CTCI Vendor Code of Conduct
中鼎集團廠商行為準則

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.
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。

1. Labor and Human Rights (勞工及人權)

Vendors are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.
廠商應承諾維護員工的人權，並給予員工應有的尊重和尊嚴。該標準適用於所有員工，包括臨時工、外籍勞工、實習生、約聘、正職雇員和任何其他類型的員工。

1.1 Freely Chosen Employment (自由就業)

Forced, bonded (including debt bondage) or indentured labor or involuntary prison labor: slavery or trafficking of persons shall not be used.
禁止使用強逼、擔保（包括抵債）或用契約束縛的勞工、非自願的監獄勞工、奴役或販賣的人口。

1.2 Child Labor Avoidance (童工)

Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person employed under the age of 14 (where the law of the country permits).
不得在任何製造程序中雇用童工。「童工」指聘僱任何未滿 14 歲（或該國家/地區限制最低就業年齡的人士）。

1.3 Working Hours (工時)

The regular working hours shall not exceed the maximum regular working specified in the local law.

工作時間不應超過當地法定之工時規定。

1.4 Wages and Benefits (工資與福利)

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates.

支付給勞工的工資應當符合所有相關的薪酬法令，包括最低工資、超時加班和福利的法令。根據當地法律的規範，勞工的加班工資應高於常規時薪水平。

1.5 Humane Treatment (人道待遇)

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

避免苛刻和非人道地對待員工，包括任何形式的性騷擾、性侵犯、體罰、精神、肢體上脅迫、口頭辱罵等身體或精神不法的侵害。

1.6 Discrimination (歧視)

Vendor will not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices.

廠商應承諾員工免受騷擾以及非法歧視。公司不得因人種、膚色、年齡、性別、性傾向、性別認同及表達、種族或國籍、殘疾、懷孕、信仰、政治立場、團體背景、或婚姻狀況等在招聘及工作中歧視員工。

1.7 Freedom of Association (結社自由)

Vendor will comply with all applicable local and national laws on freedom of association and collective bargaining. Workers shall be able to openly communicate with management regarding working conditions and management practices.

根據當地法律，廠商應當尊重所有員工組織和參與他們所選擇的工會、集體談判和參加集會的權利，同時也應尊重員工迴避這類活動的權利。員工能公開地就工作條件和管理方法與管理層溝通。

2. Safety and Health (安全與健康)

To prevent work-related incidents, Vendors shall encourage employees to receive related occupational safety and health trainings and enhance their awareness and ability. Assess the hazards from facilities, equipment, machinery and tools, and arrange proper safety controls to prevent injuries. In addition, create a safe and health work environment and endeavor to achieve zero fatality and injury target to promote physical and mental health.

廠商為防止職業災害，應鼓勵員工參與職業安全衛生相關訓練，加強安全衛生的認知與能力，評估承攬範疇內各種工作所需要使用到的設施、設備、器具、工具等的安全性，辨識並預防其對工作者可能造成的傷害，提供並維護安全防護裝置，並致力於提升健康與安全的優質作業與環境，努力達成零職業傷亡或傷病的目標，以促進身心的樂活。

2.1 Life Saving Rules (保命守則)

Life-Saving Rules is important requirements in project HSE management, the rules are used to demonstrate management leadership and commitment to an uncompromising safety culture. In order to strengthen safety awareness of workers, vendors shall ensure the effective implementation of all requirements and strictly require workers to follow live saving rules to mitigate risk and prevent injuries.

保命守則(Life-Saving Rules)是專案安衛環管理的重要規定，用以展現管理階層的領導與承諾，建立不可妥協的安全文化。廠商為加強工作者的安全認知，要求落實各項管理要求，嚴格遵守保命守則，藉以降低職災發生的風險，保障人員安全。

2.2 Occupational Safety (職業安全)

Vendors shall insist on safety as the first priority, establish and implement safety operation procedures, provide suitable trainings for workers to ensure project engineering, procurement, construction, and commissioning are in line with safety.

廠商應該堅持安全無虞為優先，建立與執行安全標準作業程序，並給予工作者適當的教育訓練，以確保專案設計、採購、建造、試車各階段的安全。

2.3 Occupational Health (職業衛生／健康)

Vendors shall actively promote a healthy workplace, provide protection and care for workers and identify health hazards at work. By using the general principles of the hierarchy of control, engineering, administrative procedure, and personal protective equipment against the risks to prevent occupational diseases and illness.

