



緯穎科技服務股份有限公司

Wiwynn Corporation

供應商行為準則 Supplier Code of Conduct

用創新的思維，尋找平衡和永續的方式與地球共處，成為未來數位世界的推手，是緯穎科技服務股份有限公司(以下稱「緯穎」或「本公司」或「我們」)一貫的價值觀，我們將與生態系合作夥伴攜手，共同迎向「釋放數位能量，點燃永續創新」的美好願景。

To become the pioneer of the future digital world and to search for a balanced and sustainable way to coexist with our planet earth through innovative thinking is a core value that Wiwynn Corporation (hereinafter referred to as "Wiwynn" or "the Company" or "We") has always held. Together, with the collaboration of our ecosystem partners, we shall embrace our vision of “Unleash the Power of Digitalization, Ignite the Innovation of Sustainability”.

我們參考下列國際準則/倡議，研擬出緯穎供應商行為準則(以下稱「本準則」)，作為落實並強化整體生態系的永續韌性的基石。

We have developed the Wiwynn Supplier Code of Conduct (hereinafter referred as “the Code”) with reference to the following international standards/initiatives as the cornerstone for implementing and strengthening the sustainability of the entire ecosystem.

- 責任商業聯盟行為準則 (Responsible Business Alliance Code of Conduct)
- 社會責任標準 (SA8000)
- 聯合國企業與人權指導原則 (UN Guiding Principles on Business and Human Rights)
- 聯合國世界人權宣言 (UN Universal Declaration of Human Rights)
- 全球盟約 (UN Global Compact) 十大原則等



本行為準則涵蓋勞工、健康與安全、環境、道德、管理體系等面向，適用於提供緯穎(含子公司、合資公司)產品與服務所有的供應商、承攬商、分包商與服務提供者(以下簡稱供應商)。

我們會將供應商的遵循本行為準則的情況納入評估項目，以確保永續的理念實踐在日常營運中。

此外，供應商保證自身與您們的供應商皆符合行業行為規範之要求，包括最新版本之責任商業聯盟行為準則等企業社會責任及該準則之任何變更。(Responsible Business Alliance 行為準則內容請參考網站：<http://www.responsiblebusiness.org/standards/code-of-conduct/>)

The Code covers the aspects such as labor, health and safety, environment, ethics, and management systems, and applies to all suppliers, contractors, subcontractors, and service providers (hereinafter collectively referred to as suppliers) that provide goods and services to Wiwynn (including subsidiaries and joint ventures).

The compliance of our suppliers with the Code will be included in our evaluation to ensure that the concept of sustainability is implemented in our daily operations.

In addition, suppliers shall ensure that you and your suppliers comply with the requirements of the industry's code of conduct, including the newest version of the Responsible Business Alliance Code of Conduct and others relating to corporate social responsibilities. (For the contents of Responsible Business Alliance Code of Conduct, please refer to the website: <http://www.responsiblebusiness.org/standards/code-of-conduct/>)

1. 勞工

應承諾維護所有勞工的人權，包含臨時工、移工(外籍勞工)、學生、契約工、直接員工等，並給予勞工應有的尊重與保障。

1. Labor

Suppliers shall be committed to upholding the human rights of workers. This applies to all workers including temporary, migrant, student, contract, and direct employees. Workers shall be provided with the respect and protection that they rightfully deserve.

1.1 人權風險

建立人權風險評估或人權盡職調查制度，針對高風險對象提供減緩或補救措施，以降低人權風險。

1.1 Human rights risk

Suppliers shall establish a human rights risk assessment system or a human rights due diligence system to provide mitigation or remedial measures for high-risk workers in order to reduce human rights risks.

