

## 供應商行為準則 Supplier Code of Conduct

2024/9/30

- 第一條： 遵守法令及規範 Compliance with Laws and Regulations  
供應商必須遵守當地適用的法律。並應根據國際社會公認的準則，承諾維護勞工的人權，並尊重他們。這適用於所有勞工，包括臨時工、移民工、學生、合約勞工、直接僱員以及任何其他類型的勞工。  
Suppliers shall comply with local applicable laws and commit to upholding labor rights and respecting workers based on internationally recognized standards. This applies to all workers, including temporary, migrant, student, contract, direct employees, and any other type of worker.
- 第二條： 尊重人權 Respect for Human Rights  
供應商應尊重每一個人的格尊嚴、個人隱私和基本權利，不得以任何形式侵犯這些權利。  
Suppliers shall respect the dignity, privacy, and fundamental rights of each individual and shall not infringe these rights in any way.
- 第三條： 自由選擇職業 Freely Chosen Employment  
供應商不得以強迫、抵押（包括抵債）、契約束縛的形式使用勞工，或使用非自願的監獄勞工，不得奴役或販賣勞工。這包括不能以剝削為目的，通過威脅、強迫、壓制、誘拐或欺詐的手段來運輸、窩藏、招聘、轉讓或接收非自願人士。  
Suppliers shall not use forced, bonded (including debt bondage), or indentured labor, involuntary prison labor, slavery, or trafficking of persons. This includes not transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction, or fraud for exploitation.
- 第四條： 童工禁止及青年工限制 Prohibition of Child Labor and Restrictions on Young Workers  
供應商不能僱傭或者使用任何未滿 16 周歲的童工（如當地法律對“童工”有其它規定的，則以當地法律為準）。供應商並應確保所有未成年工（即年齡在 16 周歲以上、18 歲以下的員工）不得從事危害性工作，包括且不限於工作環境為地下、水下、高空和受限空間、需使用危險機械、暴露於有害物質、於不良環境下長時間勞動、夜間工作或受到無理由的限制等其他困難環境。  
Suppliers shall not employ or use child labor under the age of 16 (or as defined by local law). Suppliers shall ensure that all juvenile workers (aged 16-18) do not engage in hazardous work, including but not limited to underground, underwater, high altitude, and confined spaces, use of dangerous machinery, exposure to harmful substances, long hours in poor environments, night work, or unreasonable restrictions.
- 第五條： 合法工時 Legal Working Hours  
供應商員工周工作時間應不超過當地法律規定的最大限度。每週七天當中，供應商應允許員工至少休息一天，且除非是緊急或異常情況，供應商員工一周的工作時間包括加班在內不應超過 60 小時。

Workweeks of Supplier's employees are not to exceed the maximum set by local law. Employees shall have at least one day off every seven days, and the workweek should not exceed 60 hours, including overtime, except in emergencies or unusual situations.

第六條： 合理工資 Fair Wages

供應商支付給員工的工資應符合所有適用的與工資相關的法律，包括有關最低工資、加班時間和法定福利的法律。依據當地法律的規定，員工的加班工資應高於正常的每小時工資水準。

Suppliers shall pay wages that meet all applicable wage laws, including minimum wage, overtime, and legally mandated benefits. Overtime pay should be higher than the regular hourly rate as per local laws.

第七條： 禁止歧視 Non-Discrimination

供應商不得因人種、膚色、年齡、性別、性取向、種族、殘疾、懷孕、信仰、政治派別、社團成員或婚姻狀況等在聘用及雇用實際工作（如晉升、獎勵和培訓機會等）中歧視員工。

Suppliers shall not discriminate in hiring and employment practices, such as promotions, rewards, and training opportunities, based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership, or marital status.

第八條： 自由結社 Freedom of Association

供應商應依法尊重員工自由結社、參加或不參加工會、選擇代表、參加工人委員會的權利。

Suppliers shall respect employees' rights to freely associate, join or not join labor unions, seek representation, and join workers' councils in accordance with the law.

第九條： 安全工作環境 Safe Working Environment

供應商應通過正確的設計、工程技術和管理控制、預防保養、安全操作程式和持續性的安全知識培訓去控制員工在工作場所會遇到的潛在危險（如電器和其它能源、火、車輛和墜落危險）。若無法通過上述方法有效控制危險源，應為員工提供適當的、保養良好的個人防護裝備。

Suppliers shall control potential workplace hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) through proper design, engineering, and administrative controls, preventive maintenance, safe work procedures, and ongoing safety training. Where hazards cannot be adequately controlled by these means, employees are to be provided with appropriate, well-maintained, personal protective equipment.

第十條： 工業安全 Industrial Safety

供應商應當制定程式和體系來預防、管理、追蹤和報告職業傷害與疾病，包括以下規定：鼓勵員工報告；歸類和記錄傷害和疾病案例；提供必要的治療；調查案例並執行糾正措施以消除類似情況；協助員工返回工作崗位。

Procedures and systems must be in place for suppliers to prevent, manage, track, and report occupational injuries and illnesses. This includes encouraging employee reporting, classifying and recording cases, providing necessary treatment, investigating incidents,

implementing corrective actions to eliminate similar occurrences, and helping employees return to work.

第十一條： 職安許可 Occupational Safety Permits

供應商應獲取所有必需的環境許可證 (如排放監控), 批准文書和登記證, 並應對之進行維護並時常更新, 嚴格遵守許可證的操作和報告要求。並應在源頭上或通過實踐 (如改進生產、維護和設施工藝、替換材料、節約自然資源、材料回收和重用) 減少和消除所有類型的耗費 (包括水和能源)。

Suppliers shall obtain and maintain all required environmental permits (e.g., discharge monitoring), approvals, and registrations, and comply with their operational and reporting requirements. Suppliers shall reduce or eliminate waste of all types (including water and energy) at the source or through practices such as production, maintenance, and facility processes, material substitution, conservation, recycling, and reuse.

