



大江生醫集團工作場所性騷擾防治措施、申訴及懲戒辦法

TCI Group Workplace Sexual Harassment Prevention, Correction, Complaint, and Punishment Measures

壹、目的：

Purpose:

大江生醫集團（以下稱本集團）為提供所屬人員（包含受僱者、派遣勞工、技術生及實習生）、求職者及受服務人員免於性騷擾之工作及服務環境，並採取適當之預防、糾正、懲戒及處理措施，以維護當事人權益及隱私，保障性別工作權平等，防治性騷擾行為發生，消除性別歧視，促進性別地位實質平等之精神，特依性別工作平等法、性騷擾防治法及勞動部頒布之「工作場所性騷擾防治措施申訴及懲戒辦法訂定準則」，建立性騷擾事件申訴管道、措施及申訴辦法。

TCI group (hereinafter referred to as the Group) commits to providing a working and service environment free from sexual harassment to its employees (including employees, temp workers, apprentices, and interns), job seekers, and service recipients. To protect the rights and privacy of those involved, safeguard gender equality in employment, prevent sexual harassment, eliminate gender discrimination, and promote substantive gender equality, the Group establishes a complaint channel, measures, and complaint procedures for sexual harassment in accordance with the Act of Gender Equality in Employment, Sexual Harassment Prevention Act, and Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace, promulgated by the Ministry of Labor.

貳、本辦法所稱性騷擾，包括：

Sexual harassment, as referred to in these Measures, includes:

一、適用性別工作平等法之性騷擾，謂有下列情形之一者，均屬該受規範之主體：

The Act of Gender Equality in Employment defines sexual harassment as any of the following situations subject to regulations:

- (一) 所屬人員於執行職務時，任何人（包括雇主、主管、同事或第三人例如：顧客、廠商等）以性要求、具有性意味或性別歧視之言詞或行為，對其造成敵意性、脅迫性或冒犯性之工作環境，致侵犯或干擾其人格尊嚴、人身自由或影響其工作表現。

If, in the performance of his/her duties, any person (including an



employer, supervisor, colleague, or third party such as a customer, vendor, or others) uses sexually demanding, sexually explicit, or sexually discriminatory language or behavior that creates a hostile, coercive, or offensive workplace environment that violates or interferes with his/her dignity, personal freedom, or affects his/her work performance.

- (二) 雇主對所屬人員或求職者為明示或暗示之性要求、具有性意味或性別歧視之言詞或行為，作為勞務契約成立、變更或分發、配置、報酬、考績、陞遷、降調、獎懲等之交換條件。二、適用性騷擾防治法之性騷擾，係指除性侵害犯罪以外，對他人實施違反其意願而與性或性別有關之行為，且有下列情形之一者：

An employer's explicit or implicit sexual demands, sexually explicit or discriminatory words or behaviors towards his/her employees or job applicants as a condition for the establishment of a labor contract, change or distribution, allocation, compensation, appraisal, promotion, demotion, rewards and punishments, and so on. Sexual harassment, as defined in the Sexual Harassment Prevention Act, is defined as any sexual or gender-related behavior, other than the crime of sexual assault, directed at another person against that person's will and characterized by one of the following circumstances:

- (一) 以該他人順服或拒絕該行為，作為其獲得、喪失或減損與工作、教育、訓練、服務、計畫、活動有關權益之條件。

To make such other person's submission to or rejection of the act a condition for obtaining, losing, or diminishing his/her rights and benefits in connection with his/her work, education, training, service, program, or activity.

- (二) 以展示或播送文字、圖畫、聲音、影像或其他物品之方式，或以歧視、侮辱之言行，或以他法，而有損害他人人格尊嚴，或造成使人心生畏怖、感受敵意或冒犯之情境，或不當影響其工作、教育、訓練、服務、計畫、活動或正常生活之進行。

Displaying or broadcasting words, drawings, sounds, images, or other objects, or using discriminatory or insulting statements or behavior, or other means, in a manner that undermines the dignity of another person's personality or creates a situation that causes fear, feelings of hostility or offense in a person's mind, or that unduly



interferes with the performance of his/her work, education, training, service, program, activity or everyday life.

