

職場不法侵害零容忍政策 Declaration of Workplace Violence Zero Tolerance Policy

明基材料為保障所有員工在執行職務過程中，免於遭受身體或精神不法侵害而致身心理疾病，特以書面加以聲明，絕不容忍任何本公司之管理階層主管有職場不法侵害之行為，亦絕不容忍本公司員工同仁間或顧客、客戶、照顧對象及陌生人對本公司員工有職場不法侵害之行為。

BenQ Materials is committed to providing a safe, healthy, respectful, and inclusive workplace for all employees. We have zero tolerance for any form of workplace violence, workplace bullying, sexual harassment, stalking or harassment, employment discrimination, or any other unlawful conduct that threatens an employee's physical or psychological well-being. This policy applies to all levels of management and all employees. It also extends to misconduct committed by customers, clients, contractors, visitors, or any third party toward our employees.

職場不法侵害定義 Definition of Workplace Violence and Harassment

工作人員在勞動場所遭受他人以言語、文字、肢體動作、電子通訊、網際網路或其他方式之謾罵、威脅、攻擊或侮辱等，以致於明顯或隱含地對其安全、福祉或與健康構成挑戰的事件。

Workplace violence and harassment refer to any incident in which an individual is subjected to verbal abuse, written messages, physical acts, electronic communications, online behavior, threats, intimidation, assault, humiliation, or other inappropriate conduct in the workplace that explicitly or implicitly endangers their safety, well-being, dignity, or health.

職場不法侵害行為樣態 Scope

明基材料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、職場霸凌、性騷擾、跟蹤騷擾、就業歧視。
- (二) 潛在造成職場(外部第三方)不法侵害之行為。

BenQ Materials adopts a zero-tolerance approach to workplace violence and harassment, including but not limited to:

- Workplace violence
- Workplace bullying
- Sexual harassment
- Stalking or harassment
- Employment discrimination
- Any conduct by external third parties that may result in workplace violence or harassment

申訴說明及管道 Reporting and Investigation

明基材料所有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，皆得通知人資部門或撥打員工申訴電話，接獲申訴或通報後，將依保密原則進行調查，並依據事實查證結果採取適當之勸戒或懲處措施；絕對禁止對申訴人、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。對於因執行職務發現有危及身體或生命之虞，而自行停止作業或退避至安全場所之勞工，事後絕不會對其處以不利之處分。

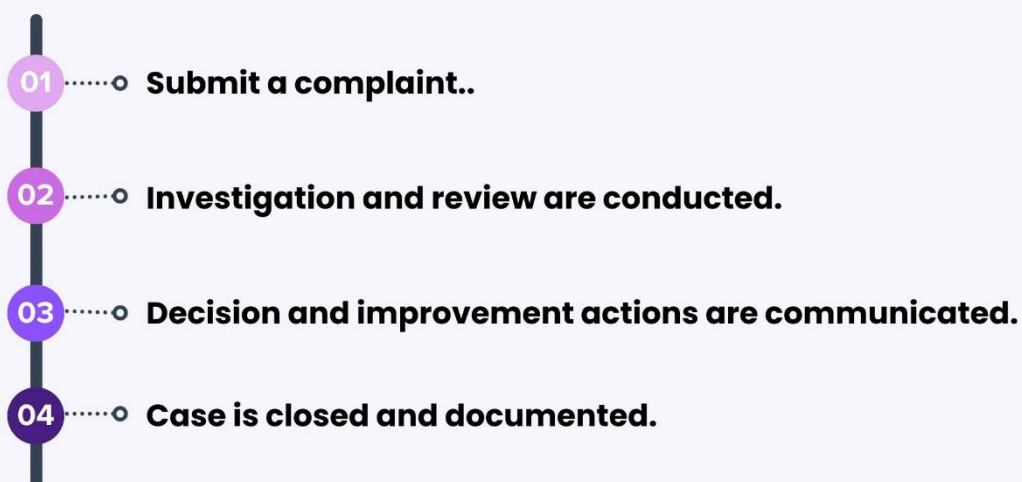
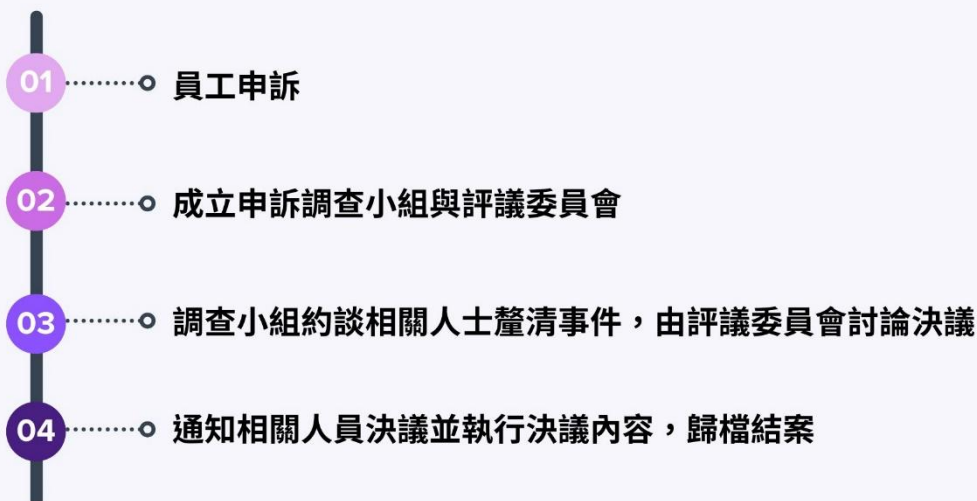
鼓勵同仁利用公司內所設置之申訴處理機制處理此類糾紛，但如需額外協助，可使用公司提供的員工協助方案。

- 申訴專線電話：分機 2803
- 申訴專用電子信箱：workpeace@benqmaterials.com

Every employee shares the responsibility for maintaining a workplace free from violence and harassment. Anyone who experiences, witnesses, or becomes aware of such conduct is encouraged to report the incident to the Human Resources Department or through the Company's reporting hotline. All reports will be handled confidentially. Investigations will be conducted fairly and objectively, and appropriate corrective or disciplinary actions will be taken based on the investigation findings. Retaliation against any person who files a complaint, reports an incident, or participates in an investigation is strictly prohibited. Any act of retaliation will result in appropriate disciplinary action. Employees who reasonably believe that continuing work presents an imminent threat to their safety or life may stop work and move to a safe location without fear of disciplinary action or other adverse treatment. Employees are encouraged to use the Company's internal grievance procedures to resolve workplace concerns. Additional support is also available through the Company's Employee Assistance Program (EAP).

Reporting Channels

- Reporting Hotline: Extension 2803
- Reporting Email: workpeace@benqmaterials.com

不法侵害申訴流程 Complaint Handling Process

董事長兼執行長 Chairman and Chief Executive Officer