

供應商道德行為準則

The Supplier Code of Ethical Conduct

本公司瞭解並同意：劍麟股份有限公司(以下簡稱劍麟)「供應商道德行為準則」(以下簡稱本準則)，乃供應鏈夥伴與劍麟進行商業合作時應遵守之標準。供應商對本準則的遵守情形，將列入劍麟實施採購決策之必要考量因素。

We understand and agree that the “Supplier Code of Ethical Conduct” (hereinafter referred to as “this Code”) of IRON FORCE INDUSTRIAL CO., LTD. (hereinafter referred to as “IRON FORCE”) sets forth standards that supply chain partners must abide by when engaging in business with IRON FORCE. Supplier compliance with this Code will be a necessary consideration in IRON FORCE’s procurement decisions.

本準則參照負責任商業聯盟行為準則(RBA Code of Conduct)、國際勞工組織《工作基本原則與權利宣言》(Declaration of Fundamental Principles and Rights at Work)和《世界人權宣言》(UN Universal Declaration of Human Rights)等國際公認標準所訂定，包括：勞工、健康與安全、環境保護、道德規範及管理制度。

This Code is formulated with reference to internationally recognized standards such as the Responsible Business Alliance (RBA) Code of Conduct, the ILO Declaration of Fundamental Principles and Rights at Work, and the UN Universal Declaration of Human Rights, covering labor, health & safety, environmental protection, ethical norms, and management systems.

第一條 勞工 Labor

供應商應根據國際公認準則，承諾尊重勞工(包括正式員工、臨時工、移民工、學生、合約勞工、直接僱員以及任何其他類型的勞工)

並維護其人權。供應商應符合以下項目要求：

Suppliers shall, in accordance with internationally recognized standards, commit to respecting labor (including permanent, temporary, migrant, student, contract, directly employed, or any other type of workers) and uphold their human rights. Suppliers shall comply with the following requirements :

- 一、自由就業：禁止使用強迫、非自願或剝削性監獄勞工、奴役或販賣的人口。

Freely Chosen Employment : The use of forced, involuntary, or exploitative prison labor, slavery, or human trafficking is prohibited.

- 二、青年勞工：不得僱用童工。所謂「童工」係指 15 歲以下或該國家/地區最低就業年齡的人士，但符合法規的職場學習或建教合作計劃不在此列。未滿 18 歲的勞工不得從事可能危及其健康安全的工作。

Young Workers : Child labor is not permitted. A “child” refers to someone under 15 years of age, or under the minimum legal working age in that country/region, whichever is higher. Legally sanctioned apprenticeships or vocational training programs are exempt. Workers under 18 must not perform tasks that could jeopardize their health or safety.

- 三、工時：工時不應超過當地法律規定上限，員工於工作後得自由離開工作場所。

Working Hours : Working hours should not exceed the maximum set by local law, and workers shall be free to leave the workplace once their shifts are completed.

- 四、薪資與福利：支付給勞工的薪資應符合當地法律，並禁止以扣除薪資作為處分手段。薪資給付須提供相關單據，證實支付給勞工的薪酬金額無誤。

Wages and Benefits : The wages paid to workers must comply with local law, and deduction of wages as a disciplinary measure is



prohibited. Payroll records or related documentation must be provided to verify that workers receive correct compensation.

- 五、人道的待遇：應避免不人道地對待員工，也不得威脅員工將進行任何此類之行為。相關紀律政策及處理程序必須有清楚明白的定義，並向員工清楚地傳達。

Humane Treatment : Workers must not be treated inhumanely or threatened with such treatment. Disciplinary policies and procedures must be clearly defined and effectively communicated to employees.

- 六、不歧視：應承諾員工免受騷擾及非法歧視。公司不得因身體的特徵、年齡、性別、性傾向、種族、懷孕、信仰、政治立場等在招聘過程及實際工作中歧視員工。此外，不得讓員工或準員工接受帶有歧視性的醫學檢驗或身體檢查。

Non-Discrimination : Commit to ensuring that employees are free from harassment and unlawful discrimination. The company must not discriminate against individuals during recruitment or employment based on physical characteristics, age, gender, sexual orientation, race, pregnancy, religion, political beliefs, etc. Moreover, discriminatory medical or physical examinations for current or prospective employees are prohibited.

- 七、自由結社：應尊重所有員工組織和參與工會、集體談判和參加和平集會的權利，同時也應尊重員工不參與這類活動的權利。

Freedom of Association : All employees' rights to form or join trade unions, engage in collective bargaining, and participate in peaceful assemblies should be respected. The rights of employees to abstain from such activities should also be respected.

