

## 供應商企業社會責任行為準則作業規範 Supplier Corporate Social Responsibility Code of Conduct Operating Standard

### 1. 名詞定義 Terms Definition

- 1.1 CSR: Corporate Social Responsibility, 企業社會責任
- 1.2 CoC: Code of Conduct, 行為準則
- 1.3 BU: A Business Unit of BMC, 事業群
- 1.4 SAI: Social Accountability International, 社會責任國際組織

### 2. 目的 Purpose

本規範定義了明基材料(簡稱BMC)供應商就企業社會責任所須遵循的行為準則。

The purpose of this document is to define BenQ Materials Corporation ( " BMC" ) Supplier Corporate Social Responsibility Code of Conduct.

### 3. 範圍 Scope

適用於所有與明基材料有產品或材料交易的供應商。

The process defined in this document applies to the suppliers that doing business of products or materials with BMC.

### 4. 權責 Responsibility

供應商了解明基材料供應商CSR 管理行為準則，簽署相應之承諾書，以及配合明基材料CSR 現場稽核與持續改善。

Suppliers should study and know about BMC CSR Code of Conduct and sign back Supplier's undertakings, as well as receive CSR on-site audit and continuous improvement.

### 5. 作業內容 Operation Description

#### 5.1 供應商企業社會責任行為準則 Supplier Corporate Social Responsibility Code of Conduct

本準則是以責任商業聯盟行準則、企業社會責任管理手冊及客戶相關要求為基礎制定，以規範明基材料在商業活動中的企業社會責任行為。此行為準則共分為五個部份，包括道德、勞工、健康與安全、環境、管理系統。

The Code of Conduct is based on RBA (Responsible Business Alliance) Code of Conduct, Corporate Social Responsibility Manual and related-customer requirements, and to regulate BMC commercial activities in the conduct of CSR. This Code of Conduct is composed of five parts, including ethics, labor, health and safety, environment, management system.

本準則主要在規範產品生產過程中的設計、銷售、製造乃至服務的外包、ODM公司等以保證供應鏈中所有廠商的工作環境安全，員工得到尊重以及製造過程中對環境負責並且應當被各供應商接受並應用到其供應鏈中。

The CoC is to standardize the production process in design, market, manufacture and/or provide goods and services of outsourcing and Original Design Manufacturers (ODMs) firms to ensure that working conditions in the supply chain are safe, that employees are treated with respect and dignity, and that manufacturing processes are environmentally responsible and the CoC may be voluntarily adopted by BMC suppliers and subsequently applied by that business to its supply chain and subcontractors.

### 5.1.1 (商業)道德 ETHICS

供應商及其代理機構為了滿足其社會責任要求並成功贏得市場，須嚴格遵循以下道德：

To meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

#### a) 誠信經營 Business Integrity

所有商業互動關係都應遵循最高的誠信標準。公司應採取零容忍政策以禁止任何及形式的賄賂、貪污、敲詐勒索和挪用公款等行為，所有業務往來都應該透明化，並準確地記錄在賬簿和商業紀錄中。應推行監控和執行流程，以確保遵守反貪腐法律的要求。

The highest standards of integrity are to be upheld in all business interactions. Participants shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on Participant's business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

#### b) 資訊公開 Disclosure of Information

應當依照適用法規和主要行業慣例公開有關參與勞工、健康與安全、環保活動、商業活動、組織結構、財務狀況和業績的資訊。不得偽造紀錄或虛報供應鏈的狀況或慣例。

Information regarding participant 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.

#### c) 無不正當收益 No Improper Advantage

不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益。此禁令包括無論是直接還

是透過第三方間接地承諾、提供、批准、給予或收受任何有價之物，以期獲得或保留業務、將業務轉讓他人或獲取不正當收益。

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

d) 公平交易、廣告與競爭 Fair Business, Advertising and Competition

應制定公平交易、廣告和競爭的標準，必須制定保護客戶資訊的恰當措施。

Standards of fair business, advertising and competition are to be upheld.

