

中鼎反歧視及騷擾政策

Anti-Discrimination and Anti-Harassment Policy

1.0 目的 Purpose

中鼎工程股份有限公司(以下簡稱「本公司」)為致力營造安全共融的職場環境，讓所有員工均能得到應有的尊重與平等對待，不受他人歧視及騷擾。對於歧視與騷擾行為採取「零容忍」原則，並設有檢舉及申訴管道，任何經調查確立的事件將以工作規則及同仁獎懲辦法等施以糾正及懲戒措施，情節重大時得對行為人依工作規則及同仁獎懲辦法規定予以解僱處分。

CTCI Corporation (hereinafter referred to as the company) is committed to creating a safe and inclusive workplace environment, so that all employees receive respect and equal treatment, free from discrimination and harassment. The principle of "zero tolerance" is adopted for discrimination and harassment, and there are channels for report and complaints. Any case established through investigation will be corrected through the disciplinary measures based on work rules and peer rewards and punishments. When the circumstances are serious, the perpetrator may be dismissed in accordance with the Work Rule and Employees Reward and Punishment Regulations.

2.0 範圍 Scope

本聲明適用範圍包括本公司及國內外子公司、合資公司及其他具有實質控制能力之集團關係企業，並同時延伸至供應鏈、客戶與承攬商。

The policy are applicable to CTCI Corporation and its domestic and foreign subsidiaries, joint venture companies and other companies with substantial control capabilities and extends to the supply chain, customers and contractors.

3.0 定義 Definition

3.1 歧視 Discrimination

歧視是基於個人特徵而對某人的任何負面行為或態度，給予不平等待遇、拒絕提供福利或被不公平地對待等行為和結果，包括但不限於因國籍、宗教、種族、黨派、膚色、年齡、性別、性傾向、性別認同、身心障礙、疾病史（如愛滋病）、懷孕、婚姻與家庭狀況、語言、思想、政治立場、團體背景、以往工會會員身分、受保護的基因資訊或容貌、五官等個人特徵，對 2.0 本聲明範圍對象、應聘者及與本公司業務相關的任何人展現任何形式的歧視行為或態度。

Discrimination is any negative behavior or attitude toward someone, such as

giving unequal treatment, refusing to provide benefits, or being treated unfairly, etc., based on personal characteristics including but not limited to nationality, religion, race, party affiliation, color, age, gender, sexual orientation, gender identity, physical and mental disabilities, history of illness (such as AIDS), pregnancy, marriage and family status, language, ideology, political stance, group background, past union membership, protected genetic information or appearance, facial features and other personal characteristics, showing any form of discriminatory behavior or attitude towards the objects, applicants and anyone related to the company's business in 2.0 of this statement.

3.2 騷擾 Harassment

騷擾是針對某人實施的不受歡迎的行為，這些行為令人感到被冒犯、羞辱或恐嚇，而對被害人營造不利的工作環境，甚至對其人身安全或財產/處所使用權構成威脅。

Harassment is an unwelcome behavior against someone that makes people feel offended, humiliated or intimidated, and creates an unpleasant working environment for the victim, and even threatens the person's personal safety or the right to use property/premises.

3.2.1 性騷擾 Sexual Harassment :

指性侵害犯罪以外，違反他人意願而向他人實施與性或性別有關之行為，若造成對方的嫌惡與厭惡，不當影響其正常生活進行的，都算是「性騷擾」。包括但不限於下列情形：

In addition to crimes of sexual assault, conduct sexual or gender-related behaviors against the wishes of others, if they cause the other party's disgust and improperly affect their normal life, it is regarded as "sexual harassment." Including but not limited to the following situations:

- A. 以該他人順服或拒絕該行為，作為其獲得、喪失或減損與工作、教育訓練、服務、計畫、活動有關權益之條件。
Use the other's submission or rejection of the behavior as a condition for obtaining, losing or detracting from the rights and interests related to work, education, training, services, plans, and activities.

- B. 以展示或播送文字、圖畫、聲音、影像或其他物品之方式，或以歧視、侮辱之言行，或以他法，而有損害他人人格尊嚴，或造成使人心生畏怖、感受敵意或冒犯之情境，或不當影響其工作、教育、訓練、服務、計畫、活動或正常生活之進行。

By displaying or broadcasting texts, pictures, sounds, images or other objects, or by discriminating, insulting words and deeds, or by other means, harming the dignity of others, or creating situations that make people fearful, hostile, or offensive, or improperly affect their work, education, training, services, plans, activities or normal life.

