大江生醫集團供應商行為準則

TCI Group Supplier Code of Conduct

為確保供應商工作環境安全、於其營運中承擔環保責任並遵守道德規範、保障其員工具有尊嚴且受到尊重，大江生醫集團制定本供應商行為準則（以下簡稱「本準則」）。大江生醫要求供應商遵守本準則，同時遵守其營運所在國與地區的法律和法規，並鼓勵供應商要求其下游供應商認同並落實執行本準則。

TCI Group formulates the Supplier Code of Conduct ("Code") to ensure suppliers provide a safe working environment, fulfill environmental responsibility and ethical practices in their operations, and treat their employees with dignity and respect. TCI requires suppliers to comply with the Code and the laws and regulations of the countries and regions in which they operate. In addition, the Company encourages suppliers to require their downstream suppliers to recognize and implement the Code.

供應商對本準則的遵循程度將是大江生醫集團評估採購決策的考量之一。大江生醫集團期望透過與供應商的密切合作、溝通與後續評估以推動持續性的改進。下列情形任一項將導致供應商喪失與大江生醫合作之資格：

The extent to which suppliers comply with the Code shall be one of the considerations in evaluating procurement decisions made by the TCI Group. The TCI Group expects to drive continuous improvement through close cooperation, communication, and follow-up evaluation with suppliers.

The supplier will lose the qualification to cooperate with TCI Group under any of the following circumstances:

一、在本準則規範之內容當中，供應商違反當地法令

The supplier violates local laws within the scope of these guidelines in the Code of Conduct.

二、供應商違反本準則之規範

The supplier violates the provisions of the Code of Conduct.

三、供應商拒絕簽署本準則

The supplier refuses to sign the Code of Conduct.

本準則由五大議題組成，分別概述 (1)勞工、(2)健康與安全、(3)環境、(4)道德規範、(5)管理體系，貫徹本準則的合宜管理體系所需之要素。

The Code is composed of five major issues, outlining (1) labor, (2) health and safety, (3) environment, (4) ethics, and (5) management system, which are necessary elements of a proper management system to implement the Code.

(1) 勞工Labor

供應商承諾按國際公認標準，維護勞工的人權並尊重他們。供應商應遵循國際標準及其營業據點之勞工或員工聘僱的法律，包括但不限於結社自由、禁止強迫勞動、童工以及任何不當的聘雇歧視等，並提供符合下述要點之工作環境：
The supplier commits to upholding the human rights of workers and respecting them per internationally recognized standards. The supplier shall comply with international standards and laws governing the employment of labor or employees in its place of business, including, but not limited to, freedom of association, prohibition of forced labor, child labor, and any improper employment discrimination, and provide a work environment that meets the following:

- **自由選擇職業：**禁止使用強逼、擔保（包括抵債）或用契約束縛的勞工、非自願或剝削性監獄勞工、奴役或販賣的人口。除禁止對勞工出入工作場所作出不合理限制外，也不應無理地約束勞工在工作場所內的行動自由。所有工作應當是自願的，勞工擁有隨時自由離職的權利。雇主只能在法律有要求的情況下才可扣留文件；就算在此情況下，任何時候也不可拒絕勞工取用其文件。

  Free Will Employment: Prohibit the use of forced, bonded (including debt-settled) or improper contractually bound labor, involuntary or exploitative prison labor, and slavery or trafficking. In addition to prohibiting unreasonable restrictions on access to the workplace, workers' freedom of movement in the workplace should not be unreasonably restricted. All work should be voluntary, and workers have the right to resign freely at any time. Employers may withhold documents only when required by law; even in such cases, workers may not be denied access to their documents at any time.

- **不雇用童工：**供應商於任何階段都不得使用童工。「童工」係指未滿15歲、或屬於該國 /地區最低就業年齡或是未滿完成義務教育之年齡（三項中取其指定年齡最大者）；符合所有法規的建教計畫則不在此列。

  Prohibition of Child Labor: Suppliers shall not use child labor at any stage. "Child labor" refers to being under the age of 15, or the minimum age for employment in the country/region, or the age of completion of compulsory education (whichever is the oldest of the three specified ages), except in the case of legal education programs.

- **工時**：工作超時必須出於自願，且應當針對超過當地法規的超時工作，進行有效的管理。

  Working Hours: Overtime work must be voluntary and managed effectively for overtime work that exceeds local regulations.

