

企業社會責任政策 Corporate Social Responsibility Policy

2026/7/1

政策聲明 Policy Statement

飛捷科技股份有限公司(以下稱本公司)致力於企業永續發展，並承諾於所有營運活動中尊重基本人權、遵守勞動法規、建立安全健康之工作環境、降低對環境之影響，並以誠信原則進行商業活動。

Flytech Technology Co., Ltd. (hereinafter referred to as the “Company”) is committed to sustainable development and pledges, in all its operations, to respect fundamental human rights, comply with labor laws, establish a safe and healthy working environment, reduce environmental impact, and conduct business with integrity.

本公司之社會責任管理架構係參考國際公認準則，包括國際勞工組織(ILO)核心公約、聯合國工商企業與人權指導原則(UNGPs)、責任商業聯盟(RBA)行為準則及 SEDEX SMETA 四大支柱原則建立。

The Company's CSR management framework is established in reference to internationally recognized standards, including the ILO Core Conventions, the United Nations Guiding Principles on Business and Human Rights (UNGPs), the Responsible Business Alliance (RBA) Code of Conduct, and the Sedex Members Ethical Trade Audit (SMETA) Four-Pillar approach.

為確保相關原則落實，本公司已建立並推動人權政策、人權政策管理辦法、供應鏈永續管理政策及供應商行為準則，並透過人權盡職調查與年度風險評估機制進行持續改善與監督，以預防及降低人權風險。

To ensure the effective implementation of these principles, the Company has established and actively implements a Human Rights Policy, Human Rights Management Procedures, Supply Chain Sustainability Policy, and Supplier Code of Conduct. Human rights risks are continuously identified, improved, and overseen through human rights due diligence and annual risk assessment mechanisms, with the aim of preventing and mitigating such risks.

本政策適用於本公司全體員工及供應鏈夥伴，董事會轄下之 ESG 永續發展委員會負責推動與監督本政策之執行。

This policy applies to all employees and supply chain partners of the Company. The ESG Sustainability Committee, established under the Board of Directors, is responsible for promoting and overseeing the implementation of this policy.

主要承諾 Commitments

一、勞工 Labor

本公司尊重並保障所有員工之基本勞動權益，並透過制度化管理確保聘僱關係之公平、合法與人道原則。

The Company respects and safeguards the fundamental labor rights of all employees and ensures fair, lawful, and humane employment relationships through institutionalized management practices.

1. 自由選擇的僱傭關係 Freely Chosen Employment

- 不可使用強制勞動力、受關押勞動力和非自願的監獄勞動力。
Forced labor, bonded labor, or involuntary prison labor shall not be used.
- 員工不應被要求繳交押金或交出身份證件；在給予合理預先通知後，員工可自由離職。
Employees shall not be required to deposit money or surrender identity documents, and shall be free to terminate employment with reasonable prior notice.
- 致力於完善移工招募流程，避免員工負擔不當招募費用，逐步朝國際最佳實務(如雇主負擔原則)接軌。

The Company is committed to improving migrant recruitment processes, eliminating improper recruitment fees borne by employees, and aligning with international best practices (such as the Employer Pays Principle).

- 禁止以任何契約或手段限制員工的行動自由或強制勞動。

Any contract or practice that restricts employees' freedom of movement or compels forced labor is strictly prohibited.

2. 尊重結社自由和集體談判的權利 Freedom of Association and Collective Bargaining

- 所有員工均有加入或自行組成工會及進行集體談判的權利，不得有任何例外。

All employees have the right, without exception, to form or join labor unions and engage in collective bargaining.

- 雇主對工會活動採取開放態度，不得歧視或打壓員工代表。

The Company shall not interfere with union activities and shall not discriminate against or retaliate against employee representatives.

- 在結社自由受法律限制之地區，雇主應促進建立獨立的協商機制。

In regions where freedom of association is restricted by law, the Company shall facilitate parallel means of independent and free association and collective bargaining.

3. 安全衛生的工作條件 Safe and Healthy Working Conditions

- 提供安全衛生的工作環境，採取適當措施防止工傷及職業病，並指定高階管理人員負責健康安全事務。

A safe and healthy working environment shall be provided, appropriate measures shall be taken to prevent occupational injuries and illnesses, and a senior management representative shall be assigned responsibility for health and safety.

- 員工應接受定期且有記錄的健康安全培訓，新進員工及轉換工種員工須重複訓練。

Employees shall receive regular, documented health and safety training; new hires and employees changing job assignments shall receive repeated training.

