



CAMEO COMMUNICATIONS, INC. & SUBSIDIARY COMPANIES & AFFILIATED COMPANIES
SUPPLIER CSR EICC UNDERTAKING

為了維護員工的人權，提供公平的就業和安全的工作條件，環保和商業道德標準來履行企業社會責任和追求業務連續性規劃。友勁科技包括子公司和關係企業公司(也稱為友勁)參考 EICC V4.0 作為企業社會責任的行為準則要求供應商，分包商和服務提供商應作出承諾。(若通過 SA 8000 或 EICC 認證，請提供證書影本)

In order to uphold employee human rights, provide fair employment and safety working conditions, environmental protection and business ethical standards to fulfill Corporate Society Responsibility and pursuit Business Continuity Planning. Cameo Communications Incorporation include subsidiaries companies and affiliated companies (that are also called Cameo) refer to EICC V4.0 as the code of conduct of corporate society responsibility to request that suppliers, subcontractors and service providers should make commitments. (Please provide a copy of SA 8000 or EICC certificate if accredited)

供應商特此聲明: The supplier declares herewith

尊重員工的基本人權 Respect for the basic human rights of employees

A. 勞工 供應商承諾支持員工的人權，使他們受到國際社會尊重和尊嚴。勞工標準如下：

Labor Suppliers are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. The labor standards are:

1. **自由選擇職業:** 所有工作必須是自願的，員工依國家法律或合約合理通知雇主後，可隨時離職或終止其勞動合同的權利。不得作為雇用條件，要求員工上繳任何由政府簽發的身份證證明文件。

Freely Chosen Employment All employee must be voluntary and workers shall be free to leave work at any time or terminate their employment after reasonable notice as required by national law or contract. Employee must not be required to surrender any government-issued identification papers as a condition of employment.

2. **禁止使用童工** 不得在製造的任何階段使用童工。“兒童”指未滿 15 歲(或在該國家/地區法律許可的情況下可為 14 歲)、或未滿完成義務教育年齡；或未滿該國家/地區最低就業年齡而被僱傭的人士(滿足任何一項即屬兒童)。符合所有法律法規的合法工作場所學徒計畫則不在此列。所有 18 歲以下的員工不得從事有可能危及到未成年人身體健康或安全的工作。

Prohibition of Child Labor Child labor is not to be used in any stage of manufacturing. Minimum age is the age not less than 15 years (or not less than 14 years, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Employee under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers.

3. **工作時間** 最大的工作時間需符合適當的法律。員工疲憊將導致生產率降低、離職率和工傷疾病的增加。因此，周工作時間不應超過當地法律規定的最大限度。此外，除非是緊急或異常情況，一周的工作時間包括加班在內不應超過 60 小時。每週七天應當允許員工至少休息一天。

Working Hours Comply with the maximum number of working hours laid down in the applicable law. Employee over strain leads to reduction productivity, increased turnover and increased injury. Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Employee shall be allowed at least one day off per seven-day week.

4. **工資與福利** 支付給員工的工資應符合所有適用的相關工資的法律，包括有關最低工資、加班時間和法定福利的法律。依據當地法律的規定，員工的加班工資應高於正常的每小時工資水準。任何紀律處分的扣除工資應符合當地法律。員工支付的基礎應及時通過工資條或其他類似文檔提供給員工。

Wages and Benefits Compensation paid to workers shall comply with all applicable wage law, including those relating to minimum wages, overtime hours and legally mandated benefits. Employee shall be compensated for overtime at pay rates greater than regular hourly rates. Any disciplinary wage deductions are to conform to local law. The basis on which Employee are being paid is to be provided in a timely manner via pay stub or similar documentation.

5. **人道待遇** 不得殘暴和不人道地對待員工，包括任何形式的性騷擾、性虐待、體罰、精神或身體壓迫或口頭辱罵；也包括不得有任何此類威脅行為。

Humane Treatment: 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 employee; nor is there to be the threat of any such treatment.

6. **不歧視** 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、性取向、種族、殘疾、懷孕、信仰、政治派別、社團成員或婚姻狀況等在聘用及雇用實際工作(例如，晉升、獎勵和培訓機會等)中歧視員工。另外，員工不得遭受帶有歧視性的醫學檢查。

Non-Discrimination: Commit to a workforce free of harassment and unlawful discrimination.

Companies shall 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 such as promotions, rewards, and access to training. In addition, employee or potential employee should not be subjected to medical tests that could be used in a discriminatory way.

