

## 一. 目的 Purpose

為導引本公司員工之行為符合道德標準，並使利害關係人知悉本公司人員執行職務時應遵循之道德標準，且揭發本公司之企業活動無礙於社會公益並依據本公司之「誠信經營守則」、國家之相關法律與RBA責任商業聯盟（Responsible Business Alliance）行為準則而訂定。

Advantech outlines the following Employee Business Conduct to educate and guide all our employees, officer and board worldwide to seek the guidance on any ethical questions that may arise in the course of their work. And, this Employee Business Conduct is implemented in accordance with Commonwealth, Advantech's integrity management rule and the related laws of the countries and RBA (Responsible Business Alliance) Code of Conduct in which we operate.

## 二. 範圍 Scope

所有研華集團公司的員工及其董事。  
All employees, officers and board

## 三. 實施內容及步驟 Operation content and step

### 3.1 道德規範 Ethics

#### 3.1.1 誠信經營 Business Integrity

本公司員工應遵守公司法、證券交易法、商業會計法、政治獻金法、貪污治罪條例、政府採購法、公職人員利益衝突迴避法、公平交易法及上市相關規章或其他商業行為有關法令，以作為落實誠信經營之基本前提。並禁止任何形式的賄賂、貪污、敲詐勒索和挪用公款。本公司並嚴禁所屬員工發生違背公共秩序或善良風俗等此類違法或未達違法程度而違反公司之誠信經營理念並經查證屬實者，公司得依情節之輕重，分別處以申誡、記過、調職或開除免職等處分。

Advantech's employees and officers and board shall comply with Company Act, Securities and Exchange Act, Business Entity Accounting Act, Political Donations Act, Anti-Corruption Act, Government Procurement Act, Act on Recusal of Public Servants Due to Conflict of Interest, Fair Trade Act, the related law or other commercial law to implement Advantech's integrity management rule. Advantech have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. Advantech prohibits employee's behavior violates public policy and moral whether it is illegal or not but that violate Advantech's integrity management rule. If any, Advantech may be based on the severity of the case at its discretion, respectively, sanction for exhorting, recording a demerit, terminating the labor contract.

### 3.1.2 無不正當收益 No Improper Advantage

本公司之董事、經理人、受僱人、受任人或具有實質控制能力者，於從事商業行為之過程中，應秉持公平、誠信與透明之方式進行，不得直接或間接提供、承諾、要求或收受任何不正當利益，或做出其他違反誠信、不法或違背受託義務等不誠信行為，以求獲得或維持利益。此外本條所稱利益，係指任何有價值的事物，包括但不限於任何形式或名義之金錢、饋贈、佣金、職位、服務、優待、回扣及其他變相財貨(如禮券、權益、債券等)。但屬於正常社交禮俗，且係偶發而無影響特定權利之虞者，不在此限。本公司透過設置舉報信箱

[audit.direct@advantech.com.tw](mailto:audit.direct@advantech.com.tw)，監控和執行程序確保符合此項要求。

The directors, officers, employees, appointed person and the person with substantive control of Advantech shall conduct their business activities in a fair, honest and transparent manner and shall not, directly or indirectly, provide, promise or demand any improper benefits, or make other breaches of integrity, illegal or breach of fiduciary duties in order to obtain or maintain the improper benefits. Benefit referred to in this section means anything of value, including but not limited to money, gifts, commissions, positions, services, favors, rebates and other disguised goods (such as gift certificates, equities, bonds, etc.) in any form.

However, those who belong to normal social etiquette and are incidentally spurious without affecting a particular right shall be exempted. Advantech monitors and implements procedures to ensure compliance with this requirement by setting up a report mailbox at [audit.direct@advantech.com.tw](mailto:audit.direct@advantech.com.tw).

