

第一條：目的

Article One: Purpose

為落實法令遵循，強化本公司恪守誠信、發揮道德勇氣之信念，提供明確溝通管道，明訂處理程序，特訂立本辦法。

To realize regulatory compliance, reinforce Wistron NeWeb Corporation's (WNC) principles of integrity and moral courage, provide a clear channel for communication, and specify procedures to address violations

第二條：定義範圍/對象

Article Two: Scope/Applicability

凡本公司暨所屬關係企業之決策或各級主管、員工個人行為及供應商之作為，有違反本公司之各項政策之虞或問題者均屬之。

Applies to all affiliated companies of WNC, its suppliers, and staff that violate company policies and other regulations

舉報範圍包含但不限於以下所列：

The scope of reporting includes but is not limited to the following:

一、違反政府法令。

Violation of government laws and regulations

二、職場不法侵害：於工作場所遭致不當對待，如肢體暴力、言語暴力、心理暴力等。性騷擾事件另依本公司 WNC-P98「職場不法侵害通報及處置通則」處理。

Unlawful conduct in the workplace: "Unlawful conduct in the workplace" refers to employees suffering from workplace violations when executing duties. It includes actions such as physical violence, verbal insults, and psychological violence. Complaints of sexual harassment shall be addressed in accordance with Doc. No.: WNC- P98 (Regulations on the Reporting and Investigation of Workplace Harassment) .

三、違反企業社會責任或 RBA 責任商業聯盟行為準則（前名為 EICC 電子行業公民聯盟行為準則）：如歧視員工、有害環境、侵害營業秘密、貪污、收受賄賂、收取不正當利益之舞弊行為等。

Violation of corporate social responsibility or the Responsible Business Alliance (RBA) (formerly known as Electronic Industry Citizenship Coalition, EICC)

Code of Conduct: This includes employee discrimination, hazardous work environments, violation of trade secrets, corruption, taking bribes, and accepting improper benefits.

第三條：舉報管道

Article Three: Reporting Channels

本公司網站設置「檢舉不法信箱」(WNC.integrity@wnc.com.tw)，由執行長指定誠信調查室成立專案小組（以下簡稱專案小組）負責「舉報處理」相關事項。

The email channel (WNC.integrity@wnc.com.tw) is established on WNC's website, and the top executive of operations of WNC is designated by the Integrity Office to establish a task force (herein referred to as the "task force") to be in charge of handling reports/complaints

and overseeing the email channel.

專案小組成員為案件相關關係人時，應主動迴避，由執行長另行指派非關係人為專案小組成員處理之。

If a responsible task-force member is related to a case in question, he must recuse himself from the matter, and the CEO shall assign a disinterested task-force member to be in charge.

#### 第四條：舉報程序

#### Article Four: Reporting Procedures

舉報人（包含但不限定於本公司主管、員工、合作之供應商...等），應於事實發生後儘速提出舉報。舉報程序如下：

Reporting parties, including but not limited to managers, employees, and suppliers of WNC, should report violations immediately. The reporting procedures are as follows:

- 一、舉報人以具名或匿名方式，向單位主管或直接向舉報管道提出舉報之日期、事實與內容。單位主管受理後須立即轉知專案小組。公司應確保舉報人身份保密且防範相關組織或牽涉人員可能之報復。

Personnel shall, in a named or anonymous manner, report the issue to their department manager or the responsible unit either verbally or in written form and include the date, facts of the violation, and other relevant details. Department managers shall inform the task force of the responsible unit upon receiving the report. WNC shall ensure the identities of the reporting parties are kept secret and that they are not open to retaliation.

- 二、專案小組於受理後，應立即展開處理，並於合理期間盡速完成調查報告。

The task force should act immediately after receiving a report and shall complete a report of the investigation within reasonable time as soon as possible.

- 三、調查結束後，由專案小組根據調查過程所得之證據與情節輕重加以裁量，並提出處置建議，報請執行長議決。

After completing the investigation, the task force shall propose measures to address the issue based on the related evidence and its severity to the CEO of WNC for a final decision.