- 提供清潔廁所、飲用水及食品存放衛生設備；所提供住宿須清潔、安全。

Clean toilet facilities, drinking water, and hygienic food storage shall be provided; any company-provided dormitories shall be clean and safe.

4. 禁止使用童工 Child Labor Avoidance

- 不得招募或雇用未達法定最低工作年齡之兒童。

No children below the legal minimum working age shall be recruited or employed.

- 不得雇用未滿 18 歲之青少年從事夜間或危險性工作。

Workers under the age of 18 shall not be assigned to night shifts or engaged in hazardous work.

- 若發現童工，應提供適當教育輔導安置，相關政策須與 ILO 標準一致。

If child labor is identified, appropriate remediation including access to education shall be provided, and policies shall align with ILO standards.

5. 支付維持生活的工資 Wages and Benefits

- 工資及津貼至少達到台灣法定基本工資或行業標準，以高者為準；工資應足以滿足基本生活需求並提供可支配所得。

Wages and benefits shall meet at least the legal minimum wage or industry standards in Taiwan, whichever is higher, and should be sufficient to meet basic living needs and provide discretionary income.

- 員工到職前提供書面薪資條件說明；每次發薪提供工資明細；加班費須符合台灣法規規範要求。

Employees shall be provided with written wage conditions prior to employment; pay statements shall be issued for each payment; overtime pay shall comply with Taiwanese regulations.

- 未經員工書面同意，不得扣薪作為紀律處分，所有紀律措施均須記錄。

No wage deductions shall be imposed as disciplinary measures without written consent from employees, and all disciplinary actions shall be documented.

6. 工作時間不得過長 Working Hour

- 正常工時 (不含加班) 每週不超過 40 小時；任何 7 日內總工時原則上不超過 60 小時，每月加班時數須符合台灣法規規範要求。
Regular working hours (excluding overtime) shall not exceed 40 hours per week; total working hours shall, in principle, not exceed 60 hours in any 7-day period, and monthly overtime shall comply with Taiwanese regulations.
- 所有加班須出於員工自願，並加計加班費；不得以加班取代正規就業。
All overtime shall be voluntary and compensated; overtime shall not replace regular employment.
- 員工每 7 日至少享有 1 天休息日；法定例假及特別休假依法給予。
Employees shall have at least one day off in every seven days; statutory holidays and annual leave shall be granted in accordance with the law.

7. 禁止歧視 Non-Discrimination

- 在招募、薪酬、培訓、晉升、解僱等所有人事決策中，不得因種族、國籍、性別、宗教、年齡、身心障礙、婚姻狀況、性取向、工會成員身份等任何理由歧視員工。
No discrimination shall occur in hiring, compensation, training, promotion, or termination based on race, nationality, gender, religion, age, disability, marital status, sexual orientation, union membership, or any other status.

8. 正規的雇傭關係 Regular Employment

- 工作須以合法、書面的雇傭契約為基礎，不得以外包、承攬或定期契約等方式規避雇主法定責任。
Employment shall be based on lawful, written contracts, and the Company shall not evade its legal obligations as an employer through outsourcing, subcontracting, or fixed-term contract arrangements.

9. 禁止苛刻和不人道的對待 Humane Treatment

- 禁止人身虐待、體罰、性騷擾、語言侮辱或任何形式的恐嚇威脅。
Physical abuse, corporal punishment, sexual harassment, verbal abuse, or any form of intimidation or threat is prohibited.
- 員工申訴不得遭受報復；公司應建立安全、保密的申訴管道。
Employees shall not face retaliation for filing complaints; the Company shall establish secure and confidential grievance channels.

二、健康與安全 Health & Safety

本公司致力於提供安全且健康之工作環境，並將職業安全衛生視為營運管理之重要核心，且已導入並取得 ISO 45001 職業安全衛生管理系統及 ISO 14001 環境管理系統，並依相關系統建立完整之安全衛生管理架構。

The Company is committed to providing a safe and healthy working environment and regards occupational health and safety as a core element of operational management. The Company has implemented ISO 45001 Occupational Health and Safety Management System and ISO 14001 Environmental Management System, and obtained the corresponding certifications, establishing a comprehensive health and safety management framework accordingly.

