



永記造漆工業股份有限公司

YUNG CHI PAINT & VARNISH MFG. CO., LTD.

供應商行為準則

Supplier Code of Conduct

TBG0001

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YCP Supplier Code of Conduct

首先感謝貴司的合作與服務，公司向您們表示誠摯的謝意。誠信，是永記造漆一路走來唯一不變的真理；我們深信在誠信原則下互敬與互利才能創造長久合作關係，以提昇生產技術與生活品質，秉持永續發展為企業經營理念，追求創造更完美的理想世界，本著該原則，我公司特制定供應商行為準則，請貴公司遵循和配合，並於**最末頁填寫後回傳同意書**。

We kindly request your company to adhere to and cooperate with this code. **Please fill out the agreement form on the last page and return it to us.**

本準則如下：

The code of conduct is as follows:

A. 勞工 LABOR

貴公司應根據國際社會公認的準則，承諾維護勞工的人權，並尊重他們。這適用於所有勞工，包括臨時工、外籍勞工、派遣勞工、學生、合約勞工、直接僱員以及任何其他類型的勞工。

Participants commit to respect the human rights of workers, and to treat them with dignity. This applies to direct and indirect suppliers, as well as all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

1. 自由選擇職業 Prohibition of Forced Labor

所有工作應當是自願的，勞工擁有隨時自由離職或終止僱傭關係的權利。
All work shall be voluntary, and workers shall be free to leave work at any time.

2. 青年勞工 Young Workers

不得在任何製程中使用童工。未滿 18 歲的勞工（青年勞工）則不得從事可能會危及其健康或安全的工作，包括夜間值勤或加班。貴公司應保障學生勞工的權利並提供適當的支援和訓練。

Child labor shall not be used in any stage of manufacturing. The term “child” refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Participants shall ensure proper protection of students’ rights in accordance with applicable laws and regulations and provide appropriate support and training to all student workers.

3. 工時 Working Hours

工作時數不應超過當地法律規定的最大限度。勞工每七天應有二日之休息，其中一日為例假，一日為休息日。

Working hours shall not exceed the maximum set by local law. All overtime shall be voluntary. Workers shall be allowed at least one day off every seven days.

4. 工資與福利 Wages and Benefits

支付給勞工的工資應當符合所有相關的薪酬法令。在每個支薪週期，應及時為勞工提供工資單據（外籍勞工應提供母語薪資單），內含充足的資料證實支付給勞工的薪酬準確無誤。

Compensation paid to workers shall comply with all applicable wage laws. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

5. 人道待遇 Humane Treatment

禁止苛刻和非人道地對待員工，包括任何形式的性騷擾、性侵犯、體罰、精神或身體逼迫或是口頭辱罵；也不得威脅進行任何此類行為。有關的紀律政策及程序必須有清晰的定義，並向員工清楚地傳達。

There shall be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

6. 不歧視 Non-Discrimination/Non-Harassment

貴公司應承諾員工免受騷擾以及非法歧視並應為員工提供適當的場所進行宗教活動。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。

Participants should be committed to a workplace free of harassment and unlawful discrimination. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

7. 自由結社 Freedom of Association and Collective Bargaining

貴公司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。員工和 / 或他們的代表應當能夠在不用擔心歧視、報復、威脅或騷擾的情況下，公開地就工作條件和管理方法與管理層溝通以及分享其想法和憂慮。

participants shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.

B. 健康與安全 HEALTH AND SAFETY

貴公司應意識到除了盡量減少與工作相關的傷病發生率外，安全、健康的工作環境有助提高產品和服務的品質、生產的穩定性以及員工的忠誠度和士氣。同時也應意識到持續地在員工身上投放資源和進行教育是辨識和解決工作場所內健康與安全問題的關鍵。

Participants recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. Participants also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

