

# SEMI Global Code of Conduct

SEMI 全球行為準則

## • Respect, Inclusion, Tolerance 尊重、包容、寬容

CREATED JULY 2021 創建於 2021 年 7 月  
Revised February 2025 修訂於 2025 年 2 月

### A Message from our CEO 執行長致辭

Doing things right is one of our most important values at SEMI. As SEMI employees and stewards of the company, we work hard every day to provide services that enhance members' businesses in our global industry community.

正確行事是SEMI最重要的價值觀之一。身為 SEMI 的員工和公司管理者，我們每天皆致力於為全球產業成員提供服務，推動成員的業務不斷的發展。

We are clear about what we mean when we talk about doing things right. Not only does it mean that we provide services and support with ethics and integrity in mind, but we also monitor our entire operation for compliance with our code of conduct.

在我們談論正確行事時，我們很清楚其中含義。這意味著我們不僅在提供服務和支援時考量道德和誠信，還要監控自身所有營運活動，以期符合我們行為準則。

Working here means making a commitment to uphold our company values and following the code of conduct outlined in this document. Thank you for upholding our values and helping us to be the best service provider we can be.

在SEMI就職，意味著您承維護我們公司價值觀並遵循本文件中概述的行為準則。感謝您秉持我們的價值觀，協助我們盡力成為最佳的服務提供者。



Ajit Manocha  
PRESIDENT & CEO, SEMI  
總裁暨執行長，SEMI

### Introduction 簡介

As a matter of fundamental principle, SEMI, a global not-for-profit industry association, must adhere to the highest level of ethical standards. Our members and volunteers support our organization because they

trust SEMI to carry out our mission, be good stewards of resources, and uphold the highest conduct standards. Maintaining public trust is core to our being. Therefore, adherence to the law is considered our minimum

standard of behavior. SEMI must also

embrace the law's spirit to ensure our actions always align with the public expectations.

作為全球非營利性產業協會的SEMI必須堅守一項基本原則--最高的道德標準水準。我們的成員和志工為我們的組織提供大力支援，這是因為他們相信 SEMI 會履行我們的使命，成為優秀的資源管理者並秉持最高的行為標準。維護公眾信任是我們存在價值的核心。有鑑於此，遵守法律是我們起碼的行為標準。SEMI 還必須奉行法律精神，確保我們的行動始終符合公眾期望。

SEMI is also committed to ensuring a positive and professional working environment in which all people are treated with respect and dignity. We believe in an open and transparent approach to respect in the workplace and are committed to providing employees with a healthy, positive, and safe work environment.

SEMI 還致力於營造積極正向和專業工作環境，讓所有人皆能受到尊重和有尊嚴的對待。我們認同在工作場所中應該採用開放和透明方式，以維持對他人的尊重，致力於為員工提供一個健康、積極正向和安全的工作環境。

## SEMI Ethical Principles and Core Values

### SEMI 道德原則與核心價值

- Honesty 誠實
- Integrity & Transparency 誠信透明
- Trustworthiness 可靠
- Respect for others 尊重他人
- Adaptability 適應性
- Accountability 責任感
- Compliance with the law 遵守法律
- Empathy 有同情心
- Collaboration 合作
- Commitment to the Code of Conduct 堅持行為準則
- Customer Focus 以客戶為中心

## Decision Making and the Code of Conduct 決策與行為準則

When deciding, ask yourself the following:

下決定時，問問自己以下問題：

- Is it legal? 這否合法嗎？
- Does it comply with the SEMI Code of Conduct? 是否符合 SEMI 行為準則？
- Does it reflect our company values and ethics? 是否反映了我們公司的價值觀和道德規範？
- Does it respect the rights of others? 是否尊重他人的權利？
- Would I want my conduct and decisions to be made public? 我是否希望公開我的行為和決定？
- If you are unsure about any of the answers, ask Human Resources. 如果您無法確定上述任何問題的答案，請諮詢人力資源部門。

## Reporting/Speaking Up 舉報/暢所欲言

SEMI encourages all employees to ask questions, raise issues without fear of retaliation, and is committed to treating reports seriously and thoroughly investigating them, without fear of reprisal.

