

英業達股份有限公司人權政策

Inventec Corporation Human Rights Policy

英業達股份有限公司(以下簡稱「英業達」)遵從責任商業聯盟行為準則 (Responsible Business Alliance Code of Conduct)、聯合國世界人權宣言 (UN Universal Declaration of Human Rights)、聯合國全球盟約 (UN Global Compact)、聯合國工商企業與人權指導原則 (UN Guiding Principles on Business and Human Rights)、國際勞工組織工作基本原則與權利宣言 (ILO Declaration on Fundamental Principles and Rights at Work)、經濟合作暨發展組織多國企業指導綱領 (OECD Guidelines for Multinational Enterprises)等國際規範與原則之核心精神，以及營運據點所在地之法令規範，制定及更新人權政策，並落實人權保障。

Inventec Corporation (hereinafter referred to as “Inventec”) complies with the core spirit of international norms and principles, including the Responsible Business Alliance Code of Conduct, UN Universal Declaration of Human Rights, UN Global Compact, UN Guiding Principles on Business and Human Rights, ILO Declaration on Fundamental Principles and Rights at Work, and OECD Guidelines for Multinational Enterprises, as well as the laws and regulations of the countries where it operates, based on which Inventec formulates and updates the Human Rights Policy to put human rights protection into practice.

適用範圍

Scope of Application

英業達人權政策適用於集團所有企業，包含全體員工和整體營運活動，並以相同標準引領供應商、合作夥伴、客戶等價值鏈夥伴共同遵循。

Inventec's Human Rights Policy applies to all companies within the group, including all employees and overall operations, and Inventec also leads suppliers, partners, and customers in the value chain to follow the same standards.

承諾與原則

Commitments and Principles

1. 多元任用、反歧視與反騷擾

英業達本著「人才為本」的信念，明文規定全球廠區的人才招募單位，對於不同種族、階級、語言、思想、宗教、黨派、性別、性傾向、婚姻、年齡及身心障礙等皆公平對待，且於招募任用流程內嚴禁以前述事項作為面試評核標準。英業達並建構多元人力招募體系，包括校園徵才、研發替代役、員工介紹、自行開發人才庫、人力銀行等，以滿足公司的人力發展需求。

英業達亦承諾提供無騷擾與歧視的工作場所，並且對任何形式之歧視採取零容忍政策，包括但不限於在招募、任用、培訓、獎懲、考核、升遷及其他就業條件相關措施中，不以任何適用法律保護的身分產生歧視行為。除相關法

律規定或出於工作場所安全的審慎考量之外，不得要求員工接受帶有歧視性的醫學檢查(包括懷孕或藥物檢測)或身體檢查等，且不得根據檢測結果產生不當歧視。

Diversity in employment, non-discrimination, and non-harassment

Based on the “talent-oriented” belief, Inventec clearly stipulates that talent recruitment units in global factories shall treat people of different races, classes, languages, ideologies, religions, political affiliations, genders, sexual orientation, marital statuses, age and physical or mental disabilities fairly. It is strictly prohibited to use the aforementioned items as the interview evaluation criteria in the recruitment and employment process. Inventec has also established a multi-faceted talent recruitment system, including campus recruitment, alternative military service for research and development, employee referrals, self-developed talent pool, and manpower banks, to meet the company's manpower development needs. Inventec is also committed to providing a workplace free from harassment and discrimination, and adopts a zero-tolerance policy against any form of discrimination, including but not limited to measures related to recruitment, employment, training, rewards and disciplinary actions, performance evaluation, promotion and other employment-related practices. No discriminatory behavior based on any legally protected status shall be tolerated. Except as required by applicable laws or due to prudent considerations of workplace safety, employees shall not be required to undergo discriminatory medical examinations (including pregnancy or drug tests) or physical examinations, and shall not be unduly discriminated based on the results of such examinations.

