

飛來速科技股份有限公司

Flexii CO., LTD.

工作場所性騷擾防治措施申訴及懲戒規範

Regulations for Sexual Harassment Prevention, Complaint, and Disciplinary Measures in the Workplace

第一條

Article 1

飛來速科技股份有限公司（以下簡稱本公司）為提供受僱者、派遣勞工及求職者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，特依性別平等工作法第十三條第一項，以及勞動部頒布「工作場所性騷擾防治措施準則」之相關規定，訂定本規範。

Flexii CO., LTD. (hereinafter referred to as "the Company") establishes these Regulations pursuant to Paragraph 1, Article 13 of the Act of Gender Equality in Employment and the "Regulations for Establishing Sexual Harassment Prevention Measures in the Workplace" promulgated by the Ministry of Labor. These Regulations aim to provide employees, dispatched workers, and job applicants with a work and service environment free from sexual harassment, and to adopt appropriate prevention, correction, disciplinary, and handling measures to protect the rights, interests, and privacy of the parties concerned.

第二條

Article 2

本公司之性騷擾防治措施及申訴處理，除法令另有規定者外，悉依本規範行之。

Unless otherwise provided by laws and regulations, the Company's sexual harassment prevention measures and complaint processing shall be conducted in accordance with these Regulations.

第三條

Article 3

本公司各級主管對於其所屬員工，或員工與員工相互間及與求職者間，不得有下列之行為：

Supervisors at all levels of the Company shall not engage in any of the following behaviors toward their subordinates, between employees, or toward job applicants:

- 一、以性要求、具有性意味或性別歧視之言詞或行為，對其他員工造成敵意性、脅迫性或冒犯性之工作環境，侵犯或干擾其人格尊嚴、人身自由或影響其工作表現。

Conduct or language that is sexually demanding, sexually suggestive, or gender-discriminatory, which creates a hostile, intimidating, or offensive work environment for other employees, infringes or interferes with their personal dignity, personal freedom, or affects their work performance.

- 二、主管對下屬或求職者以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，做為勞務契約成立、存續、變更或分發、配置、報酬、考績、陞遷、降調、獎懲之交換條件。

Direct or indirect sexual demands, sexually suggestive language/behavior, or gender discrimination by a supervisor toward a subordinate or job applicant as a condition for the establishment, continuation, or modification of an employment contract, or for job placement, assignment, remuneration, performance evaluation, promotion, demotion, rewards, or discipline.

第 四 條

Article 4

性騷擾之調查，除依性別平等工作法第十二條第一項至第四項規定認定外，並得綜合審酌下列各款情形：

The investigation of sexual harassment shall be determined in accordance with Paragraphs 1 to 4, Article 12 of the Act of Gender Equality in Employment, and may comprehensively consider the following circumstances:

- 一、不適當之凝視、觸摸、擁抱、親吻、嗅聞他人身體任何部位；強行使他人對自己身體任何部位為之，亦同。

Inappropriate staring, touching, hugging, kissing, or sniffing any part of another person's body; forcing another person to perform such acts on any

part of one's own body shall be treated the same.

- 二、寄送、留置、展示或播送性要求、具有性意味或性別歧視之文字、圖畫、聲音、影像或其他物品。

Sending, leaving, displaying, or broadcasting text, pictures, sounds, images, or other items that are sexually demanding, sexually suggestive, or gender-discriminatory.

- 三、反覆或持續違反意願之跟隨或追求行為。

Repeated or continuous acts of following or pursuing against a person's will.

第五條

Article 5

本公司就性騷擾事件之申訴，設置專線電話、傳真、專用信箱、電子信箱或其他指定之申訴管道，並將相關資訊於工作場所顯著之處公開揭示，且指定人員或單位負責性騷擾之申訴、調查及處理。（註：前述公開揭示得以書面、電子資料傳輸或其他可隨時取得查知之方式為之。）

The Company shall establish dedicated phone numbers, fax numbers, designated mailboxes, email addresses, or other specified complaint channels for sexual harassment complaints, and publicly display relevant information in conspicuous places in the workplace. The Company shall also designate personnel or a unit responsible for handling complaints, investigations, and processing of sexual harassment cases. (Note: The aforementioned public display may be conducted in writing, via electronic data transmission, or through other accessible methods at any time.)

