

### Supplier Corporate Social Responsibility Code of Conduct

---

今展科技深信，企業的成功與社會的永續發展密不可分。因此，我們不僅追求卓越的產品與服務，更注重企業社會責任。本行為準則透過與供應商的共同努力，我們能為社會創造更美好的未來。我們邀請所有供應商夥伴與我們攜手，共同打造一個永續發展的供應鏈。

ARLITECH firmly believes that corporate success is inseparable from sustainable social development. Therefore, in addition to pursuing excellence in products and services, we place great emphasis on corporate social responsibility. Through joint efforts with our suppliers, we aim to create a brighter future for society. We invite all our supplier partners to join us in building a sustainable supply chain and contributing to environmental protection and social progress together.

今展科技承諾：

- 致力於打造一個永續發展的供應鏈，與供應商建立長期、互信的合作夥伴關係。
- 提供供應商必要的支持與資源，協助其提升社會責任績效。
- 將供應商的社會責任表現納入供應商評估的重要指標。
- 積極參與社會公益活動，透過與供應商的緊密合作，共同推動產業的永續發展，回饋社會。

ARLITECH is committed to:

- Striving to build a sustainable supply chain while fostering long-term, trust-based partnerships with suppliers.
- Providing essential support and resources to assist suppliers in improving their social responsibility performance.
- Integrating suppliers' social responsibility performance into our supplier evaluation criteria as a key consideration.
- Actively engaging in social welfare initiatives and collaborating closely with suppliers to drive industry sustainability and contribute meaningfully to society.



總經理 (General Manager)

## Supplier Corporate Social Responsibility Code of Conduct

---

### 1. 目的 Purpose

本文件定義今展供應商在社會與環境責任所應遵循的行為準則。制訂本《供應商企業社會與環境責任行為準則》是為了保護人權，促進公平的雇用條件、安全的工作條件，對環境問題進行負責任的管理，樹立高道德標準。

This document defines the Code of Conduct that ARLITECH's suppliers must follow in terms of social and environmental responsibilities. The purpose of formulating this *"Supplier Corporate Social Responsibility Code of Conduct"* (hereafter referred to as the *"Code of Conduct"*) is to protect human rights, promote fair employment conditions, ensure safe working environments, and establish high ethical standards.

### 2. 範圍 Scope

本《行為準則》應適用於所有供應今展產品或材料的供應商。

The *"Code of Conduct"* applies throughout the suppliers that doing business of products or material with ARLITECH.

### 3. 權責 Responsibility

供應商：所有供應商必須遵循今展對於社會與環境責任要求的行為準則。

Supplier: the *"Code of Conduct"* applies to all suppliers that provide products or materials to ARLITECH.

### 4. 作業規範 Operational Guidelines

《供應商企業社會與環境責任行為準則》

*"Supplier Corporate Social Responsibility Code of Conduct"*

#### 4.1. 勞工權益 Labor Rights

尊重每一位員工的尊嚴、信守營業據點之當地法令及聯合國人權宣言等規範；訂定以下守則作為勞工權益議題之具體指南。

Respect for the dignity of every employee, comply with local laws at business locations, and adhere to the Universal Declaration of Human Rights. The following code has been established as specific guidelines for labor rights issues.

##### 4.1.1. 自由選擇職業 Freedom of Choice of Employment

禁止使用強迫、抵債、契約束縛或非自願的監獄勞工。

The use of forced, bonded, indentured, or involuntary prison labor is prohibited.

##### 4.1.2. 禁用童工 Child Labor Avoidance

不得雇用低於營運當地法令規定最低雇用年齡的童工參與任製造工序。最低年齡通常指完成當地義務教育的年齡；但若營運當地有相關法令明確規範，則依照當地之規範。



### Supplier Corporate Social Responsibility Code of Conduct

---

Child labor is prohibited in any manufacturing process. The term "child" refers to any person employed below the minimum legal working age in the operating country, or below the age required to complete compulsory education, whichever is higher. If local regulations provide a specific definition or standard, the local law shall prevail.

