

台橡集團供應商行為準則

TSRC Group Supplier Code of Conduct

台橡集團（下稱**台橡**）致力於企業社會責任，並鼓勵我們的供應商/協力承攬商（以下統稱**供應商**），除供應品質良好的貨物和如期交貨外，亦能夠在公正和道德的基礎下，使台橡和供應商能夠長期的獲利和永續的經營。因此我們以「責任商業聯盟（Responsible Business Alliance, RBA, 前身為EICC）行為準則」為藍本，並參照相關國際標準而制定本供應商行為準則（下稱**本準則**）對於供應商之企業經營誠信、人權與勞工政策，職業安全衛生及環境保護等議題進行規範，期能遵循與實踐。

TSRC Group (“**TSRC**”) is committed to corporate social responsibility and encourages our suppliers/contractors (collectively, the “**Supplier**”) not only to provide good quality deliverables on time but also to conduct its business in a fair and ethical manner so that both TSRC and the Supplier can maintain long-term profitability and sustainable management. TSRC establishes this Supplier Code of Conduct (“**Code**”) based on the “Responsible Business Alliance (RBA, formerly the EICC), Code of Conduct” and refers to the relevant international standards to regulate issues such as business integrity, human rights and labor policies, and occupational safety, health and environmental protection in connection with the Supplier. We expect all our Suppliers to follow and practice the Code.

台橡要求供應商遵守本準則，同時遵守其經營所在國與地區的法律和法規。本準則規範條文區分為五個部分：勞工、安全衛生、環境、道德規範以及管理系統。供應商對本準則的遵守情況將作為台橡制定採購決策考量依據之一。

The Supplier is required to comply with this Code and all applicable laws and regulations of the countries and regions where it operates. This Code is made up of five sections: Labor, Health and Safety, Environment, Business Ethics, and Management System. TSRC will assess the Supplier’s compliance with this Code when making purchasing decisions.

1. 勞工標準 LABOR

1.1 自由選擇職業 Freely Chosen Employment:

供應商禁止以任何形式強迫勞動，包含抵債、契約勞工或非自願之監禁勞動，員工受雇就業應是自願，且員工在合理通知下依法有自由離職的權利。

The Supplier is prohibited from forced, bonded or indentured labor or involuntary prison labor in any manner. Employment shall be voluntary and all employees shall be free to leave upon reasonable notice.

1.2 年輕勞工 Young Workers:

供應商嚴格遵守國際勞工組織公約，聯合國兒童權利公約及供應商所在地的相關法令規定，禁止僱用童工（本準則所稱之「童工」指僱用任何未滿 15 歲、或未達義務教育年齡、或該國家/地區最低就業年齡的勞工（三項中取其指定年齡最大者）），且禁止未滿 18 歲的勞工（年輕勞工）從事可能會危及其健康或安全的工作，包括夜班或加班。惟符合當地法律與法規的合法職場學習計劃者，不在此限。供應商應採取適當的機制核實勞工的年齡，並適當地保管學生員工記錄、嚴格審核教育合作夥伴，以保障學生員工的權利，且供應商應為所有學生勞工提供適當的支援和培訓。

The Supplier shall comply with the International Labor Organization Conventions, the United Nations Convention on the Rights of the Child, and the relevant legislation of the Supplier's jurisdiction. The Supplier will prohibit child labor (the term “child” refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest). Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime, except on-the-job training or learning programs that comply with the local laws and regulations. The Supplier shall have appropriate mechanisms in place to verify the age of workers, and ensure proper management and maintenance of student worker records, rigorous due diligence of educational partners and protection of students' rights. The Supplier shall provide appropriate support and training to all student workers.

1.3 工作時數 Working Hours:

就業工作時間要符合當地的法律。每月工作小時以及加班時間均不應超過當地法令規定的最大限度。

Working hours shall comply with the local laws. Monthly working hours and overtime are not to exceed the maximum set by local laws.

