

## 聯嘉光電集團 供應商行為準則

### EOI Group Supplier Code of Conduct

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## 頒布公告

### Promulgation Notice

聯嘉控股股份有限公司及其子公司、關係企業（以下簡稱「本集團」）致力於落實企業社會責任與永續發展（ESG），並參考聯合國全球契約（UN Global Compact）、聯合國世界人權宣言（UDHR）、聯合國工商企業與人權指導原則（UNGP）、ISO 20400 永續採購指南及責任商業聯盟（RBA）行為準則等國際倡議與標準之精神。

Excellence Optoelectronics Holding Co., Ltd. and its subsidiaries and affiliates (hereinafter collectively referred to as the “Group”) are committed to corporate social responsibility and sustainable development (ESG). This Code is developed with reference to the principles of internationally recognized initiatives and standards, including the United Nations Global Compact, the Universal Declaration of Human Rights (UDHR), the United Nations Guiding Principles on Business and Human Rights (UNGPs), ISO 20400 Sustainable Procurement Guidance, and the Responsible Business Alliance (RBA) Code of Conduct.

本集團要求所有供應商、承攬商及服務提供者共同遵循本供應商行為準則，持續提升商業道德、人權保障、勞工權益、環境保護及職業安全衛生管理績效，並攜手建立負責任且永續之供應鏈。

The Group requires all suppliers, contractors, and service providers to comply with this Supplier Code of Conduct, continuously improve their performance in business ethics, human rights, labor rights, environmental protection, and occupational health and safety, and work together to build a responsible and sustainable supply chain.

### **適用範圍與法規遵循**

本準則適用於與本集團建立商業合作關係之供應商、承攬商及服務提供者，並涵蓋其提供產品、服務或執行相關作業之全過程。

供應商除應遵循本準則外，亦應遵守其所在地及適用之相關法律、法規、主管機關要求，以及雙方契約約定之相關要求。

本準則各項要求應依供應商之業務性質、營運規模及實際作業情況適用；如特定要求與供應商實際業務或營運無直接相關，應依其實際情況合理適用，並應確保其他適用之要求持續符合。

如本準則與適用法令有不一致或衝突時，應以適用法令為準；如本準則、契約或其他適用要求所訂標準高於法令要求，供應商應依較高標準辦理。

### **Scope of Application and Legal Compliance**

This Code applies to suppliers, contractors, and service providers that have established business relationships with the Group, and covers the entire process of providing products, services, or performing related activities.

In addition to complying with this Code, suppliers shall comply with all applicable laws, regulations, and requirements of competent authorities in the jurisdictions where they operate, as well as relevant requirements agreed upon under contractual arrangements with the Group.

The requirements of this Code shall be applied in accordance with the supplier's nature of business, operational scale, and actual operating conditions. Where a specific requirement is not directly relevant to a supplier's business or operations, the requirement shall be applied as appropriate based on the supplier's actual circumstances, while ensuring that all other applicable requirements continue to be fulfilled.

In the event of any inconsistency or conflict between this Code and applicable laws or regulations, the applicable laws and regulations shall prevail. Where the standards stipulated in this Code, contractual arrangements, or other applicable requirements are higher than those required by law, the supplier shall comply with the higher standard.

## **第一章：商業道德與誠信經營**

### **Chapter 1: Business Ethics and Integrity**

#### **1.1 誠信經營與反貪腐**

供應商應秉持誠信及公平原則從事商業活動，嚴禁任何形式之貪污、賄賂、回扣、敲詐勒索、不當利益、利益輸送、挪用公款及舞弊行為，並應建立適當之內部控制與監督機制，以確保法令遵循及誠信經營之落實。

#### **1.1 Business Integrity and Anti-Corruption**

Suppliers shall conduct business activities with integrity and fairness. Any form of corruption, bribery, kickbacks, extortion, improper benefits, improper transfer of benefits, misappropriation of funds, or fraud is strictly prohibited.

Suppliers shall establish appropriate internal control and oversight mechanisms to ensure compliance with applicable laws and regulations and to promote integrity in business operations.

