

SMT 台灣表面黏著科技股份有限公司

永續政策與承諾聲明

Sustainability Policy and Commitment Statement

本公司於製造、銷售相關產品與提供客戶服務過程中，承諾遵守 RBA 責任商業聯盟(前身為 EICC 電子行業公民聯盟)，特列以下政策與承諾：

In the process of manufacturing, selling related products and providing customer service. We promise to abide by the Responsible Business Alliance (formerly the Electronic Industry Citizenship Coalition) and specially list the following policies and commitments below:

勞工政策 Labor Policy

(一) 自由選擇職業 Freely Chosen Employment

- 本公司不使用任何形式的强迫、非自願的契約束縛員工、販賣人口或奴役勞工。
Company does not use any form of forced, involuntary contract to restrain employees, human trafficking or slave labor.
- 勞工可自由行動和取用基本設施（如廁所、飲用水、醫療設施等）。Workers can move freely and have access to basic facilities (e.g., lavatory, drinking water and external medical facilities).
- 員工之身分證件（如身分證、護照、工作證等）由本人保管，公司不得留置、隱匿或沒收，亦不因法律要求留存而向員工收取任何費用。Workers' identification documents (ID card, passport, work permit, etc.) are kept by the workers themselves; the company shall not retain, conceal, or confiscate them, nor charge any fee even where retention is required by law.
- 本公司不向員工收取任何招募、仲介或安置相關費用；如發現員工已支付前述費用，將於 90 天內全額退還。The company does not charge workers any recruitment, agency, or placement-related fees; if such fees are found to have been paid by workers, they will be fully reimbursed within 90 days.

(二) 青年勞工 Young Workers

- 本公司不雇用童工，若發現童工，本公司將提供必要之協助與補救措施（如健康檢查、協助完成義務教育、維持其應得收入），而非逕予解僱或處罰。Company does not employ child labor. If child labor is discovered, the company will provide necessary assistance and remedial measures (such as health checks, help compulsory education, and maintaining the child's due income), rather than summary dismissal or punishment.

- 未滿 18 歲之青年勞工不得從事夜班、加班或有害其身心健康安全之工作。Young workers under the age of 18 shall not perform night shifts, overtime work, or any work likely to jeopardize their health or safety.
- 對於所有勞工皆提供符合法規的教育訓練與工作環境。Provide education and training and working environment that comply with laws and regulations for all workers.

(三)工時 Working Hours

- 每週工時（含加班）不超過 60 小時，除緊急或特殊狀況外；員工每七天至少有一天休息。Weekly working hours (including overtime) shall not exceed 60 hours, except in emergency or unusual situations; workers shall have at least one day off every seven days.
- 加班基於員工自願，員工得拒絕加班且不因此遭受任何威脅、處罰或不利對待。Overtime is voluntary; workers may decline overtime without threat, penalty, or adverse treatment.

(四)工資與福利 Wages and Benefits

- 所有員工的工資皆符合目前的法律規定，薪資依職位與績效，不因性別而有所差異；並且不以扣薪為懲罰手段。The salaries of all employees are compliance with current regulations, the salaries are based on position and performance, do not differ by gender；and the company does not use wage deduction as a punishment.
- 員工每期並可取得可核對工時與工資明細之薪資單。Workers shall receive an itemized pay statement each pay period allowing them to verify hours worked and wages paid.

(五)不歧視/不騷擾/人道待遇 Non-Discrimination/Non-Harassment/Humane Treatment

- 本公司不因人種、膚色、年齡、性別、性傾向、性別認同及表現、種族或民族或殘疾…等狀況在招聘及實際工作中歧視與騷擾員工。The company do not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, and other status in hiring and employment practices.
- 不存在讓員工接受帶有歧視性的醫學檢驗或身體檢查(如懷孕或童貞體檢)。The company do not use medical tests or physical exams that could be used in a discriminatory way (including pregnancy or virginity tests).
- 公司內部不存在性暴力、性騷擾、性虐待、體罰、精神或身體壓逼、霸凌、公開羞辱或是口頭辱罵等情形。There is no harsh or inhumane treatment including violence, gender-based

violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers in our company.

- 公司內部設有性騷擾及他項申訴的專線、傳真、專用信箱與電子郵件。There is a hotline or email for complaints of sexual harassment & other items in the workplace.

(六) 自由結社/溝通自由 Freedom of Association/Communication

- 本公司尊重所有員工所參與的組織與工會，也尊重員工可以迴避相關活動的權利。
The company respect the right of all workers to form and join trade unions of their own choosing, as well as respect the right of workers to refrain from such activities.
- 員工不因參與或拒絕參與工會或員工代表組織之活動，而遭受歧視、報復、恐嚇或不利對待；於自由結社受限之地區，員工得選擇加入替代之合法勞工代表組織。Workers shall not face discrimination, retaliation, intimidation, or adverse treatment for participating in, or declining to participate in, a trade union or worker representation body; where freedom of association is restricted by law, workers may elect to join an alternative lawful form of worker representation.
- 本公司有設立員工溝通管道，並設置匿名檢舉箱，保障員工溝通申訴的權益。The communication channels for employees will be announced in the company, and an anonymous mailbox will be set up to protect the rights of the employees.



