

## 總則 General

- 佳世達供應商/分包商及其分供應商（以下簡稱“供應商”）承諾所有企業活動均在國際和當地適用法律法規的框架內進行，公平競爭，誠信交易，嚴格遵守商業道德，積極履行社會責任，並遵守責任商業聯盟（Responsible Business Alliance, RBA）行為準則及 SA 8000 社會責任標準。
- Qisda supplier/subcontractor and sub-supplier (hereinafter called “Supplier”) promises that all the company’s activities are conducted in accordance with applicable national and local laws, and shall compete fairly, trade trustily, comply with business ethics strictly, execute social accountability positively, and comply with Responsible Business Alliance (RBA) Code of Conduct and SA 8000 (Social Accountability 8000).

## 勞工 Labor

- 供應商應根據國際社會公認的準則，承諾維護勞工的人權，維持其尊嚴，並承諾遵守責任商業聯盟(RBA)行為準則及 SA 8000 社會責任標準之要求。
- Supplier shall be committed to uphold the human rights of workers, to treat them with dignity and respect as understood by the international community, and to comply with the requirements of RBA Code of Conduct and SA 8000 standard.

## 自由選擇職業 Freely Chosen Employment

- 供應商應承諾不使用任何形式的強迫勞工、奴役及販賣人口。所有工作均應當出於自願，勞工擁有隨時自由離職或終止僱傭關係之權利。如果勞工按照勞工協議給予合理的通知，則有權終止僱傭關係而不受懲罰。
- Supplier shall commit to no forced labor of any form, no slavery, and no human trafficking. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker’s contract.
- 禁止對勞工進出入工作場所作出不合理限制，也不應無理地約束勞工在工作場所內的行動自由。
- There should be no unreasonable restrictions on workers’ freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities.
- 供應商或仲介者不得扣留或以其他方式毀壞、隱藏、沒收或拒絕僱員取用其身份證或出入境證件，惟法律要求僱主持有其僱員的工作許可證則例外。
- Supplier and agents shall not hold or otherwise destroy, conceal, confiscate or deny workers’ access by employees to their identity or immigration documents, unless such holdings are required by law.
- 供應商或仲介者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，該等費用須交還予勞工。

- Supplier shall not require workers to pay employers' or 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 workers.

#### **青年勞工 Young Workers**

- 供應商承諾不在任何製造工序中使用童工，「童工」指僱傭任何未滿 15 歲、或未達義務教育年齡、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）。符合所有法規的合法職場學習計畫則不在此限。供應商應採取適當的機制核實勞工的年齡。如果發現僱用童工，將提供協助／補救措施。
- Supplier shall promise not to use child labors 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. Supplier shall implement an appropriate mechanism to verify the age of workers. If child labor is identified, assistance/remediation is provided.
- 未滿 18 歲之青年勞工不得從事可能會危及其健康或安全之工作，包括夜間值勤或加班。
- 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.
- 供應商者應當按照適用的法規保障學生的權利，並提供適當的支援和訓練予所有學生勞工。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勞工相等。
- Supplier shall protect students' rights in accordance with applicable law and regulations, and provide appropriate support and training to all student workers. 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.

#### **工時 Working Hours**

- 供應商應當積極努力確保其勞工工作時間及休息日符合 RBA 行為準則、SA 8000 和當地適用的法律規定。加班基於自願原則，不強迫勞工加班。每七天應當允許勞工至少休息一天。
- Supplier shall ensure that the situation of working hours and rest day is compliance with RBA Code of Conduct, SA 8000 and applicable local laws by active work. Overtime work is voluntary and without force or coercion. Workers shall be allowed at least one day off every seven days.

