

# 2023年推動企業誠信 經營政策報告

CTCI Corporate Integrity Operation Policy for 2023

人力資源部 HR Department

本報告業已提報112年12月15日第16屆第4次董事會

This report has been submitted to the 4th meeting of the 16th board of directors on Dec. 15, 2023



## 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 Managerial Positive Behavior	員工正面行為 Non-Managerial Positive Behavior
<b>廉潔</b> Incubation	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>制訂決策時，將組織的利益放在首位 Prioritizes organizational interest when making decisions.</li> </ul>	<ul style="list-style-type: none"> <li>遵守法律、員工規範、制度與流程 Adheres to laws, employee regulations and procedures.</li> <li>公平公正的選擇合格的供應商 Selects qualified suppliers in a fair and just manner.</li> </ul>
<b>承諾</b> Commitment	<ul style="list-style-type: none"> <li>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.</li> <li>履行對客戶的承諾 Carries out commitments to customers.</li> </ul>	<ul style="list-style-type: none"> <li>說到做到，言行一致 Honors commitments.</li> <li>不畏阻撓和困難，堅持到底，使命必達 Perseveres and persists to get the job done.</li> </ul>
<b>誠實</b> Honesty	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>檢舉、揭發、制止損害組織利益的行為 Reports, discloses, and prevents behaviors damaging to the organization.</li> <li>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.</li> </ul>

## 2-3 廠商誠信經營管理機制:

中鼎將誠信經營政策落實至供應鏈管理，基於公平、公正、公開原則，訂有多項準則、承諾書以具體規範廠商誠信經營、反貪腐之行為。

CTCI enforce integrity policies when managing its supply chain. Based on fairness, impartiality, and openness, CTCI has multiple guidelines and letters of commitment in place to ensure the suppliers keep honest business operations and anti-corruption behaviors.

公開揭露於永續報告書、公司網站、各類文宣、會議及對外活動上宣示誠信經營政策，使廠商瞭解中鼎誠信經營理念與規範。合作之廠商若違反規範，則無法參與競標、接單，解約及停止一切往來之商業行為。

These guidelines are publicly disclosed in our sustainability report, company website, publications, meetings, and external activities to promote our integrity management policy, so that our suppliers understand CTCI's integrity management philosophy and standards. If the supplier violates our regulations, CTCI will terminate the contract and cease all commercial activities with the supplier.

### Integrity Moment

廠商禁止提供任何禮品給中鼎員工。

- Vendors shall not provide any gift to CTCI.



Note: 除一般社交禮俗情形，如廣發且有送禮公司logo之紀念品如月曆等。Except for those under general social etiquette such as the gifts distributed extensively with logo of company like calendar.

要求廠商之相關規範 Regulations enforced on our suppliers	具體內容 Details
廠商會議宣導( Integrity moment)	不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益 Any act of promising, providing, approving, giving or accepting bribes or other forms of improper benefits is prohibited.
中鼎集團廠商行為準則CTCI Vendor Code of Conduct <a href="https://www.ctci.com/www/ctci2022/upload/page/PG1222-F0.pdf">https://www.ctci.com/www/ctci2022/upload/page/PG1222-F0.pdf</a>	須承諾企業誠信經營與正當收益 Suppliers must make a commitment to operate with integrity and only make proper profits.
廠商對企業永續經營及淨零排放之承諾書 Letter of commitment for corporate sustainability and net zero emissions <a href="https://www.ctci.com/www/ctci2022/upload/page/PG1222-F12.pdf">https://www.ctci.com/www/ctci2022/upload/page/PG1222-F12.pdf</a>	須承諾企業永續經營及淨零排放 Suppliers must make a commitment on sustainable operations and net zero emissions
舉報網址與機制 (由第三方公正單位建置與管理) Whistleblowing website and mechanism <a href="https://secure.conductwatch.com/ctci/website.aspx">https://secure.conductwatch.com/ctci/website.aspx</a>	鼓勵廠商互相監督，舉報不當行為 We encourage our vendors to supervise each other and report any misconduct.
投標/開標之規定 Regulations on tender submission/opening	若廠商賄賂，則中鼎有權停止廠商之投標..等 If a supplier takes bribes, CTCI has the right to exclude it from bid submissions.
合約條款Contract terms	若廠商賄賂，則中鼎有權解約等 If a supplier takes bribes, CTCI has the right to terminate the contract.
訂購單一般條款 General Terms and Conditions (GTC) of CTCI Purchase Orders	若廠商賄賂，則中鼎有權解約等 If a supplier takes bribes, CTCI has the right to terminate the contract.

## 2-4. 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5,732人完訓。  
Handle the training course “The Journey of Reliability Workshop.”, total of 5,732 people have completed training.
- 辦理全員線上道德誠信訓練課程及聲明簽署(12/18~12/31)，預計100%完成。  
Handle online ethics and integrity training courses and finish statement signing for all employees(12/18~12/31), Expected to be 100% complete.
- 辦理文化活動 - CTCI & ME 文化特搜隊，同仁集體創作，以企業文化(專業、誠信、團隊、創新)為主題拍攝照片，拍下心中鼎文化的樣子。  
Handle CTCI Corporate Culture communication activity—Capture the CTCI Corporate Culture through your photo.

## 2-5. 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.
- 每季彙整舉報清單，並寄送予獨立董事知悉參閱。  
A report list is compiled every quarter and sent to the independent directors for their information and reference.
- 去年第四季至本年度第三季接獲舉報11件均已結案。  
From Q4 of 2021 to Q3 of 2022, 3 reports were received and well closed

