

Responsible Business Alliance

Advancing Sustainability Globally



## 《RBA Code of Conduct 8.0》 Responsible Business Alliance(RBA)

# 修改記錄表 - Revision History

制定者 Initiated by : HR TEAM

制定部門 Initiated Dept : 人力資源部

版次 Rev.	生效日 Eff. Date	修訂者 Reviser	修改說明 Description of Change	修訂頁數 Revised Page	核准者/Approved by	
					權責主管 HoD	人資部 HR
1	2015/11/01	范秀玲	新制定/ New release.	All	李保清	廖江龍
2	2016/11/21	范秀玲	1.修訂EICC的成員共92個 Revised 92 members of the EICC 2. EICC行為準則改為5.1版 EICC Code of Conduct changed to version 5.1 3.修訂勞工項目內容 Revision of labor item content 4.修訂WST CSR管理委員會委員： Revision of the WST CSR Management Committee: -勞工及職業道德委員為陳金楓 Labour and Ethics Committee member is Kim Chen -管理系統委員為廖江龍 Management System Committee member is Nicolas Laio	6-7 8 10 23	廖江龍	廖江龍
3	2018/01/04	范秀玲	修訂課程名稱為RBA並更新內容 Revise course name as RBA and update content	All	廖江龍	廖江龍
4	2019/09/09	田雅慧	年度REVIEW教材結果無異動故不需進版	-	廖江龍	廖江龍

# 修改記錄表 - Revision History

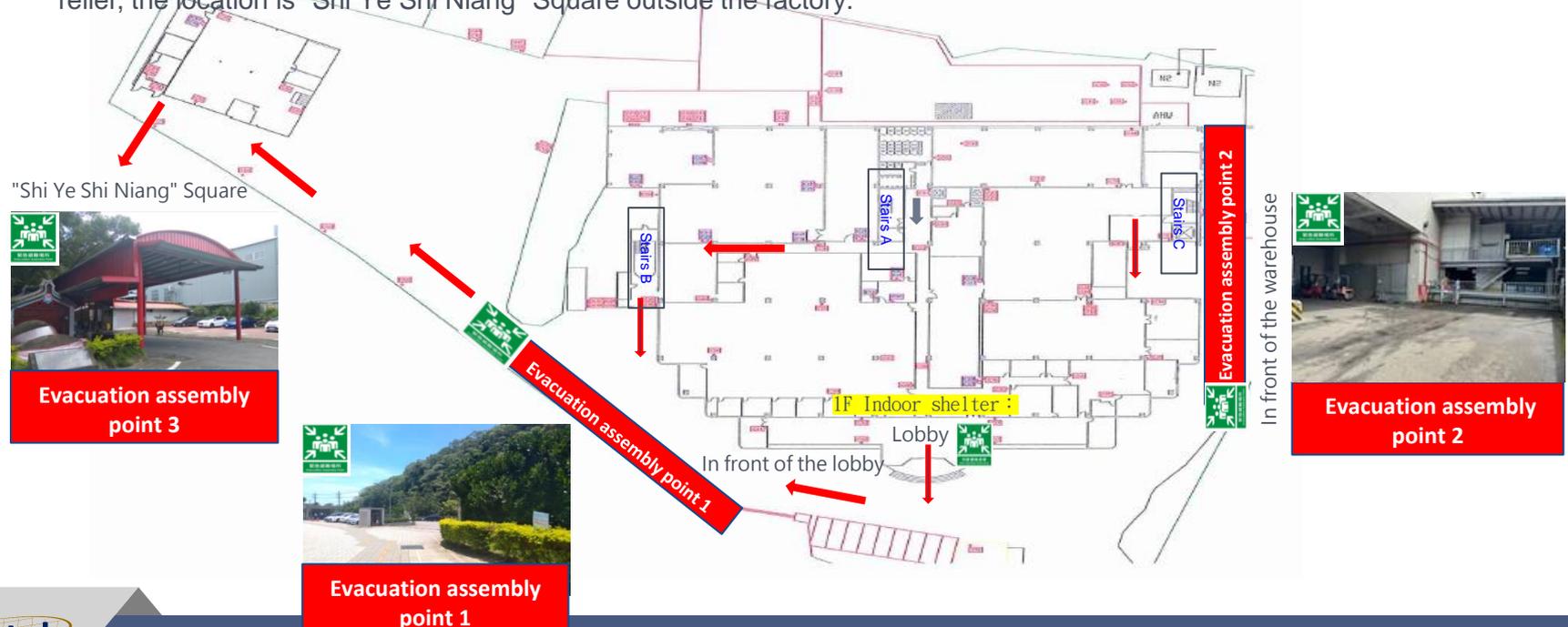
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					權責主管 HoD	人資部 HR
5	2020/07/08	田雅慧	刪除6.稽核驗證程序(VAP)	24	廖江龍	廖江龍
6	2021/9/13	田雅慧	依RBA 7.0更新內容	7、10,新增14-15、30-33	廖江龍	廖江龍
7	2022/10/05	田雅慧	1.更新內容 2.修訂執行秘書、管理系統:姚民華 3.更新CSR為ESG	8、9、11 29、36 5.25.29.30~34	姚民華	姚民華
8	2023/04/14	田雅慧	1.依據RBA v7.1.1更新內容	4、5、8、9、 12~14、16~24、 28、29	姚民華	姚民華
9	2024/10/25	彭馨瑤	依據RBA v8.0 更新內容 Follow RBA v8.0 modified	ALL	陳金楓	陳金楓

# Emergency evacuation route map

- ▶ Level 1 situation: indoor evacuation such as war, location-lobby
- ▶ Level 2 situation: In case of evacuation in the factory such as fire or earthquake, there are three escape routes (Stairs A/B/C), two assembly points in the factory area, and additional backup routes and assembly points for downstairs. The location is in front of the gate or In front of the warehouse
- ▶ Level 3 situation: Evacuation outside the factory. When there is a situation at the factory gathering point that may affect disaster relief, the location is "Shi Ye Shi Niang" Square outside the factory.



# Training purpose

- ▶ Learn about RBA
- ▶ Assist in promoting RBA to all employees
- ▶ Remind all departments to post RBA promotional materials
- ▶ Assist RBA internal/external auditors to publicize employee interview questions
- ▶ Assist RBA VAP in external audits to demonstrate RBA publicity results

# RBA VAP verification passed

- ▶ Ensure employees work in a healthy, safe and fair environment
- ▶ Reduce the risk of violating laws, regulations or international standards
- ▶ Improve the company's image and contribute to the local community
- ▶ Increase the trust of consumers, shareholders and business customers in the company
- ▶ Meet customer requirements and secure future business opportunities

# RBA/EICC goals

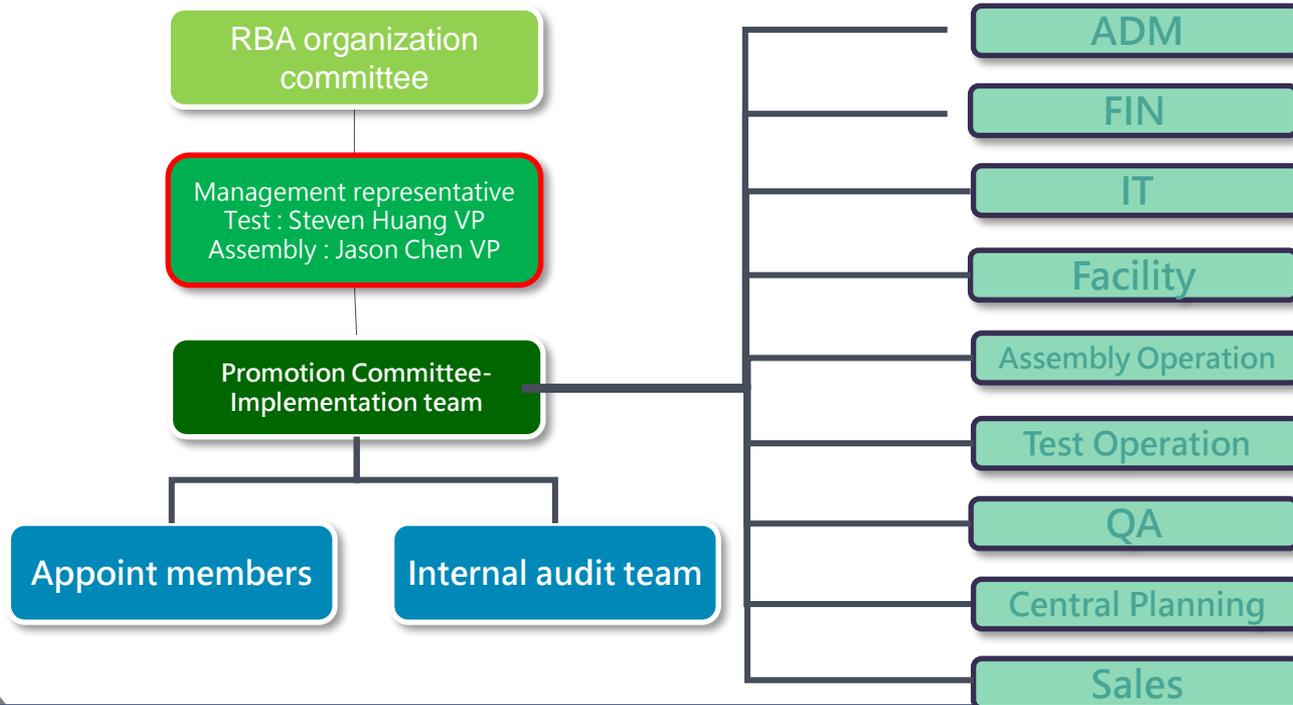
- ▶ The Electronic Industry Citizenship Coalition (EICC) Code of Conduct sets out a set of standards for the electronics industry or industries in which electronics is a major component and its supply chain to ensure a safe working environment and that employees are treated with respect and dignity. , business operations are environmentally friendly and ethical. **It was renamed Responsible Business Alliance (RBA) in October 2017.**

# Components of the RBA Code of Conduct



# Winstek RBA organize

- ▶ The RBA Organization Committee was formally established and the first Management Review Committee was held at the same time.



# Winstek ethics policy

- ▶ In order to comply with the Code of Conduct of the Responsible Business Alliance (RBA, formerly the Electronic Industry Citizenship Coalition "EICC"), Winstek Semiconductor Co., Ltd. (hereinafter referred to as the "Company") will adhere to the following principles:

## 1 ‧ Integrity management

Adhere to the highest ethical standards in all business dealings. The Company adopts a zero-tolerance policy and prohibits any and all forms of bribery, corruption, extortion and misappropriation of public funds.

## 2 ‧ No illegitimate gains

Acceptance of bribes, kickbacks or improper gains is prohibited. Bribes or other forms of illicit gains shall not be promised, offered, approved, given or accepted. This prohibition includes promising, offering, approving, giving or receiving anything of value, directly or indirectly through a third party, to obtain or retain business, to transfer business to others or to obtain improper gains. Monitoring and enforcement procedures should be implemented to ensure compliance with anti-corruption laws.

# Winstek ethics policy

## 3 ∙ Information disclosure

All business dealings should be transparent and accurately recorded in the Company's business books and records. The company's information on labor, health, safety and environmental protection activities, business activities, organizational structure, financial status and performance should be disclosed in accordance with relevant laws and regulations and prevailing industry practices. It is not allowed to falsify records or misrepresent actual operating conditions in the supply chain.

## 4 ∙ Intellectual property rights

Intellectual property rights should be respected, technology and production knowledge must be transferred in a manner that protects intellectual property rights, and customer and supplier information must be protected.

## 5 ∙ Fair business, advertising and competition

Standards of fair business, advertising and competition should be upheld.

# Winstek ethics policy

## 6 ∙ Identity protection and non-retaliation

Unless prohibited by law, procedures should be in place to ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers.

## 7 ∙ Responsible sourcing of minerals

Winstek has formulated policies to conduct inspections on the sources and chain of custody of products containing tungsten, tin, tantalum, gold, cobalt and mica. Due diligence to ensure that conflict-free minerals are present in the materials used (e.g. tin balls, gold wires, substrates and leadframes) and that their sources comply with the Organization for Economic Co-operation and Development (OECD) Guidelines for Conflict-Affected Areas and Due Diligence Guidance for Mineral Supply Chains in High-Risk Areas" or equivalently recognized due diligence.

## 8 ∙ privacy

The Company is committed to protecting the reasonable privacy expectations of all those with whom we do business (including suppliers, customers, consumers and employees). The Company shall comply with legal and regulatory requirements related to privacy and information security when collecting, storing, processing, transmitting and sharing personal information.

# Winstek labor policy

- ▶ The Company does not use forced, bonded, indentured or involuntary labor.
- ▶ Our company prohibits the employment of children under the age of 16 in accordance with the Labor Standards Act.
- ▶ The wages paid to employees by the Company comply with all applicable laws.
- ▶ The company treats every employee fairly and with respect, and will never treat employees in an inhumane manner such as cruelty, insult, or abuse.

# Winstek labor policy

- ▶ The Company ensures that no discrimination will be made on the basis of race, color, age, sex, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, creed, political affiliation, affiliation, veteran status, protected genetic information, or marital status. Discriminate against employees in various opportunities such as hiring, promotion, rewards and training.
- ▶ The company respects employees' right to freedom of association granted by law. Employees can organize associations according to their free will and follow the rights granted by law to promote the coordination of labor relations and protect the rights and interests of employees.
- ▶ The company provides a healthy and safe working environment, protects women and night work safety, formulates measures to prevent and control sexual harassment, and sets up a complaint hotline and mailbox to inform all employees.

## environmental safety and health policy

- ▶ Based on maintaining the natural and healthy living environment, we are committed to continuous improvement to reduce the impact of production activities on the environment and personnel safety, and actively promote pollution prevention, energy conservation and waste reduction, and operational safety, in order to comply with government laws and regulations and comply with various environmental safety standards. Basically set environmental, safety and health goals and achieve corporate sustainability through internal and external communication and promotion, and operational review.

### 1 · Comply with obligations

In order to ensure that the work process has the lowest impact on the environment, we use the best technology in health and hazard control, and are committed to complying with relevant laws and high standards of safe operations to comply with various environmental safety standards and other requirements.

### 2 · Sustainability and environmental protection

Set environmental goals, achieve and implement comprehensive management plans through internal and external communication and operational review. To prevent any workplace hazards and reduce the impact on the environment. Improve energy efficiency, reduce greenhouse gas emissions, reduce waste at source, promote circular economy, promote effective use of resources, and continue to develop green production technologies to comply with the Montreal Protocol and hazardous substances management requirements.

### 3 ‧ Continuous improvement

Continuously evaluate, review and improve our performance in environment, safety and health, reduce the impact of production activities on the environment and personnel safety, and commit to environmental protection and occupational disaster prevention.

### 4 ‧ Pay attention to safety

Predict risks and implement automatic inspection systems to achieve the goal of zero disaster.

### 5 ‧ Consultation and communication

Establish consultation and communication channels, strengthen interaction among personnel, suppliers, contractors, surrounding people and stakeholder groups, and communicate environmental safety policies and related requirements.

# RBA Code of Conduct 8.0 NEW



## A LABOR

- A1) Prohibition of Forced Labor
- A2) Young Workers
- A3) Working Hours
- A4) Wages and Benefits
- A5) Non-Discrimination/  
Non-Harassment/Humane Treatment
- A6) Freedom of Association and Collective Bargaining



## B HEALTH AND SAFETY

- B1) Occupational Health and Safety
- B2) Emergency Preparedness
- B3) Occupational Injury and Illness
- B4) Industrial Hygiene
- B5) Physically Demanding Work
- B6) Machine Safeguarding
- B7) Sanitation, Food, and Housing
- B8) Health and Safety Communication



## E

### MANAGEMENT SYSTEMS

- E1) Company Commitment
- E2) Management Accountability and Responsibility
- E3) Legal and Customer Requirements
- E4) Risk Assessment and Risk Management
- E5) Improvement Objectives
- E6) Training
- E7) Communication
- E8) Worker/Stakeholder Engagement and Access To Remedy
- E9) Audits and Assessments
- E10) Corrective Action Process
- E11) Documentation and Records
- E12) Supplier Responsibility

## C

### ENVIRONMENT



- C1) Environmental Permits and Reporting
- C2) Pollution Prevention and Resource Conservation
- C3) Hazardous Substances
- C4) Solid Waste
- C5) Air Emissions
- C6) Materials Restrictions
- C7) Water Management
- C8) Energy Consumption and Greenhouse Gas Emissions

## D

### ETHICS



- D1) Business Integrity
- D2) No Improper Advantage
- D3) Disclosure of Information
- D4) Intellectual Property
- D5) Fair Business, Advertising and Competition
- D6) Protection of Identity and Non-Retaliation
- D7) Responsible Sourcing of Minerals
- D8) Privacy



# A. 勞工 Labor

# A. Labor

- ▶ The company is committed to respecting the human rights of workers and treating them with dignity. This applies to all direct and indirect suppliers, as well as all workers, including temporary workers, migrant workers, students, contract workers, direct employees and any other type of labour.

A1) Prohibition of Forced Labor

A2) Young Workers

A3) Working Hours

A4) Wages and Benefits

A5) Non-Discrimination / Non-Harassment/Humane Treatment

A6) Freedom of Association and Collective Bargaining

# A. Labor-

## A1 Prohibition of Forced Labor

1. The use of forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or human trafficking is prohibited. It is also prohibited to use intimidation, coercion, threats, kidnapping or fraudulent means to transport, recruit, harbor, deploy or accept persons for use as labor or to obtain services.
2. Workers shall have free movement and access to basic facilities (such as toilets, drinking water, external medical facilities, and factory/dormitory access) subject to reasonable restrictions imposed by the company.
3. Provide all workers with a verbal explanation of the key terms and conditions of employment in their native language before employment (or in the case of foreign colleagues, before they leave their home country/region) and in compliance with the labor contract (job title) as stipulated by law. Contract), and provide the signed contract for retention. The employment agreement shall not be subject to any substitution or modification after arrival in the receiving country, unless such modification is made to comply with local legal requirements and provide the same or better terms. Relevant work rules and regulations can also be queried at any time on the company's intranet bulletin board.

# A. Labor-

## A1 Prohibition of Forced Labor

4. Fees including new physical examinations should not be paid by the laborer, and all overtime is voluntary. The company ensures that employees are free to resign as long as they give reasonable notice of resignation. Reasonable notice of resignation will not be punished and there will be no fines. And the documents of all resigned employees should be kept. In accordance with Article 7 of the Taiwan Labor Standards Act, they should be kept for five years after the employee leaves the company.
  - Instructions for resignation application :
    - ▶ You must fill out the cancellation application form and apply in advance during the employer's reminder period in accordance with regulations.
    - ▶ Hand over the tools and business and complete the handover procedures (all personnel should fill in the "Duty Transfer Register" when handling the handover).

# A. Labor-

## A1 Prohibition of Forced Labor

- When an employee with an irregular contract applies for resignation, the following notice period shall be carried out in accordance with Article 15 of the Labor Standards Act:

Worked for more than 3 months and less than 1 year

Preview 10 days ago

Worked for more than 1 year but less than 3 years

Preview 20 days ago

Working for more than 3 years

Preview 30 days ago

- Resignation application process :
  - ▶ Application method: Submit a resignation application to the human resources unit and submit the "Resignation Application Form" to the unit supervisor for approval before proceeding with the relevant resignation process.
  - ▶ Resignation counter-signature: Filling out the "Job Transfer Checklist" and confirming the resignation counter-sign from the relevant unit must be completed on the last working day.

# A. Labor-

## A1 Prohibition of Forced Labor

5. The company will not withhold any documents from employees when hiring, nor will it keep the original government-issued identity cards and personal identification documents held by workers.
  6. In addition to the fees stipulated by law, the company prohibits third-party recruitment agencies from charging workers unreasonable hiring fees, and will not require workers to pay other fees related to their employment. If a worker is found to have paid any such fees, such fees shall be refunded to the worker concerned.
- ▶ **Our company's corresponding measures:**
- Formulate "70002-Employee Recruitment and Employment Management Policy"**
  - Formulate "70003-Working Time Management Policy"**
  - Formulate "70021-Resignation Management Policy"**
  - Formulate "70073-Transnational Manpower Agency Management Specifications"**



# A. Labor-

## A2 Young Workers

1. **Child labor shall not be used in any stage of manufacturing. "Child labor" means the employment of any person under the age of 16, or the age for compulsory education, or the country's minimum age for employment (whichever is the oldest).** The company has also developed an appropriate process, including verifying labor documents during interviews (returning them immediately after inspection), submitting a copy of the identity document when reporting, etc. It also ensures that it does not hire directly or indirectly through labor agents/contractors who do not meet the statutory minimum Working age workers.



# A. Labor-

## A2 Young Workers

2. If the company accidentally employs child labor, it will take the following remedial measures:
  - If the employer discovers child labor, it should immediately notify the human resources department and stop the work.
  - The human resources department arranges for child workers to go to the hospital for a physical examination, and the cost of the physical examination is borne by the company.
  - The human resources unit must contact their parents or legal guardians to inform them of their current situation, rights, obligations and measures to be taken, and assist them in returning to school to complete compulsory education.
  - The company should pay all wages in full until they meet the legal minimum age for employment.
  - After they reach the legal minimum age for employment, the company will give priority to providing them with employment opportunities and reasonable wages.
  - Relevant processing procedures must be confirmed by the signatures of child workers and their legal representatives, and the human resources unit shall keep relevant information and documents.
  - The child labor remediation process is supervised by the supervisor of the human resources unit to ensure that child workers will not be dismissed or fined.

# A. Labor-

## A2 Young Workers

3. Students, interns or work-study students are not allowed to be recruited, hired, placed and managed through labor agencies/manpower agencies; the company's appointment standards should comply with all laws and regulations and legal workplace learning plans, properly maintain student records, and strictly review education partners , and protect the rights of students in accordance with applicable laws and regulations, cooperate without affecting their rights to study and their physical and mental health, and should provide appropriate support and training, and their salary level should be at least the same or similar to those engaged in Works equal to other entry-level employees.

# A. Labor-

## A2 Young Workers

4. For workers under the age of 18 (minors), their training contract must be approved by the legal representative. The company does not hire apprentices/interns/student workers who have unfinished credits and must present their transcripts or graduation certificates on the registration day as proof. Prohibition of work that may jeopardize their health or safety, including night or overtime work.
- ▶ **Our company's corresponding measures:**
    - Formulate "700002-Employee Recruitment and Employment Management Policy" – "New National Identity Card Authenticity Identification Training"**
    - Formulate "700076-Protection and Management Policy for Child Labor, Child Labor and Underage Workers"**
    - Formulate "700095-Management Policy for Underage Workers, Students, Interns and Work-Study Students"**

# A. Labor-

## A3 Working Hours

- ▶ Except for emergencies or special circumstances, all overtime must be voluntary. And working hours shall not exceed local laws and regulations, and working hours in a week shall not exceed 60 hours. Employees should be allowed at least one day off every seven days.

- **Daily working hours shall not exceed 12 hours.**
- **Weekly working hours must not exceed 60 hours.**
- **Extended working hours shall not exceed 46 hours per month.**

[Note] 1) Working hours include normal working hours + overtime working hours

2) Time records are accurate

- ▶ Company's working time recording system: A system that accurately records employees' actual working hours, which can include a variety of recording methods -Attendance card / Overtime approval / Confirmation record / Shift plan and production record °

- ▶ **Our company's corresponding measures:**  
**Formulate "700003-Working Time Management Policy"**  
**Formulate "700004-Access Control Management Policy"**  
**Formulate "700008-Employee Leave Management Policy"**



# A. Labor-

## A3 Working Hours

### ► Winstek's working hours and vacation protection measures (current situation)

category	Legal provisions	Risk Precautions	Risk prevention Check
Normal attendance	There should be at least 1 day of rest in every 7 days of work(Holiday)	All personnel must abide by this rule	Automatically check with information system
Extend working hours	No more than 46 hours per month	All personnel must abide by this rule	If employees' working hours are extended up to 36 hours, the information system will alert them
Rest time	Work continuously for 4 hours,There should be a break of at least 30 minutes	The production line arranges rest steps for personnel	through on-site interviews

- Workers are entitled to legally required breaks (including at least one meal break per shift), holidays and leave, including sick leave or maternity leave.
- Leave records and medical certificates, actual leave (including maternity/paternity leave) and records of holidays are accurate and consistent and are maintained in a confidential manner.
- **The company also provides employees with special leave in accordance with the law, and women can apply for menstrual leave without proof.**

# A. Labor-

## A4 Wages and Benefits

- ▶ Wages paid to employees should comply with all relevant wage laws, including those regarding minimum wages, overtime and statutory benefits. Wages due to workers are not delayed or withheld and proof of wage payment is maintained; **no disciplinary wage deductions are allowed.**
- ▶ Legal wages for regular and overtime working hours are calculated correctly and paid to all employees on time. In each wage payment period, employees are provided with timely and easy-to-understand wage statements containing sufficient information to verify the correctness of labor remuneration for work.
- ▶ **According to the provisions of the Labor Standards Act, the calculation standard for overtime pay for extended working hours on working days is : The first two hours are calculated as 4/3 times, and the last two hours are calculated as 5/3 times.**
- ▶ **Our company's corresponding measures:**
  - Formulate "700005-Salary Management Policy"**
  - Formulate "700007-Overtime Pay Management Policy"**



# A. Labor-

## A5 Non-Discrimination / Non-Harassment / Humane Treatment

1. **We ensure that our employees are treated with respect and dignity and are committed to being free from harassment and unlawful prohibition.** Employees who are discriminated against in recruitment and actual work due to political affiliation, group background, veteran status, protected genetic information or marital status. Employees or prospective employees must not be subjected to discriminatory medical tests or physical examinations.
  2. We attach great importance to diversity and equality, and provide employees with reasonable religious activity venues, mobility aids and disability facilities to assist in their applications. Employees can apply for accommodation of religious beliefs through the "employee suggestion box or any communication channel".
- ▶ **Our company's corresponding measures:**
- Formulate "70002-Employee Recruitment and Employment Management Policy"**
  - Formulate "70093-Anti-discrimination, anti-harassment and humane treatment Management Policy"**
  - Formulate "70078 - Management Policy for Respecting Religious Beliefs"**
  - Formulate "70096-Management Policy for Religious Activity Venues and Accessible Facilities"**
  - Formulate "70097-Auxiliary Management Policy for Work Facilities and Environment"**

# A. Labor-

## A5 Non-Discrimination / Non-Harassment / Humane Treatment

4. Employees must not be treated harshly or inhumanely. Sexual harassment, sexual assault, corporal punishment, ideological or labor reform, and verbal violence are strictly prohibited.
5. In terms of decent/humane working conditions and fair treatment of workers, adequate and effective policies and procedures have been implemented, including the "Sexual Harassment Prevention and Treatment Measures" & "Unlawful Harassment Prevention Plan in the Workplace".



禁止性騷擾  
Anti-sexual Harassment



職場暴力零容忍  
Zero Tolerance for Workplace Violence

- ▶ **Our company's corresponding measures:**  
**Formulate "700033-Sexual Harassment Prevention Management Policy"**  
**Formulate "700071-Workplace Illegal Infringement Prevention Plan"**

# A. Labor-

## A5 Non-Discrimination / Non-Harassment / Humane Treatment

### Appeal

When employees are sexually harassed in the workplace, they may lodge a complaint with the company orally, in writing, by email or through the employee suggestion box. However, a formal written correction - a complaint form - must be submitted within seven days, and must be signed and confirmed by the complainant, stating the following:

- ▶ Complaint number, name, affiliation and professional title, contact number
- ▶ Facts and content of the complaint



### Discipline

The company will admonish, warn, minor or major demerits, transfer, demote, etc. to the respondent or the person against whom the complaint is made, depending on the severity of the case, or dismiss him in accordance with Article 12 of the Labor Standards Act; this involves criminal liability. If so, the company may transfer it to the relevant judicial authorities for handling.

Dedicated mailbox for complaints : [Legal@winstek.com.tw](mailto:Legal@winstek.com.tw) · [Kim.chen@winstek.com.tw](mailto:Kim.chen@winstek.com.tw)

Grievance Handling Committee : Chairman (Meeting Chairman): Human Resources Department-Top Manager #161

Member: Manpower-Manager / Manpower-Business Undertaken / OSH-Medical Nurse

If the chairman is unable to preside over the meeting, he may designate another member to represent him;

There are 3 to 7 committee members, and female representatives should not be less than 1/2. It is necessary to recruit experts and scholars as committee members.

# A. Labor-

## A6 Freedom of Association and Collective Bargaining

1. Respect the right of all employees to organize and unionize with a union of their choice, bargain collectively and participate in peaceful assembly, as well as the right of employees to avoid such activities.
2. Employees and/or their representatives should be able to communicate openly with management and share their ideas and concerns about working conditions and management practices without fear of discrimination, retaliation, threats or harassment.

Labor representative election at labor-management  
conference  
Re-elected every four years

- ▶ **Our company's corresponding measures:**  
**Formulate "700072-Labor-Management Meeting Implementation and Management Policy"**  
**Formulate "700094-Measures for the Management of Freedom of Association"**

# A. Labor-

## A6 Freedom of Association and Collective Bargaining

- ▶ Labor representatives and meeting contents are announced (for details, Winstek - Portal - Announcement Board).
- ▶ Labor-management meetings shall be held at least once every three months, and temporary meetings may be held when necessary.

勞方代表						
台星科 Test	姓名 Name	林孟亭 Ting.Lin	羅明舒 Karena.Lo	何彥忠 Yehchung.Ho	丁筱嫻 Dabby.Ting	劉秋菊 Charlotte.Liu
	分機 extension number	301	234	320	642	163
台星科 企業 Assembly	姓名 Name	許嘉誼 Chiayi.Hsu	劉亞菱 Daphne.Liu	張雅涵 Amber.Chang	謝芄均 Sandy.Hsieh	范秀玲 Fannell.Fan
	分機 extension number	752	142	367	509	163

資方代表						
台星科 Test	姓名 Name	劉貴竹 Kevin.Liu	李宜樺 Jenny.Lee	羅桂美 Phoebe.Lo	姚炳文 Jammey.Yao	陳金楓 Kim.Chen
	分機 extension number	133	130	307	105	161
台星科 企業 Assembly	姓名 Name	蔡至盛 Rick.Tsai	陳志文 Edward.Chen	黃俊杰 Jay.Huang	林漢文 Promiss.Lin	曾淑惠 Nancy.Tseng
	分機 extension number	750	758	343	889	657



## ***B. 安全與健康*** ***Safety and Health***

# B. Safety and Health

- ▶ In addition to minimizing the incidence of work-related injuries and illnesses, a safe and healthy working environment helps improve the quality of products and services, the stability of production, and employee loyalty and morale. Companies should also recognize that continued investment in and education of employees is key to identifying and resolving health and safety issues in the workplace.

B1) Occupational Health and Safety

B2) Emergency Preparedness

B3) Occupational Injury and Illness

B4) Industrial Hygiene

B5) Physically Demanding Work

B6) Machine Safeguarding

B7) Sanitation, Food, and Housing

B8) Health and Safety Communication

# B. Safety and Health-

## B1 Occupational Health and Safety

1. Employees may be exposed to health and safety hazards (chemical, electrical and other energy, fire, vehicle and fall hazards, etc.) which should be identified and assessed using a hierarchy of controls and mitigated. If hazards cannot be effectively controlled through the above methods, **employees should be provided with appropriate, adequately maintained personal protective equipment (at no charge)**, as well as educational materials on these hazards and related risks.

- Labor Safety Work Code: Winstek-Portal-RBA Column
- Annual Training in PPE

[P:\公佈欄\教育訓練\005 環安衛相關教材\防護具年度訓練-20231122.ppt](#)

- ▶ **Our company's corresponding measures:**  
**Formulate "SP-001- Industrial Safety and Health Management Operating Procedures"**  
**Formulate "SP-019- Operating Environment Monitoring and Management Procedure"**  
**Develop "SP-011- Personal Protective Equipment Maintenance and Use Procedures"**



# B. Safety and Health-

## B1 Occupational Health and Safety

2. Gender-responsive measures should be adopted, such as keeping pregnant and nursing mothers out of work environments that may be hazardous to them or their children and providing reasonable accommodations for nursing mothers.

- Breast collection room location: 3F Breast collection room (3 rooms)
- Breast collection room equipment: refrigerator, water dispenser, wash basin



3. Pregnant employees are not allowed to engage in hazardous work, including :

- (1) Organic solvent and chemical operations
- (2) X-Ray operation
- (3) Engaged in heavy object handling operations



- ▶ **Our company's corresponding measures:**  
**Formulate "SP-012- Maternal Health Protection Management Procedure"**

# B. Safety and Health-

## B2 Emergency Preparedness

1. Potential emergency situations and events should be identified and assessed and their impact minimized by implementing emergency plans and response procedures, including: emergency reporting, employee notification and evacuation plans, employee training and drills.
  2. The company has passed the ISO14001 and ISO45001 management system verification, **and arranges semi-annual fire drills without warning for the entire factory** (including day and night shifts for all colleagues), including appropriate fire detection and fire-extinguishing equipment, unobstructed emergency exits, and sufficient escape exit facilities. Emergency personnel contact information and recovery plan. **It is also planned to conduct chemical leakage drills at least once a year to drill leakage treatment**, personnel first aid treatment, waste disposal and other related projects.
- ▶ **Our company's corresponding measures:**
    - Formulate "GP-012- Operations Continuity and Emergency Response Procedures"**
    - Formulate "G-ES-005- Disaster Emergency Response Operation Instructions"**
    - Formulate "SP-004- Environmental Safety Exception Handling Procedure"**

# B. Safety and Health-

## B2 Emergency Preparedness

Q : Please point out the fire extinguisher location in your working area.

Q : Please speak out how to use a fire extinguisher ?

A : " Pull, Aim, Squeeze, Sweep "

Q : Please point out the location of the first aid kit in the working area.

A : 1F: Office entrance/2F: FT entrance/3F: FAB entrance/4F: FAB entrance

Q : The nearest hospital to the factory.

A : " Taipei Veterans General and University Hospital Hsinchu Branch "

Q : Please state: the names of the 2 first responders on duty? Or identification method?

A : There is a yellow armband.

Q : Please speak out Winstek's external evacuation assembly point.

A : "Shi Ye Shi Niang" Square.

# B. Safety and Health-

## B2 Emergency Preparedness

### Evacuation Assembly Point

- Level 1 situation: Indoor shelters such as wartime, the recommended location is the lobby.
- Level 2 situation: Indoor evacuation such as fire and earthquake, three escape routes, two meeting points in the factory area, increase the backup source going downstairs and meeting points, the recommended location is in front of the gate or in front of the warehouse.
- Level 3 situation: If there is a situation at the meeting point in the factory area or it will affect the disaster relief, it is recommended to be located "Shi Ye Shi Niang" Square outside the factory.



# B. Safety and Health-

## B2 Emergency Preparedness



Fire evacuation drill

Fire extinguisher operation training



Emergency first aid training

Traffic safety promotion



Chemical spill drill



SCBA wear training



Switchboard operation training



Earthquake evacuation drill

# B. Safety and Health-

## B3 Occupational Injury and Illness

- ▶ Companies should have procedures and systems in place to prevent, manage, track and report work-related injuries and illnesses, including provisions for: encouraging employee reporting; categorizing and recording cases of work-related injuries and diseases; providing necessary treatment; investigating cases and taking corrective action to eliminate their causes ;Assist employees to return to work.
- ▶ When hiring an employee for a new job, in order to identify suitability for the job, a physical examination should be conducted on items necessary to identify suitability for general work or particularly health-hazardous work. During a certain period of time (every three years), workers must undergo necessary regular health examinations based on the work they are engaged in. Operations that are particularly hazardous to health: noisy operations and radiation operations (XRF). Special physical examinations should be carried out every year.

# B. Safety and Health-

## B3 Occupational Injury and Illness

- ▶ First aid boxes (on each floor) and blood pressure monitors (4F medical room/1F factory office) are provided to provide emergency medical treatment for injured or sick workers.

### Tips ~

#### First aid kit location in work area

- 1F: Office entrance
- 2F: FT entrance
- 3F: FAB entrance
- 4F: FAB entrance

- ▶ **Our company's corresponding measures:**
  - Formulate "SP-007- Labor Health Protection and Occupational Disease Prevention Management Procedure"**
  - Formulate "SP-013- Human-induced Hazard Prevention and Management Procedure"**
  - Formulate "G-ES-015- Accident Handling and Investigation Guide"**

# B. Safety and Health-

## B4 Industrial Hygiene

- ▶ The effects of employee exposure to chemical, biological and physical agents should be identified, assessed and controlled according to the control hierarchy. When hazards cannot be adequately controlled, appropriate, well-maintained personal protective equipment should be provided and used by employees at no cost.

- Hazardous material safety promotion and hazard awareness training
- <P:\公佈欄\教育訓練\006 新人訓練教材\05 危害通識訓練-2023.pdf>

**Chemical name** 丙酮(Acetone)

**Hazard Illustration** 

**Warning slogan** 危險(Danger)

危險成分(Hazardous ingredients)：丙酮(Acetone)  
危害警告訊息(Hazard warning statements)：  
高度易燃液體和蒸氣。  
造成輕微皮膚刺激。  
造成眼睛刺激。  
造成眼瞼刺激。  
如果吞食並進入呼吸道可能有害。  
May be harmful if swallowed and enters airways.

危害防範措施(Hazard precaution measure)：  
置容器於通風良好的地方。  
Store container in a well-ventilated area.  
遠離引燃品—禁止抽煙。  
Keep away combustible materials area, do not smoke.  
若與眼睛接觸，立刻以大量的水沖洗後洽詢醫療。  
Eye contact, flush eyes with plenty of water. Then get immediate medical attention.

製造商或供應商(Manufacturer or supplier)：  
(1)名稱(Name)：李長榮化學工業股份有限公司林園廠  
(2)地址(Address)：高雄縣林園鄉石化三路11號  
(3)電話(TEL)：07-6419966

※更詳細的資料，請參考物質安全資料表。  
For more detailed information, please refer to the Material Safety Data Sheet.

# B. Safety and Health-

## B4 Industrial Hygiene

- ▶ This should be maintained through ongoing, systematic monitoring of employee health and the working environment. Companies should provide occupational health monitoring to regularly assess whether employees' health has been harmed by occupational exposures.

- ▶ **Our company's corresponding measures:**
- ▶ **Formulate "SP-002- Safety and Health Hazard Risk Identification Procedure"**
- ▶ **Developed "G-ES-001- Chemical Substance Management Work Instructions"**
- ▶ **Formulate "FM-GES001-02- Hazardous Chemicals List"**



# B. Safety and Health-

## B5 Physically Demanding Work

- ▶ Hazards of worker exposure to physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or high-intensity assembly tasks should be identified, assessed, and controlled.
- ▶ Risk identification, assessment and control of work with high physical demands; or using mechanically assisted handling for work with high physical demands.
  - For example: forklift operation - operation certificate required.
    - Regular maintenance and inspection.
    - Damaged parts should be replaced immediately.
    - Wear a safety belt and helmet.



- ▶ **Our company's corresponding measures:**
  - Formulate "SP-002- Safety and Health Hazard Risk Identification Procedure"**
  - Formulate "SP-013- Human-induced Hazard Prevention and Management Procedure"**

# B. Safety and Health-

## B6 Machine Safeguarding

- ▶ For necessary safety and health equipment and operations, formulate annual inspection plans, implement independent inspections, and educate and train operators.
- ▶ Production equipment or other types of machinery should be evaluated for safety hazards. To prevent possible injury to workers caused by machinery, physical guards, interlocks and barriers should be provided and properly maintained.

Machine safety device



Emergency stop button

Machine protective cover

- ▶ **Our company's corresponding measures:**  
**Formulate "SP-020- Lockout and Tagout Procedure"**  
**Formulate "SP-001- Industrial Safety and Health Management Operating Procedures"**

# B. Safety and Health-

## B7 Sanitation, Food, and Housing

- ▶ Companies should provide employees with clean restroom facilities and clean drinking water. Hygienic cooking utensils, food storage facilities and tableware are also provided for group meals.
- ▶ The company entrusts a human resources agency to provide employee dormitories for foreign migrant workers, and requires them to be kept clean and safe, with appropriate emergency exits, hot water for bathing, adequate lighting, adequate air conditioning and ventilation, and independent and safe places for storing personal and valuable items. , and an appropriate and easily accessible private space.

- ▶ **Our company's corresponding measures:**
  - Formulate "SP-017- Restaurant Management Procedure"**
  - Formulate "EP-008- Drinking Water Equipment Management Procedure"**
  - Formulate "G-PR-002- Contractor Management Operation Instructions"**



# B. Safety and Health-

## B8 Health and Safety Communication

- ▶ Companies should provide employees with appropriate occupational health and safety information and training in a language they speak or understand to identify all workplace hazards employees face, including but not limited to mechanical, electrical, chemical, fire and physical hazards.
- ▶ Post health and safety-related information in a prominent place in the workplace or place it where employees can see and access it. Health materials and training should include risk-specific content regarding relevant demographics, such as gender and age (if applicable). Training should be provided to all employees before starting work and regularly after work. Employees should be encouraged to raise any health and safety concerns and ensure they will not be retaliated against.
- ▶ **Our company's corresponding measures:**  
**Formulate "700084- Complaint and Report Handling Management Policy"**

# B. Safety and Health-

## B8 Health and Safety Communication

### Suggestions and reports

Effectively provide a channel for workers or suppliers and stakeholders within the company to confidentially report and provide workers with suggestions and improvements related to the hazards and risks faced by their jobs. This can be done anonymously or anonymously through dedicated phone calls, emails, or in writing. or suggestion box to make suggestions and reports to the company, and provide necessary rewards. And don't worry about retaliation. If the whistleblower is reported by name, the parties concerned will also be protected. During the investigation process, the whistleblower's information will never be leaked, so as to trust and protect the whistleblower!

### Various channels for suggestions and reports

- Official website : About Winstek→Contact us
- Dedicated mailbox : [Legal@winstek.com.tw](mailto:Legal@winstek.com.tw) Audit Office  
[kim.chen@winstek.com.tw](mailto:kim.chen@winstek.com.tw) Head of Human Resources Department
- Hotline : 03-5936565 ext. 169 Audit Office  
03-5936565 ext. 161 Head of Human Resources Department
- Address : Room 176-5, Luliaokeng, No. 6, Xionglin Township, Hsinchu County, 307410
- Company suggestion box : **Pantry on the 1st and 4th floors**



# C.環境

# *Environment*

# C. Environment

- ▶ Across all business functions, the company recognizes environmental responsibility as an integral part of producing world-class products. Companies should identify environmental impacts and minimize adverse impacts on communities, the environment and natural resources, while safeguarding the health and safety of people.

C1) Environmental Permits and Reporting

C2) Pollution Prevention and Resource Conservation

C3) Hazardous Substances

C4) Solid Waste

C5) Air Emissions

C6) Materials Restrictions

C7) Water Management

C8) Energy Consumption and Greenhouse Gas Emissions

# C. Environment

## C1 Environmental Permits and Reporting

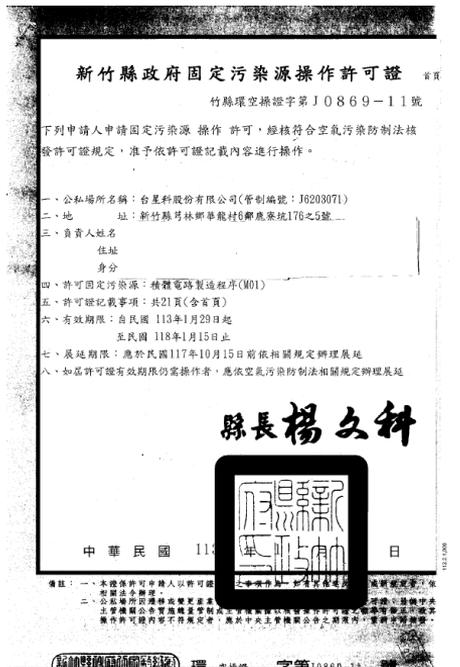
- ▶ Companies should obtain, maintain and update all required environmental permits (e.g. emissions monitoring), approvals and registration documents, and comply with the operating and reporting requirements of the permits.
  
- ▶ **Our company's corresponding measures:**
  - Formulate "G-ES-048-Guidance Notes on Exhaust Management"**
  - Formulate "G-ES-022-Waste (sewage) Management Operation Instructions"**
  - Formulate "G-ES-021-Category Waste Operation Instructions"**
  - Formulate "G-ES-039-Environmental Protection Inspection Operation Instructions"**



# C. Environment

## C1 Environmental Permits and Reporting

- ▶ All required environmental permits, licenses and monitoring declarations are in place and communicated to government in a timely manner.



# C. Environment

## C2 Pollution Prevention and Resource Conservation

- ▶ The emission and discharge of pollutants and the generation of waste should be minimized or eliminated at the source or through practices (such as adding pollution control equipment; improving production, maintenance and facility procedures; or other methods). The consumption of natural resources (including water, fossil fuels, minerals and virgin forest products) should be conserved and practiced (such as improved production, maintenance and facility procedures, substitution of materials, reuse, conservation, recycling or other methods).