Appropriate means to safeguard customer information must be available.

e) 身分保護及防止報復 Protection of Identity and Non-Retaliation

除非受法律禁止，公司應當制定程序來保護供應商和員工檢舉者，並確保其身份的機密性和匿名性。

Programs that ensure the protection of supplier and employee whistleblower confidentiality are to be maintained.

f) 智慧財產權保護 Protection of Intellectual Property

應當尊重智慧財產權；須以保護智慧財產權的方法傳遞技術和生產知識；並必須保護客戶的資料。

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 information is to be safeguarded.

g) 道德採購金屬 Responsible Sourcing of Minerals

供應商應當制定政策來合理地確保所製造的產品中所含有的鈹、錫、鎢和黃金不會直接或間接地資助或有益於剛果民主共和國及其鄰國內嚴重侵犯人權的犯罪武裝集體。公司應對這些礦物的採購和產銷監管鏈進行嚴格的審核，並在客戶查詢時提供有關審核標準的資料。

Suppliers shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Participants shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

h) 隱私 Privacy

供應商應對與其有業務往來的所有人士（包括供應商、客戶、消費者和員工）的個人資訊保密，該等保密行為應符合該等人士的合理期望值。收集、存儲、處理、傳輸和共用個人資訊時，公司應遵守與隱私和資訊安全有關的法規。

Suppliers are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees. Participants are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

### 5.1.2 勞工 Labor

供應商應當根據國際社會公認的準則，承諾維護勞工人權並尊重他們。對各種職場不法侵害採取「零容忍」原則，並建立安全、尊嚴、無歧視、互相尊重及包容、機會均等之職場文化。該準則適用於所有勞工包括：臨時工、移民工、建教生、學生工、契約工、直接勞工，以及任何其他員工。相關勞工標準包括：

Suppliers are committed to uphold the human rights of employees, and to treat them with dignity and respect as understood by the international community. Suppliers must to hold the principle of "zero tolerance" against any illegal behaviors in the workplace to maintain a culture of security, dignity, nondiscrimination, respect, inclusiveness, and equality. This applies to all workers including temporary, migrant, workers employed through school-industry cooperation, student, contract, direct employees, and any other type of worker. The labor standards are:

#### a) 自由擇業 Freely Chosen Employment

禁止使用強逼、擔保（包括抵債）或用契約束縛的勞工、非自願的監獄勞工、奴役或販賣的人口。這包括用恐嚇、強逼、威脅、綁架或詐騙手段運送、窩藏、招募、調配或接受人員用作勞工或取得服務。除了禁止對勞工進出入公司工作場所作出不合理限制外，也不應無理地約束勞工在工作場所內走動的自由。作為招聘程序中的必要部份，必須在勞工離開原本的國家前，為他們提供用他們母語書寫的僱傭協議，並且在協議中描述僱傭條款及條件。所有工作應當是自願的，勞工擁有隨時自由離職或終止僱傭關係的權利。僱主或中介人不得扣留或以其他方式毀壞、隱藏、沒收或拒絕僱員取用他們的身份證或出入境證件，如政府頒發的身份證明、護照或工作許可證，除非法律要求僱主持有其僱員的工作許可證。招聘費用或其他與其聘用相關費用的安排須依循適用之相關法令規定，且須向勞工透露其需支付的所有費用。

Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities. As part of the hiring process, workers must be provided with a written employment

agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin.

All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to employees' identity or immigration documents, such as government-issued identification, passports or work permits, unless the holding of work permits is required by law. All recruitment fees or other aggregate fees should be implemented in compliance with applicable laws. All fees paid by workers must be disclosed to them.

#### b) 青年勞工 Young Workers

不得在任何製造工序中使用童工。「童工」指僱傭任何未滿 15 歲、或未達強迫教育年齡、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）。符合所有法律法規的合法職場學習計劃則不在此列。未滿 18 歲的勞工（青年勞工）不得從事可能會危及健康或安全的工作，包括夜間值勤或加班。公司應當透過適當地保管學生記錄、嚴格審核教育合作夥伴和按照適用的法律法規保障學生的權利，從而確保對學生工的管理得當。公司應當為所有學生工提供適當的支援和訓練。如果沒有當地法律的規管，學生工、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員工相等。

Child labor is not to be used 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. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. 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. Participant shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable law and regulations. Participant shall provide appropriate support and training to all student workers. In the absence of local law, 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.

#### c) 不歧視 Non-Discrimination

供應商應承諾員工免受騷擾以及非法歧視。公司不得因人種、膚色、年齡、性別、性傾向、性別認同及表達、種族或國籍、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身份、受保護的基因信息或婚姻狀況等在招聘及實際工作中歧視員工，例如因此而影響工資、晉升、獎勵和受訓機會等。應為員工提供適當的場所進行宗教活動。此外，不得讓員工或準員工接受帶有歧視性的醫學檢驗或身體檢查。



Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in 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 in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

d) 人道待遇 Humane Treatment

避免苛刻和非人道地對待員工，包括任何形式的性騷擾、性侵犯、體罰、精神或身體壓逼或是口頭辱罵；也不得威脅進行任何此類行為。有關的紀律政策及程序必須有清晰的定義，並向員工清楚地傳達。

There is to be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

e) 工資與福利 Wages and Benefits

支付給勞工的工資應當符合所有相關的薪酬法令，包括有關最低工資、超時加班和法定福利的法令。根據當地法律的規例，勞工的加班工資應高於常規時薪水平。禁止以扣除工資作為紀律處分的手段。在每個支薪週期，應及時為勞工提供簡明的工資單據，內含充足的資料證實支付給勞工的薪酬準確無誤。必須按照當地法律聘用臨時工、派遣員和外包員工。

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. 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. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

f) 工作時間 Working Hours

根據有關的商業實踐研究，生產力降低、職員流動率上升以及受傷和患病情況的增多與勞工的疲勞度有顯著的關連。因此，工作時數不應超過當地法律規定的最大限度。

Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Workweeks are not to exceed the maximum set by local law.

#### g) 自由結社 Freedom of Association

根據當地法律，公司應當尊重所有員工組織和參與他們所選擇的工會、集體談判和參加和平集會的權利，同時也應尊重員工迴避這類活動的權利。員工和/或他們的代表應當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。

In conformance with local law, suppliers shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or 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.

#### 5.1.3 健康與安全 HEALTH and SAFETY

供應商意識到除了盡量減少與工作相關的傷病發生率外，安全、健康的工作環境有助提高產品和服務的質素、生產的穩定性以及員工的忠誠度和士氣。明基材料也意識到持續地在員工身上投放資源和進行教育是辨識和解決工作場所內健康與安全問題的關鍵。

Suppliers recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. BenQ Materials also recognizes that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

本準則參考了職業健康安全管理體系如OHSAS18001和ILO指導方針標準，同時可視這些標準為一種有用的外來資訊，健康與安全標準包括：

Recognized management systems such as OHSAS 18001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be a useful source of additional information. The health and safety standards are:

#### a) 職業安全 Occupational Safety

應透過適當的設計、工程和行政管制、防護保養、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來控制工作場的安全隱患（如電力和其他能源、火災、運載工具和跌倒危險或事故），以免危及職工。若無法透過上述方法有效控制危險源，應為員工提供適當的、保養良好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。應鼓勵員工提出安全疑慮。亦

必須採取合理的措施，從而讓懷孕的婦女／哺乳期女性遠離存在高度危險的工作環境、消除或減少懷孕的婦女和哺乳期女性所承受的任何職業健康和 safety 風險（包括與其工作分派相關的），以及為哺乳其女性提供合理的場所。

Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tag out), and ongoing safety training. 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. Workers shall be encouraged to raise safety concerns. Reasonable steps must also be taken to remove pregnant women/nursing mothers from working condition 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, as well as include reasonable accommodations for nursing mothers.

#### b) 應急準備 Emergency Preparedness

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，包括：緊急報告、員工通告和疏散計劃、員工培訓和演習、適當的火警偵測和滅火設備、充足的疏散設施和恢復計劃。這些方案和程序應注重於盡量減低對生命、環境和財產的危害。

Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property.

#### c) 工傷和職業病 Occupational Injury and Illness

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，包括以下規定：鼓勵員工報告；歸類和記錄工傷和職業病案例；提供必要的治療；調查案例並執行糾正措施以杜絕類似情況；協助員工返回工作崗位。

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness including provisions to: encourage worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

#### d) 工業衛生 Industrial Hygiene

應當識別、評估並控制因接觸制化學、生物以及物理作用劑給員工帶來的影響。必須透過工程



和行政管制來防止員工過度接觸這些作用劑。如這些措施無法有效預防危害，應當為員工提供和使用適當、妥善維護的個人防護裝備。防護計劃須包括有關這些危險相關風險的教材。

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment. Protective programs shall include educational materials about the risks associated with these hazards.