#### **1.2 資訊安全與智慧財產權**

供應商應尊重智慧財產權，並保護商業機密、技術文件、產品資料、客戶資訊及個人資料，

同時應建立適當之資訊安全管理機制，以防止資訊遭未授權存取、竄改、揭露、毀損或遺失。

### **1.2 Information Security and Intellectual Property Rights**

Suppliers shall respect intellectual property rights and protect trade secrets, technical documents, product information, customer information, and personal data.

Suppliers shall establish appropriate information security management mechanisms to prevent unauthorized access, alteration, disclosure, destruction, or loss of information.

### **1.3 隱私保護與資訊公開**

供應商應遵守相關隱私及個人資料保護法規，並應依法律規定及商業慣例，誠實揭露與勞工管理、職業安全衛生、環境管理、公司治理及營運績效有關之資訊，不得偽造、隱匿或提供誤導性資訊。

### **1.3 Privacy Protection and Information Disclosure**

Suppliers shall comply with applicable privacy and personal data protection laws and regulations and shall truthfully disclose information related to labor management, occupational health and safety, environmental management, corporate governance, and operational performance in accordance with legal requirements and accepted business practices.

Suppliers shall not falsify, conceal, or provide misleading information.

### **1.4 公平交易與利益衝突**

供應商應遵循公平交易原則，避免不正當競爭、利益衝突及其他可能影響商業決策公正性之行為。供應商與本集團往來時，應如實揭露可能影響雙方商業關係之利益衝突或疑似利益衝突情形。

#### **1.4 Fair Trade and Conflicts of Interest**

Suppliers shall follow the principles of fair competition and avoid unfair competition, conflicts of interest, and other conduct that may affect the fairness and impartiality of business decisions.

When conducting business with the Group, suppliers shall truthfully disclose any actual or suspected conflicts of interest that may affect the business relationship between the parties.

#### **1.5 檢舉與反報復**

供應商應提供適當之檢舉或申訴管道，並禁止因善意檢舉、申訴或配合調查而遭受報復。

#### **1.5 Reporting and Non-Retaliation**

Suppliers shall provide appropriate channels for reporting concerns or filing complaints and shall prohibit retaliation against any person who, in good faith, reports a concern, files a complaint, or cooperates with an investigation.

## **第二章：人權與勞工權益**

### **Chapter 2: Human Rights and Labor Rights**

#### **2.1 人權政策與管理**

供應商應尊重國際公認之人權原則，並遵守適用之人權及勞動相關法令，不得有侵害人權之行為。

供應商應依其營運規模及人權風險，逐步建立適當之人權管理、申訴、調查及補救機制。

#### **2.1 Human Rights Policy and Management**

Suppliers shall respect internationally recognized human rights principles and comply with applicable human rights and labor laws and regulations. Suppliers shall not engage in conduct that violates or infringes upon human rights.

According to their operating scale and human rights risks, suppliers shall progressively establish appropriate mechanisms for human rights management, grievance handling, investigation, and remediation.

## **2.2 禁用童工與保護未成年工**

供應商不得僱用未達所在地適用法令規定之最低合法就業年齡之童工。

如依法僱用未成年工，供應商應遵守所在地適用法令對未成年工之相關保護規定，不得安排其從事危險、有害健康或影響其教育及身心發展之工作。

## **2.2 Prohibition of Child Labor and Protection of Young Workers**

Suppliers shall not employ child labor below the minimum legal employment age prescribed by applicable laws and regulations in the locations where they operate.

Where young workers are legally employed, suppliers shall comply with applicable laws and regulations concerning the protection of young workers and shall not assign them to hazardous work, work that is harmful to their health, or work that may adversely affect their education or physical and mental development.

## **2.3 禁止強迫勞動**

供應商不得使用強迫勞動、債務勞役、人口販運或非自願勞動，所有工作均應基於員工自由意願，且員工應保有自由離職權利。

## **2.3 Prohibition of Forced Labor**

Suppliers shall not use forced labor, bonded labor, indentured labor, human trafficking, or involuntary labor.

