

## 虎門科技股份有限公司

Taiwan Auto-Design Co.

### 供 應 商 行 為 準 則

### SUPPLIER CODE OF CONDUCT

虎門科技股份有限公司(以下稱「虎門」或「本公司」)致力於企業永續發展，我們深知在追求公司持續成長的過程中，營運策略必須兼顧對社會與環境帶來之影響與衝擊。因此，我們邀請所有的供應夥伴在永續發展上一齊努力，透過虎門供應商行為準則(以下稱「本準則」)的制定，展現出共同的信念，同時，我們也將供應商對本準則的遵循程度，作為採購決策的一個主要評估項目。

Taiwan Auto-Design Co. (hereinafter referred to as the "TADC" or the "Company" ) is committed to corporate sustainable development, we are fully aware that operating strategy must consider the influence and impact on society and the environment when pursuing the Company's continuous growth. TADC invites all supply partners to work together on sustainability and demonstrate common beliefs of the vision with the formulation of TADC' s supplier code of conduct (hereinafter referred to as the "Code" ). At the same time, to the extent of what the supply chain complying with this standard will be one of TADC's evaluation of purchasing decisions.

本準則參考相關國際倡議與規範，包含責任商業聯盟行為準則(RBA Code of Conduct)、全球盟約(UN Global Compact)十大原則、社會責任標準(SA8000)、以及社會責任指引(ISO 26000)等，適用於提供本公司、子公司及本公司具有重要影響力的合資公司之產品與服務的所有供應商、承攬商、分包商與服務提供者。

The Code refers to relevant international initiatives and regulations, including the Responsible Business Alliance Code of Conduct (RBA Code of Conduct), Ten (SA8000), and Social Responsibility Guidance (ISO 26000), etc., which is applicable to all suppliers, contractors, subcontractors, and service providers that provide products and services of the Company, its subsidiaries, and the Company's influential joint venture companies.

本準則由五個部分組成。A、B、C 部分分別概述勞工、健康與安全，以及環境的標準。D

部分提供有關商業道德的標準；E部分概述能夠貫徹本準則的合宜管理體系所需的要素。The Code is made up of five sections. Sections A, B, and C outline standards for Labor, Health and Safety, and the Environment, respectively. Section D adds standards relating to business ethics; Section E outlines the elements of an acceptable system to manage conformity to this Code.

## A. 勞工

供應商應根據國際社會公認的準則，承諾尊重勞工的人權，並令他們有尊嚴。這適用於所有勞工，包括臨時工、移民主、學生、合約勞工、直接僱員以及任何其他類型的勞工。本準則編寫時參考了附錄中列出的公認標準，而這些標準同時亦是一種有用的額外資訊來源。

### A. LABOR

Suppliers are committed to respect the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. The recognized standards, as set out in the References, were used in preparing the Code and may be useful sources of additional information.

勞工標準如下：

The labor standards are as follows:

#### 1) 人權風險評估

供應商應針對營運活動中所有相關的工作人員，進行人權風險評估/盡職調查並建立調查程序，定期評估風險程度，包含各項重大人權議題(如：工時、母性保護等)與受影響對象(如：直接與間接勞工、服務提供者等)，並擬定行動方案與減緩措施。而針對人權事件，需提供補救措施。

#### 1) Human rights risk assessment

Suppliers shall conduct human rights risk assessment/due diligence, establish investigation procedures for all relevant staff in operating activities, regularly assess the degree of risk, including major human rights issues (such as working hours, maternity protection, etc.) and affected persons (such as: Direct and indirect labor, service providers, etc.), and formulate action plans and mitigation measures.

Additionally, suppliers shall provide the remedial measures in response to human rights incidents.

