

WINSTAR Display Co., Ltd

Human Rights Policy

1. 目的：

Purpose :

為確保華凌光電集團員工享有基本員工權利，並避免在性別、國籍、學歷等因素造成工作環境不平等之情事，特制訂本程序。

These procedures are formulated to ensure that all employees of Winstar Group have their basic employee rights and to avoid unequal working environments based on factors such as gender, nationality, and educational background.

2. 範圍：

Scope :

華凌光電集團全體員工。

All employees of Winstar Group.

3. 定義：

Definition :

3.1. 囚工：不自由的勞務形式。可分為兩種不同的概念：作為懲罰的勞動或作為囚犯就業的勞動。

Prisoner Labor : Unfree forms of labor, including labor as punishment or labor as prisoner employment.

3.2. 性騷擾：不受歡迎，或違反非行為人意願之性方面示好之舉、要求性方面之好處，或其他具有

性本質之言語、肢體或視覺之明示或暗示行為。

Sexual Harassment : the sexual harassment referred to herein means the sexual or gender-related behavior against the will of a male or female

4. 權責：

Responsibilities :

4.1. 集團內外部人員或社會團體等均有權利對公司行為進行監督或投訴。

All inside and outside individuals, and outside groups have the right to monitor Winstar Group or file complaints.

4.2. 集團內各公司之管理部：對所屬公司內不公平行為進行監督及受理。

Management Dept.: Monitor and handle unfair practices within affiliated companies.

5. 作業流程：

Workflow :

無。

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N/A.

6. 作業說明：

Operation description :

6.1. 招募及聘任：

Recruitment and appointment.

6.1.1. 招聘原則為公正、公開、擇優錄取，無任何不公之歧視，並於任用時簽訂勞動契約。

Recruitment principles are fair, open and based on the abilities, without any discrimination, and an

employment contract is signed upon appointment.

6.1.2. 於聘用、培訓、薪酬，晉升降職、解聘或退休等作業，不可因種族、社會階級、國籍、宗

教、身心障礙、健康狀況、性別、性別取向、年齡、能力、工會參與、勞工代表身份、員

工申訴行為或政治立場等因素而有歧視之行為。

In hiring, training, compensation, promotion, demotion, termination, or retirement, discrimination

based on race, social class, national origin, religion, disability, health status, gender, sexual orientation, age, ability, union membership, labor representative status, employee grievances, or

political affiliation is prohibited.

6.1.3. 不得要求員工進行任何具有歧視性之健檢項目作為聘用之考量，如愛滋、梅毒或懷孕等。

Employees shall not be required to undergo any discriminatory health examinations as a hiring consideration, such as those for HIV/AIDS, syphilis, or pregnancy.

6.1.4. 新進員工體檢或現職員工定期健檢應按法規規範項目進行。規範外之項目員工得依自身健康

考量，增加健檢項目，本集團不得強制。

Physical examinations for new employees and regular health checks for current employees must

comply with regulatory requirements. Employees may add additional health checkup items based

on their health needs, but the Group may not impose mandatory requirements.

6.2. 人權管制與管理：

Human rights control and management :

6.2.1. 本集團制定員工守則，以激勵或溝通討論等方式進行管理。

Our group has formulated employee codes of conduct and manages employees through incentives, communication and discussion.

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6.2.2. 所有員工必須是自願受雇，絕不允許利用任何強迫行為，欺騙手段等引誘員工就職。例如囚犯或觸犯刑反遭通緝尚未結案之罪犯、抵債勞工和其他具強制性的勞工等。
All employees must be employed voluntarily. The use of any coercion, deception, or other means to induce employees to work is strictly prohibited.

6.2.3. 不干涉個別員工對其所遵奉之種族、社會階級、國籍、宗教，身心障礙、性別、性別取向、工會等信條、規範等。
Do not interfere with employees' beliefs and norms regarding race, social class, nationality, religion, disability, gender, sexual orientation, or union membership.

6.2.4. 不允許帶有強迫性、威脅性、凌入性或剝削性等性騷擾行為。對於性騷擾之態樣、防治及懲戒之措施，另訂性騷擾防治措施申訴及懲處辦法，並遵循性平三法之規定保障員工之權利。
Any kinds of sexual harassment is prohibited. Comply with the three gender equality laws to protect employees' rights.