#### 4.1.3. 工作時間 Working Hours

工作時數應在當地法令規定的限度之內。所有加班都應屬自願，除非是緊急或異常情況，加班之時數也不應超過法令規定。

Working hours shall not exceed the limits established by local laws. All overtime must be voluntary, except in emergency or exceptional circumstances, and overtime hours should not exceed the legal limits.

#### 4.1.4. 薪資與福利 Compensation and Benefits

根據當地法令制訂員工薪酬與福利政策，包括最低工資、加班費和法定福利等。Employee compensation and benefits shall be in accordance with local laws, including minimum wage, overtime pay, and legally mandated benefits.

#### 4.1.5. 人道的待遇 Humane Treatment

不以殘暴、侮辱、虐待等不人道方式對待員工，包括任何形式的性騷擾、體罰、精神或身體壓迫、口頭辱罵及恐嚇。

Employees shall not be subjected to any form of harsh, inhumane treatment, including sexual harassment, corporal punishment, mental or physical coercion, verbal abuse, or threats.

#### 4.1.6. 不歧視 Non-Discrimination

每位求職者或員工，都有平等的工作機會，不因人種、膚色、年齡、性別、性傾向、種族、殘疾、懷孕、信仰、政治派別、社團成員或婚姻狀況等，在僱用及實際工作（包括晉升、獎勵和培訓等）而被歧視對待。

All job applicants and employees are provided with equal opportunities for employment. Companies shall not discriminate based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership, or marital status in hiring and employment decisions, including promotions, rewards, and access to training.

#### 4.1.7. 自由結社 Freedom of Association

所有員工能在營運當地法令允許的情況下，自由結社、選擇加入或不加入工會或類似的外部組織；不必擔心被報復、威脅或騷擾的情況下，公開地就工作條件與管理層溝通。

### Supplier Corporate Social Responsibility Code of Conduct

---

Employees have the right to freely associate and choose to join or not join unions or similar external organizations, in accordance with local laws. They should be able to communicate openly with management about working conditions without fear of retaliation, intimidation, or harassment.

#### 4.2. 健康與安全 Health and Safety

「員工才是公司最珍貴的資產」一直是今展營運上最重要的信念，供應商需提供員工安全的工作場所、避免傷亡，本部分參酌 OHSAS 18001 相關規範，訂定以下守則作為具體指南。

ARLITECH's core belief is that "employees are our most valuable asset." Suppliers must provide a safe workplace to prevent accidents and injuries. This section refers to the relevant OHSAS 18001 guidelines and sets the following code as specific guidelines.

##### 4.2.1. 作業安全與衛生 Occupational Safety and Health

凡有危害員工之安全或健康的作業，對於機器設備部分，應提供符合法規的安全防護裝置；對於作業內容部分，該作業主管應透過作業流程的設計以及不斷的檢討改善，以讓員工能避免在工作場所中遇到任何潛在的危險。若無法透過流程改善有效控制危險發生，應提供從業人員有效的防護裝備，並給予充分有效的訓練、或者給予工作輪調、較長的休息時間，以避免對於員工身心造成不可逆的傷害。

Work processes that pose potential safety or health hazards to employees should include safety protective devices on machinery that comply with regulations. For the work process itself, supervisors should design processes and conduct continuous reviews and improvements to help employees avoid any potential dangers in the workplace. If hazards cannot be effectively controlled through process improvements, workers should be provided with effective protective equipment, adequate training, and/or job rotation and longer rest periods to prevent irreversible physical and mental harm to employees.