# C. Environment

## C2 Pollution Prevention and Resource Conservation

- Promote the concept of energy conservation and carbon reduction among employees, and adopt the following positive energy conservation measures:

Energy saving index	Energy saving measures
Lighting energy saving	1. After lunch, during the lunch break from 12:30 to 13:00, the person in charge of each office area will help turn off the lights. If you have individual needs, please go to the conference room to work. 2. After 18:00 after get off work hours, the person in charge of each district in the office will assist in turning off the lights.
Air conditioning energy saving	After 18:00 after get off work hours, the person in charge of each office area will assist in turning off the air conditioner.
Computer energy saving	Colleagues are required to turn off their computers after get off work, except for remote connections and production line needs.
Meeting room energy saving	After using the conference room, turn off the air conditioner, lighting, computer, and projector.

- Our company's corresponding measures:**  
**Formulate "SP-003- Environmental Safety Target Plan Management Procedure"**

# C. Environment

## C3 Hazardous Substances

- ▶ Chemicals, waste and other substances that cause harm to humans or the environment should be identified, labeled and managed to ensure that they are safely handled, transported, stored, used, recycled or reused and disposed of. Hazardous waste data should be tracked and recorded.
- ▶ Safety Data Sheet, referred to as SDS, is a technical document of chemical substance information. Provide on-site workers with "Chemical Identification Cards" that help them understand chemical substances. There are a total of sixteen major items of content.
- ▶ **Our company's corresponding measures:**
  - Formulate "G-ES-001- Chemical Substance Management Work Instructions"**
  - Formulate "G-ES-021- Category Waste Operation Instructions"**



# C. Environment

## C3 Hazardous Substances

- ▶ Hazard general education training: Environmental safety personnel plan general education and training on hazardous substances, and educate and train employees throughout the factory who use or may be exposed to hazardous substances.
- ▶ [P:\公佈欄\教育訓練\005 環安衛相關教材\危害通識教育訓練-20231122.ppt](#)

Hexafluorine® usage steps



Emergency response

2.38%, 5%, 25% TMAH

**No continuous leakage:**  
Class C protective clothing + full face mask protection or PAPR

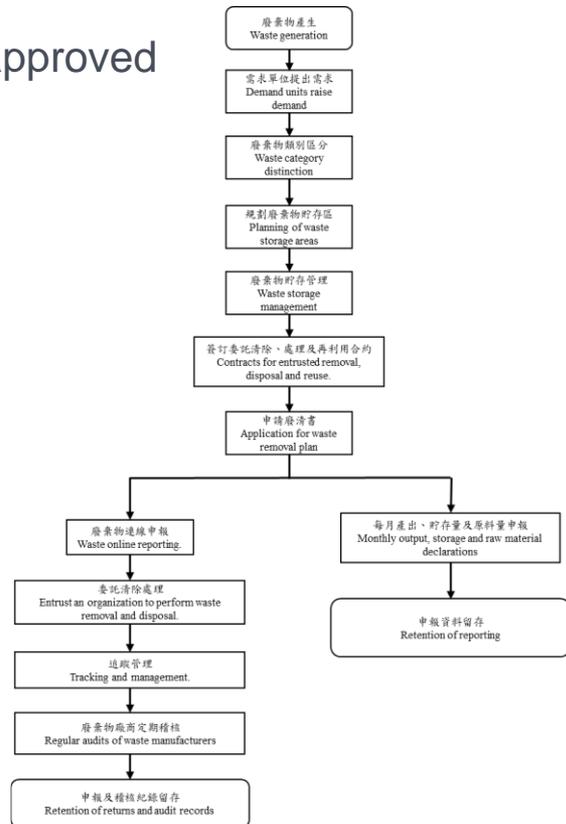
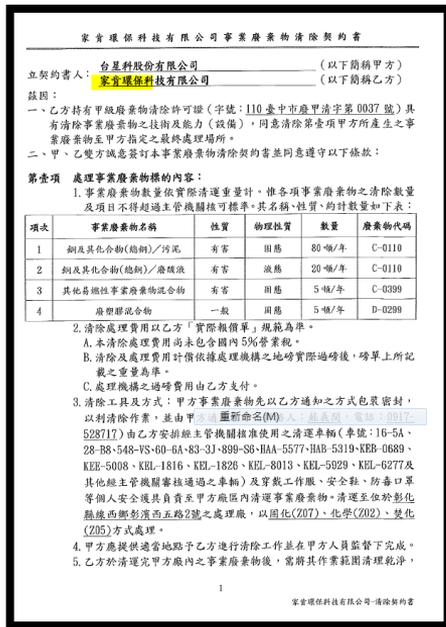
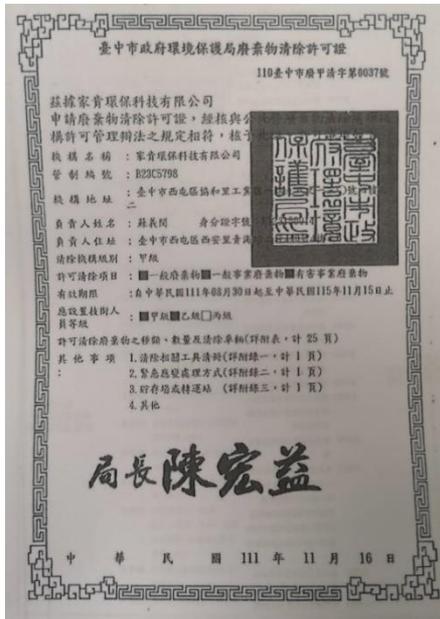
**Continuous leakage:**  
Class B protective clothing + SCBA



# C. Environment

## C3 Hazardous Substances

- Clean up hazardous waste responsibly, using government-approved and licensed contractors.



# C. Environment

## C4 Solid Waste

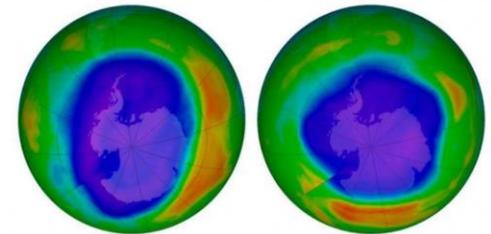
- ▶ Companies should implement systematic measures to identify, manage, reduce and responsibly dispose or recycle solid waste (non-hazardous). Hazardous waste data should be tracked and recorded.
- ▶ In 2023, Winstek generated a total of 2,316.82 tons of waste, 100% of which was removed and processed by qualified manufacturers. In order to improve the waste recycling rate, Winstek actively cooperates with reuse and removal agencies and implements waste collection and classification, with the goal of increasing the value of waste and reducing environmental burden; the total amount of waste has continued to decrease in the past four years, and The waste recycling rate reached 95.33%, an increase of 7.93% compared with the previous year.
- ▶ **Our company's corresponding measures:**
  - Formulate "SP-003- Environmental Safety Target Plan Management Procedure"**
  - Formulate "G-ES-021- Category Waste Operation Instructions"**

# C. Environment

## C5 Air Emissions

- ▶ Air emissions of volatile organic chemicals, aerosols, corrosive substances, particulates, ozone-depleting substances and combustion by-products generated in operations should be characterized, routinely monitored, controlled and treated as required before being discharged. Substances that deplete the ozone layer should be effectively managed in accordance with the Montreal Protocol and applicable regulations. Companies should also routinely monitor the performance of their emission control systems.
- ▶ Winstek also complies with the management procedures for scheduled chemical substances under the Montreal Protocol. Each experimental site purchasing scheduled chemical substances should fill out the "FM-GES001-07 Controlled Chemical Substances Requisition Form" and require manufacturers to provide material safety data sheets and hazards. Label and provide recycling services for packaging containers after use.

- ▶ **Our company's corresponding measures:**  
**Formulate "G-ES-001- Chemical Substance Management Work Instructions"**



南極上方臭氧量；左為2000年9月所攝，右為2018年9月所攝(圖：NASA)

# C. Environment

## C5 Air Emissions

- The types of air pollutants emitted by Winstek's manufacturing process include waste acid gas, waste alkali gas and volatile organic compounds (VOCs). Waste acid gas and waste alkali gas are mainly processed through scrubber equipment. Volatile organic compounds (VOCs) It is processed through fluidized bed and adsorption tower equipment. In order to ensure that exhaust gas emissions meet emission standards, the main protective measures of the system include continuous monitoring and control systems, surveillance systems and personnel audits, as well as regular maintenance of exhaust gas treatment equipment functions, and also for the process Chemicals are strictly monitored and audited, and waste gas treatment fees are continuously budgeted to maintain the quality of the environment.



吸附塔  
Adsorption tower

流體化床  
Fluidized bed

洗滌塔(酸排)  
Scrubber  
(Emissions of acid air)

洗滌塔(鹼排)  
Scrubber  
(Emissions of alkali air)

空氣污染物排放濃度檢測結果 Air pollutant emission concentration test results						
檢測項目 Test items	容許濃度 Allowable concentration	單位 Unit	檢測結果 Test results			法規符合性 Regulations Conformity
			2021年 Y2021	2022年 Y2022	2023年 Y2023	
VOCs	14	ppm	Y	Y	Y	符合 In Conformity with
HF	0.6	kg/hr	Y	Y	Y	符合 In Conformity with
F <sup>-</sup>	10	mg/Nm <sup>3</sup>	Y	Y	Y	符合 In Conformity with
NH <sub>3</sub>	0.387	g/s	Y	Y	Y	符合 In Conformity with
H <sub>2</sub> SO <sub>4</sub>	0.1	kg/hr	Y	Y	Y	符合 In Conformity with
HNO <sub>3</sub>	0.6	kg/hr	Y	Y	Y	符合 In Conformity with

- Our company's corresponding measures:**

**Formulate "B-FA-0000-ES-02- Air Pollution Control System Operation Instructions"**

# C. Environment

## C6 Materials Restrictions / C7 Water Management

- ▶ Companies should comply with all applicable laws, regulations and customer requirements prohibiting or restricting the inclusion of certain substances in products and manufacturing processes (including recycling and disposal labeling).
- ▶ Companies should implement water management plans to record, classify and monitor water resources, uses and discharges; seek opportunities to conserve water; and control contamination channels. Before all sewage is discharged or disposed of, it must be characterized, monitored, controlled and treated as required. Companies should conduct routine monitoring of the performance of wastewater treatment and control systems to ensure optimal performance and compliance with regulatory regulations.
- ▶ **Our company's corresponding measures:**
  - Formulate "EP-003- Environmental Safety Regulations and Other Requirements Appraisal Management Procedures"**
  - Formulate "G-ES-001- Chemical Substance Management Work Instructions"**
  - Formulate "G-ES-039- Environmental Protection Inspection Operation Instructions"**
  - Formulate "G-ES-022- Waste (Sewage) Water Control Operation Instructions"**

# C. Environment

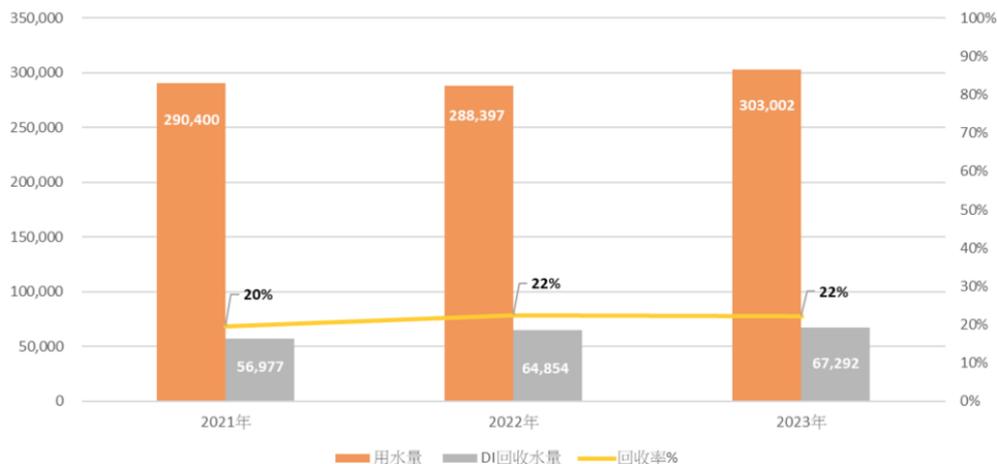
## C7 Water Management

- ▶ In response to climate change and the increasing scarcity of water resources, all Winstek factories have gradually increased the amount of recycled water for process water and equipment water to replace water demand, in order to achieve the purpose of saving water and protecting water resources, and reducing the impact on the natural environment. Driven by water-saving measures, process and equipment improvements are continued every year. Currently, the DI water recovery rate has reached 20% in 2021, 22% in 2022, and 22% in 2023, all of which are continuing to improve steadily. We will continue to improve equipment water use in the future. The water recovery rate in the painting process reaches the recycling target of 85%.

