

**Social and Sustainable  
Development Responsibility  
Code Procedures**

文件發行履歷表

版本	制訂日期	理由	制訂人	主管	備註
0	2024/01/15	初版	王雅瑜	林大琮	
1	2024/11/18	改版	王雅瑜	林大琮	3.3、6.2.6.1 將「性騷擾防治及申訴管理作業程序」 (O-HRM-04-2-001) 變更為「性騷擾防治措施、申訴及懲戒管理辦法」 (O-HRM-04-3-001)
2	2025/10/20	改版	王雅瑜	林大琮	6.6.3 將員工滿意度調查納入程序、新增英文翻譯

	<b>社會及永續發展責任守則程序</b> <b>Social and Sustainable Development Responsibility Code Procedures</b>	文件編號 DOC# O-ADM-01-2-001	
機密等級 Degree <b>管制文件</b>		版次 Rev. 2	權責單位 Owner 總經理室-196

## 1. 目的 Purpose

為協助永續發展委員會推動《責任商業聯盟行為準則 Responsible Business Alliance，簡稱 RBA》之規範、善盡企業社會責任，訂定本守則努力確保公司以及我們的供應商、外包商及其他合作廠商等對於勞工權益、健康安全、環境、道德之責任，一起達成共好的未來。

In order to assist the Sustainable Development Committee in promoting the "Responsible Business Alliance (RBA)" and fulfilling corporate social responsibility, this code is formulated to ensure that the company, our suppliers, outsourcers, and other partners are responsible for labor rights, health and safety, the environment, and ethics, and work together to achieve a better future.

## 2. 範圍 Scope

This procedure applies to the management of all employees, working environment and suppliers of the company.

## 3. 參考文件 Reference

- 3.1. 「社會及永續發展責任風險管理作業程序」 Social and sustainable development responsibility risk management procedures (O-ADM-O1-2-002)
- 3.2. 「執行職務遭受不法侵害預防管理作業程序」 Perform the procedures for the prevention and management of illegal infringement of duties (O-ESH-05-2-004)
- 3.3. 「性騷擾防治措施、申訴及懲戒管理辦法」 Measures for the Prevention and Control of Sexual Harassment, Complaints, and Disciplinary Measures (O-HRM-04-3-001)
- 3.4. 「華星光通危害物質管制規範」 Lunette Hazardous Substances Control Regulations (Q-QAS-03-3-001)

3.5. 「獎懲管理辦法」 LuxNet Substances Control Regulations (ADM-H-018)

## 4. 名詞定義 Definition

4.1. 公司：任何負責實施本標準各項規定的組織或企業，包括公司雇用的所有員工。  
 Company: Any organization or enterprise responsible for implementing the provisions of this standard, including all employees employed by the company.

4.2. 員工：所有依公司正常下僱用或訂定合約的人員，在公司廠內進行產品製造或服務的人員。

Employees: All personnel who are hired or contracted under the company's normal conditions to

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manufacture or provide services in the company's factories.

4.3. 供應商、外包商及其他合作廠商定義：給公司提供貨物或服務的公司或組織，它所提供的貨物或服務構成公司生產貨物或服務的一部分，或者被用來生產公司貨物或服務的組織。  
 Suppliers, outsourcers, and other partners are defined as companies or organizations that provide goods or services to the company, and that the goods or services they provide form part of the company's production of goods or services, or are used to produce the company's goods or services.

4.4. 「RBA 責任商業聯盟準則 7.0」RBA7.0

## 5. 權責 Role & Responsibility

5.1. RBA 推動小組負責人 Promotion team leader

5.1.1. 總經理代表公司統籌管理體系和相關計畫的實施。

The general manager coordinates the implementation of the management system and related plans on behalf of the company.

5.1.2. 召集、訂定及彙整相關政策與目標，每年向永續發展委員會報告計畫執行狀況。

Convene, formulate, and compile relevant policies and goals, and report the implementation status of the plan to the Sustainable Development Committee every year.

5.1.3. 每年定期召開一次管理審查會議，追蹤各項於會議討論議題之進度，確保管理體系及相關計畫之實施。

A management review meeting is held regularly every year to track the progress of assorted topics discussed at the meeting and ensure the implementation of the management system and related plans.

5.1.4. 檢視管理體系運作狀況及各項規範之合宜性並適時修訂。

Review the operation status of the management system and the appropriateness of various regulations and revise them in a timely manner.

5.2. RBA 推動小組委員 RBA Member of the promotion team

5.2.1. 公司各處主管為當然成員，依小組負責人指派之任務確保達成，公司所有員工經指派及授權為配合及執行之責，包括：The supervisors of each department of the company are ex-officio members, and the tasks assigned by the person in charge of the team are ensured to be achieved, and all employees of the company are assigned and authorized to

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5.2.2. 出席定期會議，報告年度計畫施行進度以及職責工作之推展。

Attend regular meetings to report on the progress of the implementation of the annual plan and the implementation of responsibilities.

5.2.3. 討論及協助各工作小組議案之推展。

Discuss and assist in the implementation of the agenda of each working group.

5.2.4. 召集相關單位加入工作分配，確保任務之達成。

Gather relevant units to join the work assignment to ensure the completion of tasks.

5.2.5. 其他配合小組運作之事項。

Other matters related to the operation of the team.