#### **薪資與福利 Wages and Benefits**

- 供應商承諾其支付給勞工的工資應當符合所有相關的薪酬法律，包含最低工資、超時加班和法定福利。勞工的加班工資應高於常規薪資。

- Supplier promises its compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Workers shall be compensated for overtime at pay rates greater than regular hourly rates.
- 禁止以扣除薪資作為紀律處分之手段。
- Deductions from wages as a disciplinary measure shall not be permitted.
- 每個支薪週期應及時為勞工提供簡明的工資單據，內含充足資訊證實支付給勞工的薪酬準確無誤。
- 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.
- 按照當地法律聘用臨時工、派遣勞工和外包工。
- All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

#### 人道待遇 Humane Treatment

- 供應商應承諾避免苛刻或非人道地對待勞工，包括暴力、性暴力、性騷擾、性侵犯、體罰、心理或生理壓逼、欺凌、公開羞辱或口頭辱罵；也不得威脅進行任何此類行為。
- Supplier shall commit there is to be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment.

#### 不歧視 Non-Discrimination / 不騷擾 Non-Harassment

- 供應商應承諾勞工免受騷擾以及非法歧視，且不得因種族、階級、膚色、年齡、性別、性傾向、性別認同及表達、國籍或地域、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身分、基因信息或婚姻狀況等在招聘及實際工作中歧視勞工的工資、晉升、獎勵和受訓機會。
- Supplier shall commit to worker free of harassment and unlawful discrimination, and shall not engage in discrimination based on race, caste, color, age, gender, sexual orientation, gender identity and expression, national or territorial or social 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.
- 供應商承諾不讓勞工或準勞工接受帶有歧視性的醫學檢驗(包括驗孕或處女檢驗)或身體檢查。
- Supplier shall promise that workers and 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.

#### 自由結社 Freedom of Association

- 供應商承諾尊重所有勞工的組織和參與工會、集體談判和結社之權利。
- Supplier shall promise to respect the right of all workers to form and join trade unions, to bargain collectively and to engage in peaceful assembly.
- 供應商應當提供溝通管道，使勞工及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。
- Supplier shall offer communication channels. Workers and 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.

### **健康與安全 Health and Safety**

- 供應商應當為勞工提供安全與健康的工作場所和環境，並承諾遵守 ISO 45001 之要求。
- Supplier shall provide healthy and safe work sites and circumstances for workers, and comply with requirements of ISO 45001.

### **職業安全 Occupational Safety**

- 供應商應透過管控層級識別，包括消除危害、替代流程或材料，以妥當設計加以管控、實行工程和行政管制、防護性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等，識別和評估並減輕工作場所的健康及安全隱患（如化學、電力和其他能源、火災、運載工具和跌倒危險或事故），以免危及職工。
- Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) are to be identified and assessed, mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and providing ongoing occupational health and safety training.
- 供應商若無法透過上述方法有效控制危險源，應為勞工提供適宜的、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。
- 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.
- 供應商必須採取合理措施，讓孕婦和哺乳期女性遠離存在高度隱患的工作環境、消除或減輕孕婦和哺乳期女性所承受的任何（包括與分派予其工作相關的）職業健康和風險，以及為哺乳期女性提供合理的設施。

- Reasonable steps must also be taken to remove pregnant women and nursing mothers from working conditions with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers, including those associated with their work assignments, and provide reasonable accommodations for nursing mothers.

#### **應急準備 Emergency Preparedness**

- 供應商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。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。
- Supplier shall identify and assess potential emergency situations and events, and minimize the impact by implementing emergency plans and response procedures. Emergency drills must be executed at least annually or as required by local law, whichever is more stringent.

#### **工傷和職業病 Occupational Injury and Illness**

- 供應商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。
- Supplier shall prevent, manage, track and report occupational injury and illness with procedures and systems.

#### **工業衛生 Industrial Hygiene**

- 供應商應當識別、評估並控制因接觸化學、生物以及物理因子給勞工帶來的影響，並透過工程和行政管制來防止勞工過度接觸。
- Supplier shall identify, evaluate, and control workers' exposure to chemical, biological and physical agents. Engineering or administrative controls must be used to control overexposures.
- 如果發現任何隱患，供應商應尋找機會消除和／或減少該隱患。如果無法消除或減輕危害，則應透過適當的設計、工程和行政控制措施來控制隱患。如這些措施無法有效控制危害，應當免費為勞工提供並讓其使用適當、妥善保養的個人防護裝備。
- If any potential hazards were identified, Supplier shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering, and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge.

