

伯仲電子有限公司  
业务合作伙伴  
行为準則

**R&A ELECTRONICS CO.,LIMITED**  
**Business PARTNER**  
**CODE OF CONDUCT**  
**2023**

## 引 言

我司一直以來致力於按照國際社會公認的各項準則保障人權、健康安全、環境安全，並以最高的道德標準進行商業交易。我司始終遵循 ISO 9001、ISO 14001、AS 9120 等管理體系的要求，並以相關標準嚴格要求與約束自身，以促進產業鏈的可持續發展。

我司希望所有業務合作伙伴在其業務的各个方面同樣秉持公平、誠實、責任以及堅持可持續性和誠信的原則行事。本業務合作伙伴行為準則強調的重要標準符合我司的價值觀。我們希望每個業務合作伙伴，包括但不限於供應商、顧問、服務提供商、經紀人、批發商、經銷商、承包商、代理商和其他方，遵循並嚴格遵守這些標準和價值觀。在極少數情況下，當本行為準則與當地立法發生衝突時，業務合作伙伴應遵循更高的標準。

本準則之要求包含勞工、健康安全、環境保護、道德和管理體系。

We have always been committed to protecting human rights, health and safety, and environmental safety in accordance with various norms recognized by the international community, and conducting business transactions with the highest ethical standards. We always follow the requirements of ISO 9001, ISO 14001, AS 9120 and other management systems, and strictly requires and restricts itself with relevant standards to

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promote the sustainable development of the industrial chain.

R&A expects all its Business Partners to act with the same fairness, honesty, responsibility and dedication to sustainability and integrity in all aspects of their business. This Business Partner Code of Conduct highlights important standards that are consistent with R&A' values. We expect each Business Partner including, but not limited to suppliers, consultants, vendors, brokers, merchants, dealers, contractors, agents and others, to observe and strictly adhere to these standards and values. In exceptional cases, where there is a conflict between this Code of Conduct and the local legislation, Business Partners shall apply the higher standard. The Code is made up of five sections, including Labor, Health and Safety, Environmental protection, Ethics, and Management System.

## 一、勞工

承諾維護員工人權，並給予其充分的尊嚴與尊重。以下規定適用於所有員工，包括：正式員工、試用期員工以及實習生。

**1. 保障勞動條件。**公平地向員工提供符合法規要求的報酬和福利，適用符合法律與行業要求的工作時間。

**2. 不使用童工。**嚴禁僱傭或支持僱傭童工。

**3. 保障勞動自由。**禁止強迫勞動，禁止以威脅、暴力、欺騙言語或其他強制手段進行的任何形式的非自願勞動力販賣。

**4. 禁止騷擾與虐待。**禁止性騷擾或其他騷擾、言語攻擊以及其他形式的恐嚇，保證員工在身體上、精神上不受到任何層面的虐待。

**5. 禁止歧視。**不因人種、膚色、年齡、性別、民族、宗教信仰、婚姻狀況等條件在招聘和用工過程中歧視員工。不強迫員工接受任何可能帶有歧視性目的的醫學檢查。

**Labor.** The Business Partners are committed to safeguarding the human rights of employees and giving them full dignity and respect. The following provisions apply to all employees, including: regular employees, probationary employees and interns.

**1. Safeguard working conditions.** The Business Partners shall fairly provide employees with remuneration and benefits that meet legal requirements, and apply working hours that meet legal and industry requirements.

**2. No child labor is used.** It is strictly forbidden to employ or support the employment of child labor.

**3. Guarantee labor freedom.** Prohibition of forced labor, prohibition of any form of involuntary labor trafficking by threats, violence, deceptive language or other coercive means.

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**4. Prohibition of harassment and abuse.** The Business Partners shall prohibit sexual harassment or other harassment, verbal attacks and other forms of intimidation, and ensure that employees are not subjected to any level of physical and mental abuse.

**5. Discrimination is prohibited.** Do not discriminate against employees in the process of recruitment and employment due to conditions such as race, skin color, age, gender, ethnicity, religious belief, and marital status. Do not force employees to undergo any medical examinations that may have discriminatory purposes.