e) 體力勞動工作 Physically Demanding Work

應當識別、評估並控制從事體力勞動工作給員工帶來的影響，包括以人力搬運物料或重複提舉重物、長時間站立和高度重複性或高強度的組裝工作。

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 is to be identified, evaluated and controlled.

f) 機器防護 Machine Safeguarding

應當評估生產設備或其他類型機器的安全隱患。為預防機器對職工可能造成的傷害，應當提供和正確地維護物理防護裝置、連鎖裝置以及屏障。

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

g) 公共衛生和食宿 Sanitation, Food, and Housing

應當為員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。供應商或人力仲介提供的員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、充足的照明供暖和通風設備、獨立安全的場所以供儲存個人和貴重物品以及適當且出入方便的私人空間。

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the suppliers or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

h) 健康與安全溝通 Health and Safety Communication

供應商應當為員工提供以其使用的語言或其能夠明白的語言進行的適當職業健康和安全資料和訓練，以識別員工面對的所有工作場所危險情況，包括但不限於機械、電力、學、火災和物理

危害。在工作場所的顯眼處張貼健康與安全相關資料，或將有關資料放在員工可識別和易於接觸的位置。在開始工作前及之後定期提供訓練予所有員工。應當鼓勵員工提高安全意識。

Suppliers shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards.. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise safety concerns.

#### 5.1.4 環境 ENVIRONMENTAL

供應商承認環境保護責任是生產世界級產品不可或缺的一部份。在製造作業過程中，應盡量減少對社區、環境和自然資源造成的不良影響，同時保障公眾的健康和安全。本守則參考了管理體系如ISO14001和EMAS標準，同時可視這些標準為一種有用的外來資訊源。環境標準有：

Suppliers recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001, the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information. The environmental standards are:

##### a) 環境許可和報告 Environmental Permits and Reporting

應獲取所有必需的環境許可證（如排放監控）、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

##### b) 預防污染和節約資源 Pollution Prevention and Resource Reduction

應在源頭上或透過實踐（如增設污染控制設備；改良生產、維修和設施程序；或其他方法）盡量減少或杜絕排出和排放污染物以及產生廢物。應節約或透過實踐（如改良生產、維修和設施程序、替換材料、再用、節約、回收或其他方法）節約自然資源（包括水、化石燃料、礦物和原始森林產品）的耗費。

Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance and facility processes; or by other means. The use of natural resources, including water, fossil fuels, minerals

and virgin forest products, is to be conserved or by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling or other means.

c) 有害物質 Hazardous Substances

必須識別和控制釋放到環境中會造成危險的化學物質及其他物質，以確保這些物質得到安全的處理、運輸、儲存、使用、回收或重用及處置。

Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

d) 固體廢棄物 Solid Waste

供應商應實施系統性的措施來識別、管理、減少和負責任地棄置或回收固體的無害廢物。

Suppliers shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

e) 廢氣排放 Air Emissions

在排放營運過程中產生的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，應當按照要求對其進行分類、例行監察、控制和處理。公司也應當對廢氣排放管制系統的性能進行例行監察。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Suppliers shall conduct routine monitoring of the performance of its air emission control systems.

f) 材料控制 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（包括回收和棄置標籤）。另外，必須遵照客戶要求的特定限制及對有害物質清單進行加工，本公司將全力促使其認定的供應商及通過綠色夥伴環境認證的供應商遵循該項目的有關規定。

Suppliers are to adhere to all applicable laws and regulations regarding prohibition or restriction of specific substances including labeling laws and regulations for recycling and disposal. The corporation is also to adhere to processes to comply with each agreed-upon customer-specific restricted and hazardous materials list. We are striving to enhance our qualified suppliers and the suppliers certificated as the green partners to comply with the related regulations.

g) 水資源管理 Water Management

供應商應當實施水管理計劃，以記錄、分類和監察水資源、使用和排放；尋求機會節約用水；

以及控制污染渠道。所有污水在排放或棄置前，應當按照要求對其進行分類、監察、控制和處理。參與者應當對污水處理和控制系統的性能進行例行監察以確保達致最佳性能和符合監管規例。

Suppliers 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. All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. Participant shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

h) 能源消耗和溫室氣體排放 Energy Consumption and Greenhouse Gas Emissions  
供應商應當追蹤及記錄工作場所內和／或企業層面的能源消耗和所有相關範圍 1 和 2 溫室氣體排放。參與者應當尋求具成本效益的方法來改善能源利用效率和盡量減少能源消耗和溫室氣體排放。

Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level. Participants are to look for cost-effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

#### 5.1.5 管理系統 MANAGEMENT SYSTEM

供應商須採納或建立一個與此準則內容相關的管理系統，該系統須：a) 遵循所有與其經營及產品相關的法律法規及客戶要求；b) 遵從此行為守則；c) 識別並降低與此守則相關的經營風險。持續改進提升，該管理系統包含如下內容：

Suppliers shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure (a) compliance with applicable laws, regulations and customer requirements related to the supplier's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement. The management system should contain the following elements:

##### a) 公司承諾 Company Commitment

企業的社會及環境責任政策聲明應確定參與者對守法以及持續改進的承諾並由行政管理層簽署，並以當地語言張貼於工作場所內。

A corporate social and environmental responsibility policy statements affirming Participant's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

b) 管理職責及責任 Management Accountability and Responsibility

供應商應明確指定高級主管和公司代表來負責保證管理體系和相關計劃的實施。高級管理層應定期檢查管理體系的運作情況。

Suppliers clearly identifies senior executive and company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

c) 法律及客戶要求 Legal and Customer Requirements

制定程序識別、監察並理解適用的法律法規和客戶要求。

A process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

d) 風險評估及風險管理 Risk Assessment and Risk Management

制定程序識別與參與者經營相關的守法、環境、健康與安全以及勞工活動及道德風險。評定每項風險的級別，實施適當的程序和實質管制來控制已識別的風險和確保遵行監管規例。

A process to identify the legal compliance, environmental, health and safety<sup>3</sup> and labor practice and ethics risks associated with Participant's operations.

Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

e) 改進目標 Improvement Objectives

應制定書面績效目標、指標和實施計劃來提高參與者的社會和環境責任績效，包括對參與者為達成這些目標所取得的成效進行定期審核。

Written performance objectives, targets and implementation plans to improve the Participant's social and environmental performance, including a periodic assessment of Participant's performance in achieving those objectives.

f) 培訓 Training

應為管理層及員工制定培訓計劃，從而實施參與者的政策、程序及改進目標，同時滿足適用之法律法規的要求。

Programs for training managers and workers to implement supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

g) 溝通 Communication

制定程序將公司政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶。

A process for communicating clear and accurate information about company's



policies, practices, expectations and performance to workers, suppliers and customers.

h) 員工意見、參與和申訴 Worker Feedback, Participation and Grievance

制定持續可行的程序（包括有效的申訴機制）以評估員工對本準則所涵蓋之實踐或違反情況和條件的認知度，並獲取員工在這方面的意見，從而推動持續改進。

Ongoing processes, including an effective grievance mechanism, to assess employees' understanding of and obtain feedback on or violations against practices and conditions covered by this Code and to foster continuous improvement.

i) 稽核及評估 Audits and Assessments

定期進行自我評估，從而確保符合法律法規的要求、本規範內容以及客戶合約中與社會與環境責任相關要求。

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

j) 糾正措施 Corrective Action Process

制定程式及時矯正內部或外部評估、檢查、調查及審核所發現的不符合項，包含對如下區域的環境及健康安全的風險評估：倉庫、物料貯存設施，工廠/輔助設備，實驗室及測試區，衛生設施(浴室)，廚房餐廳及員工住房宿舍等。

Process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews. Areas to be included in a risk assessment for environment, health and safety are warehouse and storage facilities, plant/facilities support equipment, laboratories and test areas, sanitation facilities (bathrooms), kitchen/cafeteria and employee housing /dormitories.

k) 文件及記錄 Documentation and Records

建立文件及記錄，確保符合管控規定，遵從公司要求，同時妥當保護機密。

Creation of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

l) 供應商的責任 Supplier Responsibility

制定程序來將本規範的要求傳達給供應商，並監管供應商對本準則的遵行情況。

A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.

## 5.2 明基材料對供應商的管理機制 BMC Management Function of Suppliers

### 5.2.1 新供應商認證 New Supplier Certification

在成為明基材料合格供應商或收到明基材料訂單之前，供應商應正式通過明基材料新導入供應商CSR 認證，供應商必須提供相關的文件以證明其CSR 狀況能滿足客戶及明基材料CSR管理之要求，並簽回廠商承諾書。

Suppliers should be formally certificated through the new supplier CSR certification process before they can be granted as approved vendor and receive a PO from BMC. Suppliers are required to provide supporting documents confirming the CSR status meets with the CSR management requirement of customers and BMC and sign back "Supplier's undertaking".