#### 3.1.2.a 禁止不當之餽贈、賄賂或收受他人利益

##### **Prohibition on kickbacks, bribes, or related interests**

本公司人員於執行職務時，不得為個人、公司或第三人之利益，而有要求、期約、交付或收受任何形式之饋贈、招待、回扣、賄賂或其他不正利益之行為。但其中之餽贈或招待符合一般商場慣例與道德標準，此種行為必須可以公開而不會造成任何困擾，不得違反任何法律、規章或政策，包括廠商或客戶的政策；對於慈善捐贈或贊助，應符合相關法令及內部程序，不得變相行賄

Neither for individual, company nor third party's interests, the employee should not ask, promise to pay, offer or receive kickbacks, direct or indirect, in any form under any circumstances included gift, services, kickback, bribe or anything of value sufficient to influence a decision.

However, it does not apply to gift, or service consistent with customary local business practice and ethics standard. And that would be in public, harmless, and do not violate any law, rule, or policies including policies

of the vendor or customer. For charitable donations or sponsorship, should comply with the relevant laws and ordinances and internal procedures and should not disguise bribe per charitable donations or sponsorship.

### 3.1.2.b 限制從事或協助政黨性活動 **Restriction on Political activities**

- i) 本公司員工於工作場所或工作時間內，不得從事任何政黨性之活動，亦不得利用公司資源為之，但公關人員之特定公關活動，不在此限。

The employee shall not participate in political activities or use company assets or resource within the working hour and company environment. However, unless the specific activities of Public relations activities is available approved by authorization.

- ii) 本公司員工不得以任何方式影響其他員工為政黨捐獻、支持特定政黨或候選人、或參與其他政黨性之活動。

It is prohibited that the employee by the use of any means influence others for the specific political contributions of any kind to any political party, candidate or participating political activities.

### 3.1.2.c 禁止內線交易 **Prohibition on Insider trading**

能影響一般人買賣股票的非公開資訊即屬內線資訊。任何員工不可用他所知道的內線資訊來圖利他人或獲取個人利益。公司的財務狀況及商業往來資訊，未經事先許可，不可擅自發表，以免影響股東權益。

Prior to the public date, any information related company can influence the individual trade national securities. That type of information is referred to as “nonpublic information”. It should be prohibited that any employee, directly or indirectly, by the use of any nonpublic information, means or instrumentality of interstate commerce, or of the mails or of any facility of any national securities exchange to gain individual interests. The information involved any financial practice, or course of business is prohibited to announce by any employee its own discretion without the prior approval in order to protect shareholder rights.

### 3.1.2.d 避免利益衝突 **Avoid the conflict of interests**

員工不得在公司外從事與公司利益衝突之活動，亦不得因從事或參與公司外之活動而影響在公司應負之職責。若有任何疑慮時，應向上一級之管理單位報告，以便他們能提供適當的指導。

All employees shall not engage in any Conduct that may arise from the personal transaction poses a conflict of interest with company’s business. In addition, the employee is prohibited from engaging in any activities that interferes with your performance or responsibilities to the company. The employee is encouraged to seek guidance from the supervisor if you are unsure about whether interests conflict with the company or not.

### 3.1.3 資訊公開且確保資訊之正確及完整

#### Disclosure of Information and Completed Information

##### 3.1.3.a 資訊公開 Disclosure of Information

本公司業務來往應具透明度，公開於財務報表(月、季、年) 並透過年報公開有關參與勞工、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。無論在台灣或其他國家執行公司業務與必須遵守當地政府的規定，絕對不允許有不實登載的情事發生，任何供應鏈交易行為與業務來往須有適當的證明文件。且應確保各種形式文書資料製作之正確與完整，並妥為保存。如發現文書資料有遺失、毀損或其內容有隱匿或虛偽等情事，應陳報單位主管追查其原因。

Advantech contacts should be transparent and open to the financial statements (monthly, quarterly, and annually) and be disclosed through the annual report on labor, health and safety, environmental protection activities, business activities, organizational structure, financial status, and performance. No matter in Taiwan or other countries the employee should be in compliance with local law wherever executes business. Any transaction of supplier chain should be attached proper certificate with accurately describing, accurately stating, accurately record, and maintain its entire completion. In this regard, the company prohibits any false, incomplete, or misleading entire record. The employee should report the supervisor to seek its root cases, if the record contain any false/misleading or any record had been lost or damaged

