

ii SMT 台灣表面黏著科技股份有限公司

社會責任政策與承諾聲明

Social Responsibility Policy and Commitment Statement

本公司於製造、銷售相關產品與提供客戶服務過程中，承諾遵守 RBA 責任商業聯盟(前身為 EICC 電子行業公民聯盟)，特列以下政策與承諾：

In the process of manufacturing, selling related products and providing customer service. We promise to abide by the Responsible Business Alliance (formerly the Electronic Industry Citizenship Coalition) and specially list the following policies and commitments below:

勞工政策 Labor Policy

(一) 自由選擇職業/人道待遇 Freely Chosen Employment/ Humane Treatment

- 本公司不使用任何形式的強迫、非自願的契約束縛員工、販賣人口或奴役勞工。
Company does not use any form of forced, involuntary contract to restrain employees, human trafficking or slave labor.
- 勞工可自由行動和取用基本設施(如廁所、飲用水、醫療設施等)。Workers can move freely and have access to basic facilities (e.g., lavatory, drinking water and external medical facilities).
- 公司內部不存在性暴力、性騷擾、性虐待、體罰、精神或身體壓逼、霸凌、公開羞辱或是口頭辱罵等情形。There is 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 in our company.

(二) 青年勞工保護 Young Workers

- 本公司不雇用童工(未滿 15 歲)，或是未成年勞工。The company do not use the child workers (age is under 15) or the minor workers.
- 對於所有勞工皆提供符合法規的教育訓練與工作環境。Provide education and training and working environment that comply with laws and regulations for all workers.

(三) 不歧視/不騷擾 Non-Discrimination/Non-Harassment

- 本公司不因人種、膚色、年齡、性別、性傾向、性別認同及表現、種族或民族或殘疾...等狀況在招聘及實際工作中歧視與騷擾員工。The company do not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, and other status in hiring and employment practices.

- 不存在讓員工接受帶有歧視性的醫學檢驗或身體檢查(如懷孕或童貞體檢)。The company do not use medical tests or physical exams that could be used in a discriminatory way (including pregnancy or virginity tests).
- 公司內部設有性騷擾及他項申訴的專線、傳真、專用信箱與電子郵件。There is a hotline or email for complaints of sexual harassment & other items in the workplace.

(四) 工時、工資與福利 Working Hours、Wages and Benefits

- 工作時間符合法律規定，並且都為自願加班。The weekly working hours are compliance with the law and all overtime is voluntary.
- 所有員工的工資皆符合目前的法律規定，薪資依職位與績效，不因性別而有所差異；並且不以扣薪為懲罰手段。The salaries of all employees are compliance with current regulations, the salaries are based on position and performance, do not differ by gender；and the company does not use wage deduction as a punishment.

(五) 自由結社/溝通自由 Freedom of Association/Communication

- 本公司尊重所有員工所參與的組織與工會，也尊重員工可以迴避相關活動的權利。The company respect the right of all workers to form and join trade unions of their own choosing, as well as respect the right of workers to refrain from such activities.
- 本公司有設立員工溝通管道，並設置匿名檢舉箱，保障員工溝通申訴的權益。The communication channels for employees will be announced in the company, and an anonymous mailbox will be set up to protect the rights of the employees.

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健康與安全&環境政策 Health and Safety & Environment Policy

(一) 懷孕女性員工保護 Pregnant Female Employee Protection

- 公司內部讓懷孕的婦女／哺乳期女性，可填寫「女性勞工母性健康保護通報單」，進行自我評估、工作危害風險評估與調整。In the company, pregnant women/breastfeeding women can fill in the "Female Workers Maternal Health Protection Notification Form" for self-assessment, work hazard risk assessment and adjustment.
- 妊娠期間至分娩後一年內，當事人主管須依臨場醫師之建議，採取工作調整或更換健康保護措施，且不得讓其從事「職業安全衛生法」第 30 條危害認定標準之作業。During pregnancy and one year after delivery, the person's supervisor must take work adjustments or change health protection measures according to the recommendations of the on-site physician and must not allow her to engage in the work specified in article 30 of the "Occupational Safety and Health Act" for hazard identification standards.
- 廠區作業中，若有懷孕員工，可佩戴「孕婦」臂章；針對哺乳期女性，也設有哺乳室...等場所，可供使用。In the factory, if there are pregnant employees, they can wear a "Pregnant Woman" armband; for breastfeeding women, there is a breastfeeding room and other places can be used.

(二) 提供適當裝備/機器防護 Provide Appropriate Equipment/ Machine Safeguarding

- 公司皆提供適當的個人防護裝備與相關危險故事的訓練給所有到職員工。All employees are provided with protective equipment, and on the first day all newcomers will have a related accident training.
- 提供正確的器械防護裝置、連鎖裝置以及屏障，有關危險的器具或是機台皆有醒目的警告標示，預防危險的發生。Provide the correct equipment guards, interlocking devices, and

barriers. To prevent the occurrence of danger, relevant dangerous appliances or machines have warning signs on it.