2. 職場安全衛生健康

英業達致力於提供所有員工安全、健康及清潔舒適的工作環境。為了提供更好的保護，英業達建立職業健康與安全的管理系統、遵守相關法規要求以降低健康與安全的風險，定期舉辦教育訓練，並且追求零工傷、零事故與採取合理措施，讓孕婦和哺乳期女性遠離高風險的工作環境、消除或減輕孕婦和哺乳期女性所承受的任何(包括與分派予其工作相關的)職業健康相關風險，以及為哺乳期女性提供適當的集乳場所。員工提出健康與安全的相關建議時，無需擔心遭受不當對待。

Occupational safety and health

Inventec is committed to providing a safe, healthy, clean and comfortable working environment for all employees. In order to provide better protection, Inventec has established an occupational health and safety management system and complies with relevant regulatory requirements to mitigate health and safety risks. Provide regular educational training and strive for zero work-related injuries and accidents. Inventec also takes reasonable measures to ensure that pregnant and breastfeeding women are kept away from high-risk working environments and aims to eliminate

or reduce any occupational health-related risks associated with pregnant and breastfeeding women, including those related to the work assigned to them. Furthermore, Inventec provides appropriate breastfeeding room for lactating women. Employees can make health and safety-related recommendations without fear of being mistreated.

3. 自由選擇就業

英業達員工擔任所有工作應皆出於自願。員工如已依照法令合理通知英業達，則擁有離職或終止僱傭關係的權利，且不因此受到無端責罰。除法令規定或基於工作場所安全及資訊保密考量外，禁止對員工進出工作場所及其行動自由，進行不合理的限制，且不得拒絕員工取回其所有個人證件等文件資料。英業達要求自身的營運流程、人力仲介、供應商以及商業夥伴等均應確保就業自由，本國移工均必須在離開常住地前簽署、取得與確認其聘僱合約，外籍移工均必須在離開母國前簽署、取得與確認其聘僱合約。身為雇主及全球企業公民，英業達不接受任何形式的強迫勞動、奴役，以及人口販運等違法僱傭行為。

Freely chosen employment

All work performed by Inventec employees should be voluntary. If employees have reasonably notified Inventec in accordance with the laws, they have the right to resign or terminate the employment relationship, and they shall not be unduly punished. Except as required by laws or based on the considerations of workplace safety and information confidentiality, unreasonable restrictions on employees' entry to and exit from the workplace and their freedom of movement are prohibited, and employees shall not be refused to take back all their personal certificates and documents. Inventec requires its own operating procedures, human resources agencies, suppliers, and business partners to ensure freedom of employment. Domestic migrant workers must sign, obtain and confirm their employment contracts before leaving their place of residence while foreign migrant workers must sign, obtain and confirm their employment contracts before leaving their home countries. As an employer and a global corporate citizen, Inventec does not tolerate any form of illegal employment practices, including forced labor, slavery, and human trafficking.

4. 童工

英業達禁止雇用童工，支持消除童工相關之不當、非法商業交易，並按照相關法律要求和道德規範作業，落實檢核新進人員年齡之措施。童工之定義將依循各營運據點所在地之法令規範。未滿 18 歲未成年工則不得從事可能危及其健康或安全的工作。如果發現雇用童工，我們將提供及時的矯正及補救措施。

Child labor

Inventec prohibits the employment of child labor, supports the elimination of improper and illegal business transactions related to child labor, and operates in accordance with relevant legal requirements and ethical standards, and implements measures to verify the age of new recruits. The definition of child labor will be governed by the laws and regulations of the countries where each operating site is located. Minor workers under the age of 18 are not permitted to perform work that may endanger their health or safety. If child labor is identified, we will provide assistance or remediation.