7. **自由結社** 員工與管理層之間公開直接的溝通是解決工作場所問題和薪酬問題的最有效方法。參與者應依法尊重員工的權利，包括自由結社、參加或不參加工會、尋求代表、參加員工委員會。員工應能夠在不用擔心報復、威脅或騷擾的情況下，公開地就工作條件和管理問題與管理層溝通。

Freedom of Association Open communication and direct engagement between employee and management are the most effective ways to resolve workplace and compensation issues. The rights of workers to associate freely, join or not join labor unions, seek representation, and join employee councils in accordance with local laws shall be respected. Employee shall be able to openly communicate and share grievances with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.

- B. **健康與安全** 供應商應該認可一個安全和健康的工作環境有助於可以提升產品和服務的品質、生產的連貫性、員工的穩定性和士氣。供應商應認知持續的員工投入教育和教育是鑒別並解決工作場所健康與安全問題的關鍵。本準則參考職業安全管理體系如 OHSAS 18001 和 ILO 職業安全健康指南，同時可視這些標準為一種附加資訊的有用來源。健康與安全標準如下：[\(若通過認證，請提供 OHSAS 18001 證書影本\)](#)

Suppliers recognize that a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. Suppliers also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace. Recognized management systems such as OHSAS 18001 and ILO Guidelines on Occupational Safety and

Health were used as references in preparing the Code and may be a useful source of additional information.

The health and safety standards: ([Please provide a copy of OHSAS 18001 certificate if accredited](#))

1. **職業安全** 員工在工作場所會遇到的潛在危險 (如電器和其它能源、火、車輛和墜落危險) 應通過正確的設計、工程技術和管理控制、預防保養、安全操作程式 (包括鎖死/標出) 和持續性的安全知識培訓去控制。若無法通過上述方法有效控制危險源, 應為員工提供適當的、保養良好的個人防護裝備。

Occupational Safety Employee exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tag out), and ongoing safety training. Where hazards cannot be adequately controlled by these means, employees are to be provided with appropriate, well-maintained, personal protective equipment.

2. **應急準備** 應識別和評價潛在的緊急情況和事件, 再通過實施應急方案和應變流程來將緊急情況和事件的負面影響降至最低, 包括: 1. 緊急報告 2. 通知員工和撤離步驟 3. 員工培訓和演練 4. 適當的火災探測和滅火裝置 5. 充足的出口設施和恢復計畫。

Emergency Preparedness Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including: 1. emergency reporting 2. employee notification and evacuation procedures 3. employee training and drills 4. appropriate fire detection and suppression equipment 5. adequate exit facilities and recovery plans.

3. **職業傷害與疾病** 應當制定程式和體系來預防、管理、跟蹤和報告職業傷害與疾病, 包括以下規定: 1. 鼓勵員工報告 2. 分類和記錄傷害和疾病案例 3. 提供必要的醫療 4. 調查案件並執行矯正措施以消除事故原因 5. 協助員工返回工作。

Occupational Injury and Illness Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness including provisions to 1. encourage employee reporting 2. classify and record injury and illness cases 3. provide necessary medical treatment 4. investigate cases and implement corrective actions to eliminate their causes 5. facilitate return of workers to work.

4. **工業衛生** 對員工接觸到化學、生物以及物理因素必須識別、評價和管控。當危險因素無法不能通過工程技術和管理方法完全控制時, 應該為保護員工健康提供適當的防護裝備方案。

Industrial Hygiene Employee exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, employee health is to be protected by appropriate personal protective equipment programs.

5. **體力工作** 識別、評價和管控員工從事高體力勞動工作, 包括手工搬運材料和重複提舉重物、長時間站立和高度重複或強力的裝配工作。

Physically Demanding Work Employee exposure to physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.

6. **機器安全防護** 對生產設備和其他機器做安全危險評估。對員工造成傷害的機械提供物理防護裝置、聯動裝置和安全護欄, 並適當的進行維護。

Machine Safeguarding Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to employees.