## 2) 禁止強迫勞動

不允許任何形式的強迫勞動，包括但不限於債役、抵債勞工或契約勞工、非自願或剝削的監獄勞工、奴役或販賣的人口。這包括為了得到勞工或服務而使用恐嚇、強逼、威脅、綁架或詐騙手段來運送、窩藏、招募、調配或接收勞工。除了禁止對勞工出入工作場所作出不合理限制外，也不應無理地約束勞工在工作場所內的行動自由，適用時包括勞工宿舍或生活住所。作為招聘程序中的必要部份，必須為所有勞工提供其母語或勞工可以理解的語言的書面僱傭協議，並且在協議中描述僱傭條款及條件。必須在海外移民勞工離開原本的國家前，為其提供僱傭協議，而在其抵達接收國家後，該僱傭協議不得有任何替換或更改，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則例外。所有工作應出於自願，若發出合理通知，勞工擁有隨時自由離職或終止僱傭關係的權利且不受到任何懲罰，並應在勞工合約中明確規定。供應商應保存所有離職員工的文件。僱主、中介人及二級中介人，不得扣留或以其他方式毀壞、隱藏、沒收僱員身份證或出入境證件，如政府頒發的身份證明、護照或工作許可證，儘管有上述規定，僱主僅可在遵守當地法律所必需的情況下保留文件。在此情況下，任何時候都不可拒絕員工查看取用他們證件的需求。僱主、中介人及二級中介人不得要求勞工繳付招聘費用或其他與其聘用相關的費用。如發現勞工須繳付任何該等費用，該等費用須交還予有關勞工。

## 2) Prohibition of Forced Labor

Forced labor in any form, including but not limited to bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company provided facilities including, if applicable, workers' dormitories or living quarters. As part of the hiring process, all workers must be provided with a written employment agreement in their native language, or in a language the worker can understand, 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. All work shall be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given, which shall be clearly stated in workers' contracts. Suppliers shall maintain documentation on all leaving workers.

Employers, agents, and sub-agents' may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such as government-issued identification, passports, or work permits. Notwithstanding the foregoing, employers can only hold documentation if necessary to comply with the local law. In this case, at no time shall workers be denied access to their documents. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

### 3) 青年勞工

不得在任何製造工序中使用童工。「童工」指僱傭任何未滿 15 歲、或未達強迫教育年齡、或該國家/地區最低就業年齡的人士(三項中取其指定年齡最大的一項)。未滿 18 歲的勞工(青年勞工)不得從事可能會危及其健康或安全的工作，包括夜班或 加班。供應商應當透過適當地保管學生記錄、嚴格審核教育合作夥伴和按照適用的法律與法規保障學生的權利，從而確保對學生勞工的管理得當。供應商應當實施適當的機制來驗證勞工的年齡。符合所有法律與法規的合法職場學習計劃則不在此列。供應商應當提供適當的支援和訓練予所有學生勞工。如果沒有當地法律的規管，學生勞工、實習生和學徒的薪資水平應最少與從事相同或相似工作的其他入門級員工相等。如果發現童工需提供協助/補救措施。

### 3) Young Workers

Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.

Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Suppliers shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. Suppliers shall implement an appropriate mechanism to verify the age of workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Suppliers shall provide appropriate support and training to all student

workers. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks. If child labor is identified, assistance/remediation shall be provided.

#### 4) 工時

工作時數不應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。任何加班必須是自願的。每七天應當允許工作者至少休息一天。

#### 4) Working Hours

Working hours shall not exceed the maximum set by local law. Further, a workweek shall not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime shall be voluntary. Workers shall be allowed at least one day off every seven days.

#### 5) 工資與福利

支付給勞工的工資應當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。所有員工應獲得平等工作與資格的同等薪酬。勞工的加班工資應高於常規時薪水平。禁止以扣除工資作為紀律處分的手段。在每個支薪週期，應及時為勞工提供簡明的工資單據，內含充足的資料證實支付給勞工的薪酬準確無誤。必須按照當地法律聘用臨時工、派遣員和外派勞工。

#### 5) Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. All workers shall receive equal pay for equal work and qualification. Workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor shall be within the limits of the local law.

