

職場不法侵害零容忍政策

Declaration of Workplace Violence Zero Tolerance Policy

明基材料為保障全體員工在執行職務期間，能於安全、尊重的勞動環境中工作，避免遭受身體或心理不法侵害導致身心健康受損，特以聲明，絕不容忍任何職場霸凌之行為，亦絕不容忍員工、服務對象或其他第三方對本司員工有職場不法侵害之行為。

To safeguard all employees of BenQ Materials while performing their duties, the company is committed to providing a safe and respectful working environment, free from any form of physical or psychological harm. We hereby formally declare that BenQ Materials maintains a zero-tolerance policy toward any form of workplace bullying or unlawful conduct. This applies to actions committed by employees, service recipients, or any third party.

職場不法侵害範圍 Definition of workplace violence :

本公司對職場不法侵害採取零容忍政策，其範圍包含但不限於下列情形：

- 一、 職場暴力：如毆打、抓傷、拳打、腳踢等身體攻擊行為。
- 二、 職場霸凌：如言語或行動上的威脅、貶低、排擠、持續性羞辱或孤立他人。
- 三、 性騷擾：包括不當言語暗示、性別歧視玩笑、不受歡迎的肢體接觸、視覺性騷擾（如張貼不當圖片）等。
- 四、 就業歧視：如基於性別、年齡、身心障礙、種族、婚姻或宗教等而產生不公平對待。

The scope of our zero-tolerance policy includes, but is not limited to, the following:

1. Workplace Violence – such as physical assault, including hitting, scratching, punching, or kicking.
2. Workplace Bullying – including verbal or physical threats, demeaning behavior, exclusion, ongoing humiliation, or isolation of others.
3. Sexual Harassment – including inappropriate verbal suggestions, gender discriminatory jokes, unwelcome physical contact, or visual harassment (e.g. posting inappropriate images).
4. Employment Discrimination – such as unfair treatment based on gender, age, disability, race, marital status, religion, or other protected characteristics.

申訴管道 Complaint pipeline :

明基材料全體員工均有責任協助確保免於職場不法侵害之工作環境，任何人目睹及聽聞職場不法事件發生，皆得通知人資部門，接獲申訴或通報後，將依保密原則進行調查程序，並依據事實查證結果採取適當之勸戒或懲處措施。

明基材料絕對禁止對申訴者、通報者或協助調查者有任何報復之行為，以建立一個尊重、公平、友善的工作環境；若有，亦將進行相關之勸戒與懲處。

為鼓勵同仁利用公司內所設置之申訴處理機制處理此類糾紛，如需額外協助，可使用公司提供的員工協助方案。

☆申訴電話：分機 2803

☆申訴專用電子信箱：workpeace@benqmaterials.com

All BenQ Materials employees share the responsibility to maintain a workplace free from unlawful conduct. Any observed or suspected incidents should be reported to HR. The company will investigate confidentially and take appropriate action based on the findings.

Retaliation against anyone who reports or assists in an investigation is strictly prohibited and will result in disciplinary measures.

Employees are encouraged to use the internal complaint system and may also seek support through the Employee Assistance Program (EAP).

☆Grievance Hotline: #2803

☆Email address for complaints: workpeace@benqmaterials.com

不法侵害申訴流程 Preventing Workplace Violence (Unlawful Infringement)：

1.員工申訴

2.成立申訴調查小組與評議委員會

3.調查小組約談相關人士釐清事件，由評議委員會討論決議

4.通知相關人員決議並執行決議內容，歸檔結案

1.Employee Grievances

2.Establishment of the Grievance Investigation Panel and Review Committee.

3.The investigation team interviewed the relevant people to clarify the incident, and the committee will discuss and resolve the matter.

4.Notify the relevant personnel of the resolution and implement it. Case Closed

董事長兼執行長 Chairman and Chief Executive Officer

