Qisda 佳世達科技股份有限公司 供應商永續發展行為準則

Qisda’ s Supplier Sustainability Code of Conduct

佳世達科技股份有限公司(以下稱「佳世達」、「本公司」、「我們」)以實踐「企業存在的目的是創造價值，以一種可持續性的價值，為人類社會貢獻心力，才能發揮正面的影響力」的企業理念而努力不懈，身為大艦隊的旗艦企業，我們致力於提高供應鏈韌性，並與整體供應鏈共同邁向永續發展，朝向「實現科技生活的真善美」的願景不斷邁進。

Qisda Corporation (hereinafter referred to as "Qisda", "Our Company", and "We") keep striving toward the corporate philosophy that the existence purpose of an enterprise is to create values and contribute sustainable value to the human society by exerting positive influence. As the flaghsip enterprise among our group of companies, we are committed to improving the toughness of the supply chain, moving towards sustainable development of the overall supply chain, and will keep moving forward to the vision of “Bringing Enjoyment 'N' Quality to Life”.

我們參考國際相關規範與倡議，包含責任商業聯盟行為準則 (RBA Code of Conduct)、社會責任標準 (SA8000)、聯合國企業和人權指導原則 (UN Guiding Principles on Business and Human Rights)、聯合國世界人權宣言 (UN Universal Declaration of Human Rights)以及全球盟約 (UN Global Compact)十大原則等，訂定佳世達供應商行為準則(以下稱「本準則」)。

We refer to relevant international regulations and initiatives, including the RBA Code of Conduct (Responsible Business Alliance), the Social Accountability 8000 (SA8000), UN Guiding Principles on Business and Human Rights, UN Universal Declaration of Human Rights, and the top ten principles of UN Global Compact, etc. to establish Qisda’ s Supplier Sustainability Code of Conduct (hereinafter referred to as "the Code").

適用對象：

提供佳世達(含子公司、合資公司)產品與服務的所有供應商、承攬商、分包商與服務提供者(以下簡稱供應商)。

Applicable to:

All suppliers, contractors, subcontractors and service providers (hereinafter referred to as “Supplier” or “Suppliers”) that provide Qisda (including its subsidiaries and joint ventures) with its products and services.

管理要求：
所有供應商皆須瞭解本準則之內容，並且遵循本守則之要求，必要時將稽核供應商之執行情況，並要求提供改善行動或進度報告。我們亦將會把供應商的執行情況納入採購決策的主要評估項目之一。
Management requirements:
All Suppliers must understand and follow this Code. When necessary, Qisda will audit the implementation status of the Suppliers, and ask the Suppliers to provide corrective action/progress reports. Qisda will also incorporate the implementation of the Suppliers into one of the main evaluation category during the procurement decision process.

佳世達亦要求我們的供應商制定永續性規範/行為準則，將佳世達之要求傳遞給供應商，以確保整體價值鏈之永續性。
Qisda also requires the Suppliers to establish their sustainability regulation/code of conduct, and communicate Qisda' s requirements to their suppliers to ensure the sustainability of the entire value chain.

本準則之要求包含勞工、健康與安全、環境、道德、管理體系等面向：
The Code is made up of five sections, including Labor, Health and Safety, Environment, Ethics, and Management Systems.

A 勞工 Labor

承諾維護勞工人權，並給予勞工應有的尊重與保障。

The Suppliers are committed to uphold the human rights of workers, and to treat them with respect and protection.

A.1 人權風險 Human Rights Risk

-應建立人權風險評估/盡職調查程序。

- The Suppliers shall establish the risk assessment / due diligence procedure for human rights.

-針對高風險對象應提供減緩/補救措施。

- Mitigation / remediation measures are provided for high risk situations.

A.2 自由選擇職業 Freely Chosen Employment

-禁止使用逼迫、擔保/抵債、契約約束、非自願、剝削監獄勞工、奴役、販賣人口之勞工。

-Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted.

