

iiyama 供應商行為準則

iiyama Supplier Code of Conduct

為確保iiyama供應鏈的工作環境安全、員工受到尊重、商業營運遵守道德操守並符合環保規範，iiyama制定了本**供應商行為準則** ("準則")，要求供應商確實遵守本準則。iiyama也鼓勵供應商要求其下游供應商、承包商認同並採用本準則。而供應商對本準則的遵守，將成為iiyama購買決策時的考量之一。不遵守本準則或不願意配合稽核的供應商，可能會導致與iiyama的業務關係終止。新的供應商在與我司簽約之前必須先完成本準則的評估，原本的供應商(表示之前的版本已確認且簽名過)在每年新案合作之前都必須先確認本準則是否有最新版且再次確認是否可符合。所有供應商簽名此文件，表示可以對其負責。

In order to ensure a safe working environment, employees are respected, ethical business operations, and compliance with environmental standards in iiyama's supply chain, iiyama has developed this **Supplier Code of Conduct** ("Code"), which requires suppliers to strictly abide by this Code. iiyama also encourages suppliers to require their downstream suppliers and contractors to agree and adopt this code. Suppliers' compliance with this Code will be one of the considerations for iiyama's purchasing decisions. Suppliers who do not comply with this Code or are unwilling to cooperate with audits may result in the termination of their business relationship with iiyama. New suppliers must complete an evaluation of this Code before signing a contract with iiyama; original suppliers (indicates that the previous version has been confirmed and signed) must confirm whether there is the latest version of this Code and reconfirm whether it can be complied with before cooperating on a new project every year. Signing this document means suppliers have already confirmed compliance with the content of this Code and can be responsible for it.

本準則由六個部分組成。A、B、C 部分為勞工、健康與安全和環境的標準；D 部分為商業道德的標準；E 部分為能夠貫徹本準則之管理體系所需的要素；F部分為其他。

This Code consists of six parts. Parts A, B, and C are standards for labor, health and safety, and the environment; Part D is the standard for business ethics; Part E is the elements required for a management system that can implement this Code; Part F is others.

A. 勞工標準 Labor Standards

此標準除了要求供應商符合以外，iiyama對自己的員工也是嚴格遵循。此標準適用於所有勞工，包括直接雇員、任何其他類型的勞工、不管有沒有合約僱傭關係的勞工。

In addition to requiring suppliers to comply with this standard, iiyama also strictly follows it for our own employees. This standard applies to all workers, including direct employees, any other type of workers, regardless of whether there is a contractual employment relationship or not.

- 遵守 iiyama **行為準則**(針對勞工)：可以從 iiyama 官網中 CSR 報告書中的附錄 II 下載。內容包含「強迫勞動」、「結社自由與組織權保護」、「同等報酬」、「就業和職業歧視」、「最低年齡」、「童工」。

Suppliers need to comply with the iiyama **Code of Conduct** (for labor): It can be downloaded from Appendix II of the CSR report on the iiyama official website. The content includes "forced labor", "freedom of association and protection of the right to organize", "equal remuneration", "discrimination in employment and occupation", "minimum age", and "child labor".

- 不使用童工：「童工」指未滿 15 歲或未達強迫教育年齡。供應商應採取適當的機制核實勞工的年齡。

Do not use child labor: "Child Labor" means under the age of 15 or under the age of compulsory education. Suppliers shall have appropriate mechanisms to verify the age of workers.

- 工時和工資：工作時數不應超過當地法律規定的最大限度。每週的工作時數不應超過 60 小時（包括加班），緊急或特殊情況除外。若有加班，供應商必須遵守當地法律規定並提供勞工適當的報酬或獎勵。此外，勞工的基本工資也必須依照當地法律規定，不可低於法規最低要求。

Working hours and wage: The working hours should not exceed the maximum limit stipulated by local law. The number of hours worked per week (including overtime) should not exceed 60 hours, except in emergency or exceptional circumstances. If overtime is required, suppliers must comply with local laws and provide workers with appropriate remuneration or incentives. In addition, the basic salary of workers must comply with local laws and cannot be lower than the minimum amount required by law.

- 不歧視：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。公司不得因人種、膚色、年齡、性別、殘疾、懷孕、信仰、政治立場等在招募及實際工作中歧視員工、影響其工資和受訓機會等。

Non-discrimination: Suppliers shall commit to providing a workplace free of harassment and unlawful discrimination. The company shall not discriminate against employees in recruitment and actual work, or affect their wages and training opportunities due to race, skin color, age, gender, disability, pregnancy, belief, political stance, etc.

- 『聯合國打擊跨國組織犯罪公約關於防止、禁止和懲治販運人口特別是婦女和兒童行為的補充議定書』：預防和打擊販運人口特別是販運婦女和兒童，禁止使用其為勞工。

Human trafficking as defined in The Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime. Suppliers must prohibit using them as labor.

B. 健康與安全標準 Health and Safety Standards

供應商除了盡量減少與工作相關的傷病發生率外，提供勞工一個安全、健康的工作環境也是重要的。In addition to minimizing the incidence of work-related injuries and illnesses, it is also important for suppliers to provide workers with a safe and healthy working environment.

