

# 中鼎人權管理框架

## CTCI Human Rights Management Framework

### 1. 政策與架構 Policy and Structure

#### 1.1 人權相關政策 Human rights related policies

名稱	概述 Description	連結 hyperlink
人權政策 CTCI Human Rights Policy	本公司為尊重及保障基本人權，認同及支持聯合國世界人權宣言（Universal Declaration of Human Rights, UDHR）、聯合國全球盟約（UN Global Compact）、聯合國工商企業與人權指導原則(United Nations Guiding Principles on Business and Human Rights)及國際勞工組織(International Labor Organization, ILO)-工作基本原則與權利宣言(Declaration on Fundamental and Rights at work)及當地法令等，訂定人權政策 In order to respect and protect basic human rights, CTCI recognizes and supports Universal Declaration of Human Rights (UDHR), UN Global Compact, United Nations Guiding Principles on Business and Human Rights, International Labor Organization-Declaration on Fundamental and Rights at work, Equal Remuneration Convention and local laws and regulations, etc., and formulate company human rights policies accordingly.	<a href="#">hyperlink</a>
中鼎集團道德 行為準則 Codes of Ethical Conduct	為追求本集團整體之最大利益及致力於永續發展，並使集團之利害關係人瞭解本集團董事、經理人及全體員工執行職務時應遵循之道德標準及行為規範，爰依據本公司公司治理準則第六條之規定，經董事會決議訂定本準則。 Pursuant to Article 6 of CTCI's Corporate Governance Principles, CTCI's Codes of Ethical Conduct are established to pursue the greatest interest of CTCI and devote in continuous business development. And for stakeholders to understand the content of ethical standards and code of conduct that have been complied by directors, managers and all employees in the execution of their duties. CTCI's Codes of Ethical Conduct shall be approved by a resolution of the Board of Directors.	<a href="#">hyperlink</a>
檢舉作業管理辦法 Accusation Management Regulations	為使本公司誠信之企業文化能有效彰顯與落實，鼓勵知情者主動舉發不法事件，在不法事件影響範圍擴大之前予以防治及處理，特訂定本辦法使本公司之檢舉案件能有效控管，並建立暢通之檢舉管道，與公正之調查程序，以遏止黑函並糾正可能的不當行為。 For implementing and manifesting our corporate culture sincerity effectively and encouraging insiders to report illegal events so as to prevent and deal with illegal events before their impacts spread, these regulations are specially formulated in order to effectively control the accusation case of the company and establish smooth accusation channel and fair investigation procedure, so as to prevent blackmail and correct possible undue behavior.	<a href="#">hyperlink</a>

中鼎集團隱私權 Privacy Policy	CTCI 不會收集可識別身分的個人資料，除非是在個人知情的狀況下自願提交（例如自願提供電子郵件地址以訂閱我們的最新消息電子郵件）。除非為本政策允許，否則 CTCI 不會交易、販售、或租借個人資料，但是可能會收集或提供關於網站和使用者的集體統計數據給其他方，而這些對象並不直接提供服務給 CTCI。 CTCI collects no personally identifiable information about individuals except when specifically and knowingly provided by such individuals (such as voluntary submission of an e-mail address for our news e-mail update list). Except as otherwise allowed by this policy, CTCI will not trade, sell, or rent personal information but may collect; or provide aggregate statistics about its site and users to other parties who do not provide services directly to CTCI.	<a href="#">hyperlink</a>
中鼎集團 安衛環政策 HSE Policy	本公司致力於提升安全、衛生與環保的優質作業與環境，提供客戶滿意與信賴的服務，我們秉持公司的願景、理念與使命，要求全體員工及協力廠商遵守安衛環政策之相關承諾，並與供應商和合作夥伴溝通本政策聲明。 Our dedication to HSE underpins our wider goal of becoming the world's most reliable engineering services provider. Our approach is captured by the related values, principles and mission statements, which drive the way our staff and subcontractors act and operate. This policy statement is also communicated to our suppliers and JV partners.	<a href="#">hyperlink</a>
中鼎集團廠商 行為準則 CTCI Vendor Code of Conduct	中鼎集團長期於社會責任、環境保護、企業道德、經營管理等領域投入高度的關注，因此我們期待廠商能採用相同的準則。中鼎集團廠商的所有業務活動皆應完全符合本準則以及其經營所在國的法律和規章的要求。此準則適用於廠商及其子公司、關係企業及承包商等，提供中鼎集團貨品或服務之廠商。 CTCI is committed to the highest standards of social and environmental responsibility and ethical conduct, and we expect our vendors to adopt the same policy. CTCI's vendors are required to operate in accordance with the principles in this CTCI Vendor Code of Conduct and in full compliance with all applicable laws. This Code applies to CTCI vendors and their subsidiaries, affiliates, and subcontractors providing goods or services to CTCI.	<a href="#">hyperlink</a>

對象 Object	有關人權管理的政策或行為準則 Policy or Code of Conduct on Human Rights Management
員工 Employee	人權政策 CTCI Human Rights Policy 中鼎集團道德行為準則 Codes of Ethical Conduct 檢舉作業管理辦法 Accusation Management Regulations 中鼎集團隱私權 Privacy Policy 中鼎集團安衛環政策 HSE Policy
供應商/承攬商 Supplier/Contractor	人權政策 CTCI Human Rights Policy 中鼎集團道德行為準則 Codes of Ethical Conduct 中鼎集團安衛環政策 HSE Policy