6.2.5. 員工得自由存取公司與員工權益相關之管理規章，如員工守則、獎懲規定等。公司若無正當理由，如涉及個資或特殊機密與敏感資訊等，不得拒絕。
Employees may freely access company regulations related to employee rights, and the company may not deny access without justifiable reasons.

6.2.6. 員工得自由使用公共設施，如飲水機、洗手間等。於下班或休息時間亦不得強制要求工作。
Employees are free to use public facilities such as water dispensers and restrooms. They are not required to work during off-duty or break time.

6.2.7. 不得以任何理由扣押員工身份證件、押金和扣押薪資(包括懲處扣薪)。薪資需於法令規範之天數內發放。
Employee identification documents, deposits, and salary (including disciplinary deductions) may not be withheld for any reason. Salary must be paid within the legally prescribed number of days.

6.2.8. 集團規章制度依照各公司別所處地區之相關法令制定。員工得於合法範圍內自由決定是否加班、請假或離職等，並需依相關規定提出申請即完成必要之手續。員工之工時需符合當地法規之要求，如有加班，依法給予加班費。各公司於每月出勤結算前，提醒員工於規定

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時

間內發起並完成包含但不限於加班，請假、誤餐費等各式申請。員工亦有配合紀錄出勤狀

況的義務，以確保紀錄的真實性。

Group rules and regulations are formulated in accordance with relevant laws. Employees are free to decide whether to work overtime, request leave, or resign within legal limits. Employee working hours must comply with local laws and regulations. Overtime pay will be provided in accordance with the law. Before monthly attendance settlement, the company will remind employees to submit and complete all requests, including but not limited to overtime, leave, and meal allowances, within the specified timeframe. Employees are also obligated to cooperate in recording their attendance to ensure its authenticity.

6.2.9. 工時控管由單位主管於員工提出加班申請時，統計其累計加班時數，如已超過每月上限，應

禁止當月再加班，另透過系統控管加班時數(每周不得超過 60 小時)，每月加班不得超過 46 小時，如超過時間無法申請。如有超時工作、工作異常、未申請加班者，HR 會發出異常通知，員工可於當月考勤結算前提出申請並完成簽核流程。如已逾考勤結算完成而未提出申請者，視為員工處理私事，不得申請加班或補休。若確為工作而欲申請加班者，應發出簽呈申請，且因考勤已結算，僅限申請補休時數。

The supervisor should control employee's overtime hours. If the cumulative overtime hours have exceeded the monthly limit, further overtime work for that month should be prohibited. Overtime hours are also controlled through HR system(not exceeding 60 hours per week, and not exceeding 46 hours per month) HR will notify the employee when there is an abnormality. Employees can submit their applications and complete the approval process before the monthly attendance settlement. If an application is not submitted after the settlement is completed, it will be considered that the employee is handling personal matters and will not be eligible to apply for overtime. If the attendance has already been settled, the employee must submit another application form, and they can only apply for compensatory time off.

6.2.10. 不得因員工工作或生活上的失誤或差錯對其進行身心上的懲罰或當眾言語凌辱。嚴禁以暴

力、威脅或非法限制人身自由的手段強迫勞動。亦不得侮辱，體罰、毆打、非法搜查和拘

禁員工。違者通報執法機關，並追究民事、刑事相關責任。

Employees must not be subjected to physical or mental punishment or public verbal abuse for mistakes. Forced labor through violence, threats, or illegal restriction of personal freedom is strictly prohibited. Employees must not be insulted, physically punished, assaulted, illegally searched, or detained. Violators will be reported to law enforcement agencies and held

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accountable for civil and criminal liability.

6.2.11. 不得因各種理由剝奪員工應得之基本權益如食物、水、洗手間、醫療之取得等。

Shall not deprive employees' basic rights such as access to food, water, restrooms, and medical care for any reason.

6.2.12. 遵守零收費政策，不得要求員工為其受雇而向雇主或仲介支付招聘費用或其他相關費用（國

外仲介費、國內服務費、健檢費、簽證費…等 RBA 規範之禁止費用）。如發現員工支付相關

費用，應於 90 天內歸還員工本人。

Comply with RBA's zero-fee policy.

6.2.13. 提供匿名檢舉機制，並保障檢舉人，不洩漏其個資。

Provide an anonymous reporting system and protect the reporter's personal information from being disclosed.