SEMI 鼓勵所有員工提出問題、提出爭端而不必擔心遭到報復，SEMI 承諾認真對待舉報並進行徹底調查，無懼報復行為。

Employees must report suspected unethical, illegal, or suspicious behavior immediately. The company does not tolerate retaliation against anyone who makes a good-faith report of alleged misconduct or otherwise assists with an investigation or audit. Employees who report a concern in good faith will

not be subjected to any adverse employment action, including:

對於涉嫌不道德、非法或可疑的行為，員工必須立即舉報。公司不容許對誠實舉報涉嫌不當行為或以其他方式協助調查或審計的任何人進行報復。誠實舉報問題的員工不會受到任何不利的僱用行動，包括：

- Unfair dismissal, demotion, or suspension  
不正當解僱、降級或停職
- Unfair denial of a promotion, transfer, or other employment benefits  
不正當否決晉升、調動或其他就業福利
- Bullying and harassment, either in person or online  
當面或線上霸凌和騷擾

- Exclusionary behavior  
排擠行為
- Any other behavior that singles out the person unfairly

任何其他不公平地特殊對待某人的行為

**To report a concern: 回報問題：**

- Talk to your manager  
與您的上司交談
- Contact Human Resources at 408-943-6919  
聯絡人力資源部門，致電：408-943-6919
- Call the external & anonymous hotline below  
撥打底下的外部匿名熱線

You can access the service by visiting the website, through email, or by telephone. This service

is available 24/7 and in multilingual (Chinese, Japanese, Korean, Hindi, German, French).

您可以透過網站、電子郵件或電話使用該服務。我們24/7全天候以多國語言（中文、日文、韓文、印度文、德文、法文）提供該項服務。

**Website:** [www.lighthouse-services.com/semi](http://www.lighthouse-services.com/semi)

**Email:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)

**Toll-free telephone in USA:** 877-472-2110

**Toll-free in all other countries:** 800-603-2869

網站: [www.lighthouse-services.com/semi](http://www.lighthouse-services.com/semi)

電子郵件: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)

美國境內免付費電話: 877-472-2110

其他國家免付費電話: 800-603-2869

After a complaint is submitted, Lighthouse will forward the report to the company designees for investigation according to our company policies. Please note that Lighthouse will protect your

identity to the extent possible by law; however, your identity may become known during the investigation because of the information you have provided.

提交投訴後，Lighthouse 會根據我們公司的政策，將報告轉發給公司指定的人員進行調查。請注意，Lighthouse 將在法律允許的範圍內保護您的身份資訊；然而，您的身份有可能會因為您提供的資訊，而在調查期間為人所知。

## Equal Opportunity 平等機會

At SEMI, we celebrate and support our differences for the benefit of our company and the industry.

SEMI is an equal opportunity employer.

在 SEMI，為了我們公司和產業的利益，我們發揚我們特殊性並引以為豪。SEMI 是一個機會平等的雇主。

SEMI does not discriminate against any employee or applicant because of race, ethnicity, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, marital status, military service status, pregnancy or related condition (including breastfeeding), disability, LGBTQIA+ identity, or other protected class.

SEMI 不會因種族、民族、膚色、宗教、性別、性別認同或表達、年齡、國籍、性向、婚姻狀況、兵役狀況、懷孕或相關情況（包括母乳餵養）、殘疾、LGBTQIA+ 身份或其他受保護類別而歧視任何員工或申請人。

SEMI is committed to supporting an inclusive workforce, both within the company and the industry. SEMI works to ensure fair recruitment, hiring, onboarding, retention, promotion, and termination.

SEMI 致力於在公司和產業內支援包容的員工隊伍。SEMI 努力確保公正平等的徵才、僱用、入職、留任、晉升和解雇關係。

## No Harassment or Bullying 零騷擾或霸凌

SEMI has a zero-tolerance policy for any form of harassment, including sexual harassment and bullying.

SEMI employees will treat all employees, clients, business partners, and other stakeholders with dignity and respect at all times.

SEMI 對任何形式的騷擾採取零容忍政策，包括性騷擾和霸凌。

SEMI 員工將始終保持尊嚴，並以尊重的態度對待所有員工、客戶、業務合作夥伴和其他利益相關者。

Any type of harassment, including physical, sexual, verbal, or other, is prohibited and can result in disciplinary action up to and including termination.