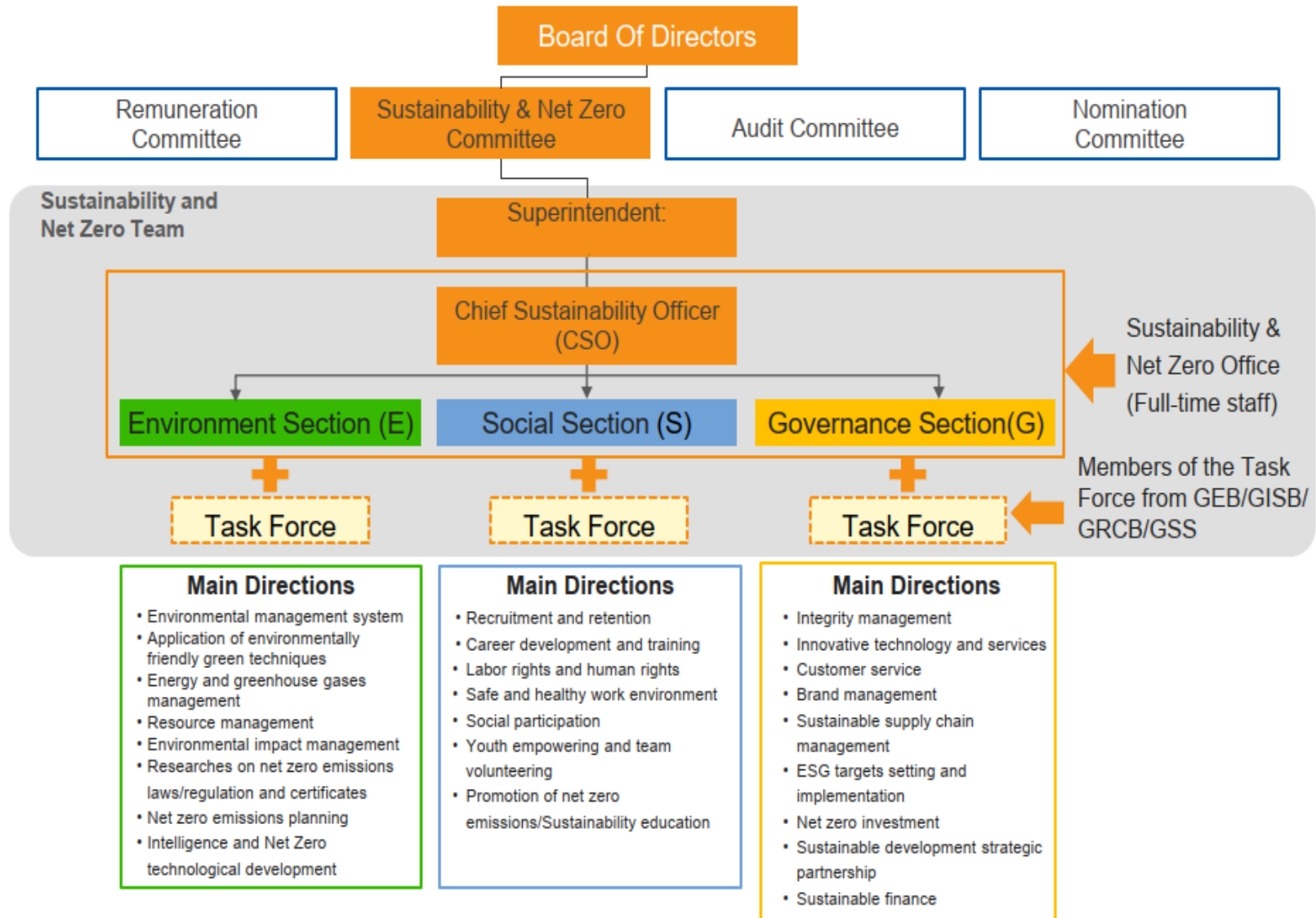
	中鼎集團廠商行為準則 CTCI Vendor Code of Conduct
專案評估 Project evaluation	人權政策 CTCI Human Rights Policy 中鼎集團隱私權 Privacy Policy 中鼎集團安衛環政策 HSE Policy 中鼎集團廠商行為準則 CTCI Vendor Code of Conduct
客戶 Client	人權政策 CTCI Human Rights Policy 中鼎集團隱私權 Privacy Policy
合資企業 Joint Venture (JV)	人權政策 CTCI Human Rights Policy 中鼎集團道德行為準則 Codes of Ethical Conduct 中鼎集團隱私權 Privacy Policy 中鼎集團安衛環政策 HSE Policy

## 1.2 組織架構 Governance and Organization of Human Rights

「永續與淨零委員會」負責永續與淨零發展政策之擬定、目標、策略及執行方案之制定，以及執行情形與成效之檢討追蹤與修，並定期向董事會報告。另於集團層級設有專責永續長及永續與淨零辦公室，負責集團永續與淨零策略制定、行動規劃與事務推行，並結合各事業群永續與淨零推行小組成員，共同推動環境保護、社會參與、公司治理等工作，統籌五大工作執掌與權責，包括政策、系統、議合、揭露、進展，透過追蹤評估其進度與有效性，由總經理督導並提報每月召開之集團永續與淨零會議，向集團總裁報告成果，以持續追蹤改善。其中勞工權益與人權由社會參與組主要推動。

ESG & Net Zero Committee is responsible for 1) formulating sustainable development policies, sustainable development goals and strategies, and implementation plans; 2) reviewing, tracking and revising the implementation and effectiveness of sustainable development; and 3) reporting to the Board of Directors on a regular basis. Besides, we set up a group-level ESG & Net Zero office, responsible for 1) formulating strategies, planning actions, pursuing affairs on sustainable development and Net Zero emission; 2) jointly promoting environment protection, social participation and corporate governance with ESG & Net Zero task force; 3) making overall planning on the control and accountability of five major fields: policy, system, engagement, disclosure, and progress; 4) tracking and reviewing the progress and effectiveness of sustainable development and Net Zero emission; 5) reporting to the monthly group ESG & Net Zero meeting under the supervision of the President; and 6) reporting to the Group Chairman for ongoing tracking and improvement. Human Rights are mainly promoted by the social Section.