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健康與安全&環境政策 Health and Safety & Environment Policy

(一) 懷孕女性員工保護 Pregnant Female Employee Protection

- 公司內部讓懷孕的婦女／哺乳期女性，可填寫「女性勞工母性健康保護通報單」，進行自我評估、工作危害風險評估與調整。In the company, pregnant women/breastfeeding women can fill in the "Female Workers Maternal Health Protection Notification Form" for self-assessment, work hazard risk assessment and adjustment.
- 妊娠期間至分娩後一年內，依法辦理危害辨識、風險評估、醫師面談指導及工作適性安排；不得安排從事《職業安全衛生法》第 30 條規定的危險性或有害性工作。For the period from pregnancy through one year postpartum, the employer shall—in accordance with the law—conduct hazard identification, risk assessment, and physician consultations/guidance, and make appropriate work arrangements; the employee shall not be assigned to perform hazardous or harmful work as defined in Article 30 of the Occupational Safety and Health Act.
- 廠區作業中，若有懷孕員工，可佩戴「孕婦」臂章，經員工同意及基於安全識別需要，得提供適當識別或協助措施；針對哺乳期女性，也設有哺乳室...等場所，可供使用。Pregnant employees working at the facility may wear an "Expectant Mother" armband; subject to the employee's consent and the need for safety identification, appropriate identification or assistance measures may be provided. Facilities such as nursing rooms are also available for use by breastfeeding employees.

(二) 提供適當裝備/機器防護 Provide Appropriate Equipment/ Machine Safeguarding

- 公司皆提供適當的個人防護裝備與相關危險故事的訓練給所有到職員工。All employees are provided with protective equipment, and on the first day all newcomers will have a related accident training.

- 提供正確的器械防護裝置、連鎖裝置以及屏障，有關危險的器具或是機台皆有醒目的警告標示，預防危險的發生。Provide the correct equipment guards, interlocking devices, and barriers. To prevent the occurrence of danger, relevant dangerous appliances or machines have warning signs on it.

(三) 杜絕預防執行職務遭受不法侵害 Prevent and eliminate unlawful infringements suffered in the course of performing official duties.

- 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不法侵害之行為，亦絕不容忍本公司員工同仁間或顧客、客戶及陌生人對本公司員工有職場不法侵害之行為。In order to protect all employees from physical or psychological harm that may lead to mental or physical illness during the course of performing their duties, our company hereby issues this written statement. We uphold a zero-tolerance policy toward any form of unlawful conduct in the workplace, whether committed by supervisors or managers, fellow employees, clients, customers, service recipients, or strangers.
- 本公司對任何形式之職場暴力、職場霸凌、言語或心理虐待、性騷擾、歧視、威脅及其他執行職務遭受不法侵害之行為採取零容忍政策，並建立保密、公正且可及之申訴及調查機制。禁止任何人對申訴人、協助調查者或證人採取報復行為，並依需要提供醫療、心理、法律或工作調整等協助 The Company maintains a zero-tolerance policy regarding workplace violence, workplace bullying, verbal or psychological abuse, sexual harassment, discrimination, threats, and any other unlawful acts committed against individuals in the course of their duties. We have established a confidential, impartial, and accessible grievance and investigation mechanism. Retaliation against complainants, those assisting in investigations, or witnesses is strictly prohibited, and assistance—such as medical, psychological, or legal support, or workplace adjustments—is provided as needed.
- 本公司職場不法侵害諮詢、申訴管道：Workplace Unlawful Conduct Consultation and Complaint Channels:

申訴單位:人事課

HR Complaint Department

申訴專線電話：03-2189988 #29902

Complaint Hotline: 03-2189988 #29902

申訴專用電子信箱：lisa-lu@tsmt.com

Dedicated Complaint Email: lisa-lu@tsmt.com

申訴專用信箱: B1 員工餐廳

Appeal letter box in B1 restaurant.