### 5.3. 工作分組及權責 Work grouping and responsibilities

工作分組 Work grouping	主要職責 Main Responsibilities	權責單位 Responsible unit
總經理室 General Manager's Office	負責 RBA 準則以下議題執行: Responsible for the implementation of the following issues of RBA standards: 1. 誠信經營 Integrity management 2. 無不正當收益 There is no improper gain 3. 資訊公開 Information disclosure 4. 知識產權 Intellectual Property Rights 5. 公平交易、廣告和競爭 Fair dealing, advertising, and competition 6. 身分保護及防止報復 Identity protection and prevention of retaliation 7. 隱私 privacy	總經理室 General Manager's Office

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人資 HR	負責 RBA 準則以下議題執行: Responsible for the implementation of the following issues of RBA standards: 1. 勞工標準包含所需要之程序文件 Labor standards include the required procedural documents 2. 與勞工作業相關之風險管理 Risk management related to labor operations 3. 教育訓練 Education and training 4. 與員工相關溝通 Communicate with employees 5. 勞工相關之法規遵守 Compliance with labor-related laws and regulations	人資單位 HR
職安 EHS	負責 RBA 準則以下議題執行: Responsible for the implementation of the following issues of RBA standards: 1. 健康與安全議題及所需之程序文件 Health and safety issues and required procedural documents 2. 環境議題及所需之程序文件 environmental issues and required procedural documents 3. 與健康安全、環境議題相關之風險評估作業 Risk assessment operations related to health, safety, and environmental issues 4. 主導緊急應變作業 Lead emergency response operations	職安單位 EHS
資材 Materials	負責 RBA 準則以下議題執行: Responsible for the implementation of the following issues of RBA standards: 1. 負責任地採購礦物 Responsibly source minerals 2. 原物料供應商稽核 Raw material supplier audits	資材單位 Materials Department
各處 Other Unit	對於供應商、承包商、勞務派遣機構、清潔及保全服務公司等合作夥伴，要求其遵循公司供應商行為準則之相關規定，如勞工人	各單位 Other Unit

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工作分組 Work grouping	主要職責 Main Responsibilities	權責單位 Responsible unit
	<p>權、健康安全、環境保護等，進行宣導及定期稽核，積極推動以符合規範。</p> <p>For suppliers, contractors, labor dispatch agencies, cleaning and security service companies, and other partners, they are required to comply with the relevant provisions of the company's supplier code of conduct, such as labor human rights, health and safety, environmental protection, etc., to conduct publicity and regular audits, and actively promote compliance with regulations.</p>	
品質保證 QA	<p>負責 RBA 準則以下議題執行：</p> <p>Responsible for the implementation of the following issues of RBA standards:</p> <p>1. 材料控制，禁止或限制在產品和製造過程中納入特定物質</p> <p>Material control, prohibition, or restriction of the incorporation of specific substances into products and manufacturing processes</p>	品質保證 QA 單位

## 6. 內容 Operating Content

### 6.1. 管理系統及公司治理 management system and corporate governance

- 6.1.1. 公司認同經營與社會及永續發展責任並行之重要，訂定社會及永續發展責任守則、目標計畫，經總經理核准後施行。The company recognizes the importance of parallel management with social and sustainable development responsibilities and has formulated social and sustainable development responsibility rules and target plans, which will be implemented after being approved by the general manager.
- 6.1.2. 公司遵循治理實務守則、誠信經營守則及道德行為準則，建置有效之治理架構及相關道德標準，以健全公司治理。The company adheres to the Code of Governance Practices, the Code of Ethical Management, and the Code of Ethical Conduct, and sets up an effective governance structure and related ethical standards to improve corporate governance.
- 6.1.3. 永續發展委員會授權 RBA 推動小組，謹遵善良管理人之義務，督促企業實踐社會責任，並隨時檢討實施成效及持續改進，以確保社會及永續發展責任政策之落實。The Sustainable Development Committee authorizes the RBA Promotion Team to abide by the

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obligations of good managers, urge companies to practice social responsibility, and review implementation results and continuous improvement at any time to ensure the implementation of social and sustainable development responsibility policies.

- 6.1.4. 公司定期舉辦履行社會及永續發展責任之教育訓練，包括宣導社會及永續發展責任之營運活動、發展方向及具體推動計畫。The company regularly organizes education and training on fulfilling social and sustainable development responsibilities, including operational activities, development directions, and specific promotion plans to promote social and sustainable development responsibilities.
- 6.1.5. 公司訂定之員工績效考核制度與社會及永續發展責任政策結合，並設立明確有效之獎勵及懲戒制度，每年針對課長級主管開辦訓練課程以強化其獎懲概念。The company's employee performance appraisal system is combined with social and sustainable development responsibility policies, and a clear and effective reward and punishment system is set up, and training courses are held annually for section managers to strengthen their rewards and punishments.
- 6.1.6. 公司以合理方式，包含會議、座談會、公告等，通知員工可能造成重大影響之營運變動。The company notifies employees of operational changes that may have a significant impact in a reasonable manner, including meetings, symposiums, announcements, etc.
- 6.1.7. 公司將企業經營績效或成果，適當反映在員工薪酬政策中，以確保人力資源之招募、留任和鼓勵，達成永續經營之目標。The company appropriately reflects the company's operating performance or achievements in its employee compensation policy to ensure the recruitment, retention, and encouragement of human resources to achieve the goal of sustainable operation.
- 6.1.8. 公司為員工之職涯發展創造良好環境，並建立有效之職涯能力發展培訓計畫。The company creates a good environment for employees' career development and sets up effective career ability development training programs.
- 6.1.9. 公司提供員工資訊，使其了解依營運所在地國家之勞動法律及其所享有之權利及義務。The Company provides employee information to help them understand the labor laws of the country in which they work and their rights and obligations.
- 6.1.10. 公司制定”華星光通供應商行為準則”，由權責對應單位提供，要求合作夥伴遵循，包含供應商、外包商、勞務派遣機構、保全公司、清潔公司等，確認其符合規範之要求；權責單位亦需每年抽樣稽查是否符合規範運作。The company has formulated the "CSOTONG Supplier Code of Conduct", which is provided by the corresponding units and

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required by partners, including suppliers, outsourcers, labor dispatch agencies, security companies, cleaning companies, etc., to confirm that they meet the requirements of the regulations. The unit responsible is also required to conduct annual sampling inspections to check whether it follows the regulations.

## 6.2. 勞工 Labor

- 6.2.1. 公司訂定人權政策，承諾維護勞工的人權，並尊重他們。適用於所有員工，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。

The company has set up a human rights policy and is committed to protecting the human rights of workers and respecting them. Available to all employees, including temporary workers, migrant workers, students, contract workers, direct employees, and any other type of labor.