#### 6) 反歧視/反騷擾/人道待遇

供應商應承諾提供一個無騷擾以及無非法歧視的工作場所。避免苛刻和非人道地對待員工，包括暴力、性暴力、性騷擾、性侵犯、體罰、心理或生理壓逼、欺凌、公開羞辱或是口頭

辱罵；也不得威脅進行任何此類行為。公司不得因人種、膚色、年齡、性別、性傾向、性別認同或表現、族群或國籍、身心障礙、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在招聘及實際工作中歧視或騷擾員工，例如因此而影響工資、晉升、獎勵和受訓機會等。有關的紀律政策及程序必須有清晰的定義，並向員工清楚地傳達。應為員工提供適當的場所進行宗教活動和無障礙便利設施。此外，不得讓員工或準員工接受帶有歧視性的醫學檢驗查(包括驗孕或處女檢驗)或身體檢查。

#### 6) Non-Discrimination/Non-Harassment/Humane Treatment

Suppliers shall commit to a workplace free of harassment and unlawful discrimination. There shall be no harsh and inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public humiliation or verbal abuse of workers; nor is there to be the threat of any such treatment. Suppliers shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity or expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers. Workers shall be provided with reasonable accommodation for religious practices and disability. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

#### 7) 自由結社和集體談判

員工與管理層之間的開放式溝通和直接參與，是解決工作場所和薪酬問題最有效的方法。員工和 / 或他們的代表應當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。供應商應當尊重所有員工組織和簽署他們所選擇的工會、集體談判和參加和平集會的權利，同時也應尊重員工迴避這類活動的權利。如果自由結社和集體談判的權利受到適用法律法規的限制，員工應被允許選擇並加入替代合法形式的員工代表。

#### 7) Freedom of Association and Collective Bargaining

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. 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. Suppliers shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Where the right of freedom of association and collective bargaining is restricted by applicable laws and regulations, workers shall be allowed to elect and join alternate lawful forms of worker representations.

#### 8) 解僱

無具體合法之理由，不得任意解僱勞工，除非有嚴重違反工作規範或營運緊縮之情事。不得因種族、膚色、性別、婚姻狀況、家庭因素、懷孕、宗教、政治傾向、血統、社會出身、工會會員、參加工會活動、投訴僱主等情況解僱勞工。

#### 8) Dismissal

Without specific legal reasons, workers shall not be dismissed arbitrarily, unless there is a serious violation of work regulations or operational constraints. Workers shall not be dismissed due to race, color, gender, marital status, family factors, pregnancy, religion, political orientation, ancestry, social origin, union membership, participation in union activities, complaints to employers, etc.

### B. 健康與安全

供應商應意識到，除了盡量減少與工作相關的傷病發生率外，安全、健康的工作環境有助提高產品和服務的品質、生產的穩定性以及員工的忠誠度和士氣。供應商也應意識到，持續地增強對員工的投入和員工教育是辨識和解決工作場所內健康與安全問題的關鍵。安全與健康標準如下：

#### B. HEALTH and SAFETY

Suppliers recognize that in addition to minimizing the incidence of work-related injury and illnesses, a safe and healthy working environment enhances the quality of products and services, consistency of production and worker retention and morale. Suppliers also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace. The health and safety standards are as follows:

#### 1) 職業健康與安全

員工可能暴露於健康和安全危機（化學、電氣和其他能源、火災、車輛和墜落危害等），應使用控制階層加以識別和評估，並減輕危機。若無法透過上述方法有效控制危險源，應為

員工提供適宜的、充分保養的個人防護裝備，以及有關這些危險事故和相關風險的教材。亦必須採取性別平等的措施，例如在工作環境中不讓孕婦和哺乳中的母親處於可能對他們或其孩子有害的條件下，以及為哺乳期母親提供合理的調整。

### 1) Occupational Health and Safety

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) shall be identified and assessed, mitigated using the Hierarchy of Controls. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards. Gender-responsive measures shall be taken, such as not having pregnant women and nursing mothers in working conditions, which could be hazardous to them or their child and to provide reasonable accommodations for nursing mothers.