All employment shall be based on the employee's free will, and employees shall have the right to terminate their employment in accordance with applicable laws and regulations.

## **2.4 工作時間**

供應商應遵守所在地工時法規，加班應基於自願原則，並確保員工享有合理休息及休假權利。

## **2.4 Working Hours**

Suppliers shall comply with applicable local working-hour regulations.

Overtime shall be based on voluntary participation, and suppliers shall ensure that employees are provided with reasonable rest periods and leave entitlements.

## **2.5 薪資與福利**

供應商支付之工資不得低於當地法定最低工資，並應依法提供相關福利及保險；本集團鼓勵供應商持續改善員工薪酬、福利及工作福祉。

## **2.5 Wages and Benefits**

Wages paid by suppliers shall not be lower than the applicable statutory minimum wage. Suppliers shall provide legally required benefits and insurance in accordance with applicable laws and regulations.

The Group encourages suppliers to continuously improve employee compensation, benefits, and workplace well-being.

## **2.6 反歧視、多元公平與共融 (DEI)**

供應商應建立多元、公平及共融之工作環境，不得因性別、年齡、國籍、種族、宗教、婚姻狀況、身心障礙、政治立場或其他受法律保護身分而有差別待遇，並應確保員工享有公平之聘僱、培訓、升遷及薪酬機會。

## **2.6 Anti-Discrimination, Diversity, Equity and Inclusion (DEI)**

Suppliers shall establish a diverse, equitable, and inclusive workplace.

Suppliers shall not discriminate against employees on the basis of gender, age, nationality, race, religion, marital status, disability, political views, or any other status protected by applicable laws and regulations.

Suppliers shall ensure that employees have fair opportunities in employment, training, promotion, and compensation.

## **2.7 無障礙與包容性職場**

供應商應依所在地法令及實際營運情況，持續改善無障礙及包容性工作環境，並於可行範圍內提供合理便利措施。

### **2.7 Accessibility and Inclusive Workplace**

Suppliers shall, in accordance with applicable local laws and regulations and actual operating conditions, continuously improve accessibility and inclusiveness in the workplace and provide reasonable accommodations where feasible.

## **2.8 人道待遇與自由結社**

供應商不得對員工施以體罰、威脅、騷擾、霸凌、侮辱、精神或身體虐待，並應尊重員工依法組織及參與工會或其他合法組織之權利。

### **2.8 Humane Treatment and Freedom of Association**

Suppliers shall not subject employees to corporal punishment, threats, harassment, bullying, humiliation, or mental or physical abuse.

Suppliers shall respect employees' legal rights to organize and participate in trade unions or other lawful organizations.

## **第三章：環境保護與綠色產品管理**

## Chapter 3: Environmental Protection and Green Product Management

### 3.1 環境法規遵循

供應商應遵守其營運活動所適用之環境法規，並依法取得及維持營運所需之環境許可、核准或相關證照。

本集團鼓勵供應商導入或取得 ISO 14001 或其他同等國際環境管理系統認證，或建立符合其管理精神之制度。

#### 3.1 Environmental Regulatory Compliance

Suppliers shall comply with environmental laws and regulations applicable to their operations and shall obtain and maintain all environmental permits, approvals, licenses, and other required authorizations in accordance with applicable laws and regulations.

The Group encourages suppliers to implement or obtain ISO 14001 or other equivalent internationally recognized environmental management system certifications, or to establish management systems consistent with the principles of such standards.

### 3.2 綠色產品與有害物質管理

供應商提供之產品、材料、零件及原料應符合適用法規及客戶要求，包括但不限於 RoHS、REACH 及客戶特殊環保要求，並應依本集團要求提供相關佐證文件。

#### 3.2 Green Products and Hazardous Substance Management

Products, materials, parts, and raw materials provided by suppliers shall comply with applicable laws, regulations, and customer requirements, including but not limited to RoHS, REACH, and customer-specific environmental requirements.