#### **體力勞動工作 Physically Demanding Work**

- 供應商應當識別、評估並控制從事體力勞動工作給勞工帶來的影響，包括以人力搬運物料或重覆提舉重物、長時間站立和高度重複性或高強度的組裝工作。
- Supplier shall identify, evaluate, and control 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.

#### **機器防護 Machine Safeguarding**

- 供應商應當評估生產設備或其他類型機器的安全隱患，並提供和正確地維護物理防護裝置、連鎖裝置及屏障。
- Supplier shall evaluate safety hazards of production and other machinery, and provide and properly maintain physical guards, interlocks and barriers.

#### **公共衛生和食宿 Sanitation, Food, and Housing**

- 供應商應當為勞工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。
- Supplier shall provide workers with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities.
- 勞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、充足的供暖和通風設備以及適當且出入方便的私人空間。
- Worker dormitories shall be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

#### **健康與安全信息 Health and Safety Communication**

- 供應商應當為勞工提供以母語進行的職業健康和安全教育訓練，並在工作場所的顯眼處張貼健康與安全相關資料。應鼓勵勞工提出任何健康和安全的疑慮，確保他們不會受到報復。
- Supplier shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility. Workers shall be encouraged to raise any health and safety concerns without retaliation.

#### **環境 Environment**

- 供應商應當出具 ISO 14001 證書，或相關計畫以明示其正為獲得該證書而努力，或者擁有可運作的環境管理體系。如以上均不具備，至少應該提供確實證據，以證明其環境狀況的持續性改善。
- Supplier shall have ISO 14001 certification or a plan to become certified. Alternatively, Supplier must provide a practicable environmental management system or at least demonstrate explicit and suitable evidences which show continual environmental improvement.
- 供應商應當向本公司簽署相關的禁用物質聲明。

- Supplier shall sign relevant banned substance declaration with Qisda.

#### **環境許可和報告 Environmental Permit and Reporting**

- 供應商應獲得所有必需的環境許可證、批准和登記文件，並進行維護及時常更新，以及遵守許可證的操作和報告要求。
- Supplier shall obtain, maintain and keep all required environmental permits, approvals and registrations current, and follow the operational and reporting requirements.

#### **預防污染和節約能源 Pollution Prevention and Resource Reduction**

- 供應商應當採取措施從源頭上降低或消除污染物的排放、釋放以及廢棄物的產生，並應當採取措施有節制地使用自然資源。
- Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices. The use of natural resources is to be conserved.

#### **有害物質 Hazardous Substances**

- 供應商應當識別和管理釋放到四周環境中會造成危害的化學物質、廢棄物及其他物質，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。
- Supplier shall identify and manage the chemicals, waste and other materials posing a hazard if released to the environment to ensure the safe handling, movement, storage, use, recycling or reuse and disposal.

#### **固體廢棄物 Solid Waste**

- 供應商應實施系統性措施來識別、管理、減少和負責任地棄置或回收固體廢物。
- Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste.

#### **廢氣排放 Air Emissions**

- 供應商應當在排放營運過程中產生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，按照要求對其進行分類、例行監察、控制和處理。應依照《蒙特利爾議定書》和適用的法規來有效管理耗損臭氧層的物質。
- Supplier shall characterize, routinely monitor, control and treat air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations as required prior to discharge. Ozone-depleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations.
- 供應商應當對廢氣排放管制系統的性能進行例行監察。
- Supplier shall conduct routine monitoring of the performance of its air emission control systems.

### 限用物質 Materials Restrictions

- 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。
- Supplier shall adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing.