1. 健康與安全的管理系統與責任 Health and Safety Governance

- 指定一名高階管理人員對公司整體職業安全衛生負全責，定期召開安全衛生委員會會議。
A senior management representative shall be appointed to take full responsibility for occupational health and safety, and regular health and safety committee meetings shall be convened.
- 每年進行工作場所危害辨識與風險評估，制訂矯正預防措施並追蹤執行。
Workplace hazard identification and risk assessments shall be conducted annually, with corrective and preventive actions established and tracked.
- 遵守台灣職業安全衛生法及相關法規，定期進行內外部安全衛生稽核。

The Company shall comply with Taiwan's Occupational Safety and Health Act and relevant regulations and conduct regular internal and external health and safety audits.

2. 工作場所安全 Occupational Safety Measures

- 提供符合法規的安全工作環境，包括適當採光、通風、溫濕度控制，以及機械防護裝置。

A compliant and safe working environment shall be provided, including proper lighting, ventilation, temperature and humidity control, and machine guarding.

- 危險物品及化學品依 GHS 規定標示與管理，提供安全資料表(SDS)供員工查閱。
Hazardous substances and chemicals shall be labeled and managed in accordance with the GHS, with Safety Data Sheets (SDS) available for employees.
- 提供合格的個人防護具(PPE)，確保員工正確使用；安全出口、逃生指示保持暢通。
Qualified personal protective equipment (PPE) shall be provided, and its proper use by employees shall be ensured; emergency exits and escape routes shall remain unobstructed.

3. 緊急應變 Emergency Preparedness

- 制訂火災、地震、化學品洩漏等緊急應變計畫，每年至少進行兩次逃生演練。
Emergency response plans for emergencies such as fire, earthquakes, and chemical spills shall be established, and at least two evacuation drills shall be conducted annually.
- 工作場所設置急救箱，配備受訓急救人員；重大工傷依法於時限內向主管機關通報。
First aid kits shall be provided, and trained first aid personnel shall be available; major occupational injuries shall be reported to the competent authority within the statutory timeframe.

4. 健康管理與培訓 Health Management and Training

- 定期為員工安排一般健康檢查及特殊作業健康檢查；懷孕及哺乳員工受特別保護。
Regular general and special occupational health examinations shall be arranged; pregnant and breastfeeding employees shall receive special protection.
- 新進員工到職前接受安全衛生教育訓練；特殊作業人員取得合格資格並定期複訓；所有訓練保留記錄。
New employees shall receive occupational safety and health training before starting work; personnel in special operations shall obtain the required certification and undergo periodic retraining; all training records shall be maintained.

三、環境 Environment

本公司認知環境保護為企業永續經營之重要責任之一，並承諾於營運過程中降低對環境與自然資源之影響。為落實環境管理，本公司已導入 ISO 14001 環境管理系統並取得認證，透過系統化管理方式進行污染防治、資源管理與持續改善。

The Company recognizes environmental protection as a key responsibility for sustainable development and commits to reducing impacts on the environment and natural resources during operations. To implement environmental management, the Company has adopted the ISO 14001 Environmental Management System and obtained the corresponding certification, applying systematic approaches to pollution prevention, resource management, and continuous improvement.

1. 環境保護責任聲明 Environmental Responsibility Statement

- 本公司承認環境保護責任是永續經營不可或缺的一部分。在所有製造及服務活動中，應盡量減少對環境與自然資源的不良影響，同時保障公眾的健康與安全。

The Company acknowledges that environmental responsibility is an integral part of sustainability. In all manufacturing and service activities, efforts shall be made to minimize adverse impacts on the environment and natural resources while ensuring public health and safety.

2. 污染預防與排放管理 Pollution Prevention and Emissions Management

- 應在源頭或透過工程控制減少或消除廢水、廢氣、廢棄物及有害物質的排放，並確保符合台灣環保相關法規標準。
Discharges of wastewater, air emissions, waste, and hazardous substances shall be reduced or eliminated at the source or through engineering controls, ensuring compliance with applicable Taiwan environmental regulations.
- 廢水排放應符合放流水標準，設置處理設施並定期監測；廢氣排放依規定監測記錄。
Wastewater shall meet discharge standards with proper treatment and monitoring; air emissions shall be monitored and recorded.
- 危險廢棄物應委託合法廠商處理，嚴禁非法棄置並保留記錄。
Hazardous waste shall be handled by licensed waste disposal contractors; illegal disposal is strictly prohibited, and records shall be maintained.