6.2.14. 若員工有輔導或醫療之必要，得引介專業輔導或醫療機構。

If an employee needs counseling or medical treatment, she/ he may be referred to a professional counseling or medical institution.

6.2.15. 保障懷孕員工

Protecting pregnant employees.

6.2.15.1. 不得以結婚、懷孕、產假，哺乳等因素，辭退女性員工或單方面解除勞動契約。

Female employees may not be dismissed or terminated due to factors such as marriage, pregnancy, maternity leave, or breastfeeding.

6.2.15.2. 遵守性別平等工作法，實施男女同工同酬。不因女性員工處於懷孕、生產、哺乳期間降

低其基本工資。

Comply with the Gender Equality Employment Act and implement equal pay for equal work

for men and women.

6.2.15.3. 禁止女性員工於孕期間從事高危險作業。

Female employees are prohibited from engaging in high-risk work during pregnancy.

6.2.15.4. 女性員工於懷孕期間不得延長其勞動時間，亦禁止於夜間工作(下午十點至隔日上午六

點)，並得依勞動基準法申請改調較為輕易之工作。

Female employees may not extend their working hours during pregnancy and are prohibited

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from working at night (10:00 PM to 6:00 AM the following day). They may apply for a transfer

to a less demanding job in accordance with the Labor Standards Act.

6.2.15.5. 配置勞工健康服務人員，協助並關懷懷孕員工，確實保護懷孕員工之健康。

Labor health service personnel shall be assigned to assist and care for pregnant employees, ensure their health is protected.

6.2.15.6. 確保員工申請育嬰留職留薪之權利，依「性別平等工作法」之相關規定辦理。

Ensure employees' rights to apply for parental leave in accordance with the Gender Equality in

Employment Act.

6.2.16. 結社自由、集體談判自由：

Freedom of association and collective bargaining.

6.2.16.1. 尊重所有員工其信仰、自由結社、社團參與、工會參與以及集體談判之權利。本集團不

干涉工會亦不資助工會。

Respect all employees' rights to freedom of belief, association, participation in community organizations, union membership, and collective bargaining.

6.2.16.2. 公司支持員工於法令規範下，自行籌組工會、社團。

The Company supports employees in organizing their own labor unions and associations within the framework of laws.

6.2.16.3. 員工所籌組之工會或社團等，應建立規章制度，推選人員妥善管理以達成立之目的。集

團亦支持上述團體於合法範圍內辦理之活動，並儘量提供相關支援。

Employee-organized labor unions or associations should establish rules and regulations, select

personnel, and properly manage them to achieve their objectives. Winstar group supports the activities of these organizations within legal boundaries and will provide relevant support.

6.2.16.4. 所有團體皆有權利和自由與公司進行工作條件之集體談判。亦可透過定期勞資會議進行

協商。

All groups have the right and freedom to collectively bargain with the company regarding working conditions. This can also be done through regular labor-management meetings.

6.2.16.5. 集團協助員工依法獲取獨立、自由結社以及談判之權利。

Winstar Group assists employees in obtaining the rights of independence, freedom of association and bargaining in accordance with the law.

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6.2.16.6. 集團保證此類員工代表不受歧視，並可在工作地點於其所代表的員工保持接觸。
Winstar Group ensures that such employee representatives are not discriminated and have access to the employees they represent at their workplaces.

6.2.16.7. 員工結社自由權利受到侵害時，可透過內部獨立檢舉信箱 wb@winstar.com.tw 反應，由相關單位處理，並於結案後公布處理結果。
If employees' right to freedom of association is violated, they can report it through the internal independent reporting mailbox wb@winstar.com.tw. The relevant department will handle the case and announce the results after the case is closed.

6.2.17. 宗教需求/無障礙軟體調查與管理
Religious needs/accessible hardware and software survey and management.

6.2.17.1. 應於合法範圍內為員工宗教需求、無障礙軟體使用提供場所或設備，並對工作環境進行調整，以利員工能於合理範圍內使用相關之設施。宗教需求包含：工時之調整、自願替班或換班、工作調整或職務轉調、服裝、使用公司設施等。
Within legal limits, Winstar group must provide space or equipment to accommodate employees' religious needs and accessible hardware and software. Also make adjustments to the work environment to facilitate reasonable access to relevant facilities. Religious needs include adjustments to work hours, voluntary shift replacements or swaps, job adjustments or transfers, clothing restrictions, and use of company facilities.