5. 工時、薪酬與福利

所有聘僱必須完全符合各營運據點所在地之相關法律，且從嚴採用當地法令或國際標準，包括工作時數、加班時數以及其他法規要求之福利。所有加班皆出於自願，提供符合法律規定且與工作表現相關之平等的員工薪酬及待遇，包括最低工資、加班費、法律規定之有薪休假等合法福利。不得將扣減工資作為紀律懲處的手段。須提供薪資明細，用以告知員工薪資結構及支付週期。

Working hours, compensation, and benefits

All employment must fully comply with the relevant laws of each operating site, and local laws or international standards are strictly adopted, including working hours, overtime hours and other benefits required by regulations. All overtime work is voluntary, and Inventec provides equal employee compensation and treatment in accordance with the laws and in relation to their performance, including legal benefits such as minimum wages, overtime pay, and paid leave stipulated by the laws. Wage deductions shall not be used as a means of disciplinary action. Salary details must be provided to inform employees of the salary structure and payment cycle.

6. 集會與結社自由

尊重所有員工按照各營運據點所在地之法令，自由結社及組織(或不加入)工會團體、集體談判和參加和平集會的合法權利。

Freedom of assembly and association

Respect the rights of all employees to freely associate and organize (or not join) trade union, engage in collective bargaining, and participate in peaceful assemblies in accordance with the laws and regulations of the countries where each operating site is located.

7. 言論自由與申訴管道

英業達建立完整的溝通機制，提供員工即時反應與定期交流之管道，傾聽員工聲音，促進工作氣氛和諧，共創勞資雙贏，並建立完善且保密之申訴機制，保護檢舉人不受歧視、脅迫、調職或其它不利之處理。

Freedom of speech and grievance channels

Inventec has established a complete communication mechanism, providing employees with an immediate response and regular communication channel, listening to employees' voices, and promoting a harmonious working atmosphere to create a win-win situation for both employer and employees. Inventec also establishes a comprehensive and confidential grievance mechanism to protect the whistleblowers from discrimination, coercion, transfer or other unfavorable treatment.

8. 責任礦產管理

英業達要求供應商對供應鏈進行合理的盡責調查，以確保供應商提供給英業達的物料中沒有非法礦物，透過與供應鏈一同合作拒絕使用武裝衝突和侵犯人權之情況下所開採的礦物，降低責任礦產之風險。

Responsible minerals management

Inventec requires suppliers to conduct reasonable due diligence on the supply chain to ensure that there are no illegal minerals in the materials provided by suppliers to Inventec. Inventec collaborates with its supply chain to reject the use of minerals mined in situations of armed conflict and human rights abuses, thereby mitigating the risk associated with responsible minerals.

政策依循

Policy Compliance

1. 識別風險

- a. 依國際公認之人權規範與原則所關注之議題，擬定與利害關係人相關的人權管理議題。
- b. 建立人權風險矩陣圖，針對員工及供應商，依人權管理議題調查發生機率和衝擊程度。

Identifying risks

- a. Develop human rights management issues related to stakeholders based on the internationally recognized human rights norms and principles.
- b. Establish a human rights risk matrix to assess the likelihood and impact severity of human rights management issues for employees and suppliers.

2. 預防措施

- a. 依人權風險矩陣圖擬定人權議題控制計畫。
- b. 針對供應商宣導及簽署人權準則。
- c. 針對員工進行人權教育訓練。

Preventive measures

- a. Formulate a human rights issue control plan based on the human rights risk matrix.
- b. Promote and require suppliers to sign the human rights standards.

c. Conduct human rights education and training for employees.

3. 監督偵測

- a. 針對各利害關係人建立申訴管道。
- b. 成立永續發展及安衛環等組織以監督各項人權議題的損害風險及立案改善。
- c. 依循 RBA 行為準則進行企業內部、供應鏈、承攬商之稽核，針對缺失輔導改進。

Monitoring and detection

- a. Establish grievance channels for all stakeholders.
- b. Establish sustainability, occupational safety and health, and environmental organizations to monitor the risk of damage related to various human rights issues and initiate improvement actions.
- c. Conduct audits on the company internally, supply chain, and contractors in accordance with the RBA Code of Conduct, and provide guidance for improvement in case of any deficiencies.