1.2 自由選擇職業

禁止使用逼迫、擔保/抵債、契約約束、非自願、剝削監獄勞工、奴役、販賣人口之勞工。勞工之自由行動不得受到任何不合理的限制，包含工作場所的出入以及勞工宿舍。聘僱契約須在勞工離開原本的國家前提供，於抵達工作國家後不得替換或變更(因工作當地法律要求或調整為更好的條件除外)，為確保勞工的權益，聘僱契約須以勞工的母語進行書寫。

所有工作應是自願的，勞工擁有隨時自由離職的權利，且若勞工依契約預告雇主終止聘僱關係，則不應受罰。

不論是僱主或是仲介人，除法律要求外，不得以任何理由不讓勞工不保有身份或出入境等證件，且不得要求勞工支付聘僱費用或其他相關費用。

1.2 Free choice of occupation

The use of forced, bonded or debt bonded, indentured, involuntary, imprisoned, enslaved, or trafficked labor is prohibited. There shall be no unreasonable restrictions of the workers' freedom of movement, including the entrance and exit to workplaces and workers' dormitories. To ensure the rights of workers, employment contracts shall be provided prior to the worker's departure from the country of origin and shall not be replaced or changed upon arrival in the receiving country (unless these changes



are made to meet local law or adjusted to provide equal terms), and shall be written in the worker's native language.

All work must be voluntary, and workers shall be free to leave at any time or terminate their employment without penalty if notice is given to their employer as per the worker's contract.

Neither employers nor agents shall deny workers' access to their identification of immigration documents for any reason, unless it is required by law. Workers shall not be required to pay employment fees or other related fees.

1.3 童工與青年勞工

童工

不得在任何製造工序中使用童工。「童工」指僱用未滿營運所在地法律規定年齡之人士)並且應採取核實年齡的機制，如發現僱用童工之情況，須提供協助與補救措施。

青年勞工

針對未滿 18 歲之青年勞工，應提供適當的支援與培訓，並且不得讓青年勞工從事可能危及身心健康的工作，而其薪資水準須與同樣工作或相似工作的初階員工一致。

1.3 Child and Youth Labor

Child Labor

Child labor under the minimum age of employment of the local law is not to be used in any stage of manufacturing and age inspection of workers shall be enforced. Should a situation where child labor is employed arise, assistance and remedial measures shall be provided.

Young Workers

Young workers under the age of 18 shall be provided with appropriate support and training, and shall not be allowed to perform work that may endanger their physical or mental health. Young workers shall be paid a wage consistent with that of entry-level employees doing the same or similar work.

1.4 工作時間

工作時數與加班時數不應超過營運所在地之法律要求，加班需出於勞工自願。應讓勞工每工作七天至少休息一天。

1.4 Working hours

The working hours and overtime hours shall not exceed the legal requirements of the local law, and overtime work must be voluntary. Workers shall be allowed at least one day off for every seven days of work.

1.5 薪資與福利

聘用所有類型的勞工，皆需依照當地法律要求，提供薪資與福利。薪資水準應符合營運所在地之法律要求，並以支付生活工資為目標，定期實施生活工資的調查、監測與溝通。禁止以剋扣薪資作為紀律懲處之方式。應定期準時支付薪資，並於每次發薪時提供詳細的工資清單，確保金額正確。加班薪資時薪應高於正常工時之時薪。

1.5 Wages and Benefits

All types of workers shall be provided with wages and benefits in accordance with local laws. The salary level shall meet the legal requirements of the local law. To achieve the goal of paying a living wage, evaluation, monitoring and communication on living wages shall be conducted regularly. Deduction of wages as a form of disciplinary action is prohibited. Wages shall be paid regularly and on time, and a detailed salary slip shall be provided at each payroll to ensure that the correct amount is paid. The hourly rate of overtime pay shall be higher than the hourly rate for normal working hours.

1.6 人道待遇

避免以任何包含暴力、騷擾、體罰、身心壓迫、霸凌、辱罵等，苛刻或非人道的方式對待勞工，亦不得威脅可能進行此類行為。

違反的懲處政策與程序應明確定義，並清楚地傳達予勞工。

1.6 Humane Treatment

There must be no harsh or inhumane treatment of workers, including any form of violence, harassment, corporal punishment, physical or mental coercion, bullying, verbal abuse, et cetera; nor is there to be the threat of such treatment.

