

從業道德規範 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，包括：
To meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

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。供應商應採取零容忍政策來禁止任何形式的賄賂、貪腐、舞弊、敲詐勒索和挪用公款。

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

2) 無不正當收益 No Improper Advantage

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。此禁令包括承諾、提供、批准、給予或收受任何有價之物（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。應推行監控、保留紀錄和強制執行程序以確保符合反腐敗法的要求。

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given, or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

3) 資訊公開 Disclosure of Information

所有的業務來往應具透明度，並準確地記錄在供應商的帳冊和商業記錄上。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。

All business dealings should be transparently performed and accurately reflected on the Participant's business books and records. Information regarding participant's labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry

practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

4) 知識產權 Intellectual Property

應當尊重知識產權；須以保護知識產權的方法傳遞技術和生產知識；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.

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

應謹守公平交易、廣告和競爭標準。

Standards of fair business, advertising, and competition are to be upheld

6) 身分保護及防止報復 Protection of Identity and Non-Retaliation

除非受法律禁止，供應商應當制定程序來保護供應商和員工檢舉者（任何揭露公司員工、主管或公務員和政府機構的不正當行為者），並確保其身分的機密性和匿名性，使其員工能夠提出任何問題，而不擔心遭到打擊報復。

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

7) 負責任地採購礦物 Responsible Sourcing of Minerals

供應商應當制定政策並進行盡職調查，以合理地確保他們製造的產品中所含有的鈹、錫、鎢 和金的來源與供應鏈，與經濟合作暨發展組織（Organization for Economic Co-operation and Development, OECD）關於對出自衝突影響及高風險區域之礦石實施負責任供應鏈的指引，或同等及認可的盡職調查框架一致。

Suppliers shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization for Economic Co-operation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas or an equivalent and recognized due diligence framework.

8) 隱私 Privacy

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。

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

9) 遵守保密義務 Confidentiality Obligations

供應商明確認知對於在交易洽談、合約締結和交易履行過程中 所接觸、知悉、持有或取得之所有與漢磊公司經營、生產、銷售、研發、財務、管理等相關之非公開資訊(包括漢磊公司及客戶之資料)均為機密資料，無論其形式或媒介為何，亦無論其係有形或無形，或是否載有「機密」、「限閱」或其他同義字，供應商承諾嚴守保密義務，絕不得對外公開、洩漏、散佈或揭露予任何第三者。

Suppliers acknowledge that any and all unpublished information (including information of EPISIL or EPISIL' customers), whether in any form or through any medium, tangible or intangible, explicitly classified as confidential, restricted, or others with similar meaning related to EPISIL' operations, production, sales, research and development, finance and management that is accessed, possessed or acquired by, or known to suppliers in the process of business discussion, conclusion of contract or performance, shall be treated by suppliers as confidential information. Suppliers commit to strictly observe the confidentiality obligations, and shall never publish, reveal, leak or distribute confidential information to any 3rd party.