

# Cover Page

Original edition       Revision       Obsolescence

Revision History:

Version	Date	Revision Content
1.0	2022/01/09	First release
1.1	2023/05/18	5.3 Restrictions on changes to labor contracts

## **1.0 Purpose**

To establish and maintain a policy prohibiting forced labor, clearly defining all activities forbidden by the company, safeguarding workers' personal freedom, and ensuring that company management complies with legal regulations and standard requirements.

## **2.0 Scope**

Applies to all employees of the company.

## **3.0 Duties**

- 3.1** The HR Department is responsible for formulating and maintaining the policy against forced labor, regularly evaluating and investigating the implementation effectiveness of the policy.
- 3.2** The HR Department shall sign labor contracts with workers, establish and explain the company's working hours system.
- 3.3** All departments shall strictly implement the policy against forced labor and reasonably arrange production/work.

## **4.0 Charts**

None

## **5.0 Content**

- 5.1** The company must respect workers' personal freedom rights, including freedom of employment, freedom of movement, freedom to resign, and freedom to work overtime.
- 5.2** All hired workers must be employed voluntarily. The company prohibits the use of forced labor, bonded/contract labor, or human trafficking. Coercive behaviors or deceptive practices to lure workers into employment are strictly forbidden.
- 5.3** The HR Department is responsible for worker recruitment and signing labor contracts (for foreign workers, contracts must be in their native or understandable language). Employment terms shall be clearly stated, and workers must be trained on contract clauses to ensure their understanding of working hours, salary, benefits, etc. The company shall not alter labor contract terms after workers arrive at the workplace unless permitted by law or for changes beneficial to workers.
- 5.4** During recruitment, the HR Department must strictly adhere to hiring rules. Fees shall not be charged to new workers, including through recruitment agencies. Deposits, collateral, or withholding of workers' ID cards or legal documents are prohibited.
- 5.5** The company upholds the principle of freedom of movement. Workers may freely enter and exit the factory premises during working hours. Security personnel shall not restrict workers' movement without valid reasons. Surveillance, eavesdropping, forced body searches, or any form of coercion are prohibited. No department or individual may use violence, threats, or illegal means to restrict workers' personal freedom.
- 5.6** The company schedules working hours in compliance with national laws. Extended overtime requires agreement from workers or their representatives and approval from the local labor bureau.
- 5.7** Workers have the right to resign freely in accordance with labor laws. Resignation applications must be submitted 30 days in advance, followed by proper procedures.
- 5.8** Workers causing financial losses due to negligence may be subject to compensation within legal limits, depending

on the severity of the case.

#### **5.9 Grievance and Resolution**

**5.9.1** Workers subjected to forced labor may report to the local labor bureau, labor inspection authorities, or the HR Department via email, phone, or in-person meetings.

**5.9.2** The HR Department shall investigate complaints. Minor violations will result in education, while severe cases will face legal consequences. Outcomes will be publicly disclosed.

#### **6.0 Appendices**

None

#### **7.0 Reference Documents**

None

#### **8.0 Definitions**

**Forced Labor:** Refers to a company's violation of labor laws by coercing workers into employment or labor against their will during recruitment or employment.