- **薪資與福利**：供應商支付給員工的薪資應符合所有相關的法律，包括有關最低工資、加班時間和法定福利，除當地勞動法規另有規定外，禁止以扣除工資作為紀律處分的手段。

  Wages and Benefits: Wages paid to employees by suppliers shall comply with all relevant laws, including those relating to minimum wages, overtime hours, and statutory benefits, and wage deductions as a means of disciplinary action are prohibited unless otherwise provided by local labor regulations.

- **同工同酬**：基於當地法規，針對相同工作內容、工作效率以及技術熟稔程度相當之個人，公司應給予相同報酬，不得因性別、年齡、種族等不相關之因素影響其報酬。

  Equal Pay for Equal Work: Based on local regulations, the company shall provide equal compensation to individuals performing the same work with comparable efficiency and skill proficiency. Compensation must not be influenced by irrelevant factors such as gender, age, religion or race, etc.

- **人道待遇**：承諾不得苛刻或不人道地對待員工，包括任何形式騷擾或性騷擾、性虐待、體罰、威脅、剝削、精神或身體壓迫或口頭辱罵。

  Humane Treatment: Commit to not treat employees harshly or inhumanely, including any form of sexual harassment, sexual abuse, physical punishment, threats, exploitation, mental or physical oppression, or verbal abuse.

- **無歧視**：承諾提供一個無騷擾及無非法歧視的工作場所。

  Non-discrimination: Commit to providing a workplace free from harassment and any type of discrimination.

- **結社自由**：供應商應當尊重所有員工組織和參與他們所選擇的工會、集體談判和參加和平集會的權利，同時也應尊重員工迴避這類活動的權利。員工應能夠在不用擔心報復、威脅或騷擾的情況下，公開地就工作條件與管理層溝通。

  Freedom of Association: Suppliers shall respect the right of all employees to form and participate in unions of their choice, to bargain collectively and to participate in peaceful assemblies, and the right of employees to refrain from

such activities. Employees should be able to communicate openly with management about working conditions without fear of retaliation, threats, or harassment.

(2) 健康與安全Health and Safety

供應商應提供安全和健康的工作環境，以減少與工作相關的傷病發生率，並提高產品和服務的素質、生產的穩定性以及勞工的忠誠度和士氣。供應商應認知：持續收集員工反饋與投入員工教育，是辨識和解決工作場所內健康與安全問題的關鍵。

Suppliers shall provide a safe and healthy work environment to reduce the incidence of work-related injuries and illnesses and to improve the quality of products and services, the stability of production, and labor loyalty and morale. Suppliers shall: recognize that ongoing employee feedback and investment in employee education are vital to identifying and addressing health and safety issues in the workplace.

- **職業安全**：供應商應透過適當的設計、工程和行政管制、防護保養和安全操作程序、和持續性的安全知識培訓，以控制工作場所的安全隱患（如化學、電力和其他能源、火災、運載工具和跌倒危險或事故）。

  Occupational Safety: Suppliers shall control workplace safety hazards (e.g., chemical, electrical, and other energy, fire, conveyance, and fall hazards or accidents) through proper design, engineering, administrative controls, protective maintenance, and safe operating procedures, ongoing safety knowledge training.

- **緊急應變**：供應商應確認和評估潛在的緊急情況和事件，並通過實施應急方案和應變程序來將其影響降到最低。

  Emergency: Suppliers shall identify and assess potential emergencies and events and minimize their impact by implementing contingency plans and response procedures.

- **職業傷害與疾病**：供應商應制定程序和體系來預防、管理、追蹤和報告職業傷害與職業病，包括 (1)鼓勵勞工報告、(2)歸類和記錄職業傷害和職業病案例、(3)提供必要治療、(4)調查案例並採取糾正措施以杜絕其根源、(5)協助勞工返回工作崗位。

  Occupational Injuries and Illness: Suppliers shall develop procedures and systems to prevent, manage, track, and report occupational injuries and illnesses, including (1) encouraging workers to report them, (2) categorizing and recording occupational injuries and illnesses, (3) providing necessary treatment, (4) investigating cases and taking corrective action to eliminate the causes, and (5)

assisting workers to return to work.

- **機器防護**：供應商確實評估生產設備或其他類型機器的安全危害，為預防機器對員工可能造成的傷害，應當提供和正確地維護物理防護裝置、連鎖裝置以及屏障。

  Equipment Safeguarding: The supplier shall accurately assess the safety hazards of production equipment or other types of machinery and shall provide and properly maintain physical guards, interlocking devices, and barriers to prevent possible injury to employees from the machinery.