1. 職業安全 Occupational Safety

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（包括上鎖 / 標示程序）和持續性的安全知識培訓來識別和評估以及控制工作場的安全隱患（如化學、電力和其他能源、火災、運載工具和跌倒危險或事故），以免危及員工。若無法透過上述方法有效控制危險源，應為員工提供適當的、保養良好的個人防護裝備以及有關這些危險事故和相關風險的教材。亦必須採取合理的措施，從而讓懷孕的婦女 / 餵哺母乳的母親遠離存在高度危險的工作環境、消除或減少懷孕的婦女和餵哺母乳的母親所承受的任何職業健康和​​安全風險（包括與其工作分派有關者），以及為餵哺母乳的母親提供合理的場所。

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) are to be identified and assessed, mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and providing ongoing occupational health and safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with

appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards. Reasonable steps must also be taken to remove pregnant women and 'nursing mothers from working conditions with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers, including those associated with their work assignments, and provide reasonable accommodations for nursing mothers.

2. 緊急應變措施 Emergency Preparedness

應確認和評估潛在的緊急情況和事件，並視需要透過實施應急方案和應變程序盡量降低對生命、環境和財產的危害影響。包括但不限於通知和警報系統、員工培訓、消防疏散及演習、適當的火警偵測和滅火設備等。

Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills.

3. 工傷和職業病 Occupational Injury and Illness

應當制定程序和體系來預防、管理、追蹤和報告工傷和職業病，提供必要的治療、調查案例並執行糾正措施以杜絕類似情況、協助員工返回工作崗位。Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness, provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate the return of workers to work.

4. 工業衛生 Industrial Hygiene

應辨識、評估並控制因接觸化學、生物以及物理製劑給員工帶來的影響。並透過工程和行政管制避免員工接觸。如這些措施無法有效預防危害，即應採用適當個人防護裝備保護員工健康。

Worker exposure to chemical, biological, and physical agents is to be identified, evaluated, and controlled according to the Hierarchy of Controls. If any potential hazards were identified, participants shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering, and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge.

5. 體力勞動工作 Physically Demanding Work

應當識別、評估並控制從事體力勞動工作給員工帶來的影響，包括以人力搬運物料或重複提舉重物、長時間站立和高度重複性或高強度的組裝工作。

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.

6. 機器防護 Machine Safeguarding

提供和正確地維護物理防護裝置、連鎖裝置以及屏障，以預防機器對員工可能造成的傷害。

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

7. 公共衛生和食宿 Sanitation, Food, and Housing

應當為員工提供乾淨的洗手間設施、清潔的飲用水、以及衛生的廚具、食物儲存設施和餐具。貴公司或勞工仲介人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。

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Participant or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting and heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

8. 健康與安全資料 Health and Safety Communication

貴公司應當為員工提供以他們母語進行的適當職業健康和安全教育，並在工作場所的顯眼處張貼健康與安全相關資料；並於化學品使用之工作場所，張貼以員工母語撰寫之安全資料表(SDS)。在開始工作前及之後定期提供訓練予所有員工並鼓勵員工提高安全意識。

Participants shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.

C. 環境 ENVIRONMENT

環境保護責任是生產世界級產品不可或缺的一部份。在製造過程中，應盡量減少對社區、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。

Participants recognize that environmental responsibility is integral to producing world-class products. Participants shall identify the environmental impacts and minimize adverse effects on the community, environment, and natural resources within their manufacturing operations, while safeguarding the health and safety of the public.

1. 環境許可報告 Environmental Permits and Reporting

應取得所有法律規定的環境許可證、批准和登記文件，亦按規定維護並定期更新，以及遵守許可證的操作和報告要求。

All required environmental permits (e.g. discharge monitoring), approvals, and registrations are to be obtained, maintained, and kept current and their operational and reporting requirements are to be followed.

2. 預防污染和節約資源 Pollution Prevention and Resource Reduction

必要但不限於透過改良生產、維修和設施程序、替換材料、節約自然資源、物料回收和再利用，減少和杜絕任何類型的資源耗費及廢棄物的產生。

Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance, and facility processes; or by other means.

3. 危害性物質 Hazardous Substances

應當識別、標示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、運送、儲存、使用、回收或再利用及廢棄處置。

Chemicals, waste, and other materials posing a hazard to humans or the environment are to be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal.

