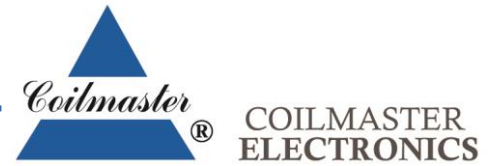


# CODE OF CONDUCT (行為守則)



To : All Coilmaster Electronics® Employees

Subject : Code of conduct

Release Date : 15<sup>th</sup> July 2022 (Version 3)

## 說明(Introduction)

本公司制訂「行為守則」之目的，是為提升本公司及全體同仁行為素養、從業道德及專業能力。本公司相信做為一個誠信經營的組織，每一個從業同仁的行為將影響其所服務的整個組織及其信譽，任何同仁都有義務，在合法範圍內，儘量擴大公司之利益；亦都有責任，防止公司利益減損或流失。

The purpose of establishing this "Code of Conduct" is to enhance the ethical behavior, professional ethics, and competence of all employees in our company.

We believe that as an organization committed to integrity, the behavior of each employee will impact the entire organization they serve and its reputation.

Every employee has an obligation to expand the company's interests within legal boundaries and to prevent any reduction or loss of the company's interests.

本公司期望全體同仁在從事日常工作及執行業務時，應遵守公司之「行為守則」，以獲得大眾信任，並確保公司得以永續成長與發展。並期望透過此「行為守則」的推展，(對象包含子公司、合資企業、供應商、客戶及其他與 統宇電研有營運發展關係之個體)，來共同實踐企業社會責任，並促進經濟、社會與環境生態之平衡及永續發展。

We expect all employees to adhere to the company's "Code of Conduct" in their daily work and business activities to gain public trust and ensure the sustainable growth and development of the company. Through the promotion of this "Code of Conduct," we also expect to jointly fulfill corporate social responsibilities with various entities, including subsidiaries, joint ventures, suppliers, customers, and others who have operational relationships with Tung Yu Electronics. This will promote the balance and sustainable development of the economic, social, and environmental ecology.

本「行為守則」係參照負責商業聯盟 (Responsible Business Alliance Code of Conduct, RBA)、聯合國全球盟約 (UN Global Compact)、國際勞工組織三方原則宣言(International Labor Office Tripartite Declaration of Principles)、OECD 多國企業指導綱領 (The OECD Guidelines for Multinational Enterprises)、聯合國世界人權宣言 (UN Universal Declaration of Human Rights) 以及聯合國商業人權規範 (The UN Human Rights Norms For Business) 等國際規範 / 標準之精神擬定，並以完全遵守其經營所在國家 / 地區的法規為基本要求。

This "Code of Conduct" is formulated in reference to the spirit of international norms/standards, including the Responsible Business Alliance Code of Conduct (RBA), the United Nations Global Compact, the International Labor Office Tripartite Declaration of Principles, the OECD Guidelines for Multinational Enterprises, the UN Universal Declaration of Human Rights, and the UN Human Rights Norms For Business. It is based on full compliance with the laws and regulations of the countries/regions in which we operate.

## 政策(Policy)

本公司嚴格禁止任何違反從業道德之行為及情事，如有違反各營運所在相關法令或本公司各項從業道德行為準則，本公司一律秉公處理，絕不寬貸。凡本公司同仁涉及違反事例屬實者，本公司除依有關法令處理外，另依據營運所在地勞動法規及台灣勞動基準法第十二條規定 (勞工違反勞動契約或工作規則，情節重大者；故意損耗機器、工具、原料、產品，或其他雇主所有物品，或故意洩漏雇主技術上、營業上之秘密，致雇主受有損害者，雇主得不經預告終止契約。進行免職或終止聘僱契約)。

Our company strictly prohibits any conduct or incidents that violate professional ethics. In the event of a violation of relevant laws in the respective operating locations or any of our company's professional ethical guidelines, our company will handle it impartially and without leniency. Any confirmed instances of our company's colleagues being involved in violations will not only be subject to legal action as per relevant regulations but will also be dealt with in accordance with labor laws and Article 12 of Taiwan's Labor Standards Act (for cases where employees violate labor contracts or work rules, especially when they intentionally damage machines, tools, raw materials, products, or other property owned by the employer, or intentionally disclose the employer's technical or business secrets, resulting in damage to the employer, the employer may terminate the contract without prior notice, leading to dismissal or termination of the employment contract).

