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CSC-EHS-1001	環安衛管理手冊 EHS Management Manual	初版制定日期	Apr 02, 2023
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職業安全衛生政策

光寶承諾建立與維持一個職業安全衛生管理系統，以定義安全與衛生管控的作業程式、監督執行及持續改善健康與安全的績效。除此之外，光寶均符合相關適用的健康與安全的法令及其他要求。光寶承諾將透過下列的規範以減少傷害與疾病：

- 職業安全**：應透過正確的設計、工程技術和管理控制、預防保養、安全操作程式，以控制員工在工作場所會遇到的潛在危險。持續性的安全知識培訓並提供適當的個人防護裝備。
- 緊急應變**：確認並評估緊急情況和事件，以及透過實施緊急應變方案和回報程式來將其影響降到最低。
- 職業傷害**：制定程式和體系來預防、管理、追蹤和報告職業傷害與疾病。
- 工業衛生**：鑒別、評定並控制員工於化學、生物以及物理物質的暴露情形。當無法通過透過工程技術和管理手段有效控制危害時，應該提供員工適當的個人防護裝備。重體力的工作則鑒別、評估並控制從事高體力勞動工作給員工帶來的影響，包括人工搬運材料和重複提舉重物、長時間站立和高度重複或需用力的裝配工作。
- 機器防護**：對工人所操作的機械，應提供物理防護裝置、連鎖裝置以及防護屏障，並正確地進行維護。
- 宿舍餐廳**：提供乾淨的衛生設施、適飲的飲用水、清潔的食物預備和存儲設施。員工宿舍應當保持乾淨、安全，並提供適當的緊急出口、充足的供暖和通風以及合理的私人空間。

本政策通過董事長核定後實施。

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Occupational Safety & Health Policy of LITEON Corp.

The Policy has been approved by the chairman. LITEON is committed to establish and maintain an Occupational Health and Safety Management System to define operational procedures for health and safety control, to monitor the progress of its implementation and to continually improve health and safety performance. In addition, LITEON complies with applicable health and safety legal and other requirements. LITEON is committed to reducing injury and ill-health through the following requirements:

1. Occupational Safety:

Worker exposure to potential safety hazards are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout). Where hazards cannot be adequately controlled by these means, employees are to be provided with appropriate personal protective equipment. Employees shall not be disciplined for raising safety concerns.

2. Emergency Preparedness:

Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures,

3. Occupational Incident and illness:

Procedures and systems are to be in place to manage, track and report occupational incidents and illnesses.

4. Industrial Hygiene:

Employee exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by engineering and administrative means, employees are to be provided with appropriate personal protective equipment.

5. Machine Safeguarding:

Physical guards, interlocks and barriers are to be provided and properly maintained for machinery used by employees.

6. Dormitory and Canteen:

Employees are to be provided with clean toilet facilities, access to potable water and sanitary food preparation and storage facilities. Worker dormitories provided by LITEON or a labor agent is to be clean, safe, and provide emergency egress, adequate heat and ventilation and reasonable personal space.