



TONG HSING ► ELECTRONIC INDUSTRIES, LTD.

同欣電子工業股份有限公司

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文件名稱 Doc. Title	責任商業聯盟行為準則遵循管理政策 與作業程序 RBA Code of Conduct Compliance and Management Policy and Procedure	原著單位 Initial Dept. :	法務暨智財室 LI	
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1. 目的 Purpose :

為使本公司同仁以及供應商了解本公司對責任商業聯盟行為準則之遵循，並確保公司以及供應商配合本公司之遵循需求，特制定本程序。

This procedure is specially formulated to make all employees and suppliers of the company understand the company's compliance with the Code of Conduct of the Responsible Business Alliance, and to ensure that the company and suppliers of the company can cooperate with the company's compliance requirements.

2. 範圍 Scope :

2.1. 本公司 The company

2.2. 提供本公司所需主要化學原物料、機械設備與設施、勞務與人力之供應商。

Suppliers who provide the main chemical raw materials, mechanical equipment and facilities, labor services and manpower required by the company.

3. 組織與權責 Organization and Responsibilities :

3.1. 永續辦公室：負責依據責任商業聯盟行為準則要求事項，擬定本公司遵循標準與作業程序並督導各單位遵循。

Sustainability Office: Responsible for drafting the company's compliance standards and operating procedures in accordance with the requirements of the Responsible Business Alliance Code of Conduct and supervising each unit to follow them.

3.2. 採購單位：負責主要化學原物料、機械設備與設施供應商對本作業程序之遵循事項及管理宣導事項。

Purchasing unit: Responsible for the compliance and management of the operating procedures by suppliers of major chemical raw materials, mechanical equipment and facilities.

3.3. 人資單位：負責人力仲介與勞務供應商對本作業程序之遵循事項及管理宣導事項。

Human Resources Unit: Responsible for human resources agencies and labor service providers to follow the operating procedures and manage publicity matters.

4. 內容 Content :

本作業程序書內容依循責任商業聯盟行為準則分為 A. 勞工權益與人權 B. 健康與安全 C. 環境責任 D. 道德規範 E. 管理體系，本公司承諾遵循並要求全體同仁以及供應商遵循至少下列事項：

The content of This operating procedure is divided into A. Labor rights and human rights B. Health and safety C. Environmental responsibility D. Ethics E. Management system in accordance with the Code of Conduct of the Responsible Business Alliance. The company promises to follow and requires all colleagues and suppliers to follow at least the following matters:

4.1. 制定適當有效的程序以確保不使用任何形式的強迫、監獄、契約或抵債勞工，防止奴役或販賣勞工。

Appropriate and effective procedures are established in place to ensure that no form of forced, prison, indentured or bonded labor is used and to prevent slavery or labor trafficking.

4.2. 勞動契約須依員工之母語進行簽訂，如非為當地員工或派駐國外的員工，須於出國前完成簽訂。

The employment contract must be signed in the native language of the employee. If the employee is not a local employee or an employee will be stationed abroad, the contract must be signed before leaving the home country.

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4.3. 員工於招募任用過程，無須支付任何仲介或服務費用，若有相關中介或服務費用將由公司直接支付。若員工因此支付費用，公司將於知悉時起 90 日內全額返還。

Workers do not need to pay any recruitment and service-related fees during the recruitment and employment process, such fees shall be paid by the company directly if any; if workers pay for this kind of fees, the company will refund the full amount within 90 days from the verification date.

4.4. 員工可自由進出及使用基本需求設施設置，不受任何不合理的限制且在合理通知的前提下可以自由辭職，且不會受到處罰。

Employees are free to enter and exit and use basic needs facilities without any unreasonable restrictions and are free to resign on the premise of reasonable notice and will not be punished.

4.5. 公司所付工資皆符合法規最低基本工資標準。

The wages paid by the company are in line with the legal minimum basic wage standard.

4.6. 按照法規要求正確計算、支付員工的日常及加班工資，且不拖欠。

Wages for regular and overtime hours are correctly calculated and paid to all workers legally.

4.7. 提供所有員工可容易理解的語言的書面說明，包括：工資計算方法，付款條件和政府扣除額。

Provide written instructions in a language that all employees can easily understand, including: salary calculation methods, payment terms and government deductions.

4.8. 不使用懲戒性的罰款及扣款作為紀律懲戒手段。

Wages are not deducted or reduced as disciplinary measures.

4.9. 每周工時包含加班不應超過每周 60 小時或法律允許之最大限制，除非有緊急或特殊情況。勞工應允許每七天有一天休假。

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

4.10. 不涉及人種、膚色、年齡、性別、性傾向、性別認同及表現、種族或民族、殘障、懷孕、信仰、政治立場、團體背景、退伍軍人身分、受保護的基因資料及婚姻狀況等歧視。

There is not discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status when employee be hired, promoted and rewarded.