(三) 杜絕職場暴力 Preclude Workplace Violence

- 本公司絕不容忍，公司內部任何管理階層主管有職場霸凌之行為，亦絕不容忍員工同仁間或顧客、客戶、照顧對象及陌生人對本公司員工有職場暴力之行為。The company do not tolerate workplace bullying by any company's management leaders, and will not tolerate workplace violence against within employees, customers, take care objects, and strangers.
- 本公司所有員工均有責任協助確保免於職場暴力之工作環境，任何人目睹及聽聞職場暴力事件發生，皆得通知本公司行政部門或撥打員工申訴專線(03-2189988 分機 29902)，本公司接獲申訴後會進行調查，若被調查屬實者，將會進行懲處。All employees take responsible for helping to ensure a working environment from zero workplace violence. Anyone who witnesses and hears workplace violence incidents must notify the company's administrative department or call the employee complaint hotline (03-2189988 ext. 29902). After receiving a complaint, an investigation will be conducted, and if the investigation is true, punishment will be imposed.
- 本公司設立職場暴力諮詢，諮詢電話：03-2189988 分機 29206。There is set up workplace violence consultation, the number is: 03-2189988 extension 29206.

(四) 預防/管理工傷和職業病 Prevention/Management Occupational Injury and Illness

- 本公司制定程序管理、追蹤和報告工傷和職業病；並歸類和記錄工傷和職業病案件。The company formulate procedures to manage, track and report work injuries and occupational diseases；classify and record work injuries and occupational diseases.
- 公司內部設有廠護一職位，提供必要的治療來協助員工返回工作崗位。There is a nurse in company to provide necessary treatment to assist employees in returning to work.

(五) 乾淨公共設施 Clean Sanitation

- 本公司提供乾淨的洗手間設施、清潔的飲用水以、緊急照明/出口，以及獨立安全的場所以供儲存個人/貴重物品。The company provide clean restroom facilities, water dispenser, emergency light/exit, and independent and safe place for storing personal and valuable items.

(六) 健康安全的溝通 Health and Safety Communication

- 本公司有設立員工溝通管道，並設置匿名檢舉箱，保障員工溝通申訴的權益。Set up anonymous mailboxes in production line to encourage employees to provide relevant opinions.
- 於公開場所皆有張貼中/英文健康與安全相關的資料，公司內部皆有提供中/英文的健康與安全相關課程的訓練。Health and safety-related materials are posted in public to have a promotion to all employees, the company also provide health and safety related courses in Chinese/English.

(七) 環境許可認證 Environmental Permits Certification

- 本公司積極建立環境管理系統，除了符合國內相關法令的規定，更與國際認同的標準接軌，目前已取得多項認證，期望落實環保政策。The company actively establish an environmental management system. In addition to complying with relevant domestic laws and regulations, also with internationally recognized standards.

(八) 節約能源 Resource Reduction

- 本公司致力於改善能源使用效率，各廠區間持續推動節約能源措施，期望可同時降低營運成本。The company is committed to improving energy efficiency, and each factory continues to promote energy conservation measurement, hoping to reduce operating costs at the same time.
- 將環保意識及環境保護應有之知識及態度，融入工作及日常生活中，追求企業與環境永續發展。
The company should prepare the knowledge and attitude for environmental protection awareness and environmental protection. Furthermore, to pursue sustainable development for the company and environment, we can make the activity integrated into work and daily life..

(九) 管理水資源/固體廢物 Manage Water/ Solid Waste

- 廠區廢水主要以生活污水為主，各廠區排水皆經由污水處理設施處理，或依法令直接排至污水下水道至工業區污水處理場，排放標準水質亦符合納管標準。The company's wastewater is mainly domestic sewage, and all plant wastewater is treated by sewage treatment facilities or directly discharged to sewage sewers according to law. The discharge standard water quality meets the management standard.
- 在廢棄物管理上從垃圾分類做起，固定每月會統計一次，希望能做好資源回收及垃圾減量。The company starts from garbage classification in waste management, and collects statistics once a month, hoping to do a good job in resource recycling and waste reduction.

(十)減少廢氣與溫室氣體排放 Air and Greenhouse Gas Reduction

- 製程以電力使用為主，並無鍋爐燃燒能源或化學反應排放氮氧化物（NOx）、硫化物（SOx）、及其它空污氣體。The manufacturing process is mainly based on electricity and there is no boiler combustion energy or chemical reaction to emit nitrogen oxides (NOx), sulfide (SOx), and other air pollution gases.
- 公司內部根據溫室氣體排放係數管理表 6.0.4 版，來做完整的紀錄與追蹤，可方便訂出減量的目標與優先順序，讓後續減量過程更有效益。The company complete records and tracking in accordance with version 6.0.4 of the Greenhouse Gas Emission Coefficient Management Table. It is easy to set the reduction target and priority, making the subsequent reduction process more effective.