Harassment can include actions, language, written words, or objects that create an intimidating or hostile work environment, such as:

任何類型的騷擾，包括身體、性、口頭或其他形式的騷擾，都是被禁止的，並可能導致紀律處分，嚴重者將被解僱。騷擾可能包括營造令人畏懼或敵對工作環境的行為、語言、書面文字或物體，例如：

- **Yelling at or humiliating someone**  
對某人大喊大叫或羞辱
- **Physical violence or intimidation** 身體暴力或恐嚇
- **Unwanted sexual advances, invitations, or comments**  
令人感到不舒服的性挑逗、邀請或評論
- **Unwanted comments that reference a person's protected status, such as race, gender, or another identity**  
涉及某人受保護狀況，例如種族、性別或其他身份的令人討厭的評論，
- **Visual displays such as derogatory, racialized, or sexually-oriented pictures or gestures**  
視覺展示，例如貶低、種族歧視或性向的圖片或手勢
- **Physical conduct, including assault or unwanted touching**  
身體行為，包括攻擊或不受歡迎的觸摸
- **Threats or demands for submitting to sexual requests as a condition of employment or to avoid negative consequences**  
威脅或迫使以服從性要求作為僱用或避免負面後果的條件

## Bullying 霸凌

SEMI is committed to ensuring that our employees, contractors, and customers work in a safe and respectful environment free of bullying. Bullying can include:

SEMI 致力於確保我們的員工、承包商和客戶在相互尊重的安全環境中工作，免受霸凌的影響。霸凌可能包括：

- Spreading malicious rumors or gossip  
散布惡意謠言或八卦
- Excluding or isolating someone socially  
在社交方面排擠或孤立某人
- Establishing impossible deliverables  
規定無法達成的應交付成果
- Withholding necessary information or purposefully giving the wrong information  
隱瞞必要資訊或故意提供錯誤的資訊

- Intimidating someone  
恐嚇某人
- Impeding someone's work  
妨礙某人工作
- Unfairly denying training, leave, or promotion  
不正當否決訓練、休假或晉升
- Constantly changing work guidelines  
不斷變更工作準則
- Sending offensive jokes or emails  
傳送令人反感的笑話或電子郵件
- Criticizing or belittling someone constantly  
不斷批評或貶低某人
- Tampering with a person's personal belongings or work equipment  
蓄意損害個人物品或工作設備

## Conflicts of Interest 利益衝突

Officers, directors, and employees of the company must never permit their interests to conflict or appear to conflict with the interests of SEMI, its membership/clients, or affiliates. Officers, directors, and employees must be cautious to avoid representing SEMI in any transaction with others with any outside business affiliation or relationship. Officers, directors, and employees shall avoid using their SEMI contacts to advance

their private business or personal interests at the expense of SEMI, its membership/clients, or affiliates.

公司的高階主管、董事和員工絕不應允許他們的利益與 SEMI、其成員/客戶或附屬公司的利益發生衝突或似乎發生衝突。高階主管、董事和員工必須謹慎行事，避免在與具有任何外部業務合作或關係的其他人進行的任何交易中代表 SEMI。高階主管、董事和員工應避免在犧牲 SEMI、其會員/客戶或附屬公司利益的情況下使用其 SEMI 聯絡人來促進私人業務或贏得個人利益。

Employees are required to disclose any relationships, associations, or activities that could create actual, potential, or even perceived conflict of interest to their manager and the SEMI Human Resources Department.

員工必須向上司及 SEMI 人力資源部門揭露任何可能造成實

## External Communication on Behalf of SEMI

### 代表 SEMI 對外交流

Only SEMI CEO/ President, CFO/VP Operations, and CMO are authorized to represent the company to media and/or legal authorities. Employees

should refer all requests for information or interviews to the SEMI's Chief Marketing Officer.

只有 SEMI 的執行長/總裁、財務長/運營副總裁和行銷長，他們有權代表公司面對媒體和/或法律機構。員工應將所有資訊請求或採訪請求轉交給 SEMI 的行銷長。

## Confidentiality 保密性

The company and its employees maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might harm the company and its customers and business partners if disclosed.