##### 4.2.2. 環境安全與衛生 Environmental Health and Safety

提供員工一個既乾淨又安全的工作環境，對於飲用水、相關設施及作業上使用有害員工健康之物品等，都必須依照相關法令之規定，定期檢查確保所有員工身體安全健康。

Provide employees with a clean and safe working environment. Drinking water, relevant facilities, and any materials used in operations that may harm employees' health must be regularly inspected and maintained according to applicable regulations to ensure the health and safety of all employees.

##### 4.2.3. 緊急應變 Emergency Preparedness and Response

事前針對各種危害進行評估，透過組織的方式來制訂各種緊急事故的防範及應變措施，以期



### Supplier Corporate Social Responsibility Code of Conduct

---

事故發生時，人員傷亡及設備損失能降到最低。為使緊急應變計劃能在事故發生時，即時有效運作，各地營運單位應每年安排相關演練。

Hazards should be assessed in advance, and emergency prevention and response measures should be developed to minimize personnel injuries, fatalities, and equipment losses in case of accidents. To ensure the emergency response plans function effectively during incidents, each operational unit should conduct relevant drills annually.

#### 4.2.4. 職業災害 Occupational Accidents or Injuries

員工若有因為工作上之原因造成疾病、傷害或死亡者，供應商應依照當地法令之相關規定處理。對於任何事故之發生（或虛驚事件），都應鼓勵員工報告，相關管理單位也應進行事故之調查及檢討，以避免類似事故再次發生。

Suppliers should handle any illness, injury, or fatality caused by work-related reasons in accordance with local regulations. Employees should be encouraged to report all incidents (including near misses), and relevant management units should investigate and review the incidents to prevent recurrence.

#### 4.3. 環境保護 Environmental Protection

做為世界公民，應當更審慎去運用環境資源，並努力降低作業過程對環境的衝擊，以求得自然資源及環境生態能永續發展。此部分準則，主要參酌 ISO 14001，進而訂定以下守則作為具體指南。

As global citizens, we should use environmental resources more cautiously and strive to reduce the impact of our operations on the environment, in order to ensure the sustainable development of natural resources and the ecological environment. This guideline is primarily based on ISO 14001, and the following specific codes are established accordingly.

##### 4.3.1. 環境監控 Environmental Monitoring

配合營運當地相關法規之規定，對於需定期量測、監控之環境及設施逕行測定及紀錄，以防止危害作業員工之安全或健康。

We must comply with local regulations by regularly measuring and monitoring the environment and facilities to ensure the safety and health of employees.

##### 4.3.2. 源頭控制 Source Control

在任何決策程序中（實施前）都要考慮到對環境的衝擊，以避免浪費或污染之發生。

In any decision-making process (before implementation), the impact on the environment must be considered to avoid waste or pollution.

### Supplier Corporate Social Responsibility Code of Conduct

---

#### 4.3.3. 有害物質處理 Hazardous Substance Management

依照相關法令規定，對於有健康危害之有機溶劑、化學物質等，應標示清楚並備妥安全物質資料（MSDS）以作為有害物質處理、運輸、儲存、回收或重用時之安全指導。

In accordance with relevant laws and regulations, organic solvents, chemicals, and other health hazards should be clearly labeled and accompanied by Material Safety Data Sheets (MSDS) as safety guidelines for handling, transport, storage, recycling, or reuse.

#### 4.3.4. 廢棄物處理 Waste Management

營運或製程中所產生之廢棄物，在處置前都應依照相關規範進行存放、監控和處置。對於可利用回收之物品，則應當分類另外處理。

Waste generated from operations or industrial processes should be stored, monitored, and disposed of in accordance with relevant regulations. Recyclable items should be separated and handled accordingly.

#### 4.3.5. 綠色產品 Green Products

在滿足客戶需求，且不影響產品之功能情況下，應使用對環境負荷衝擊低之再生物料，並促使供應商減少資源浪費、降低污染，使地球資源能永續利用。

In order to meet customer needs without compromising product functionality, we should use recycled materials with low environmental impact and encourage suppliers to minimize resource waste and reduce pollution, promoting the sustainable use of Earth's resources.

