



慶良電子股份有限公司

慶良電子及供應商企業社會與環境責任行為準則

STARCONN and Supplier Corporate Social and Environmental Responsibility Core of Conduct

1. 目的 Purpose

本文件定義慶良電子及供應商在社會與環境責任所應遵循的行為準則。制訂本《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 Code of Conduct has been developed for the purpose of protecting human rights, promoting fair employment conditions, safe working conditions, responsible management of environmental issues, and high ethical standards.

2. 範圍 Scope

本《行為準則》應適用於慶良電子及所有供應慶良產品或材料的供應商。

The Code of Conduct applies throughout STARCONN and the suppliers that doing business of products or material with STARCONN.

3. 權責 Responsibility

所有供應商必須遵循慶良對於社會與環境責任要求的行為準則

All suppliers must comply with high social and environmental requirements as set out in the STARCONN' s Code of Conduct, which also apply to our global operations.

4. 作業規範 Operation Description

供應商社會與環境責任行為準則 Supplier Social and Environmental 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。禁止強迫勞動，恪遵政府勞動法令、不強制或脅迫任何無意願之人員進行勞務行為。

Respect for the dignity of every employee; abide by local laws of business location and the Universal Declaration of Human Rights. We set the following code as specific guidelines of labor rights issues. Strictly abide by government labor laws and regulations, and do not force or coerce any unwilling personnel to perform labor services.

1. 自由選擇職業 Freely Chosen Employment

承諾不使用任何形式的強迫勞工、奴役及販賣人口。所有工作均應當出於自願，勞工 擁有隨時自由離職終止僱傭關係之權利。如果勞工按照勞工協議給予合理的通知，則有權終 止僱傭關係而不受懲罰。

Commit to no forced labor of any form, no slavery, and no human trafficking. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker' s contract.

禁止對勞工進出入工作場所作出不合理限制，也不應無理地約束勞工在工作場所內的行動自由。

There should be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities.

2. 不用童工 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

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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。

採取適當的機制核實勞工的年齡。如果發現僱用童工，將提供協助 / 補救措施。

Child labor is not to be used in any stage of manufacturing. The term " child" refers to any person employed under the minimum age for employment in the county, or under age for completing compulsory education.

Implement an appropriate mechanism to verify the age of workers. If child labor is identified, assistance/remediation is provided.

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。

All overtime working hours shall be voluntary and compliant with national regulations and laws. Work weeks are not to exceed the maximum set by law, including overtime, except in emergency or unusual situations.

4. 薪資與福利 Wages 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。

Compensation paid to employees shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.

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。

There is to be no harsh and inhumane treatment, including any sexual harassment, corporal punishment, mental or physical coercion, verbal abuse or threat of employees.

6. 不歧視 Non-Discrimination/不騷擾 Non-Harassment

供應商應承諾勞工免受騷擾以及非法歧視，且不得因種族、階級、膚色、年齡、性別、性傾向、性別認同及表達、國籍或地域、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身分、基因信息或婚姻狀況等在招聘及實際工作中歧視勞工的工資、晉升、獎勵和受訓機會。

不讓勞工或準勞工接受帶有歧視性的醫學檢驗（包括驗孕或處女檢驗）或身體檢查。

Commit to worker free of harassment and unlawful discrimination, and shall not engage in discrimination based on race, caste, color, age, gender, sexual orientation, gender identity and union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers and potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

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。

Employees have the rights to associate freely, join employees' councils in accordance with local laws. Employees should be able to communicate openly with management regarding working conditions without fear of reprisal 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」一直是慶良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。

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STARCONN's suppliers have to provide the safe workplace to avoid accident, because we think "Our employees are our most important asset". It is always based on the fundamental principle. Recognized management systems such as OHSAS 18001 Guidelines on Health and Safety were used as reference in preparing the code. Therefore, we set the following code as specific guidelines.

1. 作業安全與衛生 Occupational Safety and Hygiene

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。

Worker exposure to potential safety hazards are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures. Where hazards cannot be adequately controlled by these means, employees are to be provided with appropriate personal protective equipment. Employees shall not be disciplined for raising safety concerns. On the other hand, we have to hold a worker training and drills and give enough time rest to avoid accident happen.

2. 環境安全與衛生 Environmental Safety and Health

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 a clean and safe workplace for employee. Therefore, we have to regular routine checkup and maintenance the drinking fountain, equipment...etc.

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。

Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures. Therefore, we have to arrange an annual emergency exercise.

4. 職業災害 Occupational Injury

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 encourage employee reporting when accident happens in the work time. Consequently, suppliers have to investigate cases and implement corrective actions to eliminate their causes.

5. 健康與安全信息 Health and Safety Communication

應當為勞工提供以母語進行的職業健康和安全教育，並在工作場所的顯眼處張貼健康與安全相關資料。應鼓勵勞工提出任何健康和安全教育方面的疑慮，確保他們不會受到報復。

Shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility. Workers shall be encouraged to raise any health and safety concerns without retaliation.

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。

Use the environment resource be carefully and reduce impact our environment, in order to protect nature resources and sustainable environment development.