Disciplinary policies and procedures for violations shall be clearly defined and communicated to workers.

1.7 反歧視/反騷擾

應提供沒有歧視與騷擾的工作環境，不得以任何因素，包含人種、膚色、年齡、性別、性傾向、性別認同、種族或民族、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身份、受保護



的基因資料或婚姻狀況等，對求職者或勞工進行歧視與騷擾。不得要求準勞工或勞工進行會有不平等對待的身體檢查/檢驗(如驗孕或處女檢驗)。應提供勞工可進行其所屬宗教活動的場地。

1.7 Anti-Discrimination & Anti-Harassment

Suppliers shall provide a work environment free of discrimination and harassment, and shall not discriminate or harass job applicants and workers based on, among other things, race, color, age, gender, sexual orientation, gender identity, ethnicity and national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information, or marital status. In addition, workers or potential workers are not to be required to undergo medical examinations or physical exams that could be used in a discriminatory way (e.g., pregnancy or virginity tests). Workers are to be provided with reasonable accommodation to conduct their religious activities.

1.8 結社自由

應依營運所在地之法律，尊重勞工組織/參與集會結社及集體談判的自由。應給予勞工與管理階層溝通分享工作條件及管理方法的管道，且不必擔心產生不公平對待的情況。

1.8 Freedom of Association

In accordance with local law, suppliers shall respect the right of all workers to form and join trade unions and negotiate collectively. Suppliers are to provide a channel of communication between workers and managers to openly communicate wages and benefits, working conditions and management practices without fear of discrimination and unfair treatment.

2. 健康與安全

應提供勞工健康和安全的工作環境，減低與工作相關的職業災害及職業病的發生機率，並對勞工進行教育訓練及鼓勵參與/提出建議，以有效辨別與解決工作場所內健康和安全的問題，降低危害的風險。

2. Health and Safety

Suppliers shall provide a safe and healthy work environment for workers and minimize odds of occupational hazards and work-related injuries and illnesses. In addition, suppliers shall provide education and training to workers, encouraging them to provide input on how to effectively identify and solve health and safety issues in the workplace, as well as reduce the risk of harm.

2.1 職業安全與衛生

應透過分級管控，運用不同的方式，包含消除、替代、改變設計、工程/行政管制、保養及安全操作等，以及進行教育訓練，達到辨識/減緩健康與安全的相關風險。若無法透過上述方式有效控制風險，應提供適宜且充分保護的個人防護具、防護計畫與相關教材。並應採取適宜的措施，降低孕婦和哺乳女性於作業場所之健康與安全風險，並為哺乳女性提供合宜的設施。強化女性員工勞動衛生保健知識與女性員工勞動保護教育，建立健全的女性勞工保健制度。

2.1 Occupational health and safety

To ensure the health and safety of workers, safety educational training is to be provided. Also, safety hazards are to be identified, minimized, and controlled at different levels using different methods, which include elimination of threats, substitution, proper design, engineering and administrative controls, maintenance and safe work procedures, et cetera. Where hazards cannot be adequately controlled by the methods mentioned above, workers are to be equipped with appropriate and sufficient personal protective equipment, and also be provided with protection plans and relevant educational materials. In addition, reasonable measures shall be taken to diminish the health and safety hazards to pregnant women and nursing mothers, as well as provide appropriate accommodations for nursing mothers.

2.2 緊急應變

應確認/評估潛在的各種緊急情況與事件，並實施緊急方案與應變程序，將衝擊程度降至最低，如緊急通報、員工通告、疏散計劃、員工演練等。緊急應變演練最少每年進行一次，或視營運所在地法規要求。

2.2 Emergency Response

Potential emergencies and events are to be identified and assessed. Additionally, emergency plans and response procedures such as emergency reporting, employee notification, evacuation procedures, and employee drills are to be implemented to minimize the impact. Emergency response drills are to be conducted at least once a year, or as required by local regulations.