1.4 薪資和福利 Wages and Benefits:

供應商應確保支付給員工的工資應符合當地的法律/法規，包括與最低工資、加班時間和法定福利有關的法律/法規。供應商應依據當地法律/法規規定，以高於平時費率的加班費率來支付員工加班工資，且不得允許以工資扣除作為紀律處分的手段。

The Supplier shall ensure that wages paid to employees are in compliance with local laws/regulations, including those related to minimum wages, overtime hours, and legally mandated benefits. The Supplier shall pay employees overtime wages at rates higher than regular hourly rates in accordance with local laws/regulations and shall not allow wage deductions as a means of disciplinary action.

1.5 反歧視/反騷擾 Non-Discrimination/Non-Harassment:

供應商應承諾提供一個無騷擾以及無非法歧視的工作場所。供應商不得因種族、膚色、年齡、性別、性傾向、人種、殘疾、懷孕、信仰、政治派別、社團成員或者婚姻狀況等在招聘及雇用（如晉升、獎賞和受培訓等）中歧視員工。另外，所有員工不得遭受歧視性的醫學或身體檢查。

The Supplier shall commit to providing a workplace free of harassment and unlawful discrimination. The Supplier shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. In addition, all employees shall not be subjected to medical tests or physical exams that could be used in a discriminatory way.

1.6 人性化待遇 Humane Treatment:

供應商應確保所有雇員都受到尊重和尊嚴，不得對員工實施殘酷和不人道的待遇，包括任何性騷擾、性虐待、體罰、精神或身體脅迫、或者口頭辱罵員工；也不得威脅使用任何此類待遇。

The Supplier shall ensure that all employees are treated with respect and dignity. There shall be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse. Nor shall there be a threat of any such treatment.

1.7 結社自由 Freedom of Association:

供應商應尊重並鼓勵雇員在符合當地法律情形下，發展及從事有關員工整體福利之組織，並有參與工會、集體談判以及和平集會的權利。

The Supplier shall respect and encourage employees to develop and engage in organizations related to the overall welfare of employees in compliance with the local laws, and its employees shall have the right to participate in trade unions, collective bargaining and peaceful assembly.

2. 安全衛生 **HEALTH and SAFETY**

2.1 職業安全 Occupational Safety:

對員工接觸到的工作場所存在的潛在危險源（如電器和其他能源、火、車輛、滑倒、絆倒和掉落危險源），供應商須通過正確地設計、工程技術及管理控制，預防保養和安全操作程序（包括鎖死/標示）加以管制。在危險源不能透過上述方法完全控制時，應該給員工提供適當、妥善保養的個人防護用品，以及有關危險事故的風險教材。供應商對孕婦和哺乳期女性須採取合理措施，確保其遠離存在高度危害的工作環境、消除或減輕孕婦和哺乳期女性所承受的任何（包括與分派予其工作相關的）職業健康和 safety 風險，以及為哺乳期女性提供合理的場所。

The potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and slip, trip and fall hazards) to which employees are exposed shall be regulated by the Supplier through its proper design, engineering, administrative controls, and preventative maintenance and safe work procedures (including lockout/mark). Where hazards cannot be adequately controlled by the above means, employees shall be provided by the Supplier with appropriate personal protective equipment and educational materials about the risks to them associated with these hazards. Reasonable steps shall also be taken by the Supplier to remove pregnant women and nursing mothers from working conditions with high hazards, to remove or reduce any occupational health and safety risks to pregnant women and nursing mothers, including those associated with their work assignments, and to provide reasonable accommodations for nursing mothers.