Confidential information can include:

公司及其員工對所有專有資訊保密。專有資訊包括一旦被披露可能會損害公司及其客戶和業務合作夥伴的所有非公開資訊。機密資訊包括：

- Customer/Client lists

顧客/客戶清單

- Supplier lists

· 供應商清單

- Pricing information

定價資訊

- Terms of contracts

合約條款

- Company policies and procedures

公司政策和程序

- Financial statements

財務報表

- Marketing plans and strategies

行銷計劃和策略

- Trade secrets

商業秘密

- Any other information that could damage the company or its customers or suppliers if disclosed

若披露可能會損害公司或其客戶或供應商的任何其他資訊。

## Privacy 隱私

SEMI complies with the requirements of the countries where it conducts business and international privacy laws. All employees sign an agreement that contains provisions for information confidentiality and non-disclosure.

SEMI 遵守其開展業務的國家的要求和國際隱私法律。所有員工均簽署了一份包含資訊保密和不披露規定的協議。

The company and its employees do not disclose any private, personal information of:

公司及其員工不得披露以下任何隱私、個人資訊：

- Employees  
員工
- Customers/Clients  
顧客/客戶
- Suppliers  
供應商
- Competitors  
競爭對手
- Third parties  
協力廠商

Employees store all personal information securely, mark it as confidential, and store it only for as long as needed for the purpose for which it was collected.

員工安全地存儲所有個人資訊，將其標記為機密，並僅在收集目的所需時間內存儲這些資訊。

When providing personal information, employees limit access to only those with a clear business need for the information.

在提供個人資訊時，員工僅向對該資訊有明確業務需求之人士開放存取權限。

Employees are required to report any privacy breaches, including the loss, theft of, or unauthorized access to personal information to their manager.

員工必須向其上司報告任何侵犯隱私的行為，包括個人資訊的遺失、遭盜竊或未經授權的存取。

## Fair Dealing 公平交易

While SEMI competes assertively for new business, relationships with business partners are based upon trust and mutual benefits and compliance to applicable country laws.

雖然 SEMI 將為業務拓展而積極競爭，但與業務合作夥伴的關係將建立在信任和互惠互利及遵守適用國家法律的基礎之上。

Employees are required to:

員工必須：

- Communicate SEMI services in a manner that is

fair and accurate and that discloses all relevant information

公平、正確解釋 SEMI 提供的服務並披露所有相關資訊。

- Familiarize themselves with the company's fair dealing policies and remain aware of the

consequences of any violation of procedures or laws governing fair dealings

熟悉公司的公平交易政策，並瞭解任何違反公平交易程序或法律的後果。

- Use only publicly available information to understand the

- business, customers, competitors, business partners, technology trends, and regulatory proposals and developments  
僅使用公開可用的資訊，來瞭解業務、客戶、競爭對手、業務合作夥伴、技術趨勢以及監管建議和發展。

- Advise their manager immediately of possible violations

立即將可能的違規行為告知上司。

## Bribery and Facilitation Payments

### 賄賂和疏通費

SEMI will not attempt to influence a person's judgment or behavior in a trust position by paying a bribe or kickback. This applies to individuals in government and private businesses.

SEMI 不會試圖透過支付賄賂或回扣來影響身居要職之人士的判斷或行為。這適用於政府和私營企業中的個人。

The company does not permit facilitation (or “grease”) payments to government officials or private businesses to secure or speed up routine actions.

公司不允許為確保施作或加快例行工作，向政府官員或私營企業支付疏通費（或「賄賂」）。

Employees are to:

員工應該：

- Select third parties carefully and monitor them continuously to ensure they comply with the company's anti-bribery policies

謹慎選擇協力廠商並持續監督他們，確保他們遵守公司的反賄賂政策。

- Keep accurate books and records at all times and monitor that funds are not being used for bribery or facilitation payments

始終保持準確的帳簿和記錄，監控資金的使用，使之不得用於賄賂或疏通費。

- Refuse any offer or request for an unlawful payment and report the incident to the SEMI CFO  
拒絕任何非法付款的提議或要求，並向 SEMI 財務長回報該事件。

## Gifts and Entertainment 禮品和招待

While gifts and entertainment among business associates can be appropriate ways to strengthen ties and build goodwill, they also can create the perception that they influence business decisions. SEMI is committed to obtaining business only on the merits of its products, services, and people and complies with all legal requirements for giving and receiving gifts and entertainment.