參、適用對象：

Applicability:

本辦法適用於本公司及其子公司、關係企業（以下稱本集團）所屬人員、求職者或受服務人員遭遇前揭適用性別工作平等法或性騷擾防治法之性騷擾事件但應適用性別平等教育法處理者，不適用本辦法。

This Measure applies to employees, job applicants, or service recipients of the Company, its subsidiaries, and affiliates (hereinafter referred to as the "Group") who have been subjected to incidents of sexual harassment under the Act of Gender Equality in Employment or Sexual Harassment Prevention Act previously disclosed to apply to the Company, but which should be handled in accordance with the Gender Equity Education Act, not applicable to this Measure.

肆、性騷擾防治措施：

Sexual harassment prevention and correction measures:

- 一、 本集團應防治性騷擾之發生，消除工作或服務場所內源自於性或性別的敵意因素，以保護所屬人員、求職者及受服務人員不受性騷擾之威脅。如有性騷擾或疑似情事發生時，應即檢討、改善防治措施。若所屬人員於非雇主所能支配、管理之工作場所工作者，雇主應為工作環境性騷擾風險類型辨識、提供必要防護措施，並事前詳為告知。

The Group shall protect its employees, job applicants, and service recipients from sexual harassment by preventing the occurrence of sexual harassment and eliminating sexual or gender-based hostility in the workplace or service area. If employees work in a workplace that is not under the employer's control, the employer shall identify the type of sexual harassment risk in the workplace, provide the necessary protective measures, and inform the employees in advance.

- 二、 本集團應利用集會、廣播及印刷品等各種傳遞訊息方式，加強宣導有關性騷擾防治措施及申訴管道；並定期實施防治工作場所性騷擾之教育訓練，於在職訓練或工作坊中，合理規劃性別平權及性騷擾防治相關課程，並將相關資訊於工作場所顯著之處公開揭示。

The Group shall utilize various communication methods, such as assemblies, broadcasts, and printed materials, to enhance the promotion of measures to prevent and correct sexual harassment and complaint filing channels. In



addition, the Group shall implement education and training on preventing and correcting sexual harassment in the workplace regularly, reasonably plan for gender affirmative action and prevention and corrective sexual harassment measures in on-the-job training and workshops, and publicly disclose relevant information in conspicuous places in the workplace.

- 三、 本集團應建立性騷擾申訴管道，並於工作及服務場所顯著之處公開揭示。於知悉有性騷擾之情形時，不論是否提出申訴，本集團均將採取立即且有效之糾正及補救措施，並注意下列事項：

The Group shall establish a channel for sexual harassment complaints and disclose it in a conspicuous place in the workplace and service areas. The Group shall take immediate and effective corrective and remedial measures when aware of sexual harassment, regardless of whether or not a complaint has been filed. In addition, the Group shall pay attention to the following matters:

- (一) 保護被害人之權益及隱私。

Protect the victim's rights and privacy.

- (二) 對所屬場域空間安全之維護或改善。

Maintain or improve the safety of the space to which it belongs.

- (三) 對行為人之懲處。

Punish the perpetrator.

- (四) 其他防治及改善措施。

Other prevention and improvement measures.

