

# 永光化學 供應商行為準則 Supplier Code of Conduct

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「成為對人類有貢獻的高科技化學企業集團」是永光化學的願景，我們依循永續經營與發展的理念，重視環境保護、社會責任、公司治理、商業道德等議題，也期許供應商所有業務活動能符合本準則以及其所在國家的法律和規章的要求，確保供應鏈之永續發展。

“A high-tech chemical group making contributions to the well-being of mankind” is the vision of Everlight Chemical. We follow the concept of sustainable management and development, concern environment protection, social responsibility, corporate governance, business ethics and other issues. To ensure the sustainable development of the supply chain, all business activities of our suppliers (“Suppliers”) are expected to comply with the requirements of this Code of Conduct (“Code”) and the laws, regulations of the country in which they are located.

本準則參考責任商業聯盟（RBA）、ISO45001、ISO14001等國際標準，包含五個議題：(A) 道德規範、(B) 勞工與人權、(C) 健康與安全、(D) 環境標準、及(E) 管理制度。

This Code refers to international standards such as the Responsible Business Alliance (RBA), ISO45001, and ISO14001 with five topics: (A) Ethics, (B) Labor and Human Rights, (C) Health and Safety, (D) Environmental Standards, and (E) Management Systems.

## A 道德規範

為履行社會責任並在市場上取得成功，供應商應謹守最高的道德標準，包括：

### A Ethics

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

#### A1 誠信經營

所有商業互動中應秉持最高的誠信標準，遵守法律規範，禁止任何形式的賄賂、貪污、敲詐勒索和挪用公款。

#### A1 Business Integrity

The highest standards of integrity need to be upheld in all business interactions. Suppliers shall adhere to all applicable laws and prohibit any and all forms of bribery, corruption, fraud, extortion and embezzlement.

#### A2 無不當利益

不得承諾、提供、批准、給予或收受賄賂、任何有價之物或其他形式的不正當收益。

#### A2 No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered,

authorized, given or accepted.

### A3 資訊公開

所有的業務來往應具透明度，應當按照適用法規和普遍的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、組織架構、財務狀況和業績的資料。

#### A3 Disclosure of Information

All business transactions should be transparently performed and accurately recorded accordingly. Information regarding related labor, health and safety, environmental protection activities, business activities, organization structure, financial status and sales performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

### A4 智慧財產

應尊重智慧財產權，在其受到保護的情況下傳遞技術和專業知識，且提供本公司之貨品或服務，不可侵害他人之智慧財產權；同時須保護本公司所提供的資料，善盡保密義務，不得洩漏或逕自申請智慧財產權。

#### A4 Intellectual Property

Intellectual property rights should be respected, technology and know-how should be transmitted in a manner that protects intellectual property rights, and the goods or service provided to Everlight Chemical shall not infringe the intellectual property rights of others; meanwhile, Suppliers shall keep the information provided by Everlight Chemical confidential, and shall not disclose such information to others and shall not apply such information for intellectual property rights without Everlight Chemical's prior consent.

### A5 公平交易與競爭

應謹守符合當地法律和規章的公平交易和競爭標準。

#### A5 Fair Trade and Competition

All applicable standards of fair trade and competition are to be upheld and complied with local laws and regulations.

### A6 保護身分與杜絕報復

應制定程序來保護檢舉者，並確保其身份的機密性和匿名性。也應制定溝通程序，讓員工可以表達他們的疑慮，而不用害怕遭到報復。

#### A6 Protection of Identity and Non-Retaliation

Procedures should be in place to protect whistleblowers and ensure the confidentiality and anonymity of their identities. Communication procedures should also be put in place to allow employees to express their concerns without fear of retaliation.

### A7 不使用衝突礦產

應禁用任何相關衝突礦產並制定衝突礦產政策和管理機制，對其製造的產品中含有鈿、錫、鎢和黃金的來源和產銷監管鏈進行盡職調查。

#### A7 Commit to non-use of conflict mineral

Suppliers should prohibit any relevant conflict minerals and develop conflict minerals policies and management systems, exercise due diligence on the source and chain of custody of tantalum, tin, tungsten and gold in the products they manufacture.

#### A8 隱私權

承諾合理地保護任何與其有業務來往者的個人資料和隱私。供應商在蒐集、儲存、處理、利用、傳輸和分享個人資料時將遵守隱私和資料安全法律及監管要求。

#### A8 Privacy

Suppliers commit reasonably protecting personal information and privacy of everyone who deal business with the company, including suppliers, customers, consumers and employees. Suppliers are to comply with all applicable laws and regulatory requirements about privacy and information security when personal information is collected, stored, processed, utilized, transmitted, and shared.

