



新金寶集團

New Kinpo Group

企業行爲規範

(Code Of Conduct)

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行爲規範 (Code Of Conduct)

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行爲規範 (Code Of Conduct)

1.0 目的(Purpose)

1.1 爲建立、符合人性化及安全性的工作環境，特訂立本規範。

To establish correspond the humanely and safe working environmental, to drafted this specification.

2.0 範圍(Scope)

2.1 凡本公司員工均屬本規範之適用對象；此外，也應將本規範推廣到往來的供應商與分包商內。

This standards for our company's all of employees, otherwise, the Code may be subsequently applied by that business to supply chain and subcontractors.

3.0 定義(Definition)

本準則所稱行爲規範，是指公司在建立一個健全且合法的經營環境下，所訂立的各項規範，並確保它能有效的實施。

This standards called code of conduct, described a company is basis a legal manage environmental. And has ensured it will implement effectively for drafted each specification.

4.0 權責(Authority and Responsibility)

本準則由總經理室修訂並公佈實施。

This standards only released from general manager office.

5.0 內容(Content)

5.1 勞工標準(The labor standards)

5.1.1 自由選擇職業(Freely Chosen Employment)

公司禁止使用任何形式的強迫勞動，包括監獄勞工、契約勞工及抵債勞工等。所有工作應是自願的，並且員工在當地法律/法規所規定的情形下，有自由離職的權利。公司禁止採用任何限制勞動自由的行爲，如扣押身份證證件。收取押金或抵押物、扣押工人工資、使用監視或監聽器、強迫搜身、限制工人出入工廠和強迫加班等。

Forced bonded or indentured labor or involuntary prison labor is not to be used. All work will be voluntary, and workers should be free to leave upon



reasonable notice. Workers shall not be required to hand over government-issued identification, passports or work permits as a condition of employment.

5.1.2 避免使用童工(Child Labor Avoidance)

在營運中任何階段都不能使用童工，不與任何故意使用童工的供應商合作。此處“童工”年齡標準的定義，依當地政府法律之規定。

No person below the age of 16 is employed by the supplier, if the local legal minimum age for work is higher than 16, the supplier employs no one younger than the legal minimum age.

5.1.3 工作時間(Working hours)

每月工作時間以及加班時間均不應超過當地法規規定的最大限度。每週七天中應允許員工至少休息一天。

Monthly working hours are not to exceed the maximum set by local law. Further, overtime, must be follow the law of government. Employees should be allowed to rest a day at least in a week.

5.1.4 薪資和福利(Wages and Benefits)

支付給員工的工資應符合所有適用的工資法律/法規，包括與最低工資、加班時間和法定福利有關的法律/法規。得依據當地法律/法規規定，以高於平時費率的加班費率來支付員工加班工資。不得允許有任何懲戒性的工資扣除。

All employees of the supplier shall receive the greater of the legal minimum wage and benefits or the prevailing wage and benefits in the industry, with a written accounting given to the employee during each pay period clearly indicating the employee's compensation and indicating any deductions from the employee's pay, supplier agrees to pay higher hourly rates for late shifts than for normal shifts, the supplier may not deduct penalties for disciplinary infractions from employee wages.

5.1.5 人性化待遇(Humane Treatment)

不得對員工實施殘酷和不人道的待遇，包括任何性騷擾、性虐待、體罰、精神或身體脅迫、或者口頭辱罵員工；也不得威脅使用任何此類待遇。

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers: nor is there to be the threat of any such



treatment.

5.1.6 不歧視(Non-discrimination)

公司不得因種族、膚色、年齡、性別、性取向、人種、殘疾、懷孕、信仰、政治派別、社團成員或者婚姻狀況等在招聘及雇用（如晉升、獎賞和受培訓等）中歧視員工。另外，所有員工不得遭受歧視性的醫學檢查。

Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

5.1.7 自由結社(Freedom of Association)

員工與管理層之間的公開溝通和直接參與是解決工作場所問題和報酬問題的最有效的方法。企業應尊重員工參加或不參加勞工組織、集體談判的權利。依照法律規定，員工代表不得受到歧視，並有權和管理層、同事接觸以實現他們代表的職能。員工應能夠公開地就工作條件和管理層溝通，而不擔心報復、威脅、騷擾。

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. Business is to respect the rights of workers as join or not join labor unions and bargain collectively as they choose. As provided by law, employees who become worker representatives shall not be the subject of discrimination and shall have access to management and co-workers in order to carry out their representative functions. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

5.2 健康與安全(Health and Safety)

5.2.1 職業安全(Occupational Safety)

對員工接觸到的工作場所存在的潛在危險源（如電器和其他能源、火、車輛、滑倒、絆倒和掉落危險源），須通過正確地設計、工程技術及管理控制，預防保養和安全操作程序（包括鎖死/標示）加以管制。在危險源不能被如上方法完全控制時，應該給員工提供適當的個人防護用品。不得通過懲戒來提升員工的



安全意識。

Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicle, and fall hazards) are to be controlled through proper design engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/mark). Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate personal protective equipment. Workers shall not be disciplined for raising safety concerns.