# Sustainability & Net Zero Organization Structure



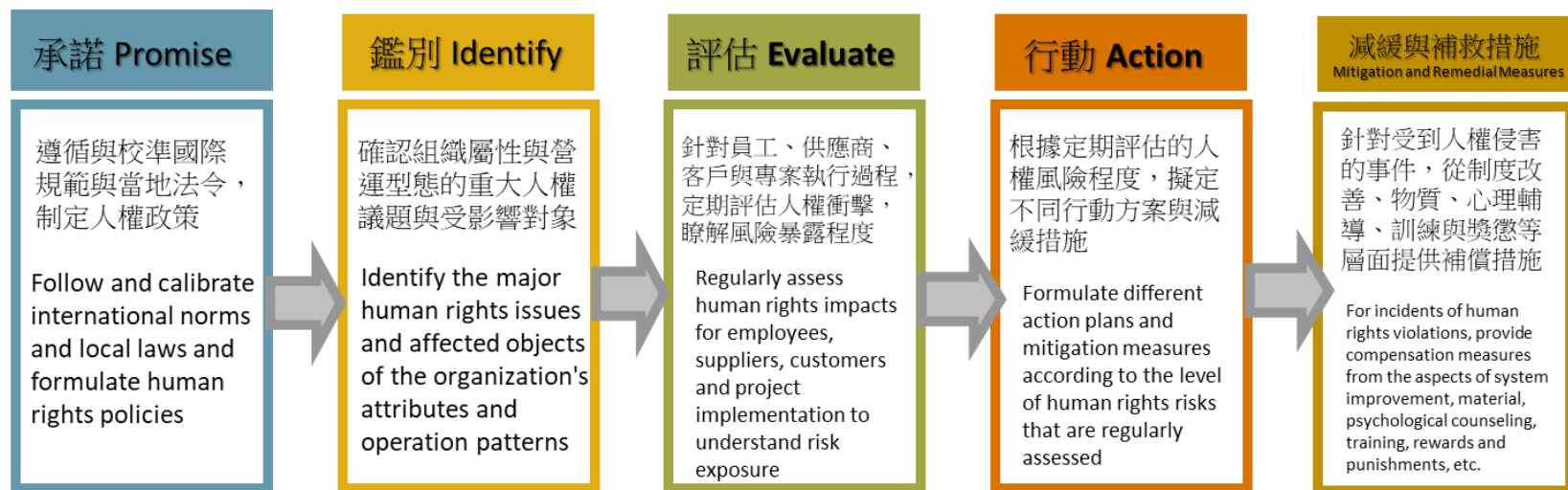
對象 Object	ESG 小組(Section)	業務執行單位 (Business execution unit)
員工 Employee	經營治理組 Governance Section 社會參與組 Social Section	人力資源部 Human Resources Department 安衛環管理部 HSE Management Department 福利會 Employee Welfare Committee
供應商/承攬商 Supplier/Contractor	經營治理組 Governance Section	採購部-供應鏈管理部 Procurement Division – Supply Chain Management Department
專案評估 Project evaluation	環境保護組 Environment Section	各事業部專案及專案工地行政部 Project Dept./Div. of Each Business Operations & Project Site Administration Dept.
客戶 Client	經營治理組 Governance Section	各事業部業務部 Marketing & Sales Division of Each Business Operations
合資企業 Joint Venture (JV)	經營治理組 Governance Section	策略發展室 Strategic Planning & Development Office 關係企業發展室 Affiliate Development Office

## 2. 人權盡職調查 Human Right Due diligence

中鼎工程遵循國際規範與營運據點當地法令規定，制定人權政策，依照人權盡職調查流程，維護與保護人權。

CTCI follows international norms and local laws and regulations of its operating bases, formulates human rights policies, and maintains and protects human rights in accordance with the human rights due diligence process.

## 2.1 人權盡職調查流程 Human Rights Due Diligence Process



## 2.2 鑑別重大人權議題 Identify major human rights issues

### 2.2.1 員工人權 Employee human rights

角色(Role)：員工(Employee)

重大人權議題 Major human rights issues	受影響對象 Affected objects	風險描述 Risk description
職業安全 Occupational safety	所有員工 All Employee	員工無論在辦公室或專案工地執行職務時受傷、因工作造成之疾病、殘廢、傷害、死亡等災害，或上下班途中發生事故等



		Whether employees are injured in the performance of duties in the office or project site, work-related diseases, disability, injury, death and other disasters, or accidents on the way to and from get off work, etc.
健康管理 Health Management	所有員工 All Employee	員工因工作場所發生對健康的危害，使人員需要透過治療才得以完全或部分恢復健康。例如工傷、職業病、危害物質使用等。 Workplace health hazards that require treatment to restore full or partial health. For example, work injury, occupational disease, use of hazardous substances, etc.
強迫勞動/異常負荷 /違反法定工時 Forced labor /Abnormal load/ Violation of statutory working hours	所有員工 All Employee	員工可能有加班導致每月工時過長、工作與生活未能平衡之情形，長期恐造成員工身心危害。 Employees may work overtime, resulting in excessive monthly working hours and poor work-life balance
童工 child labor	所有員工 All Employee	僱用未滿 18 歲工作者從事工作，面臨職場適應問題，造成身心壓力或發生職災意外 Employing workers under the age of 18 to work, facing workplace adaptation problems, causing physical and mental stress or occupational accidents.
原住民、身心障礙 、移工 Indigenous People people with disability Migrant Workers	所有員工 All Employee	僱用原住民、身心障礙、移工從事工作，面臨職場適應問題，造成身心壓力或發生職災意外 Employing Indigenous People, people with disability, Migrant Workers, facing workplace adaptation problems, causing physical and mental stress or occupational accidents.
職場暴力/不法侵害 /性騷擾 Workplace Violence/Wrongful Assault/ Discriminate/ Sexual Harassment	所有員工 All Employee	員工於工作場所中，因執行職務可能遭受主管、同事、客戶等人之不法侵害，包括肢體暴力、語言暴力、心理暴力、身心騷擾等，造成身體或精神之傷害。 In the workplace, employees may be subjected to illegal violations by supervisors, colleagues, customers, etc., including physical violence, verbal violence, psychological violence, physical and mental harassment, etc., resulting in physical or mental harm.
歧視 Discriminate	所有員工 All Employee	員工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