2.3 工傷與職業病

應制定程序與管理機制以預防、管理、追蹤及報告工傷與職業病，如鼓勵通報、調查分析相關案例、實施矯正措施、協助勞工早日返回工作等，降低對勞工與企業的影響。

2.3 Occupational Injuries and Diseases

Procedures and management systems are to be established to prevent, manage, track, and report work-related injuries and occupational diseases. Examples of these systems include encouraging worker reporting, investigating and analyzing relevant cases, implementing corrective measures, and facilitate workers to return to work as soon as possible, in order to reduce the impact on workers and the company.

2.4 體力勞動與機器防護

應識別/評估/控制體力勞動來之危害，並提供替代/減緩相關危害的方案，包含減輕搬運物料的重量、減少重複提舉重物的頻率或高強度的動作等。應評估/預防各類機器之危害，且提供物理防護裝置且定期維護相關防護裝置。

2.4 Physically demanding labor and machine protection

The hazards of physically demanding labor are to be identified, evaluated, and controlled. Alternatives or mitigation solutions are to be provided, including reducing the weight of materials, reducing the frequency of repetitive lifting or high intensity movements, et cetera. The hazards of all types of machines are to be evaluated and prevented. Physical protection guards and barriers are to be provided and regularly maintained.

2.5 公共衛生與食宿

應提供整潔衛生的洗手間、飲用水與餐飲設施用具、宿舍應符合衛生與安全規範，確保具備基本人權保障所需之要求。



2.5 Sanitation, Food, and Accommodation

Clean and hygienic restrooms, drinking water, as well as dining facilities are to be provided for workers. Worker dormitories are to comply with health and safety regulations to ensure that the requirements for basic human rights protection are met.

2.6 溝通與申訴

應為勞工提供健康與安全的教育訓練與資料，並在工作場所的顯眼處公告健康與安全注意事項與資料，資料需清楚並容易取得。上述作為應以勞工母語為表達語言，同時鼓勵勞工提報有關健康和安全的相關疑慮，並保護勞工不因提報而遭受報復與威脅。

2.6 Communication and Grievances

Health and safety training and information are to be provided to workers, and health and safety precautions and information shall be posted in a clear and easily accessible location in the workplace. The notices mentioned above shall be written in the workers' native language, and workers shall be encouraged to report health and safety concerns and be protected from retaliation and threats that might come as a result of such reporting.

3. 環境

推動數位發展的同時，兼顧環境的永續發展是我們的價值觀，透過持續降低對社區、環境與自然資源的不良影響，同時保障大眾的健康與安全的權利，來積極實踐。

3. Environment

Promoting the development of digitalization, while simultaneously encouraging the sustainable development of the environment is a core value of our company. By continuously reducing the negative impacts towards our community, environment, and natural resources, and safeguarding the health and safety of the public at the same time, we are actively fulfilling our mission.

3.1 許可與報告

應取得營運所有必需的環境許可/執照/核准與登記文件等，並定期進行維護與更新，遵守相關許可與法規、報告的要求。

3.1 Environmental Permits and Reporting

All required environmental permits, licenses, approvals, and registrations are to be obtained, regularly maintained, and renewed, and their operational and reporting requirements are to be followed.

3.2 預防污染與節約資源

應自源頭或透過不同方法，如增設污染控制設備、改良生產、維修與調整設備流程等，減少污染物與廢棄物的產生。應尋求節約資源的機會與方式，節省資源的消耗。

3.2 Prevention of Pollution and Saving Resources

Emission of pollutants and production of wastes are to be reduced at the source by practices such as implementing pollution controlling equipment, modifying production, maintaining and adjusting equipments and processes, et cetera. In addition, suppliers shall seek out opportunities and ways to conserve resources to reduce the consumption of resources.