Recognized management systems such as ISO 14001 should be implemented. Therefore, we set the following code as specific guidelines.

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 have to regular routine checkup facilities and monitoring environment in order to protect employees' safety and health.

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) must take into account the impact on the environment, in order to avoid waste or contamination occurs.

3. 有害物質處理 Hazardous Materials

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表 (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 the relevant laws and regulations, for organic solvents, chemicals and other health hazards should be clearly marked and available material safety data sheets (MSDS) as a hazardous materials handling, transport, storage security guidance, when the recycling or reuse.

4. 廢棄物處理 Management of Waste

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 and industrial processes are to be stored, monitored, controlled and treated in accordance with the relevant standard.

5. 綠色產品 Green Product

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 meeting customer needs, and does not affect the functionality of the product, we should use a low impact on the environment of recycled materials, and prompted suppliers to reduce waste of resources, reduce pollution, for a sustainable use of the Earth's resources.

6. 廢氣排放 Air Emissions

應當在排放營運過程中產生揮發性有機化學物質、氣霧劑、腐蝕性物質、微粒、耗蝕臭 氧層化學物品以及燃燒副產品前，按照要求對其進行分類、例行監察、控制和處理。應依照《蒙特利爾議定書》和適用的法規來有效管理耗損臭氧層的物質。

供應商應當對廢氣排放管制系統的性能進行例行監察。

Shall characterize, routinely monitor, control and treat air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations as required prior to discharge. Ozone-depleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations.

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Shall be to conduct routine monitoring of the performance., that air emission control systems.

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 system shall be designed to ensure the operational and compliance with applicable laws, regulations and customer requirements, identification and mitigation of operational risks related to this code. Besides, it should also facilitate continual improvement.

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。

Corporate social responsibility and ethical management implemented in the operation in order to establish internal managers on social responsibility, and ensure that the operation of the management to achieve the company's commitment to social responsibility.

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 implementation and periodic review of the status of the management systems. Besides, the management has to review the management system at the right moment.

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。

The supplier needs to comply with the relevant laws and regulations, to understand the current and future customer's needs in order to be able to grow together with our customers.

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 assess risks for the Company's operations related to the environment, employee health and safety, and ethical practices and to develop appropriate procedures to control risks.

5. 附有實施計劃和措施的績效目標 Performance objectives with Implementation plan 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。

Written standards, performance objectives, targets and implementation plans including a periodic assessment of Participant's performance against those objectives.

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。

We have staff training program, orientation training program and occupational safety and health training program in order to ensure all new employees can obey the company code.

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。

All employees use company's web site to communicate with other works. On the other hand, we communicate with suppliers and customers that use papers document.

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。

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Encourage employees to express their opinions and participation, and feedback timely, in order to achieve the purpose of full participation.

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。

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the code and customer contractual requirements related to social and environmental responsibility.

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 problem are detected, upon request or obligation violators department (internal/ external) to provide preventive and corrective actions.

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 in order to review and tracking the effectiveness of the implementation; in any part of the confidential operations, the relevant units should be individually handled carefully.

4.5 公司倫理道德規範 (ETHICS)

倫理道德規範準則，主要源自於「上市上櫃公司誠信經營守則」，以及「電子行業行為準則」(Electronic Industry Code of Conduct, EICC) 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 Ethics Code from Ethical Corporate Management Best Practice Principles for TWSE/GTSM-Listed Companies and Electronic Industry Code of Conduct. The purpose of this code is to obey business ethics code, maintain corporate governance, enhance the economic growth and improve our quality of life.

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 are to be expected in all business interactions. Business shall have a zero tolerance policy to prohibit any and all forms of corruption, bribery and embezzlement.

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。不誠信行為在慶良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。應實施監控、記錄保留與執行規程，確保符合反腐敗法律。

STARCONN puts emphasis on integrity. Any offer by a third party, gifts, commissions, jobs, services, benefits, rebates, facilitation payments, hospitality, entertainment and other benefits, are all treated as not honest which is prohibit. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

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。

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Information regarding business activities, structure, financial situation and performance should be published in product seminars and other activities to let customers can have a clear understanding.

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 protect own intellectual property, it should not acquire the intellectual property law and shall not infringe on other people

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 follow the local law, without deceptive, misleading, fraudulent.

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。

Programs that ensure the protection of supplier or employee whistleblower confidentiality are to be maintained.

7. 個人資料保護 Personnel 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 to collect, access and use of personal data.

8. 衝突礦產排除 Conflict Free Minerals/負責任地採購礦物 Responsible Sourcing of 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。

應採取政策，對其生產的產品中的鈹、錫、鎢和金的來源和供應鏈進行盡職調查，以合理確保其來源符合經濟合作與發展組織(OECD)《受衝突影響和高風險地區礦產供應鏈盡職調查指南》或同等和公認的盡職調查框架。

We comply with all national and other applicable laws and regulations concerning the sourcing of minerals from conflict areas.

Shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization for Economic Cooperation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas or an equivalent and recognized due diligence framework.