

星宇航空股份有限公司供應商行為準則

STARLUX Airlines Supplier Code of Conducts

訂定目的及依據 Purpose and Basis

星宇航空股份有限公司 (下稱「本公司」) 致力於促進互信合作的夥伴關係，追求企業永續發展，參酌國際相關規範，包含全球盟約(UN Global Compact, UNGC)、國際勞工組織(ILO Convention)、社會責任國際標準體系(SA8000)、經濟合作暨發展組織(OECD)、全球報告倡議組織(GRI G4)及 ISO 26000 等，訂定本供應商行為準則 (下稱本準則)，供本公司所有供應商、承攬商、業務合作夥伴及其所屬員工 (含臨時人員、派遣人力等) (下合稱「供應商」) 遵循。期盼所有供應商遵循本公司之經營理念與行為標準，共同實踐誠信經營，並達成追求企業永續發展，承擔企業社會責任之目的。

STARLUX Airlines Co., Ltd. (hereinafter referred to as “the Company”) is committed to fostering partnerships based on mutual trust and cooperation and pursuing sustainable corporate development. In reference to international standards such as the UN Global Compact (UNGC), International Labor Organization (ILO) Conventions, SA8000, the Organization for Economic Co-operation and Development (OECD), Global Reporting Initiative (GRI G4), and ISO 26000, this Supplier Code of Conduct (hereinafter “this Code”) is established. All suppliers, contractors, business partners, and their employees (including temporary personnel) of the Company (referred to as “Suppliers”) are expected to comply. The Company hopes all Suppliers will align with its business philosophy and conduct standards to jointly uphold integrity and achieve the goals of corporate sustainability and social responsibility.

第一條 人權與勞動條件 Human Rights and Labor Conditions

本公司重視供應鏈中每位成員的基本人權與勞動尊嚴，期許供應商建立完整的人權政策與申訴管道，保障所有勞動者在自由、安全與平等的條件下從事工作。供應商應承諾維護人權與合理勞動條件，包括：

The Company values the fundamental human rights and labor dignity of every member in its supply chain and expects Suppliers to establish comprehensive human rights policies and grievance mechanisms to ensure that all workers operate under conditions of freedom, safety, and equality. Suppliers shall:

1. 禁止強迫勞動、奴役或以監禁、暴力威脅或其他非法方式取得勞務。供應商不得直接或間接利用身分扣押、擔保抵押、契約限制、身體限制或脅迫等手段限制勞工人身自由或剝奪其辭職權利。所有工作應基於勞工自願，並可自由選擇是否繼續雇傭關係。

Prohibit forced labor, slavery, or obtaining services through imprisonment, threats of violence, or other unlawful means. Suppliers may not restrict workers' freedom or resignation rights through identification retention, debt bondage, contractual or physical constraints, or coercion. All labor must be voluntary, and workers shall have the freedom to choose whether to continue the employment relationship.

2. 禁止僱用未達法定最低年齡之童工，未成年勞工不得從事危險性或有害性工作。供應商應建立年齡審查機制以確認勞工符合最低就業年齡。

Prohibit child labor under the minimum legal working age. Underage workers must not engage in hazardous or harmful work. Suppliers should implement age verification mechanisms to ensure compliance.

3. 不得基於種族、性別、性傾向、年齡、懷孕、宗教、政治立場、婚姻、身心障礙等歧視或騷擾勞工。應提供平等工作條件與機會。

Prohibit discrimination or harassment based on race, gender, sexual orientation, age, pregnancy, religion, political beliefs, marital status, disability, etc., and provide equal working conditions and opportunities.

4. 依循營運所在地適用法規，尊重所有員工組織和員工參與其所選擇的工會、集體談判和參加和平集會的權利，同時也應尊重員工迴避這類活動的權利。

Respect workers' rights to form or join unions, engage in collective bargaining, and participate in peaceful assemblies in accordance with local laws. The right to refrain from such activities must also be respected.