- 伍、本集團性騷擾申訴管道暨申訴處理程序

The Group's sexual harassment complaint channel and handling procedures

- 一、申訴處理程序：

Complaint handling procedures

- (一) 前一條性騷擾之申訴，由受害人或其代理人向總公司天賦發展中心或人力資源部提起，申訴管道如下：

Complaints of sexual harassment under the previous Article shall be filed by the victim or his/her representative with the Headquarters' Talent Development Center or Human Resources Department through the following channels:

申訴專線電話：(02)8797-7811 轉天賦發展中心或人力資源部主管



Complaint hotline: (02)8797-7811 transfer to the Talent Development Center or Human Resources Department supervisor

申訴專用傳真：(02)7720-6691 轉天賦發展中心或人力資源部主管

Complaint fax: (02)7720-6691 transfer to the Talent Development Center or Human Resources Department supervisor

申訴專用信箱或電子信箱：HR@tci-bio.com

Complaint e-mail: HR@tci-bio.com

- (二) 性騷擾之申訴得以書面或言詞提出。其以言詞為之者，受理之人員或單位應作成紀錄，經向申訴人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。申訴書應載明下列事項：

If the complaint is made verbally, the person or unit handling the case shall record it, read it aloud to the complainant, or make him/her read it, and after confirming that the content is correct, he/she shall sign or affix his/her seal.

1. 申訴人姓名、身分證統一編號或護照號碼、服務單位及職稱、住居所、聯絡電話、申訴日期。

The complainant's name, ID card number or passport number, department and job position, residence, contact number, and date of complaint.

2. 有法定代理人者，其姓名、身分證統一編號或護照號碼、住居所、聯絡電話。

If there is a legal representative, his/her name, ID card number or passport number, residence, and contact number.

3. 有委任代理人者，應檢附委任書，並載明其姓名、身分證統一編號或護照號碼、住居所、聯絡電話。

If an agent is appointed, a letter of appointment shall be attached, stating his/her name, ID card number or passport number, residence, and contact number.

4. 申訴之事實及內容及可取得之相關證據。

The facts and contents of the complaint and the relevant evidence available.

- (三) 申訴書或言詞作成之紀錄不合前款規定，而其情形可補正者，應通知申訴人於14日內補正。適用性騷擾防治法事件之申訴，其申訴書或言詞作成之紀錄，未於前段所定期限內補正者，應不予受理。

If the complaint or testimony transcript does not conform to the



provisions of the preceding paragraph, and the circumstances can be remedied, the complainant shall be notified to remedy the situation within 14 days. Complaints regarding the application of the Sexual Harassment Prevention Act shall be inadmissible if they are not corrected in the complaint statement or testimony transcript within the time limit set forth in the preceding paragraph.

- (四) 依前款不予受理者，應於申訴或移送到達 20 日內以書面通知當事人，並副知當地政府社會局。

In case of inadmissibility, according to the preceding paragraph, the party concerned shall be notified in writing within 20 days of the arrival of the complaint or referral, and the local Department of Social Welfare shall be notified as well.

- (五) 同一性騷擾事件已經依性別工作平等法或性騷擾防治法調查（含申復）完畢，並將調查結果函復當事人者，不得就同一事由再提申訴（不予受理）。

If the same sexual harassment incident has already been investigated (including restitution of the application) in accordance with the Act of Gender Equality in Employment or the Sexual Harassment Prevention Act, and the investigation result has been written back to the person concerned, no further complaint (inadmissible) can be filed for the same cause.

- (六) 性騷擾行為人如為雇主時，受害人或其代理人除可依本集團內部管道申訴外，亦得向地方主管機關提出申訴。

If the perpetrator of sexual harassment is an employer, the victim or his/her representative may file a complaint with the local authorities in addition to the Group's internal channels.

- (七) 本集團依性別工作平等法之工作場所性騷擾預防、糾正及補救義務，不因申訴不受理而受影響。

The Group's obligation to prevent, correct, and remedy sexual harassment in the workplace under the Act of Gender Equality in Employment is not affected by the rejection of the complaint.

- (八) 本集團若非行為人所屬單位，於接獲本辦法第伍條第一項第（二）款之性騷擾申訴書時，仍應採取適當之緊急處理，且自受理申訴案之日起 7 日內將申訴書及相關資料移送當地政府社會局。

If the Group is not the entity to which the perpetrator belongs, the Group shall still take appropriate emergency measures when it



receives a sexual harassment complaint as stated in Article 5, Paragraph 1 (2) of these Measures, and transfer the complaint and related information to the local Social Welfare Department within 7 days from the date of acceptance of the complaint.