廠商應該積極推動健康職場，加強健康保護與關懷，辨識作業中潛在的健康危害，並提供必要的工程防護、管理措施或個人防護具，以預防職業傷病，保障工作者的健康。

2.4 Behavior-Based Safety (行為安全)

Vendors shall discover and analyze worker’s unsafe behaviors and status by using behavior-based safety(BBS) to reduce the frequency of unsafe behaviors and status.

廠商應藉由行為安全觀察，發覺與分析工作者不安全之行為與狀況，進而以改善不安

全的狀況及減少不安全行為之頻率。

2.5 Emergency Preparedness (應急應變)

Vendors shall identify potential emergency situations and implement necessary arrangements to minimize the impacts of emergency situations. Arrangements for emergency preparedness include: training, fire detection and firefighting equipment, emergency preparedness plan, emergency report, drill, evacuation and recovery plan…etc.

廠商應評估潛在的各種緊急情況，並透過實施緊急應變程序，將意外事件的衝擊降至最低，包括：教育訓練、適當的偵測和消防設備、充足的疏散設施、緊急應變計畫、演習、緊急通報、疏散和復原計畫等。

2.6 Occupational Injury and Illness (職業傷病)

Vendors shall develop management procedure to prevent, management, track and report occupational injury or illness. The procedure include: encourage reporting of incident, record management, provide medical care, investigate the incident and take improvement actions to prevent repetitive injury, assist workers getting back into work…etc.

廠商應制定管理程序，用以預防、管理、追蹤和回報職業災害或職業病，包括以下規定：鼓勵工作者回報、分類記錄、提供必要的治療、調查並執行改善措施以杜絕類似情況、協助員工復工等。

3. ENVIRONMENTAL (環境)

Vendors recognize that environmental responsibility is integral to manufacturing, producing or providing services. In these operations, providing professional services which are in full compliance with environmental protection requirements; promoting energy saving, carbon reduction, and pollution prevention; minimizing adverse effects on the environment; and promoting environmental protection and sustainable development with interested party shall be implemented.

廠商應該將環境保護責任，視為製造、生產或提供服務時不可或缺的一部分，在其各項作業流程中，提供符合環境保護要求的專業服務，推動節能減碳、污染防治，減少對環境造成不良影響，協同利害關係者促進環境保護及永續發展。

3.1 Environmental Permits and Reporting (環境許可及報備)

Vendors shall acquire environmental permit, approval, registration or reporting documents according to the scope of contracted work, local regulations, and owners requirements before the work star. In addition, the mentioned documents shall be maintained and revised as required in order to comply the regulations during the work.

廠商依據承攬工作的範疇，應該於作業之前，依當地法令規範、業主要求等，向權責

單位申請以取得所需要的環境許可、批准、登記或報備之相關文件，並於作業期間確實遵守規範，維護及更新前述文件。

3.2 Pollution Prevention and Resource Reduction (預防污染和節約資源)

Vendor shall comply with requirements of environmental protection through modifying production, maintenance and facility processes, substitution with qualified and eco-friendly materials, conservation, recycling and re-using materials and reduce any kinds of waste of resources.

廠商為符合環境保護要求的專業服務，可以透過改善生產流程、維修保養設施與設備、尋求合規且屬友善環境的材料、管理及節約各項資源、致力物料回收再利用等，減少任何類型的資源浪費（包括水和能源）。

3.3 Hazardous Substances (危險或有害性物質)

Vendor shall identify and control dangerous and hazardous substances to ensure compliance with international standard and local laws during engineering, producing, importing, transporting, storage, use, recycling, and disposal.

廠商應該辨識及管制危險性或有害性物質，確保這些物質在設計、製造、輸入、運送、儲存、使用、回收及棄置時，均符合國際規範及當地法令。

3.4 Wastewater and Solid Waste (污水及固體廢物)

Vendor shall characterize, monitor(ensure to comply with emission standards), control and treat wastewater and dispose solid waste generating from operations, industrial processes and sanitation facilities prior to discharge or dispose.

廠商在排放或棄置污水及固定廢物前，應當按照要求對其進行分類、監控(確認符合排放標準)，並委託符合當地法令之處理或清運廠商廢棄處置。

3.5 Exhaust Emissions (廢氣排放)

Exhaust emissions, i.e. volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored(ensure to comply with emission standards), and treated as required prior to discharge.

在排放過程中產生的揮發性有機化學物質、氣霧劑、腐蝕性物質、微粒、耗蝕臭氧層化學物品以及燃燒副產品前，應當按照要求對其進行分類、監控(確認符合排放標準)和處理。

3.6 Net Zero (淨零排放) EPC

The vendor is aware of Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions to be tracked and documented, and publicly reported against the greenhouse gas reduction goal. The vendor understands the necessity of looking for methods to improve energy efficiency and minimizing their energy consumption and greenhouse gas emissions.