商業夥伴之間的禮品和招待雖然是加強聯繫和建立友誼的適當方式，但也可能讓人認為會影響業務決策。

SEMI 致力於憑藉其產品、服務和人員的優點爭取業務，並遵守提供和受禮品和招待的所有法律要求。

Employees are to:

員工應該：

- Use sound judgment and comply with the law & SEMI policy regarding gifts and other benefits

運用合理的判斷力，並遵守有關禮品和其他利益的法律及 SEMI 政策。

- Never allow gifts, entertainment, or other personal benefits to influence decisions or undermine the integrity of business relationships

絕不允許禮品、招待或其他個人利益，來影響決策或破壞業務關係的廉正無私。

- Never accept gifts or entertainment that are illegal, immoral, or would reflect negatively on the company

絕不接受非法、不道德或會對公司產生負面影響的禮品或招待。

- Never accept cash, cash equivalents, or other securities

絕不接受現金、現金等價物或其他證券。

Employees may accept occasional unsolicited personal gifts of nominal value such as promotional items and may provide customers/clients and business partners with the same.

When in doubt, employees should check with SEMI's CFO before giving or receiving anything of value.

員工可能偶爾接受對方主動提供的低價個人禮品，例如促銷品，並可能向顧客/客戶和業務合作夥伴提供相同的禮品。如有疑問，在給予或接受任何有價物品之前，員工應該諮詢SEMI財務長。

## Political Contributions 政治獻金

SEMI does not make political contributions. Employees are free to support any political party or entity on a personal level. However, this must be kept separate from SEMI business

SEMI 不會提供政治獻金。員工能以個人身份自由支持任何政黨或實體。然而，這種行為必須獨立於 SEMI 業務。

## Charitable Contributions 慈善捐贈

The company may make charitable contributions to causes and organizations that are not politically affiliated. Employees should check with the CFO before making any charitable contributions on behalf of the company.

## Record Keeping 記錄保存

SEMI keeps its books, records, accounts, and financial statements thoroughly, fair, accurate, understandable, detailed, and timely.

SEMI 全面、公平、準確、易於理解、詳細且及時保存其帳簿、記錄、帳目和財務報表。

All SEMI documents, databases, voice messages, mobile device messages, computer documents, files, and photos are company records.

所有 SEMI 文件、資料庫、語音訊息、行動裝置訊息、電腦文件、檔案和照片都是公司記錄。

Employees are required to:

員工必須：

- **Maintain these records and protect their integrity for as long as required**

根據要求，長期維護這些記錄並保護其完整性。

- **Maintain official record-keeping systems to retain and file records required for business, legal, financial, research, or archival purposes**

維護官方的記錄保存系統，以保留和歸檔業務、法律、財務、研究或存檔目的所需的記錄。

- **Dispose of your records according to the company's records retention and disposition schedule**

根據公司的記錄保留和處理時間表，來處理您的記錄。

- **Employees should never destroy documents in response to, or in anticipation of, an investigation or audit**

員工不得在回應或預期要調查或審計的過程中銷毀文件。

## Protection and Proper Use of Company Assets 保護和正確使用公司資產

SEMI requires all employees to protect its assets. All assets should be used for legitimate purposes, efficiently, and for company business only.

SEMI 要求所有員工保護其資產。所有資產都應有效地用於合法目的並僅用於公司業務。

Assets include facilities, equipment, computers and information systems, telephones, employee

time, confidential and proprietary information, corporate opportunities, and company funds.