3. 資源節約與能源管理 Resource Conservation and Energy Management

- 追蹤並記錄工作場所的能源(電力、燃料)及水資源消耗，設定年度節能節水目標，定期向管理階層報告績效。
Energy (including electricity and fuel) and water consumption in the workplace shall be tracked and recorded, annual energy-saving and water-saving targets shall be set, and performance shall be regularly reported to management.
- 應透過製程改善、設備升級、材料替代、再利用及回收等方式，節約自然資源(包括水、化石燃料、礦物及原始森林產品)的耗費。
Natural resources (including water, fossil fuels, minerals, and virgin forest products) shall be conserved through process improvements, equipment upgrades, material substitution, reuse, and recycling.

4. 廢棄物管理 Waste Management

- 建立廢棄物分類制度，依性質分類為一般廢棄物、資源回收物及有害廢棄物，分別管理處置。
A waste classification system shall be established, categorizing waste into general waste, recyclable materials, and hazardous waste, which shall be managed and disposed of separately.
- 推動廢棄物源頭減量，設定廢棄物減量目標；每年統計廢棄物產生量及處理方式，納入環境績效報告。
Waste reduction at the source shall be promoted and reduction targets shall be established; annual statistics on waste generation and treatment methods shall be compiled and included in environmental performance reports.

5. 氣候變遷與碳管理 Climate Change and Carbon Management

- 本公司遵循所在地法令《氣候變遷因應法》之要求，以達成 2050 年淨零排放為目標。本公司應定期盤查溫室氣體(範疇一至二且逐步推展至範疇三)，並建立碳排放基線，據以制訂年度減碳指標、推動低碳製程，並落實綠色供應鏈管理與能源轉型。
The Company complies with the requirements of the local regulation, the Climate Change Response Act, with the objective of achieving net-zero emissions by 2050. The Company shall regularly conduct greenhouse gas inventories (covering Scopes 1 and 2, and progressively extending to Scope 3) and establish carbon emission baselines. Based on these, the Company shall formulate annual carbon reduction targets, promote low-carbon manufacturing processes, and implement green supply chain management and energy transition.

6. 環境管理系統 Environmental Management System

- 指定環境管理代表統籌環境政策的執行，定期進行環境法規遵循查核，確保符合環境保護法、水污染防治法、空氣污染防治法等相關規定。
An environmental management representative shall be appointed to coordinate implementation of environmental policies, and regular compliance audits shall be conducted to ensure adherence to applicable environmental protection laws and regulations, including the Water Pollution Control Act and the Air Pollution Control Act.

- 每年進行環境稽核，評估重大環境面向並制訂改善計畫；對供應商進行環境管理評估，優先採購具環境認證的供應商。
Annual environmental audits shall be conducted to assess significant environmental aspects and establish improvement plans; suppliers shall be evaluated on environmental management, with preference given to those with environmental certifications.

四、商業道德 Business Ethics

本公司秉持誠信經營原則，並將商業道德視為企業永續發展之基礎。

The Company adheres to principles of integrity and regards business ethics as the foundation of sustainable development.

1. 廉潔與反貪污腐敗 Integrity and Anti-Corruption

- 為履行企業社會責任同時取得市場的成功，本公司所有成員須遵循最高的道德要求，並要求主要供應商及外包商共同遵守。
To fulfill corporate social responsibility while achieving success in the marketplace, all members of the Company, as well as major suppliers and contractors, shall adhere to the highest ethical standards.
- 禁止任何形式的貪污行為；不得提供或接受賄賂或其他形式的不正當收益。
Any form of corruption is prohibited; offering or accepting bribes or improper advantages is strictly prohibited.
- 禁止提供可能影響商業決策公正性的不當招待或餽贈；所有商業接待超出公司規定標準者須事先獲得管理層審批。
Improper hospitality or gifts that may influence business decisions are prohibited; any business entertainment exceeding company standards shall be subject to prior management approval.
- 定期對採購、業務及財務等高風險部門員工進行反貪污教育訓練。
Regular anti-corruption training shall be conducted for employees in high-risk departments such as procurement, sales, and finance.

2. 透明度與資訊揭露 Transparency and Disclosure

- 依照適用法規，公開有關商業活動、組織結構、財務狀況和經營績效的資訊，確保財務報表真實反映公司實際狀況。
Information regarding business activities, organizational structure, financial condition, and performance shall be disclosed in accordance with applicable laws, ensuring financial statements accurately reflect the Company's actual situation.

3. 公平競爭 Fair Competition

- 應制定公平交易、廣告和競爭的標準，遵守公平交易法及相關競爭法規，禁止價格協議、市場分割或投標串通等反競爭行為。
Standards for fair trade, advertising, and competition shall be established, and compliance with the Fair Trade Act and other applicable competition laws shall be ensured, prohibiting anti-competitive practices such as price-fixing, market allocation, and bid-rigging.
- 採購活動以公開、公平、公正原則進行；員工應申報可能存在的利益衝突關係。
Procurement activities shall be conducted openly, fairly, and impartially; employees shall declare any potential conflicts of interest.

