



長春集團供應商行為準則

CCPG Supplier Code of Conduct

尊敬的各位供應商，承包商，其他合作單位和相關人士：
Dear esteemed suppliers, contractors, and other cooperating vendors,

首先感謝貴司長久以來的支援和服務，我公司向你們表示誠摯的謝意。我們長春的經營理念是：『誠信立業，顧客至上，創意革新』。我們深信，只有誠信與互敬交往才能促進供需雙方長遠的健康合作，保證雙方的利益。本著該原則，我公司特制定以下條款，請貴公司遵循和配合：

First of all, our company would like to express sincere gratitude for your company's longstanding support and services. Chang Chun Group operates under the following 3 principles: "Integrity, Customer First, and Creative Innovations." Only through integrity and mutual respect, can a long-term healthy business relationship be promoted that will be mutually agreeable for both parties. In line with this principle, we kindly ask that your company observe the following terms:

1. 勞動與人權(Labor and Human Rights)

(1) 自由結社與集體談判(Freedom of Association and Collective Bargaining)

- 承諾尊重所有員工有權自由成立、參加和組織工會(以當地法律為標準從其規定)，並確實告知員工可以自由加入所選擇的組織，不會因此而有任何不良後果或受到公司的報復。

Within the framework of fundamental rights to freedom of association, including the right to engage in collective bargaining, employees have the right to be represented by freely elected delegates, to form organizations of their choice and to join them.

- 應當提供溝通管道，使員工應能夠在不用擔心報復、威脅或騷擾的情況下，公開地與管理層溝通，以確保員工能與公司進行溝通。

Provide public channels for laborers to communicate with management without worry of retaliation.

(2) 反歧視(Prevention of Discrimination)

在涉及聘用、報酬、培訓機會、升遷、解職或退休等事項上，不得基於種族、民族或社會出身、社會階層、血統、宗教、身體殘疾、性別、性取向、家庭責任、婚姻狀況、工會會員、政治見解、年齡或其他歧視等因素而有不公平的對待。另外，除按照法律要求或為確定是否適合從事特殊性工作而進行之醫學檢查，不得強迫員工或准員工接受帶有歧視性的醫學檢查。此外，供應商應充分遵守所有適用的法規、命令和其他法律要求應履行之義務，包括法律上涉及的保護人類健康、安全或環境、移民、和公平的就業機會。

Supplier is committed to equality of opportunity and treatment in employment, including equal remuneration for men and women for work of equal value, and the prevention of discrimination in respect of employment and occupation, including hiring, compensation, training, promotion, firing, and retirement. Employees or prospective employees shall not be forced to undergo discriminatory medical examinations, unless applicable labor/health law does require such medical examination to be performed to ensure suitability of such job position. In addition, supplier shall comply fully with all applicable laws, regulations, ordinances, decrees, order, and other legal requirements in performing its obligations under the Agreement, including those dealing with the protection of human health, safety, or environment, immigration, and equal employment opportunity.

(3) 無懲戒性措施(No Punishment)

對所有人員予以尊重及尊嚴，不從事和支持體罰、不對員工進行精神或肉體脅迫以及言語侮辱，也不以粗暴、非人道的方式對待工人。

Treat laborers with respect and prohibit the use of corporal discipline, mental or physical threats, verbal humiliation, or violence as a form of punishment.

(4) 反強迫勞動(Commitment not to employ forced or compulsory labor)

禁止對員工進行強制勞動或相關的強制措施，包括但不限於：體罰、生理或心理上的虐待或強制、恐嚇或其他的語言暴力、扣款或扣押身分證件或其他不合法的強制勞動。

Prohibit the use of forced labor, including, but not limited to corporal punishment, physical and mental abuse, compulsion, threats or other verbal violence, penalization, seizure of identity cards/documents, etc.

(5) 工時與薪酬(Working hours and Compensation)

- 應確保員工工作時間、加班時間能符合當地法律標準，由於訂單的波動和考慮季節的變化，適當合法調整加班時數是可以考慮的，但無論如何都應提供員工合理的休息時間和加班費。

Ensure employees' working hours meet all applicable local standards and are properly compensated for overtime. Employees are given adequate rest and overtime premium under applicable legal standards.

- 本公司承諾薪資政策符合當地法律規定，不低於當地最低基本工資標準，並享有法定福利。

Commit to compensation policy that meets requirements of local laws and regulation, with wage and benefits not lower than what local laws and regulation stipulate.

(6) 禁用童工(Commitment not to employ child labor)

供應商不得(1) 出售/購買以強迫、奴役，或罪犯性質之勞工所生產的產品；(2) 也不得雇用違反國家製造業法律規定最低工作年齡者（即童工），違反最低工資、工時及加班的標準。

No product sold/purchased under this Agreement (1) have been or will be produced using forced, indentured, or convict labor or (2)

utilizing the labor of person in violation of the law governing minimum working age (i.e. child labor), minimum wage, hour of service, and overtime in the country of manufacture.