		<p>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，展現任何形式的歧視行為或態度。</p> <p>Any negative behavior or attitude toward a person by an employee, such as unequal treatment, denial of benefits, or unfair treatment based on personal characteristics, including, but not limited to, nationality, religion, race, party affiliation, color, age, gender, sexual orientation, gender identity, disability, medical history (such as AIDS), pregnancy, marital and family status, language, ideology, political affiliation, group background, previous trade union membership, protected genetic information or appearance, facial features and other personal characteristics, exhibit any form of discriminatory behavior or attitude.</p>
母性健康保護 Maternal Health Protection	所有員工 All Employee	<p>違反女性員工工作權利與健康保護</p> <p>Violation of female employees' rights and health protection</p>
同工同酬 equal remuneration	所有員工 All Employee	<p>因性別、宗教、種族、年齡、國籍、政治傾向、身心障礙、婚姻與家庭狀況等差別，未能落實報酬、雇用條件、訓練與升遷機會之平等</p> <p>Failure to implement equality in remuneration, employment conditions, training and promotion opportunities due to differences in gender, religion, race, age, nationality, political inclination, physical and mental disabilities, marital and family status, etc.</p>
個資/隱私權保護 Personal information /Privacy Protection	所有員工 All Employee	<p>未妥善管理員工的個人資料與資訊，以致發生資料被盜取、外洩或濫用，且相關資訊無法依其意見刪除或調整</p> <p>The personal data and information of employees are not properly managed, resulting in data theft, leakage or misuse, and the relevant information cannot be deleted or adjusted according to their opinions.</p>
勞工權益 Labor Rights	所有員工 All Employee	<p>提供的勞動條件與環境無法妥善保障員工生活、健康與安全，例如輪班休息時間過近、連續上班時數過高、敘薪過低無法支持生活、薪資不平等、工作環境危害過高等</p> <p>The labor conditions and environment provided cannot properly protect the life, health and safety of employees, such as too short shift breaks, too high</p>



		consecutive working hours, too low salary to support life, unequal salary, and too harmful working environment, etc.
勞資爭議 Labor disputes	所有員工 All Employee	職業災害、違法解僱、歧視及勞工不誠實行為(強盜、搶奪、竊盜、詐欺、侵佔)等。 Occupational accidents, illegal dismissal, discrimination and labor dishonesty (robbery, robbery, theft, fraud, embezzlement ), etc.
結社自由 Freedom of association	所有員工 All Employee	限制結社自由，未尊重員工執行和平集會之權利 Freedom of association is restricted and employees' right to peaceful assembly is not respected.
集體談判權 The right to collective bargaining	所有員工 All Employee	未能保障勞工集體協商的權力及促進健康正向的勞資關係 Failure to protect the power of labor collective bargaining and promote healthy and positive labor-management relations.
貪腐賄賂 Corruption and bribery	所有員工 All Employee	違反公平交易或執行職務時接受餽贈、招待、回扣、賄款等 Accepting gifts, entertainment, kickbacks, bribes, etc. in violation of fair dealing or in the performance of duties

## 2.2.2 供應商人權 Supplier/Contractor human rights :

角色(Role): 供應商/承攬商(Supplier/Contractor)

重大人權議題 Major human rights issues	受影響產業 Affected industries	風險描述 Risk description
職業安全與健康管理 Occupational safety and health Management	所有供應商 Supplier/Contractor	未落實職業安全衛生管理，當災害發生時，恐造成員工疾病、傷害、失能或死亡，不僅無法達到生產需求，亦將影響其公司聲譽，企業無法穩定的經營。 If occupational safety and health management is not implemented, when a disaster occurs, it may cause illness, injury, disability or death of employees, which will not only fail to meet production needs, but also affect the company's reputation, and the company will have no way to operate stably.
強迫勞動/異常負荷 Forced labor /Abnormal load	所有供應商 Supplier/Contractor	員工遭受強迫勞動之情事，恐觸法，降低招聘達成率，無法達到生產需求，亦影響其公司聲譽，企業無法穩定的經營。

		If employees are subjected to forced labor, they may violate the law, reduce the recruitment rate, fail to meet production needs, and also affect the company's reputation, and the company will not be able to operate stably.
工作時間超時/違反法定工時  Working time overtimed/ Violation of statutory working hours	所有供應商 Supplier/Contractor	雇主濫用責任制，導致勞工超時工作及未有加班費或補休情形，勞工超時工作及工作負荷壓力過重，恐造成過勞引發腦血管或心臟疾病死亡。超時工作帶來健康之影響，或許短期間未有明顯危害，但若長期間卻易引起各類疾病風險，加劇影響健康及工作能力，無法達到生產需求。 Employers abuse the responsibility system, causing workers to work overtime without overtime pay or compensatory time off. Overtime work and excessive workload pressure may lead to overwork and death from cerebrovascular or heart disease. Overtime work may have no obvious harm to health in a short period of time, but in a long period of time, it is easy to cause various disease risks, aggravate the impact on health and work ability, and fail to meet production needs.
童工 child labor	所有供應商 Supplier/Contractor	違法雇用童工，易造成身心壓力或發生職災意外發生，致公司權益受損並遭罰，影響其企業聲譽及穩定經營。 Illegal employment of child labor can easily cause physical and mental stress or occupational accidents, resulting in damage to the company's rights and interests and penalties, affecting the company's reputation and stable business operations.
原住民、身心障礙、移工 Indigenous People people with disability Migrant Workers	所有供應商 Supplier/Contractor	違法雇用原住民、身心障礙、移工，造成身心壓力或發生職災意外發生，致公司權益受損並遭罰，影響其企業聲譽及穩定經營。 Illegal employment of Indigenous People, people with disability, Migrant Workers can easily cause physical and mental stress or occupational accidents, resulting in damage to the company's rights and interests and penalties, affecting the company's reputation and stable business operations.
職場暴力/不法侵害/性騷擾/歧視 Workplace Violence/Wrongful Assault/ Discriminate/ Sexual Harassment/ Discriminate	所有供應商 Supplier/Contractor	若企業沒有制定保障在招募、就業、離職期間及未遵守員工無受到歧視、騷擾及職場暴力/不法侵害等之相關規定，恐觸犯就業服務相關法令規定，降低招聘達成率，無法達到生產需求。 If an enterprise fails to formulate relevant regulations to ensure that employees are not discriminated 、Workplace Violence/Wrongful Assault/ harassment, against during recruitment, employment, and resignation, and fails to comply with the relevant provisions of acts related to Employment Service Law, it may violate the provisions of the Employment Service Law, reduce the recruitment success rate, and fail to meet production needs.