# C. Environment

## C7 Water Management

- ▶ All factories of Winstek focus on the four major water-saving policies of "reducing water consumption in the process", "reducing wastewater discharge", "increasing system recovery rate" and "saving domestic water", and year by year reduce the water consumption in the process and increase the amount of recycled water in the equipment. , continued planned reduction of factory water demand.



# C. Environment

## C7 Water Management

- ▶ After the factory discharged water has been processed through various processes, in order to ensure that the discharged water quantity and quality meet regulatory standards, the main protection measures of the system include automatic control protection measures, real-time monitoring systems, monitoring systems and personnel audits, as well as regular maintenance of wastewater treatment equipment functions and analysis. In addition to monitoring discharge water, we also conduct strict monitoring and auditing of process chemicals.

廢水污染物排放濃度檢測結果 Wastewater pollutant discharge concentration test results						
檢測項目 Test items	容許濃度 Allowable concentration	單位 Unit	檢測結果 Test results			法規符合性 Regulations Conformity
			2021年 Y2021	2022年 Y2022	2023年 Y2023	
pH	6~9	-	Y	Y	Y	符合 In Conformity with
SS	30	mg/L	Y	Y	Y	符合 In Conformity with
COD	100	mg/L	Y	Y	Y	符合 In Conformity with
F <sup>-</sup>	15	mg/L	Y	Y	Y	符合 In Conformity with
NH <sub>3</sub> -N	10	mg/L	Y	Y	Y	符合 In Conformity with
Cu	1.5	mg/L	Y	Y	Y	符合 In Conformity with
Ni	0.7	mg/L	Y	Y	Y	符合 In Conformity with
Zn	3.5	mg/L	Y	Y	Y	符合 In Conformity with

# C. Environment

## C8 Energy Consumption and Greenhouse Gas Emissions

- ▶ Company-wide absolute greenhouse gas reduction targets should be established and reported. Energy consumption and significant categories of Scope 1, Scope 2 and Scope 3 greenhouse gas emissions should be tracked, recorded and publicly reported. Companies should find ways to improve energy efficiency and minimize energy consumption and greenhouse gas emissions.
- ▶ The energy-saving and carbon-reducing projects completed in operations and factory affairs in 2023 are estimated to save approximately 2.21 million kilowatt hours of electricity annually, which translates into approximately 1,280 metric tons of carbon reduction.
- ▶ **Our company' s corresponding measures:**  
**Formulate "SP-003- Environmental Safety Target Plan Management Procedure "**  
**Formulate "EP-009- Greenhouse Gas Inventory Management Procedure"**



# C. Environment

## C8 Energy Consumption and Greenhouse Gas Emissions

- ▶ All Winstek factories have conducted greenhouse gas inventories and adopted energy-saving measures as management directions to achieve greenhouse gas reduction goals and reduce the impact on the environment. They have obtained inspections from third-party certification agencies and completed the 2023 ISO14064-1 greenhouse Gas verification.
- ▶ Direct greenhouse gas emissions (Category 1): Including stationary equipment (such as generators), process emissions, mobile combustion sources in transportation (official vehicles, forklifts), and fugitive emissions, accounting for approximately 9.13% of total emissions.



# C. Environment

## C8 Energy Consumption and Greenhouse Gas Emissions

1. Energy indirect greenhouse gas emissions (Category 2):  
The main emission source is purchased electricity, accounting for approximately 71.81% of total emissions.
2. Other indirect greenhouse gas emissions (Category 3):  
Mainly from indirect greenhouse gas emissions between the use of products, accounting for approximately 19.06% of total emissions.
3. Winstek has reported the greenhouse gas inventory and verification progress to the board of directors every quarter on 2023.3.6, 2023.4.25, 2023.7.31 and 2023.10.31.



# C. Environment

## C8 Energy Consumption and Greenhouse Gas Emissions

LRQA

### LRQA Independent Assurance Statement Relating to Winstek Semiconductor Co., Ltd.'s GHG Inventory Report for the calendar year 2023

#### 服務條件

本保證聲明乃為台星科股份有限公司所準備。  
英商勞登股份有限公司(以下簡稱 LRQA)受台星科股份有限公司(以下簡稱 Winstek)之委託以  
查閱其 2023 日曆年度 1/1/2023-31/12/2023 期間溫室氣體總量報告(發行日期:2024 年 8 月 30 日,第三  
版),以下簡稱為「溫室氣體總量報告」。

此溫室氣體總量報告包含直接、間接間接以及其他間接溫室氣體排放。台星科股份有限公司包含下列的  
地址範圍內的標定範圍封裝測試為主要業務相關活動,與其他間接設施設備活動。如溫室氣體總量  
報告中所確證,溫室氣體排放係將直接轉帳。

溫室氣體報告:台星科股份有限公司溫室氣體總量報告  
新竹縣竹東鎮華豐村 6 鄰龍泉坑 176 之 5 號

#### Terms of Engagement

This Assurance Statement has been prepared for Winstek Semiconductor Co., Ltd.

LRQA was commissioned by Winstek Semiconductor Co., Ltd. (hereafter referred to as the "Winstek") to  
assure the GHG Inventory Report of Winstek Semiconductor Co., Ltd. for the calendar year 2023 (hereafter  
referred to as the "GHG Inventory Report").

The GHG Inventory Report relates to direct GHG emissions, energy indirect GHG emissions and other indirect  
GHG emissions. The GHG emissions have been consolidated using "Operational control" approach.

Winstek's geographical boundary includes IC assembly and testing, and the associated facilities and  
equipment as set out in the following GHG Inventory Report as follows.

GHG Inventory Report: Winstek Semiconductor Co., Ltd., dated 30 August 2024, 3<sup>rd</sup> Edition,  
No. 176-5, Luliakeng, Qionglin Township, Hsinchu County 307410, Taiwan

#### 管理責任

台星科股份有限公司的管理團隊對本溫室氣體總量報告之準確及維持有效的內部控制,包含溫室氣體  
報告中所確證之資料負責。LRQA 的責任為依據我們對台星科股份有限公司間的合約執行查閱。

最終的,溫室氣體總量報告由台星科股份有限公司核准與負責。

<sup>1</sup> Final GHG report ISO14064 1 2018, calendar year (2023), Winstek, dated 30 Aug, 3<sup>rd</sup> Edition.

LRQA

#### Management Responsibility

Winstek's management was responsible for preparing the GHG Inventory Report and for maintaining  
effective internal controls over the data and information disclosed. LRQA's responsibility was to carry out  
an assurance engagement on the GHG Inventory Report in accordance with our contract with Winstek.

Ultimately, the GHG Inventory Report has been approved by, and remains the responsibility of Winstek.

#### LRQA 的方法

LRQA 查閱並查閱 ISO 14064-3:2019 (溫室氣體主類之確證與內部控制之規範),以提供對台星科有限  
公司符合 ISO 14064-1:2018 (組織溫室氣體總量報告之確證與內部控制之規範)及報告的指引之規範  
規定所準備的溫室氣體總量報告之第一、二之合理保證等級,以及與間接設施設備等查閱。

為作成結論,本保證以組成下列之主要活動:

- 依溫室氣體總量報告中所界定的設施設備,進行現場查閱;同時查閱溫室氣體排放數據及資  
料在兩相關的過程;
- 訪談組織中對於相關溫室氣體排放數據與溫室管理與維持之權責人員;
- 查核來自於現場之相關係數與 IPCC 2021 年第六次評估報告之 GWP 值;
- 查閱所有「活動」之溫室氣體排放之資料來源;
- 查閱所有在購買之產品之服務之活動數據彙整 (能源等使用);以及處理廢棄物之活動數據  
彙整;以及
- 查閱報告排放類別之重大範圍。

#### LRQA's Approach

Our verification has been conducted in accordance with ISO 14064 3:2019, "Specification with guidance for  
verification and validation of greenhouse gas statements" to provide reasonable assurance for Categories 1  
and 2 and limited assurance for Category 4, that GHG data as presented in the Report have been prepared in  
conformance with ISO 14064-1:2018, "Specification with guidance at the organizational level for  
quantification and reporting of greenhouse gas emissions and removals".

To form our conclusions the assurance engagement was undertaken as a sampling exercise and covered the  
following activities:

- Conducted site tour of the facilities and reviewed processes related to the control of GHG emissions  
data and records;
- Interviewed relevant staff of the organization responsible for managing GHG emissions data and  
records;
- Verified emission factors sourced from MOENV and the Global Warming Potentials (GWPs) from the  
Fourth Assessment Report of the Intergovernmental Panel on Climate Change 2021 (AR6);
- Verified the historical GHG emissions data and records back to source for Categories 1 and 2  
emissions;
- Verified an aggregated level GHG emissions data for Category 4 form purchased products and  
services (Use of energy) and disposal of waste; and
- Confirmed significance criteria on reporting of emission categories.

#### 查閱等級及實質性

依據合約的協議,保證是在合理保證等級及5%的實質性等級(第一與第二),有限保證等級及5%的  
實質性等級(類別3)下執行,本保證意見基於此基礎。

LRQA

#### Level of Assurance & Materiality

In accordance with our contract agreement, the assurance was conducted at a reasonable level of assurance  
at a materiality of 5% for Categories 1 and 2 and at a limited level of assurance at a materiality of 5% for  
Category 4. The opinion expressed in this Assurance Statement has been accordingly formed.

#### LRQA 意見

基於 LRQA 的方法,依據溫室氣體總量報告中揭露日曆年度 2023 年度之全部直接及能源間接的溫室氣  
體類別一與類別二)排放係屬實質性正確。其他間接溫室氣體排放類別四)沒有任何資料引起我們注意到  
計算沒有實質性正確;溫室氣體總量報告之準確也符合 ISO 14064-1:2018 (組織溫室氣體總量報告之確證  
與內部控制之規範)及報告的指引之規範。

#### LRQA's Opinion

Based on LRQA's approach,

- the total direct and energy indirect GHG emissions for the calendar year 2023 disclosed in the GHG  
Inventory Report as summarized in the Table 1 below are materially correct;
- Nothing has come to our attention that would cause us to believe that the GHG emissions for  
Category 4 disclosed in the Report as summarized in Table 1 below is not materially correct and  
that the GHG Inventory Report has been prepared in conformance with ISO 14064-1:2018.