本公司提供檢舉之獎勵：糾正或檢舉違反廉潔守則情事，是維護同仁、公司權益之行為，凡經查證屬實者，將予適當之獎勵。另外針對違反本「行為守則」，除所獲取之各項不正當利益，均應追繳發還被索取人或公司外，並依情節之大小，予以處分或合併處分。

Our company provides incentives for reporting: Correcting or reporting incidents that violate the code of conduct is an act of safeguarding the interests of colleagues and the company. Those found to be valid upon investigation will receive appropriate rewards. Furthermore, in cases of violations of this "Code of Conduct," any ill-gotten gains obtained shall be returned to the rightful recipients or the company. Depending on the severity of the circumstances, disciplinary action or combined disciplinary measures may be taken.

## 道德誠信(Ethics)

為提升本公司及全體同仁行為素養、從業道德及專業能力。本公司相信做為一個誠信經營的組織，每一個從業同仁的行為將影響其所服務的整個組織及其信譽，任何同仁都有義務，在合法範圍內，儘量擴大公司之利益；亦都有責任，防止公司利益減損或流失。本公司期望全體同仁在從事日常工作及執行業務時，應遵守公司之從業道德標準，以獲得大眾信任，並確保公司得以永續成長與發展。

To enhance the behavior, ethical conduct, and professional competence of our company and all employees, we believe that as an organization committed to integrity, the actions of each employee will impact the entire organization they serve and its reputation. Every employee has an obligation, within legal boundaries, to maximize the company's interests and a responsibility to prevent any decrease or loss of the company's interests. We expect all employees to adhere to the company's ethical standards in their daily work and business activities to gain public trust and ensure the company's sustainable growth and development.

## 遵從法律(Law Compliance)

本公司遵守當地相關法規，且支持並尊重國際相關勞動人權規範，包含國際勞工組織三方原則宣言、OECD 多國企業指導綱領、聯合國世界人權宣言、聯合國「全球盟約」、負責商業聯盟。

The company adheres to local regulations and supports and respects international labor rights standards, including the International Labor Organization's Tripartite Declaration of Principles, the OECD Guidelines for Multinational Enterprises, the United Nations Universal Declaration of Human Rights, the United Nations "Global Compact," and responsible business alliances.

## 誠信精神(Spirit of Integrity)

本公司致力奉行商業道德，堅持以誠信經營的原則。本公司及全體員工應遵守所有適用的法律要求和公司政策。任何人如對任何道德或法律事宜有疑問，應徵詢其部門主管或公司法務部門的專業意見。道德標準不侷限於法律條文。即使在法律容許前提下，仍應秉持誠信從事所有業務及避免任何利益衝突。

The company is committed to upholding business ethics and adheres to the principle of conducting business with integrity. The company and all employees shall comply with all applicable legal requirements and company policies. Anyone with questions regarding any ethical or legal matters should seek professional advice from their department head or the company's legal department. Ethical standards are not limited to legal statutes. Even when legally permissible, all business activities should be conducted with integrity and without any conflicts of interest.

## 利益衝突迴避(Avoidance of Conflict of Interest)

所有員工均應迴避可能出現利益衝突的情況，若每個員工在從事任何可能構成個人與公司利益衝突的業務、投資或相關活動之前，必須先向董事長及總經理辦公室揭露詳情並取得批准。

All employees are required to avoid situations that may result in conflicts of interest. Before engaging in any business, investment, or related activities that may constitute a conflict of interest between personal and company interests, each employee must disclose the details to the Chairman and General Manager's Office and obtain approval.

## 無不正當利益(Avoidance of Illicit Gain)

所有員工均不得向客戶、供應商或其他與公司業務相關的人士，收受或給予回扣或其他不正當利益。

All employees are prohibited from accepting or offering kickbacks or any other improper benefits to customers, suppliers, or other individuals associated with the company's business.

## 反貪腐 / 反賄賂(Avoidance of Corruption)

如為維持正當的業務關係，而需贈送禮品予業務相關人士，應盡量採用印有公司標誌的禮品。所有員工均嚴禁收受供應商贈送之昂貴禮品，或任何現金或其他變相財貨（如禮券、支票、股票等）。若接受或安排任何業務款待，均應符合一般商業禮節之常規，不得過度奢華或頻繁，造成大量或不必要之支出。

If it becomes necessary to provide gifts to individuals associated with the business to maintain legitimate business relationships, employees should make every effort to use gifts bearing the company's logo. All employees are strictly prohibited from accepting expensive gifts from suppliers or any form of cash or other indirect goods (such as vouchers, checks, stocks, etc.). If any business entertainment is accepted or arranged, it should adhere to standard business etiquette, avoiding excessive extravagance or frequency, which could lead to excessive or unnecessary expenses.

