

本公司禁止工作場所性騷擾之書面聲明**To reiterate the company's written statement on the statement of anti-sexual harassment.**

本公司依據性別工作平等法第十三條、內政部「跟蹤騷擾防制法」以及勞動部所訂定工作場所性騷擾防治措施申訴及懲戒辦法訂定準則第四條之規定，特頒布此一禁止工作場所性騷擾之書面聲明，並訂定處理此類事件之申訴程序，以提供本公司所有員工、派遣勞工免於性騷擾侵擾之工作環境。為維護此一承諾，本公司特以書面加以聲明，絕不容忍任何本公司之管理階層主管、員工同仁（包括求職者）、派遣勞工、顧客及第三者等，從事或遭受下列之性騷擾行為。

In accordance with Article 13 of the Gender Work Equality Act and Article 4 of the Guidelines for Complaint and Punishment Measures for the Prevention and Treatment of Sexual Harassment in the Workplace set by the Ministry of Labor Tracking Harassment Prevention Act, the company hereby issued the statement prohibiting sexual harassment in the workplace, and set up appeal procedures for handling incidents to provide a working environment where all employees and dispatched workers of the company are free from sexual harassment. In order to maintain this commitment, the company hereby declares in writing that it will never acceptable any of the company's management executives, employees (including job applicants), dispatched workers, customers and third parties, engaging in or suffering from the following sexual harassment behavior.

(一)性騷擾之行為 Sexual harassment

- 雇主（或高階主管）對受僱者（或求職者）所為明示或暗示之性要求、具有性意味或性別歧視之言詞或行為，作為勞務契約成立、存續、變更，或分發、配置、報酬、考績、陞遷、降調或獎懲之交換條件。

Any explicit or implied sexual requirements, sexual or gender-discriminatory words or behaviors made by employers (or senior supervisors) to employees (or job applicants), as the establishment with distribution, allocation, or remuneration of labor contracts, performance appraisal, promotion, downgrade or exchange terms for rewards and punishments.

- 任何人（包括顧客或第三者）在受僱者執行職務時，以性要求、具有性意味或性別歧視之言詞或行為，對她（他）造成敵意性、脅迫或冒犯性之工作環境，致侵犯或干擾她（或他）人格尊嚴、人身自由或影響她（或他）工作表現。

Anyone (including customers or third parties) who uses sexually demanding or gender-discriminatory words or behaviors to create a hostile, intimidating or offensive work environment for her (him) when

performing their duties then leading infringe or interfere with her (or his) personal dignity, personal freedom or affect her (or his) work performance.

- 任何人（包括顧客或第三者）以人員、車輛、工具、設備、電子通訊、網際網路或其他方法，對特定人反覆或持續為違反其意願且與性或性別有關之下列行為之一，使之心生畏怖，足以影響其日常生活或社會活動；如：監視跟蹤、盯梢尾隨、威脅辱罵、通訊騷擾、不當追求、寄送文字影像、妨害名譽、冒用個資購物等行為即觸犯跟蹤騷擾防治法。

Any person (including a customer or a third party) who repeatedly or persistently acts against a specific person against his or her will and is sexual or gender-related to one of the following acts by persons, vehicles, tools, equipment, electronic communications, the Internet or other means is a violation of the Stalking and Harassment Prevention Act.

- 上述這些行為包括具有性意涵、性暗示、性（或性特徵）及與性別有關之言語或動作；展示具有性意涵或性誘惑之圖片、文字及視覺資料，以及不當之肢體碰觸等。

The above-mentioned behaviors include sexual connotation, sexual suggestion, sexual (or sexual characteristics) and gender related words or actions; display of pictures, text and visual materials with sexual connotation or sexual temptation, and inappropriate physical touching, etc.

(二) 本公司提供免於性騷擾之工作環境

The company provides a working environment free from sexual harassment

- 本公司所有員工、派遣勞工均有責任協助確保免於性騷擾之工作環境，如果員工感覺到遭到上述行為之侵害，或目睹及聽聞這類事件發生，應立刻通知本公司人事部門，以便依據本公司所制定之工作場所性騷擾防治措施、跟蹤騷擾防制法、申訴及懲戒辦法之相關規定，做出合適之處理。本公司絕對禁止對通報此類事件者、提出此類申訴者及協助性騷擾申訴或調查者，有任何報復之行為。

All the employees and dispatched workers shall assistance and help each other to ensure free from sexual harassment in the workplace. Once any above-mentioned behaviors happen and being heard or saw of it, we should inform the HR department immediately. Furthermore, the company towards to make appropriate treatment in accordance with the relevant provisions of the workplace sexual harassment prevention measurement and Tracking Harassment Prevention Act, appeals and punishment measurement formulated by the company. Meanwhile, the company absolutely prohibits any acts of retaliation against those who report the incidents, file such complaints, and those who assist in complaints or investigations of sexual harassment.

(三) 本公司針對申訴案件會進行深入而迅速之調查

The company will make investigations for the incidents immediately

- 本公司將對此類事件之申訴進行深入而迅速之調查，並對申訴者、申訴內容及處理結

果儘可能採取保密措施。性騷擾行為如經調查屬實（包括誣告之情形），本公司將採取合宜之措施來處理，包括對加害人加以懲處，必要時甚至逕行解僱。

The company will make investigations for the incidents immediately and take confidentiality measures for those who report the incidents and the complaint contents and results. Once the sexual harassment has been true (including false accusations), the company will take appropriate measures to deal with it, moreover also including punishing the perpetrators and dismissal if necessary.

(四) 本公司加強員工對性騷擾事件之認知與瞭解

To strengthens employees' awareness and understanding of sexual harassment incidents

- 為加強所有員工、派遣勞工對此類事件之認知與瞭解，本公司將定期舉辦相關之講習及訓練課程，員工、派遣勞工對此類課程均有參加之義務。

In order to strengthen all employees and dispatched workers' awareness and understanding of such incidents, the company will regularly hold relevant lectures and training courses, therefore, employees and dispatched workers are obliged to participate in such courses.

(五) 本公司設立員工溝通管道，並設置匿名檢舉箱，保障員工溝通申訴的權益

The company set up anonymous reports to protect the appeal rights

- 本公司鼓勵所有員工同仁、派遣勞工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，或希望循其他管道加以解決，本公司亦將盡力提供。

The internal grievance handing mechanism has established for the employees and dispatched workers to handle disputes, if employees need other assistance or try to find other way to solve the problems, the company will do the best to assist them as well.

(六) 本公司之申訴辦法 Appeal method :

專用電話 Complaint hotline : 03-2189988 #29902

申訴專用傳真 Appeal fax : 03-2189894

申訴專用信箱位於B1餐廳 Appeal letter box in B1 restaurant.

申訴電子信箱 Appeal email : lisa-lu@tsmt.com