Suppliers shall provide relevant supporting documentation as required by the Group.

### 3.3 污染防治與有害廢棄物管理

供應商應依其營運活動及環境風險，遵守適用之環境法令，採取適當之污染預防及控制措施，並妥善管理其產生之廢水、廢氣、廢棄物及化學品，以降低對環境之衝擊；涉及相關管理活動者，應依適用法令建立必要之管理措施、執行監測並保存相關紀錄。

### 3.3 Pollution Prevention and Waste Management

According to their operating activities and environmental risks, suppliers shall comply with applicable environmental laws and regulations and adopt appropriate pollution prevention and control measures.

Suppliers shall properly manage wastewater, air emissions, waste, and chemicals generated from their operations in order to reduce environmental impacts.

Where applicable, suppliers shall establish necessary management measures, conduct required monitoring, and retain relevant records in accordance with applicable laws and regulations.

### 3.4 節能管理與溫室氣體減量

供應商應持續關注節能、水資源、廢棄物及溫室氣體管理，依其營運規模及實際情況，持續改善資源使用效率及降低對環境之影響。

本集團鼓勵供應商推動節能、節水、減廢及減碳措施，並逐步建立溫室氣體管理機制，包括 Scope 1、Scope 2 及必要時之 Scope 3 溫室氣體排放盤查及減碳目標。供應商亦應依本集團或客戶需求提供相關碳管理資訊。

### 3.4 Energy Efficiency and Greenhouse Gas Reduction

Suppliers shall continuously manage energy efficiency, water resources, waste, and greenhouse gas emissions and, according to their operating scale and actual circumstances, continuously improve resource-use efficiency and reduce environmental impacts.

The Group encourages suppliers to implement measures for energy saving, water conservation, waste reduction, and greenhouse gas reduction, and to progressively establish greenhouse gas management mechanisms, including, where applicable, inventories of Scope 1, Scope 2, and, where necessary, Scope 3 greenhouse gas emissions, as well as greenhouse gas reduction targets.

Suppliers shall also provide relevant carbon management information in accordance with the requirements of the Group or its customers.

### **3.5 責任礦物管理**

如供應商銷售之產品或材料涉及適用之責任礦物或高風險礦物，供應商應依本集團要求進行調查並提供相關資料，針對金（Au）、鉭（Ta）、錫（Sn）、鎢（W）、鈷（Co）、雲母（Mica）及其他高風險礦物進行管理，並配合提供 CMRT、EMRT、無衝突礦產宣告書及其他客戶要求文件。

### **3.5 Responsible Minerals Management**

Where products or materials supplied by suppliers involve applicable responsible minerals or high-risk minerals, suppliers shall conduct relevant investigations and provide information as required by the Group.

Suppliers shall manage gold (Au), tantalum (Ta), tin (Sn), tungsten (W), cobalt (Co), mica, and other high-risk minerals, and shall cooperate in providing CMRT, EMRT, conflict minerals declarations, and other documents required by customers.

## **第四章：職業健康與安全**

### **Chapter 4: Occupational Health and Safety**

#### **4.1 職業安全衛生管理**

供應商應依其營運規模、工作環境及職業安全衛生風險，建立適當之職業安全衛生管理措施，並持續改善工作場所之安全與健康條件。

本集團鼓勵供應商導入或取得 ISO 45001 或其他同等國際管理系統認證或符合其管理精神之制度。

#### **4.1 Occupational Health and Safety Management**

According to their operating scale, working environment, and occupational health and safety risks, suppliers shall establish appropriate occupational health and safety management measures and continuously improve workplace safety and health conditions.

The Group encourages suppliers to implement or obtain ISO 45001 or other equivalent internationally recognized occupational health and safety management system certifications, or to establish management systems consistent with the principles of such standards.

#### **4.2 工作場所安全**

供應商應依其工作場所及實際作業情況，識別及評估相關職業安全衛生風險，並採取適當之預防及防護措施，包括但不限於機械設備、電氣、化學品及火災等風險。

#### **4.2 Workplace Safety**

Suppliers shall identify and assess relevant occupational health and safety risks according to their workplaces and actual operations and shall adopt appropriate preventive and protective measures,

including but not limited to risks related to machinery and equipment, electrical systems, chemicals, and fire.