## 二、健康安全

我们的业务合作伙伴承诺提供一切可能的手段以保障員工與客戶的安全。全面提高全體員工的安全意識、職業健康意識，並將這些意識貫徹到公司的每一個工作流程中。

- 1. 保障勞動環境安全。**採取適當的措施，最大限度地降低工作環境中的危害隱患，為員工提供健康安全的工作和生活環境，有效控制安全健康風險。
- 2. 開展健康教育。**積極推行有關健康、安全的教育，確保每一位員工都接受適當的健康和安全培訓。
- 3. 應對緊急事件。**識別潛在的緊急事件與緊急情形，通過提前預警將其危害降到最低。準備火災、地震等災難事件的應急裝置，暢通逃生通道。針對員工開展適當的災難逃生訓練。

**Health and safety.** The business partners will provide all possible means to ensure the safety of employees and customers. Comprehensively improving the safety awareness and occupational health awareness of all employees, and implement this awareness into every work process of the company.

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**1. Ensure the safety of the working environment.** Taking appropriate measures to minimize hidden dangers in the working environment, providing employees with a healthy and safe working and living environment, and effectively control safety and health risks.

**2. Carry out health education.** The business partners shall actively promote health and safety education to ensure that employees receive appropriate health and safety training.

**3. Respond to emergencies.** The business partners shall identify potential emergencies and minimize their hazards through early warning. The business partners shall prepare emergency devices for disasters such as fires and earthquakes, and unblock escape routes. And the business partners shall conduct appropriate disaster escape training for employees.

### 三、環境保護

业务合作伙伴须深刻意識到環境責任是社會責任中的重要部分，承諾在生產經營中減少對環境的不利影響，保護公眾的健康和安全。

**1. 遵守国际環保法規。** 遵守與危險物質、氣體排放、廢物處理及廢水排放等相關的所有適用的環境保護的法律法規。业务合作伙伴須承諾遵守 REACH、RoHS、TSCA等各項國際法規，提供的產品均符合上述法規的要求。

**2. 預防污染。** 從源頭上降低或消除污染物排放、釋放以及廢棄物的產生。

**3. 安全排放。** 對於生產經營中產生的廢氣、廢水、有害物質，其排放嚴格遵守國家相關規定，並進行嚴格監測。最大限度地減少上述物質的排放。

**4. 節約能源。** 在生產經營中盡可能地減少能源的消耗，通過提升技術水準以提高能源的利用率，實現可持續的發展。

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**Environmental protection.** The business partners shall be deeply aware that environmental responsibility is an important part of social responsibility, and promise to reduce the adverse impact on the environment in production and operation, protect the health and safety of the public.

**1. Comply with environmental regulations.** The business partners shall comply with all applicable environmental protection laws and regulations related to hazardous substances, gas emissions, waste disposal and wastewater discharge. The business partners promise to comply with REACH, RoHS, TSCA and other international regulations, and the products provided meet the requirements of the above regulations.

**2. Prevent pollution.** The business partners shall promise to reduce or eliminate pollutant discharge, release and waste generation from the source.

**3. Safe discharge.** For waste gas, waste water, and harmful substances generated in production and operation, the discharge strictly complies with relevant national regulations and is strictly monitored. The business partners shall minimize the emission of the above substances.

**4. Save energy.** The business partners shall reduce energy consumption as much as possible in production and operation, and improve energy utilization rate by upgrading technology to achieve sustainable development.