3.3 有害物質

應管控對人或環境有危害的物質，包含化學品與廢棄物等，以確保這些物質從處理、運輸、儲存、使用、回收/再利用及棄置階段皆符合安全，並且需提交可符合緯穎供應商之綠色採購指引 (HQ200041)的佐證文件於緯穎綠色產品管理系統 (GPM)中，以確保交付之物料皆不含環境危害



物質相關法律/法規與客戶要求。供應商對於因未遵守綠色採購指引 (HQ200041) 所訂之各項禁用物質數值之事項或任何不實記載所產生之損害，應依相關法規負責。

3.3 Hazardous Substances

Hazardous substances posing a threat to humans or the environment, including chemicals and other wastes should be controlled to ensure that these substances are safely managed during handling, transportation, storage, usage, recycling or reuse and disposal. In addition, supporting documents compliant with Wiwynn's Supplier Green Procurement Guidance (HQ200041) shall also be submitted at Wiwynn's Green Product Management System (GPM), to ensure that the materials delivered do not contain any hazardous substances and complies with the relevant local laws or regulations and customers' requirements. According to relevant laws, suppliers are to be responsible for any and all damage caused by non-compliance of the prohibited materials regulations stated in Wiwynn's Supplier Green Procurement Guidance (HQ2400041), or caused by any false records.

3.4 廢棄物管理與廢氣排放

廢棄物

應透過系統性的管控，進行辨別與管理，以減少營運所產生之廢棄物，並安全地清除、處理與回收再利用，降低環境影響。

廢氣

營運過程中產生的各類廢氣，應對其進行分類、例行監視、控制和處理，並監控廢氣排放管制系統之效能。破壞臭氧層物質應依照「蒙特婁議定書」與適用法規進行有效管控。

3.4 Waste management and Exhaust Emissions

Waste Management

Suppliers are to implement a systematic approach to identify, manage, and reduce waste produced during operations. Waste is to be safely disposed of, treated, and recycled to reduce negative impacts on the environment.

Exhaust

All emissions produced during operations are to be classified, routinely monitored, controlled, and treated. The performance of exhaust emission control systems is to be monitored and controlled. Ozone depleting substances are to be effectively controlled according to the Montreal Protocol and applicable laws.

3.5 水資源管理

應進行水資源管理計劃，落實水資源的使用與排放管理，同時尋找節約水資源的方式與控制污染管道。污水於排放或棄置前，應按要求進行管理，並應監測廢水排放/控制系統之性能，確保維持最佳性能與符合監管要求。

3.5 Water Resources Management

Suppliers shall implement a water management program to manage the use and discharge of water resources, identify ways to conserve water resources, and control pollution pipelines. Prior to discharge or disposal, all wastewater is to be managed as required, and the performance of the wastewater discharge and control system shall be monitored regularly to ensure optimal performance and compliance with regulatory requirements.

3.6 溫室氣體與能源耗用

應追蹤、記錄與公開範疇 1 與範疇 2 的溫室氣體排放量，並且尋求減少排放的方法，設定公司層級/範圍的溫室氣體減排目標。持續改善能源效率，並追蹤、記錄與公開能源消耗量，並尋求減少能源耗用的方法，持續改善能源效率。

3.6 Greenhouse Gas and Energy Consumption

Scope 1 and Scope 2 greenhouse gas emissions (GHG) are to be tracked, recorded and disclosed publicly. Suppliers shall search for ways to reduce emissions and to set GHG emission reduction targets at a company level or scope. Energy efficiency shall be continuously improved and energy consumption shall be tracked, recorded and disclosed. Suppliers shall search for ways to reduce energy consumption, and continuously improve energy efficiency.

3.7 材料限制

應遵守被限制材料其所適用的環境危害物質相關法律/法規與客戶要求，禁止或限制在產品/製程中出現，包括回收/棄置階段，也需依要求標示。

3.7 Material Restrictions

Suppliers are to comply with all applicable laws or regulations and customer requirements regarding environmental hazards of restricted materials and prohibit or restrict their presence in products or processes, including recycling and disposal stages, and label them as required.