- **公共衛生和友善待遇**：應當為勞工提供乾淨的洗手間設施、清潔的飲用水、以及衛生的煮食用具、食物儲存設施和餐具。供應商或與其簽約合作之人力仲介公司依據供應商需求所提供的員工宿舍應當保持乾淨、安全，並提供適當的緊急出口、洗浴熱水、充足的照明供暖和通風設備、獨立安全的場所以供儲存個人和貴重物品，以及適當且出入方便的私人空間。針對傳染病，供應商應擬定並實施計畫，採取合理的步驟來防範、預防及應變員工之間可能出現傳染病的情況。

  Public Hygiene and Friendly Workplace: Workers shall be provided with clean restroom facilities, drinking water, clean cooking utensils, food storage facilities, and utensils. The dormitory provided by the supplier or its contracted staffing agency per the supplier's requirements shall be clean and safe and provide appropriate emergency exits, hot water for shower, adequate lighting, heating and ventilation, separate and secure premises for the storage of personal and valuables, and appropriate private space. Suppliers shall draft and implement a plan to take reasonable steps to prevent, protect against and respond to the potential for infectious diseases among employees.

(3) 環境Environment

供應商應確認其製造營運過程對環境的衝擊，並盡量減少該過程對社區、環境和自然資源造成的不良影響，同時保障公眾的健康和安全。

Suppliers shall recognize the environmental impacts of their manufacturing operations and minimize the adverse effects of the process on communities, the environment, and natural resources while protecting public health and safety.

- **環境許可和報告**：供應商應獲取所有符合當地法令所需之環境許可證（如排放監控）、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

  Environment Certificate and Reports: Suppliers shall obtain all environmental

permits (e.g., emission monitoring), approvals, and registrations required to comply with local laws and regulations, maintain and update them from time to time, and comply with the operational and reporting requirements of the permit.

- **預防污染和節約資源：**應節約或透過實踐（如增設或改善汰換污染控制設備、改良生產、維修和設施程序、替換材料、節約、回收、再利用或其他方法）減少和杜絕任何類型的資源耗費及廢棄物的產生，包括水和能源。

  Pollution Prevention and Resource Conservation: Reduce and eliminate any resource consumption and waste generation, including water and energy, by conservation or through practices such as adding or improving the retirement of pollution control equipment, improving production, maintenance, and facility procedures, replacing materials, conservation, recycling, reuse or other methods.

- **有害物質：**供應商應當識別、標籤和管理對人類或環境造成危害的化學物質及其他物質，從而確保這些物質得以安全地處理。

  Hazardous Substances: Suppliers shall identify, label and manage chemicals and other substances that pose a hazard to humans or the environment, ensuring that they are handled safely.

- **汙水、廢棄物、及廢氣管理：**供應商應制定、維護與改善標準作業程序，以有效執行廢水、空氣污染、固體廢棄物及噪音管控。

  Wastewater, Waste, and Emissions Management: Suppliers shall formulate, maintain, and improve standard operating procedures to effectively implement wastewater, air pollution, solid waste, and noise control.

- **能源消耗和溫室氣體排放：**供應商應當追蹤及記錄工作場所內及/或企業層面的能源消耗和溫室氣體排放，並且分階段提供大江生醫其用電與碳排放之數據。供應商應規劃碳盤查之時程，以ISO14064標準進行組織碳盤查。

  Energy Consumption and Greenhouse Gas Emissions: The supplier shall track and record energy consumption and greenhouse gas emissions both within the workplace and at the corporate level and provide TCI with the number of electricity usage and carbon emissions in different phases. The supplier shall schedule a carbon inventory plan and conduct an organizational carbon inventory in accordance with ISO 14064 standards.

(4) 道德規範 Code of Ethics

為履行社會責任，供應商必須謹守道德標準，包括：

To fulfill their social responsibilities, suppliers must adhere to the highest ethical standards, including:

- **誠信經營：**在所有商業互動關係中都應謹守最高的誠信標準。供應商應採取零容忍政策來禁止任何形式的賄賂、貪污、敲詐勒索和挪用公款。

  Integrity Management: The highest standards of integrity shall be observed in all business interactions. Suppliers shall adopt a zero-tolerance policy to prohibit any form of bribery, corruption, extortion, and misappropriation of corporate funds.