5. 應提供符合法規之工資與福利，不得以扣薪作為懲罰手段。加班須依法支付報酬或給予補休，工資之發放應明確記錄，提供工資明細並準時發放。

Provide legally compliant wages and benefits. Wage deductions may not be used as punishment. Overtime must be compensated or offset with leave, and wages must be clearly documented, itemized, and paid on time.

第二條 職業安全衛生管理 Occupational Health and Safety

基於航空產業高度重視營運安全之特性，供應商應強化職業安全衛生管理制度，建立符合法令規範之職業災害通報、應變、預防與教育訓練流程，以避免人員傷害及業務運作中斷風險。供應商應為其員工提供安全健康的工作環境：

Given the aviation industry's emphasis on operational safety, Suppliers must strengthen occupational health and safety management systems by establishing legally compliant reporting, response, prevention, and training processes to reduce personnel injuries and operational disruptions. Suppliers shall:

1. 建立風險辨識與管理制度，配置必要安全設施與防護設備。
Establish risk identification and management systems and provide necessary safety facilities and protective equipment.
2. 建立含應變程序與急救措施內容之緊急應變計畫，並應定期舉行教育訓練，包括但不限於疏散流程與災害模擬演練。
Develop emergency response plans, including procedures and first aid measures, and conduct regular training and drills, such as evacuation protocols and disaster simulations.
3. 履行與本公司相關契約致發生工安事故時，或有影響供應商營運之工安事故時，應立即通報本公司，並配合進行後續調查與改善。
An accident related to a contract with the Company or one that may affect Supplier operations, Suppliers should immediately notify the Company and cooperate with investigations and improvements.
4. 應提供勞工易於理解的安全衛生資訊或相關資訊，並張貼於工作場所的醒目處或勞工可識別和易於取得之處。
Provide safety and health information in an understandable format and post it in prominent or easily accessible locations in the workplace.
5. 應依照法規要求，採取保護孕婦與哺乳期員工的措施，例如不讓孕婦和哺乳期婦女處於可能對其自身或胎兒構成危險的工作條件，以及為哺乳期員工提供哺乳室等。

Implement protective measures for pregnant and nursing employees, such as avoiding hazardous work conditions and providing nursing rooms.

第三條 環境責任 Environmental Responsibility

供應商應主動納入環境保護與氣候行動目標，參與節能減碳、資源循環、污染防治及保育行動，並優先採用具永續認證或低碳足跡的材料與服務，共同邁向 2050 淨零排放願景。供應商應主動履行環境保護義務（包含但不限於）如下：

Suppliers should proactively integrate environmental protection and climate action goals by participating in energy saving, carbon reduction, resource recycling, pollution prevention, and conservation initiatives. Preference should be given to materials and services with sustainability certifications or low carbon footprints, aiming for the 2050 net-zero emissions vision. Suppliers shall:

1. 應取得所有必要的環境許可證、批准和登記文件並遵守許可證的操作、報告要求與法令規範。
Obtain and comply with all necessary environmental permits, approvals, and registrations, including operational and reporting requirements.
2. 減少能源耗用、碳排放及污染物排放，提升資源使用效率，應制定具體減量目標與紀錄。
Reduce energy consumption, carbon emissions, and pollutant discharges; improve resource efficiency and set measurable reduction targets.
3. 妥善管理廢棄物、危害物質與廢水氣排放，避免對人體與環境之傷害。
Properly manage waste, hazardous materials, and emissions to prevent harm to human health and the environment.
4. 禁止非法伐林，保護生物多樣性，支持具認證之永續農林產品。
Prohibit illegal logging, protect biodiversity, and support certified sustainable agricultural and forestry products.
5. 表示支持並逐步響應國際永續倡議，如 RE100（使用 100%再生能源）、EP100（提升能源生產力）及 EV100（推動交通載具電動化），共同加速低碳轉型。
Support and progressively align with global sustainability initiatives such as RE100

(100% renewable energy), EP100 (improving energy productivity), and EV100 (electric vehicle transition), to accelerate the low-carbon transformation.