(四) 預防/管理工傷和職業病 Prevention/Management Occupational Injury and Illness

- 本公司建立職業災害、職業傷病及虛驚事故之通報、調查、矯正、追蹤與統計機制，分析事故根本原因並採取預防措施；對受傷或罹患疾病之員工，提供健康諮詢、就醫協助、復工評估及工作適性安排。The Company has established mechanisms for the reporting, investigation, corrective action, follow-up, and statistical analysis of occupational accidents, occupational illnesses, and near-miss incidents, enabling the analysis of root causes and the implementation of preventive measures; for employees who are injured or ill, the Company provides health consultations, medical assistance, return-to-work assessments, and work suitability arrangements.
- 公司內部設有廠護一職位，提供健康諮詢、復工評估及工作適性安排。The company The company has an in-house occupational health nurse position to provide health consultations, return-to-work assessments, and work suitability arrangements.

(五) 乾淨公共設施 Clean Sanitation

- 本公司提供乾淨的洗手間設施、清潔的飲用水以、緊急照明/出口，以及獨立安全的場所以供儲存個人/貴重物品。The company provide clean restroom facilities, water dispenser, emergency light/exit, and independent and safe place for storing personal and valuable items.

(六) 健康安全的溝通 Health and Safety Communication

- 本公司有設立員工溝通管道，並設置匿名檢舉箱，保障員工溝通申訴的權益。Set up anonymous mailboxes in production line to encourage employees to provide relevant opinions.
- 於公開場所皆有張貼中/英文健康與安全相關的資料，公司內部皆有提供中/英文的健康與安全相關課程的訓練。Health and safety-related materials are posted in public to have a promotion to all employees, the company also provide health and safety related courses in Chinese/English.

(七) 環境許可認證 Environmental Permits Certification

- 本公司積極建立環境管理系統，除了符合國內相關法令的規定，更與國際認同的標準接軌，目前已取得多項認證，期望落實環保政策。The company actively establish an environmental management system. In addition to complying with relevant domestic laws and regulations, also with internationally recognized standards.

(八) 環境保護與永續發展 Environmental Protection and Sustainable Development

- 遵循環境保護法規，推動污染預防、節能減碳、資源循環及廢棄物減量，持續降低營運對環境之影響。本公司承諾禁止採購、使用及新增導入消耗臭氧層物質（Ozone Depleting Substances, ODS），並將 ODS 管理納入化學品管理、採購管理及供應商管理制度，要求供

應商提供符合相關法規及客戶要求之產品、原物料、化學品及設備，共同保護臭氧層及環境。The Company complies with applicable environmental laws and regulations and is committed to pollution prevention, energy conservation, carbon reduction, resource recycling, and waste minimization to continuously reduce the environmental impact of its operations. The Company is committed to prohibiting the procurement, use, and introduction of Ozone-Depleting Substances (ODS). ODS management is incorporated into the Company's Chemical Management, Procurement Management, and Supplier Management systems. The Company also requires its suppliers to provide products, raw materials, chemicals, and equipment that comply with applicable legal, regulatory, and customer requirements, thereby contributing to the protection of the ozone layer and the environment.

(九) 節約能源 Resource Reduction

- 本公司致力於改善能源使用效率，各廠區間持續推動節約能源措施，期望可同時降低營運成本。The company is committed to improving energy efficiency, and each factory continues to promote energy conservation measurement, hoping to reduce operating costs at the same time.
- 將環保意識及環境保護應有之知識及態度，融入工作及日常生活中，追求企業與環境永續發展。The company should prepare the knowledge and attitude for environmental protection awareness and environmental protection. Furthermore, to pursue sustainable development for the company and environment, we can make the activity integrated into work and daily life.

(十) 管理水資源/固體廢物 Manage Water/ Solid Waste

- 廠區廢水主要以生活污水為主，各廠區排水皆經由污水處理設施處理，或依法令直接排至污水下水道至工業區污水處理場，排放標準水質亦符合納管標準。The company's wastewater is mainly domestic sewage, and all plant wastewater is treated by sewage treatment facilities or directly discharged to sewage sewers according to law. The discharge standard water quality meets the management standard.
- 在廢棄物管理上從垃圾分類做起，固定每月會統計一次，希望能做好資源回收及垃圾減量。The company starts from garbage classification in waste management, and collects statistics once a month, hoping to do a good job in resource recycling and waste reduction.

(十一) 減少廢氣與溫室氣體排放 Air and Greenhouse Gas Reduction

- 製程以電力使用為主，並無鍋爐燃燒能源或化學反應排放氮氧化物（NO_x）、硫化物（SO_x）、及其它空污氣體。The manufacturing process is mainly based on electricity and there is no boiler combustion energy or chemical reaction to emit nitrogen oxides (NO_x), sulfide (SO_x), and other air pollution gases.

- 公司內部根據溫室氣體排放係數管理表 6.0.4 版，來做完整的紀錄與追蹤，可方便訂出減量的目標與優先順序，讓後續減量過程更有效益。The company complete records and tracking in accordance with version 6.0.4 of the Greenhouse Gas Emission Coefficient Management Table. It is easy to set the reduction target and priority, making the subsequent reduction process more effective.