## 智慧財產權(Intellectual Properties)

確保商業資料保密，並保存完整的商業和營運記錄，以及尊重公司、客戶和合作夥伴的商業資產與智慧財產。

Ensure the confidentiality of business data, maintain complete business and operational records, and respect the company's, customers', and partners' business assets and intellectual property.

## 資訊保密(Information Confidentiality)

本公司重視每位員工之隱私及誠信，並採取嚴格標準以保障員工隱私、個人資料的保密。對客戶及其他人士的商業資料也應秉持上述相同的原則處理。

The company values the privacy and integrity of each employee and adheres to strict standards to safeguard employee privacy and the confidentiality of personal information. Business data concerning customers and other individuals should be handled with the same principles in mind.

## 保護公司資產(Corporate Property Protection)

所有員工均應確保公司資產皆能獲得有效運用。公司之有形或無形資產僅得由獲有授權之員工或其指定之人，於本公司合法營業之範圍內使用之。

All employees should ensure that company assets are used effectively. Tangible or intangible company assets may only be used by authorized employees or those designated by them within the scope of the company's legitimate business operations.

## 慈善捐獻(Charitable Donations)

本公司支持、落實企業公民政策，長期以來持續於各營運所在積極參與公益投入。本公司遵循營運所在相關地相關法規辦理各項捐贈作業，所有公益投入或慈善捐贈活動皆須經由管理階層檢視核准。

The company supports and implements corporate citizenship policies, actively participating in philanthropic efforts in various operational locations over the long term. The company complies with relevant local regulations in each operational location regarding donation activities. All philanthropic investments or charitable donation activities must be reviewed and approved by management.

## 人權(Human Rights)

本公司極為重視勞工與商業道德政策推動，透過公司內部同仁手冊之宣導及同仁紀律守則之定期檢測，為保障勞工人權，確信每位員工都應該受到公平的人道對待與尊重，並訂定「工作場所性騷擾防治措施申訴及懲戒辦法」及提供申訴管道，以維護女性同仁權益。

Our company places the utmost importance on promoting labor and business ethics policies. Through the dissemination of our internal staff handbook and regular checks on our staff disciplinary code, we aim to safeguard the rights of our employees. We firmly believe that every employee deserves fair and humane treatment, and as such, we have established a "Workplace Harassment Prevention and Complaints Handling Procedure" along with channels for complaints to protect the rights of our female colleagues.

## 遵守當地相關法規與國際標準(Local Laws and International Standards Compliance)

本公司遵守當地相關法規，且支持並尊重國際相關勞動人權規範，包含國際勞工組織三方原則宣言、OECD 多國企業指導綱領、聯合國世界人權宣言、聯合國「全球盟約」、負責商業聯盟。

Our company complies with local regulations and supports and respects international labor rights standards, including the International Labor Organization's Tripartite Declaration of Principles, the OECD Guidelines for Multinational Enterprises, the United Nations Universal Declaration of Human Rights, the United Nations Global Compact, and responsible business alliances.

## 勞動權益(Employment Relationship)

每位公司員工與公司之勞動契約訂定皆符合當地相關法規。

All employment contracts between each employee and the company comply with relevant local regulations.

## 無強迫勞動(Freely Chosen Employment)

聘僱關係成立時皆依法簽訂書面之勞動契約，契約載明聘僱關係乃基於雙方合意之前提下所建立，不得強迫勞動，及無非法販賣人口並反對奴役制度。

Written labor contracts are signed when the employment relationship is established, explicitly stating that the employment relationship is based on mutual agreement, free from forced labor, illegal human trafficking, and opposition to slavery.

## 童工(Child Labor Avoidance)

本公司不得任用未滿 16 歲之童工，任何可能造成僱用童工的行為皆不被允許。16 歲以上未滿 18 歲的青年勞工不得從事可能危險性或可能危害健康工作，包括夜間值勤或加班。

Our company does not employ child labor under the age of 16, and any behavior that may lead to the employment of child labor is strictly prohibited. Workers aged 16 to under 18 are not allowed to engage in hazardous or health-threatening work, including night shifts or overtime.

## 工作時間(Working Hours)

周工作時間不應超過當地法律規定的最大限度。此外，除非是緊急或異常情況，一周的工作時間包括加班在內不應超過 60 小時。每週七天應當允許工人至少休息一天。

Weekly working hours should not exceed the maximum limit set by local laws. Additionally, the total working hours in a week, including overtime, should not exceed 60 hours, except in emergencies or exceptional circumstances. Workers should be allowed at least one day of rest every seven days.