3.8 生物多樣性、零伐林與陸地保護

為使自然資源得以永續利用，並確保生態系的續存，應制定生物多樣性承諾與樹木零砍伐承諾並保育陸地與防止土地劣化，致力降低環境衝擊。

3.8 Biodiversity, Zero Deforestation and Land Conservation

To ensure the sustainable use of natural resources and the continuation of ecological systems, suppliers shall establish a commitment to biodiversity and zero deforestation, and to conserve land and prevent land degradation in an effort to reduce environmental impacts.



4. 商業倫理與道德規範

為善盡社會責任，實踐商業倫理道德，應恪守最高標準的道德規範。

4. Business Ethics and Moral Regulations

To fulfill social responsibilities and implement business ethics and morals, suppliers shall adhere to the highest standards of ethical norms.

4.1 誠信經營

對於誠信標準，應採取零容忍政策，禁止任何形式的賄賂、貪污、敲詐、勒索及挪用公款等不誠信的行為。供應商與緯穎之商業往來，應避免任何可能的利益衝突。供應商若發現任何潛在的利益衝突，必須立即通報緯穎，並採取適當措施以防止因此所可能導致的不當行為。

4.1 Business Integrity

In terms of integrity standards, suppliers shall adopt a zero-tolerance policy prohibiting any form of bribery, corruption, extortion, embezzlement, and other dishonest practices. Business dealings between suppliers and Wiwynn should avoid any potential conflicts of interest. If suppliers identify any potential conflicts of interest, they must immediately report them to Wiwynn and take appropriate measures to prevent any improper conduct that may result from such conflicts.

4.2 無不正當利益

不得以任何形式進行賄賂或收受賄賂，造成不正當利益，包含承諾、提供、批准、給予或收受有價值之事物，以期待獲得/保留/轉讓業務或取得不正當利益。對此類行為應進行監控、記錄與強制執行，以確保符合反貪腐法律的要求。

4.2 No Profiteering

Any form of bribery or acceptance of bribes that results in undue or improper advantages is prohibited. This prohibition includes promising, providing, authorizing, giving, or accepting something of value, in anticipation of obtaining, retaining, or transferring business or gaining improper advantage. Such conduct shall be monitored, documented, and enforced to ensure compliance with anti-corruption laws.

4.3 透明揭露

所有的業務來往應具透明度，並詳實地記錄在參與者的賬簿和商業記錄上。應按照適用法規和行業慣例公開有關參與勞工、健康與安全、環保活動、商業活動、組織架構、財務狀況和業績的資料。不得偽造記錄或虛報供應鏈的狀況。



4.3 Transparent Disclosure

All business dealings should be transparent and recorded in detail in the books and business records of the participants. Information on participating workers, health and safety, environmental activities, business activities, organizational structure, financial status and performance shall be disclosed in compliance with applicable laws and industry practices. Falsification of records or misrepresentation of conditions in the supply chain are prohibited.

4.4 智慧財產權

應尊重智慧財產權，以保護智慧財產權的方式傳遞技術及專業知識，並應保護客戶、供應商的資料。

4.4 Intellectual Property

Suppliers are to respect intellectual property rights, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

4.5 公平交易、廣告和競爭

應確實遵守公平交易、廣告和競爭標準。

4.5 Fair Trade, Advertising and Competition

Standards of fair trade, advertising and competition are to be upheld.

