

台灣光罩公司反貪腐規範

台湾光罩公司反贪腐规范

Anti-corruption regulations of TAIWAN MASK CORPORATION

台灣光罩致力於建立「誠信正直」之企業文化，對於貪腐等不道德行為，秉持「零容忍」之態度，認同並遵循「上市上櫃公司誠信經營守則」以及「上市上櫃公司訂定道德行為準則參考範例」等規範。為強化遵守本反貪腐規範之重要性，台灣光罩公司及所有子公司之所有董事及員工，及任何基於與公司業務往來之目的而為公司或代表公司為行為之“商業往來對象”，均應遵守台灣光罩公司所制定之反貪腐規範。

台湾光罩致力于建立「诚信正直」之企业文化，对于贪腐等不道德行为，秉持「零容忍」之态度，认同并遵循「上市上柜公司诚信经营守则」以及「上市上柜公司订定道德行为准则参考范例」等规范。为强化遵守本反贪腐规范之重要性，台湾光罩公司及所有子公司之所有董事及员工，及任何基于与公司业务往来之目的而为公司或代表公司为行为之“商业往来对象”，均应遵守台湾光罩公司所制定之反贪腐规范。

Taiwan Mask is committed to establishing a corporate culture of "honesty and integrity", upholding a "zero tolerance" attitude towards corruption and other unethical behaviors, and recognizing and following the "Code of Integrity Management for Listed OTC Companies" and "Reference Examples for Ethical Conduct Formulated by Listed OTC Companies". In order to reinforce the importance of compliance with this Anti-Corruption Code, all directors and employees of TAIWAN MASK CORPORATION and all of its subsidiaries, as well as any "business partners" who act for or on behalf of the Company for the purpose of doing business with the Company, shall comply with the Anti-Corruption Code established by Taiwan Mask Company

貪腐行為:

包括舞弊、侵占、竊取財物、賄賂、回扣、串謀、疏通費、敲詐勒索、挪用公款以及意圖以不當方式影響第三人或意圖圖利自己致使公司受損等行為。

贪腐行为:

包括舞弊、侵占、窃取财物、贿赂、回扣、串谋、疏通费、敲诈勒索、挪用公款以及意图以不当方式影响第三人或意图图利自己致使公司受损等行为。

Corrupt Practices :

This includes fraud, embezzlement, theft, bribery, kickbacks, conspiracy, facilitation payments, extortion, embezzlement, and acts with the intent to influence a third party in an improper manner or to benefit oneself and cause damage to the company.

禁止貪腐行為

公司禁止任何貪腐行為，不論提供者或收受者之一方係公司、政府官員或一般個人。

無論是提供或收受餽贈原則上均應避免。如確實有提供或收受餽贈的必要，應符合下列所有要件：

※合乎公開性、透明性與非頻繁之原則；合乎通常社交禮俗，並為法律所容許，不會導致利益衝突

※利益之價值應合宜，且以新台幣 3000 元為上限；不可以是現金或約當現金

禁止贪腐行为

公司禁止任何贪腐行为，不论提供者或收受者之一方系公司、政府官员或一般个人。

无论是提供或收受馈赠原则上均应避免。如确实有提供或收受馈赠的必要，应符合下列所有要件：

※合乎公开性、透明性与非频繁之原则；合乎通常社交礼俗，并为法律所容许，不会导致利益冲突

※利益之价值应合宜，且以新台币 3000 元为上限；不可以是现金或约当现金

Prohibition of corrupt practices

The Company prohibits any corrupt practices, whether the provider or the recipient is a company, a government official, or an individual in general. In principle, the giving or receiving of gifts should be refrained. If there is a genuine need to give or receive a gift, all of the following requirements must be met

※In line with the principles of openness, transparency and infrequency; It is in accordance with the usual social etiquette and is permitted by law and does not give rise to a conflict of interest

※The value of the benefit should be appropriate, and the maximum value should be NT\$3,000; It cannot be cash or cash approximations

商業往來對象之管理

選任:負責之人員，應於選任前就該商業往來對象進行適當之評估。

管理、指揮或監督:負責之人員，應注意該商業往來對象是否遵循公司反貪腐要求相關規範，並及時舉報任何違反之行為。

商业往来对象之管理

选任:负责之人员，应于选任前就该商业往来对象进行适当之评估。

管理、指挥或监督:负责之人员，应注意该商业往来对象是否遵循公司反贪腐要求相关规范，并及时举报任何违反之行为。

Management of business partners

Selection: The responsible officer shall conduct a proper assessment of the business partner before the appointment.

Management, Command or Supervision: The responsible person should pay attention to whether the business partner complies with the relevant norms of the company's anti-corruption requirements, and report any violations in a timely manner.