6.2.17.2. 於接獲員工之宗教需求後，公司得於營運或替代方案不可行之考量下，基於安全顧慮拒絕提供宗教活動場所。
After receiving an employee's religious request, the company may refuse to provide a place for religious activities due to safety concerns, if operational considerations or alternative options are unfeasible.

6.2.17.3. 得透過人員任用、會議、員工訪談等管道了解員工對宗教或無障礙軟體設施之相關需求。員工得依個人意願選擇是否透露其資訊。員工可透過意見箱、直接告知相關人員，或會議等方式了解並告知其宗教或無障礙設施等需求。

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Employees' requests for religious or barrier-free facilities may be learned through recruitment

processes, meetings, and interviews. Employees may choose whether to disclose this information based on their personal preferences. Employees may communicate their religious

or barrier-free needs through suggestion boxes, direct notification to relevant personnel, or meetings.

6.2.18. 禁用童工政策

No child labor policy.

6.2.18.1. 本集團制定以下政策、程序和補救措施以有效地不招用和不支持雇用童工。童工之定義

依照 RBA 之規範為未滿十五歲者。本集團嚴格禁用未滿十五歲者。本集團承諾嚴格執行

「勞動基準法」及企業社會責任標準，制定相應的政策和程序，並傳達給所有員工和其

他利害關係人。管理單位和採購單位應負責將集團社會責任政策和相關要求傳達給合作

夥伴、供應商及其利害相關團體。應按公正、自願原則和法規要求與員工簽立勞動契約

並建立人事檔案。

Child labor is defined as anyone under the age of fifteen according to RBA regulations. Winstar group strictly prohibits the use of anyone under the age of fifteen. Management and

Purchasing Department are responsible for these policies and requirements to all inside and

outside stakeholders.

6.2.18.2. 於人員招募時，向求職者明示集團社會責任、安全衛生政策和有關規範。集團應有計畫

地進行宣導、公告禁用童工之要求。招募負責單位於招聘時須嚴格查驗身份證等證件。

對年齡等資料確認無偽後方可任用。查驗證件時需確認為正本，如對年齡等證明文件之

有效性存疑時，應聘人員需提供其他證明，如戶口名簿、戶籍謄本等正本以供再次確

認。無身份證或持偽造證件者一律不予錄用。

During recruitment, applicants should be clearly informed of the Group's social responsibility,

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safety and health policies and relevant regulations. Recruiting units must strictly verify identification during recruitment. Employment will only be made after verifying the age and

other information. Applicants without ID cards or holding forged documents will not be hired.

6.2.18.3. 於人員辦理報到時由人資人員進行身份證件正本之檢查，若發現人員未滿十五歲，應立

並即停止報到之程序。人員報到時需依公正、自願原則和法規要求簽立相關勞動契約，並

在人 建立其人事檔案。為防止疏漏和避免假冒代替已辦理入職手續的人員出勤，主管需

員到職一個月內進行新進員工普查，到職一個月，若有對員工年齡產生質疑或是他人提

供員工不具合適年齡的資訊等情況時，主管需視情況逕行抽查。

When a person registers for work, HR will check their original identification documents.

If the

HR finds that the person is under fifteen, the registration process will be terminated immediately. Supervisors must conduct a census of new employees within one month of their

arrival. If any concerns arise about an employee's age, or if others provide information that

indicates an employee's age is inappropriate, supervisors must conduct spot checks based on

the circumstances.

6.2.18.4. 當發現在職員工有未滿十五歲，應立即停止其工作。由人資人員進行其年齡之覆核並結

童工 算薪資以及採取有效之補正措施。另應立即通知童工之法定監護人將其帶回。護送

回原居住地所需費用全由其所屬公司負擔，並視情節給予支援，促使該童工接受並

完成 國民義務教育。對被送回原居住地之前患病或傷殘的童工負責並承擔其治療期間的

全部

醫療費用。嚴禁不負責任遣散童工。對童工傷、殘、死亡負有責任的部門或個人，依獎

法工 懲辦法辦理；構成犯罪者，通報主管機關依法追究其責任。該誤用之童工日後違合

作之年齡若再次申請本集團之職位，不應以其歷史之誤用紀錄拒絕申請拒絕錄用。

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If an employee is discovered to be under fifteen, their employment must be terminated immediately. HR will review their age, settle their wages, and implement effective corrective