- 職業安全：供應商應定期檢視工作環境是否對員工的健康和安全有危害風險，並訂定改善計畫。工作環境若存在有害性化學物質，需有清楚的標示與妥善的存放。此外，必須採取合理措施，讓孕婦和哺乳期女性遠離存在高度危害的工作環境，以及為哺乳期女性提供合理的場所。

Occupational Safety: Suppliers should regularly review whether the working environment poses risks to the health and safety of employees and formulate improvement plans. If hazardous chemicals exist in the working environment, they must be clearly marked and properly stored. In addition, reasonable actions must be taken to keep pregnant and nursing women away from highly hazardous work environments and to provide reasonable premises for nursing women.

- 緊急應變：應確認和評估潛在的緊急情況和事件，並透過實施應急方案和應變程序來將其影響降到最低，包括應急報告、疏散計劃、勞工培訓和演習。應急方案應包括適當的消防偵測和滅火設備、暢通無阻的緊急出口、充足的逃生出口設施。

Emergency Response: Potential emergencies and incidents should be identified and assessed, and their impact minimized by implementing emergency plans and contingency procedures, including emergency reporting, evacuation plans, labor training, and drills. Emergency plans should include appropriate fire detection and suppression equipment, unobstructed emergency exits, and adequate means of escape.

C. 環境標準 Environmental Standards

供應商必須確認其製造營運過程對環境的衝擊，並盡量減少該過程對社區、環境和自然資源造成的不良影響。

Suppliers must identify the environmental impact of their manufacturing operations and minimize the negative impacts of this process on communities, the environment, and natural resources.

- 符合 iiyama 「**環境友善產品標準**」，並接受 iiyama 每年至少一次的現場查核。
Suppliers must comply with iiyama "**Standard for Environmentally Friendly Products**", which is our GP document; and must accept on-site audits by iiyama at least once a year.
- 有害物質管理：供應商應識別、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，並確保這些物質得以安全被處理、運送、儲存、使用、回收及棄置。
Hazardous Substance Management: Suppliers shall identify, label, and manage chemicals, waste, and other substances that are hazardous to humans or the environment and ensure that these substances are safely handled, shipped, stored, used, recycled, and disposed of.
- 能源消耗和溫室氣體排放：供應商必須訂立公司的溫室氣體減排目標。每年的能源消耗、範疇 1 和 範疇 2 的溫室氣體排放量、改善措施，都必須定期追蹤和公開揭露。
Energy Consumption and Greenhouse Gas Emissions: Suppliers must set company greenhouse gas emission reduction targets. Annual energy consumption, Scope 1 and Scope 2 greenhouse gas emissions, and improvement measures must be regularly tracked and publicly disclosed.
- 符合 iiyama 「**衝突礦產政策**」：可從 iiyama 官網上下載。
Comply with iiyama "**Conflict Minerals Policy**": It can be downloaded from iiyama official website.

D. 道德標準 Ethical Standards

供應商及其代理商必須謹守最高的道德標準。

Suppliers and their agents must uphold the highest ethical standards.

- 誠信經營：供應商應採取零容忍政策來禁止任何形式的賄賂、貪腐、舞弊、敲詐勒索和挪用公款。
Conducting business with integrity: Suppliers shall have a zero-tolerance policy that prohibits any form of bribery, corruption, fraud, extortion, and embezzlement.
- 保護隱私：供應商必須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。
Protection of Privacy: Suppliers must protect the personal data and privacy of anyone with whom they do business, including suppliers, customers, consumers, and employees.
- 謹守合約規定：供應商須遵守與 iiyama 簽訂的合約內容。
Abide by the contract provisions: Suppliers must abide by the content of the contract signed with iiyama.

E. 管理體系 Management System

供應商應建立一個其範疇與本準則內容相關的管理體系。管理體系也需持續改進。而該管理體系應包含：公司承諾、風險評估和風險管理、改進目標、員工培訓、員工意見和申訴、糾正措施。

Suppliers shall establish a management system and the scope is relevant to the content of this Code. The management system also needs continuous improvement. The management system should include company commitment, risk assessment and risk management, improvement objectives, employee training, employee opinions and complaints, and corrective actions.

我們更是要求供應商，要將這份準則向上游廠商進行宣導。或者，供應商如果有自己的一份類似這樣的準則，也可用自己的文件向上游進行宣導。

We even require all suppliers to publicize this Code to their upstream manufacturers. Alternatively, if suppliers have their document similar to this Code, they can use their own document to promote it to upstream.

F. 其他 Others

針對有合作EPEAT產品的供應商，除了上述A-E以外，還必須符合以下的要求。

For suppliers that cooperate with EPEAT products with iiyama, in addition to the above Part A-E, they must also meet the following requirements.

- 供應商必須取得 ISO14001 和 ISO50001，並將其公開於官網。
Suppliers must obtain ISO14001 and ISO50001 and make them public on the official website.
- 供應商必須取得 SA 8000 證書或完整的 RBA 報告。假如供應商選擇提供 RBA 報告，則必須針對報告中要求的改善項目進行改善規劃，iiyama 也會定期追蹤其改善進度。
Suppliers must have SA 8000 certificate or complete RBA report. If the supplier chooses to provide an RBA report, it must make improvement plans for the improvement items required in the report, and iiyama will also regularly track its improvement progress.

供應商閱讀並同意iiyama供應商行為準則，請填寫以下資訊：

Suppliers read and agree to the iiyama “Supplier Code of Conduct”, please fill in the following information:

公司名稱 Company Name : _____

地址 Address : _____

簽名 Signature : _____

職位 Title : _____

日期 Date : _____

(公司印鑑)



Created on 2024/01

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