### 6.2.2. 職業選擇自由 Freely Chosen Employment

- 6.2.2.1. 公司嚴格禁止使用強逼、擔保（包括抵債）或用非法契約方式束縛勞工、非自願或剝削的監獄勞工、奴役或販賣的人口。包括用恐嚇、強逼、威脅、綁架或詐騙手段運送、窩藏、招募、調配或接受人員用作員工或取得服務。

The company strictly prohibits the use of coercion, guarantee (including debt repayment), or illegal contractual bondage of labor, involuntary or exploitative prison labor, and enslaved or trafficked people. This includes the use of intimidation, coercion, threats, kidnapping, or fraudulent means to transport, harbor, recruit, deploy, or accept personnel for use as employees or to obtain services.

- 6.2.2.2. 公司對員工在工作時間及非工作時間進出工作場所不會作出不合理限制，唯為安全及管理上考量，同仁須於工作時間進出時先在警衛室登記進出時間。

The company will not impose unreasonable restrictions on employees entering and leaving the workplace during working hours and non-working hours, but for safety and management reasons, colleagues must first register their entry and exit time in the guard room when entering and exiting during working hours.

- 6.2.2.3. 公司不會無故約束員工在工作場所內走動及使用生活設施的自由，包含休息、上廁所、喝水等。

The company will not unreasonably restrict employees' freedom to move around the workplace and use living facilities, including rest, toileting, drinking water, etc.

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6.2.2.4. 招聘過程中，必須在員工離開原本的國家前，為他們提供用他們母語書寫的聘僱契約，並且在契約中描述聘僱條款及條件；而在抵達接收國家後，聘僱契約不會做任何替換或更改，惟有關更改是為了符合當地法律和提供相同或更佳條款而作出者則例外。

During the recruitment process, employees must be provided with an employment contract written in their native language and the terms and conditions of employment must be provided to employees before they leave their home country. The employment contract will not be replaced or altered upon arrival in the receiving country, unless the change is made to follow local laws and provide the same or better terms.

6.2.2.5. 公司內所有工作的到職及離職，員工皆是自願的，員工可在法規要求預告前提下提出離職或終止聘僱關係。公司或仲介公司決不扣留或以其他方式毀壞、隱藏、沒收其身份證、護照、工作許可證或其他出入境證件原件，惟法律要求公司持有其工作相關證件除外。

All jobs in the company are voluntary, and employees can request resignation or termination of employment under the premise of prior notice required by regulations. The company or the agency will not withhold or otherwise destroy, conceal, or confiscate the original identity card, passport, work permit, or other entry and exit documents, unless the company is required by law to hold its work-related documents.

6.2.2.6. 公司或仲介公司不會要求員工繳付招聘費用或其他聘用相關的費用。如發現勞工繳付任何該等費用，則一律歸還員工。工作所需之制服、器材、防護裝備，皆由公司免費提供。

Companies or agencies do not require employees to pay recruitment fees or other employment-related costs. If any such fees are found to have been paid by the worker, they will be returned to the employee. The uniforms, equipment, and protective equipment needed for work are provided free of charge by the company.

6.2.2.7. 公司不會要求員工固定儲蓄、限制薪資帳戶使用及員工有借貸關係。

The company will not require employees to set their savings, limit the use of payroll accounts, and have borrowing relationships.

### 6.2.3. 青年勞工 Young Workers

6.2.3.1. 公司決不僱用童工。「童工」指僱用未滿 16 歲、未達強迫教育年齡、或依台

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灣或分公司當地最低就業年齡限制的人（三項中取其指定年齡最大的一項）。符合所有法規的職場學習計劃則不在此限。

The company will never employ child labor. "Child labor" refers to the employment of people under the age of sixteen, under the age of compulsory education, or following the local minimum age limit for employment in Taiwan or a branch (whichever of the three is the largest). This does not apply to workplace learning programs that follow all regulations.

- 6.2.3.2. 公司依據招募辦法確認人員年齡，檢核政府核發之身分證件避免誤用童工，若因各種原因不慎誤用童工，則依以下方式進行協助及補救：

The company will confirm the age of personnel in accordance with the recruitment regulations, check the government-issued ID documents to avoid misuse of child labor, and if child labor is accidentally misused for various reasons, it will provide assistance and remedies in the following ways:

- a. 進行體檢確保無因工作產生之危害及職業疾病等。

Conduct physical examinations to ensure that there are no work-related hazards and occupational diseases.

- b. 協助其完成義務教育。

Assist them in completing compulsory education.

- c. 維護童工收入，直到滿足法律規定的工作資格。

Maintain child labor income until you meet the work qualifications required by law.

- d. 不強行解雇他們，亦不對他們處以罰金，公司盡力將他們安排到適當的職務，確保他們的工作時間和工作類型，得以滿足完成教育之需要。

The company does not forcibly dismiss them or impose fines on them, and the company endeavors to place them in appropriate positions to ensure that their working hours and types of work meet the needs of completing their education.

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- e. 其若為唯一經濟來源，但家中尚有成年且可工作者，則為其介紹工作。

If they are the only source of income, but there are still adults and workable people in the family, they will be introduced to work.

- f. 其若為唯一經濟來源，但家中無成年且可工作者，則通知政府社會機構予以適當安置。

If they are the only source of income but there are no adults in their families who can work, they will notify government social institutions for appropriate resettlement.

- 6.2.3.3. 公司針對未滿 18 歲的勞工不會安排從事可能危及健康或安全的工作，包括夜間值勤或加班。

The company will not arrange for workers under the age of eighteen to engage in work that may endanger health or safety, including night shifts or overtime.

- 6.2.3.4. 公司將保管學生記錄、嚴格審核教育合作夥伴並依適用的法例與法規保障學生的權利，從而確保學生勞工能得到合宜的管理。

The company will maintain student records, rigorously vet educational partners, and protect students' rights in accordance with applicable laws and regulations to ensure that student workers are effectively managed.

- 6.2.3.5. 公司將提供適當的支援和訓練予所有學生勞工。當地法律如果沒有規定，則學生勞工(含實習生、建教生等)的薪資與從事相同或相似工作的其他員工相等。

The company will provide appropriate support and training to all student workers. If local laws do not stipulate this, student workers (including interns, construction students, etc.) are paid the same as other employees engaged in the same or similar work.