-不得對勞工行動自由有不合理的限制與約束。

-There shall be no unreasonable restrictions on workers' freedom of movement.

-提供勞工以母語表達之聘僱契約，並寫明聘僱條件；且聘僱契約須在勞工離開自己國家之前提供。在其抵達工作之國家後，不得替換或變更，除非因工作當地法律要求或調整為更佳的條件，得以例外。

-All workers must be provided with a written employment agreement in their native language 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.

-工作應出於自願，且允許自由離職；如勞工依契約條件通知雇主，得以終止聘僱關係，不需受罰。

-All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker' s contract.

-僱主與仲介等人不得無故扣留或毀壞、隱藏、沒收勞工身份或出入境等證件，且不得要求勞工繳付招聘或其他相關費用。

- Employers, agents, and sub-agents may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, and workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment.

A.3 童工與青年勞工 Child Labor and Young Workers

-不得僱用未滿營運所在地法律規定年齡之童工。如發現僱用童工，須提供協助/補救措施。

- Child labor is not to be used under the minimum age for employment in the country. If child labor is identified, assistance/remediation must be provided.

-應依營運所在地之法律及法規，保障青年勞工的權利，且不得使青年勞工從事可能危及健康或安全的工作，並提供適當的支援與培訓。

- The Suppliers shall ensure protection of young workers' rights in accordance with applicable laws and regulations, shall not have young workers perform work that is likely to jeopardize their health or safety, and shall provide appropriate support and training.

-青年勞工的薪資，應至少與從事同樣工作或相似工作的初階員工一致。

- The wage rate for young workers shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

A.4 工作時間 Working Hours

-工作時數與加班時數不應超過營運所在地之法律要求，且加班需出於自願。

- Working hours are not to exceed the maximum set by local law. All overtime must be voluntary.

-每工作七天應讓勞工至少休息一天。

- Workers shall be allowed at least one day off every seven days.

A.5 薪資與福利 Wages and Benefits

-薪資應符合營運所在地之法律要求，並以承諾支付生活工資為目標，定期進行生活工資的調查、監測與溝通。

- Compensation paid to workers shall comply with all applicable wage laws. The Suppliers are committed to paying the living wage as the target, and periodically conduct investigation, monitoring and communication of the living wage.

-加班薪資應高於正常工時之時薪。

- Workers shall be compensated for overtime at pay rates greater than regular hourly rates.

-禁止以扣除薪資作為懲處手段。

- Deductions from wages as a disciplinary measure shall not be permitted.

-應定期支付工資，並於每次發薪時提供清楚的工資明細，確保工資金額正確。

- For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for works performed.

-聘用任何類型的勞工，皆需依照當地法律要求提供薪資與福利。

- The wages and benefits shall be provided in compliance with local laws for any types of workers.

A.6 人道待遇 Humane Treatment

-避免以任何不友善的形式，苛刻或非人道地對待勞工，亦不得威脅勞工可能進行此類對待。

- There is to be no harsh or inhumane treatment of workers in any unfriendly way; nor is there to be the threat of any such treatment.

-需清楚定義前述相關的懲處政策與程序，並清楚地向勞工傳達。

- Disciplinary policies and procedures in support of these humane treatment requirements shall be clearly defined and communicated to workers.

A.7 反歧視/反騷擾 Non-Discrimination/Non-Harassment

-應提供一個沒有歧視與騷擾的工作環境，不得以任何因素對求職者或勞工進行歧視與騷擾。

- The Suppliers should be committed to a workplace free of harassment and unlawful discrimination. The Suppliers shall not engage in any acts of discrimination or harassment against the job applicant or worker.

-應提供勞工可進行宗教活動的處所。

- Workers shall be provided with reasonable accommodation for religious practices.