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道德與管理政策 Ethics and Management Policy

(一) 良好的商業道德 Good Business Ethics

- 本公司明文規定對各種形式的賄賂、腐敗、敲詐勒索和貪污採取零容忍政策；且保證不向任何內外部人員提供任何不正當之利益、禮品或金錢。The company expressly stipulates that do not have any tolerance for various forms of bribery, corruption, and extortion; and guarantee not to provide any improper benefits, gifts, or money to any internal or external personnel.
- 對於符合一般商業禮俗往來習慣所需者，每次不得超過新台幣兩千元整，同一對象同一年度不得超過新台幣六千元整。For those who meet the requirements of general business etiquette and customs, each time must not exceed NT\$2,000, and the same object must not exceed NT\$6,000 in the same year.

(二) 資訊往來公開 Disclosure of Information

- 本公司於公司網站上公開所有商業活動、組織架構、財務狀況和業績等資料，並無任何虛報或偽造的狀況，且保留正確的財務記錄。The company discloses all business activities, organizational structure, financial status, and performance information on the company's website, and without any false or forged status and keeps correct financial records.

(三) 尊重知識產權與私隱 Respect Intellectual Property and Privacy

- 本公司所有在職員工皆會簽訂「智慧財產權合約書」；相關人員皆會簽訂「保密合約」，來保護所有往來的客戶與供應商之生產技術及知識。The employees of the company would sign "Intellectual Property Rights Agreement"；the related people would sign

"Confidentiality Agreement NDA" to protect the production technology and knowledge of all customers and suppliers dealing with our company.

- 對於招募過程人員所填寫的資料表可自由選擇是否填寫個人隱私資料；新進人員入職時皆須簽署個資同意書之授權。During the recruitment, is allow employees to freely choose whether to filled in personal privacy information；New recruits are required to sign the personal consent authorization when entering the job.

(四) 遵循公平交易、廣告、競爭相關標準 Follow the regulation of Fair Business, Advertising and Competition

- 本公司商業活動應當遵循合法、自願、公平、誠實信用的原則，不得妨礙公平競爭的市場交易秩序，不得侵害交易對方的合法權益。The business activities shall follow the principles of legality, voluntariness, fairness, honesty and credibility, and shall not hinder fairness. Stay in a good order with the competitive market transaction and the legitimate rights and interests of the counterparty must be maintained.
- 不得在商品或其廣告上，或以其他使公眾得知之方法，對於商品之價格、數量、品質、內容、製造方法、製造日期、有效期限、使用方法、用途、原產地、製造者、製造地、加工者、加工地等，為虛偽不實或引人錯誤之表示或表徵。Regarding with the price, quantity, quality, content, manufacturing method, manufacturing date, expiration date, use method, purpose, place of origin, manufacturer, manufacturing place, processor, processing place, etc., as aforementioned shall all according to the fact and present truthfully, also avoiding from false or misleading representations.

(五) 不使用衝突礦產 Do Not Use Conflict Minerals

- 本公司不接受產品所含有之金(Au)、鈹(Ta)、錫(Sn)、鎢(W)，其礦產來源來自剛果人民共和國或鄰近國家之非法開採地區。The company do not accept the gold (Au), tantalum (Ta), tin (Sn) and tungsten (W) contained in the product or the source of the minerals comes from illegal areas in Congo or neighboring countries.
- 本公司及其供應商願共同負起不使用衝突礦產、保護社會與環境的責任。The company and suppliers are willing to take the responsibility for society and environmental.

(六) 員工培訓計畫 Staff Training Program

- 本公司新進員工，皆會進行「RBA 責任商業聯盟準則」的訓練課程。All new employees will have a training course on "Responsible Business Alliance Guidelines".

- 全廠所有在職員工，於每年皆會安排進行「RBA 責任商業聯盟準則」的通識訓練課程。 All employees will arrange to will have a general training course on the " Responsible Business Alliance Guidelines" every year.

(七) 完善員工申訴管道與身分保護 Complete Employee Complaint Channels /Identity Protection

- 如發現任何違反商業道德事件，內外部所有利害關係人都可透過本公司溝通程序、申訴建議規範與任何管道提出。 If any violation of business ethics is discovered, all internal and external interested parties can raise it through the company's communication procedures, complaints recommendations, and any channels.
- 本公司在公開場所張貼勞工申訴管道，並提供勞工一個安全、不需擔心被報復的反饋環境。 The company posts labor complaint channels in public places and provides a safe feedback environment for laborers without fear of retaliation.

(八) 稽核與評估 Audits and Assessments

- 本公司之稽核室將定期與不定期，針對商業道德活動進行稽查，檢視是否有可疑情事、確認相關作業有無缺漏、同時瞭解風險存在之可能。 The audit office conducts regular and irregular audits on business ethics activities, inspect whether there are suspicious matters, confirms there are any omissions in related operations, and understands the possibility of risks.
- 相關稽查活動應保留檢查紀錄，並於管理審查提報結果。 Relevant audit activities should keep the inspection records and report the results in the management review.

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