



*everyday genius*

# MediaTek Supplier Code of Conduct

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MediaTek Supplier Code of Conduct

## Document Revision History

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Revision	Date	Author	Description
01	2016-03-01	Olivia Kuan	Initial Draft



## 1 PURPOSE

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MediaTek is committed to its Corporate Social Responsibility, should promote Corporate Social Responsibility actively . In order to implement its own responsibility , we publish Supplier Code of Conduct, hope to work with supplier to fulfill the responsibility of the citizens.

聯發科技秉持著企業公民的精神，積極推動企業社會責任。為了落實自身與供應商的責任，制定供應商行為準則，期許與供應商共同合作，善盡社會公民的責任。



## 2 SCOPE

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This code is written based on ILO standards, the UN, Electronic Industry Citizenship Coalition (EICC) and other organizations requirements. The guidelines require suppliers to provide a safe and healthy working conditions, fair hiring, give workers their dignity and respect, and insisted during the process fulfill environmental responsibilities.

此準則依據國際勞工組織、聯合國、電子產業公民聯盟 (EICC) 等組織所建立的標準而制訂。這套準則，要求供應商應提供安全健康的工作條件，採取公平的聘雇方式，給予勞工應有的尊嚴及尊重，以及堅持在製程間善盡對環境的責任。



### 3 OWNERSHIP / RESPONSIBILITY

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- MediaTek  
QSM:



## 4 DEFINITIONS

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- EICC: Electronic Industry Code of Conduct  
電子產業的行為準則
- GeSI: Global e-Sustainability Initiative  
全球永續議題 e 化倡議組織
- Employee: This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.  
員工：所有為雇主工作的人員，包括臨時員工、移民員工、工讀生、約聘人員、直屬員工，以及任何其他類型的工作者
- child labor: According to Taiwan law, aged 15 and over under 16 years of age employed in workers.  
童工：按照台灣法律，十五歲以上未滿十六歲之受僱從事工作者



## 5 PROCEDURE

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### 5.1 Labor & Human Right 勞工與人權

Suppliers shall committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

供應商必須承諾維護其員工的人權，並尊嚴對待及以國際社會所理解的方式給予尊重。此項適用於所有工作者，包括臨時員工、移民員工、工讀生、約聘人員、直屬員工，以及任何其他類型的工作者。

#### 5.1.1 Antidiscrimination 不歧視

Supplier shall not discriminate against any worker based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by country law, in hiring and other employment practices.

供應商不得歧視基於年齡，殘疾，種族，性別，婚姻狀況，民族，政治面貌，種族，宗教，性取向，性別認同，工會會員，或按國家法律保護的任何其他身份的任何工作人員，招聘中和其他就業的做法。

Supplier shall not require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and shall not improperly discriminate based on test results.

供應商不得要求懷孕或醫學檢驗，除非根據適用的法律或規例，或謹慎的工作場所安全，也不得根據試驗結果加以不當歧視。

#### 5.1.2 Anti-Harassment and Abuse 防騷擾與虐待

Supplier shall commit to a workplace free of harassment and abuse. Supplier shall not threaten workers with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

供應商應建立、提供無騷擾和虐待的工作場所。供應商不得威脅工人，或給予其苛刻或不人道的待遇：包括辱罵和騷擾，精神騷擾，精神和肉體脅迫，騷擾和性騷擾。



### 5.1.3 Child labor 防止雇用童工

Child labor is not to be used in any stage of manufacturing. The supplier shall comply with all employment laws and regulations in the country, as well as maintenance and update all the paper and age verification procedures and records. .

在任何製造階段中均不得使用童工。供應商應遵守其營運所在國家/地區的所有就業法令規定，以及維護及更新所有工廠之文件和年齡確認程序及記錄。

### 5.1.4 Freely Chosen Employment 自由選擇就業

Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. After hiring, employers and agents may not hold the government issued identification, passport or work permit.