勞資爭議 Labor disputes	所有供應商 Supplier/Contractor	如果企業沒有把勞動法令遵循納入人資管理標準配備的話，勞資糾紛發生的風險一定上升，企業也就沒有辦法穩定的經營。 If an enterprise does not incorporate labor laws and regulations into its human resources management standards, the risk of labor disputes will certainly increase, and the enterprise will not be able to operate stably
個資/隱私權保護 Personal information /Privacy Protection	所有供應商 Supplier/Contractor	未妥善管理員工的個人資料與資訊，以致發生資料被盜取、外洩或濫用，且相關資訊無法依其意見刪除或調整 The personal data and information of employees are not properly managed, resulting in data theft, leakage or misuse, and the relevant information cannot be deleted or adjusted according to their opinions.
結社自由 Freedom of association	所有供應商 Supplier/Contractor	限制結社自由，未尊重員工執行和平集會之權利 Freedom of association is restricted and employees' right to peaceful assembly is not respected.
集體談判權 The right to collective bargaining	所有供應商 Supplier/Contractor	未能保障勞工集體協商的權力及促進健康正向的勞資關係 Failure to protect the power of labor collective bargaining and promote healthy and positive labor-management relations.
貪腐賄賂 Corruption and bribery	所有供應商 Supplier/Contractor	違反公平交易或執行職務時接受餽贈、招待、回扣、賄款等 Accepting gifts, entertainment, kickbacks, bribes, etc. in violation of fair dealing or in the performance of duties

### 2.2.3 客戶人權 customers human right :

角色(Role)：客戶(customers)

重大人權議題 Major human rights issues	受影響客戶 Affected customers	風險描述 Risk description
個資/隱私權保護 Personal information /Privacy Protection	所有客戶 All customers	與客戶商業往來時未妥善管理商業訊息和客戶的個人資料與資訊，以致發生資料被盜取、外洩或濫用，且相關資訊無法依其意見刪除或調整 When dealing with customers, commercial information and personal data and information of customers are not properly managed, resulting in data

		theft, leakage or misuse, and relevant information cannot be deleted or adjusted according to their opinions
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## 2.2.4 專案工程執行人權 project implementation human right :

角色(Role)：專案工程(project implementation)

重大人權議題 Major human rights issues	受影響對象 Affected objects	風險描述 Risk description
工作就業機會改變 Job opportunities change	所在地區勞動人力 labor force in the area	工程期間提供臨時或短期性工作機會，會隨工程結束而中止。 Temporary or short-term job opportunities are provided during the construction period and will be terminated with the completion of the construction.
環境品質改變 Changes in environmental quality	所在地區居民 Residents of the area	工程期間衍生對環境品質的有限衝擊與影響。 Limited impact and impact on environmental quality derived from engineering
工作環境安全與健康 Work Environment Safety and Health	從事工程人員 engineering staff	工程期間可能發生之工安事件與健檢異常 Industrial safety incidents and health check abnormalities that may occur during the project

## 2.3 人權風險評估 Human Rights Risk Assessment

### 2.3.1 人權風險評估矩陣 Human rights risk assessment matrix

#### ➤ 風險定義

✓ 風險發生機率：風險可能性,以定性或定量之評級，以所有回填問卷之平均值為計算基礎。

風險等級	風險程度	風險發生機率-定性	風險發生機率-定量(%)	風險發生機率-定量(時間次數)
5	極高	經常性會發生	90%以上	每週發生 1 次以上
4	高	較多情況下會發生	70%~90%	每月發生 1 次以上

3	中等	某些情況下會發生	30%~70%	每季發生 1 次以上
2	低	極少情況下會發生	10%~30%	每半年發生 1 次以上
1	極低	一般情況下不會發生	10% 以下	每年發生 1 次以下

✓ 風險衝擊影響：風險嚴重程度及影響

風險等級	風險程度	風險發生嚴重程度	影響對象	風險發生可補救程度
5	極重大	對身心健康及安全有重大影響： 導致死亡	對所有員工造成影響	不太可能恢復原狀或消除影響力
4	重大	對身心健康及安全有嚴重影響： 導致身心障礙	對多數員工造成影響	需要五~十年恢復原狀或影響力消除
3	中等	對身心健康及安全有中度影響： 造成傷害需要進行復健（產生工 時損失）	在特定員工族群中， 對多數員工造成影響	需要三~五年恢復原狀或影響力消除
2	輕微	對身心健康及安全有輕度影響： 輕微傷害或疾病（未產生工時損 失）	在特定員工族群中，對 某部分員工造成影響	需要一~三年恢復原狀或影響力消除
1	極輕微	對身心健康及安全影響甚微	對員工無負面影響	一年內可以恢復原狀或影響力消除

### 2.3.2 員工人權風險評估 Employee Human Rights Risk Assessment

風險評估作法 Risk Evaluation practices	風險評估頻率 Risk Assessment Frequency	評估因子 Evaluation factor	資料來源 source
<p>依據國際勞工組織 International Labor Organization, ILO)-工作基本原則與權利宣言(Declaration on Fundamental and Rights at work)之面向，包括「禁止強迫勞動」、「反歧視」、「結社自由與開放溝通」、「健康安全的職場環境」進行全體員工人權風險評估，依內部員工可能遭遇之人權風險定義重大人權議題以及衡量指標，以有效評估具風險之程度、族群占比，並依評估結果執行控制與減緩措施，以審慎地態度保障全體員工的人權。</p> <p>According to the International Labor Organization (ILO)-Declaration on Fundamental and Rights at work, including "prohibition of forced labor", "anti-discrimination", "freedom of association and open communication", "Healthy and Safe Workplace Environment" conducts human rights risk assessment for all employees, defines major human rights</p>	每年評估 Annual evaluation	職業安全 Occupational safety	職災申報 Occupational Accident Declaration
	每年評估 Annual evaluation	健康管理 Health Management	健康檢查高風險追蹤 Health Check High Risk Tracking
	每年評估 Annual evaluation	強迫勞動/異常負荷 /違反法定工時 Forced labor /Abnormal load/ Violation of statutory working hours	健康檢查高風險追蹤 Health Check High Risk Tracking 工時統計資料 Working hours statistics
	每年評估 Annual evaluation	聘任童工、原住民、身心障礙、移工 child labor, Indigenous People, people with disability, Migrant Workers	員工意見信箱 Employee mailbox 檢舉平台 Reporting platform
	每年評估 Annual evaluation	職場暴力/不法侵害 /性騷擾 Workplace Violence/Wrongful Assault/ Discriminate/ Sexual Harassment	員工意見信箱 Employee mailbox 檢舉平台 Reporting platform
	每年評估 Annual evaluation	歧視 Discriminate	員工意見信箱 Employee mailbox 檢舉平台 Reporting platform
	每年評估 Annual evaluation	母性健康保護 Maternal Health Protection	健康檢查高風險追蹤 Health Check High Risk Tracking



