

## 研華績效管理與評比

### Advantech Performance Appraisal and Ranking

為了提升個人績效，激勵員工持續改進，進而創造高效能的團隊與組織，績效結果作為提供培育發展、輪調、晉升、調薪與職涯規劃之依據與參考，研華股份有限公司訂定有績效管理與評比辦法。

To enhance individual performance, motivate employees for continuous improvement and create high-performance organizations. The performance results are used as the basis for talent cultivation, rotation, promotion, compensation adjustment and career planning, Advantech has established Performance Appraisal and Ranking Policy.

所有研華關係企業員工應依上述辦法辦理，相關考核施行如下：

All Advantech's employees and affiliate company's employees shall follow the aforesaid policy, and the relevant assessments are conducted as below:

- (1) 考核項目：除相關職能項目考核外，並著重 ESG，風險管理及員工行為準則之遵循。若有違反員工行為準則，應依情節輕重，影響其考核成績、薪酬以及績效獎金，嚴重者將以解職處分。
  - (2) 核定程序：直接主管初核，上階主管複核定案。
  - (3) 員工在職期間，遇有轉調或派駐其他部門由新單位部門主管評核，但是新主管需與原主管討論員工之前表現。
- (1) Appraisal items: In addition to evaluating job competence also focus on ESG, risk management and code of business conduct. Any violation of code of business conduct, the appraisal assessment results, remuneration, performance bonuses shall be affected according to the severity of the situation, and serious cases will be punished by dismissal.
  - (2) Approval process: the direct manager is in charge of the initial review, and then the upper-level manager reviews and finalizes the result.
  - (3) During the employee's tenure, if the employee is transferred or dispatched to another department, the evaluation will be reviewed by the new department manager, and the manager is required to discuss with the previous manager.