#### **4.3 化學品管理**

如涉及化學品之使用、儲存或運輸，供應商應依適用法令及作業風險進行管理，依法完成化學品標示，並配置最新版本之安全資料表（SDS）。

#### **4.3 Chemical Management**

Where chemicals are used, stored, or transported, suppliers shall manage them in accordance with applicable laws and regulations and operational risks.

Suppliers shall ensure that chemicals are properly labeled in accordance with applicable legal requirements and shall maintain the latest applicable Safety Data Sheets (SDS).

#### **4.4 緊急應變與事故管理**

供應商應依其營運規模、工作場所及潛在風險，建立適當之緊急應變計畫、災害應變程序及事故調查機制，並依實際需要定期進行演練及保存相關紀錄。

#### **4.4 Emergency Response and Incident Management**

According to their operating scale, workplaces, and potential risks, suppliers shall establish appropriate emergency response plans, disaster response procedures, and incident investigation mechanisms.

Suppliers shall conduct drills periodically or as necessary based on actual operational needs and shall retain relevant records.

#### **4.5 員工健康管理**

供應商應依工作場所之職業安全衛生風險，提供必要之健康管理措施及適當之個人防護設備（PPE），並依適用法令及作業需求，提供必要之教育訓練及使用指導。

#### **4.5 Employee Health Management**

According to occupational health and safety risks in the workplace, suppliers shall provide necessary health management measures and appropriate personal protective equipment (PPE).

Suppliers shall provide necessary training and instructions on the proper use of PPE and other safety measures in accordance with applicable laws and regulations and operational requirements.

### **第五章：供應鏈管理與遵循**

## **Chapter 5: Supply Chain Management and Compliance**

#### **5.1 供應鏈延伸管理**

供應商應依其營運規模、風險程度及本集團要求，將本準則相關要求傳達至主要供應商及外包合作夥伴，並適當監督其遵循情形，共同推動永續供應鏈管理。

#### **5.1 Supply Chain Management and Requirement Cascade**

According to their operating scale, risk level, and the requirements of the Group, suppliers shall communicate the relevant requirements of this Code to their major suppliers and outsourced business partners and appropriately monitor their compliance.

Suppliers are encouraged to work together with their supply chain partners to promote sustainable supply chain management.

#### **5.2 稽核與監督**

本集團保留對供應商執行文件審查、遠端稽核、現場稽核或第三方查核之權利，供應商應予以配合。

#### **5.2 Audit and Supervision**

The Group reserves the right to conduct document reviews, remote audits, on-site audits, or third-party assessments of suppliers.

Suppliers shall cooperate with such reviews, audits, and assessments as required by the Group.

### **5.3 改善措施**

供應商如違反本準則，應於接獲本集團通知後，依指定時程提出改善計畫、改善時程。

#### **5.3 Corrective Measures**

If a supplier violates this Code, the supplier shall, upon receiving notification from the Group, submit a corrective action plan and implementation timeline as required by the Group.

### **5.4 違規處置**

如因供應商違反適用法令或本準則而造成損害，供應商應依相關法令及雙方契約約定承擔相應責任。

#### **5.4 Handling of Violations**

If a supplier causes damage as a result of violating applicable laws and regulations or this Code, the supplier shall bear the corresponding responsibilities in accordance with applicable laws and regulations and the contractual agreements between the parties.

### **5.5 暫停或終止合作**

若供應商發生重大違規、拒絕改善或持續未符本準則要求，本集團得視違規情節及改善狀況，採取減少訂單、限制或暫停新專案報價及導入、暫停合作或取消合格供應商資格等措施。

#### **5.5 Suspension or Termination of Cooperation**

If a supplier commits a material violation, refuses to make improvements, or continuously fails to meet the requirements of this Code, the Group may, depending on the nature and severity of the violation and the supplier's improvement status, take measures including reducing orders, restricting or suspending quotations for new projects or new project introduction, suspending cooperation, or revoking the supplier's qualified supplier status.