- 6.2.4. 工時：工作時數不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。所有加班都必須是員工自願行為。每週七天應當允許勞工至少休息一天。

Working hours: The number of working hours should not exceed the maximum set by local law. Additionally, the number of hours per week should not exceed 60 hours (including overtime), except in emergencies or exceptional circumstances. All overtime

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must be voluntary for employees. Workers should be allowed at least one day off seven days a week.

#### 6.2.5. 薪資與福利 Wages and Benefits

- 6.2.5.1. 公司依據市場薪資調查報告制定薪酬政策，不定期評量薪資報酬合理性。

The company formulates remuneration policies based on market salary survey reports and evaluates the reasonableness of salary and remuneration from time to time.

- 6.2.5.2. 公司訂有薪資管理辦法、員工績效考核及獎懲辦法，明確訂定績效指標及獎懲規定。績效評核期間，鼓勵雙向溝通。

The company has established salary management regulations, employee performance appraisal, and reward and punishment regulations, and clearly stipulated performance indicators and reward and punishment regulations. During performance appraisals, two-way communication is encouraged.

- 6.2.5.3. 支付給勞工的薪資符合所有相關的薪酬法令，包括有關最低工資、超時加班和法定福利的法令。員工的加班薪資符合當地法律，一般高於常規時薪水平。不以扣除薪資作為紀律處分的手段。

Wages paid to workers comply with all relevant pay laws, including those regarding minimum wages, overtime, and statutory benefits. Employees are paid overtime following local laws and are generally higher than the regular hourly rate. Do not use salary deductions as a means of disciplinary action.

- 6.2.5.4. 每次發薪同時，員工即可使用線上系統查詢薪資明細，內含完整的資料證實支付給員工的薪資正確無誤。

At the same time as each payroll, employees can use the online system to check their payroll details, which contains complete information to verify that the salary paid to employees is correct.

- 6.2.5.5. 公司依照當地法律聘用臨時工、派遣員和外包人員。

Companies hire contingent workers, dispatchers, and outsourcers following local laws.

- 6.2.5.6. 公司不會無故縮短員工法定工時，但若因受景氣因素影響，導致與員工協商減少工時及工資之必要時，則依當地法規並進行作業。

The company will not shorten the statutory working hours of employees without

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reason, but if it is necessary to negotiate with employees to reduce working hours and wages due to economic factors, it will work in accordance with local laws and regulations.

#### 6.2.6. 人道對待及反對歧視與騷擾 Humane treatment and opposition to discrimination and harassment

6.2.6.1. 公司絕不使用苛刻和非人道的方式對待員工，包括任何形式的性別暴力、性侵犯、體罰、精神或身體逼迫、霸凌、公開羞辱或是口頭辱罵；也不得威脅進行任何此類行為。相關的規範訂於「執行職務遭受不法侵害預防管理作業程序」（O-ESH-05-2-004）、「性騷擾防治措施、申訴及懲戒管理辦法」（O-HRM-04-3-001）、「獎懲管理辦法」（ADM-H-018）等，公開揭示並提供申訴管道，向員工清楚傳達公司的重視。

The Company will never use harsh and inhumane methods to treat employees, including any form of gender-based violence, sexual assault, corporal punishment, mental or physical coercion, bullying, public humiliation, or verbal abuse; nor shall there be any threat of any such act. Relevant regulations are stipulated in the "Operational Procedures for the Prevention and Management of Unlawful Infringement in the Execution of Duties" (O-ESH-05-2-004), "Measures for the Prevention of Sexual Harassment, Complaints, and Disciplinary Measures" (O-HRM-04-3-001), and "Measures for the Management of Rewards and Punishments" (ADM-H-018).

6.2.6.2. 公司堅決反對歧視與騷擾，無論在招聘或在實際工作中，不因人種、膚色、年齡、性別、性傾向、性別認同及表達、種族或國籍、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而有差異，亦不因此影響薪資、晉升、獎勵及受訓機會等。

The company firmly opposes discrimination and harassment, whether in recruitment or actual work, regardless of race, color, age, gender, sexual orientation, gender identity and expression, race or nationality, disability, pregnancy, beliefs, political affiliation, group background, veteran status, protected genetic information or marital status, etc., and does not affect salary, promotion, rewards and training opportunities.

#### 6.2.6.3. 宗教活動需求：Religious activity needs:

a. 員工於上班時間若有宗教活動之需求，可至 E-Portal 填寫「宗教活動申請表」，載明需求時間、期間、場地大小、硬體或其他需求等提出申請。

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If employees have religious activities during working hours, they can fill out the "Religious Activity Application Form" on the E-Portal, specifying the time and period of the request, venue size, hardware, or other requirements.

- b. 單位主管及人資單位依據人力運作、安全等條件進行評估審核。

The unit supervisor and the human resources unit shall conduct evaluation and review based on human operation, safety, and other conditions.

- c. 審核結果回覆給同仁，場地需求部分由總務單位安排適當空間，以利同仁進行宗教活動。

The audit results were replied to by colleagues, and the general affairs unit arranged appropriate space for the venue requirements to facilitate colleagues to conduct religious activities.

- d. 公司不會讓員工或準員工接受帶有歧視性的醫學檢驗或身體檢查(包括懷孕與童貞檢查)。The Company will not subject employees or prospective employees to discriminatory medical tests or physical examinations (including pregnancy and virginity tests).


- 6.2.7. 自由結社：根據當地法律，公司尊重所有員工組織和參與他們所選擇的工會、社團、集體談判和參加和平集會的權利，同時也尊重員工迴避這類活動的權利。

Free Association: In accordance with local laws, the company respects the right of all employees to organize and participate in unions, associations, collective bargaining, and peaceful assembly of their choice, while also respecting the right of employees to refrain from such activities.

- 6.2.8. 公司讓員工和他們的代表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。

Companies enable employees and their representatives to openly communicate with management about working conditions and management methods and share their thoughts and concerns without fear of discrimination, retaliation, threats, or harassment.