-不得要求準勞工或勞工接受帶有歧視性的身體檢查/檢驗。

- Workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

A.8 結社自由 Freedom of Association

-應依營運所在地之法律，尊重勞工集會結社的自由。

- In conformance with local law, the Suppliers shall respect the freedom of association of all workers.

-應讓勞工在不必擔心有後續不利之影響下，與管理階層溝通分享工作條件及管理方法的想法。

- 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.

A.9 解僱 Layoff

-不得因勞工之種族、膚色、性別、婚姻狀況、家庭責任、懷孕、宗教、政治觀點、血統、社會出身、工會會員、參加工會活動、對雇主提出投訴或因病缺勤等理由而解僱。

- The Suppliers shall not lay off the workers based on race, color, gender, marital status, family responsibility, pregnancy, religion, political affiliation, blood relationship, social background, trade union membership, activity participation of trade union, complaints on employers, or absences due to illness.

-解僱應以書面通知勞工。

- Workers shall be noticed of the layoff in writing.

-解僱勞工應給予合理的通知期間或補償。

- The Suppliers shall give reasonable notifications or compensation for layoff of workers.

B. 健康與安全 Health and Safety

建構健康和安全的工作環境，致力於減低工作相關的傷病發生率，並透過教育訓練與勞工參與，以辨識與解決工作場所內健康和安全的問題，並承諾遵守 ISO 45001 之要求。

The Suppliers shall construct a healthy and safe work environment, dedicate to minimizing the incidence of work-related injury and illness, identify and solve health and safety issues in the workplace through education and labor participation, and be committed to complying with the requirements of ISO 45001.

B.1 職業安全與工業衛生 Occupational Safety and Industrial Hygiene

-應透過層級管控，運用不同的方式與培訓，以辨識/評估/控制/減緩健康與安全的相關風險。

- Worker potential for exposure to health and safety hazards are to be identified, assessed, controlled and mitigated by using the hierarchy of controls and providing ongoing occupational health and safety training.

-若無法透過上述方式有效控制風險，應提供充分且合適的個人防護裝備與防護計畫。

- Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate personal protective equipment and protective plans.

-應採取相關措施，以減緩孕婦和哺乳女性於工作環境之健康與安全風險，並為哺乳女性提供合適的設施。

- Reasonable steps must also be taken to remove or reduce any workplace health and safety risks to pregnant women and nursing mothers, and provide reasonable accommodations for nursing mothers.

B.2 緊急應變 Emergency Preparedness

-應確認/評估潛在的各種緊急情況，並實施緊急應變程序，將影響降至最低。

- Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures.

-緊急應變演練最少每年進行一次，或依營運所在地法規要求。

- Emergency drills must be executed at least annually or as required by local law, whichever is more stringent.

B.3 工傷與職業病 Occupational Injury and Illness

-應制定管理體系與程序，落實工傷與職業病的管理。

- Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness.

B.4 體力勞動與機器防護 Physically Demanding Work and Machine Safeguarding

-應評估管控體力勞動之危害，並提供替代/減緩相關危害的方案。

- Worker exposure to the hazards of physically demanding tasks is to be identified, evaluated, and controlled, and substituting / mitigation plans are to be provided.

-應評估/預防所有類型機器之危害，並提供物理防護裝置且進行維護。

- Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers are to be provided and properly maintained.

B.5 公共衛生與食宿 Sanitation, Food, and Housing

-應提供健康、安全及衛生的飲食與宿舍，以確保符合營運所在地之法律要求與基本人權條件所需。

- Workers are to be provided with healthy, safe and sanitary food, water and dormitories in compliance with local laws and basic needs of human rights.

B.6 溝通與申訴 Communication and Grievance

-應提供健康與安全的教育訓練與資料，並在工作場所的醒目處公告健康與安全相關資料，將資料置於易於取得之處。以上相關作為應以勞工所能理解的語言實施，並鼓勵提報健康和安全方面的疑慮，保護不致遭受報復。

- The Suppliers 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. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Workers shall be encouraged to raise any health and safety concerns without retaliation.