### 2) 應急準備

應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、員工通告和疏散計劃、員工培訓和演習。應急演習必須最少每年進行一次，或按當地法律要求進行，取較嚴格者。應急計劃亦應包括適當的消防偵測和滅火設備、暢通無阻的緊急出口、充足的逃生出口設施、應急人員的聯絡資訊和復原計劃。這些方案和程序應著重盡量減低對生命、環境和財產的危害。

### 2) Emergency Preparedness

Potential emergency situations and events shall be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills. Emergency drills shall be executed at least annually or as required by local law, whichever is more stringent. Emergency plans shall also include appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, contact information for emergency responders, and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

### 3) 工傷和職業病

應當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；調查案例並採取糾正措施以杜絕其根源；協助員工返回工作崗位。供應商應允許員工遠離即將發生的傷害，且在情況緩解

前不得返回，而不必擔心遭受報復。

### 3) Occupational Injury and Illness

Procedures and systems shall be in place to prevent, manage, track and report occupational injuries and illnesses, including provisions to encourage worker reporting, classify and record injury and illness cases, provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate the return of workers to work. Suppliers shall allow workers to remove themselves from imminent harm, and not return until the situation is mitigated, without fear of retaliation.

### 4) 工業衛生

應當根據管控層級識別、評估並控制因接觸化學、生物以及物理作用劑給員工帶來的影響。當無法有效控制危害，應當免費提供勞工並使用適當、妥善保養的個人防護裝備。供應商應提供員工安全健康的工作環境，且應透過對員工健康和工作環境的持續、系統性監控來維護。供應商應提供職業健康監測，以定期評估員工的健康是否因職業暴露而受到傷害。防護計劃須持續並包括有關暴露於工作場所危害相關風險的教材。

### 4) Industrial Hygiene

Worker exposure to chemical, biological, and physical agents shall to be identified, evaluated, and controlled according to the Hierarchy of Controls. When hazards cannot be adequately controlled, workers shall to be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Suppliers shall provide workers with safe and healthy working environments, which shall be maintained through ongoing, systematic monitoring of workers health and working environments. Suppliers shall provide occupational health monitoring to routinely evaluate if workers' health is being harmed from occupational exposures. Protective occupational health programs shall be ongoing and include educational materials about the risks associated with exposure to workplace hazards.

### 5) 體力勞動工作

應當識別、評估並控制工作者暴露於體力要求較高的任務的危險，包括手動材料搬運和重型或重複性提舉、長時間站立和高度重複性或高強度的組裝工作。

### 5) Physically Demanding Work

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks shall be identified, evaluated and controlled.

## 6) 機器防護

應當評估生產設備或其他類型機器的安全隱患。為預防機器對職工可能造成的傷害，應當提供和正確地維護物理防護裝置、連鎖裝置以及屏障。

## 6) Machine Safeguarding

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers shall be provided and properly maintained where machinery presents an injury hazard to workers.

## 7) 公共衛生和食宿

應當為工作者提供乾淨的洗手間設施、清潔的飲用水、以及衛生的煮食用具、食物儲存設施和餐具。供應商或勞工中介人提供的員工宿舍應當保持乾淨、安全，並提供適當的緊急出口、洗浴熱水、充足的照明和空調通風設備、獨立安全的場所以供儲存個人和貴重物品，以及適當且出入方便的私人空間。

## 7) Sanitation, Food, and Housing

Workers shall be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the suppliers or a labor agent shall be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting, and adequate conditioned ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges..

## 8) 健康與安全溝通

供應商應當為工作者提供以其使用的語言或其能夠理解的語言進行的適當職業健康和安全訊息和訓練，以識別工作者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。在工作場所的顯眼處張貼健康與安全相關資料，或將有關資料放在工作者可識別和易於接觸的位置。健康資料和培訓應包括有關相關人口統計學的特定風險內容，例如性別和年齡(如適用)。應在開始工作前和工作後定期向所有工作者提供培訓。同時，應鼓勵工作者提出任何健康和安全方面的疑慮，確保他們不會受到報復。

## 8) Health and Safety Communication

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 for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical

hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Health information and training shall include content on specific risks to relevant demographics, such as gender and age, if applicable. Training shall be provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.

#### 9) 自然災害風險減緩

供應商應了解工廠所在地可能遭遇的自然災害，如地震、旱災、水災、颱風等，評估人員傷害、財產損失與營運中斷的可能性與嚴重度，根據評估結果，透過建立硬體防護、發展應變程序、培訓與演習、執行應急方案，以減緩自然災害風險。

#### 9) Natural Disaster Risk Mitigation

Suppliers shall be aware of the natural disasters, such as earthquakes, droughts, floods, typhoons, etc. relevant to its facilities, and assess their likelihood and impact of personnel injury, property damage, and operational disruptions. The risks should be mitigated through establishing hardware protection, developing emergency response procedures, training and drills, and conducting emergency plans.

