



# 東元電機人權政策

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## 目的與範疇

東元電機深信尊重人權與打造有尊嚴的工作環境至關重要，深知自身營運活動對社會與環境的廣泛影響，並體認到企業在全球價值鏈中應承擔尊重人權的責任。此政策為本公司落實人權保障之最高指導原則，引導所有業務決策與日常營運。

本政策適用於東元所有部門、利害關係人及供應鏈和合作夥伴的每一個人，包含但不限於自有營運正式員工、契約員工在內所有同仁，以及供應商、承包商、新業務關係(合併、收購、合資企業)、客戶、當地社區等合作夥伴，冀望其均能獲得平等、尊嚴的對待，並共同遵循國際公認的人權標準，進而與本公司攜手共創負責任之價值鏈。

## 人權承諾

本公司承諾支持國際公認之人權標準，包括但不限於《世界人權宣言》、《聯合國工商企業與人權指導原則》、《聯合國全球盟約十項原則》、《經濟社會文化權利國際公約》以及國際勞工組織之核心勞動標準等國際人權準則及規範，同時恪守全球各營運據點所在地法規，平等對待並尊重所有人員，並訂定《東元電機人權政策》。我們將特別關注以下人權領域：

- 投資  
於重要投資協定中進行人權審查及載入人權條款。
- 公平不歧視  
推動性別平等，嚴禁工作場所中任何性騷擾與歧視之行為，且不以種族、膚色、國籍、性別、年齡、婚姻狀態與家庭狀況、身心殘障或懷孕，以及政治立場或宗教信仰作為員工任用、考核及升遷的標準，確保工作機會均等。
- 營造良好的勞資關係  
提供多元、開放的溝通管道，致力促進勞資雙方之和諧，並營造良好的勞資關係。
- 禁用童工  
僱用標準應符合當地法規中最低年齡之限制。

- 禁止強迫及強制勞動

本公司不接受亦不容許任何形式之強迫勞動、奴役或人口販運行為，包括以威脅、脅迫、詐欺，或向任何人支付款項以達控制目的之方式，進行人員之運送、轉移、藏匿、僱用或聘用。本公司嚴格禁止員工、供應商及其他商業合作夥伴從事任何前述行為。

- 工時

工時規範依循當地法定規定，並依據相關法令設定每日與每週的最大工作時數上限，此外公司設有加班監控機制，並提供有薪年假、病假、產假等法定假期，保障員工身心健康並避免與減少加班與過度工作時間。

- 薪酬公平與生活工資保障

提供員工符合當地規範的基本工資與相關福利，並致力於支付生活工資，確保員工及其家庭的基本生活需求獲得滿足。我們亦承諾落實同工同酬原則，確保男女同工同酬。公司亦定期檢視薪酬結構，以維持公平、尊嚴且具包容性的待遇。

- 建立安全與健康的工作環境

提供安全及健康的工作環境，承諾依據適用的安全與健康法規，並透過防範措施的執行，不僅盡量減少發生與工作相關傷病，更進一步營造健康、安全且互相尊重的工作環境，並致力使員工維持身心健康及工作生活平衡。

- 集會結社

尊重員工自由選擇是否加入或組織工會的權利，以及從事集體談判的權利。我們承諾不對參與合法集會結社活動的員工進行歧視或報復。

## 管理方針

- 人權治理架構

由人力資源、採購、法務、ESG、安衛、營運、資訊安全等相關部門偕同，實施各項人權盡職調查，確保公司在日常營運中落實人權原則。人力資源單位負責人權政策擬定及員工管理作為與執行，ESG推動辦公室負責彙整人權盡職調查實施結果，並於永續報告書中揭露。

- 負面影響辨識與評估

人權盡職調查係透過系統性流程辨視並評估自身營運及全球價值鏈中實際與潛在的人權風險，並根據風險的潛在負面影響的「發生可能性」及「影響程度/範圍等」進行優先排序。負面影響評估結果將受定期審查，並依據內外部環境變化進行調整，

以確保負面影響管理的時效性與全面性。

- 供應商

針對新供應商做人權評估以做為篩選供應商標準之一，並致力於從供應鏈中消除人口販運和強迫勞動，包括我們的臨時工作力，且尊重所有移工及其家庭成員權利。確保所有供應商遵循本公司的《供應商行為準則》以避免造成負面人權影響。