#### LRQA 的註釋

台星科股份有限公司應考慮:

- 強化人員對於活動數據彙整之知識與技巧。
- 改進活動數據輸入與演算之一致性。

#### LRQA's Recommendations

Winstek Semiconductor Co., Ltd. should:

- Strengthen staff's knowledge and skills in activity data collection.
- Improve the consistency of data input and use of conversion factors.

Signed

日期 Dated: 30 August 2024

Gary Chen

Chiang-shan Chen

Lead Verifier 主導查閱員

General Manager 總經理

On behalf of LRQA Limited  
CI, No. 1, Yumen St.,  
Zhongshan Dist., Taipei City, Taiwan.

台北市中山區玉門街 1 號台北創新中心(CIT)

LRQA Reference number: IWN0000406/JO 2023/Date Issued: 15 October 2024

# C. Environment

## C8 Energy Consumption and Greenhouse Gas Emissions

- ▶ Greenhouse gas emission reduction targets :

Short-Term Indicators (2024)	Medium-term indicators (2028)	Long-term indicators (after 2029)
<b>≥987.54 metric tons CO<sub>2</sub>e</b> (Scopes 1 and 2, compared with the base year of reduction in 2022)	<b>≥3,620.96 metric tons CO<sub>2</sub>e</b> (Scopes 1 and 2, compared with the base year of reduction in 2022)	<b>≥4,279.32 metric tons CO<sub>2</sub>e</b> (Scopes 1 and 2, compared with the base year of reduction in 2022)



# D.道德 Ethics

# D. Ethics

- ▶ To fulfill social responsibilities and succeed in the marketplace, companies and their agents must adhere to the highest ethical standards, including the following:

D1) Business Integrity

D2) No Improper Advantage

D3) Disclosure of Information

D4) Intellectual Property

D5) Fair Business, Advertising and Competition

D6) Protection of Identity and Non-Retaliation

D7) Responsible Sourcing of Minerals

D8) Privacy

# D. Ethics

## D1 Business Integrity

- ▶ **The highest standards of integrity should be observed in all business interactions.** A zero-tolerance policy should be adopted to prohibit any form of bribery, corruption, extortion and misappropriation of public funds.
- ▶ Monitoring and enhanced procedures should be implemented to ensure compliance with integrity requirements (including promising, offering, giving or accepting any bribes). All corporate transactions should be completed in a transparent manner and should be correctly reflected on the company's accounts and records. Monitoring and enforcement procedures should be implemented to ensure compliance with anti-corruption laws.
- ▶ **Our company's corresponding measures:**
  - Formulate "70001-Responsible Business Alliance Code of Conduct Manual"**
  - Formulate "70068-Case Management Policy for Reporting Illegal and Integrity Violations"**

# D. Ethics

## D2 No Improper Advantage

- ▶ Bribes or other forms of improper gain may not be promised, offered, approved, given or received.
- ▶ You shall not actively or passively, directly or indirectly, solicit or accept any cash, gift certificates, checks, stocks, gifts or any valuable kickbacks, gifts and special treatment from interested parties (including competent authorities and officials or business-related third parties) wait.
- ▶ Based on business etiquette (such as national or international holidays), when Winstek receives/grants gifts (including items or gift certificates), **the value of the gift shall not exceed US\$500 per year.**
- ▶ **Our company's corresponding measures:**
  - Formulate "700001-Responsible Business Alliance Code of Conduct Manual"**
  - Formulate "700049-Gift Receipt Management Policy"**

# D. Ethics

## D3 Disclosure of Information

- ▶ All business dealings should be transparent and accurately recorded in the company's books and business records.
- ▶ If the company makes external introductions or announcements based on operational needs, it should be based on true information and published in an honest and correct manner. No risks or evidence were identified related to false reporting, falsification of records or false statements, and no evidence of inaccurate information being communicated to the public.

Financial Information		[ Financial Reports ]				
Monthly Revenue		Year	Q1	Q2	Q3	Q4
Financial Reports		2024	2024 Q1	2024 Q2		
<a href="#">→ Back</a>		2023	2023 Q1	2023 Q2	2023 Q3	2023 Q4
		2022	2022 Q1	2022 Q2	2022 Q3	2022 Q4
		2021	2021 Q1	2021 Q2	2021 Q3	2021 Q4

Financial Information		[ Monthly Revenue ]	
Monthly Revenue		Year	Monthly Revenue
Financial Reports		2023	2023 Monthly Revenue
<a href="#">→ Back</a>		2022	2022 Monthly Revenue

- ▶ **The company's corresponding measures: prepare "financial reports and annual reports"**

# D. Ethics

## D4 Intellectual Property

- ▶ Respect intellectual property rights and protect customer and supplier information. Put an end to any form of illegal infringement of the rights and interests of others.

- Employees should abide by the confidentiality obligations stipulated in the employee service and confidentiality contract (IDL & DL) and shall not arbitrarily disclose the secrets of the company, customers or suppliers to ensure the preservation and confidentiality of intellectual property rights or confidential information.
- The company conducts information security education for employees every year, including classes, examinations, audits and confidential security refresher training.



Intellectual  
property

# D. Ethics

## D4 Intellectual Property

- Before the intellectual property rights or confidential information of the company, customers or suppliers (including but not limited to documents and drawings, etc.) are disclosed or provided to a third party due to the performance of duties, the owner of the intellectual property rights or confidential information must obtain the In addition to consent, a non-disclosure agreement (NDA) or purchase contract should be signed with the third party to ensure the preservation and confidentiality of intellectual property or confidential information.
- All personal computers used by the company's employees have account numbers and passwords (replaced every three months) to prevent the leakage of intellectual property rights or confidential information stored in the computer when the computer is lost. The personal computer account has low permission settings, so software cannot be installed and removed.

- ▶ **Our company's corresponding measures:**
  - Formulate "700066-Information System Operation Security Management Policy"**
  - Formulate "700069-Intellectual Property Control and Management Policy"**



Intellectual  
property

# D. Ethics

## D5 Fair Business, Advertising and Competition

- ▶ Maintain the spirit of this business ethics, advertising and fair trading order, and at the same time, collusion, joint monopoly and improper market operations are prohibited. Uphold fair business, advertising and competition standards.



- ▶ **Our company's corresponding measures:**
  - Formulate "QP-013-Contract Review Operating Procedures"**
  - Formulate "700070-Antitrust Management Policy"**
  - Formulate "700075-Anti-Unfair Competition Management Procedure"**

# D. Ethics

## D6 Protection of Identity and Non-Retaliation

- ▶ Ensure that employees, suppliers and other internal and external whistleblowers of the company exercise their reporting rights in accordance with the law and safeguard their legitimate rights and interests.



**PROTECTION  
FROM RETALIATION**

- ▶ **Our company's corresponding measures:**
  - Formulate "700085-Regulations on the Protection of Whistleblowers"**
  - Formulate "700061-Personal Information Management Policy"**
  - Formulate "700084-Complaint and Report Handling Management Policy"**

# D. Ethics

## D6 Protection of Identity and Non-Retaliation

### Inform against

Unless prohibited by law, procedures should be developed and implemented to ensure that whistleblowers of suppliers, employees and stakeholders are protected and that their reports are kept confidential and anonymous. Companies should have communication procedures in place for their employees to enable them to raise any concerns without fear of retaliation.

### Discipline

The company will conduct an investigation or corrective action plan, and if the report is confirmed, sanctions such as warning, minor demerit, major demerit, probation, dismissal, etc. will be issued in accordance with the "Punishment Measures", or dismissal in accordance with Article 12 of the Labor Standards Act; If it still involves criminal liability, the company may also transfer it to the relevant judicial authorities for handling.



### Various channels for suggestions and reports

- Official website : About Winstek→Contact us
- Dedicated mailbox : [Legal@winstek.com.tw](mailto:Legal@winstek.com.tw) Audit Office  
[kim.chen@winstek.com.tw](mailto:kim.chen@winstek.com.tw) Head of Human Resources Department
- Hotline : 03-5936565 ext. 169 Audit Office  
03-5936565 ext. 161 Head of Human Resources Department
- Address : Room 176-5, Luliaokeng, No. 6, Xionglin Township, Hsinchu County, 307410
- Company suggestion box : **Pantry on the 1st and 4th floors**

# D. Ethics

## D7 Responsible Sourcing of Minerals

- ▶ They should adopt policies and conduct due diligence on the sources and supply chains of tantalum, tin, tungsten, gold and cobalt in the products they manufacture to reasonably ensure that their sources comply with the "Conflict-affected" guidelines issued by the Organization for Economic Co-operation and Development (OECD). Due Diligence Guidelines for Mineral Supply Chains in Regional and High-Risk Areas", or an equivalent and recognized due diligence framework.
- ▶ Promote the spirit of social responsibility among suppliers and cooperate with the company's social responsibility management activities in order to achieve a green and sustainable supply chain.



- ▶ **Our company' s corresponding measures:  
Formulate "EP-007-Conflict Minerals Management Procedure"**

# D. Ethics

## D7 Responsible Sourcing of Minerals

### ► Winstek-Responsible Sourcing of Minerals-Policy Statement

Conflict minerals refer to minerals mined in situations of armed conflict and human rights violations. According to regulatory requirements, since January 1, 2021, the 3T1G conflict minerals in the EU: **Tungsten, Tin, Tantalum and Gold, and later added Cobalt and Mica importers**, smelters and refiners must conduct mandatory due diligence to confirm that 3T1G comes from non-conflict areas when their annual import volume exceeds a set threshold.



# D. Ethics

## D8 Privacy

- ▶ Ensure that sensitive, private and confidential information, documents and materials of customers, partners, suppliers, employees and other business partners are properly protected.
  - The processing and use of personal data must first be authorized by the personal data management unit. Personal data is not required for official duties and the "Personal Data Access Application Form" (70061-01) must be filled in. With the consent of the department head and the top manager of the data storage unit, no personal data may be accessed or copied at will.
  - The aforementioned authorization methods can be selected through physical writing, email, or electronic signature system.

# D. Ethics

## D8 Privacy

- The system that stores personal data needs to set up permission control measures. The assignment and changes of relevant permissions need to go through the application and approval process to prevent data leakage.
- The transmission of personal data should be handled in a confidential manner and avoid contact with non-business-related personnel; each unit that handles or holds personal data files should adopt appropriate security measures, such as: sealing, encryption or digital rights control, etc. To prevent personal data from being stolen, tampered with, damaged, lost or leaked.

- ▶ **Our company's corresponding measures:**
  - Formulate "700061-Personal Information Management Policy"**
  - Formulate "700002-08- Confidentiality Contract-Winstek"**
  - Formulate "700004-03- Contractual Contract for the Protection of Employees of Outsourced Manufacturers in the Factory (Third Party)"**



# ***E. 管理系統***

## ***Management Systems***

# E. Management Systems

- ▶ The company should adopt or establish a management system whose scope is relevant to the content of this Code. The management system should be designed to ensure:
  - (a) Comply with relevant applicable legal regulations and customer requirements.
  - (b) Comply with RBA operating standards.
  - (c) Identify, reduce and continuously improve operational risks related to RBA.