- (九) 針對適用性別工作平等法之派遣勞工如於執行勤務時遭受性騷擾事件，本集團將受理申訴，並與派遣事業單位共同調查，且將調查結果通知派遣事業單位及當事人。

If a temp worker who is subject to the Act of Gender Equality in Employment is sexually harassed in the course of his/her duties, the Group shall accept the complaint, investigate the case together with the temp agency, and notify the temp agency and the person concerned of the investigation results.

二、本集團為處理性騷擾事件之申訴，得組成申訴處理委員會（以下簡稱委員會）：

The Group may form a Complaints Handling Committee (hereinafter referred to as the Committee) for the purpose of handling sexual harassment complaints:

- (一) 委員會成員由勞資雙方代表共同組成，並應至少包含右列人員：1. 天賦發展中心或人力資源部、2. 法務部、3. 勞資委員會委員。委員會置主任委員一名，並為會議主席，主席因故無法主持會議時，得另指定其他委員代理之。

The Committee shall comprise representatives of both parties and shall include at least the following people: 1. the Talent Development Center or the Human Resources Department, 2. the Legal Department, and 3. members of the Works Council. The chairman of the Committee shall be appointed as the meeting chairman. If the chairman is unable to preside over the meeting, he/she may designate another member to act on his/her behalf.

- (二) 前款委員會置委員三人至七人，女性成員不得少於1/2，均為無給職，因故出缺，由原單位指派合適人選繼任。

The Committee under the preceding paragraph shall comprise three to seven members, not less than one-half of whom shall be women, all of whom shall serve without pay and shall be appointed by their respective units to fill vacancies in the Committee if they occur.

- (三) 委員會開會時，應有全體人數1/2以上出席方得開會，並應有出席人數過半數之同意方得決議，可否同數時，取決於會議主席。



A Committee meeting shall be convened by the presence of at least one-half of all the members of the Committee and shall be resolved by the majority of the members present. The decision of the Committee shall be made by the meeting chairman if the same number of members is present.

三、本集團天賦發展中心或人力資源部應於性騷擾申訴案件提出或移送申訴案件到達之日起7日內由會議主席召開調查會議進行調查。

The Group's Talent Development Center or Human Resources Department shall investigate the sexual harassment complaint convened by the meeting chairman within 7 days from the date of the filing of the complaint or the arrival of the referred complaint.

(一) 調查時程：

Investigation timeline:

經委員會審議確認受理之申訴案件，會議主席應於7日內指派3人以上組成專案小組進行調查，專案小組須於受理日起2個月內調查完畢，並作成調查報告，提委員會開會審議，必要時得延長1個月，並通知當事人。

If a complaint case is confirmed to be accepted by the Committee, the meeting chairman shall assign three or more people to form an investigation panel within seven days. The panel shall complete its investigation within two months from the date of acceptance and submit an investigation report to the Committee for deliberation at a meeting, which may be extended for one month if necessary. The parties concerned shall be notified of such extension.

(二) 調查結果：

Investigation results:

委員會對性騷擾事件調查及處理結果應以書面作成附理由之決議，並得作成懲戒或其他處理之建議。該調查決議應以書面通知當事人（申訴人、申訴之相對人）及本集團（若為本辦法第貳條第二項之性騷擾事件，調查決議應併送當地政府社會局），並註明對申訴案之決議有異議者，依性別工作平等法及性騷擾防治法得提出之救濟途徑。

The Committee shall make a written resolution with reasons for the investigation and handling of the sexual harassment incident, and may make a recommendation for punishment or other handling of the incident. The resolution of the investigation shall be notified in writing to the parties involved (the complainant, the person against



whom the complaint is filed) and to **the Group** (in the case of sexual harassment under Article 2, Paragraph 2 of the Act, the resolution of the investigation shall be sent to the local government's Social Affairs Bureau as well), and it shall also state that those who have objections to the resolution of the complaint may file a request for relief in accordance with the Act of Gender Equality in Employment and the Prevention and Sexual Harassment Prevention Act.

