

公司的核心價值
Statement of Bora's Core Values

我們的使命

成為世界領先的專業製藥集團

Our Vision

To become a world leading pharmaceutical services company

我們的願景

致力貢獻於增進世人的健康與生活品質

Our Mission

Contributing to better health all over the world

我們的核心價值

對事不對人

做對的事而非容易的事

自動自發

互相尊重

Our Values

1. Solve problems first
2. To do the right thing.
3. Always be proactive.
4. Respect everyone.

行為準則與商業道德規範
Code of Ethics and Business Conduct

公司的行為準則和商業道德規範闡明了公司秉持的價值觀，本準則適用於所有員工、主管和與其他商業往來交易對象。公司相信正是由於我們一向依高標準和道德規範自我要求，我們才能成為一個不斷發展且備受尊重的跨國集團。

Bora's Code of Ethics and Business Conduct articulates the values Bora wishes to foster, and defines appropriate behaviour and ethical standards. This Code applies to all employees, leaders and contractors. It is because of Bora's high standards and ethics that we are a growing and highly respected global organization.

誠信與信賴

公司業務的成功取決於我們從員工、客戶和股東獲得的信賴和信心。公司透過恪守承諾、展示誠實和正直的行為，實現公司目標來贏得他人的信賴。宣示我們必須做什麼很容易，但最終，我們仍必須透過具體的行為來獲取員工、客戶和股東的信賴。

在考慮採取任何行動時，明智的做法在行動前先捫心自問：這麼做會為公司建立信任和信譽嗎？這麼做是否有助於創造一個讓公司能夠永續成功的工作環境？我做出的承諾是我可以遵守的嗎？我

們確保的唯一方法，是面對這些問題都可以問心無愧的回答“是”，並每天努力建立我們的誠信和可信度，以求公司的永續發展。

我們做的所有決定 都必須以實際需要為考量，並且確保其中沒有涉及任何可能影響客觀判斷的利益衝突-包含但不限於商業公關餽贈、外部兼職、利益迴避等。每個同仁都有其主要職責以推展公司業務，並且避免因為個人行為或利益產生與公司利益衝突的情況發生。任何餽贈，會損害或可能危及公司作出客觀商業決策的能力，都是不適當和不允許的。

Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees, customers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for Bora? Will it help create a working environment in which Bora can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

We believe all decisions must be made based on the consideration of facts, free of any conflict of interest which might compromise objective judgments. Every colleague has a primary responsibility to achieve company’s business objectives, including but not limited to, presenting gifts for entertainment purposes, outside employment, avoid directly or indirectly personal interests-- avoiding situations where their actions or personal interests might create conflict to company’s benefits.

Any gifts that compromise, or appear to compromise, company’s ability to make objective business decisions are inappropriate and not permitted.

相互尊重

我們一向相信每個人都值得在有尊嚴和受到尊重的環境中工作，而公司也致力於創造這樣的環境。因為我們相信互相尊重可以激發每個人的潛力，進而直接促進公司的成功。我們必須確認每個人的才能都能獲得最好的發揮。

公司同時致力於提供一個沒有歧視、辱罵、冒犯、騷擾和欺凌行為的友善工作場所。任何員工感受到騷擾或歧視都應立即向其主管或人力資源部通報該事件。

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Bora is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone’s talents go to waste.

Bora is committed to providing a workplace that is free of discrimination, abusive, offensive, harassing and bullying behaviour. Any employee who feels harassed or discriminated against should report the incident immediately to his or her manager or to human resources.

健康和 safety

公司致力於為我們的所有員工維護一個健康和安全的工作環境。

首先，除了遵循健康和 safety 監管的各項法規要求外，我們更要求相關人員嚴格遵守內部程序和計劃，以保障工作上的安全。

不論從公司的雇主角色、企業的社會責任等各個層面，我們都有責任保護我們自己和我們同仁的健康和安全。為了樹立一個安全、健康的工作環境，我們必需充份了解我們的工作環境，評估風險和解決不安全行為來實現這樣的目標。

我們承諾積極主動地透過每位同仁以及公司的集體力量，——來解決問題、加強我們的系統並培養積極的健康和安全文化。

Health and Safety

Bora is dedicated to maintaining a healthy and safe work environment for all our employees. This starts with complying to local health and safety regulatory requirements and adhering to internal procedures and programs. Safety is inherent to the way we work at Bora. At all levels of the organization, we are responsible for protecting our own health and safety and that of our colleagues. This is achieved by fully understanding our work environment, reporting hazards and addressing unsafe behaviours. We are proactive – both individually and collectively – to solve problems, strengthen our systems and foster a positive health and safety culture.