E1) Company Commitment

E2) Management Accountability and Responsibility

E3) Legal and Customer Requirements

E4) Risk Assessment and Risk Management

E5) Improvement Objectives

E6) Training

E7) Communication

E8) Worker/Stakeholder Engagement and Access To Remedy

E9) Audits and Assessments

E10) Corrective Action Process

E11) Documentation and Records

E12) Supplier Responsibility

# E. Management Systems

## E1、E2

### ▶ Company Commitment :

A corporate social and environmental responsibility policy statement should identify the company's commitment to compliance and continuous improvement, be signed by executive management, and be posted in the workplace in the local language.

### ▶ Management Accountability and Responsibility :

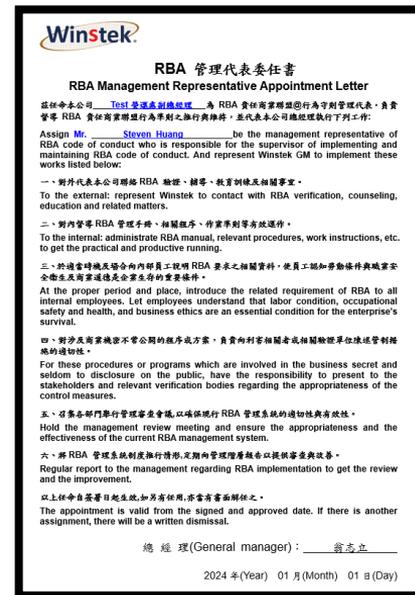
Companies should clearly designate senior executives and company representatives responsible for ensuring the implementation of the management system and related plans. Senior management should regularly review the operation of the management system.

### ▶ Our company's corresponding measures:

**Formulate "Winstek - Ethics Policy, Labor Policy, Environmental Safety and Health Policy"**

**Formulate "RBA Management Representative Letter of Appointment"**

**Formulate "GP-001- Management Review Operating Procedures"**



# E. Management Systems

## E3、E4、E5

- ▶ The Company has procedures in place to identify, monitor and understand applicable laws, regulations and requirements. Also does risk management for operations, environment, health and safety, and labor management. (The scope includes warehousing facilities, workshops, facility support equipment, laboratories and testing sites, sanitation facilities, kitchens, cafeterias, and employee residences and dormitories) Determine the level of each risk and implement appropriate procedures and control measures to ensure Comply with regulations and control identified risks.
- ▶ An inspection is conducted every year, and if there are any medium- or high-risk items, action measures will be taken to improve them. The results of the risk assessment can be found in the risk assessment report and management review meeting.
- ▶ Regularly written standards, performance targets and implementation plans and regularly evaluate performance.
- ▶ **Our company's corresponding measures:**
  - Formulate "700082-Management Policy for Legal Collection and Identification Procedures"**
  - Formulate "700067-Labor Moral Hazard Assessment Procedure"**
  - Formulate "SP-002-Safety and Health Hazard Risk Identification Procedure"**
  - Formulate "GP-001-Management Review Operation Procedure"**

# E. Management Systems

## E6 Training

- ▶ A program should be developed to train managers and employees to implement the company's policies, procedures, and improvement goals and to meet applicable legal and regulatory requirements.

Determine ability	Specify job qualifications and ability requirements
Training	Training, recruitment, job transfer
Evaluation effect	Interview, written test, practical work, performance evaluation
Ensure sustainability awareness	Sustainability awareness and policy goals
Record experience training	Training records, qualification certificates

- ▶ **Our company's corresponding measures:**  
**Formulate "GP-018-Education and Training Management Procedure"**

# E. Management Systems

## E7 、 E8 、 E9

### E7 Communication

- ▶ Establish communication processes: employees, suppliers and customers. Communicate business performance, current operations and expectations clearly and accurately.

### E8 Worker/Stakeholder Engagement and Access To Remedy

- ▶ Establish ongoing procedures, including an effective grievance mechanism, to assess employee awareness of practices or breaches and conditions covered by this Code and to obtain employee input in order to drive continual improvement.

### E9 Audits and Assessments

- ▶ Regularly self-assess to ensure compliance with legal requirements, RBA requirements and customer requirements. (Internal audit of each department)
- ▶ **Our company's corresponding measures:**
  - Formulate "GP-005- Communication Control Operating Procedures"**
  - Formulate "700084-Complaint and Report Handling Management Policy"**
  - Formulate "GP-017-Internal Audit Operation Procedures"**

# E. Management Systems

## E10 · E11

### E10 Corrective Action Process

- ▶ Establish procedures to facilitate timely correction of deficiencies discovered by internal or external assessments, investigations and audits.
- ▶ The committee shall convene a review meeting at least once a year to review the progress of implementation goals, audit results, and corrective measures and improvement plans completed for major labor and ethical risks.

### E11 Documentation and Records

- ▶ Establish documentation and records to ensure compliance with regulations and company requirements, while adding appropriate confidentiality measures to protect privacy. (Clear documents, records or supporting evidence are required).
- ▶ **Our company's corresponding measures:**  
**Formulate "GP-017-Internal Audit Operating Procedures",**  
**Formulate "GP-008-Document Control Operation Procedure" and "GP-016 Record Control Procedure"**

# E. Management Systems

## E12 Supplier Responsibility

▶ A process should be in place to communicate the requirements of this Code to suppliers and monitor compliance :

- Announce RBA message
- Monitor manufacturer compliance status

▶ Key suppliers at the next level have been identified :

- Suppliers that have transactions with our company can be divided into two categories ◦
- Raw material suppliers or service contractors. Their subdivisions and related requirements are as shown in the table on the right ◦

▶ **Our company's corresponding measures:**

**Formulate "GP-053-CSR Supplier Selection Evaluation Procedure"**

廠商需求對照表 Suppliers requirement		CSR 相關需求 CSR requirements						
		一	二	三	四	五	六	七
類型 Type	分類 category	供應商永續發展聲明書 Supplier Sustainability Declaration	保密合約 NDA	物質含量檢測報告及承諾書 RoHS Report and Prohibited substance guarantee letter	無衝突金屬承諾書 CMRT	供應商永續發展管理評核表 Supplier Sustainability Assessment	現場稽核 On-site audit	RBA 推行宣導 RBA propaganda
原物料 供應商 material supplier	A 前一年度交易超過 兩千萬之直接與 間接材料 Transaction of direct and indirect materials exceeding 20 million last year	√	√	√	√	√	√	√
	B1 國外之直接材料供 應商 Foreign supplier of direct material	√	√	√	√	√		√
	B2 國內之直接材料供 應商 Local supplier of direct material	√	√	√	√	√	√	√
	B3 間接材料 Supplier of indirect material	√	√	√	√			√
	C 其他有訂單 交易的供應商 Other PO suppliers	√	√					√
服務 承攬商 service provider	A 有人員駐廠之 承攬商(參閱6.2.1) On-site service suppliers	√	√			√	√	√
	B 發包/施工之廠商 (參閱6.2.2) Outsourcing/ contractor suppliers	√	√			(註) (Remark)	(註) (Remark)	√
	C 其他入廠之服務 承攬商(參閱6.2.3) Other service suppliers	√	√					√

# E. Management Systems

## E12 Supplier Responsibility

- An audit is required every two years. The audit team will review the supplier's performance based on the Supplier Sustainability Management Evaluation Form (FM-GP053-02) or the Service Supplier Sustainability Management Evaluation Form (FM-GP053-05). On-site verification of compliance, issuance of deficiencies, tracking and closing of cases.

Winstek RBA 自評問卷				
RBA Self-Assessment Questionnaire				
行為準則條款 Code of Conduct Provision		自評評估 Self-evaluation	附件/說明 Attachment/Descrip	查核紀錄 Winstek Validation
A1	<b>禁止強迫勞動 Prohibition of Forced Labor</b> 員工是否無償提供額外工作、支付他人為非該公司的招聘費、雇用費、交通費，其中包括任何初步及後續的費用，例如交通、體檢、培訓、護照、執照等（包含本國及外籍工人）？ Are employees not required to pay recruitment fees, employment fees, and transportation fees to human resources recruitment companies to obtain jobs, including any preliminary and subsequent expenses like transportation, physical examinations, training, passports, visas, etc., for both domestic and foreign workers?			
A1-1	是否由僱工人提供其母語或工人可以理解的語言書面協議條款，其中包含僱用條款和條件的說明？ Are all workers provided with a written employment agreement in their native language or in a language that the worker can understand? The document contains a description of the terms and conditions of employment.			
A1-2	是否有強迫勞動或強迫行為？ There are no behaviors of holding employee's government issued identification or deposits. 在合理告知的前提下是否可以自由離職？ Are workers free to leave upon reasonable notice?			
A1-3	是否有威脅、暴力、債務、監禁權力及欺騙而無法拒絕或離開的工人。 Facility doesn't employ workers who cannot refuse or leave due to threats, violence, debt, abuse of power, or deception.			
A1-4	員工是否得自由使用公共設施（如飲水機、洗手間、休閒娛樂與醫療設施...等），於下班、休息時間亦不得強制要求工作。 Workers are free to use public facilities, such as drinking water, restrooms, leisure equipment, and medical facilities. Workers are not required to work during off-work or rest breaks.			
A1-5	薪資帳戶使用是否基於員工個人行為，任何人皆不得要求員工開立儲蓄（代儲蓄）、不得限制、管理、控制及於未經員工之同意。 The utilization of a salary account is associated with the personal behavior of workers. No one is allowed to require employees to save mandatorily (on behalf of savings), and it is not allowed to restrict, manage, control, or intervene in the management of salary accounts.			
A1-6	是否有保存離職員工文件五年以上。 Is there a requirement to keep files of departed workers for more than five years?			
A1-7				
A1-8				

### 現場稽核結果之分級與處置方式

The result of on-site audit is shown as below, and corresponding actions should be follow:

分級 Grade	材料供應商 Material supplier 分數 score	服務供應商 Service supplier 分數 score	處置方式 Definitions
A	>140	> 40	增加訂單 increase order allocation
B	120~140	30~40	正常交易 Normal transaction
C	100~119	20~29	觀察並繼續採購 Observe and continue to purchase
D	<100	<20	要求改善並跟催 Improvement and trace the progress

稽核結果為 D 級之供應商需要改善並跟催，特殊案例之供應商可另做討論處理。

Required grade D supplier to improve and trace the progress. Special cases can be discussed.

- Our company's corresponding measures:**  
Formulate "FM-GP053-02-Supplier Sustainability Management Evaluation Form"  
Formulate "FM-GP053-05-Service Provider Sustainability Management Evaluation Form"

# E. Management Systems

## E12 Supplier Responsibility

- ▶ Supplier's RBA Code Implementation Performance and Continuous Improvement

If the supplier has implemented RBA's third-party Effectiveness Audit Process (VAP)/Forced Labor Supplementary Audit Process (SVAP) audit, it can directly provide its Effectiveness Audit Report (VAR) and Corrective Action Plan (CAP) to our company. On-site audits are not required, but corrective action plan (CAP) results are required to be followed up.



**Supplier**

# Winstek RBA

- ▶ Because we value it, we use the strictest standards to comply with the social and environmental management system, including the RBA Code of Conduct. We need to :
  - Understand Winstek's corporate social responsibility management system, corporate social responsibility related policies, RBA's code of conduct and other requirements we agree with.
  - Attend all training sessions upon request.
  - Understand our role and ensure we comply with all legal requirements, CSR related policies and the RBA's Code of Conduct.
- ▶ **Winstek-RBA effectiveness and related publicity policies**
  - RBA official website- <https://www.responsiblebusiness.org/>
  - Company official website- <https://www.winstek.com.tw/html/RBA/RBA-principles.html>
  - Company internal website (RBA column)- <http://portal/C9/EQP/default.aspx>

# Thank You

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