4. 智慧財產權保護 Intellectual Property Protection

- 應尊重智慧財產權，禁止非授權使用、複製或散佈他人受保護的著作、商標、專利或營業秘密。
Intellectual property rights shall be respected; unauthorized use, reproduction, or distribution of protected works, trademarks, patents, or trade secrets is prohibited.
- 軟體使用應取得合法授權，定期進行軟體資產管理，確保無未授權軟體；供應商及合作夥伴應簽署保密協議。

Software shall be properly licensed, and software asset management shall be conducted regularly to ensure no unauthorized software is used; suppliers and partners shall sign confidentiality agreements.

5. 個人資料保護與資訊安全 Personal Data Protection and Information Security

- 本公司對業務往來人員的個人資料保密，遵守個人資料保護法及資訊安全相關法規要求，採取適當技術及管理保護措施。

The Company keeps personal data of business contacts confidential, complies with the Personal Data Protection Act and information security regulations, and adopts appropriate technical and administrative safeguards.

- 個人資料之蒐集、處理及利用均須符合法規，取得當事人同意並告知利用目的；到期資料依規定安全銷毀。

Collection, processing, and use of personal data shall comply with applicable laws; data subject consent shall be obtained and the purpose of use shall be disclosed; expired data shall be securely destroyed accordingly.

- 定期對員工進行資訊安全及個資保護訓練；若發生資料外洩，應依規定即時通知當事人及主管機關。

Employees shall receive regular information security and personal data protection training; in the event of a data breach, the data subject and the competent authority shall be notified promptly in accordance with applicable regulations.

6. 檢舉申訴機制 (吹哨者保護) Whistleblower Protection

- 本公司已制訂一套程序，確保員工能夠放心提出任何問題，不必擔心會遭到報復；提供多元申訴管道(申訴信箱、電話或書面)。

The Company has established procedures to ensure employees can raise concerns without fear of retaliation, providing multiple reporting channels, including a dedicated whistleblowing mailbox, telephone hotline, or written submission.

- 且該程序可以保護員工和供應商等檢舉者身份的機密性，所有申訴均應獲得公正且保密的調查處理。

These procedures protect the confidentiality of whistleblowers, including employees and suppliers, and all complaints shall be handled fairly and confidentially.

- 嚴禁對任何善意提出申訴或參與調查的人員施以任何形式的報復或懲處。

Any retaliation or disciplinary action against individuals who raise concerns in good faith or participate in investigations is strictly prohibited.

7. 供應鏈責任 Supply Chain Responsibility

- 本政策同樣適用於本公司之主要供應商及外包商，本公司已制定「供應鏈永續管理政策」及「供應商行為準則」，並將人權及負責任招募要求納入供應商管理，包括禁止強迫勞動及不當招募費用，要求供應商共同遵守。

This policy also applies to major suppliers and contractors. The Company has established a Supply Chain Sustainability Policy and Supplier Code of Conduct, incorporating human rights and responsible recruitment requirements, including the prohibition of forced labor and improper recruitment fees, and requires suppliers to comply accordingly.

- 定期透過供應商評估、稽核及改善機制，確保供應鏈夥伴遵循環境、社會及公司治理相關要求，對主要供應商進行社會責任評估。

Supplier compliance with ESG (environmental, social, and governance) requirements shall be ensured through regular evaluation, audits, and improvement mechanisms, and CSR assessments shall be conducted for major suppliers.

- 對持續不改善的供應商，保留終止合作關係的權利。

The Company reserves the right to terminate relationships with suppliers who fail to make continuous improvement.



本準則的規定構成最低而非最高標準，不應用來阻礙公司追求更高標準。

These provisions constitute minimum, not maximum, standards, and shall not hinder the Company from pursuing higher standards.

適用本準則的公司應遵守國家法律及其他適用法規；如與本準則衝突，應採用對員工較有利者。

Entities subject to this Code shall comply with national laws and other applicable regulations; where conflicts arise, the provision more favorable to employees shall prevail.

本政策經總經理核准後發布施行，修正時亦同。

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

飛捷科技股份有限公司 (FLYTECH TECHNOLOGY CO., LTD.)

企業社會責任及誠信經營代表(CSR and Integrity Management Representative)

總經理 (President)