第二條 健康與安全 Health and Safety

供應商應了解，除致力減少發生與工作相關的傷病之外，安全健康的工作環境有助提高產品品質及員工士氣，也應認知持續收集員工回饋的意見和投入員工教育，是辨識和解決工作場所內健康與安全問題的關鍵。

供應商應符合以下項目要求：

Suppliers should recognize that beyond efforts to reduce workplace-related injuries and illnesses, a safe and healthy work



environment also contributes to improved product quality and employee morale. Continuous collection of employee feedback and investment in employee training are key to identifying and addressing health and safety issues in the workplace.

Suppliers must comply with the following requirements:

- 一、職業安全：應透過適當的設計、工程和行政管理、防護保養、安全操作程序和持續性的安全知識教育，來識別和評估以及控制工作場所的安全隱患。若無法透過上述方法完全控制危險源，應使員工充分了解這些危險事故和相關風險，並為員工提供適當且有效的個人防護裝備。對於懷孕的婦女/哺乳期女性，亦須採取合理的母性關懷措施。

Occupational Safety : Workplace hazards should be identified, assessed, and controlled through appropriate design, engineering and administrative controls, protective maintenance, safe operating procedures, and ongoing safety training. If complete control over hazards is not feasible, employees must be informed about these risks and provided with suitable and effective personal protective equipment. Reasonable maternity care measures should be implemented for pregnant or breastfeeding women.

- 二、緊急應變：應確認和評估潛在的緊急情況和事件，並透過實施緊急應變程序來將影響降到最低。這些程序應著重於盡量減低對生命、環境和財產的危害。

Emergency Preparedness : Potential emergency situations and events should be identified and assessed, and emergency response procedures implemented to minimize the impact. These procedures should focus on reducing harm to life, the environment, and property as much as possible.

- 三、工傷和職業病：應透過適當設計、工程和行政管制體系來預防、管理、追蹤、通報工傷和職業病，並杜絕類似案例再發及協助員工返回職場。

Occupational Injury and Disease : Systems incorporating appropriate design, engineering, and administrative controls must be in place to prevent, manage, track, and report work-related injuries and



occupational diseases, prevent recurrence of similar cases, and assist employees returning to the workplace.

- 四、工業衛生：應根據管控層級識別、評估並控制因接觸到化學、生物以及物理危害因子給員工帶來的影響，並透過設計、工程和行政控制消除或控制潛在危險。如無法完全有效預防危害，應為員工提供適當且有效的個人防護裝備。

Industrial Hygiene : The impact of exposure to chemical, biological, and physical hazards should be identified, assessed, and controlled according to the hierarchy of controls. Where elimination or full prevention is not feasible, appropriate and effective personal protective equipment must be provided to employees.

- 五、體力勞動工作：應識別、評估並控制從事體力勞動工作所帶來影響。

Physical Labor Work: The impacts of performing physically demanding labor should be identified, assessed, and controlled.

- 六、機器防護：應評估生產設備或其他類型機器的安全隱患，並提供實體防護、連鎖裝置及屏障。

Machine Safeguarding : Safety hazards associated with production equipment or other types of machinery should be evaluated, and physical guards, interlocks, and barriers must be provided.

- 七、公共衛生和食宿：應為員工提供乾淨的衛生設施、乾淨飲用水、以及衛生的煮食用具、食物儲存設施和餐具。宿舍應符合當地消防安全法規，並提供獨立安全的場所以儲存個人和貴重物品。

Public Health and Housing : Suppliers shall provide workers with clean sanitary facilities, safe drinking water, and sanitary cooking utensils, food storage facilities, and eating utensils. Dormitories shall comply with local fire safety regulations and provide secure, personal storage for workers' belongings and valuables.



- 八、健康與安全溝通：應以員工母語或其能夠明白的語言，提供適當的職業健康和 safety 資料和訓練，或將資料放在員工可識別和易於接觸的位置，並提供定期訓練。

Health and Safety Communication : Health and safety-related information and training shall be provided in the employees' native language or a language they can understand. Such information shall also be posted in a recognizable and easily accessible location. Regular training shall be conducted.

第三條 環境 Environmental Protection

供應商在製造產品過程中，應盡量減少對社區、環境和自然資源造成不良影響，同時保障公眾健康和 safety，並符合相關法令。供應商應符合以下項目要求：

In manufacturing products, suppliers shall minimize adverse effects on the community, environment, and natural resources, while protecting public health and safety and complying with applicable regulations. Suppliers shall comply with the following requirements:

- 一、環境許可和報告：應取得必要之相關環境許可證照、核准和登記文件，並遵守操作和報告的相關要求。

Environmental Permits and Reporting : Suppliers shall obtain all required environmental permits, approvals, and registrations, and comply with all related operational and reporting requirements.