第六條

Article 6

本公司應責各單位主管妥適利用集會、廣播、電子郵件或內部文件等各種傳遞訊息之機會與方式，加強對所屬員工有關性騷擾防治措施及申訴管道之宣導。

The Company shall instruct supervisors of all units to properly utilize opportunities and channels, such as assemblies, broadcasts, emails, or internal documents, to strengthen publicity regarding sexual harassment prevention measures and complaint channels to their subordinate employees.

本公司就下列人員，實施防治性騷擾之教育訓練：

The Company shall implement sexual harassment prevention educational training for the following personnel:

一、員工應接受工作場所性騷擾防治之教育訓練。

Employees shall receive educational training on workplace sexual harassment prevention.

二、擔任主管職務以及參與性騷擾申訴事件之處理、調查及決議人員，每年應定期接受相關教育訓練。

Personnel holding supervisory positions, as well as those participating in the processing, investigation, and resolution of sexual harassment complaint cases, shall receive relevant educational training regularly each year.

前項教育訓練，針對前條指定之人員或單位成員、本公司之董事、監察人、經理人及擔任主管職務者，優先實施。

The educational training mentioned in the preceding paragraph shall prioritize designated personnel or unit members referred to in the preceding Article, directors, supervisors, managers, and personnel holding supervisory positions in the Company.

第七條

Article 7

本公司於知悉性騷擾之情形時，將採取下列立即有效之糾正及補救措施：

Upon learning of a sexual harassment incident, the Company will adopt the following immediate and effective corrective and remedial measures:

一、因接獲被害人申訴而知悉性騷擾之情形時：

When learning of sexual harassment due to a victim's complaint:

(一) 考量申訴人意願，採取適當之隔離措施，避免申訴人受性騷擾情形再度發生，並不得對申訴人之薪資等勞動條件作不利之變更。

Considering the complainant's wishes, adopt appropriate isolation measures to prevent the recurrence of sexual harassment, and refrain from making unfavorable changes to the complainant's labor conditions, such as salary.

(二) 對申訴人提供或轉介諮詢、醫療或心理諮商、社會福利資源及其他必要

之服務。

Provide or refer the complainant to counseling, medical or psychological consultation, social welfare resources, and other necessary services.

(三) 啟動調查程序，對性騷擾事件之相關人員進行訪談或適當之調查程序。

Initiate investigation procedures, conduct interviews, or execute appropriate investigation procedures with relevant personnel involved in the sexual harassment incident.

(四) 被申訴人具權勢地位，且情節重大，於進行調查期間有先行停止或調整職務之必要時，得暫時停止或調整被申訴人之職務；經調查未認定為性騷擾者，停止職務期間之薪資，應予補發。

If the respondent holds a position of power and the circumstances are severe, making it necessary to temporarily suspend or adjust the respondent's duties during the investigation, the respondent's duties may be temporarily suspended or adjusted. If the investigation does not find sexual harassment, the salary for the period of suspension shall be retroactively paid.

(五) 性騷擾行為經查證屬實，將視情節輕重對行為人為適當之懲戒或處理。

情節重大者，本公司得依性別平等工作法第十三條之一第二項規定，不經預告終止勞動契約。

If the act of sexual harassment is verified upon investigation, appropriate disciplinary action or measures will be taken against the perpetrator depending on the severity of the circumstances. If the circumstances are severe, the Company may terminate the labor contract without advance notice pursuant to Paragraph 2, Article 13-1 of the Act of Gender Equality in Employment.

(六) 如經證實有惡意虛構之事實者，亦對申訴人為適當之懲戒或處理。

If it is verified that the complaint was fabricated maliciously, appropriate disciplinary action or measures will also be taken against the complainant.

二、非因前款情形而知悉性騷擾事件時：

When learning of a sexual harassment incident through circumstances other than those mentioned in the preceding item:

(一) 訪談相關人員，就相關事實進行必要之釐清及查證。

Interview relevant personnel to clarify and verify necessary facts.