第四條 商業道德與誠信原則 Business Ethics and Integrity

供應商須謹守最高商業道德標準，建立誠信內控機制，杜絕不當利益、利益輸送與舞弊之風險，並應設置申訴及舉報管道，以維護公司與社會公信力。

Suppliers must adhere to the highest standards of business ethics and establish internal controls to eliminate risks of improper benefits, bribery, and fraud. A grievance and whistleblower mechanism must also be in place to uphold corporate and public trust.

1. 禁止任何形式之賄賂、貪污、舞弊、敲詐勒索、挪用公款與內線交易，應推行監控、保留紀錄和強制執执行程序以確保符合相關反貪腐法規之要求。

Prohibit all forms of bribery, corruption, fraud, extortion, embezzlement, and insider trading. Monitoring, recordkeeping, and enforcement mechanisms must be implemented to ensure compliance with anti-corruption laws.

2. 供應商與本公司之間的商業往來，應避免任何可能的利益衝突。可能的利益衝突情形包括但不限於本公司內部員工或其親屬任職於供應商。供應商若有發現任何潛在的利益衝突，必須立即通報本公司，並採取適當措施以防止因此所可能導致的不當行為。

Avoid any conflict of interest with the Company. This includes, but is not limited to, Company employees or their relatives working for the Supplier. Any potential conflict must be reported immediately, and appropriate measures taken.

3. 應遵守公平交易和反壟斷相關規範，公平對待所有合作夥伴，確保公平競爭之機會。

Comply with fair trade and antitrust laws, and treat all partners equally to ensure fair competition.

4. 尊重智慧財產權，遵守並落實保護智慧財產權之相關法規規範，不得非法使用、重製、傳播或分享他人專屬資訊，並落實授權、保密與資料保管措施。

Respect intellectual property rights, comply with relevant laws, and prohibit unauthorized use, reproduction, dissemination, or sharing of proprietary information. Enforce licensing, confidentiality, and data management measures.

5. 應設立內部舉報機制，舉報通道應保持匿名性與機密性，並設有專責單位處理通報事項，保護檢舉人身分並禁止報復行為。

Establish internal whistleblower mechanism that maintains anonymity and confidentiality, with a designated unit to handle reports and protect whistleblowers from retaliation.

第五條 資訊安全與保密義務 Information Security and Confidentiality Obligations

供應商應配合本公司之資訊安全與個資保護政策，涵蓋資訊存取權限控管、資安事件通報、第三方委外風險管理與資料銷毀等環節，確保業務資料與客戶資訊安全無虞。供應商須遵守本公司資訊安全、個資保護與資訊保密之相關規範及要求，包括但不限於：

Suppliers shall comply with the Company's information security and personal data protection policies, which cover access control, incident reporting, third-party outsourcing risk management, and data destruction, to ensure the security of business and customer information. Suppliers are required to adhere to the Company's relevant regulations and requirements on information security, personal data protection, and confidentiality, including but not limited to:

1. 未經同意，不得以任何形式之直接或間接存取、揭露或使用任何商業機密與個人資料。

Without prior authorization, suppliers must not directly or indirectly access, disclose, or use any trade secrets or personal data in any form.

2. 確保資訊系統之完整性、安全性與可用性，防止資料外洩，且應定期進行弱點掃描、備份與資安演練。

Ensure the integrity, security, and availability of information systems, prevent data breaches, and conduct regular vulnerability scans, data backups, and cybersecurity drills.

3. 如為資訊服務類別供應商，須簽署本公司「供應商資訊安全管理規範暨自我檢核表」。

For suppliers providing information-related services, it is required to sign the Company's "Rules of Suppliers' Information Security Management and Suppliers' Information Security Checklist."

4. 供應商提供服務期間，如發生肇因於供應商且影響本公司之資安或個資侵害事件時，應立即通報本公司並進行緊急應變處置，如本公司另有指示，應配合執行後續處理。

If an information security or personal data breach incident caused by the supplier occurs during the service period and affects the Company, the supplier shall immediately report the incident and implement emergency response measures. If the Company provides further instructions, the supplier must cooperate with subsequent handling procedures.