4. 減緩衝擊

- a. 開發系統化報表並擬定管理措施，提升主管主動管理及危機處理能力。
- b. 針對鑑別受影響的族群擬定保護計畫，建立調查和追蹤表。
- c. 提供員工協助方案，由專業人員輔導遭受人權損害的個案。

Mitigating the impact

- a. Develop systematic reports and formulate management measures to enhance supervisors' proactive management and crisis-handling capabilities.
- b. Formulate a protection plan for the identified affected groups, and establish investigation and tracking forms.
- c. Provide employee assistance programs, with counseling from the experts for the cases of human rights violations.

關鍵人權議題管理作為

Management Actions of Key Human Rights Issues

議題 Issue	管理作為 Management Actions
多元任用、反歧視與反騷擾	<ul style="list-style-type: none">● 於招募流程中明文規定不得以種族、階級、語言、思想、宗教、黨派、性別、性傾向、婚姻、年齡及身心障礙等作為面試評核標準● 擬定「工作場所性騷擾防治及申訴懲戒規範」，並設置性騷擾申訴處理委員會
Diverse Employment, Anti-Discrimination	<ul style="list-style-type: none">● Explicitly stipulate in the recruitment process that race, class, language, ideology, religion, political

and Anti-Harassment	<p>affiliation, gender, sexual orientation, marriage status, age, and physical or mental disabilities, etc. shall not be used as criteria for interview evaluation.</p> <ul style="list-style-type: none"> ● Formulate the “Workplace Sexual Harassment Prevention and Complaint Disciplinary Regulations” and set up a Sexual Harassment Complaint Handling Committee.
職場安全衛生健康	<ul style="list-style-type: none"> ● 透過公開遴選的制度設置安衛環委員，至少每季定期召開安衛環委員會 ● 組成聯合稽核小組，定期執行廠區各項查核 ● 定期舉辦緊急應變及防災安全演習 ● 設有工傷通報機制 ● 定期辦理承攬商說明會，宣導各項安全衛生相關管理規範 ● 醫師及護理人員駐點提供緊急傷病處理、健康照護諮詢以及給予高風險同仁健康指導 ● 提供心理諮商服務 ● 舉辦健康相關活動，包含運動獎勵金競賽、衛教知識講座及諮詢等 ● 制定母性保護計畫，如：哺集乳室、工時控管等 ● 遵守法規進行定期體檢
Occupational Safety and Health	<ul style="list-style-type: none"> ● Appoint safety, health and environmental committee members through an open selection system, and convene the safety, health and environmental committee meeting at least on a quarterly basis. ● Form a joint audit team to conduct various audits in the factory on a regular basis. ● Regularly hold emergency response and disaster prevention safety drills ● Establish notification mechanism for work-related injuries. ● Regularly hold briefing sessions for contractors to publicize various safety and health related management norms. ● Physicians and nursing staff are stationed at the site to provide emergency injury treatment, health care consultation, and health guidance for high-risk colleagues. ● Provide psychological counseling services. ● Organize health-related activities, including sports

	<p>incentive competitions, health education lectures and consultations, etc.</p> <ul style="list-style-type: none"> ● Formulate maternity protection plans, such as breastfeeding rooms, working hours control, etc. ● Conduct regular medical examinations in compliance with regulations.
自由選擇就業	<ul style="list-style-type: none"> ● 落實外籍移工零收費政策
Freely chosen employment	<ul style="list-style-type: none"> ● Implement the zero-fee policy for foreign migrant workers.
童工	<ul style="list-style-type: none"> ● 遵守法規進行未成年工之入職處理程序 ● 落實年齡檢核措施
Child labor	<ul style="list-style-type: none"> ● Comply with the laws and regulations to carry out the onboarding procedures for underage workers. ● Implement age verification measures.
工時、薪酬與福利	<ul style="list-style-type: none"> ● 落實主管關懷制度 ● 設置「員工自助服務系統/主管專區」，專責主管可查詢與掌握人員出勤狀況 ● 提供彈性工時制度，於達到每月基本工時之前提下，間接員工每天在廠時數只需滿 4 小時，向主管報備並經核准後，即可提早離廠無須請假 ● 國定補班日調整為放假日 ● 全球廠區的員工薪酬不分性別、族群，100%大於或等於法規規定薪資 ● 生日當月放假一日
Working hours, compensation, and benefits	<ul style="list-style-type: none"> ● Implement supervisor care system. ● Set up "Employee Self-service System/Supervisor Section" for dedicated supervisors to check and control the attendance status of employees. ● Flexible working hours system. Under the precondition of fulfilling the basic monthly working hours and working for at least four hours a day, indirect employees, by having supervisors' prior approvals, can be off work earlier without taking leave. ● The national compensatory work days are adjusted to holidays. ● The salaries of employees in global factories are not based on gender or ethnic groups and are 100% greater than or equal to the legally required wage. ● One day off in the month of birth.

