

2022年推動企業誠信經營政策報告

CTCI Corporate Integrity Operation Policy for 2022

人力資源部 HR Department



本報告業已提報111年12月20日第15屆第16次董事會

This report has been submitted to the 16th meeting of the 15th board of directors on Dec. 20, 2022

依據主管機關要求，報告中鼎落實誠信經營情況

According to the request of the authority, we report the implementation of “CTCI Group Ethical Corporate Management.”

1. 執行單位 Executive Unit : 人力資源部 HR Department

2. 執行事項 Executive Item :

2-1. 訂定「中鼎集團道德行為準則」、「中鼎集團誠信經營守則」經董事會通過，
並公開揭露於公司官網中

The “Codes of Ethical Conduct” and “CTCI Group Ethical Corporate Management Best Practice Principles” were approved by the board of directors and disclosed publicly on CTCI official website.

中鼎集團道德行為準則 Codes of Ethical Conduct :

<https://www.ctci.com/www/ctci2022/pdf/ch/PG74-F26.pdf>

中鼎集團誠信經營守則

CTCI Group Ethical Corporate Management Best Practice Principles :

<https://www.ctci.com/www/ctci2022/pdf/ch/PG74-F18.pdf>

2-2 建立CTCI企業文化 (誠信、專業、團隊、創新)，訂定主管與員工之行為指標，從制度面和文化形塑面雙管齊下，並將企業文化置於績效考評項目中，並訂定同仁獎懲辦法。

By establishing CTCI corporate culture (integrity, professionalism, teamwork, innovation) and setting the behavioral indicators of managerial and non-managerial, we contribute to both the system and the cultural shaping aspect. Besides, corporate culture is viewed as an evaluation item in annual appraisal, and also used to formulate "Employees Reward and Punishment Regulations."

誠信(Integrity):信守對利害關係人的承諾 Adhering to Commitments to Stakeholders

	主管正面行為 <small>Managerial Positive Behavior</small>	員工正面行為 <small>Non-Managerial Positive Behavior</small>
廉潔 Incorruption	<ul style="list-style-type: none"> 遵守並宣達道德、倫理、專業標準、規章和組織政策 Abides by and addresses ethical, moral, and professional standards and regulations, and organization policies. 獎勵符合價值觀的行為並制止不吻合的行為 Encourages positive behaviors and discourages negative behaviors. 制訂決策時，將組織的利益放在首位 Prioritizes organizational interest when making decisions. 	<ul style="list-style-type: none"> 遵守法律、員工規範、制度與流程 Adheres to laws, employee regulations and procedures. 公平公正的選擇合格的供應商 Selects qualified suppliers in a fair and just manner.
承諾 Commitment	<ul style="list-style-type: none"> 即使在壓力下，也能按照組織價值觀和標準行事 Adheres to organizational values and standards in all situations, including when under pressure. 履行對客戶的承諾 Carries out commitments to customers. 	<ul style="list-style-type: none"> 說到做到，言行一致 Honors commitments. 不畏阻撓和困難，堅持到底，使命必達 Perseveres and persists to get the job done.
誠實 Honesty	<ul style="list-style-type: none"> 對於無利於組織的政策或決策能直接澄清並提出自己的疑問 Directly clarifies and questions policies or decisions that are not in the interest of the organization. 面對壓力或衝突時，能勇於理性的表達立場 Communicates rationally when encountering pressure or conflict. 	<ul style="list-style-type: none"> 檢舉、揭發、制止損害組織利益的行為 Reports, discloses, and prevents behaviors damaging to the organization. 不掩蓋問題，及時並如實地回饋給相關的同事，以便運用團隊的力量解決問題 Never conceals problems and provides prompt and accurate feedback to relevant colleagues to solve problems through teamwork.

2-3. 藉由以下活動重點重申和強化員工誠信信念 – 廉潔、承諾與誠實，包含：

Focus on reaffirming and strengthening employees' belief in integrity, including Incorruption, Commitment and Honesty, through the following activities:

- 辦理企業文化深化信賴訓練課程，累計4,656人次完訓
4,656 employees complete the training course "The Journey of Reliability Workshop."
- 辦理全員線上道德誠信訓練課程及聲明簽署 (12/12~12/23), 預計全數參訓及簽署完成。
Handle online ethics and integrity training courses and finish statement signing for all employees. (12/12~12/23)
It is expected that all employees complete the training and signature.
- 辦理團隊感謝週活動，由高階主管帶領展現團結，I am CTCI, I am Reliable (12/5~12/23)。
Manage appreciation week activities, led by senior executives to show teamwork. I am CTCI, I am Reliable. (12/5~12/23)

2-4. 暢通員工舉報作業管道，提升同仁揭弊決心：

Smooth the channels for employees to report and improve the determination of colleagues to expose fraud:

- 續辦員工意見單一管理平台(含第三方檢舉平台)俾利調查、處理與紀錄。
Continue to operate a single management platform for employee opinions (including a third-party reporting platform) to facilitate investigation, process and record.
- 去年第四季至本年度第三季接獲舉報3件，3件均已結案，包含「歧視、騷擾或不公平」、「不當的應酬、饋贈或回扣」、「採購案件追加變更，供應商未收到款項」
From Q4 of 2021 to Q3 of 2022, 3 reports were received and well closed, including "discrimination, harassment or unfairness", "improper social events, gifts or kickbacks", "additional changes to procurement cases, suppliers did not money received"