

# 人權政策

## 一、政策宗旨

本公司深信尊重人權是企業應盡的基本責任，也是實現永續發展的核心要素。本政策適用於所有直接或間接受本公司經營行為影響之利害關係人，包括但不限於員工、外包與派遣人員、供應鏈合作夥伴及客戶，並致力於在各環節落實人權保障。

本政策依循下列國際標準與準則制定：

- 《聯合國工商企業與人權指導原則 (UNGPs) 》
- 《國際勞工組織 (ILO) 公約》
- 《責任商業聯盟行為準則 (RBA Code of Conduct) 》

## 二、適用範圍

本政策適用於：

- 所有本公司之全職與兼職員工
- 所有派遣、外包及臨時人員
- 所有供應商、承攬商、服務提供商及與立積合作的商業夥伴

## 三、人權核心承諾

### 3.1 平等機會與不歧視

公司致力於提供公平的就業機會，嚴禁任何基於個人特質或信仰之歧視與騷擾行為，包含但不限於：

種族、膚色、階級、民族、國籍、出生地、語言、宗教、信仰、政治立場、性別、性取向、性別認同與表達、年齡、婚姻或家庭狀況、懷孕、身心障礙、健康狀況、外貌、面部特徵、血型、星座或工會會員身分等。

公司致力打造多元、包容、尊重的職場環境，促進每位員工的尊嚴與潛能發揮。

## 3.2 自由選擇與禁止強迫勞動

公司嚴禁任何形式之強迫、契約束縛、抵債、囚工或人口販運行為，確保所有勞動行為皆為自願。

公司不得：

- 扣留身分證件或護照
- 強制收取任何形式之押金
- 將招聘費用轉嫁予勞工

所有聘用契約皆須以書面形式訂立，內容清晰明確，並提供員工可理解的語言版本。員工有依法律規定合理辭職之自由。

## 3.3 童工禁止與青年勞工保護

公司嚴格禁止僱用童工，僅聘用年滿 18 歲之人員。招聘時進行年齡驗證，以杜絕非法用工。

若不慎發現僱用未滿法定年齡者，將立即啟動補救計畫，保障其身心安全與教育權益。

## 3.4 工作環境與職業安全

公司提供符合法令與國際標準之健康、安全工作環境，並透過以下措施持續改善：

- 定期進行職安風險評估
- 實施員工職安教育訓練
- 建立緊急應變機制與事故通報系統

公司重視員工之工作與生活平衡，遵守法定工時與休假規範，並推廣身心健康與正向文化。

## 3.5 工資與福利

公司遵守所有適用之薪資法規，包括最低工資、加班費與法定福利等。薪資發放準時透明，並提供清楚的薪資明細，保障員工合理報酬。

## 3.6 結社自由與集體協商

公司尊重員工依法組織、加入或不加入工會之自由，並支持集體協商之權利。在尊重當地法令下，公司鼓勵勞資溝通與協商。

## 3.7 申訴機制與補救措施

公司設立多元且保密之申訴管道，包括：

- 員工內部申訴/性騷擾防治信箱 hr@richwave.com.tw
- 員工內部性騷擾防治專線 (03) 6008999 轉 529
- 保障申訴者之隱私與匿名性
- 嚴禁任何形式之報復行為
- 依公平程序進行調查與處置，並採取必要之補救與改進行動

## 四、政策宣導與落實

為確保本政策有效執行，本公司將採取以下措施：

- 定期對員工與主管進行人權相關教育訓練
- 將人權政策納入新進人員之入職課程
- 將人權條款納入與供應商簽訂之契約中
- 定期實施人權稽核與自我評估，確保持續改善

本政策每年至少檢討一次，並視法令、業務或社會環境變化進行更新。

## 附錄 A：供應商人權要求

為落實本政策之目標，所有供應商與商業合作夥伴必須遵守以下原則：

### A.1 合規責任

- 遵守其營運所在地之所有勞工與人權相關法規
- 全面遵循《責任商業聯盟行為準則 (RBA Code of Conduct) 》
- 建立並執行人權盡職調查與風險管理制度

### A.2 勞動標準

- 禁止強迫、契約束縛或人口販運等非自願勞動
- 禁止僱用童工
- 提供安全工作環境與公平薪資
- 尊重員工結社與集體協商之權利

### A.3 稽核與監督

- 配合之供應商評估與稽核，包括自評與實地查核
- 建立透明紀錄制度，以供查核及驗證
- 若發現違規事項，應即時提出糾正計畫並積極改善

### A.4 舉報機制與保護

供應商須建立申訴與舉報管道，保障勞工可匿名、安全地反映問題，並不得對舉報者進行打擊或報復。

有權對違反人權政策且未改進之供應商中止合作關係。

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## 五、聯絡資訊

若有任何人權相關問題或舉報需求，請聯繫：

### 人權合規小組

電子郵件：[hr@richwave.com.tw]

申訴專線：[(03) 6008999 轉 529]

## Human Rights Policy

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### 1. Purpose

Our Company believes that respecting Human rights is a fundamental corporate responsibility and a cornerstone of sustainable development. This policy applies to all stakeholders directly or indirectly affected by our business operations, including but not limited to employees, outsourced and dispatched workers, supply chain partners, and customers. Our Company is committed to upholding human rights at every level of its operations.