資產包括設施、設備、電腦和資訊系統、電話、員工時間、機密和專有資訊、公司機會和公司資金。

Suspected incidents of fraud, theft, negligence, and waste should be reported to SEMI's CFO. 疑似詐騙、盜竊、疏忽和浪費事件應向SEMI的財務長匯報。

## Money Laundering 洗錢

The company complies with anti-money laundering laws. Money laundering is the process of concealing illicit funds by moving them through legitimate businesses to hide their criminal origin. 公司遵守反洗錢法律。洗錢係透過合法業務轉移非法資金以掩蓋其犯罪來源，從而隱瞞非法資金的程序。

Employees must never knowingly facilitate money laundering or terrorist financing and must take steps to prevent inadvertent use of the company's business activities for these purposes. Employees are required to immediately report any unusual or suspicious activities or transactions such as:

員工不得故意為洗錢或恐怖主義融資提供便利，必須採取防止無意間中將公司的業務活動被用於這些目的。員工必須立即回報任何異常或可疑的活動或交易，例如：

- Attempted payments in cash or from an unusual financing source  
試圖以現金或從或非正常的融資來源付款
- Arrangements that involve the transfer of funds to or from countries or entities not related to the transaction or customer  
涉及與交易或客戶無關的國家或實體之間資金轉移安排
- Unusually complex deals that don't reflect a real business purpose  
不反映真實業務目的之異常複雜交易
- Attempts to evade record-keeping or reporting requirements  
試圖避開記錄保存或報告要求

## Health and Safety 健康與安全

SEMI is committed to providing a safe and healthy workplace.

SEMI 承諾提供安全和健康的工作場所。

The company conducts business following applicable health and safety requirements and

strives for continuous improvement in its health and safety policies and procedures.

公司遵循適用的健康和 safety 要求開展業務，致力於持續改善健康和 safety 政策和程序。

All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies, and procedures

**and apply safe work practices at all times in all locations.**

所有員工皆應按照適用的健康和安全法律、法規、政策和程序開展工作，在所有地點全程實施安全工作措施。

**All applicable safety and health requirements must be communicated to visitors, customers, or contractors at any company location.**

所有適用的安全和健康要求皆必須傳達給公司任何訪客、客戶或承包商。

**Employees are required to immediately report workplace injuries, illnesses, or unsafe conditions, including “near-misses” Workplace Resources Director or Global Human Resources Director.**

員工必須立即向工作場所資源總監或全球人力資源總監報告工作場所的受傷、疾病或不安全狀況，包括「未遂過失」。

## Environment 環境

SEMI is committed to minimizing the environmental impact of all its activities to deliver services to our clients.

SEMI 致力在向我們客戶提供服務的所有活動中，最大程度減少對環境的影響。

The company is committed to operating in an environmentally responsible manner, from the provision of products and services to the operation

of its offices and facilities, selection of suppliers, and other business activities.

公司承諾，從產品和服務的提供，再到辦公室和設施的營運、供應商的選擇以及其他業務活動，均以對環境負責的方式進行。

The company complies with all applicable environmental laws and regulations and self-directed commitments to sustainable practices and environmental protection.

公司遵守所有適用的環境法律法規以及對永續實踐和環境保護的自主承諾。

## Information Technology 資訊技術

SEMI expects its employees to safeguard all computer equipment and data against intentional malicious acts by individuals inside or outside the company. Cyber-security training is provided to all employees to ensure compliance with computer security policies.

SEMI 期望其員工保護所有電腦設備和資料，免受公司內部或外部個人蓄意惡意行為的影響。為所有員工提供網絡安全訓練，確保遵守電腦安全政策。

SEMI safeguards against inappropriate access by individuals or groups untrained incorrect company policies or procedures.

SEMI 防止未經訓練的個人或團體以不正確的公司政策或程序進行不當存取。

SEMI does not use software for which it does not have a license.

SEMI 不使用未獲得授權的軟體。

## Internet Use 網際網路使用

SEMI understands that occasional personal use of the internet during work hours is a reasonable request and allows this within reason. Employees can ask for clarification from their managers if in doubt. SEMI 瞭解個人在工作時間內偶爾使用網際網路是合理的要求，並在合理範圍內允許這樣做。如有疑問，員工可以要求上司說明。

However, the company does not allow internet users to support a personal business, political venture or embarrass its customers.