供應商不應使用任何形式之被強迫、具擔保或被綁約之勞工，或非自願性的監獄勞工。所有工作均為屬自願，且工作者得於合理通知的情況下自由離職。若經聘用，工作者應該不必將政府發出之身分證、護照或工作許可提交給供應商或勞工局。

### 5.1.5 Working Hours 工時

Supplier shall follow all applicable laws and regulations with respect to working hours and days of rest, and all overtime must be voluntary.. Workers shall be allowed at least one day off every seven days.

供應商應遵守與尊重所有適用的法律法規，包含工作時間和休息日，所有加班必須是自願的。工作者每七天週期應至少允許休假一天

### 5.1.6 Wages and Benefits 薪資及津貼

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

支付予工作者的報酬應遵守相關薪資法律，包括與最低薪資、加班時數及法定津貼相關的法律。依據當地法律，工作者的加班工作時薪應大於正常的每小時工資。不允許以調降薪資做為懲戒措施。工作者的支薪應定期即時透過薪資單或類似文件告知。





## 5.2 HEALTH and SAFETY 健康與安全

Supplier shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions. 供應商應提供並維護一個安全的工作環境，並整合健全的衛生和安全管理做法納入其業務。勞動者有權拒絕不安全的工作，並報告不健康的工作條件的權利。

### 5.2.1 Occupational Safety 職業安全

Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and ongoing safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with these hazards. Workers shall be encouraged to raise safety concerns.

應透過適當的設計、工程和行政管制、防護保養、安全操作程序（包括上鎖掛牌程序）和持續性的安全知識培訓來控制工作場的安全隱患（如電力和其他能源、火災、運載工具和跌倒危險或事故），以免危及職工。若無法透過上述方法有效控制危險源，應為員工提供適當的、保養良好的個人防護裝備以及有關這些危險事故和相關風險的教材。應鼓勵員工提出安全疑慮。

### 5.2.2 Emergency Preparedness 應急準備

Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property.

應確認和評估潛在的緊急情況和事件，並透過實施應急方案和應變程序來將其影響降到最低，包括：緊急報告、員工通告和疏散計劃、員工培訓和演習、適當的火警偵測和滅火設備、充足的疏散設施和恢復計劃。這些方案和程序應注重於盡量減低對生命、環境和財產的危害。

### 5.2.3 Occupational Injury and Illness 工傷和職業病

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness including provisions to: encourage



worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

應當制定程序和體系來預防、管理、追蹤和報告工傷和職業病，包括以下規定：鼓勵員工報告；歸類和記錄工傷和職業病案例；提供必要的治療；調查案例並執行糾正措施以杜絕類似情況；協助員工返回工作崗位。

#### 5.2.4 Industrial Hygiene 工業衛生

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

應當識別、評估並控制因接觸制化學、生物以及物理作用劑給員工帶來的影響。必須透過工程和行政管制來防止員工過度接觸這些作用劑。如這些措施無法有效預防危害，應當採用適當的個人防護裝備計劃來保障員工的健康。

#### 5.2.5 Physically Demanding Work 體力勞動工作

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.

應當識別、評估並控制從事體力勞動工作給員工帶來的影響，包括以人力搬運物料或重複提舉重物、長時間站 和高 重複性或高強度的組裝工作。

#### 5.2.6 Machine Safeguarding 機器防護

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

應當評估生產設備或其他類型機器的安全隱患。為預防機器對職工可能造成的傷害，應當提供和正確地維護物理防護裝置、連鎖裝置以及屏障。



#### 5.2.7 Sanitation, Food, and Housing 公共衛生和食宿

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Participant or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

應當為員工提供乾淨的洗手間設施、清潔的飲用水、以及衛生的煮食用具、食物儲存設施和餐具。參與者或勞工中介人提供的員工宿舍應當保持乾淨、安全，並提供適當的緊急出口、洗浴熱水、充足的供暖和通風設備以及適當且出入方便的私人空間。

#### 5.2.8 Health and Safety Communication 健康與安全信息

Participant shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

參與者應當為職工提供以他們母語進行的職業健康和 safety 訓練，並在工作場所的顯眼處張貼健康與安全相關資料。



### 5.3 ENVIRONMENTAL環境

Participants recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information. The environmental standards are:

參與者承認環境保護責任是生產世界級產品不可或缺的一部份。在製造作業過程中，應盡量減少對社區、環境和自然資源造成的不良影響，同時保障公眾的健康和安全。本準則在起草時參考了公認的管理體系（如 ISO 14001 和生態管理及審核體系 (Eco Management and Audit System, EMAS)），此體系亦是有效的額外信息來源。

環境標準：

#### 5.3.1 Environmental Permits and Reporting環境許可和報告

All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

應獲取所有必需的環境許可證（如排放監控）、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

#### 5.3.2 Pollution Prevention and Resource Reduction預防污染和節約資源

The use of resources and generation of waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

應在源頭上或透過實踐（如改良生產、維修和設施程序、替換材料、節約自然資源、物料回收和再用）減少和杜絕任何類型的資源耗費及廢物的產生，包括水和能源。

#### 5.3.3 Hazardous Substances有害物質

Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

應當識別和管理釋放到四周環境中會造成危害的化學物質及其他物質，從而確保這些物質得以安全地處理、運送、儲存、使用、回收或再用及棄置。



#### 5.3.4 Wastewater and Solid Waste 污水及固體廢物

Participant shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous). Wastewater generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal. In addition, measures should be implemented to reduce generation of wastewater. Participant shall conduct routine monitoring of the performance of its wastewater treatment systems. 參與者應實施系統性的措施來識別、管理、減少和負責任地棄置或回收固體廢物（無害的）。在排放或棄置營運、工業程序以及衛生設施所產生的污水前，應當按照要求對其進行分類、監控、控制和處理。此外，應當採取措施減少污水的產生。參與者也應當對污水處理系統的性能進行例行監察。

#### 5.3.5 Air Emissions 廢氣排放

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Participant shall conduct routine monitoring of the performance of its air emission control systems. 在排放營運過程中產生的揮發性有機化學物質、氣霧劑、腐蝕性物質、微粒、耗蝕臭氧層化學物品以及燃燒副產品前，應當按照要求對其進行分類、例行監察、控制和處理。參與者也應當對廢氣排放管制系統的性能進行例行監察。

#### 5.3.6 Materials Restrictions 物質控制

Participants are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal. 參與者應當遵守所有適用法律法規和客戶要求，禁止或限制在產品和製造過程中納入特定物質（包括回收和棄置標籤）。

#### 5.3.7 Energy Consumption and Greenhouse Gas Emissions

##### 能源消耗和溫室氣體排放

Energy consumption and greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level. Participants are to look for cost-effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions. 應當追蹤及記錄工作場所內和/或企業層面的能源消耗和溫室氣體排放。參與者應當尋求具成本效益的方法來改善能源利用效率和盡量減少能源消耗和溫室氣體排放。



## 5.4 ETHICS 職業道德

To meet social responsibilities and to achieve success in the marketplace, Participants and their agents are to uphold the highest standards of ethics including:

為履行社會責任並在市場上取得成功，參與者及其代理商必須謹守最高的道德標準，包括：

### 5.4.1 Business Integrity 誠信經營

The highest standards of integrity are to be upheld in all business interactions. Participants shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on Participant's business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

在所有商業互動關係中都應謹守最高的誠信標準。參與者應採取零容忍政策來禁止任何形式的賄賂、貪汙、敲詐勒索和挪用公款。所有的業務來往應具透明度，並準確地記錄在賬簿和商業記錄上。應推行監控和強制執程序以確保符合反腐敗法的要求。

### 5.4.2 No Improper Advantage 無不正當收益

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益。此禁令包括無論是直接還是透過第三方間接地承諾、提供、批准、給予或收受任何有價之物，以期獲得或保留業務、將業務轉讓他人或獲取不正當收益。

### 5.4.3 Disclosure of Information 資訊公開

Information regarding participant labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

應當按照適用法規和普遍的行業慣例公開有關參與勞工、健康與安全、環保活動、商業活動、組織架構、財務狀況和業績的資料。不得偽造記錄或虛報供





應鏈的狀況或慣例。

#### 5.4.4 Intellectual Property 智慧產權

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights; and, customer information is to be safeguarded.