### C. 環境

供應商承認環境保護責任是生產世界一流產品不可或缺的一部份。供應商應查明其本身與包含上游原物料製造作業過程對環境的衝擊，並盡量減少該過程對社區、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。環境標準如下：

#### C. ENVIRONMENTAL

Suppliers recognize that environmental responsibility is integral to producing worldclass products. Suppliers shall identify the impact on the environment of its own and upstream raw material manufacturing operations, 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 environmental standards are as follows:

#### 1) 環境許可和報告

應獲取所有必需的環境許可證(如排放監控)、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

#### 1) Environmental Permits and Reporting

All required environmental permits (e.g. discharge monitoring), approvals and

registrations shall be obtained, maintained and kept current and their operational and reporting requirements shall be followed.

## 2) 污染預防和資源保護

應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。應節約和實踐(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。

## 2) Pollution Prevention and Resource Conservation

Emissions and discharges of pollutants and generation of waste shall 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, including water, fossil fuels, minerals and virgin forest products, shall be conserved or by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling or other means.

## 3) 有害物質

應當識別、標籤和管理對人類或環境造成危害的化學品、廢物及其他物質，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。應加以追蹤與記錄危險廢棄物數據。

## 3) Hazardous Substances

Chemicals and other materials posing a hazard to humans or the environment are to be identified, labelled and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal. Hazardous waste data shall be tracked and documented.

## 4) 固體廢物

供應商應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)。應加以追蹤與記錄廢棄物數據。

## 4) Solid Waste

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

## 5) 廢氣排放

在營運中產生的揮發性有機化學品、氣霧劑、腐蝕性物質、微粒、臭氧消耗物質以及燃燒副產品的空氣排放應在排放前按照要求進行特性分析、例行監測、控制和處理。消耗臭氧層物質應按照《蒙特婁議定書》和適用的條例進行有效管理。供應商也應當對廢氣排放管制系統的性能進行例行監察。

## 5) Air Emissions

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion byproducts generated from operations shall be characterized, routinely monitored, controlled, and treated as required prior to discharge. Ozone-depleting substances shall be effectively managed in accordance with the Montreal Protocol and applicable regulations. Suppliers shall conduct routine monitoring of the performance of its air emission control systems.

## 6) 材料限制

供應商應當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)。

## 6) Materials Restrictions

Suppliers shall adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

## 7) 水資源管理

供應商應當實施用水管理計劃，以記錄、分類和監測水資源、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，應當按照要求對其特性分析、例行監測、控制和處理。供應商應當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。

## 7) Water Management

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

## 8) 能源消耗和溫室氣體排放

供應商應制定並報告全公司範疇的絕對溫室氣體減排目標。應追蹤及記錄並公開報告能源消耗和所有範疇 1 和 2 和範疇 3 的重要類別溫室氣體排放。供應商應當尋求方法來改善能源利用效率和盡量減少能源消耗和溫室氣體排放。

## 8) Energy Consumption and Greenhouse Gas Emissions

Suppliers shall establish and report against an absolute corporate-wide greenhouse gas reduction goal. Energy consumption and all Scopes 1, 2, and significant categories of Scope 3 greenhouse gas emissions shall be tracked, documented, and publicly reported. Suppliers shall look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

## 9) 生物多樣性、防止任何濫伐森林行為或土地保護

供應商應保護或促進自然棲息地、生物多樣性或土壤管理以避免養分流失、侵蝕和土地污染。包括 A) 通過設定目標來抵消任何損失 ( 淨零損失 ) 或實現對生物多樣性的 淨正向影響，從而管理生物多樣性風險；B) 禁止供應商在包含全球或國家重要生物多樣性的地點開展業務；C) 於營運據點、產品設計開發、原物料採購執行生物多樣性與砍伐森林之風險評估，採取避免、最小化、恢復、抵銷的手段緩解對生物多樣性的影響；D) 土地保護工作，包括等高耕作、覆蓋等各種技術、輪作等。