issues and measurement indicators according to the human rights risks that internal employees may encounter, so as to effectively assess the degree of risk and the proportion of ethnic groups, and implement control and mitigation according to the assessment results. measures to safeguard the human rights of all employees in a prudent manner.	每年評估 Annual evaluation	同工同酬 equal remuneration	員工意見信箱 Employee mailbox 員工敬業度調查(二年一次調查) Employee Engagement Survey
	每年評估 Annual evaluation	個資/隱私權保護 Personal information /Privacy Protection	員工意見信箱 Employee mailbox 檢舉平台 Reporting platform
	每年評估 Annual evaluation	勞工權益 Labor Rights	勞資爭議申訴案件 Labor Dispute Complaint Cases
	每年評估 Annual evaluation	勞資爭議 Labor disputes	勞資爭議申訴案件 Labor Dispute Complaint Cases
	每年評估 Annual evaluation	結社自由 Freedom of association	員工意見信箱 Employee mailbox 檢舉平台 Reporting platform
	每年評估 Annual evaluation	集體談判權 The right to collective bargaining	員工意見信箱 Employee mailbox 檢舉平台 Reporting platform

### 2.3.3 供應商/承攬商人權風險評估 Supplier/Contractor Human Rights Risk Assessment :

風險評估作法 Risk assessment practices	風險評估頻率 Risk Assessment Frequency	風險評估因子 Risk assessment factor	資料來源 Source
每年會要求第一階供應商回覆「廠商永續性風險調查問卷」，問券內容包含勞工及人權議題。Every year, tier-1 suppliers are required to respond to the "Sustainability Risk Questionnaire", which includes labor and human rights issues.	每年 1 次 once a year	<u>工作時間超時 Working time overtime</u> ： 員工平均每月工時 Average monthly working hours of employees 公司應符合法規規定並有詳細的勞動契約，作為延長工時之管理	聯合國全球盟約(UN Global Compact) 世界人權宣言 Universal Declaration of Human Right 聯合國商業人權規範 The UN Framework and Guiding Principles on Business and Human Right

<p>依問卷內容訂定風險因子及計算原則，並統計供應商人權議題之風險值。</p> <p>Determine risk factors and calculation principles according to the content of the questionnaire, and calculate the risk value of suppliers' human rights issues.</p> <p>針對高風險之供應商進行訪廠稽核及追蹤改善情況。</p> <p>For high-risk suppliers, conduct factory visit audits and track improvement.</p>		<p>The company should comply with regulations and have detailed labor contracts as the management of extended working hours.</p> <p><u>勞資爭議 Labor disputes</u> :</p> <p>約聘職工數與長期受雇職工數比例</p> <p>The ratio of the number of contracted employees to the number of long-term employees.</p> <p>是否有定期舉行勞資會議，提供員工適當溝通管道</p> <p>Whether there are regular labor-management meetings to provide employees with appropriate communication channels.</p> <p>是否提供完善的健康與安全計畫、建立正向關懷的企業形象、提升員工士氣、降低員工離職率及缺勤率、增加生產力、降低</p>	<p>中鼎集團廠商行為準則</p> <p>CTCI Vendor Code of Conduct</p>
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		<p>健康照顧與保險的成本，並降低受罰及訴訟的風險 Provide a comprehensive health and safety program, build a caring corporate image, improve employee morale, reduce employee turnover and absenteeism, increase productivity, reduce health care and insurance costs, and reduce the risk of penalties and lawsuits</p> <p>員工人權問題申訴機制 A grievance mechanism of human rights issues for employees.</p> <p>重視員工集會結社自由權利，遵循法令所賦予的權利組織結社，促進勞資關係協調及保障員工權益 Attach importance to employees' right to freedom of assembly and association, organize associations in accordance with the rights conferred by laws and regulations,</p>	
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		<p>promote labor-management relations coordination and protect employees' rights and interests</p> <p>當組織有重大變革，能主動辦理及承認勞資集體談判</p> <p>When there is a major change in the organization, it can take the initiative to handle and recognize collective bargaining</p> <p><u>歧視 Discriminate :</u> 公司應有制定保障在招募、就業、離職期間，員工無受到歧視之相關規定 The company should formulate relevant regulations to ensure that employees are not discriminated against during recruitment, employment and resignation</p> <p><u>童工 child labor :</u> 有無雇用童工</p>	
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		<p>Whether child labor is employed</p> <p><u>強迫與強制勞動 Forced and Compulsory Labor :</u></p> <p>公司應鑑別強迫勞動之風險，並建立管控機制 The company should identify the risk of forced labor and establish a control mechanism</p> <p>違反勞工相關法令的件數 Number of violations of labor-related laws and regulations</p> <p>有無強迫或強制勞動事件 Is there an incident of forced or compulsory labor</p> <p><u>職業災害 occupational disaster :</u></p> <p>法定危險物與有害物 Statutory Dangerous and Hazardous Substances</p> <p>危險性機械及設備</p>	
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		<p><b>Dangerous Machinery and Equipment</b></p> <p>近三年是否曾發生重大職災 Whether there has been a major occupational accident in the past three years</p> <p>職業安全衛生管理計畫 Occupational Safety and Health Management Program</p> <p>安全衛生工作守則 Code of Practice for Safety and Health</p> <p>職業安全衛生管理系統 Occupational Safety and Health Management System</p> <p>員工接受安全實務的訓練 Employees are trained in safety practices</p>	
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#### 2.3.4 客戶人權風險評估 customers Human Rights Risk Assessment :

風險評估作法 Risk assessment practices	風險評估頻率 Risk Assessment Frequency	風險評估因子 Risk assessment factor	資料來源 Source
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個資保護 Personal information protection	每年 1 次 once a year	個資保護 Personal information protection	檢舉平台 Reporting platform
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### 2.3.5 專案工程執行人權風險評估 project implementation Human Rights Risk Assessment :