measures. The company will bear all expenses required to escort the child laborer back to her

or his place of origin, and will provide support. Depending on the circumstances, to encourage

the child laborer to receive and complete compulsory education. The company will be responsible for any child laborer who becomes ill or disabled before being repatriated and will

cover all medical expenses during their treatment. Irresponsible dismissal of child workers is

strictly prohibited. Departments or individuals responsible for the injury, disability, or death of

child workers will be punished according to Winsar's internal policy. If a crime is committed,

the competent authorities will be notified and held accountable according to the law. The legal

guardian of the child worker must also be notified immediately to bring the child worker back

home. If the child worker who was misused later reaches legal working age and applies for a

position within the Group again, their application will not be rejected based on the misuse history.

6.2.19. 青年員工(18 歲以下)

Young Employees (Under age 18)

6.2.19.1. 依《勞動基準法》第 44 條及第 48 條規定，不得從事危險性或有害性之工作。亦不得於

午後八時至翌晨凌晨六時之間內工作。若有任用建教生，其工時與休假規定參照《勞動

基準法》與《建教生權益保障法》第 24 條等規定辦理。集團所屬公司若有任用 18 歲

以下之青年員工，應由該公司之管理單位定期了解其工作、身體、生活情況，確實保

護未成年員工身心健康。

In accordance with Articles 44 and 48 of the Labor Standards Act, employees under 18 are

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prohibited from engaging in hazardous or harmful work. They are also prohibited from working between 8:00 pm and 6:00 am the following morning. If a trainee is employed, their

working hours and leave regulations shall be governed by the Labor Standards Act and Article 24 of the Trainee Rights Protection Act. The Management units should regularly monitor their work, health, and living conditions to ensure the physical and mental health of

underage employees is protected.

6.2.20. 學生員工(18 歲、大學以上者適用)

Student Employees (Over18, with student status)

6.2.20.1. 學生員工是指以學生身份任職於集團內的員工。包括實習/工讀生或寒暑期實習/工讀生

等身份。以學生身份任職者，依 6.2.18.1 管理。

Student employees are those employed within the Group as students, including interns, winter

or summer interns. Those employed as students are managed in accordance with 6.2.18.1.

6.2.20.2. 依照法規要求，提供學生員工必要之健康檢查、教育訓練、就業保險等，以保障學生員

工之權益。

In accordance with legal requirements, the Group provide student employees with necessary

health examinations, training, employment insurance, etc. to protect their rights.

6.2.20.3. 必要時應與學生員工隸屬之學校協商，提供學生員工合適的指導員，並由所屬公司提供

必要工作和生活支援。

If necessary, the Group should consult with the school to provide the student employee with a

suitable instructor, and the Group should provide necessary support.

6.2.20.4. 集團內所屬公司若有任用學生員工，應驗證學生所屬學校的辦學資格以及當年度招收學

生資格以確保符合法律規定。

When hire student employees, the Management Departments must verify the qualifications of

the student's school.

6.2.20.5. 集團內所屬公司若有任用學生員工，應與學生及合作學校簽訂三方合約。應參考勞動部及教育部相關規定，並依《勞動基準法》訂定，明確約定工資、工作內容、工時、

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薪資福利、終止契約等事項，以保障三方之權益避免爭議。此三方合約需依內部用印審

查流程由權責人員審核文件及核准用印。

A tripartite contract with the student and the partner school must be signed. The contract should

refer to relevant regulations and include such as wages, work content, working hours, compensation and benefits, and termination to protect the interests of all three parties. This contract must be reviewed and approved by the responsible person according to the internal seal review process.

6.3. 英文僅供參考，文義如與中文版有歧異，概以中文版為準。

The English version is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

7. 相關文件：

Related documents :

T-M-AP-022 性騷擾防治措施申訴及懲處辦法 Regulations of sexual harassment prevention and complaints.

8. 使用表單：

Use the form :

無。

N/A.

8.1. 相關表單：

Related form

無。

N/A.

8.2. 參考表單：

Reference form

無。

N/A.