

前言 Preamble

為落實本公司員工行為準則之規定,特制定本施行細則

In order to implement the provisions of the Advantech business Conduct, the implementation rules are specially formulated.

- 一、 宗教儀式需求申請：針對員工行為準則3.2.5禁止歧視員工之規定，本公司員工如有宗教儀式的需求，可向部門主管申請，經同意後，於宗教信仰要求的時間與頻率內，提供適當的場所進行宗教活動。

Application for religious ceremony requirements: In response to the provisions of the Advantech business Conduct 3.2.5 prohibiting discrimination against employees, if employees have requirements for religious ceremonies, they can apply to the department head. After approval, within the time and frequency required by religious beliefs, Advantech will provide suitable venues for religious activities.

- 二、 針對員工行為準則3.2.2青年勞工之規定，本公司嚴禁雇用童工，但如不幸發現有童工時，本公司應執行以下補救措施：

1. 立即將童工撤離工作崗位。
2. 進行體檢，確認其在工作過程中未受到身體健康影響，如有受到影響，產生的醫療和生活費用由公司全額負擔。
3. 確認該童工完成義務教育。
4. 維護童工收入，直到滿足法律規定的工作資格。
5. 若發現有誤用童工之狀況，應調查招募聘僱流程中存在的可能問題並立即採取矯正預防措施。

In accordance with the Advantech business Conduct 3.2.2 Young Workers, Advantech strictly prohibits the employment of child labor. However, if child labor is unfortunately discovered, Advantech shall implement the following remedial measures:

1. Evacuate child laborers from work immediately.
2. Carry out a physical examination to confirm that they have not been affected by their physical health during the work process. If they are affected, the medical and living expenses incurred will be borne by Advantech in full.

3. Confirm that the child worker has completed compulsory education.
4. Maintain the income of child labor until the work qualifications required by the law are met.
5. If child labor is found to be misused, the possible problems in the recruitment and employment process should be investigated and corrective and preventive measures should be taken immediately.

三、本員工行為準則施行細則自發佈日起施行。

Advantech business Conduct Implementation rules shall be implemented from the date of publication.