##### 3.1.3.b 產品與服務品質承諾 Product and Service Quality Commitments

產品與服務之研發、採購、製造、提供或銷售過程，應遵循相關法規與國際準則，確保產品及服務之資訊透明性及安全性，制定且公開其消費者或其他利害關係人權益保護政策，並落實於營運活動，以防止產品或服務直接或間接所害消費者或其他利益關係人之權益、健康與安全。有事實認定商品、服務有危害消費者或其他利害關係人安全與健康之虞時，原則上應立即回收該批產品或停止其服務。

The process of research and development, procurement, manufacturing, supply and sales for the products and services will follow related regulations and international policies, in order to ensure the information transparency and safety of the products and services. The rights and interests protection policies of consumers and other stakeholders will be implemented, publicly released, and also practiced on the business operations, so that the rights, well-being and safety of consumers and other stakeholders will not be harmed directly or indirectly by the products and services. Should any fact of the products and the services is proven to violate the rights, or well-being of consumers and other stakeholders, the general policy is to recall the products or stop the services.

### 3.1.4 知識產權與資產安全管理

#### **Intellectual Property and Asset Security Management**

##### 3.1.4.a 尊重他人之知識產權包含智慧財產權

Respecting others for intellectual property includes intellectual property rights

所有員工均應遵守並保護知識產權之有關規定，包含客戶與供應商的資料。在未取得適當的許可下，不得複製、安裝或使用未授權之軟體或著作。

All employees should comply with the rule related intellectual property rights, contains customer and supplier data, unless gain proper authorization none software or copyrights can be decompiled, copied, installed, or use.

##### 3.1.4.b 維護資產之安全 Assets security

公司提供非常多元的資產，包括但不限於電腦、通訊和其他設備及資料，供員工業務上使用。員工執行職務時，嚴禁員工不當或違法使用資產，尤應避免使用資料、資訊系統、網路設備等資源後，而遭受外來任何因素之入侵和破壞，造成公司不可彌補的損失，以保護知識產權的方法傳遞技術和生產知識。

The Company endeavors to furnish employees with diversity assets including but not limited to PC, communications equipment, other equipment, and data. However, the company prohibits any employee improperly, or unlawfully to use the assets in the Conduct of each job responsibilities. Especially the employees must avoid any irrevocable or significant damage arising from use data, information system, or network equipment. Transfer of technology and know-how is to be done in a manner that protects intellectual property rights

### 3.1.5 公平交易、廣告和競爭 Fire business, Advertising and Competition

本公司從事商業行為，應恪守商業道德並遵守各國公平競爭之法規，不做不實之廣告及不從事不公平競爭之商業行為。

The Company should comply with business ethics and the laws and regulations of fair competition and no false advertising in all countries when engaged in commercial activities and should not engage in unfair competition in business.

### 3.1.6 身分保護與防止報復 Protection of Identity and Non-Retaliation

針對此員工行為準則，本公司致力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。研華並設置舉報信箱並公布於公司官網、員工網站以及供應商會議中，提供利害關係人舉發管道，

由研華稽核單位受理後向董事長報告，並指派專案調查人員獨立進行調查，對於舉報人的身份及舉報之內容給予保密及保護。若同仁需諮詢職務上合法性相關問題時，可諮詢公司法務。讓員工可以表達他們的疑慮，而不用害怕遭到報復。

In response to this employee code of conduct, the company is committed to developing procedures to protect suppliers and employee accusers and to ensure the confidentiality and anonymity of their identities. Advantech sets up a report mail box and publishes it in the company's official website, employee websites, and supplier conferences. It provides a channel for interested parties to raise the hair. After being accepted by Advantech auditing units, it reports to the chairman of the board and assigns the special investigators to investigate independently. The contents of the identity and report are kept confidential and protected. If colleagues need to consult with questions about the legality of their duties, they may consult the company's legal affairs. Allow employees to express their concerns without fear of retaliation.