## 薪資與福利(Wages and Benefits)

支付給員工的工資應符合所有適用的相關工資的法律，包括有關最低工資、加班時間和法定福利的法律。依據勞基法規定，員工的加班工資應高於正常的每小時工資水準。禁止以扣除工資作為紀律處分的手段。

Wages paid to employees shall comply with all relevant laws concerning wages, including those related to minimum wages, overtime pay, and statutory benefits. Overtime pay for employees should be higher than the normal hourly wage level as stipulated by labor laws. Deducting wages as a disciplinary measure is prohibited.

## 人道待遇(Humane Treatment)

不得殘暴和不人道地對待員工，包括任何形式的性騷擾、性虐待、體罰、精神或身體壓迫或口頭辱罵；也包括威脅要進行任何此類行為。

Employees must not be subjected to cruelty or inhumane treatment, including any form of sexual harassment, sexual abuse, physical punishment, mental or physical coercion, or verbal abuse; this also includes threats of engaging in such behavior.

## 反歧視(Non-Discrimination)

本公司禁止工作場所有任何有形或無形的性騷擾及歧視行為，明訂不會以種族、性別、年齡、婚姻狀態、政治立場或宗教信仰作為員工任用、考核及升職的標準，並同樣與遵從前述原則的廠商合作。當員工有進行宗教活動場地之需求，公司將協助員工做適當的安排。

Our company prohibits any tangible or intangible sexual harassment and discrimination in the workplace, and clearly states that we will not use race, gender, age, marital status, political stance, or religious belief as criteria for employee hiring, evaluation, or promotion. We also collaborate with suppliers who adhere to the same principles. When employees require religious activity facilities, the company will assist in making appropriate arrangements.

## 結社自由(Freedom of Association)

員工與管理層之間公開直接的溝通是解決工作場所問題和薪酬問題的最有效方法。本公司尊重員工權利，包括自由結社、參加勞資座談會、推派勞資代表。

Open and direct communication between employees and management is the most effective way to address workplace issues and compensation matters. Our company respects the rights of employees, including freedom of association, participation in labor-management dialogues, and the appointment of labor representatives.

## 衝突金屬 / 礦石(Conflict Minerals)

基於公平政策、保障人權原則，應避免產品原料與生產過程使用到侵犯人權非法採礦之金屬 / 礦石。

The company upholds ethical standards and protects basic human rights by avoiding the purchase of raw materials that may contain conflict minerals listed in United States Securities and Exchange Commission latest announced rule "The Disclosure Requirement of the Use of Conflict Minerals".

## 安全與衛生(Safety and Health)

本公司及所有同仁應善盡各級人員的安衛責任，發揮影響力，共同消除危害因子，預防事故發生以保障勞工之安全與健康。

The company and all colleagues shall fulfill the safety and health responsibilities of personnel at all levels, exert influence, jointly eliminate hazards, and prevent accidents to ensure the safety and health of workers.

本公司應維持管理系統之運作，除符合法規要求外，在職業安全、緊急應變、職業傷害與疾病、工業衛生、體力要求高的工作、機器防護、公共衛生、食物和宿舍等方面需符合負責相關之標準。

The company shall maintain the operation of the management system, in compliance with legal requirements, in the areas of occupational safety, emergency response, occupational injuries and diseases, industrial hygiene, physically demanding work, machine guarding, public health, food, and accommodation.

## 環境保護(Environmental)

本公司及所有同仁應善盡各級人員的環保責任，善用與回收能源與資源、強化源頭減廢及污染預防，以保護環境生態。

The company and all colleagues shall fulfill the environmental responsibilities of personnel at all levels, make efficient use of and recycle energy and resources, strengthen source reduction and pollution prevention to protect the environmental ecology.

本公司應維持管理系統之運作，除符合法規要求外，在環境許可和報告、預防污染和節約資源、有害物質、廢水及固體廢棄物、空氣排放、產品含量控制等方面需符合相關之標準。

The company shall maintain the operation of the management system, in compliance with legal requirements, in the areas of environmental permits and reporting, pollution prevention and resource conservation, hazardous substances, wastewater and solid waste, air emissions, product content control, and related standards.

## 社會公益(Social Welfare)

本公司在長期經營方針中，明揭公司為社會之公器，在致力於公司營業成長之外，亦要善盡一己之力，對社會有所回饋。

In our long-term business policy, the company acknowledges its role as a public entity in society. In addition to striving for the company's business growth, we are committed to making a positive contribution to society.

本公司的社會公益完整涵蓋長期建構的企業永續各面向，包含：環境綠能、慈善捐贈、志工文化等。

The company's social welfare initiatives encompass various aspects of long-term corporate sustainability, including environmental green energy, charitable donations, volunteer culture, and more.