(三) 救濟途徑：

Relief request:

1. 依性別工作平等法之申復機制，委員會逾期未完成調查或當事人不服其調查結果者，於調查結果通知到達當事人之次日起 20 日內向原委員會提出申復。但申復之事由發生或知悉在後者，自知悉時起算。提出申復應附具書面理由，由委員會另召開會議決議處理之。經結案後，不得就同一事由，再提出申訴。

According to the repeal mechanism of the Act of Gender Equality in Employment, if the Committee has not completed its investigation after the deadline or if the parties concerned are not satisfied with the investigation results, they shall file a request for repeal to the original Committee within 20 days from the next day after the notification of the investigation results reaches the parties concerned. However, if the reason for the restoration occurs or comes to the knowledge of the parties later, the period shall start from the time of knowledge of the parties. A written reason shall be attached to the appeal, and the Committee shall convene a separate meeting to resolve the matter. After the case is closed, no further complaint can be filed for the same reason.

2. 依性騷擾防治法之再申訴機制，委員會逾期未完成調查或當事人不服其調查結果者，當事人得於期限屆滿或調查結果通知到達之次日起 30 日內，向地方主管機關提出再申訴。

According to the appeal mechanism of the Sexual Harassment Prevention Act, if the Committee has not completed its investigation after the deadline or if the person concerned does not agree with the investigation result, the person concerned may file a new complaint to the local competent authority within 30 days after the expiration of the deadline or the notification of the investigation result.



(四) 有下列情形之一者，當事人得對委員會之調查結果提出申復：

A party may file a complaint against the Committee's findings under any of the following circumstances:

1. 申訴決議與載明之理由顯有矛盾者。

If the resolution of the complaint is clearly contradictory to reasons stated in the complaint.

2. 委員會之組織不合法者。

The organization of the Committee is illegal.

3. 本辦法第五條第五項第(二)款規定應迴避之委員參與決定者。

The members who shall be recused as stipulated in Paragraph 5 (2) of Article 5 of these Measures participate in the decision.

4. 參與決議之委員關於該申訴案件違背職務，犯刑事上之罪，經有罪判決確定者。

A member of the Committee who participated in the decision has committed a criminal offense against his/her duties in relation to the complaint case and has been convicted of the offense.

5. 證人、鑑定人就為決議基礎之證據、鑑定為虛偽陳述者。

Witnesses or forensic experts who testify that the evidence or statements that form the basis of the decision are false.

6. 為決定基礎之證物，係偽造或變造者。

The evidence on which the decision is based is forged or altered.

7. 為決定基礎之民事、刑事或行政訴訟判決或行政處分，依其後之確定裁判或行政處分已變更者。

The judgment of civil, criminal, or administrative litigation or the administrative penalty that is the basis of the decision has been changed according to the subsequent determination of the judgment or the administrative penalty.

8. 發現未經斟酌之證物或得使用該證物者。

Discovery of undisputed evidence or the use of such evidence.

9. 原決議就足以影響決議之重要證物漏未斟酌者。

If the original resolution omits to consider important evidence that may affect the resolution.

(五) 申訴之撤回：



Complaint withdrawal:

委員會作成決議前，得由申訴人或其授權代理人以書面撤回其申訴；申訴經撤回者，不得就同一事由再為申訴。前段情形於性騷擾防治法事件之申訴，除經主管機關調解成立且撤回申訴者外，不在此限。

The complainant or his/her authorized representative may withdraw his/her complaint in writing before the Committee makes a resolution; if the complaint is withdrawn, the complainant may not file another complaint on the same matter. In the case of a complaint under the Sexual Harassment Prevention Act under the preceding paragraph, unless the complaint is withdrawn after mediation by competent authority, the complaint shall not be subject to this limitation.