- **利益衝突迴避：**供應商與大江生醫集團之間的商業往來，應避免所有可能的利益衝突。供應商若有發現任何潛在的利益衝突，必須立即通報大江生醫集團，並採取適當措施以防止因此所可能導致的不當行為。

  Conflict of Interest Avoidance: All possible conflicts of interest shall be avoided in business between suppliers and the TCI Group. If a supplier becomes aware of any potential conflict of interest, they must immediately notify the TCI Group and take appropriate measures to prevent possible misconduct.

- **無不當收益：**不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益（無論是直接還是透過第三方間接地進行），以期獲得或保留業務、將業務轉讓他人或獲取不正當收益。供應商應推行監控和強制執行程序以確保符合反腐敗法的要求。

  No Improper Gain: Suppliers may not promise, offer, approve, give or receive a bribe or other form of improper gain (whether directly or indirectly through a third party) with the intent to obtain or retain business, transfer business to others, or receive improper gain. Suppliers shall implement controls and enforcement procedures to ensure compliance with the requirements of anti-corruption laws.

- **公平交易、廣告和競爭：**供應商應謹守公平交易、廣告和競爭標準。

  Fair trade, Advertising, and Competition: Suppliers shall adhere to fair trade, advertising, and competition standards.

- **身分保護及防止報復：**除受法律禁止，供應商應當制定程序保護員工檢舉管道，並確保其身份的機密性和匿名性。

  Identity Protection and Non-retaliation: Except as prohibited by law, suppliers shall have procedures to protect employee whistleblower channels and ensure the confidentiality and anonymity of their identities. The employees are protected from any threat, punishment, or retaliation by whistle-blowing.

- **隱私及資安保護：**供應商承諾合理地保護任何與其有業務來往者（包括供應商、客戶、消費者和員工）的個人資料和隱私。供應商應當在收集、儲存、處理、傳播和分享個人資料時遵守隱私和資料安全法律及監管要求。

Privacy and Data Protection: The supplier commits to reasonable protection of the personal information and privacy of any person with whom it does business, including suppliers, customers, consumers, and employees. Suppliers shall comply with privacy and data security laws and regulatory requirements in collecting, storing, processing, disseminating, and sharing personal data.

- **資訊公開：**所有的業務來往應具透明度，並準確地記錄在供應商的賬簿和商業記錄上。應當按照適用法規和普遍的行業慣例公開有關參與勞工、健康與安全、環保活動、商業活動、組織架構、財務狀況和業績的資料。不得偽造記錄或虛報供應鏈的狀況或慣例。與大江生醫集團相關之一切資料及文書，供應商有義務提供大江生醫集團查核。

  Information Disclosure: All business transactions should be transparent and accurately recorded in the supplier's account books and business records. Participation in labor, health and safety, environmental activities, business activities, organizational structure, financial condition, and results should be made public per applicable laws and regulations and prevailing industry practices. No falsification of records or misrepresentation of supply chain conditions or practices. The supplier shall provide all information and documents related to the TCI Group for inspection by the TCI Group.

- **智慧財產權與保密義務：**應當尊重智慧財產權；須以保護智慧財產權的方法使用及傳遞技術和生產知識；並必須保護客戶和供應商的營業秘密等資料。

  Intellectual Property Rights and Confidentiality: Intellectual property rights shall be respected; technical and production knowledge shall be used and communicated to protect intellectual property rights, customer and suppliers' business secrets, and other information.

- **忠實履行合約：**對於大江生醫集團期待供應商親自履約（包括合約或採購單）的事項，非經大江生醫集團同意，供應商不得轉包或令第三方代為履行，且應忠實履行合約之相關義務，不得有任何虛偽狡詐或惡意違約之行為。

  Fulfill Obligation on a Contract: For matters in which the TCI Group expects suppliers to personally fulfill contracts (including contracts or purchase orders), suppliers shall not subcontract or have third parties perform them on their behalf without the consent of the TCI Group, and shall faithfully fulfill their contractual obligations and shall not engage in any fraudulent or malicious breach of contract.

- **遵循相關法規：**供應商應瞭解並遵循銷售、製造、進出口及運送貨品予大江生醫集團或受大江生醫集團委託製造、進出口及運送貨品所涉及的相關法

令，包括原出口國的出口管制與海關法規、目的地國家的進口和海關法規、支付法令要求的關稅和其他稅賦、以及當地運輸的相關法令。供應商應向其員工和外包商提供運作程序及教育訓練，以確保他們對前述法規的遵循。

Compliance with Relevant Laws and Regulations: Suppliers shall understand and comply with the applicable laws and regulations governing the sale, manufacture, import, export, and delivery of goods to or on behalf of the TCI Group, including export control and customs regulations of the country of origin, import and customs regulations of the country of destination, customs and other duties and taxes required by payment laws, and local transportation-related laws and regulations. The supplier shall provide operational procedures and training to its employees and outsourced contractors to ensure compliance with the preceding regulations.

