

SMT 台灣表面黏著科技股份有限公司

禁止工作場所職場暴力之書面聲明

Prohibit Workplace Violence Written Statement

本公司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霸凌之行為，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暴力之行為。

The statement is written to announce protect the rights for entire staff's freedom from illegal physical or mental abuse during the performance of their duties. There are no exceptions to accept workplace bullying by any of the company's management executives or the bullying behavior between employees, customers, client and visitors.

(一)職場暴力之定義 Definition of workplace violence

- 工作人員在與工作相關的環境中遭受虐待、威脅或攻擊，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。

The inappropriate behavior to abuse, treats or attacks of workers in related-environments that resulted in safety, welfare or health with expressed or implied way to achieve the inappropriate incident.

(二)職場暴力行為之樣態 Revealing behaviors of workplace violence

- 肢體暴力(如：毆打、抓傷、拳打、腳踢等)。
Physical violence (e.g. beating, scratching, punching, kicking, etc.)
- 心理暴力(如：威脅、欺凌、騷擾、辱罵等)。
Psychological violence (e.g. threatening, bullying, harassment, public humiliation, verbal abuse, etc.)
- 語言暴力(如：霸凌、恐嚇、干擾、歧視等)。
Verbal violence (e.g. bullying, intimidation, interference, discrimination, etc.)
- 性騷擾(如：不當的性暗示與行為等)。
Sexual harassment (e.g. any improper sexual suggestion and behavior, etc.)

(三)員工遇到職場暴力處理 Employee encounter workplace violence process

- 向同事尋求建議與支持。
To look for the suggestions and support from colleagues.
- 與加害者理性溝通，表達自身感受。
To communicate rationally with the offender and express the feels.
- 思考自身有無缺失，請同事誠實的評估你的為人與工作表現，找出問題點。
Take account into self-reflection, try to find out the points causing incidents happened then make evaluations about performance related in personality and during work.
- 向公司提出申訴。
To propose an application to the company.

(四)預防職場暴力辦法 Prevent workplace violence measurements

- 本公司所有員工均有責任協助確保免於職場暴力之工作環境，任何人目睹及聽聞職場暴力事件發生，皆得通知本公司人資部門或撥打員工申訴專線，本公司接獲申訴後會進行調查，若被調查屬實者，將會進行懲處。本公司絕對禁止對申訴者、通報者或協助調查者有任何報復之行為，若有，將會進行懲處。

The entire employees are with agreement to work at peaceful atmosphere, if there is hearing or seeing any incidents of workplace violence happened, we shall immediately notify the human resource department or call the employee complaint hotline. Once the incidents of complaint had verified, the company will impose punishment. Any retaliatory acts against complainant, informer and investigator are prohibited and will impose punishment once the aforementioned incidents had verified.

- 本公司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。

Concerning the workers who discontinue job processing or move aside to a safety place in accordance with any injury to body or life-threatening to be happened, thereafter the act of disposition will never be done by the company afterwards.

- 本公司鼓勵同仁均能利用所設置之內部申訴處理機制處理此類糾紛，但如員工需要額外協助本公司亦將盡力協助提供。

The internal complaint processing procedures is established and the employees could make good use of it. Meanwhile, the company will render assistance all-out effort if there is additional requirement.

- 本公司性騷擾事件之申訴，設置專用電話、傳真、專用信箱及電子郵件，專用電話：03-2189988 分機29902，申訴專用傳真：03-2189894，申訴專用信箱位於B1餐廳，申訴電子信箱：lisa-lu@tsmt.com

The internal complaint processing procedures has set up a dedicated phone, fax, mailbox and Email. Phone : 03-2189988 Ext.29902, Fax : 03-2189894 ,Mailbox sets at B1 floor next to the restaurant ,Email : lisa-lu@tsmt.com



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