

## 目的

東元電機尊重並支持《聯合國世界人權宣言》、《聯合國全球盟約》與《國際勞工組織公約》之勞動標準，並致力確保東元、利害關係人及供應鏈和合作夥伴的每一個人，包含但不限自有營運正式員工、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，均能獲得平等、尊嚴的對待。我們的人權政策宣言如下：

- 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

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、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

尊重員工意願，禁止任何形式之強迫與強制勞動。

- 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，並提供有薪年假等法定假期，保障員工身心健康、工作生活平衡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。

- 教育訓練

使員工、保全人員定期接受營運相關人權政策的訓練。

- 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。

- 員工權益溝通管道暢通

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向東元回饋意見或舉報疑似違規行為。

- 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)

- 重大違規處理

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。

### **Purpose**

TECO endeavors to ensure each employee is treated fairly and decently. TECO respects and encourages implementation of the labor standards of The UN Universal Declaration of Human Rights, The UN Global Compact, and The International Labour Organization Conventions. The following are TECO's declarations on its human rights policy:

### **Investment**

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

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

Any discriminatory behavior and sexual harassment is strictly prohibited in the workplace. Race, color, 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.

### **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 aspect of forced or compulsory labor. We strictly prohibit our employees, suppliers and other business partners from engaging in human trafficking-related 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 and other statutory holidays to safeguard employees' physical and mental well-being, support work-life balance, and reduce health risks related to overwork.

**Meet basic salary requirement**

Employees are compensated with salaries and benefits that meet or exceed legal minimums. We aim to provide a living wage that supports the basic needs of employees and their families. and 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 all employees a workplace and work environment that is clean, orderly and safe, that is in full compliance with applicable workplace safety and industrial hygiene standards as mandated by law.

**Training**

Our employees are provided with training in relevant human rights policies

**Suppliers**

We conduct human rights assessments for new suppliers as one of the criteria for selecting suppliers. We expect our suppliers to share our commitment to respect human rights. We are also establishing due diligence processes to assess and monitor compliance of our suppliers.

**Unobstructed communication channels of employees' rights**

In order to achieve the purposes of sufficient communication and effective resolution of human rights issues, we set up the below email addresses for feedback:

- 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 for Human Rights Violations**

We have zero tolerance for any violation of human rights or the Code of Conduct. Disciplinary actions may include warnings, suspension, or termination, depending on the severity. We also conduct follow-up reviews to prevent recurrence. For external partners, failure to improve after being notified may lead to termination of the business relationship.