

## 服務守則 Service Rules

本公司員工於服務期間應遵守下列各項守則

Employees of the Company shall abide the following regulations during the terms of their services :

- 一、員工間應秉持相互尊重的原則，不論性別、年齡、年資、國籍、種族、職位均需以禮相待，以維持良好工作關係，不得以不當之言語、態度、行為騷擾其他同仁。

Employees shall abide the mutual respect, regardless of gender, age, seniority, nationality, race or position to maintain good work relationship. No harassment in language, attitude or action is allowed.

- 二、員工應遵守公司各項管理規定，包括但不限於『性騷擾防治措施、申訴及懲戒辦法(F2-031)』、『執行職務遭受不法侵害申訴與懲戒管理辦法(F2-047)』，如有違反者，將依規定懲處。

Employees shall observe all regulations and polices promulgated by the Company, including but not limited to the "Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment (F2-031)", and the "Administrative Measures for the Administration of Complaints and Corrections in the Execution of Duties (F2-047)". Any violations will be subject to punishment.

- 三、員工應維護公司榮譽，發揮團隊精神，忠誠努力執行任務。

Employees shall protect the reputation of the Company, practice the spirit of teamwork and work hard to fulfill the missions with loyalty.

- 四、員工非經本公司書面同意，不得兼職致影響勞動契約之履行。

Employees without an official written agreement from the Company will not be allowed to work part-time outside of the Company.

- 五、服從主管人員合理之監督指導，注意工作安全。

Employees shall obey supervisors' reasonable instructions. Employees are advised to be aware of their own safety.

- 六、員工有絕對保守公司機密之義務，禁止未經公司授權，向外界提供或揭露機密資料。嚴禁以機密或內幕消息謀取個人利益，或嘉惠他人、傷害他人。

Employees are obliged to protect company secrecy. Employees are prohibited from providing or disclosing confidential information to any third party without the authorization of the Company. It is strictly prohibited to reveal secrecy or insider information to get personal interests, to get interests of the third party or to harm the third party.

- 七、不得有驕恣貪惰及其他足以損害個人及事業單位名譽之行為。

Arrogance, laziness or other behaviors which will cause damages to the personal or the Company reputation will not be allowed.

八、員工從事各項業務時，均應遵守『員工道德行為守則(F2-030)』，如有違反者，將依規定懲處。

When employees practice any actions, they shall follow Employee Code of Conducts( F2-030) Otherwise, if not, penalties will be carried according to the regulation mentioned above.

九、為維持工作秩序及效率，員工不應自為或煽惑他人怠工及做不合法之罷工。

In order to maintain the order and efficiency at work, employees shall not formulate or urge other to undertake slowdowns or illegal strikes.

十、員工在公司內應隨時佩帶識別證，並於換發識別證或離職時繳回歸還公司。

Employees are required to carry work ID at all times. Work ID are required to return to the Company if there is a renewal or termination of the contract.

十一、公司之電腦設備僅限獲授權員工，於執行工作時使用，員工應遵守公司有關電腦、電子資料之使用相關規定，並於離職時依程序辦理離職。

The computer equipments can be used with the authorized personnel at work only. Employees shall obey the computer usage and electronic data related regulations. In case of termination of the contract, employees are advised to handle the equipments following resigning procedures.

十二、員工應服從公司一切管理上或安全上之工作規定、作業程序與工作守則。

Employees shall observe all administrative and safety work rules, operating procedures and codes of practice.

十三、員工應服從公司或上級主管合理所指派之工作與任務，包括職務上或工作地點、工作時間之調動。

Employees shall obey the work and tasks assigned by the company or superior supervisor, including but not limited to any changes to duties, work venue, or work time.