(二) 告知被害人得主張之權益及各種救濟途徑，並依其意願協助其提起申訴。

Inform the victim of their rights and various legal remedies, and assist them in filing a complaint according to their wishes.

(三) 對相關人員適度調整工作內容或工作場所。

Moderately adjust the work content or workplace for relevant personnel.

(四) 依被害人意願，提供或轉介諮詢、醫療或心理諮商處理、社會福利資源及其他必要之服務。

According to the victim's wishes, provide or refer them to counseling, medical or psychological consultation, social welfare resources, and other necessary services.

本公司因接獲被害人陳述而知悉性騷擾事件，惟被害人無提起申訴意願者，本公司仍將依前項第二款規定，採取立即有效之糾正及補救措施。

If the Company becomes aware of a sexual harassment incident through a victim's statement, but the victim has no intention to file a complaint, the Company shall still adopt immediate and effective corrective and remedial measures in accordance with Item 2 of the preceding paragraph.

第 八 條

Article 8

性騷擾之被申訴人如非為本公司員工，或申訴人如為派遣勞工或求職者，本公司仍將依本規範相關規定辦理，並採取前條所定立即有效之糾正及補救措施。

If the respondent of a sexual harassment complaint is not an employee of the Company, or if the complainant is a dispatched worker or job applicant, the Company shall still proceed in accordance with the relevant provisions of these Regulations and adopt the immediate and effective corrective and remedial measures specified in the preceding Article.

被害人及行為人分屬不同事業單位，且具共同作業或業務往來關係者，本公司於知悉性騷擾之情形時，將依下列規定採取前條所定立即有效之糾正及補救措施：

If the victim and the perpetrator belong to different business entities but share a joint

operation or business relationship, the Company shall, upon learning of the sexual harassment incident, adopt the immediate and effective corrective and remedial measures specified in the preceding Article according to the following provisions:

一、以書面、傳真、口頭或其他電子資料傳輸方式，通知他方雇主共同協商解決或補救辦法。

Notify the other employer in writing, by fax, orally, or through other electronic data transmissions to jointly negotiate resolution or remedial measures.

二、保護當事人之隱私及其他人格法益。

Protect the privacy and other personal rights and interests of the parties concerned.

第九條

Article 9

員工於非本公司所能支配、管理之工作場所工作者，本公司應為工作環境性騷擾風險類型辨識、提供必要防護措施，並事前詳為告知員工。

For employees working in workplaces that cannot be controlled or managed by the Company, the Company shall identify workplace sexual harassment risk types, provide necessary protective measures, and inform the employees in detail beforehand.

本公司知悉員工間發生適用性騷擾防治法或跟蹤騷擾防制法之性騷擾事件時，將注意其工作場所性騷擾風險，適時預防及提供相關協助措施。

When the Company becomes aware of a sexual harassment incident occurring between employees governed by the Sexual Harassment Prevention Act or the Stalking and Harassment Prevention Act, it shall pay attention to the workplace sexual harassment risk and timely provide prevention and relevant assistance measures.

第十條

Article 10

本公司將以保密方式處理性騷擾之申訴及作成決議，確保雙方當事人之隱私及其他人格法益，並使申訴人免於遭受任何報復或其他不利之待遇。

The Company will handle complaints and make resolutions regarding sexual

harassment in a confidential manner to protect the privacy and other personal rights and interests of both parties, and to ensure that the complainant is protected from any retaliation or other unfavorable treatment.

本公司為處理性騷擾申訴案件，設性騷擾申訴處理單位，並置專員 1 人，除人力資源部門主管為當然成員外，其成員由總經理就申訴個案指定或選聘本公司在職員工擔任，其中應有具備性別意識之專業人士，且女性成員不得低於二分之一之比例。（註：前述之專業人士，貴公司如有遴選外部人士之需要，得自勞動部建立之工作場所性騷擾調查專業人才資料庫遴選之。）

To handle sexual harassment complaints, the Company shall establish a Sexual Harassment Complaint Processing Unit consisting of one dedicated officer. Except for the head of the Human Resources Department, who serves as an ex-officio member, the members shall be designated or selected from active employees of the Company by the General Manager on a case-by-case basis. The members shall include professionals with gender awareness, and the proportion of female members shall not be less than one-half. (Note: If the Company needs to select external professionals, they may be selected from the Workplace Sexual Harassment Investigation Professional Database established by the Ministry of Labor.)