#### 4.4. 管理系統 Management System

管理系統之設計乃除確保符合營運當地法令及客戶要求外，也在使各地營運都符合本行為準則中之各項規範並能識別且降低相關的風險。另外，管理系統的各项績效指標應當持續改進。

Management systems should be designed to ensure compliance with local laws, regulations, and customer requirements, while also identifying and mitigating operational risks related to this code. Additionally, the system should support continuous improvement.

##### 4.4.1. 公司的承諾 Company Commitment

將企業社會責任及道德管理系統落實在營運作業環節中，以建立內部主管及員工對企業社會責任意識，確保本管理系統運作達到公司對企業社會責任之承諾。

We implement corporate social responsibility and ethical management systems in our operations. This helps raise awareness of social responsibility among internal managers and employees. It also ensures that the system operates in alignment with the company's commitment to corporate social



### Supplier Corporate Social Responsibility Code of Conduct

---

responsibility.

#### 4.4.2. 管理職責與責任 Management Accountability and Responsibility

管理階層應確保本管理系統能有效運作；在有必要的情况下，管理階層應對本管理系統進行復核。

Management should ensure the effective operation of the management system. When necessary, management should review the system.

#### 4.4.3. 法律和客戶要求 Legal and Customer Requirements

供應商除需遵守營運作業之相關法令規定外，亦需瞭解顧客目前與未來的需求，以期能與顧客共同成長。

Suppliers must comply with relevant laws and regulations and understand the current and future needs of customers in order to grow together with them.

#### 4.4.4. 風險評估及管理 Risk Assessment and Management

對於與公司營運相關之環境、員工健康與安全以及道德實踐等風險進行識別與評估，並制訂適當的程序以控制風險。

To identify and assess risks related to the Company's operations, including environmental impacts, employee health and safety, and ethical practices, and to develop appropriate procedures for controlling these risks.

#### 4.4.5. 附有實施計劃和措施的績效目標 Performance Objectives with Implementation Plans and Measures

對於各項績效目標都應該有明確的計劃及指標，管理系統則依據這些目標定期進行評估。

Clear plans and performance indicators should be set for each objective, and the management system should regularly assess performance against these goals.

#### 4.4.6. 教育訓練 Training

本行為準則除了應排入員工訓練計劃中外，應納入新人基礎訓練暨勞工安全衛生訓練，以確保新進同仁能遵守相關規定。

This “code of conduct” should be included in the employee training plan, as well as in the orientation and occupational safety and health training programs, to ensure that new employees comply with the relevant regulations.

#### 4.4.7. 溝通 Communication

對內以公司內部網站進行相關訊息溝通、對外則以文件方式準確傳達給供應商和客戶。

Internally, relevant information is communicated via the company's intranet, while externally,

### Supplier Corporate Social Responsibility Code of Conduct

---

accurate information is conveyed to suppliers and customers through documented communications.

#### 4.4.8. 員工回饋和參與 Employee Feedback and Participation

重視並鼓勵員工意見表達和共同參與，並給予適時之回饋，以達到全員參與的目的。

Value and encourage employees to express their opinions and participate, providing timely feedback to achieve full engagement.

#### 4.4.9. 審核與評估 Audits and Assessments

定期進行自我評估，並確保符合法令及客戶對供應商社會與環境責任的要求。

Conduct periodic self-assessments to ensure compliance with legal and regulatory requirements, as well as the social and environmental responsibility expectations of customers.

#### 4.4.10. 矯正措施 Corrective Action

若有發現問題，應要求違反者或責任單位（內外部）提供相關矯正預防措施之說明。

If problems are detected, violators or responsible parties (internal/external) should be required to provide an explanation of corrective and preventive actions.

#### 4.4.11. 檔案及記錄 Documentation and Records

相關資料應妥善被管理，以便檢討、追蹤執行成效；若有營運機密之部分，則相關單位應個別審慎處理。

Relevant information should be properly managed for review and tracking of implementation effectiveness. Any confidential operational details should be handled with care by the relevant units.