### 水資源管理 Water Management

- 供應商應當實施水資源管理計畫，以記錄、分類和監測水資源及其使用和排放情況；尋求保護水資源以及控制污染管道。
- Supplier 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.
- 所有廢水在排放或處置前，需按要求的進行分類、監測、控制和處理。供應商應對其廢水處理和控制系統的運行狀況進行常規監控，以確保最佳性能和合規性。
- All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. Supplier shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

### 能源消耗和溫室氣體排放 Energy Consumption and Greenhouse Gas Emissions

- 供應商須訂立公司級別的溫室氣體減排目標。能源消耗及所有相關的範疇 1 與 2 的溫室氣體排放，應追蹤、記錄及公開報告，以達到溫室氣體減排的目標。供應商應當找到方法來改善能源利用效率並盡量減少能源消耗和溫室氣體排放。
- Supplier shall establish a corporate-wide greenhouse gas reduction goal. Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are to be tracked, documented, and publicly reported against the greenhouse gas reduction goal. Supplier shall look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

### 道德 Ethics

- 供應商及其代理商應遵循最高標準的道德要求，以履行社會責任並確立市場成功地位。
- Supplier and its agents shall uphold the highest standards of ethics to meet social responsibilities and to achieve success in the marketplace.

### 商業誠信 Business Integrity

- 供應商在所有商業互動關係中都應謹守最高的誠信標準，且採取零容忍政策來禁止任何形式的



賄賂、貪污、敲詐勒索及挪用公款之行為。

- Supplier shall uphold the highest standards of integrity in all business interactions, and shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

#### **無不當收益 No Improper Advantage**

- 供應商應拒絕承諾、提供、批准、給予或接受賄賂或任何不當收益。應實施監控、記錄保留與執行規程，確保符合反腐敗法律。
- Supplier shall refuse to promise, offer, authorize, give or accept bribes or any improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

#### **資訊揭露 Disclosure of Information**

- 所有業務往來均應透明，並且準確地記錄在供應商的商業帳簿和記錄中。應根據相關法規和現行行業實踐揭露有關供應商的勞工、健康與安全、環境實踐、業務活動、結構、財務狀況和績效等資訊。不允許偽造記錄或虛報供應鏈中的各種實際運營情況。
- All business dealings should be transparently performed and accurately reflected on the Supplier's business books and records. Information regarding Supplier's labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

#### **知識產權 Intellectual Property**

- 供應商應尊重知識產權，技術或經驗知識的轉讓應以保護知識產權的方式進行，並且應保護客戶和供應商的資訊安全。
- Intellectual property rights are to be respected, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

#### **公平交易、廣告和競爭 Fair Business, Advertising and Competition**

- 供應商應遵守公平交易、廣告和競爭的標準。
- Supplier shall uphold the standards of fair business, advertising and competition.

#### **身分保護及防止報復 Protection of Identity and Non-Retaliation**

- 除非法律禁止，否則供應商應制定並實施各項規程以保護檢舉之供應商和勞工檢舉者，確保其舉報的保密性及匿名性。供應商應為其勞工制定溝通程序，使勞工能夠提出任何問題，而不擔心遭到打擊報復。

- Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Supplier should have a communicated process for its personnel to be able to raise any concerns without fear of retaliation.
- 若有任何不法事件，請利用誠信信箱 [Integrity@Qisda.com](mailto:Integrity@Qisda.com) 提出檢舉。
- To report any behaviors against integrity or business ethics, please use this e-mail address: [Integrity@Qisda.com](mailto:Integrity@Qisda.com).

#### **負責任地採購礦物 Responsible Sourcing of Minerals**

- 供應商應採取政策，對其生產的產品中的鈹、錫、鎢和金的來源和供應鏈進行盡職調查，以合理確保其來源符合經濟合作與發展組織 (OECD) 《受衝突影響和高風險地區礦產供應鏈盡職調查指南》或同等和公認的盡職調查框架。
- Supplier shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization for Economic Cooperation 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.

#### **隱私 Privacy**

- 供應商應承諾合理地保護其供應商、客戶、消費者及勞工的個人資料及隱私，且遵守隱私和信息安全之法規要求。
- Supplier shall commit to protecting the reasonable privacy expectations of personal information of its suppliers, customers, consumers and employees, and comply with privacy and information security laws and regulatory requirements.