- 教育訓練

定期為所有員工提供人權相關的教育訓練，提升員工的人權意識與辨識、應對負面影響的能力。

- 申訴管道

為達到充分溝通及有效解決人權問題之目的，本公司設有下列意見諮詢與申訴管道，讓員工、供應商、合作夥伴及其他利害關係人得以確保所有因本公司活動或商業關係而遭受負面人權影響的個人或群體，能夠安全、保密且無懼報復地提出申訴，並獲得即時的處理及回覆。

- 人權問題申訴信箱：[HRP@teco.com.tw](mailto:HRP@teco.com.tw)

- 防止舞弊及違反從業道德檢舉信箱：[HRI@teco.com.tw](mailto:HRI@teco.com.tw)

- 違規處理及補救機制

若員工有任何侵害或違反人權、行為準則或誠信經營守則之行為，經調查屬實，應視情節輕重給予適當懲處，如申誡、記過、記大過、終止勞動契約等，另前項懲處應給予追蹤考核及監督，避免相同事件發生。當合作夥伴有任何侵害或違反人權、行為準則或誠信經營守則之行為，經本公司勸導後仍未改善或屬情節嚴重，則隨時中止業務往來。

若本公司經確認造成或助長了負面人權影響，應及時啟動補救機制，提供或配合相關利害關係人提供適當的補救措施。

- 溝通與資訊揭露

本公司將保持高度透明，定期透過永續報告書或公司官方網站，向所有利害關係人公開揭露人權落實的進展與績效。本公司鼓勵與利害關係人進行建設性對話，以持續改進人權實踐。

## 施行與修正

本政策經報請董事長核准同意後施行，修正時亦同。

# TECO Human Rights Policy

*Amended on June 11, 2026*

## **Purpose and Scope**

TECO firmly believes that respecting human rights and creating a dignified work environment are of paramount importance. TECO is deeply aware of the broad impact of its business operations on society and the environment, and recognizes the corporate responsibility to respect human rights across the global value chain. This policy serves as the highest guiding principle for the Company's implementation of human rights protection, guiding all business decisions and daily operations.

This policy applies to all departments of TECO, stakeholders, and individuals across the supply chain and business partners. This includes, but is not limited to, all colleagues such as permanent and contract employees within our own operations, as well as suppliers, contractors, new business relationships (mergers, acquisitions, joint ventures), customers, local communities, and other partners, ensuring that everyone is treated with equality and dignity, jointly follows internationally recognized human rights standards and works hand-in-hand to create a responsible value chain.

## **Human Rights Commitment**

TECO commits to supporting internationally recognized human rights standards, including but not limited to, The UN Universal Declaration of Human Rights, The UN Guiding Principles on Business and Human Rights (UNGPs), The Ten Principles of The UN Global Compact, The International Covenant on Economic, Social and Cultural Rights (ICESCR), and the core labor standards of The International Labour Organization (ILO) Conventions. Concurrently, we strictly comply with the local regulations of all operating locations worldwide, treating all personnel equally and with respect. We will pay special attention to the following areas of human rights:

### **• Investment**

We will review human rights issues and invoke human rights clauses in all major investment agreements.

### **• Fairness and non-discrimination**

We promote gender equality, so any discriminatory behavior or sexual harassment is strictly prohibited in the workplace. Race, nationality, gender, age, marital status and family status, disability or pregnancy, political affiliation or religious belief shall not be criteria used for deciding employment, employee performance assessment and promotion, thereby ensuring equal employment opportunities.

### **• Creating good employee relations**

We provide diversified and open communication channels to promote harmony between employers and employees, and to foster good labor relations.

### **• No child labor**

We support, follow, and comply with child labor laws across our operations and value chain. Employment standards meet the minimum age limits according to local regulations.

- **Prohibit compulsory and forced labor**

We do not accept nor condone any type of forced labor, slavery, or human trafficking, including the transportation, transfer, harboring, employment, or hiring of people by means of threats, coercion, fraud, or paying anyone for the purpose of control. We strictly prohibit our employees, suppliers, and other business partners from engaging in any such activities.

