

2024年推動企業誠信 經營政策報告

CTCI Corporate Integrity Operation Policy for 2024

人力資源部 HR Department

December 13, 2024



本報告業已提報113年12月13日第16屆第9次董事會

This report has been submitted to the 9th meeting of the 16th board of directors on Dec. 13, 2024.

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.”



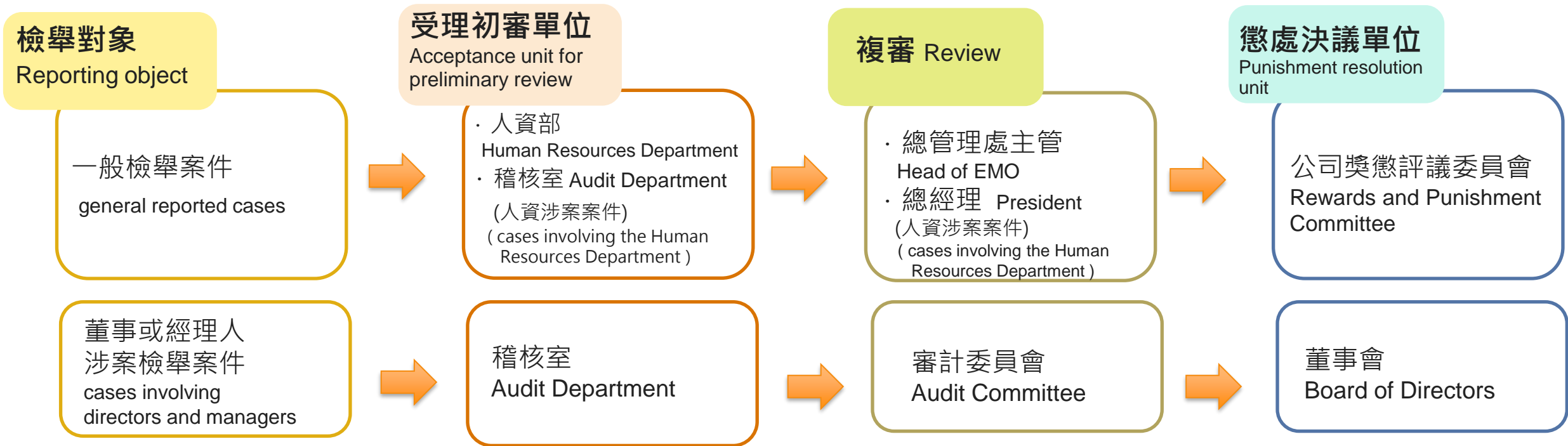
誠信(Integrity):信守對利害關係人的承諾Adhering to Commitments to Stakeholders		
	主管正面行為Managerial Positive Behavior	員工正面行為Non-Managerial Positive Behavior
廉潔 Inc or ruption	<ul style="list-style-type: none">遵守並宣達道德、倫理、專業標準、規章和組織政策 Abides by and addresses ethical, moral, and professional standards and regulations, 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 Comm it ment	<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.

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2-3 檢舉作業管理辦法修訂建議 Revision suggestions : Reporting Management Regulations

依據公司治理評鑑重點，明訂不同檢舉對象之受理層級規定。

Based on the key points of corporate governance assessment, regulations on the acceptance levels of different reporting objects are clearly defined.



有下列狀況之人員應迴避，不得參與調查及出席有關之會議：

Personnel under the following conditions should avoid participating in investigations and attending relevant meetings:

1. 為檢舉人、被檢舉人之配偶、或二等親內關係。
The reporting person or the reporting object of his/her spouse, second-degree relatives.
2. 與檢舉事項具有利害關係，或其他可能影響檢舉案件被公正調查、處理之情況。
Has an interest in the reporting matter or other circumstances that may affect the fairness of investigation and handling of the reported case.

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6,288人次完訓。
Handle the training course “The Journey of Reliability Workshop.”, total of 6,288 people have completed training.
- 辦理全員線上道德誠信訓練課程及聲明簽署(12/11~12/31)，預計100%完成。
Handle online ethics and integrity training courses and finish statement signing for all employees(12/11~12/31), Expected to be 100% complete.
- 辦理文化活動 Handle CTCI Corporate Culture communication activity
 - 2024每季推廣當地節慶特色給全體集團同仁了解，Each company promote local festival to all Group employees by quarter
Q1:喜迎春Welcome Spring Happily，Q2:泰國潑水節Songkran Happily，Q3:工程師節Happy Engineer's Day，
Q4:印度排燈節 Happy Diwali
 - 2024團隊感謝週(12/2~12/20)。Employee Appreciation Week

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21件均已結案。

From Q4 of 2023 to Q3 of 2024, 21 reports were received and well closed