2.2 緊急應變 Emergency Preparedness:

供應商應識別和評估潛在緊急情況和事件，通過實施應急計劃和響應程序來將其影響降低到最小程度，包括：緊急通報、通知員工和撤離步驟、員工培訓和演練、適當的火災探測和抑制設備、充分的出口設施以及恢復計劃。

The Supplier shall identify and evaluate potential emergency situations and events, and minimize their impact by implementing emergency plans and response procedures, including emergency reporting, employee notification and evacuation procedures, employee training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

2.3 工業衛生 Industrial Hygiene:

供應商應透過分級控制原則，識別、評估和控制因接觸化學、生物以及物理因素給員工帶來的影響。如果發現任何危險，供應商應尋找機會消除和／或減少該危險。當通過工程技術和管理手段無法充分控制危險時，應為作業人員提供適當、妥善保養的個人防護用品，以及有關危險事故的風險教材。

The Supplier shall identify, evaluate, and control the impact of employees' exposure to chemical, biological and physical agents according to the hierarchy of controls. If any potential hazards were identified, the Supplier shall look for opportunities to eliminate and/or reduce the potential hazards. When hazards cannot be adequately controlled through engineering and administrative means, employees shall be provided with appropriate personal protective equipment and educational materials about the risks associated with these hazards.

2.4 體力勞動 Physically Demanding Work:

供應商應識別、評估和控制從事體力勞動給員工帶來的影響，包括人工搬運材料和舉起重物、長時間站立和高度重複或者高強度的裝配工作。

The Supplier shall identify, evaluate and control the impact of employees doing physically demanding tasks, including manual material handling and heavy lifting, prolonged standing and highly repetitive or forceful assembly tasks.

2.5 設備的安全防護 Machine Safeguarding:

供應商應當評估生產設備或其他類型機器的安全危害。為預防機器對勞工可能造成的傷害，應為作業人員所使用的機械提供物理防護裝置、聯動裝置以及屏障，並正確地進行維護。

The Supplier shall evaluate production and other machinery for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to employees.

2.6 職業傷害和職業病 Occupational Injury and Illness:

供應商應制定程序和體系來預防、管理、追蹤和報告職業傷害與職業病。

The Supplier shall establish procedures and systems to prevent, manage, track and report occupational injury and illness.

2.7 公共衛生和食宿 Sanitation, Food, and Housing:

供應商應提供勞工乾淨之洗手間設施、衛生清潔的飲用水及餐點。供應商或第三方提供之宿舍應當保持乾淨、安全並有合理的生活空間。

The Supplier shall provide employees with clean toilet facilities, potable water and safely prepared food. Dormitories provided by the Supplier or any third party shall be clean, safe and have reasonable living space.

2.8 健康與安全溝通 Health and Safety Communication:

供應商應以勞工主要使用語言，或其能夠理解之語言於適當的工作場所中張貼有關健康與安全訓練的資訊。供應商應在開始工作前及之後定期向所有勞工提供培訓，且鼓勵勞工提出任何健康與安全疑慮，且不會遭到報復。

The Supplier shall post information about health and safety training in appropriate locations at the workplace and in the language of the worker or in a language the worker can understand. Training shall be provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any

health and safety concerns without retaliation.

3. 環境 ENVIRONMENT

3.1 環境許可和報告 Environmental Permits and Reporting:

供應商應獲取所有必需的環境許可證（如排放監控）、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

The Supplier shall obtain, maintain and frequently update all required environmental permits (e.g., discharge monitoring), approvals and registrations, and follow their operational and reporting requirements.

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

供應商應承諾盡量減少或杜絕排出和排放污染物以及產生廢物。供應商應節約自然資源的消耗並積極改善有限資源的使用效率。

The Supplier shall undertake to reduce or eliminate the discharge of pollutants and the generation of waste. The Supplier shall conserve natural resources and actively improve the efficiency of using limited resources.

3.3 有害物質 Hazardous Substances:

供應商應當識別、標籤和管理對人類或環境造成危害的化學物質、廢棄物及其他物質，從而確保這些物質得以安全的處理、運送、儲存、使用、回收或再使用及棄置。

The Supplier shall identify, label and manage chemicals, waste and other materials posing a hazard to humans or the environment so that it can ensure those substances are being handled, treated, transported, stored, used, recycled, reused, and disposed in a safe manner.