7. **公共衛生、食物和宿舍** 應為員工提供乾淨的衛生間設施、飲用水、清潔衛生的食物和存儲設施和餐具。供應商或勞工代理機構提供的員工宿舍應當保持乾淨、安全，和提供適當的緊急出口、洗浴熱水、充足的供暖和通風、合理的個人空間以及合理的出入許可權。

Sanitation, Food, and Housing Employees are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Employee dormitories provided by the Supplier or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

- C. **環境** 供應商須認知環境責任與生產世界級產品是密切聯繫的。在製造過程中，應儘量減少對社會、環境和自然資源造成的不利影響，同時保護大眾的健康和安全。本守則參考 ISO 14001 環境管理體系, ISO 14064-1 溫室氣體管理系統和生態管理與審核體系(EMAS)標準是附加資訊的有用來源。(若通過認證，請提供 ISO 14001 或甚至 ISO 14064-1 證書影本)

ENVIRONMENTAL Suppliers recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public. ISO 14001, ISO 14064 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information. (Please provide a copy of ISO 14001 or even ISO14064-1 certificate if accredited)

環境標準如下： The environmental standards are:

1. **環境許可和報告** 取得所有要求的環境許可證(例如，排放監控)、批准文件和登記，維護並時常更新，並遵守操作報告要求。

Environmental Permits and Reporting All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

2. **預防污染和節約資源** 各種型式的浪費，包括水和能源，都應從源頭通過實踐，如改進生產、維護和設施工藝、替材料、節約自然資源、材料回收和材料再利用

Pollution Prevention and Resource Reduction Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

3. **有害物質** 識別和管理排放到環境中會造成危險的化學物質和其他物質，以確保這些物質得到安全的處理、運輸、存儲、使用、回收或再利用和處置。

Hazardous Substances Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

4. **水及固體廢棄物** 對於操作、工業加工以及衛生設施所產生的廢水和固體廢棄物，在排放或處置之前必須進行分類監控、控制和處理。

Wastewater and Solid Waste Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

5. **氣體排放** 在生產操作過程中產生的揮發性有機化學物質、氣霧劑、腐蝕劑、微粒、臭氧消耗化學品以及燃燒副產等空氣排放物，在排放之前應按要求分類、監控、控制和處理。

Air Emissions Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

6. **產品含量控制** 供應商應當遵守所有關於禁止或限制特定物質(包括有關再生和處置的標識)所適用的法律法規和客戶要求。

Product Content Restrictions Suppliers are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances, including labeling for recycling and disposal.

D. 道德規範

為滿足社會責任並在市場上獲取成功，供應商和其代理商須遵循最高標準的道德要求，包括：

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

1. **廉潔經營** 所有商業的互動關係中都應遵循最高的誠信標準。供應商應禁止任何及所有形式的賄賂、貪污、敲詐勒索和挪用公款等行為。所有企業交易應在透明的狀態下完成，並應在參與者的帳目和記錄上正確反映。

Business Integrity The highest standards of integrity are to be upheld in all business interactions. Suppliers shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on Suppliers' business books and records.

2. **無不正當收益**

不得提供或接受賄賂或其他形式的不正當收益。

No Improper Advantage Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

3. **資訊公開** 依照適用法規和主要的行業慣例公開有關商業活動、組織結構、財務狀況和績效的資訊。

Disclosure of Information Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

4. **智慧財產權** 應尊重智慧財產權；在轉讓技術和知識時應妥善保護智慧財產權。

Intellectual Property 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.

5. **公平經營、廣告和競爭** 必須堅持公平交易、廣告和競爭的標準。並應有保護客戶資訊的適當方法。

Fair Business, Advertising and Competition Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.

6. **身份保密** 應制定方案，以確保供應商和員工檢舉揭發機密受到保護。

Protection of Identity Programs that ensure the confidentiality and protection of supplier and employee whistleblower are to be maintained.

- 6.1 **檢舉者定義**：對公司員工或管理層，或公務員或政府機關的不當行為進行揭露的任何人士。

Whistleblower definition: Any person who makes a disclosure about improper conduct by an employee or officer of a company, or by a public official or official body.

7. **負責採購礦物責任** 供應商應制定政策合理確保，在製造的產品中所含的鈹、錫、鎢和金(衝突礦物)不直接或間接提供資金或圖利剛果民主共和國或其周邊國家侵犯人權的武裝組織。供應商應對這些礦物的來源和監管鏈實施盡職審查，並應在客戶請求時向其提供盡職審查的方法。

Responsible Sourcing of Minerals Suppliers shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold (Conflict Minerals) in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Suppliers shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

8. **隱私** 供應商應對與其有業務往來的所有人士（包括供應商、客戶、消費者和員工）的個人資訊保密，該等保密行為應符合該等人士的合理期望值。收集、存儲、處理、傳輸和共用個人資訊時，供應商應遵守隱私和資訊安全有關的法規。

