

	志騰企業有限公司 RockTouch Enterprise Co., Ltd.		
	名稱 Name	編號 Number	版次 Revision
	供應商行為準則 Supplier Code of Conduct	RT-P6-1	03

## 供應商行為準則

### Supplier Code of Conduct

志騰企業有限公司（以下簡稱志騰企業或本公司）一直以來積極關注社會責任、工作環境安全環境保護及商業道德等議題。基於此，本公司期望所有供應商能夠提供健康、安全的工作環境，確保員工得到尊重與尊嚴，促進環保的商業運營，遵守道德操守。依照客戶相關要求與互惠合作的原則，我們共同追求永續發展的目標，特此制定此「供應商行為準則」（以下簡稱本準則）。


RockTouch Enterprise Co.,Ltd. (hereinafter referred to as "RockTouch Enterprise" or "the Company") has always been actively concerned with issues such as social responsibility, workplace safety, environmental protection, and business ethics. Based on this, the Company expects all suppliers to provide a healthy and safe working environment, ensure that employees are treated with respect and dignity, promote environmentally friendly business operations, and adhere to ethical standards. In accordance with customer requirements and the principle of mutual cooperation, we jointly pursue the goal of sustainable development and hereby establish this "Supplier Code of Conduct" (hereinafter referred to as "the Code").

志騰企業要求供應商提供產品及服務時應遵守本準則，並遵循其營運所在國與地區的法律及法規。我們也鼓勵供應商要求其下游供應商認同並遵循本準則。透過溝通、評估、稽核，以及標竿學習等方式持續改善。同時，志騰企業將供應商對本準則的遵循程度將其納入採購決策的考量之一。

RockTouch Enterprises asks suppliers to follow this Code when providing products and services and to obey the laws and rules of the countries and areas where they operate. We also encourage suppliers to ask their lower-tier suppliers to understand and follow this Code. Through communication, evaluation, audits, and best practice learning, we keep improving. At the same time, RockTouch Enterprises will consider how well suppliers follow this Code when making purchasing decisions.

本準則包含以下五個部份：勞工權益、健康與安全、環境的標準、商業道德規範及管理制度。

This Code consists of the following five sections: Labor Rights, Health and Safety, Environmental Standards, Business Ethics, and Management Systems.

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#### A. 勞工權益

本公司要求供應商根據國際社會公認的準則，尊重並保障勞工的人權，給予所有員工應有的尊重尊嚴和平等待遇，包括臨時工、外籍勞工、實習生、約聘、正式員工以及其他類型的員工。供應商應遵守以下標準：禁止強迫勞動、禁止雇用童工、工作時數不得超過法律規定的限度、應提供符合薪資與福利規定的待遇，並確保員工獲得人道對待、無歧視、享有結社自由及集體談判權。

#### A. Labor Rights

Suppliers of the Company are required to follow internationally recognized standards to protect labor rights and treat all employees with respect, dignity, and equality. This includes temporary workers, foreign workers, interns, contract employees, permanent employees, and others. Suppliers must follow these rules: no forced labor, no child labor, work hours within legal limits, fair pay and benefits, humane treatment, no discrimination, and freedom of association and collective bargaining.

#### B. 健康與安全

本公司之供應商應遵守職業安全衛生法規，提供安全的工作環境、緊急應變準備、工傷與職業病預防、機器防護、乾淨的公共衛生設施，並提供員工理解的語言進行健康安全資訊訓練。此外，供應商應具備自然災害風險評估能力、緊急應變程序、定期培訓與演習，並執行應急方案。

#### B. Health and Safety

Suppliers of the Company must follow safety and health regulations, provide a safe work environment, emergency plans, injury and disease prevention, machine safety, clean public facilities, and offer health and safety training in a language employees understand. They should also assess natural disaster risks, have emergency procedures, provide regular training and drills, and carry out emergency plans.

#### C. 環境

本公司希望供應商在製造過程中盡量減少對社區、環境和自然資源的負面影響，並遵守相關的環境法律，包括環境操作許可和報告。供應商應在設計與製程過程中管理和控制產生的有害物質、汙水、固體廢棄物、噪音及廢氣排放，並制定污染預防與資源保護措施。此外，原物料和產品應符合適用的法律法規和客戶要求，並在能源消耗和溫室氣體排放方面達到相關標準。



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### C. Environment

The Company expects suppliers to reduce the negative impact on the community, environment, and natural resources during production, and follow relevant environmental laws, including permits and reports. Suppliers should manage and control harmful substances, wastewater, waste, noise, and air emissions during design and production, and take actions to prevent pollution and protect resources. Also, raw materials and products must meet applicable laws, customer requirements, and standards for energy use and greenhouse gas emissions.

### D. 道德規範

本公司之供應商必須遵守最高的道德標準，履行社會責任。這包含誠信經營原則、禁止不正當收益、公平與透明之方式進行商業活動、尊重智慧財產權、遵守相關保密協定、保障隱私、避免利益衝突、堅決反對洗錢行為及不使用衝突礦產。

### D. Ethical Standards

Suppliers of the Company must follow the highest ethical standards and take responsibility for society. This includes acting with integrity, not seeking unfair profits, doing business in a fair and transparent way, respecting intellectual property, following confidentiality agreements, protecting privacy, avoiding conflicts of interest, strongly opposing money laundering, and not using conflict minerals.

### E. 管理制度

本公司之供應商應根據其業務規模、性質和背景，採用或建立適合的管理系統，並應遵循本準則的內容。至少應包括明確的管理職責與責任、風險評估管理、改進目標與訓練計劃，以確保在產品和服務過程中遵守相關的法律法規及客戶要求，同時推動制度的落實並持續改進。

### E. Management System

Suppliers should adopt or set up a management system that fits their business size, nature, and background, and should follow the content of this Code. It should at least include clear management roles and responsibilities, risk assessment management, improvement goals, and training plans to ensure compliance with relevant laws, regulations, and customer requirements in the product and service processes, while promoting the implementation of the system and continuous improvement.

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供應商應本著誠信經營原則，以公平與透明之方式進行商業活動，並以提供高質量的產品、快速的交貨和周到的服務為目標。

Suppliers should conduct their business with integrity, in a fair and transparent manner, and aim to provide high-quality products, timely delivery, and excellent service.

立書人 Representative:

(公司大小章 company seal)

公司名稱 company name:

公司地址 company address:

日期 date: