

Equal Employment Opportunity

公平就業機會

Gender equality and workplace diversity

性別平等及職場多元化

The Company is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The Company's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

本公司是一個遵守公平機會政策的雇主，不因實際或感知到的種族、膚色、宗教信仰、國籍、祖籍、公民身份、年齡、性別或性別（包括懷孕、分娩和相關的醫療狀況）、性別認同或表達（包括跨性別狀態）、性取向、婚姻狀態、軍事服役和退伍軍人狀態、身體或精神殘疾、依據適用的州或地方法律所定義的受保護醫療狀況（如癌症）、生殖健康決策、基因信息，或任何其他受到適用聯邦、州或地方法律和條例保護的特徵而進行歧視。本公司的管理團隊致力於在招聘、雇用、安置、晉升、調職、培訓、薪酬、福利、員工活動、使用設施和程式設計上及在雇用期間遵從此一政策。

The Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; needs as a victim of domestic violence, sex offenses, or stalking; needs related to pregnancy, childbirth, or related medical conditions; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations. Any applicant or employee who needs an accommodation to perform the essential functions of the job should contact Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the

requested accommodation, to the extent permitted and in accordance with applicable law. The Company will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of the Company's decision within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

公司將盡力對符合條件的申請人或員工提供合理的調整，涉及個人的：身體或精神殘疾；真誠的宗教信仰和實踐；作為家庭暴力、性侵犯或跟蹤受害者的需求；與懷孕、分娩或相關醫療狀況相關的需求；以及/或根據適用法律所需的任何其他原因，除非這樣做會對公司業務運營造造成不合理的困難。任何需要調整以履行工作基本職能的申請人或員工應聯繫人力資源部以請求這樣的調整。個人應明確指明履行工作所需的調整，並按照適用法規提交相關文件，解釋對所請求的調整的基礎。公司將審查和分析提交之請求，包括與員工或申請人進行互動，以確定是否可以進行這樣的調整。公司將評估所請求的調整，並在適當的情況下識別其他可能的調整。在合理的期限內，將通知當事人公司的決定。於調整過程中所提交的相關醫療資訊公司將以保密方式進行處理。

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

本公司鼓勵任何對職場公平就業機會有疑問或擔憂的員工將這些問題提交到人力資源部門。公司不允許對提出公平就業機會問題的個人進行任何形式的報復。如果員工感覺受到任何此類報復，他們應該聯繫人力資源部門。為確保我們的工作場所沒有人為障礙，違反這一政策，包括任何不當的報復行為，將導致紀律處分，最終可能包括解雇。所有員工必須合作參與根據這一政策進行的所有調查。

Implementation outcomes

執行成果

As of now, the company has not encountered any cases of gender or racial discrimination, nor any violations of human rights. The recruitment of employees is solely based on professional competence and work experience, without consideration for race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender, gender identity or expression, sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition, reproductive health decision making, genetic information , or any other characteristic protected by applicable federal, state, or local laws and ordinances. The promotion and training of all employees within the company are conducted on an equal basis, without differentiation based on background.

截至目前為止，本公司並無任何性別、種族歧視案件或是違反人權之情事。本公司於招聘員工時完全以專業能力及工作經歷為依據，不以種族、膚色、宗教信仰、國籍、祖籍、公民身份、年齡、性別或性別、性別認同或表達、性取向、婚姻狀態、軍事服役和退伍軍人狀態、身體或精神殘疾、受保護醫療狀況、生殖健康決策、基因信息，或任何其他受到適用聯邦、州或地方法律和條例保護的特徵，予以不同考量。本公司所有員工之晉升與培育訓練皆平等，不因背景差異而有所區別。

Diversity indicators

多元化指標

員工年齡區間 (Age ranges)	人數 (Number of employees)	比例 (Percentages)
<30	14	7.65%
30~50	73	39.89%
>50	96	52.46%
總計(Total)	183	100.00%

員工性別 (Gender)	人數 (Number of employees)	比例 (Percentages)
男(Male)	126	68.85%
女(Female)	57	31.15%
總計(Total)	183	100.00%