## 9) Biodiversity, prevents any deforestation activities, or land conservation:

Suppliers shall protect or promote natural habitats, biodiversity or soil management to avoid nutrient loss, erosion and land pollution. These include A) managing biodiversity risk by setting targets to offset any loss (net-zero loss) or achieve a net positive impact on biodiversity; B) prohibiting suppliers from operating in sites containing globally or nationally important biodiversity ; C) With regards to our operating sites, product design and development, and raw material procurement, the Company conducts risk assessments for biodiversity and deforestation, and takes measures to avoid, minimize, restore, and offset the impacts on biodiversity.; D) Land protection work, including contour farming, mulching and other technologies, crop rotation etc.

## D. 道德規範

為履行社會責任並在市場上取得成功，供應商及其代理商必須謹守最高的道德標準，包括以下：

## D. ETHICS

To meet social responsibilities and to achieve success in the marketplace, Suppliers

and their agents shall uphold the highest standards of ethics including the following:

### 1) 誠信經營

在所有商業互動關係中都應謹守最高的誠信標準。供應商應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。

### 1) Business Integrity

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

### 2) 無不正當收益

不得承諾、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)·以期獲得或保留業務、將業務轉讓給他人或獲取不正當收益。應推行監控、記錄留存以及強制執行程序以確保符合反腐敗法的要求。

### 2) No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

### 3) 資訊公開

所有的業務來往應具透明度，並準確地記錄在供應商的賬簿和商業記錄上。應當按照適用法規和普遍的行業慣例公開有關簽署勞工、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。不得偽造記錄或虛報供應鏈的狀況或慣例。

### 3) Disclosure of Information

All business dealings shall be transparently performed and accurately reflected on suppliers' business books and records. Information regarding suppliers' labor, health and safety, environmental practices, business activities, structure, financial situation and performance shall be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

#### 4) 知識產權

應當尊重知識產權。技術和專有技術的轉移應以保護知識產權的方式進行，並應保護客戶和供應商的資料。

#### 4) Intellectual Property

Intellectual property rights shall 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 shall be safeguarded.

#### 5) 公平交易、廣告和競爭

應謹守公平交易、廣告和競爭標準。

#### 5) Fair Business, Advertising and Competition

Standards of fair business, advertising and competition shall be upheld.

#### 6) 身份保護及防止報復

除非受法律禁止，供應商應當制定程序來保護供應商和員工檢舉者，並確保其身份的機密性和匿名性。供應商也應制定溝通程序，讓員工可以表達他們的疑慮，而不用害怕遭到報復。

#### 6) Protection of Identity and Non-Retaliation

Programs that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers shall be maintained, unless prohibited by law. Suppliers shall have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

#### 7) 負責任地採購礦物

供應商應就其製造的產品成份中鉭、錫、鎢、金和鈷的來源及供應鏈，採納政策並進行盡職調查，確保其來源符合經濟合作暨發展組織(Organization for Economic Cooperation and Development, OECD)《受衝突影響地區和高風險地區礦產供應鏈的盡職調查指南》或同等公認的盡職調查框架。

#### 7) Responsible Sourcing of Minerals

Suppliers shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, gold and cobalt in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization 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.

## 8) 隱私

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)的個人資料和隱私。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和資料安全法律及監管要求。

## 8) Privacy

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

## 9) 避免利益衝突

供應商與本公司之間的商業往來，應避免任何可能的利益衝突。可能的利益衝突情形包括(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，或對供應商(非公開發行公司)有重要投資利益。供應商與本公司對口人員不必要或過度頻繁的社交往來也可能構成利益衝突的疑慮或觀感。所以供應商與本公司人員的任何接觸必須謹守一般商業往來的分際。供應商若有發現任何潛在的利益衝突，必須立即通報本公司，並採取適當措施以防止所可能導致的不當行為。

## 9) Avoiding Conflicts of interest

Suppliers shall avoid any possible conflict of interest when trading with TADC. Conflicts of interest, such as situations that a TADC employee or a close relative (parent, child, spouse or sibling) is a significant investor or shareholder in Supplier (as non-publicly traded stock). Excessive or over frequent socializing with TADC business contacts may also create a conflict of interest, or the appearance of a conflict of interest. Social contact must be within the range of accepted cultural business norms. If a potential conflict is discovered, Suppliers shall report such incident immediately to TADC and take corrective actions to prevent from any possible misconduct which may be caused.