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Taiwan Surface Mounting Technology Corp.

ii SMT 台灣表面黏著科技股份有限公司

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道德政策 Ethics Policy

(一) 良好的商業道德 Good Business Ethics

- 本公司明文規定對各種形式的賄賂、腐敗、敲詐勒索和貪污採取零容忍政策；且保證不向任何內外部人員提供任何不正當之利益、禮品或金錢。The company expressly stipulates that do not have any tolerance for various forms of bribery, corruption, and extortion; and guarantee not to provide any improper benefits, gifts, or money to any internal or external personnel.
- 對於符合一般商業禮俗往來習慣所需者，每次不得超過新台幣兩千元整，同一對象同一年度不得超過新台幣六千元整。For those who meet the requirements of general business etiquette and customs, each time must not exceed NT\$2,000, and the same object must not exceed NT\$6,000 in the same year.
- 員工有權拒絕從事違反本誠信政策之要求（如行賄、收賄等），且不會因此遭受任何形式之報復或不利對待。Workers have the right to refuse to act in violation of this integrity policy (such as offering or accepting bribes), and shall not face any form of retaliation or adverse treatment as a result.

(二) 資訊往來公開 Disclosure of Information

- 本公司於公司網站上公開所有商業活動、組織架構、財務狀況和業績等資料，並無任何虛報或偽造的狀況，且保留正確的財務記錄。The company discloses all business activities, organizational structure, financial status, and performance information on the company's website, and without any false or forged status and keeps correct financial records.

(三) 智慧財產權 Intellectual Property

- 本公司所有在職員工皆會簽訂「智慧財產權合約書」；相關人員皆會簽訂「保密合約」，來保護所有往來的客戶與供應商之生產技術及知識。The employees of the company would sign "Intellectual Property Rights Agreement"；the related people would sign "Confidentiality Agreement NDA" to protect the production technology and knowledge of all customers and suppliers dealing with our company.

(四) 遵循公平交易、廣告、競爭 Follow the regulation of Fair Business, Advertising and Competition

- 本公司商業活動應當遵循合法、自願、公平、誠實信用的原則，不得妨礙公平競爭的市場交易秩序，不得侵害交易對方的合法權益。The business activities shall follow the principles of legality, voluntariness, fairness, honesty and credibility, and shall not hinder fairness. Stay in a good order with the competitive market transaction and the legitimate rights and interests of the counterparty must be maintained.
- 不得在商品或其廣告上，或以其他使公眾得知之方法，對於商品之價格、數量、品質、內容、製造方法、製造日期、有效期限、使用方法、用途、原產地、製造者、製造地、加工者、加工地等，為虛偽不實或引人錯誤之表示或表徵。Regarding with the price, quantity, quality, content, manufacturing method, manufacturing date, expiration date, use method, purpose, place of origin, manufacturer, manufacturing place, processor, processing place, etc., as aforementioned shall all according to the fact and present truthfully, also avoiding from false or misleading representations.
- 本公司不與其他公司就產品定價或其他可能減損市場公平競爭之事項進行勾結。The company does not collude with other companies regarding product pricing or other matters that could reduce fair market competition.

(五) 完善員工申訴管道與身分保護 Complete Employee Complaint Channels /Identity Protection

- 如發現任何違反商業道德事件，內外部所有利害關係人都可透過本公司溝通程序、申訴建議規範與任何管道提出。If any violation of business ethics is discovered, all internal and external interested parties can raise it through the company's communication procedures, complaints recommendations, and any channels.
- 本公司在公開場所張貼勞工申訴管道，並提供勞工一個安全、不需擔心被報復的反饋環境。The company posts labor complaint channels in public places and provides a safe feedback environment for laborers without fear of retaliation.

- 檢舉人及申訴人之身分將予以保密，除法律要求外不予揭露；本公司明確禁止對檢舉人、申訴人或配合調查之員工進行任何形式之報復。The identity of whistleblowers and complainants shall be kept confidential and shall not be disclosed unless required by law; the company expressly prohibits any form of retaliation against whistleblowers, complainants, or workers who cooperate with an investigation.

(六) 隱私 Privacy

- 對於招募過程人員所填寫的資料表可自由選擇是否填寫個人隱私資料；新進人員入職時皆須簽署個資同意書之授權。During the recruitment, is allow employees to freely choose whether to filled in personal privacy information ; New recruits are required to sign the personal consent authorization when entering the job.
- 個人資料之蒐集、處理、利用及對外揭露，須經當事人同意或依法律規定為之，且僅限已獲授權之人員始得存取，以防止未經授權之揭露。The collection, processing, use, and disclosure of personal information shall be based on the individual's consent or as required by law, and access shall be limited to authorized personnel only, to prevent unauthorized disclosure.



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Taiwan Surface Mounting Technology Corp.