風險評估作法 Risk assessment practices	風險評估頻率 Risk Assessment Frequency	風險評估因子 Risk assessment factor	資料來源 Source
人力、發包、採購統計 Manpower, outsourcing, procurement statistics  環境品質監測 Environmental Quality Monitoring  工安事件與健檢異常記錄 Records of industrial safety incidents and abnormal health checks	每年 1 次 once a year	依據統計/監測資料性質及單位 According to the nature and unit of statistical/monitoring data	統計與監測調查統計分析結果 Statistics and Monitoring Survey Statistical Analysis Results

## 2.4 行動、減緩與補救措施 Action, Mitigation and Remedial Measures

對象 Object	重大人權議題 Major human rights issues	減緩措施 Mitigation Measures	補救措施 Remedial Measures	申訴機制 Grievance Mechanism
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員工 Employee	性騷擾 Sexual Harassment	訓練 Training : • 不法侵害、性騷擾防治措施、申訴與懲戒辦法及職業安全衛生內容列為新進人員職前訓練課程。 Unlawful infringement, sexual harassment prevention measures, complaints and punishment methods, and occupational safety and health content are listed as pre-employment training courses for new recruits.	制度調整 Institutional adjustment : 為使誠信之企業文化能有效彰顯與落實，鼓勵知情者主動舉發不法事件，在不法事件影響範圍擴大之前予以防治及處理，訂定檢舉作業管理辦法，使本公司之檢舉案件能有效控管，並建立暢通之檢舉管道，與公正之調查程序，以遏止黑函並糾正可能的不當行為。 In order to effectively demonstrate and implement the corporate culture of integrity, we encourage those in the know to take the initiative to report illegal incidents, prevent and deal with illegal incidents before the scope of their impact expands, and Accusation Management Regulations for reporting operations, so that the company's reporting cases can be effectively controlled. And establish smooth	員工意見信箱 Employee mailbox  舉報平台 Reporting platform : <a href="https://www.reportnow.com.tw/ctci">https://www.reportnow.com.tw/ctci</a>  性騷擾申訴專線 (02)2835-5936  性騷擾申訴專用信箱： anti-harass@ctci.com.tw
	違反法定工時 Violation of statutory working hours			
	勞工權益 Labor Rights	• 辦理不法侵害預防及溝通技巧相關宣導及教育訓練 Provide publicity and lectures on illegal infringement prevention and communication skills		
	職業安全 Occupational safety	• 每年定期實施一般勞工衛生教育及資訊安全相關訓練 Regularly implement general labor hygiene education and information security related training every year		
	健康 Health			
	異常負荷 Abnormal load	• 每年定期舉辦消防逃生演練 Regular fire escape drills are held every year  溝通 communicate :		

<p>勞資爭議 Labor disputes</p>	<ul style="list-style-type: none"> <li>性騷擾/不法侵害：於事件發生後，查明事實秉持合情、合理、合法，並於期限內有效處理並結案，所有案件均由專人處理且善盡保密義務，以確保申訴管道之可信度。</li> </ul>	<p>reporting channels and fair investigation procedures to curb black letters and correct possible misconduct.</p>	
<p>歧視 Discriminate</p>	<p>Sexual harassment/unlawful infringement: After the incident, the facts are found to be reasonable, reasonable, and legal, and the case is effectively handled and closed within the time limit. All cases are handled by special personnel and fulfill the obligation of confidentiality to ensure the credibility of the complaint channel</p>	<p>健康中心致力於突破傳統的衛生管理行為，改變健康管理模式，希望在預防職業病與積極推動員工個人健康的同時達到全方位的健康管理。經由定期的法規鑑別，追蹤與修訂現有的法規遵循的現況</p>	
<p>職場暴力/不法侵害 Workplace Violence/Wrongful Assault</p>	<p>Sexual harassment/unlawful infringement: After the incident, the facts are found to be reasonable, reasonable, and legal, and the case is effectively handled and closed within the time limit. All cases are handled by special personnel and fulfill the obligation of confidentiality to ensure the credibility of the complaint channel</p>	<p>健康中心致力於突破傳統的衛生管理行為，改變健康管理模式，希望在預防職業病與積極推動員工個人健康的同時達到全方位的健康管理。經由定期的法規鑑別，追蹤與修訂現有的法規遵循的現況</p>	
<p>個資保護 Personal information protection</p>	<ul style="list-style-type: none"> <li>違反法定工時/異常負荷：每月定期檢視各部門加班狀況，並於內部管道適時提醒主管應協助工時較長之同仁適度調配工作。</li> </ul> <p>Violation of statutory working hours/abnormal load: Regularly check the overtime status of each department every month, and timely remind supervisors in internal pipelines to assist colleagues with longer working hours to appropriately allocate work.</p> <p>系統 System : ISO 45001、ISO 18001</p>	<p>The health center is committed to breaking through the traditional health management behavior and changing the health management model, hoping to achieve a full range of health management while preventing occupational diseases and actively promoting the personal health of employees. Track and revise the status of existing regulatory compliance through regular regulatory identification</p> <p>針對 2021 年專案工地發生的墜落工安事件及火災事件，積極檢討並提出精進改善方案，包括:加強開口防護設施，並要</p>	

			<p>求開口造冊管理增加開口防護巡檢頻率；修訂及強化高風險作業的工作許可制度嚴格要求承攬商落實投保，監督承攬商投保情形</p> <p>In response to the falling safety incidents and fire incidents at the project site in 2021, actively review and propose advanced improvement plans, including: strengthening opening protection facilities, and requiring opening registration management to increase the frequency of opening protection inspections; revising and strengthening high-risk operations. The work permit system strictly requires contractors to apply for insurance, and supervises the insurance application of contractors</p> <p>補償 compensate：</p> <p>員工手冊災害傷病給付及撫卹 Compensation &amp; Consolation for Injury, Illness and Accident on Duty in Employee Handbook</p>	
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			團體保險 group insurance	
			處罰 punish : 同仁獎懲辦法 Employees Reward and Punishment Regulations	