#### A9 利益衝突

供應商須向本公司揭露可能利益衝突的情況，並揭露是否有本公司職員或同本公司簽署合約的專業人員在供應商的業務中存在任何形式的利益或與供應商有任何形式的經濟關係。

#### A9 Conflict of Interest

Suppliers are required to disclose to Everlight Chemical any situation that may appear as a conflict of interest, and disclose to Everlight Chemical if any Everlight Chemical staff or professional under contract with Everlight Chemical may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

#### A10 未經授權轉包之禁止

本公司員工在未經特別授權下，不得要求供應商將依約應提供的產品或服務轉包給特定第三方，或指定應向特定第三方購料或採購。供應商若接到類似要求，應立即通報本公司。

#### A10 Prohibition of Unauthorized Subcontracting

Without any specific authorization, any employee of Everlight Chemical should not request Suppliers to subcontract products or services, or procure materials, from a specific third party. If Suppliers receive a similar request like above from Everlight Chemical's employee(s), please notify Everlight Chemical accordingly and immediately.

#### A11 遵循進出口相關法規

供應商應瞭解並遵循進出口及運送貨品予本公司或代本公司進出口及運送貨品所涉及的相關法令，包括原出口國的出口管制與海關法規、目的地國家的進口和海關法規、支付法令要求的關稅和其他稅賦、以及當地運輸的相關法令。

#### A11 Complying with Export and Import Regulations

Suppliers should understand and comply with all relevant laws and regulations, including export control and customs clearance, to deliver products to CSC, or even on behalf of CSC to arrange the transportation & shipment as well. This includes export/import control laws and customs laws in both countries, all necessary duties & taxes imposed, and local transportation laws.

A12 供應商與永光化學任何接觸必須謹守一般商業往來的分際，一旦有私下賄賂、收受回扣、不當利益、利益衝突、未經授權轉包等情形，必須立刻通報永光化學，通報方式：

E-mail : [informant@ecic.com.tw](mailto:informant@ecic.com.tw) ; 檢舉專線 : (02)2326-3502 。

A12 Contact must be within accepted cultural business norms, and relationships that become conflicts of interest, bribery, rebate, and unauthorized subcontracting must be reported to Everlight Chemical. Reporting channel:

Email: [informant@ecic.com.tw](mailto:informant@ecic.com.tw), TEL No. : +886-2-2326-3502.

## B 勞工與人權

本公司希望供應商恪守所在國家的法規，維護員工的人權並給予員工應有的尊重、尊嚴及平等對待，包括：

- B1 員工可自由選擇職業
- B2 禁用童工
- B3 工作時間不應超過當地法律規定的最大限度
- B4 支付給勞工的工資應符合相關的薪酬法律
- B5 避免任何苛刻和非人道地對待員工
- B6 承諾員工免受騷擾及非法歧視
- B7 尊重員工結社自由和集體談判

### B Labor and Human Rights

Everlight Chemical expects Suppliers to abide by the laws and regulations of the country in which they are located, and to uphold the human rights of workers, and to treat them with dignity, respect and fairness. Including :

- B1 Freely chosen employment
- B2 Prohibition of child labor
- B3 Working hours shall not exceed the maximum limit set by local law
- B4 Compensation paid to workers shall comply with all applicable wage laws
- B5 Avoid any harsh and inhumane treatment of employees
- B6 Commitment to protect employees from harassment and illegal discrimination
- B7 Respect freedom of association and collective bargaining of employees

## C 健康與安全

供應商應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品質、生產的穩定性以及員工的留職率和士氣。也應意識到持續對員工投入和教育是發現和解決工作場所內健康與安全問題的關鍵。包括：

### C Health and Safety

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. Suppliers also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

#### C1 職業安全

供應商在合理可行的情況下應確保：(a)工作場所、機械、設備和製造過程安全且無健康風險；(b)使用之化學、物理和生物物質及製劑，採用適當保護措施，沒有健康風險；(c)提供適當的防護用具，在合理可行的範圍內防止發生事故及對健康產生有害影響的風險；(d)持續提供員工職業健康與安全知

識培訓。

#### C1 Occupational Safety

Everlight Chemical expects Suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and manufacturing operations under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) adequate protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of harmful effects to health. (d) Continuously provide employees with occupational health and safety knowledge training.

#### C2 緊急應變準備

應確認和評估潛在的緊急情況和事件，並通過實施緊急應變方案和應變程序來將其影響降到最低，包括緊急報告、員工通知和疏散程序、員工培訓和演習，這些方案和程序應著重於盡量減低對生命、環境和財產的危害。

#### C2 Emergency Preparedness

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. Such plans and measures shall focus on minimizing harm to life, environment and property.