應當尊重知識產權；須以保護知識產權的方法傳遞技術和生產知識；並必須保護客戶的資料。

#### 5.4.5 Fair Business, Advertising and Competition 公平交易、廣告和競爭

Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available. 應謹守公平交易、廣告和競爭標準。必須制定保護客戶資料的恰當措施。

#### 5.4.6 Protection of Identity and Non-Retaliation 身份保密及防止報復

Programs that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers<sup>2</sup> are to be maintained, unless prohibited by law. Participants should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

#### 5.4.7 Privacy 私隱

Participants are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees. Participants are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared. 參與者承諾合理地保護任何與其有業務來往者（包括供應商、客戶、消費者和員工）的個人資料和私隱。參與者應當在收集、儲存、處理、傳播和分享個人資料時遵守私隱和信息安全法律及監管要求。



## 5.5 MANAGEMENT SYSTEM 管理體系

Participants shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the participant's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement. The management system should contain the following elements:

參與者應採用或建立範圍與本準則內容相關的管理體系。在設計該管理體系時，應確保：  
(a) 符合與參與者營運和產品相關的適用法律法規及客戶要求；(b) 符合本準則；以及  
(c) 識別並減輕與本準則有關的經營風險。管理體系也應當推動持續改進。該管理體系應包含以下要素：

### 5.5.1 Company Commitment 公司的承諾

A corporate social and environmental responsibility policy statements affirming Participant's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

企業的社會及環境責任政策聲明應確定參與者對守法以及持續改進的承諾並由行政管理層簽署，並以當地語言張貼於工作場所內。

### 5.5.2 Management Accountability and Responsibility 管理職責與責任

The Participant clearly identifies senior executive and company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

參與者應明確指定高級主管和公司代表來負責保證管理體系和相關計劃的實施。高級管理層應定期檢查管理體系的運作情況。

### 5.5.3 Legal and Customer Requirements 法律和客戶要求

A process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

制定程序識別、監察並理解適用的法律法規和客戶要求（包括本準則的要求）。

### 5.5.4 Risk Assessment and Risk Management 風險評估和風險管理

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with Participant's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.





制定程序識別與參與者經營相關的守法、環境、健康與安全 3 以及勞工活動及道德風險。評定每項風險的級別，實施適當的程序和實質管制來控制已識別的風險和確保 遵行監管規例。

#### 5.5.5 Training 培訓

Programs for training managers and workers to implement Participant's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

應為管理層及員工制定培訓計劃，從而實施參與者的政策、程序及改進目標，同時滿足適用之法律法規的要求。

#### 5.5.6 Communication 溝通

A process for communicating clear and accurate information about Participant's policies, practices, expectations and performance to workers, suppliers and customers.

制定程序將參與者的政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶。

#### 5.5.7 Worker Feedback and Participation 員工回饋和參與

Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

制定程序持續評估員工對本準則所涵蓋之實踐和條件的認知度，並獲取員工在這方面的意見，從而推動持續改進。

#### 5.5.8 Audits and Assessments 審核與評估

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

定期進行自我評估，從而確保符合法律法規的要求、本準則內容以及客戶合約中與社會與環境責任相關要求。

#### 5.5.9 Corrective Action Process 矯正措施

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

制定程序以確保能及時糾正在內外部的評估、檢查、調查和審核中所發現的不足之處。



#### 5.5.10 Documentation and Records 文件和記錄

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

建立並保留文檔和記錄，從而確保符合監管規例與公司的要求，同時應保障私隱的機密性。

#### 5.5.11 Supplier Responsibility 供應商的責任

A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.

制定程序來將本準則的要求傳達給供應商，並監管供應商對本準則的遵行情況。



Document No.: W-195 Rev. No.01

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MediaTek Supplier Code of Conduct

## 6 REFERENCES

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- W-137 MediaTek Environment-related Substances Standard 環境管理物質標準



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## 7 ATTACHMENT

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None