C. 環境 Environment

環境保護是我們的責任之一，應了解營運過程對環境的衝擊，減少對社區、環境與自然資源的負面影響，同時保障社會的健康與安全。並提供擁有或朝向可運作的環境管理體系之證明(如 ISO 14001 證書等)，承諾持續改善環境。

The Suppliers recognize that environmental protection is one of our responsibilities, and 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 Suppliers agree to provide the evidence of obtaining or moving forward to an operable environmental management system, such as ISO 14001, and are committed to keeping improving the environment.

C.1 許可與報告 Permits and Reporting

-取得營運所需的環境許可/執照/核准和登記文件等，且維護與更新，遵守相關許可的要求。

- All required environmental permits, approvals, and registrations are to be obtained, maintained, and kept current and their operational and reporting requirements are to be followed.

C.2 污染預防與資源節約 Pollution Prevention and Resource Reduction

-應從源頭或透過增設設備、改良生產等，減少污染物與廢棄物的產生，並在製造與廢棄階段節省資源的消耗。

- Emissions and discharges of pollutants and generation of waste are to 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 is to be conserved during the manufacturing and waste processes.

C.3 有害物質 Hazardous Substances

-有效管理對人類或環境造成危害的物質，並確保此類物質於所有階段皆被安全地運用與處置。

- The substances posing a hazard to humans or the environment are to be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal.

C.4 廢棄物與廢氣 Solid Waste and Air Emissions

-應實施系統性的措施管理廢棄物，以減少廢棄物並安全地棄置及回收非有害廢

棄物。

- The Suppliers shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

-各類廢氣排放前應按相關要求進行檢視、控制與處理，並對廢氣排放系統之性能進行監測。

- Air emissions from operations are to be characterized, routinely monitored, controlled, and treated as required prior to discharge. The Suppliers shall conduct routine monitoring of the performance of its air emission control systems.

-應依「蒙特婁議定書」與適用法規，有效管理破壞臭氧層的物質。

- Ozone-depleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations.

C.5 水管理 Water Management

-應進行水管理計劃，落實水資源管理，並尋求節水方式與控制污染管道。

- The Suppliers 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.

-污水於排放/棄置前，應按要求進行管理，並對廢水排放/處置系統之性能進行監測。

- All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. The Suppliers shall conduct routine monitoring of the performance of its wastewater treatment and containment systems.

C.6 材料限制 Materials Restrictions

-遵守所有適用的法律/法規與客戶要求，禁止或限制在產品/製造中納入特定物質，包括回收/棄置階段皆需標示。

- The Suppliers 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.

-簽署佳世達相關的禁用物質聲明。

- The Suppliers shall sign the statements regarding the substances

prohibited / limited by Qisda upon request.

C.7 溫室氣體與能源耗用 Energy Consumption and Greenhouse Gas Emissions

-設定公司層級的減排目標；應追蹤、記錄與公開範疇1、2溫室氣體的排放量，並減少排放。

- The Suppliers are to establish a corporate-wide greenhouse gas reduction goal. All Scopes 1 and 2 greenhouse gas emissions are to be tracked, documented, and publicly reported against the greenhouse gas reduction goal, and to be minimized.

-應追蹤、記錄與公開能源耗用量，並改善能源效率及減少能源耗用。

- Energy consumption is to be tracked, documented, and publicly reported. The Suppliers are to look for methods to improve energy efficiency and to minimize their energy consumption.

C.8 生物多樣性 Biodiversity

-制定生物多樣性承諾與零伐林承諾，減少環境衝擊，維持生態系的穩定及平衡。

- The Suppliers shall have the commitment for biodiversity and zero deforestation to reduce the environmental impact and maintain the stability and balance of ecosystems.