3.4 固體廢物 Solid Waste:

供應商應實施系統性的措施來識別、管理、減少和負責任地棄置或回收無害的固體廢物。

The Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle non-hazardous solid waste.

3.5 廢氣排放 Air Emissions:

供應商應控制經營活動中產生的對環境有害的氣體排放並對氣體排放管制系統的性能進行例行監控及處理。

The Supplier shall control air emissions generated from operations and conduct routine monitoring and treatment of its air emission control systems.

3.6 材料控制 Materials Restrictions:

供應商應當遵守所有適用法律法規和客戶要求，禁止或限制在產品和製造過程中納入特定之物質（包括回收和棄置標籤）。

The Supplier shall adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

3.7 水資源管理 Water Management:

供應商應當實施水管理計劃，以記錄、分類和監察水資源、使用和排放、尋求機會節約用水並對污水處理和控制系統的性能進行例行監控以符合法規要求。

The Supplier shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seek opportunities to conserve water; and conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

- 3.8 能源消耗和溫室氣體排放 Energy Consumption and Greenhouse Gas Emissions:
供應商應承諾訂立溫室氣體減排目標，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。

The Supplier shall undertake to establish a greenhouse gas reduction goal and look for methods to improve energy efficiency and minimize energy consumption and greenhouse gas emissions.

4. 道德規範 BUSINESS ETHICS

4.1 經營誠信 Business Integrity:

供應商應承諾商業交易中採取最高標準的誠信，嚴格禁止任何形式的賄賂、勒索、貪污及挪用公款行為，並遵守所有適用的反賄賂法律和法規。一旦發現有不誠信行為之情事者，台橡得立即無條件暫停或終止交易。

The Supplier shall uphold the highest standards of integrity in all business transactions. Any and all forms of bribery, corruption, extortion and embezzlement are strictly prohibited and the Supplier shall comply with all applicable anti-bribery laws and regulations. Once any unethical behavior is found, TSRC may immediately and unconditionally suspend or terminate transactions with the Supplier.

4.2 無不當利益 No Improper Benefit:

供應商或其人員不得直接或間接提供、承諾、要求或收受任何形式不正當利益。本準則所稱之不正當利益，包括因職務或其影響力所產生之任何形式或名義之不正當金錢、餽贈、佣金、職位、服務、優待、回扣等利益。

The Supplier or its personnel shall not directly or indirectly offer, promise, demand or accept any improper benefit of any kind. Improper benefit in this Code includes any form or name of improper money, gifts, commissions, positions, services, preferential treatment, rebates and other benefits arising from positions or their influence.

4.3 資訊公開 Disclosure of Information:

供應商應確保所有的商業交易均透明執行，並準確反映在其業務帳冊與商業記錄上，並應當按照適用法規和普遍的行業慣例向相關單位公開有關參與勞工、健康與安全、環保活動、商業活動、組織架構、財務狀況和業績的資料，不得偽造或虛報。

The Supplier shall ensure that all business transactions are conducted transparently and accurately reflected in the business books and records, and shall disclose information to relevant entities regarding labor, health and safety, environmental practices, business activities, organizational structure, financial situation and performance in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices are unacceptable.

4.4 智慧財產權保護 Protection of Intellectual Property:

供應商應宣導尊重智慧財產權，技術與專業知識轉移應透過保障智慧財產權的

方式進行，並應提供保護與其有業務往來的所有人士（包括其供應商、客戶、消費者和員工）相關資訊的措施。

The Supplier shall respect intellectual property rights, and transfer of technology and know-how shall take place in a manner that safeguards intellectual property rights. The Supplier shall provide measures to protect relevant information about all persons with whom it does business (including its suppliers, customers, consumers and employees).

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

供應商應謹守公平交易、廣告和競爭相關法規的標準。

The Supplier shall uphold standards set by applicable laws or regulations regarding fair trade, advertising and competition.

4.6 社區參與 Community Engagement:

鼓勵供應商社區參與，以促進社會和經濟發展。

The Supplier is encouraged to develop community engagement to help foster social and economic development.