5.2.2 緊急應變與回應(Emergency preparedness)

應識別和評估緊急情況和事件，通過實施應急計劃和響應程序來將其影響降低到最小程度，包括：緊急通報、通知員工和撤離步驟、員工培訓和演練、適當的火災探測和抑制設備、充分的出口設施以及恢復計劃。

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, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

5.2.3 職業傷害和疾病(Occupational Injury and Illness)

制訂程序和系統來管理、追蹤和預防職業傷害和疾病，如：歸類和記錄傷害和疾病案例；提供必要的治療與健康檢查；瞭解發生原因並執行糾正措施以消除其原因；幫助員工返回工作。

Procedures and systems are to be in place to manage, track and report occupational injury and illness, including provisions to: a) encourage worker reporting; b) classify and record injury and illness cases; c) provide necessary medical treatment; d) investigate cases and implement corrective actions to eliminate their causes; and d) facilitate return of workers to work.

5.2.4 工業衛生(Industrial Hygiene)

應識別、評估和控制由化學、生物以及物理因素給員工帶來的影響。當通過工程技術和管理手段無法充分控制危險時，應為作業人員提供適當的個人防護用品。

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by



engineering and administrative means, workers are to be provided with appropriate personal protective equipment.

5.2.5 體力勞動(Physically Demanding Work)

應識別、評估和控制從事體力勞動給員工帶來的影響，包括人工搬運材料和舉起重物、長時間站立和高度重復或者高強度的裝配工作。

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

5.2.6 機器的安全防護(Machine Safeguarding)

應為作業人員所使用的機械提供物理防護裝置、聯動裝置以及屏障，並正確地進行維護。

Physical guards, interlocks and barriers are to be provided and properly maintained for machinery used by workers.

5.2.7 宿舍和餐室(Dormitory and Canteen)

應為員工提供乾淨的衛生間設施、可飲用的水以及清潔衛生的食品預備和存儲設施。提供的員工宿舍應乾淨、安全，並提供緊急出口、充份的取暖和通風及合理的私人空間。

Workers are to be provided with clean toilet facilities, access to potable water and sanitary food preparation and storage facilities. Worker dormitories provided by the Business or a labor agent are to be clean, safe, and provide emergency egress, adequate heat and ventilation and reasonable personal space.

5.3 環境(Environmental)

在營運過程中，對環境和自然資源的不利影響應減至最小，同時保護公共的健康和安全。同時應導入 ISO14001、OHS1800 管理系統。

In Business operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001、OHS1800 should be implemented.

5.3.1 環境許可和報告(Environmental Permits and Reporting)

應獲得所有要求的環境許可（例如排污許可）並登記，維護和保持其現行有效，

遵守其操作和報告要求。

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

5.3.2 污染預防和資源節約(Pollution Prevention and Resource Reduction)

應在源頭或者通過實踐（如更改生產、維護和設施工藝、替換材料、節約自然資源、再生和重復使用材料）減少或者消除所有類型的資源耗費，包括水和能源。

Waste of all types, including water and energy, are to be reduced or eliminated at the source by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

5.3.3 有害物質(Hazardous Substances)

應識別和管理化學物質以及其他釋放到環境中會造成危險的其他物質，以確保其安全處理、運輸、貯存、再生或者重復使用和處置。

Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

5.3.4 廢水和固體廢棄物(Wastewater and Solid Waste)

在排放或者處置之前，應按照要求監測、控制和處理：經營、工業加工以及衛生設施中所產生的廢水和固體廢棄物。

Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

5.3.5 空氣排放(Air Emissions)

在排放之前，應按照要求表徵、監視、控制和處理經營中產生的揮發性有機化學藥品、氣霧劑、腐蝕劑、微粒、臭氧消耗化學藥品以及燃燒副產品的空氣排放。產品生產操作中產生的揮發性的有機化學物質、煙霧、腐蝕性物質、粉塵、消耗臭氧層化學物和燃燒廢氣，應在排放前鑑別其特性，並進行監測、控制和處理。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates,



ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

5.3.6 產品含量限制(Product Content Restrictions)

企業應遵守所有有關禁止或者限制特定物質所適用的法律/法規，包括有關再生和處置標籤的法律/法規。企業還應該通過管控制造過程來符合客戶對限制有害物質管控的要求。

Business is to adhere to all applicable laws and regulations regarding prohibition or restriction of specific substances including labeling laws and regulations for recycling and disposal. Business is also to adhere to processes to comply with each agreed-upon customer-specific restricted and hazardous materials list.