集會與結社自由	<ul style="list-style-type: none"> ● 建立社團管理辦法，提供補助經費與獎金，鼓勵同仁加入社團 ● 提供多元活動，促進員工工作生活平衡
Freedom of assembly and association	<ul style="list-style-type: none"> ● Establish club management regulations, and provide subsidies and bonuses to encourage employees to join clubs. ● Provide diverse activities to promote the work-life balance for employees.
言論自由與申訴管道	<ul style="list-style-type: none"> ● 建立六大溝通機制(基層員工與高階主管雙向會談、公司策略與營運發展溝通、跨單位溝通、勞資溝通/福利政策及推展、問題反應及資訊諮詢、基層員工關懷小組)，提供員工即時反應與定期交流之管道 ● 提供完善且保密之申訴管道，建立申訴不受打擊報復之機制
Freedom of speech and grievance channels	<ul style="list-style-type: none"> ● Establish six communication mechanisms (two-way dialogue between grassroots employees and senior executives, communication on company strategy and operational development, cross-unit communication, labor-management communication/welfare policy and promotion, problem feedback and information consultation, and grassroots employee care team) to provide employees with immediate feedback and regular communication channels. ● Provide a comprehensive and confidential grievance channel, and establish a mechanism to ensure that filing grievance is free from retaliation.
責任礦產管理	<ul style="list-style-type: none"> ● 要求供應商完成責任礦產調查報告 ● 於永續供應鏈說明會宣導責任礦產理念
Responsible minerals management	<ul style="list-style-type: none"> ● Require suppliers to complete the responsible minerals investigation report. ● Promote the concept of responsible minerals in the sustainable supply chain forum.

註：關鍵人權議題管理作為以台灣廠區作為揭露範例，集團海外廠區以此為基礎再配合當地法規調整。

Note: The management actions of key human rights issues implemented by Taiwanese sites are disclosed as an example, and the Group's overseas sites use this as a basis and adjust it in accordance with local laws and regulations.

附件

Appendix

附件 1 溝通及申訴機制與管道

英業達建置完善的溝通及申訴機制與管道供員工、供應商，以及其他外部利害關係人檢舉非法、違反人權、行為準則或誠信經營守則之行為。並按各地區檢舉申訴相關辦法作業，盡速地調查違反狀況並為了減少負面的人權衝擊而採取行動。英業達將會保護檢舉人不受歧視、脅迫、調職或其它不利之處理。

Appendix 1: Mechanisms and channels for communication and grievance

Inventec has established comprehensive communication and grievance mechanisms for employees, suppliers, and other stakeholders to report illegal practices, and violations of human rights, code of conduct, or integrity management standards. In accordance with the relevant procedures for reporting and complaints in each region, Inventec promptly investigates the violations and takes actions to minimize negative human rights impacts. Inventec will protect the whistleblowers from discrimination, coercion, transfer or any other unfavorable treatment.

溝通及申訴機制適用範圍 Scope of communication and grievance	溝通及申訴管道 Communication and grievance channel
員工、供應商及其他利害關係人	專線：+886-2-2881-0721 分機 21999 信箱：21999@inventec.com
Employees, suppliers and other stakeholders	Hotline: +886-2-2881-0721 ext. 21999 Email: 21999@inventec.com