4.11. 尊重勞工組織或參加職業工會之自由，確定勞工不會因此而有任何不良後果或受到公司的報復，且公司不會以任何方式介入勞工組織或參與集體談判等活動。

Respect the freedom of labor organizations or join professional trade unions, and ensure that laborers will not have any adverse consequences or be retaliated by the company, and the company will not intervene in labor organizations or participate in collective bargaining in any way.

4.12. 尊重個人隱私與人權，且當個人資料被收集、儲存、轉交、分享時應符合隱私及資訊安全法令法規同時對員工為懲戒行為不得公布可與個人連結之資訊。

Respect personal privacy and human rights, and when personal data is collected, stored, transferred, and shared, it should comply with privacy and information security laws and regulations, and company should not publish employee information that can be linked to individuals wherever there is a disciplinary action imposed.

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4.13. 本作業程序書包含: This operating procedure contains:

- a. 《同欣電子供應商行為準則承諾書 TongHsing Supplier Code of Conduct Commitment Statement 》。
- b. 《同欣電子供應商責任商業聯盟行為準則自我評核表 TongHsing Supplier RBA Code of Conduct Self Evaluation Form 》

5. 程序 Procedure :

5.1. 採購單位依據其所對應之供應商，於各年度第一季前針對去年度與本公司重要合作之供應商，要求簽署《同欣電子供應商行為準則承諾書》並應同步依據其所對應之供應商發出《同欣電子供應商責任商業聯盟行為準則自我評核表》要求其進行自我評核。

Purchasing units shall require our important suppliers of the previous calendar year sign the "TongHsing Supplier Code of Conduct Commitment Statement" before the first quarter of each year and should simultaneously issue "TongHsing Supplier RBA Code of Conduct Self Evaluation Form" for their self-evaluation.

5.2. 人事單位於各年度第一季前針對去年度所有人力供應商，要求簽署《同欣電子供應商行為準則承諾書》並應同步對所有人力供應商發出《同欣電子供應商責任商業聯盟行為準則自我評核表》要求其進行自我評核。

HR units shall require all our manpower suppliers of the previous calendar year sign the "TongHsing Supplier Code of Conduct Commitment Statement" before the first quarter of each year and should simultaneously issue "TongHsing Supplier RBA Code of Conduct Self Evaluation Form" for their self-evaluation.

5.3. 永續辦公室針對第 5.1 條以及第 5.2 條所定義之供應商提供年度教育訓練並依據《同欣電子供應商責任商業聯盟行為準則自我評核表 TongHsing Supplier RBA Code of Conduct Self Evaluation Form》之結果，與採購單位、人事單位共同擬定年度實地稽查對象，並於各年度第三季前完成稽查。

The Sustainability Office provides annual education and training for suppliers defined in Article 5.1 and Article 5.2 and according to the evaluation results of the "TongHsing Supplier RBA Code of Conduct Self Evaluation Form", to formulate annual on-site audit targets with Purchasing and HR units, and complete the on-site audits before the third quarter of each year.

6. 矯正措施 Corrective Action :

6.1. 若供應商若拒絕簽署《同欣電子供應商行為準則承諾書》，採購單位與人事單位依權責應通知使用單位並與供應商溝通並補簽回，若供應商仍不願配合者，應停止採購或委外合約以及雙方業務。

If the supplier refuses to sign the "TongHsing Supplier Code of Conduct Commitment Statement", the purchasing unit and the HR unit shall notify the user dept and communicate with the supplier to sign back. If the supplier is still unwilling to cooperate, the procurement or outsourcing contracts and the business shall be ceased.

6.2. 若供應商之《同欣電子供應商責任商業聯盟行為準則自我評核表 TongHsing Supplier RBA Code of Conduct Self Evaluation Form》自我評核小於 60 分者或實地查核小於 60 分者，於未行改善前，採購單位或人事單位應停止其供應商資格以及供應業務。

If the supplier's "TongHsing Supplier RBA Code of Conduct Self Evaluation Form" score is less than 60 points or the on-site inspection is less than 60 points, Purchasing units or HR units should stop their supplier qualifications and its supply business.

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7. 附件 Attachment :

- 7.1. 同欣電子供應商行為準則承諾書 TongHsing Supplier Code of Conduct Commitment Statement/
(CSR20003-F01)
- 7.2. 同欣電子供應商責任商業聯盟行為準則自我評核表/ TongHsing Supplier RBA Code of Conduct Self
Evaluation Form (CSR20003-F02)
- 7.3. 責任商業聯盟行文準則全文連結網址
RBA Code of Conduct full text link <https://www.responsiblebusiness.org/code-of-conduct/>

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