## 10) 未經授權轉包之禁止

本公司員工在未經特別授權下，不得要求供應商將依約應提供的產品或服務轉包給特定第三方，或指定應向特定第三方購料或採購。故供應商若接到類似要求，應立即主動舉報。

## 10) Prohibition of unauthorized subcontracting

If Suppliers receive a request from a TADC' s employee to procure from or subcontract from a specific third party, please report it immediately to TADC.

#### 11)謹守合約規定

對於本公司期待供應商親自履行(包括合約或採購單)的事項，非經本公司同意，供應商不得轉包或令第三方代為履行。供應商不得在未經與本公司簽訂有效之合約或採購單的情形下提供任何產品或服務予本公司。

#### 11)Comply with the contract

TADC expects suppliers to perform contracts and purchase orders by itself. Suppliers shall not assign the rights or delegate or subcontract the duties under the contracts or purchase orders without TADC's consent. Suppliers shall not provide any products or services to TADC without a properly executed supply contract or purchase order.

#### 12)遵循進出口相關法規

供應商應瞭解並遵循進出口及運送貨品予本公司或代本公司進出口及運送貨品所涉及的相關法令，包括原出口國的出口管制與海關法規、目的地國家的進口和海關法規、支付法令要求的關稅和其他稅賦、以及當地運輸的相關法令。供應商應向其員工和外包商提供運作程序及教育訓練，以確保他們對前述法規的遵循。

#### 12)Comply with import and export regulations

Suppliers shall know and comply with all laws and regulations related to the shipping, handling and transportation of products to or on behalf of TADC. This includes source country export and customs laws, destination country import and customs laws, paying all duties and taxes required by laws and comply with local transportation laws. Procedures and training shall be provided to employees and contracted service providers to ensure compliance with the aforementioned regulations.

### E. 管理體系

供應商應採用或建立一個其範疇與本準則內容相關的管理體系。管理體系的設計應確保：  
(a)符合與供應商營運和產品相關的適用法律、法規及客戶要求；(b)符合本準則；以及 (c)識別並減輕與本準則有關的經營風險。管理體系也應當推動持續改進。 管理體系應包含以下要素：

### E. MANAGEMENT SYSTEMS

Suppliers shall adopt or establish a management system whose scope is related to

the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the Suppliers' operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

The management system shall contain the following elements:

1) 公司承諾

供應商應建立人權、健康和安全、環境和道德政策聲明，應確定供應商承諾執行管理層認可的盡職調查和持續改善，政策聲明應公開，並以員工透過無障礙管道理解的語言傳遞予員工。

1) Company Commitment

Suppliers shall establish human rights, health and safety, environmental and ethics policy statements affirming Suppliers' commitment to due diligence and continual improvement, endorsed by executive management. Policy statements shall be made public and communicated to workers in a language they understand via accessible channels.

2) 管理職責與責任

供應商應明確指定高級主管和公司代表來負責保證管理體系和相關計劃的實施。高級管理層應定期檢查管理體系的運行情況。

2) Management Accountability and Responsibility

The Suppliers shall clearly identify senior executive and company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

3) 法律和客戶要求

供應商應採用或建立程序以識別、監察並理解適用的法律法規和客戶要求(包括本準則的要求)。

3) Legal and Customer Requirements

Suppliers shall adopt or establish a process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

#### 4) 風險評估和風險管理

供應商應採用或建立程序以識別與供應商經營相關的法律合規、環境、健康與安全及勞工活動及道德風險，包括與供應商的營運相關的嚴重人權和環境影響的風險。供應商應確定每項風險的相對重要性，並實施適當的程序和實質管制來控制已識別的風險和確保遵行監管規例。

#### 4) Risk Assessment and Risk Management

Suppliers shall adopt or establish a process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks, including the risks of severe human rights and environmental impacts, associated with Suppliers' operations. Suppliers shall determine the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

#### 5) 改進目標

供應商應制定書面績效目標、指標和實施計劃來提高供應商的社會、環境、健康及安全表現，包括對供應商在實現這些目標中取得的成效進行定期審核。

#### 5) Improvement Objectives

Suppliers shall establish written performance objectives, targets and implementation plans to improve the suppliers' social and environmental, and health and safety performance, including a periodic assessment of suppliers' performance in achieving those objectives.