3.2.2 性別騷擾：性別騷擾也算是性騷擾的態樣之一。係指帶有性別歧

視或偏見的言論，特別侮辱、貶抑或敵視特定性別的言詞或態度，例如「男人婆」和「娘娘腔」等，類似這種言論或態度，如果讓對方覺得不舒服、被冒犯，也算是一種性騷擾。在具體個案發生時，性騷擾的認定，應就個案審酌事件發生之背景、環境、當事人之關係、行為人之言詞、行為及相對人之認知等具體事實為之。

Gender harassment: Gender harassment is also one of the forms of sexual harassment. Refers to gender discrimination, remarks or prejudice, especially insulting, derogatory or hostile, to a specific gender, such as "tomboy" and "sissy", etc., similar to this kind of speech or attitude, if it makes the other party feel uncomfortable or offended, it is also considered a form of sexual harassment. When a specific case occurs, the determination of sexual harassment should be based on the specific facts such as the background of the incident, the environment, the relationship between the parties, the words and behavior of the perpetrator, and the perception of the counterparty.

- 3.2.3 **跟蹤騷擾：**指以人員、車輛、工具、設備、電子通訊、網際網路或其他方法，於工作場所，對特定人反覆或持續為違反其意願且與性或性別有關之下列行為之一，使之心生畏怖，足以影響其日常生活或社會活動：

Stalking: Refers to using people, vehicles, tools, equipment, electronic communications, or other methods in the workplace, to repeat or continue one of the following behaviors against a specific person against their will and related to sex or gender to make them feel fearful enough to affect their daily life or social activities:

- A. 監視、觀察、跟蹤或知悉特定人行蹤。

Monitor, observe, track the whereabouts of specific person.

- B. 以盯梢、守候、尾隨或其他類似方式接近特定人之工作場所，或因工作經常出入或活動之場所。

Approaching a specific person's workplace or where work or activities are frequent by stalking, waiting, following or other similar methods.

- C. 於工作場所中對特定人為警告、威脅、嘲弄、辱罵、歧視、仇恨、貶抑或其他相類之言語或動作。

Warning, threatening, mocking, insulting, discrimination, hatred, derogatory or other similar words or actions to specific person in the workplace.

- D. 於工作場所中以電話、傳真、電子通訊、網際網路或其他設備，對特定人進行干擾。

Disturb specific person by telephone, fax, electronic communication, Internet or other equipment in the workplace.

- E. 利用工作機會，對特定人要求約會、聯絡或為其他追求行為。

Use job opportunities to request dates, contacts, or other pursuits of specific person.

- F. 於工作場所中，對特定人寄送、留置、展示或播送文字、圖畫、聲音、影像或其他物品。

In the workplace, send, retain, display or broadcast texts, pictures, sounds, images or other objects to specific person.

- G. 於工作場所中，向特定人告知或出示有害其名譽之訊息或物品。

In the workplace, inform or produce message or item harmful to a specific person and reputation.

- H. 濫用因工作取得之特定人資料或未經其同意，訂購貨品或服務。

Misuse of specific person's information obtained from work or ordering goods or services without their consent.

- 3.2.4 其他騷擾：基於個人特徵而對某人施以身體騷擾、暴力騷擾、心理騷擾、言語騷擾及虐待行為，包括但不限於因國籍、宗教、種族、黨派、膚色、年齡、性別、性傾向、性別認同、身心障礙、疾病史（如愛滋病）、懷孕、婚姻與家庭狀況、語言、思想、政治立場、團體背景、以往工會會員身分、受保護的基因資訊或容貌、五官等個人特徵所產生的騷擾行為。

Other harassment: physical harassment, violent harassment, psychological harassment, verbal harassment and abuse of someone based on personal characteristics, including but not limited to nationality, religion, race, party affiliation, skin color, age, gender, sexual orientation, gender identity, physical and mental disability, medical history (e.g. AIDS), pregnancy, marriage, family status, language, ideology, political stance, group background, previous union membership, protected genetic information or appearance, facial features, etc.

4.0 權責 Responsibility

4.1 員工 Employees：

- 4.1.1 避免任何形式的歧視或騷擾行為。

Avoid any form of discrimination or harassment.

- 4.1.2 在日常工作以及與其他員工、供應商或合作夥伴相互聯繫中實踐本政策聲明。

Implement this policy statement in daily work and in contact with other employees, suppliers or partners.

- 4.1.3 當發現有歧視或騷擾行為，通知其直屬主管、部門主管或透過申訴管道反映。

When discovering discriminatory or harassing behavior, notify its direct supervisor or department head or report it through the complaint channel

- 4.1.4 就任何有關歧視或騷擾申訴事件，全面配合調查。

Cooperate fully with the investigation on any complaint of discrimination or harassment.