4. 固體廢棄物 Solid Waste

貴公司應實施系統性的措施來識別、管理、減少和負責任地處置或回收（無害的）固體廢棄物。

Participants shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

5. 廢棄排放 Air Emissions

依法規要求對包括但不限於營運過程中產生的揮發性有機化學物質、腐蝕性物質、微粒、破壞臭氧層化學物質；以及燃燒副產品等進行分類、例行監測、控制和處理，並且對於廢氣排放管制系統的性能進行例行監測。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion byproducts generated from operations are to be characterized, routinely monitored, controlled, and treated as required prior to discharge.

6. 產品及服務限制 Materials Restrictions

遵守所有法律規定和要求，禁止或限制在產品和製造過程中納入禁用的物質。

Participants are to adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products and manufacturing.

7. 水資源管理 Water Management

貴公司應當實施水管理計劃，以記錄、分類和監察水資源使用和排放；尋求機會節約用水以及控制污染渠道。所有污水在排放或廢棄處置前，應當按照要求對其進行分類、監察、控制和處理。

Participants shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination. All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal.

8. 能源消耗和溫室氣體排放

Energy Consumption and Greenhouse Gas Emissions

應當追蹤及記錄工作場所內或企業層面的能源、資源消耗和溫室氣體排放。並尋求具成本效益的方法來改善能源、資源利用效率和盡量減少能源、資源消耗和溫室氣體排放。

Energy consumption and gas emissions are to be tracked, documented, and publicly reported against the greenhouse gas reduction goal. Participants are to look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

D. 道德規範 ETHICS

為履行社會責任並在市場上取得成功，供應商及其代理商必須謹守最高的道德標準。

To meet social responsibilities and to achieve success in the marketplace, participants and their agents are to uphold the highest standards of ethics.

1. 誠信經營 Business Integrity

在所有商業互動關係中都應謹守最高的誠信標準。貴公司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。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。

The highest standards of integrity are to be upheld in all business interactions. Participants shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

2. 資訊公開 Disclosure of Information

所有的業務來往應具透明度，並準確地記錄在貴公司的賬簿和商業記錄上。All business dealings should be transparently performed and accurately reflected on the Participant's business books and records.

3. 智慧財產權 Intellectual Property

應當尊重智慧財產權。須以保護智慧財產權的方法傳遞技術和專業知識並必須保護客戶和供應商的資料。

Intellectual property rights are to be respected, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

4. 身份保護及防止報復 Protection of Identity and Non-Retaliation

除非受法律禁止，貴公司應當制定程序來保護供應商和員工檢舉者，並確保其身份的機密性和匿名性。

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law.

5. 隱私 Privacy

貴公司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。且應當在收集、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。

Participants are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Participants are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

永記造漆供應商行為準則同意書

YCP Supplier Code of Conduct Agreement

致 供應商、承包商及相關合作單位鈞鑒：：

基於本公司供應商管理政策，為提倡永續發展、維護基本人權及確保商業營運合乎道德，若貴公司認同並願意配合以上行為準則，請於下方簽署並用印。

如未來涉及違反此承諾，永記造漆有權得隨時終止或解除採購契約。同時也將定期評估供應商、承包商及相關合作單位對本行為準則的遵循情形，並在選擇合作夥伴關係時考量該廠商符合該本準則的進度及表現。

To Suppliers, Contractors, and Related Collaborative Entities:

In accordance with our company's Supplier Management Policy, and in order to promote sustainable development, uphold basic human rights, and ensure that business operations adhere to ethical standards, if your company agrees and is willing to comply with the aforementioned code of conduct, please sign below.

In the event of any future violations of this commitment, YUNG CHI PAINT & VARNISH MFG. CO., LTD reserves the right to terminate or dissolve procurement contracts at any time. Additionally, regular assessments will be conducted to evaluate the adherence of suppliers, contractors, and related collaborative entities to this code of conduct. The selection of partners for collaboration will consider the progress and performance of the company in aligning with these guidelines.

供 應 商 名 稱

Company Name : _____

姓名

職稱

Name : _____

Title : _____

蓋章

日期

Signature : _____

Date : _____