms of corruption that may occur. Supplier undertakes to reasonably protect the personal data of anyone with whom it associates with, including suppliers, customers, consumers and workers. Supplier shall comply with privacy and information security laws and regulatory requirements when collecting, storing, processing, disseminating and sharing personal data.