### 5.2.2 供應商簽訂廠商承諾書 Supplier CSR Requirement in the Undertaking

明基材料以企業社會責任承諾的形式要求供應商遵守CSR 要求，供應商應保證符合明基材料供應商CSR要求，如供應商違反CSR 要求，因此造成的損失由供應商承擔。

BMC takes the form of Undertaking for suppliers to comply with the CSR requirements.

Suppliers should guarantee that they will follow the CSR requirements in the Undertaking. In the event that suppliers fail to comply with CSR requirements, it will undertake all the losses.

### 5.2.3 供應商CSR自我評估 Supplier CSR Self-Assessment

CSR 自評問卷是為了加強供應商對社會及環境責任的關注，以及使供應商能夠提供與其管理制度和實踐相關的資訊。供應商回覆明基材料評估問卷時，務必提供完整的細節或事實描述，同時須提供相關佐證資料。

CSR Self-assessment Questionnaire is to foster suppliers to pay more attention to social and environmental responsibility, and to promote suppliers to provide information related to their management systems and practices. Suppliers are required to provide full details or describe the facts clearly, and the related supporting documents should be provided together.

### 5.2.4 供應商CSR現場稽核 Supplier CSR On-site Audit

供應商CSR稽核的目的是通過對供應商現場稽核，以推動其CSR狀況之持續改善。稽核將依照供應商CSR檢查表來進行。檢查表涵蓋供應商的勞工、道德、健康安全、環境、勞工與道德管理體系、環境與健康安全管理體系五個方面，供應商必須依照BMC要求來配合稽核活動之推行。

The objective of supplier CSR on-site audit is to promote suppliers' CSR continuous improvement, and the audit is conducted based on the BMC supplier CSR checklist, which is developed to cover suppliers' five aspects: labor & ethics, occupational health and safety, environment, labor & ethics management system, environment & health safety management system. Suppliers must meet the audit activities in

accordance with BMC requirements.

#### 5.2.5 供應商CSR改善 Supplier CSR Improvement

供應商在收到明基材料稽核報告後，應在2周內針對改善行動報告中的缺失項提供相應的改善計劃。

Supplier should submit corrective action plan for the defect findings in the corrective action report within two weeks after receiving the audit report from BMC.

對於發生零容忍之供應商，供應商收到明基材料之稽核報告後必須立即改善。

零容忍包括“使用童工”；“使用強迫勞工/監獄工”；“排放未經處理的有毒、有害物質或物料”與“立即造成員工身體傷害的行為”。

For the supplier violating the "zero tolerance", it shall improve immediately after receiving BMC notification of the audit report. The zero tolerance include "Use child labor", "Use forced or prison labor", "Discharge poisonous and hazardous chemicals and materials without disposing" and "Behaviors or environment resulting immediate damage on employees' health". For the supplier violating the "Non-conformities", it shall finish the improvement actions before the required deadline.

#### 5.2.6 供應商CSR改善結果 Supplier CSR Improvement Result

如果供應商能及時改善現場稽核過程中所發現的缺失，明基材料在績效評核系統中將會給予相應加分；如果供應商發生CSR 事件或在現場稽核過程中被發現零容忍缺失，且在規定時間內沒有改善，明基材料將取消其優良供應商資格並從明基材料之優良供應商清單中除名。對於客戶指定供應商將知會客戶，對於非客戶指定供應商將被減少訂單或凍結其交易，對於拒絕改善之供應商，明基材料將取消其資格，以消除風險避免給明基材料及客戶帶來損失。

If suppliers can improve the findings of on-site audit in time, BMC will reward the supplier with more score in the Scorecard System. For suppliers that have CSR event or zero tolerance found in the on-site audit, but do not improve in specified time, they will be disqualified and removed from BMC AVL, and then will be escalated to the customer in OEM project. The allocation will be reduced or the transaction will be frozen in ODM project. Suppliers refusing to improve findings will be disqualified so as to eliminate risks and avoid damage to BMC and customers.

### 6. 附錄 Attachment

無 NA