4.7 身分保護及防止報復 Protection of Identity and Non-Retaliation:

除非受法律禁止，供應商應建立匿名投訴機制保護往來廠商和員工檢舉者，並確保其身分的機密性和匿名性，不用害怕遭到報復。

The Supplier shall establish an anonymous complaint mechanism for its supplier and employee whistleblowers, unless prohibited by applicable law. The Supplier shall ensure the confidentiality and anonymity of the whistleblowers' identity and protect the whistleblowers from fear of retaliation.

4.8 負責任地採購礦物 Responsible Sourcing of Minerals:

供應商應遵守「無衝突礦產」政策，進行盡職調查其產品原物料來源及監督其供應鏈，並應依照台橡之要求對於產品原物料來源適時提供相關佐證資料，以確保其出售或以其他方式交付給台橡的產品中並未使用「衝突礦產」（即所謂來自剛果民主共和國及其鄰近國家受武裝衝突區域之礦區、循非法走私管道取得、或自低劣工作環境中礦區所開採之錫(Sn)、鉭(Ta)、鎢(W)、金(Au)等金屬礦產)。含鈷材料的供應商必須揭露其鈷之來源，以確保供應其鈷之礦源無違反人權之情事。

The Supplier shall comply with the DRC Conflict-Free policy, exercise due diligence on the source of the primary minerals contained in all raw materials, and monitor the relevant supply chains. The Supplier shall assure that all products provided to TSRC are free of conflict minerals (which include tin (Sn), tantalum (Ta), tungsten (W), gold (Au) derived from or sourced from mines in armed conflict areas of the Democratic Republic of Congo (DRC) and its neighboring countries, or illegally taxed on trade routes, or from mining regions with poor or dangerous working conditions), and shall provide timely supporting evidence on the source of raw materials at the request of TSRC. Any Supplier of cobalt-containing products shall disclose the source of their cobalt to ensure that the source of their cobalt does not violate human rights.

4.9 遵循進出口相關法規 Complying with Export and Import Regulations:

供應商應瞭解並遵循進出口及運送貨品予台橡或代台橡進出口及運送貨品所涉及的相關法令，包括原出口國的出口管制與海關法規、目的地國家的進口

和海關法規、支付法令要求的關稅和其他稅賦、以及當地運輸的相關法令，並遵守相關進出口管制及聯合國禁運(購)制裁國家所產礦產(原物料)之運(購)料規定。

The Supplier shall understand and follow all laws related to the shipping, handling and transportation of products to or on behalf of TSRC. These include source country's export and customs laws, destination country's import and customs laws, payment of all legally required duties, taxes, and local transportation laws. The Supplier shall comply with the relevant import and export controls and the United Nations regulations on the shipment (purchase) of minerals (raw materials) produced in embargoed and sanctioned countries.

4.10 隱私 Privacy:

供應商承諾合理地保護任何與其有業務來往者（包括供應商、客戶、消費者和員工）的個人資料和隱私。供應商應當在收集、儲存、處理、傳播和分享與其有業務來往者之個人資料時遵守隱私和資料安全法律及監管要求。

The Supplier undertakes to take reasonable protection of the privacy and personal information of everyone it does business with, including suppliers, customers, consumers and employees. The Supplier shall comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

5. 管理系統 MANAGEMENT SYSTEM

供應商對社會及環境責任政策應有一套適當管理系統，除制定並記錄相關程序外，供應商代表應定期依自我設定目標進行風險鑑別、評估、改善與優化，以確保符合法律法規的要求。

The Supplier shall establish or adopt a proper management system for its social and environmental responsibility policies. In addition to formulating and documenting relevant procedures, the Supplier's representatives shall regularly identify, evaluate, improve and optimize risks according to self-set goals to ensure compliance with laws and regulations.