-我們理解環境生態的重要性並承諾減緩對生物多樣性、森林與陸地的衝擊，包含：

生物多樣性-保護、加強和恢復生態系統並且維護基因/物種多樣性。

零伐林-以零淨砍伐 (Zero Net Deforestation)為原則，不砍伐森林。

土地保育-防止土地劣化，促進土地復育。

- The Suppliers understand the importance of environmental ecology and promise to mitigate the impact on biodiversity, forest and land, including:

Biodiversity - protecting, strengthening and restoring ecosystems and maintaining gene/species diversity.

Zero deforestation – no deforestation on the principle of Zero Net Deforestation.

Land Conservation - preventing land from degradation and promoting land restoration.

D. 道德 Ethics

依循最高的道德標準，落實商業倫理，善盡企業責任。

The Suppliers are to uphold the highest standards of ethics, implement business ethics, and do their best to take the corporate responsibilities.

D.1 商業誠信 Business Integrity

-在所有商業互動關係中都應謹守道德之最高標準，採取零容忍政策，禁止任何形式的不誠信行為。

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

D.2 禁止/迴避不正當利益 No Improper Advantage

-不得以任何形式進行賄賂或收受賄賂，造成不正當利益。

- Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given, or accepted.

-供應商與本公司的商業往來行為，應主動避免任何可能的利益衝突；供應商應向本公司披露任何可能被視為利益衝突的情況，包括(但不限於)本公司內部員工或其近親(父母、子女、配偶或兄弟姊妹)在供應商任職，或其對供應商有重要財務利益關係者。

- The Suppliers shall actively avoid any possible conflicts of interest during the commercial intercourse with Qisda; shall disclose to Qisda any situation that may be regarded as conflicts of interest, including but not limited to Qisda 's employees or their close relatives (parents, children, spouses, or sibling) being employed by the Suppliers, or having important financial interest relationships with the Suppliers.

-應進行監控、記錄與強制執行程序，以確保符合反貪腐法律的要求。

- Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

D.3 資訊揭露 Disclosure of Information

-所有業務往來應具備透明度，正確反映於帳簿與紀錄上，並按適用法規與行業

慣例揭露有關勞工、健康和安全、環境實務、商業活動、組織架構、財務狀況和績效的資訊。

- All business dealings should be transparently performed and accurately reflected on the Suppliers' business books and records. Information regarding the Suppliers' labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

-不得偽造紀錄或不實陳述供應鏈狀況/做法。

- No falsification of records or misrepresentation of conditions or practices in the supply chain allowed.

D.4 智慧財產權 Intellectual Property

-尊重智慧財產權，並保護及其技術、技術轉讓，以及客戶與供應商的資料。

- Intellectual property rights are to 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 is to be safeguarded.

D.5 公平交易、廣告和競爭 Fair Business, Advertising and Competition

-謹守公平交易、廣告和競爭標準，以及適用的法律。不得進行圍標、聯合定價、差別定價及其他違反競爭法律之行為。

- Standards of fair business, advertising, competition and applicable laws are to be upheld. Do not conduct bid rigging, concerted pricing, price discrimination, and other acts that violate competition laws.

D.6 吹哨者保護 Whistleblower protection

-制定保護吹哨者的程序，確保身分保密與匿名。

- The Suppliers shall have programs that ensure the confidentiality, anonymity, and protection of the whistleblowers.

-制定溝通流程，讓員工提出疑慮且不必擔心遭受報復。

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

-若有任何不法事件，利用佳世達誠信信箱 Integrity@Qisda.com 提出檢舉。

- To report any illegal incident, please use Qisda’ s integrity mailbox: Integrity@Qisda.com.

D.7 負責任採購 Responsible Sourcing of Minerals

-針對產品中的3TG(金-Gold、錫-Tin、鉭-Tantalum、鎢-Tungsten)來源與供應鏈，制定相關政策與進行盡職調查，確保符合OECD對於衝突礦產的相關要求。

- The Suppliers 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 Organisation 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.