## **第六章：管理系統與持續改善**

### **Chapter 6: Management Systems and Continuous Improvement**

#### **6.1 管理承諾**

供應商應建立與本準則相關之管理制度，並由適當管理階層負責推動、監督。

#### **6.1 Management Commitment**

Suppliers shall establish management systems related to this Code, with appropriate management personnel responsible for their implementation, oversight, and promotion.

#### **6.2 法規與客戶要求管理**

供應商應建立機制，以識別並遵循適用之法律法規、客戶要求及本準則要求。

#### **6.2 Management of Laws, Regulations, and Customer Requirements**

Suppliers shall establish mechanisms to identify and comply with applicable laws and regulations, customer requirements, and the requirements of this Code.

#### **6.3 風險評估與管理**

供應商應定期評估人權、勞工、環境、安全、商業倫理及供應鏈相關風險，並建立相應改善措施。

#### **6.3 Risk Assessment and Management**

Suppliers shall regularly assess risks related to human rights, labor, the environment, occupational health and safety, business ethics, and the supply chain, and shall establish appropriate measures for improvement.

#### **6.4 教育訓練**

供應商應定期向員工提供相關教育訓練，以確保本準則有效執行。

#### **6.4 Training and Education**

Suppliers shall regularly provide relevant training and education to employees to ensure the effective implementation of this Code.

#### **6.5 持續改善**

供應商應建立績效目標及追蹤機制，持續提升永續管理績效。

#### **6.5 Continuous Improvement**

Suppliers shall establish performance objectives and tracking mechanisms and continuously improve their sustainability management performance.

### **供應商簽署承諾書**

#### **Supplier Commitment Letter**

本公司確認已閱讀並理解《聯嘉光電集團供應商行為準則》（以下簡稱「本準則」）之內容，並承諾遵循本準則及適用之法律、法規與主管機關要求。

本公司承諾依本準則之要求，持續落實商業道德、人權與勞工權益、環境保護、職業安全衛生及供應鏈管理等相關要求，並配合本集團進行必要之評估、稽核及改善。

如本公司於簽署本承諾書時，對本準則「部分要求尚未完全符合」，將主動揭露相關情況，並依本集團要求提出改善計畫及預計完成時程，經雙方確認後持續改善。

本公司如發生重大違反本準則或適用法令之情形，或未依約定期限進行改善，本集團得依本準則及雙方契約約定採取相關處置措施。

本承諾書之簽署，不影響本公司依適用法令及雙方契約所應負之責任。

The Company confirms that it has read and understood the contents of the **EOI Group Supplier Code of Conduct** (hereinafter referred to as the “Code”) and undertakes to comply with this Code and all applicable laws, regulations, and requirements of competent authorities.

The Company undertakes to continuously implement the requirements related to business ethics, human rights and labor rights, environmental protection, occupational health and safety, and supply chain management in accordance with this Code, and to cooperate with the Group in necessary assessments, audits, and improvement activities.

If, at the time of signing this Commitment Letter, the Company does not yet fully comply with certain requirements of this Code, the Company shall proactively disclose the relevant circumstances and, as required by the Group, submit an improvement plan and expected completion schedule. The Company shall continue to make improvements after the plan and schedule have been confirmed by both parties.

If the Company materially violates this Code or applicable laws and regulations, or fails to make improvements within the agreed timeframe, the Group may take appropriate measures in accordance with this Code and the contractual agreements between the parties.

The signing of this Commitment Letter does not affect any responsibilities that the Company is required to bear under applicable laws and regulations or the contractual agreements between the parties.

供應商名稱 / Supplier Name: \_\_\_\_\_

負責人簽章 / Signature/Seal of Responsible Person: \_\_\_\_\_

公司蓋章 / Company Seal: \_\_\_\_\_

填寫與簽署日期 / Date of Completion and Signature: \_\_\_\_\_