- **Working hours**

Working hours are regulated in accordance with local labor laws. TECO sets daily and weekly maximum working hours based on applicable legal requirements. An overtime monitoring mechanism is in place to prevent excessive working hours. In addition, the company provides paid annual leave, sick leave, maternity leave, and other statutory holidays to safeguard employees' physical and mental well-being, support work-life balance, and reduce health risks related to overwork and excessive working hours.

- **Salary Fairness and Living Wage Protection**

Employees are compensated with salaries and benefits that meet or exceed local legal minimums. We aim to provide a living wage that supports the basic needs of employees and their families, and we are committed to the principle of equal pay for equal work, ensuring that all genders are treated equally. We also regularly review the compensation structure to maintain fair, dignified, and inclusive treatment.

- **Create a safe and healthy work environment**

We provide a safe and healthy work environment and commit to complying with applicable safety and health regulations. Through the implementation of preventive measures, we aim to not only minimize the occurrence of work-related injuries and illnesses, but also further foster a healthy, safe, and mutually respectful work environment, striving to maintain employees' physical and mental well-being and support work-life balance.

- **Freedom of Association**

We respect our employees' right to freely choose whether to join or organize trade unions, as well as their right to engage in collective bargaining. We commit not to discriminate against or retaliate against employees who participate in lawful freedom of association activities.

## **Management Approach**

- **Human Rights Governance Framework**

Coordinated by relevant departments including Human Resources, Procurement, Legal, ESG, Occupational Safety and Health, Operations, and Information Security, the Company implements various human rights due diligence processes to ensure the integration of human rights principles into daily operations. The Human Resources unit is responsible for drafting the human rights policy and executing employee management actions, while the ESG Office is responsible for consolidating the results of human rights due diligence and disclosing them in the Sustainability Report.

- **Identification and Assessment of Adverse Impacts**

Human rights due diligence identifies and assesses actual and potential human rights risks within our own operations and global value chains through a systematic process. Risks are prioritized based on the "likelihood of occurrence" and the "severity/scope of impact" of their potential adverse effects. The results of the adverse impact assessment are reviewed periodically and adjusted in response to internal and external environmental changes to ensure the timeliness and comprehensiveness of adverse impact management.

- **Suppliers**

We conduct human rights assessments for new suppliers as one of the criteria for

selecting suppliers, and are committed to eliminating human trafficking and forced labor from our supply chain, including our temporary workforce, while respecting the rights of all migrant workers and their family members. We ensure that all suppliers comply with the Company's *Supplier Code of Conduct* to avoid causing adverse human rights impacts.

- **Training**

We regularly provide human rights-related training to all employees to enhance their awareness of human rights and their capability to identify and respond to adverse impacts.

## **Grievance Mechanism**

In order to achieve the purposes of sufficient communication and effective resolution of human rights issues, we establish the following consultation and grievance channels. These ensure that any individual or group who suffers adverse human rights impacts due to the Company's activities or business relationships can safely, confidentially, and without fear of retaliation submit grievances and receive timely handling and responses.

- Human rights violations and service email: [HRP@teco.com.tw](mailto:HRP@teco.com.tw)
- Fraud prevention and reporting of ethics violations email: [HRI@teco.com.tw](mailto:HRI@teco.com.tw)

## **Disciplinary Actions and Remediation Mechanism**

We have zero tolerance for any violation of human rights or the Code of Conduct. If it is proven true after investigation, appropriate disciplinary actions shall be imposed depending on the severity, such as warnings, suspension, or termination. Furthermore, follow-up evaluations and supervision shall be conducted for the aforementioned disciplinary actions to prevent recurrence. For external partners, failure to improve after being notified or if the violation is severe may lead to termination of the business relationship.

If we are confirmed to have caused or contributed to adverse human rights impacts, a remediation mechanism shall be initiated in a timely manner to provide or cooperate with relevant stakeholders to provide appropriate remedies.

## **Communication and Disclosure**

We will maintain high transparency, periodically disclosing progress and performance regarding human rights implementation to all stakeholders through the Sustainability Report or the official corporate website. The Company encourages constructive dialogue with stakeholders to continuously improve human rights practices.

## **Implementation and Amendment**

This policy shall be implemented upon submission to and approval of the Chairman, and the same shall apply to any subsequent amendments.