公司官網舉報連結

Advantech website

[http://www.advantech.tw/csr/company\\_commitment/corporate\\_governance\\_overview/major\\_internal\\_policies](http://www.advantech.tw/csr/company_commitment/corporate_governance_overview/major_internal_policies)

### 3.1.7 資料之保密 Confidential Information Safeguard

#### 3.1.7.a 公司的保密規定

公司的資訊、業務與技術或公司營運等資料如發明、業務機密、技術資料、產品設計、製造專業知識、財務會計資料、智慧財產權及其他所有可能被利用或洩漏之後對本公司或客戶有損害之未公開揭露資訊，皆屬公司之資產。除由公司以適當方式予以公開發表外，員工就其職務上所知悉之事項或機密資訊應謹慎管理，非經權責主管之批准外，不得洩漏予他人或為工作目的以外之使用；離職後亦同。如經授權對外透露，應於透露前與對方簽署保密協議書。The information related with IT, sales, technology and/or know-how and the operation information of company is property of the company that shall be disclosed to the public by proper authorization. Confidential information shall include but not limited to employee, customer information, invention, trade secret, technology data, product design, manufacture know how, intellectual property or any information related with finance and accounting. The information is only used for the specific purpose by employees who have a “need to know” the information to conduct his job. However, such disclosure should never be done without the consultation and approval by each supervisor; including you may be in possession of any confidential

information of Company or the former employer. No confidential information may be disclosed without the prior and express written approval of proper authorization.

### 3.1.7.b 隱私管理

#### Privacy Management

包括公司有業務來往者如供應商、客戶、消費者和員工等資料。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。

Advantech 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.

## 3.2 勞工標準 Labor standards

本公司致力提供員工一個安全且高品質的工作環境，政策上，公司落實遵守各類雇用及勞動法規，並且公司也致力提供員工一個安全且健康的工作環境以符合環保法規，並經由適當的管理及技術上的應用避免環境污染。

The company is committed to providing a safe and quality work environment for its employee. It is the company's policy to act in accordance with all applicable employment and labor law, as well as child labor and illegal worker prohibition and working hours are not to exceed the maximum set by local law.; the threat of physical abuse, sexual or other harassment, verbal abuse and any other forms of intimidation are prohibited; and the company will not tolerate nor support the use of corporal punishment, mental or physical coercion, or verbal abuse. And, the company is also committed to complying with all applicable environment laws and regulations and to providing a safe and healthy workplace and preventing pollution by applying appropriate management practices and technology.

### 3.2.1 自由選擇職業 Freely Chosen Employment

禁止使用不正當方式如使用恐嚇、強迫取得勞工，除了禁止對勞工出入工作場所作出不合理限制外，也不應無理地約束勞工在工作場所內的行動自由。勞工擁有自由離職或終止僱傭關係的權利且需符合當地勞動法規。

The prohibition of improper use such as the use of intimidation or forced access to labor should not unreasonably restrict the freedom of movement of workers within the workplace, in addition to prohibiting unreasonable restrictions on the access of workers to the workplace. Workers have the

right to freely leave or terminate their employment and must comply with local labor laws and regulations.

### 3.2.2 青年勞工 Young Workers

本公司嚴禁僱用童工，「童工」指僱傭任何未滿 15 歲、或未達強迫教育年齡、或該國家/地區最低就業年齡的人士。本公司原則上不僱用未滿 18 歲之青年勞工，如僱用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。本公司應當透過適當地保管學生記錄、嚴格審核教育合作夥伴和按照適用的法例與法規保障學生的權利，從而確保對學生勞工的適當管理。本公司應當提供適當的支援和訓練予所有學生勞工，其薪資水平應符合當地最低薪資要求。

The company strictly prohibits the use of child labor. “Child labor” refers to the employment of any person under the age of 15, or the age of non-compulsory education, or the minimum age of employment in the country/region. In principle, the company does not employ young workers under the age of 18, and may not perform jobs that may endanger their health or safety, including night duty or overtime. The company shall ensure the proper management of student labor by properly keeping student records, strictly reviewing educational partners, and protecting student rights in accordance with applicable laws and regulations. The company should provide appropriate support and training to all student labor, and its salary level should meet the local minimum salary requirement.