第十二條： 危險物質管制 Hazardous Substance Control

供應商應當識別和控制釋放到環境中會造成危險的化學物質及其它物質, 以確保這些物質得到安全的處理、運輸、存儲、使用、回收或重用和處置。

Suppliers shall identify and manage chemicals and other materials that pose a hazard if released into the environment to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal.

第十三條： 廢物排放 Waste Emissions

供應商在運營過程中產生的揮發性有機化學物質、氣霧劑、腐蝕劑、微粒、臭氧消耗化學品以及燃燒副產品等空氣排放物, 在排放之前應按要求分類、監控、控制和處理。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting chemicals, and combustion by-products generated from the operations of suppliers are to be characterized, monitored, controlled, and treated as required prior to discharge.

第十四條： 有害物質 Hazardous Substances

供應商應遵守所有關於禁止或限制特定物質 (含有關再生和處置的標識) 的適用法律法規和客戶要求。

Suppliers shall adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances, including labeling for recycling and disposal.

第十五條： 生物多樣性 Biodiversity

供應商應遵守生物多樣性保育相關法規, 避免因營運影響重要棲地, 並參與自然生態系保育行動。

Suppliers shall abide by relevant laws and regulations on biodiversity conservation, avoid operations affecting important habitats, and participate in actions for the conservation of natural ecosystems.

- 第十六條： 誠信經營 Business Integrity  
供應商應遵守有關賄賂、腐敗、詐騙和其它禁止商業行為的法律法規，並應禁止任何及所有形式的賄賂、貪污、敲詐勒索和挪用公款等行為。  
Suppliers shall comply with laws related to bribery, corruption, fraud, and other prohibited business practices. Moreover, they shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, fraud, extortion, and embezzlement.
- 第十七條： 無不正當收益 No Improper advantage  
遵循飛捷有關禮物、招待和開銷的商務禮儀，供應商不得直接或間接向飛捷員工、代表或其他人提供招待、報銷或禮品。該禁令涵蓋承諾、提供、授權、給予或接受任何有價物品。供應商亦應遵守本承諾，不得主動、誘導、暗示或配合。  
Following Flytech's business etiquette regarding gifts, hospitality, and expenses, suppliers shall not directly or indirectly offer entertainment, reimbursement, or gifts to Flytech employees, representatives, or others. The prohibition covers promising, offering, authorizing, giving, or accepting anything of value. Suppliers should also abide by this commitment and shall not initiate, induce, hint, or cooperate in such actions.
- 第十八條： 不得偽造記錄 No Falsification of Records  
供應商應禁止在供應鏈中偽造記錄或對情況或操作進行虛假陳述。  
Suppliers shall prohibit falsification of records or misrepresentation of conditions or practices in the supply chain.
- 第十九條： 智慧財產權保護 Intellectual Property  
供應商應尊重智慧財產權，不僅是自有的、交易方的及其他協力廠商的智慧財產權，且應遵守法律及飛捷的保密制度，保護公司及客戶的一切商業秘密。  
Suppliers shall respect intellectual property rights, including their own, those of dealers, and third parties. Additionally, they shall abide by the laws and policies regarding the confidentiality of Flytech and protect the commercial secrets of the company and its customers.
- 第二十條： 公平交易 Fair Business  
供應商與客戶合作過程中須遵循公平交易原則，杜絕採取欺瞞、脅迫等非正常措施。且不能引起或參與不正當競爭行為，包括集體操縱價格、非法市場分配或其它不正當競爭行為。  
Suppliers shall abide by the principle of fair business in their cooperation with customers and put an end to deception, coercion, or other abnormal measures. Suppliers shall not cause or participate in illegal or unethical competition, including price manipulation, illegal market distribution, or other forms of illegal or unethical practices.
- 第二十一條： 隱私及資安 Privacy and Cyber Security  
供應商在收集、存儲、處理、傳輸和共用個人資訊時，應遵守與隱私和資訊安全有關的法規。  
Suppliers shall comply with privacy and cyber security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

第二十二條：投訴制度 Grievance Mechanism

供應商應具備且落實健全完整的投訴、舉報、申訴程式。供應商應當及時回復和處理投訴、舉報、申訴，並保留相關記錄。

Suppliers shall have and implement a sound and complete procedure for handling complaints, whistle-blowing, and appeals. They shall respond to and address these matters promptly and maintain relevant records.

第二十三條：負責任採購礦產 Responsible Sourcing of Minerals

供應商應制定政策，以在合理的情況下確保製造的產品中所含的鈹、錫、鎢和金不會直接或間接提供資金或受益于剛果民主共和國或其周邊國家/地區踐踏人權的武裝組織。並對這些礦物的來源和監管實施盡職審查，在飛捷及其他客戶提出請求時，供應商應提供盡職審查的具體措施。

Suppliers shall establish policies to reasonably ensure that the tantalum, tin, tungsten, and gold in their products do not directly or indirectly finance or benefit armed groups that violate human rights in the Democratic Republic of the Congo or adjoining country. Suppliers shall conduct due diligence on the source and chain of custody of these minerals and provide specific measures upon request from Flytech and other customers.

第二十四條：訂定與施行 Establishment and Implementation

本守則經總經理通過後施行，修正時亦同。

This policy shall take effect as resolved by the president, and the same procedure shall apply to any amendments.