#### C3 職業傷害與疾病

應建置適當的程序和系統來預防、管理、追蹤和通報職業傷害與疾病，並鼓勵員工通報、分類和記錄。供應商應提供必要的治療協助，調查案例並採取改善措施，協助員工更快返回工作崗位。

#### C3 Occupational Injury and Illness

Suppliers should establish appropriate procedures and systems to prevent, manage, track and report occupational injury and illness, and encourage worker to report, classify and record. The Suppliers shall provide necessary medical treatment assistance; investigate the cause of the accident and take improvement measures to help workers return to workplace faster.

#### C4 工業衛生

應識別並評估化學、生物以及物理危害因子給員工帶來的影響，且透過適當的工程、行政控制及個人防護器具來消除或控制潛在危險。

#### C4 Industrial Hygiene

Suppliers should identify and evaluate the impact of chemical, biological and physical hazards on employees, and to eliminate or control potential hazards through appropriate engineering, administrative control and personal protective equipment.

#### C5 人因危害預防

應識別、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。

#### C5 Human Factors Prevention

Suppliers should identify, evaluate and control the impact of human factors on workers, including manual handling of materials or repeated lifting of heavy objects, standing for long periods of time, and highly repetitive or intensive assembly work.

#### C6 機器防護

應評估生產設備或其他類型機器的安全危害。為預防機器對員工可能造成的傷害，應確保防護裝置、連鎖裝置以及護罩功能正常。

#### C6 Machine Safeguarding

Suppliers should assess the potential hazards of production equipment or other types of machinery. In order to prevent possible injuries to workers caused by machines, physical guards, and interlocking devices should be provided and properly maintained.

#### C7 環境衛生

應提供員工乾淨的廁所、清潔的飲用水及衛生的食物、儲存及用餐設施。

#### C7 Sanitation, Food, and Housing

Suppliers should provide workers clean toilet facilities, clean drinking water and sanitary food, storage, and dining facilities.

#### C8 健康與安全溝通

應以員工使用的語言或其能夠明白的語言，提供適當的職業健康與安全資料及訓練。在工作場所的醒目處張貼健康與安全相關資料，或將相關資料放在員工可識別和易於接觸的位置。

#### C8 Health and Safety Communication

Suppliers should provide appropriate training on occupational health and safety in the language used by workers or in the language that they can understand. Post health and safety-related materials in conspicuous places or workplace where workers can identify and access easily.

#### C9 自然災害風險減緩

應了解工廠所在地可能遭遇的自然災害，如地震、旱災、水災、颱風、颶風、冰風暴等，評估人員傷害、財產損失與營運中斷的可能性與嚴重度，根據評估結果，建立適當的防護及應變程序，以減緩自然災害風險。

#### C9 Natural Disaster Risk Mitigation

Suppliers should be aware of possible natural disasters, such as earthquakes, droughts, floods, typhoons, etc. at the factory location, and assess the possibility and severity of personnel injury, property damage, and operational disruptions. Based on the assessment results, the risks of natural disasters should be mitigated through establishing appropriate protection, and emergency response procedures.

### D 環境標準

供應商了解環境保護責任是生產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不良影響，並遵守相關環境法規。

#### D Environmental Standards

Suppliers should be aware that the responsibility on environmental protection is an integral part of the production of products. In the process of manufacture, the adverse effects on the community, environment and natural resources should be minimized, while complying with relevant environmental laws.

#### D1 環境許可及合規性

獲取所有必需的環境相關許可證、批准和登記文件，亦要對上述文件進行維護並更新，以及遵守許可證的操作和報告要求。

#### D1 Environmental Permits and Compliance

Suppliers' all necessary environmental-related permits, approvals and registrations shall be obtained, and the above-mentioned documents should be maintained and updated, as well as compliance with the operating and reporting requirement of the permit.

#### D2 化學品管理

識別和管理對環境造成危害的化學物質，從而確保化學物質以安全方式進行運作(係指製造、輸入、輸出、販賣、運送、使用、貯存、回收或再利用及廢棄)，並依法如期完成登錄及申報等事宜。

#### D2 Chemical Substances Management

Suppliers' chemical substances harmful to the environment shall be identified and managed to ensure the handling of chemical substances can be conducted in a safe manner ("Handling" refers to such activities as the manufacture, import, export, sale, transport, use, storage or discarding of chemical substances), and the chemical substances shall be reported and registered on schedule in order to comply with regulations.

#### D3 廢水和廢棄物

對於操作過程、生產流程和生活產生的廢水和廢棄物，應按照法規要求對其進行鑑別、控制、處理及監測。

#### D3 Wastewater and Waste

Wastewater and waste generated from operations, production and human activities are to be identified, controlled, treated and monitored in compliance with the laws and regulations.