廠商知悉能源消耗及所有相關範疇 1 和 2 的溫室氣體排放，應追蹤、紀錄及公開報告，以達到溫室氣體減排目標。廠商明瞭找到方法來改善能源利用效率，並盡量減少能源消耗和溫室氣體排放之必要。

3.7 Biodiversity and zero deforestation (生物多樣性及零濫伐森林)

The vendor is willing to assess and report on their dependencies and impacts on biodiversity, from local to global, as well as willing to make a zero deforestation commitment, to progressively reduce negative impacts, and increase positive impacts, reducing biodiversity-related risks to the vendor and moving towards the full sustainability of extraction and production practices, sourcing and supply chains, and use and disposal.

廠商願意評估與揭露其對於地方性和全球性生物多樣性之依賴與衝擊，願意零濫伐森林等，逐步將負面影響減少，並加強正面影響。減少廠商生物多樣性的相關風險同時，廠商應於開採、生產、採購、供應鏈、利用、處置過程，完全符合永續發展。

4. ETHICS (道德規範)

To meet social responsibilities and to achieve success in the marketplace, Vendors and their agents are to uphold the highest standards of ethics including:

為履行社會責任，廠商及其代理商必須謹守最高的道德標準，包括：

4.1 Business Integrity (誠信經營)

The highest standards of integrity are to be upheld in all business interactions. Vendors shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

廠商應禁止任何形式的賄賂、貪汙、敲詐勒索和挪用公款。

4.2 No Improper Advantage (正當收益)

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

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。

4.3 Disclosure of Information (資訊公開)

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentations of conditions or practices in the supply chain are unacceptable.

應當按照法規和行業慣例公開有關參與勞工、健康與安全、環保、商業活動、組織架構、財務狀況的資料。不得偽造記錄或虛報供應鏈狀況。

4.4 Intellectual Property (智慧財產)

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights.
應當尊重智慧財產；傳遞技術和生產知識的過程中需保護智慧財產權。

4.5 Fair Business, Advertising and Competition (公平交易、廣告和競爭)

Standards of fair business, advertising and competition are to be upheld.
應謹守公平交易、廣告和競爭標準。

4.6 Privacy (隱私)

Vendors are committed to protecting the reasonable privacy expectations of personal information of everyone vendors do business with, including suppliers, customers, consumers and employees. Comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.
廠商應合理地保護業務來往者（包括下游廠商、客戶、消費者和員工）的個人資料和隱私。廠商應當在收集、儲存、處理、傳播和分享個人資料時遵守隱私和信息安全相關的法律及監管要求。

4.7 Responsible Sourcing of Minerals (礦產品來源)

Materials used are not sourced from controversial mining area.
原物料不使用有爭議礦區來源者。

5. MANAGEMENT (管理制度)

Vendor shall establish a management system whose scope is related to the regulation and content of this Code.
廠商應建立符合法規及本準則的管理制度。

5.1 Management Accountability and Responsibility (管理職責)

The vendor clearly identifies senior executive and company representatives responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.
廠商應明確指定經理人和公司代表，負責管理制度和實施計劃。管理層應定期檢查管理架構的運作情況。

5.2 Legal and Customer Requirements (法律和客戶要求)

A process to identify, monitor and understand applicable laws, regulations and customer requirements.

制定流程以關注了解相關法規及客戶要求。

5.3 Risk Assessment and Risk Management (風險評估和風險管理)

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with supplier's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

制定程序以了解法律、環境、健康、安全、勞工活動及道德等風險。評定每項風險的級別，並制定適當的程序來控管風險。

5.4 Improvement Objectives (提升企業責任績效)

Written performance objectives, targets and implementation plans to improve the vendor's social and environmental performance, including a periodic assessment of vendor's performance in achieving those objectives.

應制定績效目標及策略以提升社會和環境責任績效，並進行定期審核。

5.5 Training (培訓)

Programs for training managers and workers to implement vendor's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

應為管理層及員工制定培訓計劃，以達成公司目標並滿足法規之要求。

5.6 Audits and Assessments (審核與評估)

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

定期進行自我評估，以確保符合法律、中鼎集團廠商行為準則、客戶合約與社會與環境責任相關要求。

5.7 Corrective Action Process (改善)

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

制定程序以確保能及時改善於審核中所發現的缺失。

5.8 Documentation and Records (檔案和記錄)

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

建立並保留檔案和記錄，以確保符合規範與公司要求，同時應保障隱私。