5.4 管理系統(Management System)

公司應建立一套管理系統，以確保其經營和所產製的產品，能符合法令與客戶要求，並能持續改進。該管理系統應包含以下要素：

Business shall adopt or establish a management system. The management system shall be designed to ensure compliance with applicable laws, regulations and customer requirements related to the Business's operations and products. It should also facilitate continual improvement. The management system should contain the following elements:

5.4.1 公司承諾(Company Commitment)

公司應訂立環境及社會責任宣言，以供遵守。

Corporate social and environmental responsibility states affirming Business's commitment to compliance and continual improvement.

5.4.2 管理職責與責任(Management Accountability and Responsibility)

公司應設置管理代表，以確保本管理系統的運行。

Clearly identified company representatives are responsible for ensuring implementation and periodic review of the status of the management systems.

5.4.3 法律和客戶要求(Legal and Customer Requirements)



各業務相關部門，應確實瞭解有關的法律/法規，以便遵行；同時也需瞭解來自客戶的要求。

Identification, monitoring and understanding of applicable laws, regulations and customer's requirements is necessary to each sale-department.

5.4.4 風險評價和風險管理(Risk Assessment and Risk Management)

公司內部應訂有適當的程序，以便能辨別、評價與管控各項風險。

Process to identify the environmental, health and safety and labor practice risks associated with Business's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to ensure regulatory compliance to control the identified risks.

5.4.5 包含實施計劃和措施的績效目標(Performance Objectives with Implementation Plan and Measures)

公司應設定各項書面的標準或指標，以便評定績效。

Written standards, performance objectives, targets and implementation plans including a periodic assessment of Business's performance against those objectives.

5.4.6 培訓(Training)

為執行公司的政策及目標；公司應對各級員工給予適當的教育訓練。

Training programs for managers and workers in order to implement Business's policies, procedures and improvement objectives.

5.4.7 溝通(Communication)

透過會議、發文、電子郵件、網絡平台與拜訪，建立公司與員工、供應商以及客戶之間溝通和互動的管道。

Process is for communicating clear and accurate information about Business's performance, practices and expectations to workers, suppliers and customers.

5.4.8 員工反饋和參與(Worker Feedback and Participation)

公司應制定檢驗的程序，以瞭解員工對本守則的理解及執行度。

Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.



5.4.9 審核與評價(Audits and Assessments)

公司應定期自我評估，以確保符合法律法規的要求、本規範的內容以及客戶合約中社會環境責任要求。

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

5.4.10 矯正措施程序(Corrective Action Process)

公司應制定程序及時矯正內部或外部評價、檢查、調查及審核所發現的不符合項。

Process is for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

5.4.11 文件和記錄(Documentation and Records)

公司應建立文件和記錄，以確保遵守規章，符合公司要求,同時妥當保護機密。

Creation of documents and records ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

5.5 道德規範(Ethics)

企業爲了滿足其社會責任要求並成功贏得市場，須遵循道德的最高標準，含：

To meet social responsibilities and to achieve success in the marketplace, Business is to uphold the highest standards of ethics including:

5.5.1 經營誠信(Business Integrity)

遵循公司的經營理念。Comply with the company's operating concept.

5.5.2 無不當利益(No Improper Advantage)

在採購規範或供應商手冊內規範不得提供或收受不正當利益。

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

5.5.3 資訊公開(Disclosure of Information)

公司應依上市公司規定辦理有關資訊之公佈；或在公司網站上公佈，以利查閱。

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices, or disclosing on company's internet for



reference.

5.5.4 知識產權保護(Intellectual Property)

公司應宣導尊重知識產權，並將此觀念推展，導入往來廠商中。

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.

5.5.5 公平交易、廣告和競爭(Fair Business, Advertising and Competition)

應制定公平交易、廣告和競爭的標準並應提供保護客戶資訊的措施。

Standards of fair business, advertising and competition are to be upheld.
Means to safeguard customer information should be available.

5.5.6 身分保護(Protection of Identity)

應建立保護檢舉者機密性的機制，包括：供應商和員工。

Programs that ensure the protection of supplier and employee whistleblower confidentiality are to be maintained.

5.5.7 社區參與(Community Engagement)

鼓勵參與社區活動，以幫助促進社會和經濟發展。

Programs that ensure the protection of supplier and employee whistleblower confidentiality are to be maintained.