- 6.2.9. 公司每年擬訂教育訓練計畫以提升同仁工作知識、技能及態度。針對員工職涯發展，除了完善的內、外部教育訓練課程外，亦提供內部職務輪調的機制，員工可與單位

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主管及人資單位提出未來發展之期待，公司將全力協助其發展，落實適才適所的企業理念。

The company formulates education, and training plans every year to improve the work knowledge, skills, and attitudes of employees. For employees' career development, in addition to comprehensive internal and external education and training courses, it also provides an internal job rotation mechanism, employees can put forward their future development expectations with unit supervisors and human resources units, and the company will fully assist them in their development and implement the corporate philosophy of the right talent in the right place.

### 6.3. 健康與安全 HEALTH AND SAFETY

公司提供員工安全與健康之工作環境，對員工的責任除了致力減少與工作相關的傷病發生外，同時訂定各項規範及提供必要之健康與急救設施，作為健康及安全上的預防。

The company provides a safe and healthy working environment for employees, and its responsibility to employees is not only to reduce the occurrence of work-related injuries and illnesses, but also to formulate various regulations and provide necessary health and first aid facilities such as health and safety prevention.

#### 6.3.1. 職業安全 Occupational Safety

6.3.1.1. 公司透過適當的設計、工程和行政管制、防護保養和安全操作程序（包括上鎖掛牌程序）和持續性的安全知識培訓來識別、評估及控制工作場的安全隱患（如化學、電力和其他能源、火災、運載工具和跌倒危險或事故），避免危害的發生。  
The Company identifies, assesses, and controls workplace safety hazards (such as chemical, electrical and other energy, fire, vehicle and fall hazards or accidents) through appropriate design, engineering and administrative controls, protective maintenance and safe operating procedures (including lockout and tagout procedures), and ongoing safety knowledge training.

6.3.1.2. 為避免無法透過上述方法有效控制危險源，同時為員工提供適當的、保養良好的個人防護裝備以及有關危險事故和相關風險的教材，作為合理的預防措施。

To avoid the inability to effectively control hazards through the above methods, employees are provided with appropriate and well-maintained personal protective equipment and educational materials on hazardous incidents and related risks as reasonable precautions.

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6.3.1.3. 在工作安排上，避免讓懷孕及餵哺母乳的女性同仁遠離存高度危險因子的工作環境、消除或減少懷孕的婦女和餵哺母乳的母親所承受的任何職業健康和 safety 風險，並為餵哺母乳的母親提供舒適隱蔽的集乳室。

In terms of work arrangements, avoid keeping pregnant and breastfeeding female colleagues away from working environments with high risk factors, eliminate or reduce any occupational health and safety risks to pregnant women and breastfeeding mothers, and provide comfortable and concealed milk collection rooms for breastfeeding mothers.

6.3.1.4. 每年定期健康檢查，並依法規增加特殊體檢項目，降低危害影響程度。

Regular health check-ups every year, and special physical examination items are added following regulations to reduce the impact of harm.

#### 6.3.2. 應急準備 Emergency preparedness

6.3.2.1. 公司依據當地法規要求，致力確認和評估潛在的緊急情況和事件，並透過實施應急方案和應變程序來將其影響降到最低，包括：緊急報告、員工通告和疏散程序、員工培訓和演習、適當的火警偵測和滅火設備、暢通無阻的出口以及充足的疏散設施和恢復計劃。這些方案和程序著重盡量減低對生命、環境和財產的危害。

The company is committed to identifying and assessing potential emergencies and incidents in accordance with local regulations and minimizing their impact by implementing contingency plans and contingency procedures, including: emergency reporting, employee notices and evacuation procedures, employee training and drills, appropriate fire detection and extinguishing equipment, unobstructed exits, and adequate evacuation facilities and recovery plans. These programs and procedures focus on minimizing harm to life, the environment and property.

6.3.2.2. 公司針對訓練合格之急救人員，給予明確之服裝識別，作為工作現場急救援助辨識。

The company provides clear clothing identification for trained first aid personnel as a first aid identification on the job site.

#### 6.3.3. 勞動、機器、化學防護降低工傷和職業病 Labor, machinery, and chemical protection reduce work-related injuries and occupational diseases

6.3.3.1. 公司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；調查案例並執

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行糾正措施以杜絕類似情況；協助員工返回工作崗位。

The company has procedures and systems in place to prevent, manage, track and report work-related injuries and occupational diseases, including the following provisions: encourage employees to report; classify and record cases of work-related injuries and occupational diseases; Provide the necessary treatment; investigate cases and implement corrective actions to eliminate similar situations; Assist employees in returning to work.

- 6.3.3.2. 公司根據控制層級識別、評估並控制因接觸製造化學、生物以及物理作用劑給員工帶來的影響，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，公司將為員工提供適當、妥善維護個人的防護措施。

The Company identifies, assesses, and controls the effects of exposure to chemical, biological, and physical agents on employees based on control levels, eliminating or controlling potential hazards through appropriate design, engineering, and administrative controls. If these measures are not effective in preventing hazards, the Company will provide employees with appropriate and appropriate personal protective measures.

- 6.3.3.3. 公司識別、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。

The Company identifies, assesses, and controls the impact of manual labor on employees, including manual handling of materials or repetitive lifting of heavy objects, standing for extended periods of time, and highly repetitive or high-intensity assembly work.

- 6.3.3.4. 公司評估生產設備或其他類型機器的安全隱患。為預防機器對員工可能造成的傷害，我們提供和正確地維護物理防護裝置、連鎖裝置以及屏障。

Companies evaluate safety hazards in production equipment or other types of machines. To prevent possible harm to employees by machines, we provide and properly maintain physical guards, interlocking devices, and barriers.

- 6.3.3.5. 公司訂定各項防護措施包括從事危險工作必要之訓練、設計適合之教材及適當之護具等。

The company has established various protective measures, including training necessary for engaging in hazardous work, designing appropriate teaching materials

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and appropriate protective gear.

#### 6.3.4. 公共衛生及食宿 Public health and accommodation

6.3.4.1. 公司目前無提供宿舍，未來若有設置之必要或委請勞工仲介公司提供，則致力確保為員工提供整潔、安全的住宿環境。The company currently does not provide dormitories, and if it is necessary to set up dormitories or entrust labor agencies to provide them in the future, it will strive to ensure that employees are provided with a clean and safe accommodation environment.