迴避利益衝突

公司員工以及為公司及子公司提供服務之人，應主動避免實際或潛在的利益衝突。若該利益衝突無法避免，應向公司申報或通報該利益衝突情事。

回避利益冲突

公司员工以及为公司及子公司提供服务之人，应主动避免实际或潜在的利益冲突。若该利益冲突无法避免，应向公司申报或通报该利益冲突情事。

Avoid conflicts of interest

Employees of the Company and those who provide services to the Company and its subsidiaries should take the initiative to avoid actual or potential conflicts of interest. If the conflict of interest cannot be avoided, the conflict of interest should be reported or notified to the Company.

何謂利益衝突？

當私人關係實際上或可能干擾其公正客觀履行工作職責並依據公司之最佳利益做出業務判斷時，即存在利益衝突情形。利益衝突情事包括如：

- ※ 員工或其近親於公司客戶、供應商或競爭公司擔任任何職位；或具有財務上利益。
- ※ 員工未經事先許可，將公司的資源用於其私人事務或獲取私人利益。

何谓利益冲突？

当私人关系实际上或可能干扰其公正客观履行工作职责并依据公司之最佳利益做出业务判断时，即存在利益冲突情形。利益冲突情事包括如：

- ※ 员工或其近亲于公司客户、供应商或竞争公司担任任何职位；或具有财务上利益。
- ※ 员工未经事先许可，将公司的资源用于其私人事务或获取私人利益。

What is a conflict of interest?

A conflict of interest occurs when a personal relationship actually interferes with the impartial and objective performance of the job duties and the making of business judgments in the best interests of the company. Conflicts of interest include, for example:

- ※Employees or their close relatives hold any positions in the company's customers, suppliers or competitors; or have a financial interest.
- ※Employees use the company's resources for their private affairs or for personal gain without prior permission.

無法避免之利益衝突應如何處置？

公司於必要時將會採取適當的措施，包括調整職務、工作內容或業務關係，以減少無法迴避之利益衝突。

无法避免之利益冲突应如何处置？

公司于必要时将会采取适当的措施，包括调整职务、工作内容或业务关系，以减少无法回避之利益冲突。

How to deal with unavoidable conflicts of interest?

The Company will take appropriate measures when necessary, including adjusting the position, work content or business relationship, to reduce unavoidable conflicts of interest.

政治及慈善捐獻

使用台灣光罩公司及子公司財產所提供之慈善捐獻，應符合相關法律且事前經董事長之核准。

政治及慈善捐獻

使用台湾光罩公司及子公司财产所提供之慈善捐獻，应符合相关法律且事前经董事长之核准。

Political and philanthropic giving

Charitable donations made using the property of TAIWAN MASK CORPORATION and its subsidiaries shall comply with relevant laws and be approved in advance by the Chairman of the Board.

保持記錄完整性

所有財務交易，包括對於餽贈及交際費之核銷，都應妥適記錄。所有相關記錄，包括發票、費用記錄、以及其他商業記錄，都應允當表達該交易。不得以任何方式誤導事實、遺漏資訊、或竄改記錄或報告。

保持记录完整性

所有财务交易，包括对于馈赠及交际费之核销，都应妥适记录。所有相关记录，包括发票、费用记录、以及其他商业记录，都应允当表达该交易。不得以任何方式误导事实、遗漏资讯、或窜改记录或报告。

Maintain record integrity

All financial transactions, including the write-off of gifts and social expenses, should be properly recorded. All relevant records, including invoices, expense records, and other business records, shall be allowed to represent the transaction. Do not mislead facts, omit information, or tamper with records or reports in any way.

舉報管道

如果您對於潛在或實際違反公司反貪腐規範之情事有任何問題或疑慮，請您立即聯繫窗口或是經由下列舉報信箱向公司通報：稽核 audit@tmcnet.com.tw

举报管道

如果您对于潜在或实际违反公司反贪腐规范之情事有任何问题或疑虑，请您立即联系窗口或是经由下列举报信箱向公司通报：稽核 audit@tmcnet.com.tw

Reporting channels

If you have any questions or concerns about potential or actual violations of the Company's Anti-Corruption Practices, please contact the Company immediately or report to the Company via the following reporting email address: Audit audit@tmcnet.com.tw

舉報者之保護

公司禁止對善意舉報實際或潛在違規行為或參與違規行為調查之人採取報復手段。

举报者之保护

公司禁止对善意举报实际或潜在违规行为或参与违规行为调查之人采取报复手段。

Protection of whistleblowers

The Company prohibits retaliation against those who report in good faith an actual or potential violation or participate in an investigation of a violation.