

人權及道德政策

Human Rights and Ethics Policy

創鉅先進材料尊重人權，恪守全球各營運據點所在地之勞動相關法規，保障員工之合法權益，並參考《國際人權法典》、《國際勞工組織 - 工作基本原則與權利宣言》、《聯合國全球盟約》等各項國際人權公約所公布之人權保護精神與基本原則，訂定「人權政策」，充分體現尊重與保護人權之責任，有尊嚴地對待及尊重所有同仁，包含正式員工、契約人員等。同時，我們期許供應商及商業夥伴能夠秉持與我們相同的標準。

XALLOY company respects human rights, abides by the labor-related laws and regulations of the locations of global operations, and protects the legitimate rights and interests of employees. It also refers to the spirit of human rights protection and fundamental principles promulgated by the International Human Rights Code, the International Labor Organization-Declaration on Fundamental Principles and Rights at Work, the Global Covenants of the United Nations and other International Covenants on Human Rights - Spiritual and Fundamental Principles for the Protection of Human Rights. The formulation of a "human rights policy" fully embodies the responsibility to respect and protect human rights, and to treat and respect all colleagues with dignity, including full-time employees and contractors. At the same time, we expect suppliers and business partners to adhere to the same standards as us.

參考國際人權公約以及國際公認之勞動人權規範，依循《負責任商業聯盟行為準則》指標及精神訂定或執行勞工及誠信道德規範管理體系，揭櫫人權相關議題之政策與承諾、目標、減緩措施和申訴管道等，並確認人力資源運用政策無性別、種族、社經階級、年齡、婚姻與家庭狀況等差別待遇，落實就業、雇用條件、薪酬、福利、訓練、考評與升遷機會之平等及公允。

With reference to international human rights conventions and internationally recognized labor rights norms, formulate or implement labor and integrity ethics management systems in accordance with the indicators and spirit of the "Responsible Business Alliance Code of Conduct", and reveal policies and commitments, goals, and mitigation measures on human rights-related issues and grievance channels, etc., and confirm that the human resources application policy does not discriminate in terms of gender, race, socioeconomic class, age, marital and family status, etc., and implements equality and fairness in employment, employment conditions, remuneration, benefits, training, evaluation and promotion opportunities .

★ 人權風險減緩措施 Human Rights Risk Mitigation Measures

為降低人權風險，創鉅先進材料積極盡責透過定期人權評估，適時改善工作環境，建立尊重員工的職場文化，積極採取下列行動：

To minimize human rights risks, XALLOY is committed to conducting regular assessments, enhancing working conditions, fostering a culture of respect for employees, and taking proactive measures, including:

1. 健全人權保障制度 Institutionalize a robust human rights protection system

-訂定「工作規則」、「員工行為準則」、「員工招募任用管理辦法」、「工作場所性騷擾防治管理辦法」、「勞資會議作業管理辦法」、「職場不法侵害保護辦法」等文件中，皆明確宣示保護員工人權，包含法規要求、就業自由、人道待遇、禁止不當歧視與騷擾、保障員工申訴、自由結社等，並透過人力資源管理流程，融入人權宣導，具體呈現在執行方向上。

In addition, the "Work Rules", "Staff Code of Conduct", "Employee Recruitment and Appointment Management Measures", "Workplace Sexual Harassment Prevention Management Measures", "Labor-Management Meeting Operation Measures", "Workplace Unlawful Infringement Protection Measures" and other documents. All of them clearly declare the protection of employees' human rights, including legal requirements, freedom of employment, humane treatment, prohibition of improper discrimination and harassment, protection of employee complaints, free association, etc., and through the human resources management process, they are integrated into human rights advocacy, which is specifically presented in the direction of implementation. superior.

2. 完善人權保護訓練 Well-Structured Human Rights Protection Framework

-定期實施法規遵循宣導課程於新人訓與全體員工訓練，確保員工了解人權法令與相關知識。

-定期進行全面的職業安全衛生訓練，使員工具備環安衛知識進而識別身處工作環境風險，提升工作安全。

-定期執行職場不法侵害預防訓練，建立零暴力的工作環境，並使員工學習如何避免與預防，並共同營造友善工作環境。

- Consistently conduct compliance training sessions during new employee orientation and staff training to ensure employees understand human rights laws and related regulations.

- Regularly provide comprehensive occupational safety and health training to equip employees with knowledge in environmental safety, health, and safety, enabling them to identify workplace hazards and enhance job safety.

- Conduct routine training sessions on preventing workplace misconduct, fostering a violence-free work environment, and empowering employees to learn how to avoid and prevent incidents, thereby collectively creating a friendly work environment.

★ 人權管理指標 Human Rights Management Indicators

1. 多元包容自由就業、反歧視 Multi-inclusive free employment, anti-discrimination

-不得基於種族、國籍、宗教、性別、年齡、社會等級、身體殘疾、家庭及婚姻狀況、工會成員、政治歸屬，在聘用、報酬、升遷、培訓、退休、終止聘僱等事項上予以歧視而有差別待遇。

-避免任何形式之歧視，提供有效且適當之檢舉與申訴管道，由專責單位受理相關案件並予適切回應，以杜絕任何侵犯及違反人權的行為，創鉅先進材料對於任何形式之歧視均採零容忍政策。

-Shall not discriminate on the basis of race, nationality, religion, gender, age, social class, physical disability, family and marital status, union membership, political affiliation, employment, compensation, promotion, training, retirement, termination of employment, etc. There is differential treatment.