6.3.4.2. 包含乾淨的洗手間設施、清潔的飲用水、以及衛生的熱食用具、食物儲存設施和餐具、適當的緊急出口、洗浴熱水、充足的照明供暖和通風設施、獨立安全的場所供儲存個人和貴重物品以及適當且出入方便的私人空間。

Includes clean restroom facilities, clean drinking water, and hygienic hot utensils, food storage facilities and utensils, appropriate emergency exits, hot water for bathing, adequate lighting heating and ventilation, a separate and secure place to store personal and valuables, and an appropriate and easily accessible private space.

#### 6.3.5. 健康安全宣導 Health and safety promotion


6.3.5.1. 公司依法為員工開辦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安全教育訓練，以協助員工識別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。

The Company provides employees with appropriate occupational health and safety training in the language they use or understand in accordance with the law to assist employees in identifying all workplace hazards they face, including but not limited to mechanical, electrical, chemical, fire and physical hazards.

6.3.5.2. 在工作場所的顯眼處張貼健康與安全警示相關資料，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，呼籲員工提高安全意識。

Post health and safety alert-related information in a prominent place in the workplace or place in a location that employees can identify and easily access. Provide regular training to all employees before and after starting work to raise safety awareness.

6.3.5.3. 公司同時鼓勵同仁提出職業安全建議與反饋，並保障意見提供者之身份保護、不遭受到不平等對待。

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The company also encourages colleagues to provide occupational safety suggestions and feedback and ensures that the identity of opinion providers is protected from unequal treatment.

#### 6.4. 永續環境 Sustainable environment

公司深刻體認環境保護責任是生產世界級產品不可或缺的一部份。在製造作業過程中，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。

The company deeply recognizes that environmental responsibility is an integral part of producing world-class products. Minimize adverse impacts on communities, the environment and natural resources during manufacturing operations while protecting the health and safety of the public.

##### 6.4.1. 環境許可和報告 Environmental Permitting and Reporting

公司獲取所有必需的環境許可證（如排放監控）、批准和登記文件，並依法規要求進行維護及更新，遵守許可證的操作和報告要求。

The company obtains all required environmental permits (such as emissions monitoring), approvals, and registration documents, and maintains and updates them in accordance with regulatory requirements, complying with the operation and reporting requirements of the permits.

##### 6.4.2. 預防污染和節約資源 Prevent pollution and conserve resources

公司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。

The company has been working at the source or through practices (such as adding pollution control equipment; improving production, maintenance, and facility procedures; or other methods) to minimize or eliminate the discharge and discharge of pollutants and the generation of waste. The consumption of natural resources (including water, fossil fuels, minerals, and primary forest products) should be conserved or through practices such as improving production, maintenance, and facility procedures, substituting materials, reuse, conservation, recycling, or other methods.

##### 6.4.3. 有害物質 Hazardous substances

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公司將識別、標籤和管理對人類或環境造成危害的化學物質及其他物質，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。

The Company will find, label, and manage chemicals and other substances that pose a hazard to humans or the environment, thereby ensuring that these substances are safely handled, transported, stored, used, recycled, or reused and disposed of.

#### 6.4.4. 固體廢物 Solid waste

公司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）。The Company implements systematic measures to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

#### 6.4.5. 廢氣排放 Exhaust emissions

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、耗蝕臭氧層化學物品以及燃燒副產品前，應當按照要求對其進行分類、例行監察、控制和處理。參與者也應當對廢氣排放管制系統的性能進行例行監察。

Volatile organic chemicals, aerosols, corrosive substances, particulates, ozone-depleting chemicals, and combustion by-products generated during operations shall be classified, routinely monitored, controlled, and treated as required before they are discharged. Participants should also conduct routine monitoring of the performance of the emission control system.

#### 6.4.6. 物質控制 Substance control

公司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）。

The Company follows all applicable laws, regulations and customer requirements that prohibit or restrict the inclusion of certain substances (including recycling and disposal labels) in products and manufacturing processes.

#### 6.4.7. 水資源管理 Water Resources Management

公司實施水管理計劃，以記錄、分類和監察水資源、使用和排放；尋求機會節約用水；以及控制污染渠道。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。公司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例。

The Company implements a water management plan to record, classify and monitor water

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resources, use and discharge; seek opportunities to conserve water; and control pollution channels. All sewage shall be classified, monitored, controlled, and treated as needed before being discharged or disposed of. The company routinely monitors the performance of its wastewater treatment and control systems to ensure optimal performance and compliance with regulatory regulations.

#### 6.4.8. 能源消耗和溫室氣體排放 Energy consumption and greenhouse gas emissions

追蹤及記錄工作場所內和企業層面的能源消耗和所有相關範圍溫室氣體排放，並尋求具成本效益的方法來改善能源利用效率和盡量減少能源消耗，同時設定降低溫室氣體排放之目標。

Track and record energy consumption and all related greenhouse gas emissions within the workplace and at the enterprise level and seek cost-effective ways to improve energy efficiency and minimize energy consumption, while setting targets to reduce greenhouse gas emissions.

#### 6.5. 道德規範 Ethics

為履行社會及永續發展責任，公司與合作夥伴包含供應商、代理商、承攬外包商(包含清潔公司、保全公司等)及勞務派遣機構等必須謹守嚴格的道德標準，包括：

In order to fulfill its social and sustainable development responsibilities, the company and its partners, including suppliers, agents, contractors (including cleaning companies, security companies, etc.), and labor dispatch agencies, must adhere to strict ethical standards, including:

##### 6.5.1. 誠信經營 Integrity management

在所有商業互動關係中都應謹守最高的誠信標準。公司採取零容忍政策來禁止任何形式的賄賂、貪污、敲詐勒索和挪用公款，各項規範請參考公司網站揭露：道德行為準則、誠信經營守則及誠信經營作業程序及行為指南等相關文件。

The highest standards of integrity should be upheld in all business interactions. The company adopted a zero-tolerance policy to prohibit any form of bribery, corruption, extortion, and embezzlement. Please refer to the company's website disclosure: Code of Ethical Conduct, Code of Ethical Management, Ethical Management Operating Procedures and Guidelines and other relevant documents.