### 4.5. 公司倫理道德規範 Ethical Standards

倫理道德規範準則，主要源自於「誠信經營守則」，以及「電子行業行為準則」等規範，目的在嚴守商業道德規範、維持良好公司治理，以提升對國家經濟貢獻，並改善員工、社區、社會之生活品質。

The Ethical Standards are primarily derived from the Ethical Corporate Management Best Practice Principles and the Electronic Industry Code of Conduct (EICC). The purpose of these standards is to adhere to business ethics, maintain good corporate governance, enhance contributions to the national economy, and improve the quality of life for employees, communities, and society.

#### 4.5.1. 誠信經營 Business Integrity

任何商業領域都應當嚴格遵守誠信標準，嚴禁任何形式之貪污、索賄、挪（盜）用公款行為，以免遭受立即終止交易及法律制裁。

The highest standards of integrity must be upheld in all business activities. A zero-tolerance policy is



### Supplier Corporate Social Responsibility Code of Conduct

---

enforced to prohibit any and all forms of corruption, bribery, and embezzlement, with violations resulting in immediate termination of transactions and legal sanctions.

#### 4.5.2. 無不正當收益 No Improper Advantage

除不違反營運當地法令之規定、慣例或習俗，及主管獎勵慰助等情形外；任何藉由第三人提供、承諾、要求或收受任何形式或名義之金錢、餽贈、禮物、佣金、職位、服務、優待、回扣、疏通費、款待、應酬及其他利益，都屬於不誠信行為。不誠信行為在新漢電腦應當被嚴格禁止，而違反者或責任單位應受到相關法令之處置。

Any form of money, gifts, commissions, positions, services, benefits, rebates, facilitation fees, hospitality, entertainment, or other advantages offered, promised, requested, or received from third parties are considered unethical and strictly prohibited. Violators or responsible parties will be subject to legal action in accordance with relevant laws and regulations.

#### 4.5.3. 資訊公開 Disclosure of Information

供應商應依照相應的法規及行業慣例，公開商業活動、組織架構、財務狀況及其績效，使客戶都能清楚瞭解。

Information regarding business activities, organizational structure, financial status, and performance should be disclosed in product seminars and other events, allowing customers to have a clear understanding.

#### 4.5.4. 知識產權 Intellectual Property

除保護自己公司的智慧財產之外，對於其他人依法取得之智慧財產權亦不得侵犯。

In addition to protecting its own intellectual property, the company shall not infringe upon the intellectual property rights lawfully obtained by others.

#### 4.5.5. 公平交易、廣告和競爭 Fair Business, Advertising, and Competition

公司進行產品或服務之行銷與廣告，應遵循當地政府法令，不得有欺騙、誤導、詐欺或任何其他破壞客戶信任、損害客戶權益之行為。

Marketing and advertising should comply with local laws and must not involve deception, misleading practices, fraud, or any actions that undermine customer trust or harm customer interests.

#### 4.5.6. 身份保密 Protection of Identity

對於檢舉之供應商或員工的身份應保護其機密性，並不得有任何報復之行為。

The identity of whistleblowers, whether suppliers or employees, must be protected, and retaliation is strictly prohibited.

## Supplier Corporate Social Responsibility Code of Conduct

---

### 4.5.7. 個人資料保護 Personal Information Privacy

遵照營運當地法令之規定，合法蒐集、存取及使用個人資料。

Compliance with local laws in collecting, accessing, and using personal data.

### 4.5.8. 衝突礦產排除 Conflict-free Minerals

遵守相關國家或地區禁止或限制特定物質的法規，並配合衝突礦產來源排除準則。

Comply with relevant national or regional laws that prohibit or restrict certain substances, and adhere to conflict-free mineral sourcing standards.