5. 除契約另有約定外，契約期間結束後，供應商仍應負保密義務，資料銷毀與返還程序應依約履行，並確保不留存機敏資訊與個人資料。

Unless otherwise stipulated in the contract, suppliers shall continue to fulfill their confidentiality obligations after the contract ends. Data destruction and return procedures must be executed as agreed, ensuring that no sensitive information or personal data is retained.

第六條 永續供應鏈與責任傳遞 Sustainable Supply Chain and Responsibility Transmission

供應商應推動永續標準納入評選與管理原則，並要求其上、下游之供應商及客戶與承攬商(下合稱「合作夥伴」)共同遵守本準則，確保永續理念在整體供應鏈中向下扎根並有效執行。

Suppliers shall incorporate sustainability standards into their selection and management principles and require their upstream and downstream suppliers, customers, and contractors (collectively “Partners”) to comply with this Code, ensuring sustainability practices are rooted and effectively implemented throughout the supply chain.

1. 應制訂明確之企業社會責任與採購政策，政策內容應包含永續管理原則與績效目標，並傳達至所有合作夥伴。

Establish clear CSR and procurement policies that include sustainability principles and performance goals, and communicate them to all Partners.

2. 發現合作夥伴違反永續或勞動標準者，應主動調查並要求其改善，包括具體改進對策與時程，調查結果應留存紀錄。

If a Partner is found to violate sustainability or labor standards, the Supplier must investigate and require improvements, including specific corrective actions and timelines, and retain investigation records.

3. 就其所提供之產品與服務，建立持續營運及風險應變計畫。

Develop business continuity and risk response plans for the products and services provided.

第七條 管理制度與透明揭露 Management Systems and Transparency

供應商應建立完善治理架構與內控制度，包含定期自評、稽核回饋、違規處理及改善追蹤機制，並得依雙方簽訂之合約內容設定具體 KPI 目標，且於本公司要求時提供相關資料紀錄以利稽核或第三方驗證。

Suppliers shall establish robust governance structures and internal control systems, including regular self-assessments, audit feedback, non-compliance handling, and improvement tracking mechanisms. Specific KPIs and performance targets may be set in accordance with the terms of the contract between both parties. Upon the Company's request, relevant documentation must be provided to facilitate audits or third-party verification.

1. 指派專責人員執行並檢視永續政策與行為規範之落實情形。

Assign responsible personnel to implement and review sustainability policies and conduct standards.

2. 定期進行風險評估、內部稽核、教育訓練與供應商溝通。

Conduct regular risk assessments, internal audits, training, and Supplier communications.

3. 應建立紀錄保存制度，文件應妥善保管並依法定年限保存，應涵蓋教育訓練紀錄、稽核報告及改善追蹤資料以備本公司或第三方稽核。

Maintain recordkeeping systems. Documents such as training records, audit reports, and improvement tracking must be preserved according to legal retention periods and be available for Company or third-party audits.

4. 鼓勵取得 ISO 9001、ISO 14001、ISO 45001、ISO 27001、SA8000 等認證，並主動提供有效證書影本備查。

Suppliers are encouraged to obtain certifications such as ISO 9001, ISO 14001, ISO 45001, ISO 27001, and SA8000, and provide valid copies for reference.

第八條 原則遵循與改善機制 Principle Compliance and Improvement Mechanism

1. 本公司有權經不定期調查，驗證供應商是否遵循本準則所揭示之精神與企業社會責任相關原則。如供應商違反本準則內容，相關處置應依據雙方簽訂之主契約條款規定為準。

The Company reserves the right to conduct periodic assessments to verify whether Suppliers comply with the principles and CSR commitments stated in this Code. Any breach will be handled in accordance with the provisions of the contract signed between both parties.

2. 當本準則與應適用法律規定衝突，且法律規定更嚴格者，供應商應根據適用法律，遵循更嚴格的標準。

In case of conflict between this Code and applicable laws, Suppliers must follow the stricter legal requirement.

☐ 供應商已詳讀、理解並承諾遵守本準則

The Supplier has read, understood, and agrees to comply with this Code

供應商名稱 Supplier Name : _____

授權代表 Authorized Representative : _____

簽署時間 Date : 年 Year 月 Month 日 Day