-Avoid any form of discrimination, provide an effective and appropriate grievance mechanism, and a dedicated unit will accept relevant cases and respond appropriately to prevent any violations and violations of human rights.

2. 人道對待與反騷擾 Humanitarian treatment and anti-harassment

-提供多元的溝通管道，鼓勵員工與管理者對話溝通，維持勞資和諧。

-禁止工作場所有任何蓄意冒犯、有敵意或具傷害性的騷擾行為，包含但不限於性騷擾、霸凌、威脅、恐嚇等，於「職場不法侵害保護辦法」中明訂「禁止職場不法侵害之書面聲明」。

-針對各種歧視、騷擾或其他職場不法侵害，設立下列申訴管道，專責單位接獲申訴後會採取保密的方式進行調查，經調查屬實者，將會進行懲處；對於申訴者、通報者或協助調查者禁止有任何報復之行為，若有發現相關情事，將會進行懲處。

-透過公司內部的反歧視及反騷擾相關教育訓練，向員工傳達政策內容，並提升員工對於職場上歧視及騷擾問題之意識。

-Provide diversified communication channels, encourage staff and managers to

communicate, maintain labor-management harmony.

-Prohibition of any intentionally offensive, hostile or harmful harassment in the workplace, including sexual harassment, bullying, threats, intimidation, etc., is clearly stipulated in the "Illegal Workplace Infringement Protection Measures" written statement".

-The following channels have been established for complaints of discrimination, harassment or other unlawful occupational violations, which will be investigated confidentially and punished if found to be true.

-Communicate the policy contents and raise awareness of discrimination and harassment issues in the workplace through in-house anti-discrimination and anti-harassment education training.

3. 禁用童工與禁止強迫勞動 Prohibition of child and forced labor

-為保障青少年之身心發展與成長機會，於「招募任用管理辦法」中明訂嚴禁聘僱未滿16歲之童工。

-制訂拯救童工與管理流程，以保障童工和未成年工的安全、健康，及維護任何原因進入公司的童工或未成年工有合法教育與發展的權益。

-To protect young people's physical and mental development and development opportunities, the "Administrative Measures on Recruitment" stipulates that the employment of children under the age of 16 is strictly prohibited.

-To develop procedures to save child labor and to protect the safety and health of child and minor workers and the legitimate educational and developmental rights of child or minor workers who enter the company for any reason.

4. 自由集會結社與順暢溝通管道 Free assembly and association and smooth communication channels

-定期召開勞資會議、福利委員會會議，確保溝通管道暢通，保障勞工組織與集體談判的權力，促進健康正向的勞資關係。

-為提升勞動人權，促進公司和員工之間達到充分溝通，創鉅也依循各服務項目明確揭示公司內部各項員工可反應/申訴或投書的系統，設置「CEO信箱」，以最嚴格的個人資料保護規範，確保同仁投書的自由性和保密性。

-Regularly hold labor-management meetings and welfare committee meetings to ensure smooth communication channels, safeguard the power of labor organizations and collective bargaining, and promote healthy and positive labor-management relations.

-In order to improve labor rights and promote full communication between the company and employees, XALLOY also follows each service item to clearly reveal the system in which employees within the company can respond/appeal or submit a letter, and set up a "CEO mailbox" with the strictest personal information. Protect the norms and ensure the freedom and confidentiality of colleagues' submissions.

5. 健康安全職場與工作平衡 Healthy and safe workplace and work balance

-透過安全衛生管理組織及系統，推動各項勞工安全衛生活動及教育訓練，並持續改善工作環境，以建立健康、安全的友善職場。

-為協助員工維持身心健康及工作生活平衡，定期辦理健康檢查，同時積極鼓勵員工籌組社團或參與健康休閒活動，並提供經費補助。

- Through the safety and health management organization and system, promote various labor safety and health activities and education and training, and continuously improve the working environment to build a healthy, safe and friendly workplace.

- To help employees maintain physical and mental health and work-life balance, conduct regular health checks, and actively encourage employees to form clubs or participate in healthy leisure activities, and provide financial subsidies.

6. 誠信經營道德規範 Integrity and business ethics

-「誠信正直」為創鉅核心職能，嚴格要求員工經辦業務時，遵循公平、公正、公開原則辦理，絕不接受供應商賄賂，如有員工被發現違反相關規定，經查證屬實且情節重大者，一律予以嚴懲決不寬待。

-為深植員工道德行為觀念並強化治理成效，透過制訂「員工廉潔守則」、「誠信經營作業程序及行為指南」等辦法，確保落實執行。

- "Integrity and honest" are the core function of XALLOY. It strictly requires employees to follow the principles of fairness, impartiality and openness when handling business, and never accepts bribes from suppliers. If employees are found to violate relevant regulations, it will be verified and the circumstances will be serious, the person shall be severely punished without leniency.

- In order to deeply embed the concept of moral behavior of employees and strengthen the effectiveness of governance, the implementation of "Code of Integrity for Employees" and "Guidelines for Operational Procedures and Behaviors of Integrity Management" are formulated to ensure the implementation.