## 四、道德

业务合作伙伴须始终致力于依据最高的道德标准从事交易，在商业交往中秉承最高的诚信标准。

**1. 反腐敗。**確保防範與禁止在所有交易中任何形式的賄賂、腐敗行為，禁止內部人員與供應商、客戶等第三方合作商有任何非業務的接觸，包括：

a. 給予、承諾、授權、接受、索取、鼓勵、誘使賄賂或其他任何非法或不當利益；

b. 從事或誤導、誘使他人從事上述行為。

**2. 保護知識產權。**執行嚴格的保密和知識產權保護政策，尊重知識產權及受保護資訊。確保僅使用合法獲得且符合使用條件的有形或無形資產，包含但不限於知識產權、物料、設備、資訊技術和軟體等。

**3. 不使用衝突礦物。**業務合作伙伴承諾不使用任何來源於強迫勞動所得的原材料、半成品、成品，不採購任何衝突礦物。業務合作伙伴承諾交付的產品中不會直接或間接地為剛果民主共和國或周邊國家/地區內踐踏人權的武裝組織提供資金。

**4. 保護隱私。**業務合作伙伴承諾保護有業務往來的任何組織或個人（包括供應商、客戶、員工等）的個人資訊，並嚴格遵守與資訊安全有關的法律、法規。

**5. 反對恐怖主義。**恐怖主義已成為影響世界和平與發展的重要因素，業務合作伙伴承諾堅決抵制任何恐怖主義與暴力行為，具體包括：

a. 不參與任何恐怖活動的組織、策劃、實施；

b. 不向任何恐怖活動的組織、策劃、實施提供任何形式的幫助；

c. 不向任何恐怖活動的組織、人員提供庇護。

**Ethics.** The Business Partner are committed to conducting business in accordance with the highest ethical standards and upholding the highest standards of integrity in our business dealings.

**1. Anti-corruption.** The Business Partner ensure the prevention and prohibition of any form of bribery and corruption in all transactions, and prohibits internal personnel from having any non-business contact with suppliers, customers and other third-party partners, including: a. Giving,



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promising, authorizing, accepting, soliciting, encourage, induce bribes or any other illegal or improper benefits; b. Misleading or inducing others to engage in the above acts.

**2. Protect intellectual property rights.** The Business Partner shall implement strict confidentiality and intellectual property protection policies, and respect intellectual property rights and protected information. The Business Partner shall ensure that only legally obtained tangible or intangible assets that meet the conditions of use are used, including but not limited to intellectual property rights, materials, equipment, information technology and software.

**3. No conflict minerals are used.** The Business Partner promise not to use any raw materials, semi-finished products and finished products derived from forced labor, and not to purchase any conflict minerals. The products delivered by The Business Partner will not directly or indirectly provide funds to armed groups that abuse human rights in the Democratic Republic of the Congo or neighboring countries/regions.

**4. Protect privacy.** The Business Partner promise to protect the personal information of any organization or individual (including suppliers, customers, employees, etc.) with whom the Business Partner have business dealings, and strictly abide by laws and regulations related to information security.

**5. Against terrorism.** Terrorism has become an important factor affecting world peace and development. The Business Partner shall resolutely resist any acts of terrorism and violence, including: a. Do not participate in the organization, planning, and implementation of any terrorist activities; b. Do not provide any form of assistance to the organization, planning and implementation of any terrorist activities; c. Not to provide shelter to any organization or personnel involved in terrorist activities.

## 五、管理體系

业务合作伙伴承諾將建立安全、高效、穩定的內部管理體系，並維持該體系的持續運作。

**1. 保障資訊安全。**推行可靠的網路資訊安全管理，對內部資訊採取嚴格的保密措施。

**2. 完善培訓體系。**保證一定頻率的管理層與員工培訓，以確保业务合作伙伴須各項政策、規定的實施。

**3. 明確管理責任。**明確每一個崗位的具體職責，明確指定負責確管理體系正常運作的管理層人員。

**4. 風險管理。**建立預測、識別、防範法律、勞工、安全、環境、道德風險的程式。對可能的風險進行評級，實施對應的程式與措施，以控制被識別的風險。

**5. 遵循法律。**遵守相關的國家、地方法律法規，確保業務在合法、合規以及符合地方政策的範圍內實施。

**Management System.** The Business Partner promise to establish a safe, efficient and stable internal management system and maintain the continuous operation of the system.

**1. Ensure information security.** The Business Partner shall promote reliable network information security management, and take strict confidentiality measures for internal information.

**2. Improve the training system.** The Business Partner shall guarantee a certain frequency of management and staff training to ensure the implementation of our policies and regulations.

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**3. Clarify management responsibilities.** The Business Partner shall define the specific responsibilities of each position and clearly designate the management personnel responsible for ensuring the normal operation of the management system.

**4. Risk management.** The Business Partner shall establish procedures for predicting, identifying, and preventing legal, labor, safety, environmental, and moral risks. The business partners shall rate the potential risks and implementing corresponding procedures and measures to control the identified risks.

**5. Compliance with the Law.** The Business Partner shall comply with relevant national and local laws and regulations to ensure that the business is carried out in a legal and compliant manner and in accordance with local policies.