申訴處理單位得由總經理指定其中一人為召集人，並為會議主席；主席因故無法主持會議者，得另指定其他成員代理之。

The General Manager may designate one member of the Complaint Processing Unit as the convener and meeting chairperson; if the chairperson is unable to preside over the meeting for any reason, another member may be designated to act on their behalf.

派遣勞工如遭受本公司員工性騷擾時，本公司將受理申訴並與派遣事業單位共同調查，將結果通知派遣事業單位及當事人。

If a dispatched worker suffers sexual harassment by an employee of the Company, the Company will accept the complaint, conduct a joint investigation with the dispatch agency, and notify the dispatch agency and the parties concerned of the results.

第十一條

Article 11

性騷擾之被申訴人為本公司最高負責人時，本公司員工、派遣勞工或求職者除可依本公

司內部管道申訴外，亦得依性別平等工作法第三十二條之一第一項第一款規定，逕向地方主管機關提起申訴。

When the respondent of a sexual harassment complaint is the top responsible person of the Company, employees, dispatched workers, or job applicants of the Company may, in addition to filing a complaint through internal channels, directly file a complaint with the local competent authority pursuant to Item 1, Paragraph 1, Article 32-1 of the Act of Gender Equality in Employment.

第十二條

Article 12

性騷擾之申訴，得以言詞、電子郵件或書面提出申訴。以言詞或電子郵件為之者，受理之人員或單位應作成紀錄，並向申訴人朗讀或使閱覽，確認其內容無誤。

Sexual harassment complaints may be submitted orally, by email, or in writing. Where a complaint is submitted orally or by email, the receiving personnel or unit shall make a written record, read it to or allow the complainant to inspect it, and confirm that its content is correct.

前項書面、言詞或電子郵件作成之紀錄，應由申訴人簽名或簽章，並載明下列事項：

The written record created from the aforementioned written document, oral statement, or email shall be signed or sealed by the complainant and specify the following items:

一、申訴人姓名、服務單位及職稱、住居所、聯絡電話、申訴日期。

Complainant's name, service unit and job title, domicile/residence, contact phone number, and complaint date.

二、有法定代理人或委任代理人者，其姓名、住居所、聯絡電話；委任者，應檢附委任書。

If there is a legal representative or designated agent, their name, domicile/residence, and contact phone number; if designated, a power of attorney shall be attached.

三、申訴之事實內容及相關證據。

Factual content of the complaint and relevant evidence.

本公司於接獲第一項申訴時，將按勞動部規定之內容及方式，通知地方主管機關。

Upon receiving a complaint mentioned in Paragraph 1, the Company shall notify the local competent authority in accordance with the content and manner prescribed by the Ministry of Labor.

第十三條

Article 13

申訴人向本公司提出性騷擾之申訴時，得於本公司決議通知書送達前，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。但申訴人撤回申訴後，同一事由如發生新事實或發現新證據，仍得再提出申訴。

When a complainant files a sexual harassment complaint with the Company, they may withdraw the complaint in writing prior to the delivery of the Company's resolution notice. Once a complaint is withdrawn, no further complaint may be filed based on the same grounds. However, if new facts or new evidence arise regarding the same matter after the withdrawal, a complaint may still be re-filed.

第十四條

Article 14

本公司接獲申訴後，將秉持客觀、公正、專業之原則進行調查，調查過程應保護當事人之隱私及其他人格法益。

Upon receiving a complaint, the Company will conduct an investigation based on the principles of objectivity, fairness, and professionalism. The investigation process shall protect the privacy and other personal rights and interests of the parties concerned.

本公司處理前項申訴時，除依第十條規定設申訴處理單位外，並組成申訴調查小組調查之，其成員應有具備性別意識之外部專業人士。（註：前述之外部專業人士，貴公司得自勞動部建立之工作場所性騷擾調查專業人才資料庫遴選之。）

When processing the aforementioned complaint, in addition to establishing the Complaint Processing Unit in accordance with Article 10, the Company shall form a Complaint Investigation Team to conduct the investigation. Members of the team shall include external professionals with gender awareness. (Note: The Company may select external professionals from the Workplace Sexual Harassment Investigation Professional Database established by the Ministry of Labor.)