D.8 資訊安全與隱私 Information Security and Privacy

-應落實資訊保護並確保資訊系統之安全，包含未經授權之進入、使用、披露、破壞、修改、檢視、記錄及銷毀等。

- The Suppliers shall implement information protection and ensured the security of the information system, so that unauthorized entry, use, disclosure, destruction, modification, viewing, recording, and destruction do not occur.

-應承諾合理保護任何有業務往來者的資料與隱私權，並謹守相關適用法律的要求。

- The Suppliers are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, and comply with applicable laws.

E. 管理體系 Management Systems

為落實本準則，應建置管理體系，以確保符合下列要求，並落實持續改善:

The Suppliers shall adopt or establish a management system with a scope that is related to the Code to ensure compliance of the followings. The management system should also facilitate continual improvement.

- 營運活動相關適用的法律法規 applicable laws and regulations related to the suppliers' operations and products
- 客戶要求 customer requirements
- 本準則要求 the Code
- 辨別/減緩營運風險 identification and mitigation of operational risks related to the Code

E.1 承諾與權責 Commitment, Accountability and Responsibility

-永續政策聲明應由管理層級承諾簽署，並以當地語言公告。

- The Suppliers' sustainability policy statements shall be endorsed by executive management, and posted in the facility in the local language.

-應指定高階管理階層/管理代表負責監督本準則管理體系之實施與運作情況。

- The Suppliers shall clearly identify senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated programs.

E.2 風險管理與改進目標 Risk Management and Improvement Objectives

-應制定評估營運各面向風險的程序，並評定風險級別，進行相應的程序與管控措施。

- The Suppliers shall have a process to identify all kinds of risks associated with the Suppliers' operations, to determine the relative significance for each risk, and to implement appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

-應制定績效目標與改善計劃，以提升永續績效，並對定期檢核目標成效。

- The Suppliers shall have written performance objectives, targets and

implementation plans to improve the Suppliers’ sustainability performance, and conduct a periodic assessment of the performance in achieving those objectives.

E.3 認知與溝通申訴 Training, Communication and Grievance

-應對管理階層與勞工進行本準則之相關訓練，以建置認知與落實的能力。

- The Suppliers shall have programs for training managers and workers to develop the abilities to understand and implement the Code.

-應向勞工、供應商與客戶，清楚傳達本準則相關之政策、推動實務、目標與績效。

- The Suppliers shall have a process for communicating clear and accurate information about the policies, practices, expectations, and performance related to the Code to workers, suppliers, and customers.

-建置溝通申訴機制，獲取勞工意見，並保證勞工不會因提出申訴與意見而遭受報復或不平等對待。

- The Suppliers shall have an effective grievance reporting mechanism to obtain workers’ feedback. Workers must be given a safe environment to provide grievance and feedback without fear of reprisal or retaliation.

E.4 評估、矯正與文件紀錄 Assessments, Corrective Action, Documentation and Records

-定期進行自我評估，以確保符合法律法規、本準則與客戶等要求。

- The Suppliers shall conduct periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code, and customer contractual requirements.

-制定矯正程序，以確保及時修正來自內部或外部相關檢核的缺失。

- The Suppliers shall have a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

-建置與維護文件及紀錄，確保符合規範與要求。

- The documents and records shall be created and maintained to ensure

regulatory compliance and conformity to company requirements.

E.5 供應商責任 Supplier Responsibility

-制定向供應商傳達本準則要求的流程，並監督供應商遵循狀況。

- The Suppliers shall have a process to communicate Code requirements to their suppliers and to monitor supplier compliance to the Code.

公司名稱(公司章) Company Name (Company Seal) ：

鈺緯科技開發股份有限公司

負 責 人（簽 章） Signature of the person in charge：

黃漢州

日　　期：　　西元　　年　　月　　日
Date (yyyy/mm/dd):