四、本集團性騷擾申訴處理委員會調查性騷擾事件時，應依照下列調查原則為之：

The Group's Sexual Harassment Complaints Handling Committee shall follow the following principles in investigating sexual harassment cases:

(一) 性騷擾事件之調查，應以不公開之方式為之，並保護當事人之隱私及人格法益。

The sexual harassment investigation shall be conducted in a manner that is not open to the public and that protects the privacy and personal interests of the parties involved.

(二) 性騷擾事件之調查應秉持客觀、公正、專業原則，給予當事人充分陳述意見及答辯之機會。

The investigation of sexual harassment incidents shall adhere to the principles of objectivity, impartiality, and professionalism. The victim shall be given ample opportunities to present his/her views and to defend himself/herself.

(三) 被害人之陳述明確，已無詢問必要者，應避免重複詢問。

Repeated questioning shall be avoided if the victim's statement is clear and questioning is no longer necessary.

(四) 性騷擾事件之調查，得通知當事人及關係人到場說明，並得邀請相關學識經驗者協助。

In the sexual harassment investigation, the victim and his/her relatives may be notified to come to the scene to give explanations. Persons with relevant knowledge and experience may be invited to assist in the investigation.



- (五) 性騷擾事件之處理，應避免當事人或證人對質。

The handling of sexual harassment cases shall avoid confrontation between the parties involved or witnesses.

- (六) 調查人員因調查之必要，得於不違反保密義務範圍內另作成書面資料，交由當事人閱覽或告以要旨。

The investigator may, to the extent necessary for the investigation and without violating the obligation of confidentiality, prepare written information for the person concerned to read or to give the main points of the information.

- (七) 處理性騷擾事件之所有人員，對於當事人之姓名或其他足以辨識身份之資料，除有調查必要或基於公共安全之考量者外，應予保密。

All officers dealing with sexual harassment shall keep the name of the subject or other identifying information confidential, unless it is necessary for the purpose of the investigation or for the sake of public safety.

- (八) 性騷擾事件調查過程中，得視當事人之身心狀況，主動轉介或提供心理輔導及醫療與法律協助。

In the course of the sexual harassment investigation, depending on the physical and psychological condition of the person involved, may take the initiative to refer or provide psychological counseling, medical, and legal assistance to the person involved.

- (九) 對於在性騷擾事件申訴、調查、偵察或審理程序中，為申訴、告訴、告發、提起訴訟、作證、提供協助或其他參與行為之人，不得為不當之差別待遇。

No unfair discrimination shall be made against any person who makes a complaint, informs, denounces, files a lawsuit, testifies, provides assistance, or otherwise participates in the complaint, investigation, detection, or trial process of a sexual harassment incident.

五、本集團處理性騷擾申訴案件之人員規範：

Guidelines the Group's officers in handling sexual harassment complaints:

- (一) 參與性騷擾事件之處理、調查及決議人員，應對於知悉之申訴事件內容予以保密。違反者，主任委員應終止其參與，本集團並得視其情節依相關規定予以懲處及追究相關責任，並解除其選、聘任。

Those not involved in the handling, investigation, and resolution



of sexual harassment cases shall maintain the confidentiality of their knowledge of the complaint. In case of violation, the chairperson shall terminate his/her participation, and the Group may penalize and pursue the relevant responsibilities in accordance with the relevant regulations, and terminate his/her election or appointment.

(二) 性騷擾事件之處理，有下列情形之一者，處理、調查與決議人員應自行迴避：

In handling sexual harassment cases, the officers who handle, investigate, and decide on the cases shall be recused under one of the following circumstances:

1. 本人或其配偶、前配偶、四親等內之血親或三親等內之姻親或曾有此關係者為事件之當事人時。

When the person himself or his spouse, ex-spouse, blood relative within the fourth degree of kinship or relative by marriage within the third degree of kinship, or a person who has had such a relationship is a party to the incident.