4.6 檢舉保護

應制定保護內、外部檢舉者的程序，確保檢舉者之身分/姓名不會洩漏或作為其他用途，並制定溝通程序，讓員工安心表達疑慮，且不用擔心遭受報復；同時應依循緯穎官網公告之道德行為準則、誠信經營守則及公司治理實務守則之要求，若發現緯穎員工有違反緯穎誠信政策情事時，應主動且儘速舉報，舉報專線如下：

- 人資資深總監 鍾嘉欣 (Monica Chung)
886-2-6615-8888 ext.7522 , Monica_Chung@wiwynn.com
- 資深稽核總監 羅錦雄 (Alec Lo)
886-2-6615-8888 ext.7858 , Alec_Lo@wiwynn.com

4.6 Whistleblower protection

Suppliers shall establish procedures for the protection of internal and external whistleblowers to ensure that the identity or name of the whistleblower will not be leaked or used for other purposes.



Furthermore, suppliers are to establish communication procedures so that employees can express their concerns without fear of retaliation. In addition, suppliers shall follow the requirements of the Code of Ethical Conduct, the Code of Integrity and the Code of Corporate Governance as announced on Wiwynn's official website. If any of Wiwynn's employees is violating Wiwynn's integrity policy, the initiative to report must be taken soon as possible. The reporting hotline is as follows:

- **Monica Chung, Sr. Director of HR**

886-2-6615-8888 ext.7522 , Monica_Chung@wiwynn.com

- **Alec Lo, Sr. Director of Audit**

886-2-6615-8888 ext. 7858, Alec_Lo@wiwynn.com

4.7 負責任的採購礦物

應制訂永續採購政策，以確保負責任採購之落實，將採購政策與本準則之要求傳達給供應商，管控供應商之遵守情況，並制定相關政策與盡職調查程序，針對產品中的金-Gold、錫-Tin、鉭-Tantalum、鎢-Tungsten (3TG) 及其他指定礦產來源之供應鏈進行調查，提交衝突礦產調查模板中須合理保證礦產來源與經濟合作暨發展組織(OECD)對於衝突礦產的要求的指引一致或達到同等要求，並聲明不使用衝突礦產。供應商因未遵守衝突礦產政策之事項，造成緯穎及客戶難以回復之損害及商業、法律和聲譽上之重大損失，應負擔有關之費用與賠償。

4.7 Responsible Sourcing of Minerals

Suppliers are to establish a sustainable procurement policy to ensure responsible sourcing, communicate the procurement policy and the requirements of the Code to suppliers, manage and monitor suppliers' compliance, as well as establish policies and due diligence procedures to investigate the supply chain for Gold, Tin, Tantalum, Tungsten (3TG) and other specified mineral sources in products. The Conflict Minerals Survey Template must provide reasonable assurance that the source of the minerals is consistent with or equivalent to the requirements of the Organization for Economic Co-operation and Development (OECD) Guidelines on Conflict Mineral and state that no conflict minerals shall be used. Suppliers shall be held responsible for all costs and compensations related to the irreparable harm and significant commercial, legal, and reputational losses that Wiwynn and its customers have suffered due to the supplier's failure to comply with the Conflict Minerals Policy.



4.8 隱私與資安

應承諾對於業務往來者的資料與隱私權，進行合理的保護，同時遵守相關適用法律與合規的要求，包含資料的收集、使用、保存、分享。同時用以支持業務往來之資訊系統，應確保系統之安全性與可用性，可以保護上述資料，並提供穩定服務。

4.8 Privacy and Information Security

Suppliers shall commit to protecting the data and privacy of everyone they do business with (including suppliers, customers, consumers, and employees) within reasonable means. In addition, suppliers are to comply with the requirements of applicable laws and regulations when information is collected, used, stored, and shared. Suppliers shall ensure the security and the reliability of the information system used for business transactions and confirm that it can protect the aforementioned information and provide stable services.

5. 管理體系

應建置管理體系以落實本準則，確保符合營運活動相關適用的法律法規、客戶要求、辨別/減緩營運風險與本準則要求等，並且持續改善。

5. Management Systems

Suppliers shall establish a management system to implement the Code and ensure compliance with: (a) applicable laws and regulations, (b) customer requirements, (c) identification or mitigation of operational risks; and (d) the requirements of the Code, et cetera. It should also facilitate continuous improvement.