營造開誠佈公的溝通文化

我們鼓勵每個人都應該以尊重的方式暢所欲言，所有的主管都有責任創造一個開放和支持的環境，讓員工可以輕鬆地提出問題和疑慮。

我們相信，當員工在正確的時間、提出正確的問題，來防止錯誤或不當行為時，公司乃至個人都將受益匪淺。

Create a Culture of Open and Honest Communication

At Bora everyone should feel comfortable to speak up, in a respectful manner. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising questions and concerns. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

由上而下設立典範

公司對主管有更高的期待，希望主管們能透過個人的行為表率證明本準則的重要性。

在任何企業中，道德行為都不會偶發性而簡單地發生；我們相信每一位同仁的行為都是明確且直接溝通下的產物，從管理者以身作則、樹立的典範並透過各種形式與實際發生的情形加以強化。因此，公司中每一位同仁、以及展現出來的任何行為對我們來說都相當重要。

為使我們的準則發揮作用，每一位管理者必須負責及時解決員工提出的問題或疑慮，並採取適當措施處理此類問題。

管理人員不應將員工的擔憂視為對其權威的威脅或挑戰，而應將其視為另一種被鼓勵的溝通形式。因此，在公司中我們鼓勵以誠實和尊重的對話奠基成為每個人日常工作的一部分。

Set the Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Bora, we want honest and respectful dialogue to become a natural part of daily work.

當責

我們相信公司中的每個人都有責任了解並確實遵守本準則中規範的價值觀和標準，並在對公司政策有任何不確定時勇敢地提出問題。如果我們的同仁不清楚某個事件或某個行為是否符合標準或想了解是否違反了準則，每個人都有責任主動詢問主管或與人力資源部門聯繫。

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact management or the HR department.

誠信正直

公司對誠信的承諾，始於從事任何的業務皆能確實遵守相關法律和規範。進一步來說，每個人都必須了解公司政策和規範對我們所屬的特定角色的要求。

公司政策禁止我們的同仁向政府官員或民營公司的員工，提供任何給予和付款的承諾，或者支付任何金錢、禮品、貸款或其他誘因，無論直接或間接地給予，進而影響官員或員工的決定，而獲得任何監管機構許可或其他商業上的優勢。公司也禁止我們的員工從供應商、廠商或其他人處，接受任何有價值物品，因為它可能會影響員工任何行為或決定。公司政策也禁止針對現有客戶或潛在客戶贈與任何金額的現金、禮券、股票或有價物品等。但提供或收受之金錢、財物或其他利益，或他人對本公司人員為餽贈財物者，其單次市價總額在新臺幣 5,000 元以下，或同一年度向同一對象提供財物或來自同一來源之受贈財物，其總市值在新臺幣 10,000 元以下者，不在此限。如果我們不確定法律或公司政策是否允許預定採取的行動，我們應該向負責的專家尋求建議。在公司，每個人有責任防止違法行為，並在我們發現可能的違法行為時提出警示。公司鼓勵每位同仁尋求直屬主管或是人力資源的協助解決問題，因為我們相信大多數問題都可以及早被迅速且妥善解決。

如果出於任何特殊的原因或考量，或者如果同仁不願意向其主管或人力資源部門提出問題，我們鼓勵員工秘密聯繫集團人力資源部最高主管。

Integrity

Bora's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must understand the company policies, laws, rules and regulations that apply to our

specific roles. Our policy prohibits any offer, payment, promise of payment or authorization of the payment of any money, gifts, loans or other inducement, whether given directly or indirectly, to a government official or the employee of a private company in order to influence any act or decision of the official or employee to obtain or retain business or gain any regulatory or other commercial advantage.

Our policy also prohibits the receipt of anything of value by our employee from suppliers, vendors or others who may seek thereby to influence any act or decision of the employee.

Nevertheless, employees who offer, payment, promise of payment or authorization of the payment of any money, gifts, loans or other inducement, whether given directly or indirectly, under NT\$5,000 for a single occasion, or with a total value of NT\$10,000 in the same calendar year, are not subject to this limitation.

If we are unsure of whether a contemplated action is permitted by law or Bora policy, we should seek the advice from the subject matter expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

Employees are encouraged to address issues with their managers or the HR manager, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HR, employees are encouraged to confidentially contact Bora's Chief Human Resources Officer.

我們宣示每位同仁都有責任認真對待準則中的規範。

公司將調查所有被報告或舉報的可疑或不道德行為實例。

在發現可能產生的每一種不當行為情況下，公司都將採取適當的行動。

我們保證將保護對善意提出真正道德問題的員工並嚴厲杜絕可能產生的報復行為。

Bora takes seriously the standards set forth in the Code. Bora will investigate all reported instances of questionable or unethical behaviour. In every instance where improper behaviour is found to have occurred, the company will take appropriate action up to and including termination. Bora will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

盛保熙 Bobby Sheng

保瑞集團董事長 Bora Group Chairman