#### D4 空污排放

對操作過程、生產流程產生的空氣污染物及破壞臭氧層化學品等，應按照法規要求對其進行鑑別、控制、處理和監測。

#### D4 Air Emissions

Air emissions from operations, production, and ozone depleting chemicals are to be identified, controlled, treated and monitored in compliance with the laws and regulations.

#### D5 水資源管理

實施水資源管理計劃，以記錄、分類和監視水資源之使用和排放；尋求機會節約用水。

#### D5 Water Management

Suppliers implement water management programs to record, classify, and monitor the use and discharge of water sources; seek opportunities for water conservation.

#### D6 能源消耗和溫室氣體排放

追蹤、記錄及盤查工作場所內或企業層面的能源消耗和溫室氣體排放。應尋求具成本效益的方法來改善能源利用效率，盡量減少能源消耗和溫室氣體排放。

#### D6 Energy Consumption and Greenhouse Gas Emissions

Suppliers' energy consumption and greenhouse gas emissions should be tracked, recorded, and checked in the workplace. Suppliers should look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

### E 管理制度

供應商應實施適合的管理制度，恪遵相關法律，並對準則中所列之要求推動持續改善。

## **E Management Systems**

Suppliers should implement a management system to ensure compliance with applicable laws, conformance with this Code, and facilitate continual improvement.

### **E1 公司承諾**

應配置適當的資源來履行本準則中所列的期望，並傳達本準則中所列之原則予其供應鏈。

#### **E1 Company Commitment**

Suppliers should allocate appropriate resources to fulfill the expectations listed in this Code, and to convey the principles listed in this Code to their supply chain.

### **E2 管理職責與責任**

應指定權責人員來負責確保與本準則相關之管理體系和相關計劃的實施。管理階層應檢查管理體系的運作情況。

#### **E2 Management Accountability and Responsibility**

Suppliers should assign executive management and company representative(s) to be in charge of ensuring the implementation of the management systems and relevant programs related to this Code. Top management level shall carry out operational inspections of the management system.

### **E3 法律和準則要件**

應遵守所有應適用的品質、健康、安全及環境法規，且應取得、維護、更新必要的所有許可及登記的要求(包含本準則)。

#### **E3 Legal and this Code's Requirements**

Suppliers should comply with all applicable laws and regulations about quality, health, safety and the environment. All necessary permits and registrations shall be obtained, maintained and updated, including the requirements of this Code.

### **E4 風險評估和管理**

應有適當的程序來辨認與營運有關的環境、健康、安全與勞工活動和道德風險。判定各項風險相關的重要性並實施適當的程序，以控管已辨認的風險和確保遵行法規。

#### **E4 Risk Assessment and Management**

Suppliers should have appropriate programs identifying the environmental, health, safety, labor practice and ethics risks associated with supplier's operations. By determining the related significance for each risk and implementing appropriate programs, Suppliers are able to control the identified risks and ensure regulatory compliance.

### **E5 改善目標**

應設立書面的績效目標、指標和施行計劃來提升社會環境責任績效。

#### **E5 Improvement Objectives**

Suppliers should set up written objectives, targets and implementation plans to improve supplier's performance on social & environmental responsibility.

### **E6 培訓**

應為管理階層及員工制定培訓計劃，從而實施相關政策、程序及改進目標，並滿足適用之法律與法規的要求。

#### **E6 Training**

Suppliers should develop training programs for management and employees to implement related policies, programs and improvement objectives and to meet applicable legal and regulatory



requirements.

#### E7 溝通

應將所制定程序之政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶。

#### E7 Communication

Suppliers should convey the policies, practices, expectations and performance of these programs to workers, upstream suppliers, and customers clearly and accurately.

#### E8 審核與評估

應進行自我評估，從而確保符合法律與法規的要求、本準則內容以及客戶合約中對社會責任、環境責任、公司治理及道德規範相關要求。

#### E8 Audits and Assessments

Suppliers should conduct self-evaluations to ensure conformity to legal and regulatory requirements, the content of this Code, and customer contractual requirements in related to social responsibility, environmental responsibility, corporate governance and code of ethics.

#### E9 供應商責任

應制定程序將本準則的要求傳達給其供應商，並督促其供應商遵行。

#### E9 Supplier Responsibility

Suppliers should develop procedures to communicate the requirements of the Supplier Code of Conduct to their suppliers, also urge their suppliers to comply with.

本準則未列舉事宜，均應遵循政府相關法規。

Matters not listed in this Code shall comply with relevant government laws and regulations.