- 二、預防污染和節約資源：應在源頭或過程中減少排放污染物以及產生廢物，同時節約自然資源的消耗。

Pollution Prevention and Resource Conservation : Suppliers shall reduce emissions and waste at the source or during operations and conserve the use of natural resources.

- 三、有害物質：應識別、標示和管理對人類或環境有害的化學及其他物質，確保其得以被安全地處理。

Hazardous Substances : Suppliers shall identify, label, and manage chemicals and other hazardous materials that may pose a risk to humans or the environment and ensure their safe handling.

- 四、固體廢物：應實施系統性的措施來識別、管理、減少和負責任地



處理或回收固體廢物。

Solid Waste : Suppliers shall implement systematic measures to identify, manage, reduce, and responsibly dispose of or recycle solid waste.

- 五、 廢氣排放：在排放生產過程中產生的廢氣前，應按要求對其進行分類、例行監視、控制和處理，也應對廢氣排放管制系統的性能進行例行監管。

Air Emissions : Before discharging emissions from production processes, suppliers shall classify, routinely monitor, control, and treat them as required. The performance of air emission control systems shall be regularly monitored.

- 六、 材料控制：應當遵守所有適用法規和客戶要求，禁止或限制在產品和製造過程中納入特定之物質。

Material Restrictions : Suppliers shall comply with all applicable laws and customer requirements prohibiting or restricting the use of certain substances in products and manufacturing processes.

- 七、 水資源管理：應當實施水管理計劃並控制污染源，且對污水處理和控制系統的性能進行例行監視，以確保達致最佳性能和符合法規要求。

Water Management : Suppliers shall implement water management plans and control pollution sources. Wastewater treatment and control system performance shall be regularly monitored to ensure optimal performance and regulatory compliance.

- 八、 能源消耗和溫室氣體排放：應當追蹤及記錄、盤查工作場所內的能源消耗和所有相關範疇1和 2的溫室氣體排放，同時尋求可行方法來改善能源利用效率，盡量減少能源消耗和溫室氣體排放。

Energy Consumption and Greenhouse Gas Emissions : Suppliers shall track, document, and audit energy consumption and all relevant Scope 1 and Scope 2 greenhouse gas emissions at their facilities. Efforts shall be made to improve energy efficiency and reduce both energy use and emissions.



第四條 道德規範 Ethical Standards

為履行社會責任，供應商及其代理商必須謹守最高的道德標準，並符合以下項目要求：

To fulfill their social responsibility, suppliers and their agents must adhere to the highest standards of ethics and comply with the following requirements :

- 一、 誠信經營：在商業行為中謹守誠信標準，禁止任何形式的賄賂、貪污、敲詐和挪用公款。

Business Integrity : Suppliers shall uphold standards of integrity in all business interactions and prohibit any form of bribery, corruption, extortion, or embezzlement.

- 二、 無不正當利益：不得承諾、提供、給予或收受賄賂或其他形式的不正當利益。

No Improper Advantage : Suppliers shall not promise, offer, give, or accept bribes or other forms of improper benefits.

- 三、 資訊公開：業務往來資訊應依照適用法規與業界慣例加以揭露，不可偽造記錄或虛偽報導。

Disclosure of Information : Business dealings must be transparently disclosed in accordance with applicable laws and industry practices.

Falsification of records or misrepresentation is prohibited.

- 四、 智慧財產與資訊安全：應尊重智慧財產權並建立資訊安全管理體系，保護客戶和供應鏈的資料，並以保護智慧財產的方法傳遞技術和生產知識。

Intellectual Property and Information Security : Suppliers shall respect intellectual property rights and implement information security systems to protect customer and supply chain data. Technology and production know-how shall be shared only through protected means.

- 五、 公平交易、廣告和競爭：謹守公平交易、廣告和競爭標準。

Fair Business, Advertising and Competition: Suppliers shall comply with standards for fair trade, advertising, and competition.

- 六、 身份保護及防止報復：除非受法律禁止，供應商應當制定程序來保護提出檢舉的供應鏈和員工，對其身份保密。供應商也應制定



溝通程序，讓員工可以自由表達疑慮而無須擔心遭到報復。

Protection of Identity and Non-Retaliation : Unless legally prohibited, suppliers shall develop procedures to protect the identity of whistleblowers in the supply chain and maintain confidentiality. A communication process must also be established for employees to raise concerns without fear of retaliation.