申訴調查小組調查之結果，其內容包括下列事項，並將移送申訴處理單位審議處理：

The results of the investigation by the Complaint Investigation Team shall include the following items and be submitted to the Complaint Processing Unit for deliberation and handling:

一、性騷擾申訴事件之案由，包括當事人敘述。

Cause of the sexual harassment complaint case, including the statements of the parties.

二、調查訪談過程紀錄，包括日期及對象。

Record of the investigation interview process, including dates and interviewees.

三、事實認定及理由。

Fact determination and grounds.

四、處理建議。

Handling recommendations.

第十五條

Article 15

參與性騷擾申訴事件之處理、調查及決議人員，應保護當事人與受邀協助調查之個人隱私，及其他人格法益；對其姓名或其他足以辨識身分之資料，除有調查之必要或基於公共安全之考量外，應予保密，且不得偽造、變造、湮滅或隱匿工作場所性騷擾事件之證據。

Personnel participating in the handling, investigation, and resolution of sexual harassment complaint cases shall protect the personal privacy and other personal rights and interests of the parties concerned and individuals invited to assist in the investigation. Their names or other data sufficient to identify their identity shall be kept confidential, except when necessary for investigation or public safety considerations. Furthermore, evidence of workplace sexual harassment incidents shall not be forged, altered, destroyed, or concealed.

違反前項規定者，召集人將終止其參與該性騷擾申訴事件，本公司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。

For those who violate the provisions of the preceding paragraph, the convener shall

terminate their participation in the sexual harassment complaint case. The Company may also discipline them and pursue relevant responsibilities according to relevant regulations, as well as revoke their selection or appointment.

第十六條

Article 16

參與性騷擾申訴事件之處理、調查及決議人員，其本人為申訴人、被申訴人，或與申訴人、被申訴人有配偶、前配偶、四親等內之血親、三親等內之姻親或家長、家屬關係者，應自行迴避。

Personnel participating in the handling, investigation, and resolution of sexual harassment complaint cases shall recuse themselves if they are the complainant, the respondent, or have a relationship with the complainant or respondent as a spouse, former spouse, blood relative within the fourth degree of kinship, relative by marriage within the third degree of kinship, or head/member of the household.

前項人員應自行迴避而不迴避，或就同一申訴事件雖不具前項關係但因有其他具體事實，足認其執行職務有偏頗之虞，申訴人或被申訴人得以書面舉其原因及事實，向本公司申請令其迴避；被申請迴避之人員，對於該申請得提出意見書。

If personnel who should recuse themselves under the preceding paragraph fail to do so, or if there are specific facts regarding the same complaint case other than the relationships mentioned above that reasonably suggest bias in executing their duties, the complainant or respondent may apply to the Company in writing for their recusal, stating the reasons and facts. The person requested to recuse themselves may submit a statement of opinion regarding the application.

被申請迴避之人員在本公司就該申請事件為准許或駁回之決定前，應停止處理、調查或決議工作。但有急迫情形，仍得為必要處置。

The person requested to recuse themselves shall suspend their handling, investigation, or resolution work before the Company decides to approve or reject the application. However, necessary measures may still be taken in urgent situations.

第一項人員應自行迴避而不迴避，而未經申訴人或被申訴人申請迴避者，由本公司命其迴避。

If personnel who should recuse themselves under Paragraph 1 fail to do so and neither the complainant nor the respondent has applied for their recusal, the Company shall order them to recuse themselves.

第十七條

Article 17

申訴處理單位應有成員半數以上出席始得開會，並應有半數以上之出席成員之同意始得作成決議，可否同數時取決於主席。

The Complaint Processing Unit may hold a meeting only when more than half of its members are present, and a resolution may be made only with the consent of more than half of the attending members. In the event of a tie, the chairperson shall cast the deciding vote.

