創新服務股份有限公司

人權政策

Human Rights Policy

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1 政策宗旨 Policy Purpose：

1.1 本公司承諾尊重並維護所有人的基本人權，致力於創造安全、公平、尊重及多元包容的工作環境。此人權政策依循《世界人權宣言》、《聯合國企業與人權指導原則》(UNGPs)、《國際勞工組織核心勞動標準》(ILO Core Conventions)及《聯合國全球盟約》等國際規範制定，作為本公司推動永續發展與企業倫理的核心方針。

Our company is committed to respecting and upholding the fundamental human rights of all individuals. We strive to foster a safe, fair, respectful, and inclusive work environment. This Human Rights Policy is established in accordance with international standards such as the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights (UNGPs), ILO Core Conventions, and the UN Global Compact, and serves as a cornerstone of our corporate sustainability and ethics.

2 適用對象 Scope of Application：

2.1 本政策適用於本公司全體員工(含兼職、派遣、約聘人員等)、董事、高階管理人員、子公司及所有商業合作夥伴(供應商、外包商、承攬商等)。

供應鏈夥伴亦應遵循相同人權原則，並接受必要的稽核或查核。

This policy applies to all employees (including part-time, temporary, and contract workers), directors, senior management, subsidiaries, and all business partners (including suppliers, contractors, and subcontractors).

Supply chain partners are also expected to comply with the same human rights principles and be subject to audit when necessary.

3 本公司之人權承諾 Our Commitments to Human Rights：

3.1 禁止歧視：

Non-Discrimination：

3.1.1 本公司不容許任何基於種族、膚色、性別、年齡、語言、宗教、政治立場、國籍、出生地、性取向、性別認同、婚姻或家庭狀況、身心障礙或其他任何身份的歧視。

We prohibit any form of discrimination based on race, color, gender, age, language, religion, political opinion, national or social origin, sexual orientation, gender identity, marital or family status, disability, or any other status.

3.2 尊重結社自由與集體談判權：

Freedom of Association and Collective Bargaining：

3.2.1 本公司尊重員工自由組織工會及參與集體談判之權利，並承諾不干預、威脅或報復參與工會活動之行為。

We respect employees' rights to freely associate, form unions, and engage in

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collective bargaining without interference, intimidation, or retaliation.

3.3 禁止強迫勞動與人口販運：

No Forced Labor or Human Trafficking：

3.3.1 嚴禁任何形式之強迫勞動、債務勞動、奴役、拘禁或人口販運行為，員工皆應自由選擇是否從事工作。

We strictly prohibit all forms of forced labor, bonded labor, slavery, confinement, or human trafficking. Employment must be freely chosen by all workers.

3.4 禁用童工：

No Child Labor：

3.4.1 本公司不雇用未滿法定工作年齡之人員，並遵守各地區關於童工最低年齡的法規。

We do not employ individuals under the legal minimum working age and comply with all local laws concerning child labor.

3.5 健康與安全工作環境：

Safe and Healthy Workplace：

3.5.1 本公司提供安全衛生的工作環境，避免員工暴露於職業危害，並定期舉辦安全訓練與急救教育。

We provide a safe and healthy working environment, prevent exposure to occupational hazards, and offer regular safety and emergency response training.

3.6 合理工時與工資：

Fair Working Hours and Wages：

3.6.1 遵守當地勞動法規，提供符合法令規定的工資、工時與加班補償，並保障員工享有休息與假期。

We comply with local labor laws to ensure fair wages, reasonable working hours, lawful overtime compensation, and access to rest and leave.

3.7 禁止騷擾與虐待 ：

No Harassment or Abuse：

3.7.1 不得容忍任何形式的職場騷擾、性騷擾、身體或心理虐待。建立通報機制並提供匿名舉報管道。

We do not tolerate any form of workplace harassment, sexual harassment, or physical or psychological abuse. Reporting mechanisms and anonymous channels are in place.

4 實施與監督 Implementation and Oversight：

4.1 本政策由總經理核准通過並公告實施。

This policy is approved by General Manager and publicly announced.

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4.2 人資部門及永續發展委員會為執行主責單位，負責政策推動、稽核與教育訓練。
The Human Resources Department and the Sustainability Committee are responsible for implementation, audits, and training.

4.3 供應商須簽署遵守聲明書，重大違規者將終止合作。
Suppliers must sign a statement of compliance; major violations may lead to termination of business relations.

4.4 每年進行人權風險評估，並於 ESG 報告中揭露改善進展。
Annual human rights risk assessments are conducted, with progress disclosed in the ESG report.

4.5 如發現違反人權政策之情事，將依內部紀律處分程序處理，情節重大者依法究責。
If violations of human rights policies are discovered, they will be dealt with according to internal disciplinary procedures. If the circumstances are serious, they will be held accountable in accordance with the law.

5 溝通與申訴機制 Communication and Grievance Mechanisms：

5.1 本公司設有人權申訴管道，員工、供應商及相關人員皆可透過以下方式反映人權相關問題：
We have established grievance mechanisms for employees, suppliers, and stakeholders to report human rights issues via：

5.1.1 電子郵件信箱：hr@inno-stars.com.tw
Email：hr@inno-stars.com.tw

5.1.2 處理流程：申訴將由專責單位於 7 日內回應，60 日內處理完畢，並保護檢舉人身分。
Process：Cases will be responded to within 7 days and resolved within 60 days. Whistleblower confidentiality is strictly protected.

6 政策修訂與揭露 Review and Disclosure：

6.1 本公司將定期檢討並更新本政策內容，確保與國內外法規、ESG 發展趨勢及利害關係人期待保持一致，並每年揭露於永續報告書與公司官網。
We will periodically review and update this policy to align with domestic/international laws, ESG trends, and stakeholder expectations. Annual disclosures will be made in our sustainability report and on the company website.

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