### 3.2.3 工資福利 Wages and Benefits

本公司支付給勞工的工資應當符當地相關的薪酬法律，包括有關最低工資、超時加班和法定福利的法律。禁止以扣除工資作為紀律處分的手段。在每個支薪週期，應及時為勞工提供簡明的工資單據以證明準確支付給勞工薪酬，必須按照當地法律聘用派遣員與約聘工。

The wages paid by the company to laborers should be consistent with the relevant local remuneration laws, including laws concerning minimum wages, overtime work, and statutory benefits. It is forbidden to use wage deduction as a measure of disciplinary action. In each pay cycle, laborers should be provided with concise payroll documents in time to prove that they are paying wages accurately. Dispatchers and contractors must be hired according to local laws.

### 3.2.4 人道的待遇 Humane Treatment

嚴禁苛刻和非人道地對待員工，包括性騷擾、性侵犯、體罰、精神或身體壓迫或是口頭辱罵。此文件向新進員工清楚傳達，為此本公司設置申訴信箱 [Ellen.Liu@advantech.com.tw](mailto:Ellen.Liu@advantech.com.tw) 與申訴專線電話：[+8862-27927818#7295](tel:+8862-27927818#7295)。

The harsh and inhuman treatment of employees is strictly prohibited, including sexual harassment, sexual assault, corporal punishment, mental or physical oppression or verbal abuse. This document is clearly communicated to the new employees. For this purpose, the company set up a complaints mailbox [Ellen.Liu@advantech.com.tw](mailto:Ellen.Liu@advantech.com.tw) and a complaints hotline: [+8862-27927818#7295](tel:+8862-27927818#7295).

### 3.2.5 禁止歧視員工 Prohibition on employee discrimination

本公司為國際化公司，尊重員工平等任用及發展職業生涯之機會，不會因個人性別、種族、宗教信仰、黨派、性取向、職級、國籍及年齡等因素，而為差別待遇、或任何形式之歧視。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。

根據當地法律，本公司尊重所有員工能夠在不用擔心歧視、報復、威脅或騷擾的情況下，自由參與工會，以與管理層做良性的溝通。

The company is committed to playing the role of GIE (Global Integrated Enterprise) and providing a workplace with all job applicants or an employee on the equal basis to seek job opportunities and carrier development. It prohibits any actions or disparate treatment from discriminating against employees or applicants for employment on the bases of sex, race, religion, politics, sexual orientation, ranking, national origin, or age. Employees should be provided with appropriate venues for religious activities. In addition, employees or prospective employees must not be subjected to discriminatory medical tests or physical examinations.

Freedom of Association

In conformance with local law, employees shall be able to openly communicate and share ideas and concerns with management team, and employees have their freedom to participate in labor unions without fear of discrimination, reprisal, intimidation or harassment.

### 3.3 懲處 The guidance on correction plan

違反本準則的行為均視為不當行為，視情節輕重依相關規定予以懲處，單位主管知情而不加以糾正或未依公司規定處理者，亦同。須注意禁止以扣除工資、體罰、精神、身體壓迫或口頭辱罵，作為紀律處分的手段。

The company will take the appropriate action against any employee whose actions are found to violate the business Conductor any other applicable policies of the company. The company expects the supervisor in charge should carry out their duty against any employee with the violation, and to adhere to related rule in carry out its own duties.

Otherwise, corrective actions .With respect to any of the matters should be applied by the related supervisor and the employee. Advantech must be taken not to use wages, corporal punishment, and mental, physical or verbal abuse as a measure of disciplinary action.