Privacy Suppliers are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees. Suppliers are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

9. **杜絕打擊報復** 供應商應制定一套溝通流程，從而確保員工能夠提出任何問題，無需擔心遭到打擊和報復

Non-Retaliation Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

- E. **管理體系** 供應商應採用或建立和此準則內容相關的管理體系。此管理體系設計時應確保：(a) 符合與供應商的經營和產品相關的法律法規及客戶要求；(b) 符合此行為準則 (c) 識別並降低和此行為準則有關的經營風險，並持續改進。

MANAGEMENT SYSTEM Suppliers shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the suppliers operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

此管理體系應包含以下要素：

The management system should contain the following elements:

1. **公司的承諾** 公司的社會和環境責任政策宣言應確認供應商守法和持續改善的承諾，並由高級管理層簽署。

Company Commitment A corporate social and environmental responsibility policy statements affirming supplier's commitment to compliance and continual improvement, endorsed by executive management.

2. **管理職責和責任** 供應商應明確指定公司代表負責保證管理體系和相關方案的實施。高級管理層應定期審查管理體系運作狀況。

Management Accountability and Responsibility The suppliers clearly identifies company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

3. **法律和客戶要求** 識別、監控並理解適用的法律法規(包括本準則的規定)和客戶要求的流程。

Legal and Customer Requirements A process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

4. **風險評估和風險管理** 識別和供應商經營有關的環境、健康與安全以及勞工實施和道德風險的流程。確定每項風險的級別，實施適當的程序和實質控制已識別的風險並確保符合法規。

Risk Assessment and Risk Management A process to identify the 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.

- 4.1 對環境健康和安全的風險評估包括生產區域、倉庫和存儲設施、廠房支援設備、實驗室和測試區域、衛生設施（浴室）、廚房/自助餐廳及員工宿舍。

Areas to be included in a risk assessment for environmental health and safety are production areas, warehouse and storage facilities, plant/facilities support equipment, laboratories and test areas, sanitation facilities (bathrooms), kitchen/cafeteria and employee housing/dormitories.

5. **改進目標** 應制定績效目標、指標和實施計畫以提高供應商的社會環境責任績效，包括對供應商為達成這些目標的績效進行定期評估。

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

6. **培訓** 規劃管理層及員工制定培訓計畫，以落實供應商的政策、程序及改進目標，以符合適用之法規和規定。

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

7. **溝通** 應制定將供應商的政策、實踐、預期目標和績效清晰準確地傳達給員工、供應商和客戶的流程。

Communication A process for communicating clear and accurate information about supplier's policies, practices, expectations and performance to employees, suppliers and customers.

8. **員工回饋和參與** 持續評估員工對本準則的理解和回饋意見，從而促進持續改進方案。

Employee Feedback and Participation A process for ongoing processes to assess employees' understanding of and obtain feedback covered by this Code and to foster continuous improvement.

9. **審核與評估** 定期進行自我評估，以確保符合法規和規定的要求、本準則內容以和客戶的合約中有關社會與環境責任要求。

Audits and Assessments 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.

10. **矯正措施** 制定流程，以及時糾正在內、外部的評估、檢查、調查和審查所發現的不足之處。包含對如下區域環境和健康安全的風險評估：倉庫、物料儲存設施、工廠/輔助設備、實驗室和測試區、衛生設施(浴室)、廚房餐廳和員工宿舍等。

Corrective Action Process A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews. Area to be included in a risk assessment for environmental health and safety are production areas, warehouse and storage facilities, plant/facilities support equipment, laboratories and test areas, sanitation facilities (bathrooms), kitchen/cafeteria and employee housing/dormitories.

11. **文件和記錄** 建立並維護文件和記錄，以確保符合法規和公司的要求，同時應妥善保護機密。

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

12. **供應商責任** 供應商應制定流程，向供應商溝通此準則的要求，並監督供應商對此準則的遵守的情況。

Supplier Responsibility A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.

授權簽名 Authorized signature:

茲證明負責人或授權代表執行這個企業社會責任行為準則，並在收到後 10~20 工作天內回覆。

The undersigned hereby certifies that be the authorized representative of the company with whole power to execute this CSR Code of Conduct and return to Cameo within 10 working days of receipt.

公司名稱(Company Name):

_____ 公司章(Company Seal): _____

授權代表職稱(Authorized Representative Job Title)

: _____

簽名(Signature): _____