#### 6) 培訓

供應商應為管理層及工作者制定培訓計劃，從而實施供應商的政策、程序及改進目標，同時滿足適用之法律與法規的要求。

#### 6) Training

Suppliers shall establish programs for training managers and workers to implement suppliers' policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

#### 7) 溝通

供應商制定程序將供應商的政策、實踐做法、期望和績效清晰準確地傳達給員工、供應商和客戶。

#### 7) Communication

Suppliers shall establish process for communicating clear and accurate information

about suppliers' policies, practices, expectations and performance to workers, suppliers and customers.

#### 8) 工作者/利害關係人的參與和補救措施

供應商應建立與工作者、工作者代表以及其他相關或必要的利害關係人進行持續雙向溝通的流程。此流程旨在獲取有關本準則所涵蓋的營運實務和條件的回饋，進而推動持續改進。應提供工作者安全的環境提出申訴和意見回饋，而不必擔心遭到打擊報復。

#### 8) Worker/Stakeholder Engagement and Access To Remedy

Suppliers shall establish processes for ongoing two-way communication with workers, their representatives, and other stakeholders where relevant or necessary. The process shall aim to obtain feedback on operational practices and conditions covered by this Code, and to foster continuous improvement. Workers shall be given a safe environment to provide grievance and feedback without fear of reprisal or retaliation.

#### 9) 審核與評估

供應商應定期進行自我評估，從而確保符合法律與法規的要求、本準則內容以及客戶合約中與社會與環境責任相關要求。

#### 9) Audits and Assessments

Suppliers shall conduct 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.

#### 10)糾正措施

供應商應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。

#### 10)Corrective Action Process

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

#### 11)文檔和記錄

供應商應建立並保留文件和記錄，從而確保符合法規與公司的要求，並適當保密以保護隱私。

#### 11)Documentation and Records

Suppliers shall create and maintain documents and records to ensure regulatory

compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

#### 12)供應商的責任

供應商應制定程序來將本準則的要求傳達給供應商，並監管供應商對本準則的遵行情況。

#### 12)Supplier Responsibility

Suppliers shall establish a process to communicate Code requirements to its suppliers and to monitor its suppliers compliance to the Code.

虎門科技股份有限公司

## 附錄

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RBA 責任商業聯盟行為準則

<http://www.responsiblebusiness.org/code-of-conduct/>

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生態管理及審核體系

[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

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[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

道德貿易組織

[www.ethicaltrade.org/](http://www.ethicaltrade.org/)

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國際勞工組織安全與健康施行準則

[www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf](http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf)

ILO Code of Practice in Safety and Health

[www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf](http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf)

ISO 14001 及相關標準-環境管理

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ISO 26000 社會責任指引

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[www.nfpa.org/catalog/home/AboutNFPA/index.asp](http://www.nfpa.org/catalog/home/AboutNFPA/index.asp)

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經濟合作與發展組織關於來自受衝突影響和高風險區域的礦石的負責任供應鏈盡職調查  
指南

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Conflict- Affected and High Risk Areas

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## 聯合國全球契約

[www.unglobalcompact.org](http://www.unglobalcompact.org)

## United Nations Global Compact

[www.unglobalcompact.org](http://www.unglobalcompact.org)

## 美國聯邦採購法規

[www.acquisition.gov/far/](http://www.acquisition.gov/far/)

## United States Federal Acquisition Regulation

[www.acquisition.gov/far/](http://www.acquisition.gov/far/)

SA 8000

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SA 8000

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社會責任國際組織 ( Social Accountability International , 簡稱 SAI )

[www.sa-intl.org](http://www.sa-intl.org)

Social Accountability International (SAI)

[www.sa-intl.org](http://www.sa-intl.org)

公司名稱 ·

(Company Name)

授權代表：

(Authorized representative)

日期 : 年 月 日  
(Date) (Year) (Month) (day)