創新服務股份有限公司

智慧財產管理計畫

Intellectual Property Management Plan

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1 目的 Purpose：

1.1 為強化本公司智慧財產(IP)之管理效能與保護機制，確保營運成果與技術創新之合法性、排他性與持續性，本公司特制定本計畫。此計畫將智慧財產納入企業營運與風險管理體系，符合法令遵循與 ESG 治理面向之揭露需求，並落實智慧財產之創造、保護、管理與運用。

To enhance the efficiency and protection of our company's intellectual property (IP) and ensure the legality, exclusivity, and continuity of business outcomes and innovations, this plan is established. It integrates IP management into our operational and risk management framework, aligning with regulatory compliance, and ESG (Governance) disclosure standards. It aims to implement IP creation, protection, management, and utilization effectively.

2 適用範圍 Scope：

2.1 本計畫適用於本公司全體營運單位及子公司之智慧財產活動，包含但不限於專利、商標、著作權、營業秘密、晶片設計、軟體原始碼、技術資料、研發成果、商業模式與其他無形資產。

This plan applies to all operational units and subsidiaries of the company and covers all intellectual property activities, including but not limited to: patents, trademarks, copyrights, trade secrets, chip designs, software source codes, technical documents, R&D outputs, business models, and other intangible assets.

3 管理目標 Management Objectives：

3.1 建立智慧財產管理制度，符合內控流程。

Establish a structured IP management system that complies with internal controls.

3.2 保障技術與營運成果，防止侵權、洩密與價值流失。

Safeguard technical and operational outcomes to prevent infringement, leakage, and loss of value.

3.3 提升創新資產價值，促進技術商品化與授權應用。

Maximize the value of innovation assets by promoting commercialization and licensing.

3.4 落實 ESG 治理要求，強化智慧財產風險辨識與揭露。

Align with ESG governance standards to enhance IP risk identification and disclosure.

3.5 建構智慧財產文化，提升全員保密與法遵意識。

Foster an IP-responsible culture and raise awareness of confidentiality and legal compliance.

4 組織與職責 Organization and Responsibilities：

4.1 總經理：核定智慧財產策略，監督重大風險及揭露事項。

General Manager：Approves IP strategy and supervises major risks and disclosures.

4.2 法務智慧財產部門：建立制度、制定計畫、監控成效，為 IP 制度之負責人、協助權利

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取得、授權談判、訴訟與侵權處理。

Legal and IP Management Department：Establishes and monitors the IP system and serves as the main responsible person; Supports IP acquisition, licensing, litigation, and infringement issues.

4.3 研發/技術部門：發掘創新、填寫創作登記、配合申請及保密管控。

R&D/Technical Teams：Identifies innovations, records creations, assists with filings and confidentiality.

4.4 人資/教育訓練部：執行智慧財產教育訓練、員工保密協議簽署管理。

HR/Training：Conducts IP training and manages employee confidentiality agreements.

5 管理內容 Key Management Practices：

5.1 智慧財產盤點與登錄

Intellectual Property Inventory and Login

5.1.1 建立智慧財產資產清冊，包含已申請、未申請、授權與過期項目。

Maintain an IP asset registry covering filed, unfiled, licensed, and expired items.

5.1.2 對研發成果進行定期盤點與價值評估。

Conduct periodic assessments and valuations of R&D outputs.

5.2 智慧財產取得與維護

Intellectual Property Acquisition and Maintenance

5.2.1 鼓勵創新並協助申請專利、商標、著作權等。

Encourage innovation and assist in applying for patents, trademarks, copyrights, etc.

5.2.2 定期檢視權利狀態，辦理年費、續期、異議及專利布局。

Periodically review and maintain rights, including renewals, fees, oppositions, and patent strategies.

5.3 營業秘密與保密管理

Business secrets and confidentiality management

5.3.1 訂立保密政策、員工保密協議、訪客保密作業。

Establish confidentiality policies, employee NDAs, and visitor protocols.

5.3.2 控管機密資料存取權限、系統管理與離職交接流程。

Manage access control, data systems, and employee departure handovers.

5.4 侵權預防與風險控管

Infringement prevention and risk control

5.4.1 執行專利地雷圖、侵權風險分析、競品 IP 監控。

Conduct patent landscape analysis, infringement risk assessments, and competitor IP monitoring.

5.4.2 發生爭議時啟動法律因應程序。

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Initiate legal response processes when disputes arise.

5.5 教育訓練與文化建構

Education training and cultural construction

5.5.1 每年辦理至少一次全公司智慧財產教育訓練。

Conduct company-wide IP training at least once a year.

5.5.2 針對研發部門辦理實務導向課程(如專利撰寫)。

Offer practical training for R&D teams (e.g., patent writing).

5.5.3 鼓勵員工創新提案並設立獎勵制度。

Encourage employee innovation proposals and implement incentive schemes.

6 ESG 揭露 ESG Disclosure：

6.1 每年於 ESG 報告中揭露下列指標：

Disclose the following indicators in the annual ESG report：

6.1.1 智慧財產總數、申請數、核准率、授權收入。

Total number of IPs, applications, approval rate, licensing income.

6.1.2 員工參與創新活動人數。

Number of employees engaged in innovation activities.

6.1.3 發生之智慧財產糾紛及處理情形。

IP disputes and resolutions.

6.2 辦理內部稽核、外部審查與持續改善作業。

Progress internal audits, external assessments, and continuous improvement.

6.3 將智慧財產管理納入 ESG 治理面揭露架構中。

Integrate IP management into ESG governance reporting framework.

7 政策生效與修訂 Policy Implementation and Review：

7.1 本計畫經總經理核准後實施，並納入內部控制制度。

This plan is implemented upon approval by General Manager and incorporated into the internal control system.

7.2 每年至少檢討一次，依營運狀況與法規調整更新。

It shall be reviewed at least annually and revised according to operational or legal changes.

7.3 重大修訂須經總經理核准。

Major amendments require General Manager's approval.