(5) 管理體系Management System

供應商應採用或建立範疇與本準則內容相關的管理體系。在設計該管理體系時，應確保：

Suppliers shall adopt or establish management systems relevant to this Code's content. In designing the management system, ensure that:

(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，並推動持續改進。該管理體系應包含以下要素：

(a) comply with applicable laws, regulations, and customer requirements related to the supplier's operations and products; (b) comply with this Code; and (c) identify and mitigate operational risks associated with this Code and promote continuous improvement. The management system should include the following elements:

- **公司承諾：**企業的社會及環境責任政策聲明應確定供應商對守法以及持續改進的承諾。

  Corporate Commitment: The corporate social and environmental responsibility policy statement shall identify the supplier's commitment to legal compliance and continuous improvement. Suppliers shall establish its sustainability policy and develop related strategies.

- **管理職責與責任：**明確指定高級主管和公司代表來負責保證管理體系和相關計劃的實施。高級管理層應定期檢查管理體系的運作情況。

  Management Responsibilities and Accountabilities: Senior executives and company representatives are designated to ensure the implementation of the management system and related plans. Senior management shall regularly review the operation of the management system.

- **法律和客戶要求：**制定程序識別、監視並理解適用的法律法規和客戶要求（包括本準則的要求）。

  Legal and Customer Requirements: Develop procedures to identify, monitor, and understand applicable laws and regulations and customer requirements (including the requirements of this Code).
- **風險評估和風險管理：**制定程序識別與供應商經營相關的公司治理、法律、環境、健康與安全及勞工活動等風險。評定每項風險的級別，實施適當的程序和實質管制來控制已識別的風險和確保符合法律法規。

  Risk Assessment and Risk Management: Develop processes to identify risks related to corporate governance, legal, environmental, health and safety, and labor activities associated with supplier operations. Assess each risk and implement appropriate procedures and physical controls to control the identified risks and ensure compliance with laws and regulations.
- **績效目標：**應制定書面績效目標、指標和實施計劃，包括對供應商為達成這些目標所取得的成效進行定期審核。

  Performance Goals: Written performance goals, indicators, and implementation plans shall be developed, including periodic reviews of the supplier's effectiveness in meeting these goals.
- **訓練：**應為管理階層及員工制定培訓計劃，以落實相關的政策、程序以及改進目標。

  Training: Training plans shall be developed for management and employees to implement relevant policies, procedures, and improvement goals.
- **溝通：**制定程序將相關的政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶。

  Communication: Formulate procedures to communicate relevant policies, practices, expectations, and performance clearly and accurately to employees, suppliers, and customers.
- **員工意見、參與和申訴：**制定持續可行的程序（包括有效的申訴機制）以評估員工對本準則所涵蓋之實踐或違反情況和條件的認知度，並獲取員工在這方面的回饋，從而推動持續改進。

  Employee Feedback, Involvement, and Appeals: Formulate ongoing procedures (including effective appeal mechanisms) to assess employee awareness of practices or violations and conditions covered by this Code and obtain employee feedback to promote continuous improvement.
- **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。
- **Audit and Evaluation:** Regularly conduct self-assessments to ensure compliance with the requirements of laws and regulations, the contents of this Code, and the

social and environmental responsibility-related requirements of customer contracts.

- **糾正措施：**制定程序以確保能及時糾正在內外部的評估、檢查、調查和審核中所發現的不足之處。

  Corrective Measures: Formulate procedures to ensure deficiencies identified in internal and external assessments, inspections, surveys, and audits are corrected promptly.
- **文檔和記錄：**建立並保留文檔和記錄，從而確保符合法律規定與公司的要求，同時應保障隱私的機密性。

  Documentation and Records: Establish and maintain documentation and records to ensure compliance with legal and company requirements while maintaining privacy and confidentiality.
- **供應商的責任：**制定程序將本準則的要求傳達給供應商，並監管供應商對本準則的遵行情況。

  Supplier Responsibility: Formulate procedures to communicate the Code's requirements to the company's suppliers and monitor supplier compliance with the Code.