5.1 承諾與責任

永續政策應由管理階層簽署，指定高階主管與管理代表負責監督與落實執行，並定期檢核運作情形，政策中應包含合規與持續改善的承諾，且以當地語言張貼公告。

5.1 Commitment and Responsibility

A sustainability policy should be signed by the management team, and senior executives and management representatives should be designated to oversee and implement them. Review of the policy's status shall be implemented on a regular basis. The policy shall contain commitment to compliance and continuous improvement. Notices shall be posted in the local language as well.

5.2 風險管理

經營相關的守法、環境、健康與安全、勞工活動及道德風險制定風險鑑別流程，評定每項風險的層級，執行合適的管理流程與制度，有效降低已辨識之風險與確保合規性。

5.2 Risk Management

A risk identification process to identify the legal compliance, environmental, health and safety, labor practice, and ethical risks are to be established. Suppliers shall determine the relative significance of risks and implement appropriate management processes and systems to effectively reduce identified risks and ensure compliance.

5.3 改善目標

應設定績效目標與管理計畫，提高永續性績效，並且定期檢視目標達成狀況。

5.3 Improvement Objectives

Suppliers shall set performance goals and management plans to improve sustainability performance as well as periodically assess the status of achieving such goals.

5.4 教育訓練

針對永續相關政策、程序與改善目標，制定管理階層與員工的訓練計畫，以確保符合相關法規要求。

5.4 Education and Training

Suppliers shall establish training programs for management and employees in accordance with sustainability-related policies, procedures, and improvement goals to ensure compliance with relevant laws and regulations.

5.5 溝通申訴機制

對於本準則相關之政策、推動實務、目標與績效，應明確傳達給內、外部利害關係人，包含勞工、供應商與客戶。應建立有效的溝通申訴機制，以評估勞工對於本準則之認知狀況，同時了解勞工的想法/意見，且不應使勞工因擔心提出申訴與意見，而有遭受報復或不平等對待之疑慮。

5.5 Communication and Grievance Mechanism

Policies, promotion practices, and goal and performance evaluations related to the Code shall be clearly communicated to internal and external stakeholders, including workers, suppliers, and customers. An effective communication and grievance mechanism shall be established to assess the status of workers' awareness of the Code and to obtain feedback on their thoughts and opinions. Suppliers shall protect their workers from worrying about retaliation or unequal treatment as a consequence of voicing their complaints and opinions.

5.6 審查、改善與紀錄

為確保本準則實施情況與符合法律法規、本準則與客戶等要求，應定期進行自我評估，並制定管理流程以確保及時改善發現之缺失或不足之處，同時保留相關紀錄。

5.6 Audits, Improvements, and Records

In order to ensure the implementation of the Code and compliance with laws and regulations, the Code, and customer requirements, self-evaluation shall be conducted periodically. Management processes shall be established to ensure any deficiencies or shortcomings are identified and improved promptly, and relevant records shall be kept.



5.7 供應商責任

有制度地向您的供應商明確的傳達本準則的要求，並監督供應商之遵循情況。

供應商如涉及違反任何企業社會責任之要求，且對營運所在國家之人權、環境、工安、道德與社會造成顯著影響時，緯穎可隨時前往進行審核相關問題，若情節嚴重者得以終止或解除和本公司間之契約或合作，供應商不得異議。

5.7 Supplier Responsibility

Suppliers shall systematically and clearly communicate the requirements of the Code to their suppliers and monitor their compliance.

In the event that a supplier has violated any Corporate Social Responsibility (CSR) requirements and has caused significant negative impacts on the human rights, the environment, industrial safety, ethics, and the society in the country of operation, Wiwynn may conduct an audit on the supplier at any time to review the issue and, in severe cases, terminate or cancel the contract or cooperation with the supplier. Suppliers do not hold the right to object.

公司名稱

Company name:

簽名 By:

姓名 Name :

職稱 Title:

日期 Date:

地址 Address