該管理系統應包含以下要素：

The management system shall contain the following elements:

5.1 公司承諾 Company Commitment:

供應商的企業社會及環境責任政策聲明，應明定供應商對守法以及持續改進的承諾，並由行政管理層簽署，並以當地語言張貼於工作場所內。

The Supplier's corporate social and environmental responsibility policy statements shall clearly affirm its commitment to compliance and continuous improvement. Such statement shall be endorsed by executive management and posted in the facility in the local language.

5.2 管理職責與責任 Management Accountability and Responsibility:

供應商應明確指定高級主管和公司代表來負責保證管理系統和相關計劃的實施。高級管理層應定期檢查管理系統的運作情況。

The Supplier shall clearly identify senior executives and company representatives responsible for ensuring implementation of the management systems and associated programs. Senior management shall review the status of the management system on a regular basis.

5.3 法律和客戶要求 Legal and Customer Requirements:

供應商應制定相關程序以識別、監控並瞭解其所應適用的法律、法令和客戶要求（包括本準則的要求）。

The Supplier shall establish procedures to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

5.4 風險評估和風險管理 Risk Assessment and Risk Management:

供應商應制定相關程序，以辨別與其營運有關的環境、健康、安全與勞工活動和道德風險。供應商應評定各項風險的級別，並實施適當的程序及實際管制，來監控已識別的風險，並確保遵行相關監管規範。

The Supplier shall develop procedures to identify the legal compliance, environmental, health, safety and labor practice, and ethics risks associated with the Supplier's operations. The Supplier shall determine the relative significance and level for each risk and implements appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

5.5 改進目標 Improvement Objectives:

供應商應制定書面績效目標、指標和實施計劃來提高供應商的社會、環境、健康及安全的績效表現，包括對供應商為達成這些目標所取得的成效進行定期審核。

The Supplier shall establish written performance objectives, targets and implementation plans to improve its social, environmental, and health and safety performance, including a periodic assessment of the Supplier's performance in achieving those objectives.

5.6 培訓 Training:

供應商應為管理層及員工制定培訓計劃，從而實施供應商的政策、程序及改進目標，同時滿足適用之法律法規的要求。

The Supplier shall develop training programs for managers and employees to implement the Supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

5.7 溝通 Communication:

供應商應制定程序將供應商的政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶，並有效保持溝通管道。

The Supplier shall develop a process for communicating clear and accurate information about the Supplier's policies, practices, expectations and performance to employees, suppliers and customers.

5.8 員工意見、參與和申訴 Employee Feedback, Participation and Grievance:

供應商應制定持續可行的程序（包括有效的申訴機制）以評估員工對本準則所涵蓋之實踐或違反情況和條件的認知度，並獲取員工在這方面的回饋，從而推動持續改進。必須為員工提供一個安全的環境，讓其安心地提出申訴和意見而不必擔心受到報復。

The Supplier shall develop ongoing processes, including an effective grievance mechanism, to assess employees' understanding of, abidance by or violations against of the Code, and will also obtain feedback from its employees to foster continuous improvement. Employees must be given a safe environment to provide grievance and

feedback without fear of reprisal or retaliation.

5.9 審核與評估 Audits and Assessments:

供應商應定期進行自我評估，從而確保符合法律與法規的要求、本準則內容以及客戶合約中與社會與環境責任相關要求。

The Supplier shall conduct 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.

5.10 糾正措施 Corrective Action Process:

供應商應制定程序以確保能及時糾正在內外部的評估、檢查、調查和審核中所發現的不足之處。

The Supplier shall develop a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

5.11 文檔和記錄 Documentation and Records:

供應商應建立並保留文檔和記錄，從而確保符合法律規定與公司的要求，同時應保障隱私的機密性。

The Supplier shall create and maintain documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

5.12 供應商的責任 Supplier Responsibility:

供應商應建立程序來將本準則的要求傳達給其供應商，監管其供應商對本準則的遵行情況。

The Supplier shall develop a process to communicate the Code requirements to next-tier suppliers and to monitor their compliance with the Code.