申訴處理單位召開會議時，得通知當事人及關係人到場說明，給予當事人充分陳述意見及答辯機會，除有詢問當事人之必要外，應避免重複詢問，並得邀請具相關學識經驗者協助。

When convening a meeting, the Complaint Processing Unit may notify the parties and related persons to attend and give statements, providing the parties with full opportunities to state their opinions and present defenses. Except where questioning the parties is necessary, repetitive questioning shall be avoided, and individuals with relevant knowledge and experience may be invited to assist.

申訴處理單位應參考申訴調查小組之調查結果，為附理由之決議，並得作成懲戒或其他處理之建議；其決議，應以書面通知申訴人及被申訴人。

The Complaint Processing Unit shall refer to the investigation results of the Complaint Investigation Team to make a reasoned resolution, and may formulate recommendations for disciplinary or other handling measures; its resolution shall be notified in writing to the complainant and the respondent.

第十八條

Article 18

本公司自接獲性騷擾申訴之翌日起二個月內結案；必要時，得延長一個月，並通知當事人。

The Company shall close the case within two months from the day following the receipt of the sexual harassment complaint; if necessary, it may be extended by one month, and the parties shall be notified.

申訴人如認本公司未處理或不服本公司所為調查或懲戒結果，申訴人得依性別平等工作法第三十二條之一規定，向地方主管機關提起申訴。

If the complainant considers that the Company has failed to handle the case or is dissatisfied with the investigation or disciplinary results made by the Company, the complainant may file a complaint with the local competent authority pursuant to Article 32-1 of the Act of Gender Equality in Employment.

申訴人如認本公司於知悉性騷擾情形時，未採取立即有效之糾正及補救措施者，得依性別平等工作法第三十四條第一項規定，向地方主管機關提起申訴。

If the complainant considers that the Company failed to take immediate and effective corrective and remedial measures upon learning of the sexual harassment situation, they may file a complaint with the local competent authority pursuant to Paragraph 1, Article 34 of the Act of Gender Equality in Employment.

第十九條

Article 19

申訴處理單位對已進入司法程序之性騷擾申訴，經申訴人同意後，得決議暫緩調查及決議，其期間不受前條第一項規定之限制。

For sexual harassment complaints that have entered judicial proceedings, the Complaint Processing Unit may, with the consent of the complainant, resolve to suspend the investigation and resolution, and the time limit specified in Paragraph 1 of the preceding Article shall not apply during this period.

第二十條

Article 20

性騷擾行為經調查屬實，本公司將視情節輕重，對性騷擾行為人依工作規則等相關規定為適當之懲戒或處理，並按勞動部規定之內容及方式，通知地方主管機關。如涉及刑事責任時，本公司並將協助申訴人提出告訴。

If an act of sexual harassment is verified upon investigation, the Company will

administer appropriate disciplinary action or measures to the perpetrator according to work rules and relevant regulations depending on the severity of the circumstances, and notify the local competent authority in accordance with the content and manner prescribed by the Ministry of Labor. If criminal liability is involved, the Company will assist the complainant in filing a lawsuit.

本公司依性別平等工作法第二十七條第一項及第二項與性騷擾行為人連帶負損害賠償責任時，於本公司賠償被害人損害後，對於性騷擾行為人，有求償權。

When the Company is jointly and severally liable for damages with the sexual harassment perpetrator pursuant to Paragraphs 1 and 2, Article 27 of the Act of Gender Equality in Employment, the Company shall have the right of recourse against the perpetrator after compensating the victim for damages.

第二十一條

Article 21

本公司對性騷擾行為應採取追蹤、考核及監督，以確保懲戒或處理措施有效執行，避免相同事件或報復情事發生。

The Company shall adopt follow-up, evaluation, and supervision regarding sexual harassment behaviors to ensure that disciplinary or handling measures are effectively executed and to prevent similar incidents or retaliation from occurring.

第二十二條

本規範經董事會核定於 2026 年 4 月 27 日公布後實施。自 2026 年 5 月 29 日第一次修正並加註英文翻譯。

These Guidelines were implemented on April 27, 2026. The first revision, which includes the addition of this English translation, was enacted on May 29, 2026.

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