



台灣百和工業股份有限公司

Taiwan Paiho Limited

禁止職場不法侵害之書面聲明

Statement on the Prohibition of Unlawful Workplace Violence

本公司為保障所有員工在執行職務過程中，免於遭受身體或精神不法侵害而致身心理疾病，特以書面加以聲明，絕不容忍任何本公司之管理階層主管有職場霸凌之行為，亦絕不容忍本公司員工同仁間或顧客、客戶、照顧對象及陌生人對本公司員工有職場暴力之行為。

Taiwan Paiho hereby states, in writing, in order to protect all employees from physical or mental illness caused by unlawful physical or mental infringement in the course of performing their duties, Taiwan Paiho will never tolerate bullying by our management supervisors, nor tolerate workplace violence by our employees, customers, clients, strangers or others against our employees.

一、 職場暴力的定義：工作人員在勞動場所遭受他人以言語、文字、肢體動作、電子通訊、網際網路或其他方式之謾罵、威脅、攻擊或侮辱等，以致於明顯或隱含地對其安全、福祉或與健康構成挑戰的事件。

Workplace violence: incidents in which employees are abused, threatened or assaulted in a work-related environment, which explicitly or implicitly poses a challenge to their safety, well-being or health.

二、 職場暴力行為的樣態 Workplace Violence Patterns

- (一) 職場暴力 Physical violence.
- (二) 職場霸凌 Psychological violence (workplace bullying).
- (三) 性騷擾 Sexual harassment.
- (四) 就業歧視 Employment discrimination
- (五) 跟蹤騷擾 Stalking and harassment.

三、 員工遇到職場暴力怎麼辦 Steps to take when encountering workplace violence.

- (一) 向同事尋求建議與支持。Seek advice and support with colleagues.
- (二) 盡可能以錄音或任何方式記錄行為人之行為做為證據。Record the behavior using audio or other forms of evidence whenever possible.
- (三) 向公司提出申訴。Report the workplace violence.

四、 本公司所有員工均有責任協助確保免於職場不法侵害之工作環境，任何人目睹及聽聞職場不法侵害事件發生，皆得通知本公司人資部門或撥打員工申訴專線，本公司接獲申訴後會採取保密的方式進行調查，若被調查屬實者，將會進行懲處。本公司絕對禁止對申訴者、通報者或協助調查者有任何報復之行為，若有，將會進行懲處。

Collective Responsibility and Complaint Handling: All employees share the responsibility of maintaining a safe and respectful work environment. Anyone who witnesses or becomes aware of any workplace violence should report it to the Human Resources Department or via the employee complaint hotline. The company will treat all reports confidentially, conduct a thorough investigation, and impose disciplinary actions on offenders if the case is substantiated. Retaliation against complainants, whistleblowers, or those assisting in investigations is strictly prohibited and will be penalized accordingly.

五、 本公司對於因執行職務發現有危及身體或生命之虞，而自行停止作業或退避至安全場所之勞工，事後絕不會對其處以不利之處分。

Taiwan Paiho will never punish employees who stop operations or evacuate to safe places if they are found to be in danger of endangering their bodies or lives during the performance of their duties.

六、 本公司鼓勵同仁均能利用所設置之內部申訴處理機制處理此類糾紛，但如員工需要額外協助本公司亦將盡力協助提供。

Our employees are encouraged by Taiwan Paiho to use our internal complaint system to handle such disputes, and Taiwan Paiho will do our best to provide additional assistance if necessary.

七、 本公司職場不法侵害申訴管道 Channels for Reporting Unlawful Workplace Infringement.

- (一) 申訴專線電話 Special hotline for reports and complaints : 04-7565316 (分機 Extension 268)
- (二) 申訴專用信箱設置於 Special mailbox for reports and complaints : 守衛室後男女廁 the restroom of men's and ladies' after guard room、B棟1樓-土地公旁 B1-TU DI GONG、C棟1樓-消防受信總機旁 C1-Fire Detector Central Control panel
- (三) 申訴專用電子信箱 Special e-mail address for reports and complaints : [a268@paiho.com](mailto:a268@paiho.com)

總經理 General Manager :

鄭誠禕

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