

劍麟股份有限公司

移工招聘零付費政策

(No Recruitment Fee Policy for Migrant Workers)

1. 目的 (Purpose)

為落實企業社會責任並保障移工人權，本公司承諾於移工之所有招聘、引進與僱用過程中，全面遵循「零付費」原則：任何移工於受聘過程中，無論係跨境招聘或在臺合法轉換雇主，均不得被要求支付任何形式之招聘相關費用或成本。

To uphold corporate social responsibility and protect the human rights of **migrant workers**, the Company commits to the principle of “No Recruitment Fee” throughout all migrant worker recruitment, hiring, and employment processes.

No migrant worker, whether recruited cross-border or legally transferred within Taiwan, shall be required to pay any recruitment-related fees or costs.

2. 政策聲明 (Policy Statement)

本公司所聘僱之移工，不得因取得工作機會而支付任何費用。

與移工招聘、引進及報到相關之所有費用，均應由本公司全額負擔。

本政策僅適用於本公司直接聘僱之移工，不適用於供應鏈、外包商或其他第三方之勞動關係。

No migrant worker shall pay for a job at the Company.

All costs related to the recruitment, hiring, and onboarding of migrant workers shall be fully borne by the Company.

This policy applies only to migrant workers directly employed by the Company and does not extend to suppliers, contractors, or other third parties.

3. 涵蓋範圍 (Scope of Costs Covered)

以下費用不得由移工承擔：

招聘費用 (如國外或國內仲介費、介紹費、服務費) ,

體檢、健康檢查及依法或公司要求之必要檢驗費用 ,

就業安定費、保險費或依法須由雇主負擔之相關基金費用 ,

技能測試、語言測驗或甄選相關費用 ,

職前訓練、說明會及報到相關費用 ,

制服、個人防護裝備及工作所需之必要工具 ,

因招聘、入境、報到或公司強制要求所產生之行政、簽證、交通與住宿費用。

說明：

- 移工於招聘、引進、報到期間，或因公司指定住宿而必須支付之住宿費用，應由公司負擔。
- 移工正式到職後之日常住宿安排，依法或契約另有約定者從其約定；未另約定者，原則上由移工自行負擔。

The following costs must not be charged to migrant workers:

Recruitment and placement fees (including overseas or domestic agency fees and service charges).

Medical examinations and mandatory health checks.

Employer-borne employment stabilization fees, insurance, or legally required funds.

Skills, language, or selection testing fees.

Pre-employment training, briefings, and onboarding costs.

Uniforms, personal protective equipment, and required tools.

Administrative, visa, transportation, and accommodation costs incurred during recruitment, entry, onboarding, or when accommodation is required by the Company.

Clarification:

- Accommodation costs incurred during recruitment, entry, or onboarding, or when migrant workers are required by the Company to stay in designated housing, shall be borne by the Company.
- After employment has commenced, daily accommodation arrangements shall follow applicable laws or contractual agreements; otherwise, they are generally at the worker's expense.

4. 勞動契約 (Employment Contracts)

移工須於實際到職前，取得以其可理解語言撰寫之書面勞動契約。

契約內容應如實反映實際聘僱條件，不得有誤導、隱匿或不實記載。

勞動契約須由移工人與公司直接簽署。

Migrant workers shall receive a written employment contract, in a language they understand, prior to commencing work.

The contract shall accurately reflect actual employment conditions and shall not contain misleading or hidden terms.

The employment contract must be directly signed by the migrant worker and the Company.

5. 身分證件 (Identity Documents)

本公司不會收取、扣留或代為保管移工之護照、居留證或其他身分證件。

所有身分證件及個人物品，均由移工自行保管與支配。

The Company shall not retain, withhold, or control migrant workers' passports, residence permits, or identity documents.

All personal documents and belongings remain under the migrant workers' control.

6. 行動自由 (Freedom of Movement)

移工在合法範圍內享有行動自由。

公司不會不當限制移工進出工作場所或宿舍。

Migrant workers shall enjoy freedom of movement within the boundaries of applicable laws.

The Company shall not improperly restrict migrant workers' access to or from workplaces or accommodations.

7. 補救措施 (Remediation)

如經查證，現職移工於其招聘、引進或報到過程中，曾支付依法或依本政策不應由其承擔之招聘相關費用，本公司承諾依實際查證結果，及時全額退還該等費用。

本公司設有申訴與通報管道，現職移工得以具名或匿名方式提出申訴，並受保護免於任何形式之報復或不利處分。

If it is verified that a currently employed migrant worker has paid recruitment-related fees that should not have been borne by the worker under applicable laws or this policy, the Company commits to promptly and fully reimburse such fees based on verified facts.

A grievance mechanism is in place, allowing currently employed migrant workers to raise concerns anonymously or openly, without fear of retaliation or adverse treatment.

8. 執行 (Implementation)

本政策由人資部門負責推行與監督。

政策內容將於移工報到、教育訓練及相關宣導活動中明確說明。

The Human Resources Department shall be responsible for implementing and monitoring this policy. The policy shall be clearly communicated during migrant worker onboarding and related training sessions.

9. 生效日期 (Effective Date)

本政策自 2026 年 1 月 1 日 起正式生效，適用於本公司所有新聘移工。

This policy shall take effect on January 1, 2026, and shall apply to all newly hired migrant workers of the Company.