然而，公司不允許網際網路使用者從事私人業務、涉及政治或讓客戶難堪之行為。

## Use of Social Media 社交媒體之使用

Social media provides opportunities to network and create exposure for SEMI and our brand. However, there are risks associated with employees' use of it. 社交媒體為SEMI和我們品牌提供建立網路和提高曝光度的機會。然而，存在與員工使用社交媒體相關的風險。

Employees are responsible for complying with company policies and procedures when communicating on social media. Employees are accountable for any information they publish online.

在社交媒體上進行交流時，員工有責任遵守公司的政策和程序。員工應對他們在網上發佈的任何資訊負責。

Employees are required to:

員工必須：

- **Reveal their relationship with the company when commenting online on issues related to the company**  
在網上評論與公司有關的問題時，表明其與公司的關係
- **Respect the privacy of other employees and refrain from publishing photos of them without their consent**  
尊重其他員工的隱私，未經當事人同意，不得發佈他們的照片

- **Ensure any information they post related to the company is accurate**  
確保其發佈的任何公司相關資訊都是準確的
- **Comply with the rules of the social media sites they use**  
遵守其使用的社交媒體網站的規則
- **Identify that they are speaking on their own behalf, and not on behalf of the Company.**  
表明他們是以個人身份發言，而不是代表公司發言

Employees must not:

員工不得：

- **"Pretext," or pretend to be someone they are not online**  
在網上「託詞」或假裝成其他人
- **Speak on behalf of the company if they are not expressly authorized to do so**  
在未獲得明確授權的情況下代表公司發言
- **Share confidential information about the company, its clients, stakeholders, or suppliers**  
分享有關公司、其客戶、利益相關者或供應商的機密資訊
- **Post comments or pictures that could harm the company's brand, reputation, or commercial interests**  
發佈可能有損害公司品牌、聲譽或商業利益的評論或圖片

## Corporate Social Responsibility

### 企業社會責任

SEMI understands that corporate social responsibility extends to our entire supply chain. This encompasses the products and services supplied and the human rights, ethics, and social practices of our company and its suppliers.

SEMI 瞭解企業社會責任延伸到我們的整個供應鏈。這包括所提供的產品和服務，以及我們公司及其供應商的人權、道德和社會實踐。

One goal of the corporate social responsibility procurement program is to build partnerships with like-minded organizations by actively seeking out business partners who are the most environmentally and workforce friendly.

企業社會責任採購計劃目標之一是積極尋找對環境和勞動力最友好的業務合作夥伴，從而建立志同道合的組織建立夥伴關係。

**Forced Labor:** The company and its suppliers shall employ all employees under their own free will, with no one being subjected to bonded or forced

labor. This policy applies to the supplier's business operations and its supplier network with which the company conducts its business.

**強制性勞役：**公司及其供應商僱用的所有員工均為自願受僱，不得有任何人受到債役或強制性勞役。本政策適用於供應商的業務營運及其與公司開展業務的供應商網路。

**Child Labor:** The company and its suppliers shall not employ any people under the minimum legal working age of the country in which they work.  
**童工：**公司及其供應商不得僱用低於其工作所在國家最低法定工作年齡的人員。

The company encourages and supports involvement in the community that has supported it. This includes supporting local business and talent by, for example, sourcing local products and services, where appropriate, and showcasing the work of local artists in the company's public spaces.

公司鼓勵並支援參與提供勞動支援的社群，這包括支援本地企業和人才。例如，在適當的情況下採購本地產品和服務並在公司的公共場所展示本地藝術家的作品。

## Code of Conduct Acknowledgement 行為準則確認書

By certifying to the SEMI code of conduct, you acknowledge that:

透過書面保證 SEMI 行為準則，您承認：

- You have read the entire code of conduct and understand your responsibilities related to it.  
您已閱讀完整的行為準則，並瞭解與此相關的責任。
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.  
您已獲得機會提出問題，以澄清準則中任何不清楚的方面。
- You agree to abide by its principles.  
您同意遵守其原則。
- You agree to report to the company any violations of the code.

您同意向公司回報任何違反本準則的行為。

- You agree to cooperate in any investigations of violations of the code.

您同意配合任何有關違反本準則的調查。

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Signature 簽名

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Date 日期

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Printed Name 正楷姓名