

# 寶成國際集團行為準則

## Pou Chen Group CODE OF CONDUCT

寶成國際集團（下稱「集團」）致力維護員工勞動權益，向來以嚴謹的態度、公開透明的方式，遵守所在國法律法規，如不同標準出現差異或衝突，則取其中較高者作為遵循標準。同時，集團承諾遵循《聯合國世界人權宣言》、《聯合國全球盟約》、《聯合國工商企業與人權指導原則》、《OECD 多國企業指導綱領》、《聯合國消除對婦女一切形式歧視公約》、《聯合國兒童權利公約》、《國際勞工組織工作基本原則與權利宣言》及《FLA 工作場所行為規範與合規基準》等各項國際人權標準，以接軌國際趨勢要求。本行為準則適用集團所擁有且進行管理的公司，並期許合作夥伴包含供應商及承攬商等，一同提升人權相關議題的管理及國際人權意識；若發現因集團業務活動導致或造成不利人權影響，我們將致力於提供必要及公平的補救，或尋求相關合作以降低負面影響。集團持續參考非政府組織、品牌客戶制定的行為準則，做為全體員工執行工作的核心標準；並藉內外部稽核發現潛在問題，用以持續改善工作環境，控制風險；進一步促進勞資和諧，打造幸福企業。寶成集團之《行為準則》如下：

Stemming from the commitment to corporate social responsibility, Pou Chen Group (hereinafter referred to as "PCG") always demonstrates rigorousness, openness, and transparency in its compliance with the applicable laws; if there is discrepancy between different standards, whichever is higher is adhered to. In the meantime, PCG adheres to related international human rights standards, including UN Universal Declaration of Human Rights, UN Global Compact, UN Guiding Principles on Business and Human Rights, OECD Guidelines for Multinational Enterprises, Convention on the Elimination of all Forms of Discrimination Against Women, Convention on the Rights of the Child, ILO Declaration of Fundamental Principles and Rights at Work, FLA Workplace Code of Conduct and so on, to comply with international standards. The policy applies to the subsidiaries owned by the PCG and the joint ventures managed by the PCG, and we also expects the business partners including suppliers and contractors to raise the international human rights awareness and improve the management of human rights issues. Where PCG has identified adverse human rights impacts resulting from or caused by our business activities, PCG is committed to providing for or cooperate in, a fair and equitable remediation. PCG develops its core standards for all employees performing duties by referring to the codes of conduct adopted by non-governmental organizations and various brand clients from time to time; dedicates itself to continuous improvements in work environment and risk control through the detection of potential problems by internal and external audits; and strives to further foster labor harmony and aims to become one of the best enterprises to work for. PCG's Code of Conduct is as follows:

### ■ 僱傭關係 Employment Relationship

雇主應當採取並貫徹尊重員工的僱傭規則和條件，並依照有關勞動和社會保障的國家和國際性法律法規為員工提供基本的權益保障。

Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

### ■ 無歧視 Nondiscrimination

雇員不會因性別、種族、宗教、年齡、殘疾、性取向、國籍、政治觀點、社會地位或少數民族而遭受就業歧視，包括僱傭、工資、福利、晉升、紀律、解僱或退休等方面。

No person shall be subject to any discrimination in employment, including hiring, compensation, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social status or ethnic origin

### ■ 騷擾或虐待 Harassment or Abuse

必須尊重每一位雇員。不允許對雇員進行人身、性、心理或言語上的騷擾或虐待。

Every employee shall be treated with respect. It's not allowed to treat any employee by physical, sexual, psychological or verbal harassment or abuse.

### ■ 強迫勞動 Forced Labor

禁止進行任何形式的強迫勞動和人口販賣行為，強迫勞動包含使用監獄勞工、契約勞工、抵債勞工或透過任何懲罰迫使員工提供非自願性的勞務。工作場所內或透過仲介機構招聘員工時，禁止發生限制行動自由或扣留個人證件之情形，需並確保員工清楚瞭解其在招聘和就業的條款與權利。需以員工母語簽訂工作合同，並確保仲介機構無使用強迫勞動的員工，且不得向員工收取招聘費用。

No use of forced labor shall be allowed, including prison labor, indentured labor, bonded labor or other forms of forced labor.

### ■ 童工 Child Labor

不得僱傭 15 歲以下或完成義務教育的年齡以下的員工，取兩者中較高的一個作為標準。

No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.

### ■ 自由結社和集體談判 Freedom of Association and Collective Bargaining

雇主必須認可和尊重雇員的自由結社和集體談判的權利。

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

### ■ 健康、安全和環境 Health, Safety, and Environment

雇主必須提供安全健康的工作環境，以避免員工在從事與工作有關的作業中或在使用雇主提供的工具時發生有害健康的事故及傷害。雇主應當採取負責任的措施，以減少工作場所對於環境所帶來的負面影響。

Employers shall provide a safe and healthy workplace setting to prevent accidents and injury jeopardizing health when workers engage in work-related tasks or the operation of employers' facilities.

Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

### ■ 工作時間 Hours of Work

雇主不得要求員工以超過工廠所在國法律規定的正常工作時間和加班小時數上限進行工作。正常週工作時間不得超過 48 小時。每 7 天必須允許雇員進行至少連續 24 小時的休息。所有的加班都必須建立在雙方同意的基礎上，雇主不得要求員工頻繁的加班，且應按照相應費率支付加班費。除非極特別情況，一週內正常與加班時間的總和不得超過 60 小時。

Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a frequent basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 60 hours.

### ■ 報酬 Compensation

每位員工都有權利憑藉一週正常的工作得到相應報酬，且這份報酬應當滿足他/她的基本需求，並帶來一些可支配收入。雇主應當以當地最低工資或者適當的現行工資（兩者間取數額較高的一個）作為支付標準；遵循所有有關工資的法律要求，並依據法律或合同提供附加福利。當報酬無法滿足工人的基本需求和帶來可支配收入時，雇主應當盡力尋求適當的解決方案以逐步達到合規的報酬標準。

Every worker has a right to compensation for a regular work week that is sufficient to meet the workers' basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, each employer shall take appropriate actions that seek to progressively realize a level of compensation that does.

### ■ 社區連結 Community Outreach and Partnership

主動積極參與社區公益活動，增進社區發展，共創和諧社會。

PCG dedicates itself to active participation in community beneficial activity, enhancement of the community development, and creation of harmonized society.



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寶成國際集團

POU CHEN GROUP

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Feel free to send us your questions, comments or suggestions.