供應商/ 承攬商 Supplier/ Contract or	工作時間超時 Working time overtime	<p>訓練 Training :</p> <ul style="list-style-type: none"> <li>藉由「廠商行為準則」及「廠商對企業永續經營及淨零排放之承諾書」宣導及要求供應商重視及遵守人權相關議題與規範。 Through the " CTCL Vendor Code of Conduct " and " Supplier/Contractor 's Commitment to Corporate Sustainability and Net Zero Emissions", we publicize and require suppliers to pay attention to and comply with human rights-related issues and norms.</li> <li>與廠商之會議皆有 ESG Moment，透過其宣導人權相關議題。 All meetings with Supplier/Contractor have ESG Moment, through which human rights-related issues are promoted</li> </ul>	<p>制度調整 Institutional adjustment :</p> <ul style="list-style-type: none"> <li>本公司設有廠商停復權辦法，採購部依據廠商評鑑結果，彙整「廠商懲處提報單」，每半年提報至審查會，依審查會討論之懲處方式登錄系統建檔並據以執行，以確保廠商服務品質及對於「廠商行為準則」落實之狀況。 The company has a method for the suspension and resumption of the right of manufacturers. The</li> </ul>	<p>舉報平台 Reporting platform : <a href="https://www.reportnow.com.tw/ctci">https://www.reportnow.com.tw/ctci</a></p>
	勞資爭議 Labor disputes			
	歧視 Discriminate			
	童工 child labor			
	強迫與強制勞動 Forced and Compulsory Labor			

	<p>職業災害 occupational disaster</p>	<p>溝通 communicate :</p> <ul style="list-style-type: none"> <li>透過 ESG 問卷了解廠商風險值 Understand Supplier/Contractor value at risk through ESG questionnaire</li> <li>進行訪廠稽核交流及建議改善方式 Conduct factory visits, audit exchanges and suggest ways to improve</li> <li>每兩年舉辦供應商大會，表揚績優供應商 A supplier conference is held every two years to praise blue-chip suppliers</li> </ul> <p>系統 System :</p> <p>參考聯合國全球盟約(UN Global Compact)、世界人權宣言(Universal Declaration of Human Right)、聯合國商業人權規範(The UN Framework and Guiding Principles on Business and Human Right)訂定中鼎集團廠商行為準則及 ESG 問卷，每年透過 ESG 問卷及訪廠稽核評估及追蹤供應商人權風險狀況 With reference to the UN Global Compact, the Universal Declaration of Human Rights, and the UN Framework and Guiding Principles on Business and Human Rights, the CTCI Vendor Code of Conduct and ESG questionnaires are formulated. Evaluate and track supplier human rights risk status through ESG questionnaires and factory visits every year.</p>	<p>purchasing department compiles the "Supplier/Contractor 's Punishment Report" based on the results of the manufacturer's evaluation, and submits it to the review meeting every six months. To ensure the quality of the manufacturer's service and the implementation of the "CTCI Vendor Code of Conduct ".</p> <p>補償 compensate :</p> <ul style="list-style-type: none"> <li>供應商如違反人權相關規範，則中鼎有權停止一切商業往來行為及解約 If the supplier violates the relevant norms of human rights, CTCI has the right to stop all business transactions and terminate the contract</li> </ul> <p>處罰 punish :</p> <p>廠商評鑑扣分或予以停權 Supplier/Contractor 's evaluation points will be deducted or suspended</p>	
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客戶	個資保護 Personal information protection	<p>訓練 Training : 資訊安全衛生內容列為新進人員職前訓練課程</p> <p>溝通 communicate : 顧客滿意度調查</p> <p>系統 System : ISO 27001、BS 1012、ISO 27701</p>	<p>制度調整 Institutional adjustment : 配合資訊安全、個資保護等法令變動，並因應社會趨勢及時勢變化，持續檢視公司相關制度和措施，進行必要之調整 In line with changes in laws and regulations such as information security and personal information protection, and in response to social trends and changes in the situation, continue to review the company's relevant systems and measures, and make necessary adjustments</p> <p>補償 compensate :  若發生客戶人權情事將視案件狀況及營運所在地法令規範進行補償 In the event of a customer human rights incident, compensation will be made according to the situation of the case and the laws and regulations of the place of operation</p>	<p>舉報平台 Reporting platform : <a href="https://www.reportnow.com.tw/ctci">https://www.reportnow.com.tw/ctci</a></p>

			<p>處罰 punish :</p> <p>若員工違反人權宣言、道德行為準則等人權相關規範，致客戶之人權受侵害，將視情節輕重並依同仁獎懲辦法進行必要之懲處</p> <p>If an employee violates the human rights-related norms such as the Declaration of Human Rights, the Code of Ethics, and so on, causing the customer's human rights to be violated, the necessary punishment will be given according to the seriousness of the circumstances and Employees Reward and Punishment Regulations</p>	
專案工程 project impleme ntation	<p>工作就業機會 改變 Job opportunities change</p> <p>環境品質改變 Changes in environmental quality</p> <p>工作環境安全 與健康</p>	<p>訓練 Training :</p> <p>落實工地安衛環自主管理 Implement self-management of site safety, health and environmental protection</p> <p>深根全員安衛環文化 Deeply rooted in the safety and environmental culture of all employees</p> <p>強化員工對安衛環的認知與能力 Strengthen employees' awareness and ability of safety, health and environmental protection</p> <p>開發並導入集團健康照護平台</p>	<p>制度調整 Institutional adjustment : 遵從法規 Compliance with regulations</p> <p>補償 compensate : 若發生專案執行之利害關係人 之人權情事將視案件狀況及營 運所在地法令規範進行補償 If the human rights of the stakeholders involved in the execution of the project occur, compensation will be</p>	<p>專案管理與稽核 Project management and auditing</p> <p>透過督工專線電話 Via the supervisor's hotline</p> <p>舉報平台 Reporting platform : <a href="https://www.reportnow.com.tw/ctci">https://www.reportnow.com.tw/ctci</a></p>

	<p>Work Environment Safety and Health</p>	<p>Develop and import group health care platform</p> <p>溝通 communicate : 拜訪、座談會 visit, meeting</p> <p>系統 System : ISO 45001</p>	<p>made according to the situation of the case and the laws and regulations of the place where the project is operated.</p> <p>處罰 punish : 若員工違反人權宣言、道德行為準則等人權相關規範，致專案執行之利害關係人之人權受侵害，將視情節輕重並依同仁獎懲辦法進行必要之懲處 If an employee violates the human rights-related norms such as the Declaration of Human Rights, the Code of Ethics and Code of Conduct, and the human rights of the stakeholders involved in the implementation of the project are violated, the necessary punishment will be given according to the seriousness of the circumstances and according to Employees Reward and Punishment Regulations.</p>	
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