2. 本人或其配偶、前配偶就該事件與當事人有共同權利人或共同義務人之關係者。

The person himself/herself, his/her spouse, or his/her ex-spouse is in a relationship of co-rights holder or co-obligor with the party concerned in respect of the incident.

3. 現為或曾為該事件當事人之代理人、輔佐人者。

He/she is or has been an agent or assistant of the party involved in the incident.

4. 於該事件，曾為證人、鑑定人者。

He/she has been a witness or an expert witness in the case.

(三) 性騷擾事件之處理、調查與決議人員有下列情形之一者，當事人得申請迴避：

The person concerned may apply for recusal if any of the following circumstances applies to the officer who handles, investigates, or decides on the sexual harassment case:

1. 有前款所定之情形而不自行迴避者。

Those who have the circumstances as stipulated in the preceding



paragraph and do not recuse themselves from the case.

2. 有具體事實，足認其執行調查有偏頗之虞者。

Those who have specific facts to recognize the risk of bias in the execution of the investigation.

- (四) 前款申請，應舉其原因及事實，向性騷擾申訴處理委員會為之，並應為適當之釋明；被申請迴避之調查人員，對於該申請得提出意見書。

An application in the preceding paragraph shall be made to the Sexual Harassment Complaints Handling Committee with reasons and facts, and shall be explained appropriately; the investigation officer whose application for recusal has been filed may submit an opinion on the application.

- (五) 被申請迴避之調查人員在性騷擾申訴處理委員會就該申請事件為準駁前，應停止調查工作。但有急迫情形，仍應為必要處置。

The investigation officer who applied to be recused shall stop the investigation work before the Sexual Harassment Complaints Handling Committee decides to dismiss the application. However, in case of urgency, the investigation shall be conducted as necessity.

- (六) 處理、調查與決議人員有本條第(三)款所定情形不自行迴避，而未經當事人申請迴避者，應由該性騷擾申訴處理委員會命其迴避。

If the handling, investigating and deciding officers do not recuse themselves under the circumstances stipulated in subsection (3) of this section and have not been requested to do so by the parties concerned, the Sexual Harassment Complaint Handling Committee shall order them to recuse themselves.

陸、 懲處、追蹤、考核及監督：

Penalization, tracking, assessment and supervision:

- 一、 性騷擾行為經調查屬實，應視情節輕重對受僱之行為人依工作規則等相關規定作成調整職務、懲處、或其他適當處理之建議，並以書面移送天賦發展中心、人力資源部依規定辦理懲處或移送相關單位執行有關事項，並予以追蹤、考核及監督，避免再度性騷擾或報復之情事發生。

If sexual harassment is investigated and substantiated, the employer shall, depending on the severity of the case, make recommendations for adjustment of duties, punishment, or other appropriate actions in accordance with work rules and other relevant regulations, and then forward the recommendations in writing to the Talent Development Center and the Human Resources



Department for disciplinary actions in accordance with the regulations, or forward the recommendations to the relevant units for implementation of the relevant matters, as well as for tracking, assessment, and supervision to avoid the occurrence of further sexual harassment or retaliation.

二、 如性騷擾行為涉及刑事責任時，本集團應協助申訴人提出告訴或告發。

If sexual harassment involves criminal liability, the Group shall assist the complainant in filing a complaint or indictment.

三、 性騷擾行為經證實為誣告者，本集團得視情節輕重，對申訴人依集團工作規則等相關規定為懲戒或處理。

If an act of sexual harassment is proven to be a false accusation, the Group may punish or deal with the complainant in accordance with the Group's work rules and other relevant regulations, depending on the severity of the case.

柒、 本辦法經董事長核定公布後實施，修訂時亦同。

These Measures shall come into effect after it has been approved and promulgated by the Chairman of the Board and the same shall apply for amendment.