- 四、舉報兩造對案件之議處有異議者，得於十日內以書面向執行長提出再議。再議經結案後除有新事證者外，不得就同一事由再提異議。

If the reporting party or the party reported disagrees with the method of handling the issue, either party has the right to petition the CEO to continue discussion of the issue in written form; following a conclusion after this discussion, without any new evidence, the reporting party cannot petition for further consideration.

- 五、除員工或供應商有不法行為，本公司不因員工舉報而予以解僱、調職或為其他不利之處理；亦保障供應商對本公司員工違反道德規範之舉報，不做不利之處理。

WNC will not terminate or transfer any employee or affect any other unfavorable result due to their reporting an issue unless that employee or supplier has violated the law.

WNC also will not affect any unfavorable arrangements onto suppliers reporting the

immoral behavior of WNC staff.

第五條：查證期間員工之權益事項

Article Five: Employees' Rights and Interests During Investigation

本公司於進行重大違規事件查證期間，得視需要先行凍結員工相關權益事項、暫時停止或調離現有職位或職務。

WNC will freeze related employees' rights and interests and suspend/transfer the employee from any current posts based on practical considerations while the investigation proceeds.

第六條：罰則

Article Six: Operating Guidelines for Sanctions

一、經查證，相關事由涉及刑事責任時，本公司得移送司法機關處理。

If a case is determined to involve criminal liability according to the results of the investigation, WNC will refer the matter to the appropriate judicial authorities.

二、其他事由則視情節輕重依本公司 WNC-P34「員工獎懲通則」或其他相關規定處理。

Others cases will be processed according to Doc. No.: WNC- P34 (Regulations on Employee Rewards and Disciplinary Actions) or other rules.

第七條：權責

Article Seven: Responsible Personnel

一、舉報受理：最高營運主管指定誠信調查室成立之專案小組。

Receipt of reports/complaints: The task force developed by the Integrity Office, designated by the top executive of operations.

二、舉報調查佐證資料提供：人資管理處、資訊管理處、財務處、或其他業務相關單位。

Providers of resources used to conduct the investigation: Human Resources Administration Division, Management Information System Division, Finance Division, and other related units

第八條：保密原則

Article Eight: Confidentiality

專案小組成員及曾參與調查之相關人員於調查過程及事件內容應盡絕對保密之義務。

The task force members and related members participating in the investigation shall ensure and maintain the confidentiality of the event throughout the entire investigation.

未遵守保密義務致發生相關當事人權益損害時，對此侵權行為將另案處理。

If any of the above-mentioned personnel members' not maintaining confidentiality results in harm to others, the breach shall be addressed separately.

第九條：資料保存

Article Nine: Document Storage

分類編號：E10

初版日期：2014/3/19

修訂日期：2023/7/11

專案小組應將舉報事件之處理經過作成書面紀錄密封存檔，並保存五年。

The task force shall record the method of resolution in written form, and it shall be sealed and placed for five years.

第十條：附件

Article Ten: Attachments

一、WNC-P34 員工獎懲通則。

Regulations on Employee Rewards and Disciplinary Actions (WNC-P34)

二、E10-001 WNC 舉報表。

WNC Violation Reporting Form (E10-001)

三、WNC-P98 「職場不法侵害通報及處置通則」。

Regulations on the Reporting and Investigation of Workplace Harassment (WNC-P98)

第十一條：實施與修訂

Article Eleven: Implementations and Amendments

本要點依據 WNC-P06 「規章制度規劃通則」核決權限簽核公佈後生效，修訂時亦同。

These operating guidelines are implemented according to the authorization stated in Doc. No.

WNC-P06 (Regulations on the management of regulations); the same procedure applies to all amendments.

第十二條 本辦法訂定於民國 103 年 3 月 19 日。

第一次修訂於民國 104 年 11 月 27 日。

第二次修訂於民國 109 年 12 月 27 日。

第三次修訂於民國 112 年 7 月 11 日。

Article Twelve: These operating guidelines were enacted on March 19, 2014.

The first amendment was made on November 27, 2015.

The second amendment was made on December 27, 2020.

The third amendment was made on July 11, 2023.