



人權政策



# 人權政策與管理方案

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## 人權政策

公司承諾遵守國家勞動法規，並參酌《OECD 跨國企業指導綱領》、《BSCI行為準則》、《國際勞工組織各號公約》與其他適用的國際公約與指導準則，持續改善全體員工之工作環境條件與員工福利。

公司將定期檢視與評估營運活動與內部管理對人權、環境與社會公益事項的影響，採行具體措施並完善相關規範，以承擔對員工、消費者、利害關係人與環境永續發展的企業社會責任。

# Policy Statement on Human Right

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## **Policy Statement**

FSP commits to abide by domestic labor laws and regulations. FSP will refer to “OECD Guidelines for Multinational Enterprises”, “BSCI Code of Conduct”, “ILO Conventions, Protocols, and Recommendations” and other applicable international standards or guidelines to continue improving the working conditions and welfares for all our employees.

FSP will periodically examine and review our business activities as well as the internal management to evaluate the influence on human rights, the environment and public interests. FSP will assume the social responsibilities, by adopting measures and promulgating relevant regulations, to employees, consumers and stock holders, as well as to ensure the sustainable development of the environment.

# 人事關注事項與做法

內容	執行
職場健康與安全	<ul style="list-style-type: none"><li>• 本公司已通過ISO14001(環境管理系統)及OHSAS18001(職安衛管理系統))之審核及驗證，提供公司員工安全之工作環境。</li><li>• 本公司依勞工健康保護法令之規定，聘有護理人員專職辦理臨場勞工健康服務事宜，亦特約從事勞工健康服務之醫師提供臨場服務。</li><li>• 本公司針對所有新進同仁，於其入職前提供一般體格檢查；並就所有在職同仁提供優於法令規定頻率與項目之健康檢查，前述檢查之費用均由本公司負擔。</li><li>• 每年邀請安全技師、醫護或營養師等專家，辦理多場次安全與健康教育。</li></ul>
杜絕不法歧視及確保工作機會均等	<ul style="list-style-type: none"><li>• 依據本公司「工作規則」規定，不因各項因素如種族、宗教、信仰、性別、婚姻或生育狀況、年齡、政治背景、國籍、殘疾、性取向、星座、血型等任何理由影響招募的過程與決定。</li></ul>
禁用童工	<ul style="list-style-type: none"><li>• 依據本公司「人員甄試作業標準」規定，為確保遵守企業社會責任及道德規範，招募對象皆為18歲以上成年人</li></ul>
禁止強迫勞動	<ul style="list-style-type: none"><li>• 依據本公司「工作規則」規定，公司不得採用任何形式之奴役或脅迫使員工進行非自願性勞動。</li></ul>
身心健康與工作平衡	<ul style="list-style-type: none"><li>• 公司成立多種社團(如健行社、羽球社、高爾夫球社、有氧瑜珈社、自行車社等)並提供適當補助以協助順利運作。公司鼓勵員工參與社團活動，期透過社團活動連結同仁的情感。</li><li>• 舉辦尾牙、春季旅遊、秋季郊遊、耶誕活動、趣味競賽等活動調劑員工身心與凝聚向心力外，公司並設置交誼廳及健身房，促進員工的交流、運動強身及舒解壓力。</li><li>• 每年舉辦多場心靈雞湯講座，邀請社會名人到公司演講，促進積極正向的職場環境。</li></ul>

# Measures to be Taken on Human Resources

Goals	Implementations
Occupational Safety and Health	<ul style="list-style-type: none"> <li>FSP is certified by ISO14001 (environmental management systems) and OHSAS18110 (Occupational Health and Safety Management), therefore is able to provide safe occupational environment for our employees.</li> <li>In accordance with “Occupational Safety and Health Act” and relevant laws, FSP retains full-time nurse and part-time medical doctors to provide medical service for on-site employees.</li> <li>For all new recruits, FSP provides general physical examination before their on-board date. For every employee, FSP provides physical examination on a regular base which is more often and thorough than legally required. All the expenses for above physical examination are assumed by FSP.</li> <li>FSP retains occupational safety engineers, medical doctors/nurses or Nutritionists to host seminars on annual base, covering topics with regard to occupational safety and health.</li> </ul>
Anti-Discrimination	<ul style="list-style-type: none"> <li>According to FSP “Work Rule”, the process of the recruitment and its result should not be influenced by applicant’s race, religious belief, gender, marital/reproductive status, age, political orientation, disability, sexual orientation, constellation, blood type or other factors which may create discrimination.</li> </ul>
Forbiddance on Child-Labour	<ul style="list-style-type: none"> <li>According to FSP “Personnel Recruitment Operation Standard”, in order to abide by corporate social responsibility and ethic codes, the age of all recruited personnel should be above 18 years old.</li> </ul>
Anti-Force Labour	<ul style="list-style-type: none"> <li>According to FSP “Work Rule”, it is forbidden to coerce or enslave employees in any form to work against their will.</li> </ul>
Mental Health and Recreation	<ul style="list-style-type: none"> <li>FSP has established many clubs, such as hiking, badminton, golf, aerobic yoga, and also provides financial aids to maintain the operation of these clubs. FSP encourages its employees to participate club events, hoping this will bonds and unites employees.</li> <li>FSP hosts year-end banquet, Spring/Autumn tour, Christmas event, fun contests and other events to provide physical and mental relaxation and also to unite employees. FSP also sets up social lounge and gym for employees to bond, exercise and relax.</li> <li>FSP hosts several inspirational forums a year and inviting celebrities to deliver speeches to create a positive and enthusiastic occupational environment.</li> </ul>

# 人事保障訓練作法

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## 全廠固定月會

定期每月初招開公司全員月會，說明公司人事相關政策及福利活動措施。

## 新人訓練

內容包含：禁止強迫勞動、禁止童工、反歧視、反騷擾、推行工時管理、保障人道待遇並提供健康與安全工作環境

## 預防職場暴力

透過宣導及公告聲明，使員工了解於執行職務過程中有責任協助確保職場不法侵害之發生，並揭露申訴專線，以打造友善之工作環境。

## 職業安全系列訓練

內容包含：健康促進宣導、勞工安全衛生暨消防安全訓練、急救人員訓練。

# HR Training

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## **Monthly Meeting**

FSP hosts monthly meeting at the beginning of each month, attended by all personnel. HR policies and welfare will be announced in monthly meeting.

## **New Employee Orientation**

The content includes FSP policies regarding anti-force labour, forbiddance on child-labour, anti-harassment, working hour management, humane treatment and health and safe occupational environment.

## **Prevent Workplace Violence**

Through announcements, education and the setup of a direct complaint phone line, employees can understand that it is also their duty to help preventing workplace violence, thus help establishing friendly occupational environment.

## **Occupational Safety Training**

The content includes announcement on maintaining health, training exercise regarding occupational health and safety, as well as paramedic training.