4.2 直屬主管或部門主管 Direct Supervisor or Department Head :

- 4.2.1 確保每位員工均瞭解本政策聲明。

Ensure that every employee understands this policy statement.

- 4.2.2 提供互敬互重的工作環境。

Provide a respectful work environment.

- 4.2.3 在潛在問題變得嚴重之前予以解決。

Address potential problems before they become serious.

- 4.2.4 當發現有歧視或騷擾行為，或涉嫌發生類似情況時，立刻採取行動

Take immediate action when discriminatory or harassing behavior is discovered, or a similar situation is suspected.

5.0 管理機制 Management System

5.1 宣導與教育訓練 Promotion and training :

不定期透過內部會議、內部公告、電子郵件或內部文件等方式傳遞訊息之機會與方式，向員工宣導及傳達本政策聲明，並持續推動公司內部的反歧視及反騷擾相關教育訓練。教育訓練內容包含說明歧視及騷擾行為之概念、歧視及騷擾行為之防制措施、職場上歧視及騷擾問題之應對方法，包含檢舉及申訴機制之說明，及本公司處理程序及方法。

Through regular internal meetings, internal announcements, e-mails or internal documents, etc., opportunities and methods to convey information, publicize and communicate this policy statement to employees, and continue to promote internal anti-discrimination and anti-harassment education and training within the company. The content of the education and training includes explaining the concept of discrimination and harassment, the prevention measures of discrimination and harassment, the methods of dealing with discrimination and harassment in the workplace, including the description of the reporting and grievance mechanism, and the

company's handling procedures and methods.

5.2 申訴機制 Complaint Method :

對於職場上歧視或騷擾行為，檢舉或申訴人得以具名或匿名方式，提出具體事實內容、相關資訊及文件進行舉報。除法律另有規定外，本公司及受委託調查舉報事項之第三方，對於檢舉或申訴人與檢舉內容將予以保密，並依法採取適當之保護措施保護檢舉或申訴人之個人資料及隱私，避免其遭受不公平的報復或對待。

Regarding discrimination or harassment in the workplace, the complainant can be named or remained anonymous, and report specific facts, relevant information and documents. Unless otherwise provided by law, the company and the third party entrusted to investigate and report matters will keep confidential of the report or complainant and the content of the report, and take appropriate protective measures in accordance with the law to protect the personal information and privacy of the report or the complainant, and prevent unfair retaliation or treatment to the complainant.

5.3 糾正措施 Corrective actions :

若調查結果顯示確實有違反本政策之行為，本公司將採取適當措施以糾正違規行為，並避免日後發生類似行為。於必要情形下，本公司將於法令範圍內，依違規情節對行為人施以警告、懲戒或不利處分，如情節嚴重時，得解聘之，以排除該歧視、騷擾或違規行為。

If the investigation results show that there is indeed a violation of this policy, the company will take appropriate measures to correct the violation and avoid similar behaviors in the future. Under necessary circumstances, the company will impose warnings, punishments or unfavorable sanctions on the perpetrator within the scope of laws and regulations in accordance with the circumstances of the violation. If the circumstances are serious, the perpetrator may be dismissed to eliminate the discrimination, harassment or violations.

5.4 資訊公開 Information disclosure :

本公司將定期於企業永續報告書中揭露歧視及騷擾申訴案件數量、經調查後確立的案件及糾正措施。

The company will regularly disclose the number of discrimination and harassment complaints, cases established after investigation, and corrective measures in the corporate sustainability report.

6.0 申訴管道 Complaint Channels

本公司致力於透過不同的溝通渠道消除任何形式的歧視與騷擾，若發現任何違反、疑似違反或可能違反本政策之情事，得透過以下列管道提出檢舉或申訴：

The company is committed to eliminating any form of discrimination and harassment through different communication channels. If any violation, suspected violation or possible violation of this policy is found, it can be reported or appealed through the following channels:

- (1) 申訴專線: (02)2835-5936
Private line for complaints: (02)2835-5936
- (2) 申訴信箱: anti-harass@ctci.com.tw
Email address: anti-harass@ctci.com.tw
- (3) 員工信箱: HR@ctci.com.tw
Suggestion Mailbox: HR@ctci.com.tw
- (4) 外部舉報平台 CTCI@reportnow.com.tw
External platform: CTCI@reportnow.com.tw

7.0 本政策聲明經總經理核定後公告施行，並同步於公司企業社會責任網頁中公開揭露。

This policy statement will be implemented after being approved by the President, and will be publicly disclosed on the company's corporate social responsibility website at the same time.