- 七、 負責任地採購礦物：應制定政策來確保產品中所含有的鈮、錫、鎢和黃金不會直接或間接地資助或有利剛果民主共和國及其鄰國內嚴重侵犯人權的犯罪武裝團體。供應商應對這些礦物的採購和運用進行嚴格的審核，並在客戶查詢時提供有關審核標準的資料。

Responsible Sourcing of Minerals : Suppliers shall establish policies to ensure that tantalum, tin, tungsten, and gold in their products do not directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo or neighboring countries that commit serious human rights abuses. Suppliers shall audit the procurement and use of these minerals and provide information upon customer request.

- 八、 隱私：承諾合理地保護任何與其有業務來往者的個人資料和隱私。供應商應在收集、儲存、處理、傳播和分享個人資料時遵守相關法律要求。

Privacy : Suppliers shall commit to reasonably protecting the personal information and privacy of all business partners. Suppliers shall comply with applicable privacy and data protection laws when collecting, storing, processing, transmitting, and sharing personal information.

- 九、 避免利益衝突：供應商與劍麟之商業往來，應避免及迴避任何可能的利益衝突。供應商若發現任何潛在的利益衝突，須立即通報劍麟，並採取適當措施以防止可能導致的不當行為及風險。

Avoidance of Conflicts of Interest : In business dealings with IRON FORCE INDUSTRIAL CO., LTD., suppliers shall avoid and proactively



manage any potential conflicts of interest. If a supplier identifies any potential conflict of interest, it must immediately notify IRON FORCE and take appropriate measures to prevent any possible misconduct or associated risks.

第五條 管理體系 Management System

供應商應採用或建立範圍與本準則內容相關的管理體系。該管理體系應確保：

- (a) 符合與供應商營運和產品相關的適用法律、法規及客戶要求；
 - (b) 符合本準則；以及
 - (c) 識別並減輕與本準則有關的經營風險。
- 該管理體系應包含以下要素：

Suppliers shall establish or adopt a management system that addresses the content of this Code. The system shall ensure :

- (a) compliance with applicable laws, regulations, and customer requirements related to supplier operations and products;
- (b) conformity with this Code; and
- (c) identification and mitigation of operational risks related to this Code.

The system shall include the following elements :

- 一、 公司承諾：企業的社會及環境政策聲明應確定供應商對守法以及持續改進的承諾，並由公司高層簽署後以當地國之語文張貼於工作場所內。

Company Commitment : A corporate social and environmental responsibility statement affirming the supplier's commitment to compliance and continuous improvement shall be issued, signed by senior management, and displayed in the local language(s) at the workplace.

- 二、 管理職責與責任：明確指定公司代表來負責保證管理體系和相關計劃的實施，並定期檢查管理體系的運作情況。

Management Accountability and Responsibility : Suppliers shall assign company representatives with the responsibility and authority



to ensure the implementation and regular review of the management system and associated programs.

三、 法律和客戶要求：制定程序識別適用的法律法規和客戶要求。

Legal and Customer Requirements : A process shall be implemented to identify, monitor, and understand applicable laws, regulations, and customer requirements.

四、 風險評估和風險管理：制定程序以識別相關的法規、環境、健康與安全以及勞工活動及道德風險，並實施適當的程序和管制來控制已識別的風險和確保遵行相關法律或標準。

Risk Assessment and Risk Management : A process shall be established to identify and assess risks related to legal compliance, environmental, health and safety, labor practices, and ethics.

Appropriate procedures and controls shall be implemented to manage identified risks and ensure compliance.

五、 改進目標：應制定書面績效目標、指標和實施計劃來提高社會和環境績效。

Performance Objectives : Suppliers shall establish written performance objectives, metrics, and implementation plans to improve social and environmental performance.

六、 訓練：應為管理層及員工制定訓練計劃。

Training : Suppliers shall develop training programs for managers and workers to implement and maintain the management system and ensure awareness of applicable legal and Code requirements.

七、 溝通：制定程序將供應商的政策、預期和績效傳達給員工、供應商和客戶。

Communication : A process shall be established to communicate policies, expectations, and performance related to the Code to employees, suppliers, and customers.

八、 員工意見、參與和申訴：制定持續可行的程序以評估工作人員對本準則所涵蓋之實踐或違反情況和條件的認知度，並獲取員工意



見從而推動持續改進。

Worker Feedback, Participation, and Grievance : Suppliers shall implement ongoing procedures to assess employees' understanding of, and compliance with, the Code, and to obtain feedback that promotes continuous improvement.

九、 審核與評估：定期進行自我評估，從而確保符合法律與法規的要求、本準則內容以及客戶合約中與社會與環境責任相關要求。

Audits and Assessments : Suppliers shall conduct regular self-assessments to ensure compliance with legal and regulatory requirements, the Code, and contractual obligations related to social and environmental responsibility.