This policy is developed in accordance with the following international standards and guidelines:

- United Nations Guiding Principles on Business and Human Rights (UNGPs)
  - International Labour Organization (ILO) Conventions
  - Responsible Business Alliance (RBA) Code of Conduct
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### 2. Scope

This policy applies to:

- All full-time and part-time employees of the Company
  - All dispatched, outsourced, and temporary workers
  - All suppliers, contractors, service providers, and business partners working with the Company
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## 3. Core Human Rights Commitments

### 3.1 Equal Opportunity and Non-Discrimination

The Company is committed to providing fair employment opportunities and strictly prohibits discrimination or harassment based on individual characteristics or beliefs, including but not limited to:

- Race, color, caste, ethnicity, nationality, place of birth, language, religion, belief, political opinion
- Gender, sexual orientation, gender identity or expression
- Age, marital or family status, pregnancy, disability, health status
- Appearance, facial features, blood type, zodiac sign, or union membership

We strive to foster a diverse, inclusive, and respectful workplace that enables every employee to thrive and reach their full potential.

### 3.2 Freely Chosen Employment

The Company strictly prohibits all forms of forced, bonded, indentured labor, or human trafficking. All work must be voluntary. The company shall not:

- Confiscate identity documents or passports
- Charge any form of recruitment fees or deposits
- Shift recruitment fees to workers

All employment contracts must be written, clearly stated, and provided in a language the employee understands. Employees have the freedom to resign with reasonable notice in accordance with applicable laws.

### 3.3 Prohibition of Child Labor and Protection of Young Workers

The Company strictly prohibits child labor and only employs individuals aged 18 or above. Age verification is conducted during recruitment to prevent illegal employment.

If a minor is mistakenly hired, the company will immediately initiate a remediation plan to safeguard the individual's well-being and educational rights.

### 3.4 Working Environment and Occupational Safety

The Company provides a healthy and safe working environment in compliance with legal and international standards. Continuous improvements are implemented through:

- Regular occupational safety risk assessments
- Employee safety training programs
- Emergency response and incident reporting mechanisms

We support a work-life balance, comply with legal working hours and leave regulations, and promote physical and mental well-being and a positive workplace culture.

### 3.5 Wages and Benefits

The Company complies with all applicable wage laws, including minimum wage, overtime pay, and statutory benefits. Salaries are paid on time with clear pay slips to ensure fair compensation.

### 3.6 Freedom of Association and Collective Bargaining

The Company respects employees' legal rights to form, join, or refrain from joining labor unions and supports the right to collective bargaining. In accordance with local laws, we encourage communication and negotiation between labor and management.

### 3.7 Grievance Mechanisms and Remediation

The Company has established diverse and confidential grievance channels, including:

- Internal employee complaint mailbox
- Sexual harassment prevention hotline and dedicated mailbox

We commit to:

- Protecting the privacy and anonymity of whistleblowers
- Prohibiting all forms of retaliation

- Conducting fair investigations and taking necessary remedial and corrective actions
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## 4. Implementation and Communication

To ensure effective implementation of this policy, Our Company will:

- Conduct regular human rights training for employees and management
- Include human rights topics in onboarding programs
- Incorporate human rights clauses in supplier contracts
- Conduct regular human rights audits and self-assessments to drive continuous improvement

This policy shall be reviewed at least annually and updated in response to changes in laws, business needs, or the social environment.

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## Appendix A: Supplier Human Rights Requirements

To support the implementation of this policy, all suppliers and business partners must adhere to the following principles:

### A.1 Compliance Responsibilities

- Comply with all labor and human rights laws in their respective jurisdictions
- Fully adhere to the Responsible Business Alliance (RBA) Code of Conduct
- Establish and implement human rights due diligence and risk management systems

### A.2 Labor Standards

Suppliers must:

- Prohibit forced, bonded, or trafficked labor
- Prohibit child labor
- Provide safe working environments and fair wages
- Respect workers' rights to freedom of association and collective bargaining

## A.3 Audits and Oversight

Suppliers must:

- Cooperate with Our Company's evaluations and audits, including self-assessments and on-site inspections
- Maintain transparent records for review and verification
- Promptly submit corrective action plans and take active steps to address non-compliance

## A.4 Whistleblower Mechanism and Protection

Suppliers must establish grievance and whistleblower channels that allow workers to report issues anonymously and safely. Suppliers must not retaliate against any whistleblower.

The Company reserves the right to terminate cooperation with suppliers who violate human rights policies and fail to take corrective action.

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## 5. Contact Information

For any inquiries or reports related to human rights, please contact:

### The Company Human Rights Compliance Team

Email: [hr@richwave.com.tw]

Hotline: [03-6008999 ext. 529]