##### 6.5.2. 無不正當收益 There is no improper gain

公司不承諾、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

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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)，以期獲得或留業務、將業務轉讓他人或獲取不正當收益、造成利益衝突風險。應推行監控、紀錄保留和強制執程序以確保符合反腐敗法的要求。

The Company does not promise, offer, approve, give, or accept bribes or other forms of improper benefits. This prohibition includes promising, offering, approving, giving, or receiving anything of value (whether directly or indirectly through a third party) with the aim of obtaining or retaining business, transferring business to another person, or obtaining improper benefits, creating a risk of conflict of interest. Monitoring, record retention, and enforcement procedures should be implemented to ensure compliance with anti-corruption laws.

#### 6.5.3. 資訊公開 Information disclosure

所有的業務來往透明，並準確地記錄在公司的賬簿和商業記錄上。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。絕不偽造記錄或虛報供應鏈的狀況或慣例。

All business transactions are transparent and accurately recorded in the company's books and business records. Disclose information on participation in labor, health and safety, environmental activities, business activities, organizational structure, financial condition and performance following applicable regulations and prevailing industry practices. Never falsify records or misrepresent the status or practices of the supply chain.

#### 6.5.4. 知識產權 Intellectual Property Rights

##### 6.5.4.1. 公司尊重並致力於知識產權之保護。

The company respects and is committed to the protection of intellectual property rights.

##### 6.5.4.2. 使用保護知識產權的方法傳遞技術和生產知識，包含

The transfer of technical and production knowledge using methods of protecting intellectual property rights, including:

##### a. 專利開發、申請及維護。

Patent development, application, and maintenance.

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- b. 制定生產流程 SOP 文件並列入文件管理系統，確保文件之使用、管理、查詢於受到良好的管制及保護。

Formulate production process SOP documents and include them in the document management system to ensure that the use, management, and inquiry of documents are well controlled and protected.

- c. 與客戶、供應商、外包商之書信及合約往來不提供第三方或未經同意之對象進行查閱及使用。

Correspondence and contractual correspondence with customers, suppliers, and outsourcing companies shall not be provided to third parties or unauthorized parties for inspection and use.

- d. 公司與員工訂定聘僱合約載明對於智慧財產及工作期間接觸各項信息之保密義務；另依重點專案成員個別簽署特定之「保密協議」，藉以加強成員之保密規範。

The company and employees enter into employment contracts that stipulate the confidentiality obligation of intellectual property and various information they come into contact with during work. In addition, specific "confidentiality agreements" are signed individually according to key project members to strengthen the confidentiality standards of members.

- e. 建立資料及文件機密等級，劃分管理權限，以保護公司、客戶和供應商的各項資料。

Establish data and document confidentiality levels and divide administrative permissions to protect company, customer, and supplier data.

- f. 定期舉辦營業秘密保護宣導，加強員工保密意識。

Regularly hold trade secret protection publicity to strengthen employees' awareness of confidentiality.

- g. 在管制措施上，有門禁卡紀錄、產線人員照相手機之管控等，以阻絕重要資

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訊洩漏的可能。

In terms of control measures, there are access control card records and control of production line personnel's camera mobile phones to prevent the possibility of leakage of essential information.

- h. 於資訊安全管控方面，定期備份系統資料、員工使用 USB 權限分級等，以杜絕各種資訊洩漏的風險。

In terms of information security control, we regularly back up system data and use USB permission grading by employees to eliminate the risk of various information leaks.

#### 6.5.5. 公平交易、廣告和競爭 Fair dealing, advertising, and competition

- 6.5.5.1. 公司謹守公平交易、廣告發布和競爭標準；嚴禁以勾結串謀、不法方式干預及壟斷市場，或以脅迫壓榨方式取得物料，公平交易為公司營運之重要政策。

The Company adheres to fair dealing, advertising and competition standards; It is strictly forbidden to interfere in and monopolize the market through collusion, collusion, illegal means, or to obtain materials through coercion and oppression, and fair trade is an important policy of the company's operation.

- 6.5.5.2. 公司評估採購行為對供應來源社區之環境與社會之影響，並與供應商合作，共同致力落實社會及永續發展責任。

The company evaluates the environmental and social impact of procurement behavior on the communities where it is supplied and works with suppliers to jointly implement social and sustainable development responsibilities.

- 6.5.5.3. 公司進行商業往來之前，評估供應商是否有影響環境與社會之紀錄，避免與企業之社會責任政策牴觸者進行交易。

Before conducting business dealings, the company evaluates whether the supplier has a record of environmental and social impact to avoid transactions with those who violate the company's social responsibility policies.

- 6.5.5.4. 公司與主要供應商簽訂契約時，其內容包含遵守雙方之社會及永續發展責任政策，及供應商如涉及違反政策，且對供應來源社區之環境與社會造成顯著影響時，得隨時終止或解除契約之條款。

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When the Company signs a contract with a major supplier, it includes a clause that complies with both parties' social and sustainable development responsibility policies, and that the supplier may terminate or terminate the contract at any time if the supplier violates the policy and has a significant impact on the environment and society of the source community.

- 6.5.5.5. 公司評估經營對社區之影響，並適當聘用公司營運所在地之人力，以增進社區認同。

The company assesses the impact of its operations on the community and appropriately employs workforce in the location where the company operates to enhance community recognition.

- 6.5.5.6. 公司經由商業活動、實物捐贈、企業志工服務或其他公益專業服務，參與社區發展及社區教育之公民組織、慈善公益團體及地方政府機構之相關活動，以促進社區發展。

The company participates in community development and community education through commercial activities, in-kind donations, corporate volunteer services, or other public welfare professional services, and takes part in community development and community education activities, charitable organizations, and local government agencies related to promoting community development.

- 6.5.5.7. 公司對產品與服務負責並重視行銷倫理。對於研發、採購、生產、作業及服務流程，確保產品及服務資訊之透明性及安全性，制定且公開其消費者權益政策，並落實於營運活動，以防止產品或服務損害消費者權益、健康與安全。

The company handles its products and services and values marketing ethics. For R&D, procurement, production, operation, and service processes, we ensure the transparency and security of product and service information, formulate and disclose our consumer rights policies, and implement them in our business activities to prevent products or services from harming consumer rights, health, and safety.