(7) 不使用衝突金屬(Metal Conflict-free)

供應商提供的產品所使用之任何鉭、鎢、錫、鈷和金(又稱衝突礦物)不得直接或間接地向剛果民主共和國或毗鄰國家中採購。No product transferred under this Agreement contains any tantalum, tungsten, tin, cobalt and gold (a.k.a. Conflict Mineral) that is procured directly or indirectly from Democratic Republic of Congo or adjoining countries.

2. 安全環境(Safe and Healthy Environment)

供應商應在其所有活動中採取適當行動，提供安全和健康的工作環境，並保護當地的環境品質。

Supplier shall take appropriate action to provide a safe and healthy workplace, and to protect local environmental quality in all of its activity.

3. 氣候變遷風險(Climate Change Risks)

為避免未來全球氣候變遷可能造成風災、缺水、洪水、交通與通訊中斷等災害事故損失，供應商需針對要求原物料主要供應商必須準備可能的因應方案(如第二供應商等)，減少事故發生導致對供應中斷的衝擊。

Due to the increased risk of storms, water shortage, flooding and transportation and communication disruption in recent years resulting from global climate change, supplier should require our major raw material suppliers to prepare contingency plans(ex. the second source), such as support from overseas production, to reduce the impact of such an event.

4. 商業倫理(Business Ethics)

- 請供應商加強自檢，杜絕偷工減料、以次充好、或在過磅中採用各種方法增加稱重的舞弊行為，若有發現，本公司將追回歷次的所有損失，並保留追究對方法律責任的權利。

Please enforce the prevention of fraudulent behavior such as inflating freight weights, turn out substandard goods, etc. If it is found, the company will recover compensations for all previous transactions, and the right to pursue other legal responsibilities.

- 請供應商專注於提供高品質的產品和專業的服務，不要通過其他非法手段獲取利益，也不要向我公司採購人員或其他相關人員探詢貴公司競爭對手的資訊。

Please ensure that products and services provided by your company are of the topmost quality. Please refrain from illicit activities. Please do not inquire the information of other competitors through our procurement staff.

- 供應商不得為非法或不當干涉以獲取或保留業務或取得任何與買賣合約有關優勢之目的，而支付、承諾支付、或授權支付任何金錢或任何具金錢價值東西給任何人或實體。

Supplier will not pay, promise to pay, or authorize payment of any money or anything with monetary value to any person or entity for the purpose of illegal or improperly inducing a decision or obtain or retaining business or any advantage in connection with the Agreement.

- 請勿對我公司任何採購人員、現場人員、倉儲人員等相關人員進行任何形式的賄賂，包括回扣、金錢、貴重禮物、特別招待等利益交易。若有發現，本公司將立即中止雙方的合作，追回所有損失，並保留追究對方法律責任的權利。

Do not approach any of our staff, on-site personnel, warehouse personnel and other related personnel/relatives with bribes of any form, including kickbacks, money, expensive gifts, entertainment and other special interest transactions. If it is found, we will immediately suspend bilateral cooperation, recover all losses incurred, and reserve the right to pursue other legal responsibilities.

- 若我公司人員如採購人員、現場人員、倉儲人員等，有向貴公司索取金錢、物質、或其他任何形式的回報，損害公司利益的，請直接連絡我司稽核室視窗信箱：ccpgaudit@ccp.com.tw 我們將認真查處，若結果屬實，我公司將優先考慮與貴公司的業務，以示獎勵。

If any of our staff, on-site personnel, warehouse personnel and other related personnel/relatives is requesting or has requested money, materials, or any other form of bribery from your company, please contact our auditing department via ccpgaudit@ccp.com.tw. We shall investigate thoroughly of your claim. As commendation, your company will be chosen as preferred supplier/vendor with higher priority in case your claim has been established to be true.

- 若我公司採購人員或其他相關人員與貴公司進行正常公事交往中，態度惡劣或口出惡言等，亦請告知上述投訴電話。

If our staffs are acting ill-mannered during business exchanges and communication, please inform us through the above contact information.

以上條文請各相關單位和人士能切實遵守，全力配合。我們希望貴公司能一如既往地給我們長春公司及關係企業以支持及合作，我們相信在誠信基礎上，雙方的合作會更緊密、更頻繁、更健康。謝謝！

Relevant parties and individuals are kindly asked to comply with the above provisions. We hope that your company can give Chang Chun Group and other affiliated companies continued support and assistance. We believe that through trust, both parties can cooperate more closely, frequently, and healthily. Thank you!

對於上述內容，立同意書人同意並簽署切實遵守並全力配合。

The signee agrees to comply with accordance to the above provisions.

供應商 (Name of the Supplier) : _____

簽名 (Signature) : _____

蓋章 (Seal) : _____