- 6.5.5.8. 公司依政府法規與產業之相關規範，確保產品與服務品質。

The company follows government regulations and relevant industry regulations to ensure the quality of products and services.

- 6.5.5.9. 公司對產品與服務之行銷及標示，遵循相關法規與國際準則，決不欺騙、誤導、詐欺或任何其他破壞消費者信任、損害消費者權益之行為。

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The company's marketing and labeling of products and services follow relevant laws and international standards, and will never deceive, mislead, fraudulently or any other behavior that undermines consumer trust or harms consumer rights.

6.5.6. 負責任礦物採購這些礦物的採購和產銷監管鏈進行嚴格的審核，確保其來源符合經濟合作組織一致，符合受災地區和高風險地區的礦產負責任供應鏈的開發與發展(OECD)指南，或同等且公認的盡職調查框架，並在客戶查詢時提供有關審核標準的資料。  
Responsible Minerals Sourcing The chain of custody of the procurement and production and marketing of these minerals undergoes rigorous audits to ensure that their sources are consistent with the OECD, in line with the OECD guidelines for the development and development of responsible supply chains of minerals in disaster-stricken and high-risk areas, or equivalent and recognized due diligence frameworks, and provide information on audit standards when customer inquiries.

6.5.6.1. 為確保金、鉭、錫、鎢等這類金屬來源，我們要求供應商遵守衝突礦產政策作法如下：

To ensure the source of metals such as gold, tantalum, tin, tungsten, etc., we require our suppliers to comply with the Conflict Minerals Policy as follows:

a. 採用責任商業聯盟之「衝突礦產調查表」，展開供應商衝突礦產調查，並同時要求供應商承諾禁用來自衝突礦區之礦產。

The Responsible Business Alliance's "Conflict Minerals Survey Form" was adopted to conduct supplier conflict minerals surveys, and suppliers had to commit to prohibiting minerals from conflict mining areas.

b. 要求供應商須追蹤所供應產品的金屬來源於非禁止之礦區開採，以避免使用潛在的衝突礦產，並要求傳達至上游供應商。

Suppliers must trace the origin of metals in their products from mining areas that are not prohibited to avoid the use of potentially conflict minerals, and the requirements are communicated to upstream suppliers.

6.5.7. 私隱 Privacy

6.5.7.1. 公司承諾合理地保護任何與我們有業務來往者（包括供應商、客戶、消費者和員工）的個人資料和隱私。

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The Company is committed to reasonably protecting the personal data and privacy of anyone with whom we do business, including suppliers, customers, consumers, and employees.

- 6.5.7.2. 公司在收集、儲存、處理、傳播和分享個人資料時遵守隱私和資料安全法律及監管要求。

The Company follows privacy and data security legal and regulatory requirements when collecting, storing, processing, disseminating, and sharing personal data.

## 6.6. 意見溝通、申訴、檢舉方式及管道

Opinion communication, appeals, and reporting methods and channels.

- 6.6.1. 公司建立檢舉、申訴及諮詢管道，供員工、供應商、客戶及任何關係人檢舉諮詢使用。  
The company establishes whistleblowing, complaint and consultation channels for employees, suppliers, customers, and any related parties to report and consult.

- 6.6.2. 公司尊重員工代表針對工作條件行使協商之權利，必要時可提供相關資訊與硬體設施，以促進與員工及員工代表間之協商與合作。

The company respects the right of employee representatives to negotiate on working conditions and provides relevant information and hardware facilities when necessary to help negotiation and cooperation with employees and employee representatives.

- 6.6.3. 公司提供簡明、便捷與暢通的申訴、檢舉及溝通管道，包含員工意見箱、E-mail、電話、每季開辦勞資會議，**每年辦理員工滿意度調查**；與員工溝通對話，讓員工有機會了解公司之經營管理活動和決策方向，確保獲得資訊及表達意見之權利；對於員工之申訴予以妥適之回應。

The company provides concise, convenient, and smooth channels for grievance, reporting and communication, including employee suggestion boxes, e-mail, telephone, quarterly labor-management meetings, **and annual employee satisfaction surveys**. Communicating and dialogue with employees gives them the opportunity to understand the company's business management activities and decision-making directions and ensure the right to obtain information and express opinions. Respond appropriately to employee complaints.

- 6.6.4. 除受法律禁止外，公司受理具名及匿名檢舉/申訴；無論具名或匿名檢舉者，確保其身份的機密性，給予保護以免遭受任何形式的報復或對待。

Except as prohibited by law, the company accepts named and anonymous

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reports/complaints; Whistleblowers, whether anonymous or anonymous, ensure the confidentiality of their identities and provide protection against any form of retaliation or treatment.

- 6.6.5. 公司對產品與服務提供透明且有效之客戶意見/申訴程序，公平並即時處理，遵守個人資料保護法等相關法規，保護顧客之隱私及個人資料。

The company provides transparent and effective customer opinions/complaint procedures for products and services, handles them fairly and promptly, follows the Personal Information Protection Act and other relevant laws and regulations, and protects customers' privacy and personal information.

#### 6.7. 管道 Pipeline

- 6.7.1.1. 通信地址：桃園市中壢區合江路 6 號永續發展委員會 Mailing address: Sustainable Development Committee, No. 6, Heian Road, Zhongli District, Taoyuan City

- 6.7.1.2. 電子郵箱 Email: : luxnet-csr@luxnetcorp.com.tw

- 6.7.1.3. 檢舉及申訴專線：(03)4525188 ；代表分機 #2001

Reporting and Appeal Hotline: (03)4525188; Representative extension #2001

- 6.7.1.4. 員工意見箱：放置於公司員工餐廳或其它指定位置(若有移動則公告周知)  
Employee suggestion box: Placed in the company's employee cafeteria or other designated location (if moved, it will be announced)

#### 7. 表單 Form

無 None

#### 8. 附件 Appendix

無 None