

仁寶參與氣候變遷相關政策倡議與遊說行為管理作業流程

Compal's Operational Procedure for Managing Participation in Climate-Related Policy Advocacy and Lobbying

一、目的/ Purpose

為確保公司對外參與政策倡議、公協會及遊說行為時，與全球升溫控制在 1.5°C 情境下之減碳路徑及《巴黎協定》精神一致，建立相關管理管理作業流程，提升政策參與透明度與一致性。

To ensure that Compal's external engagements in policy advocacy, industry associations, and lobbying activities align with its 1.5°C-aligned decarbonization pathway and the spirit of the Paris Agreement, this procedure establishes a unified internal governance mechanism to enhance transparency and consistency in policy engagement.

二、名詞定義/ Definition

1. **氣候變遷相關倡議**：推動企業減碳、資訊揭露、再生能源轉型等國際倡議組織（如 SBTi、RE100、CDP）。

Climate Initiatives : International initiatives promoting corporate decarbonization, climate-related disclosure, and renewable energy transition (e.g., SBTi, RE100, CDP).

2. **公協會 (Industry Associations)**：由產業組成，具政策溝通與意見表達功能之法人組織。

Industry Associations : Legally registered associations formed by industry groups that provide platforms for policy engagement and position expression.

3. **政策倡議與遊說**：企業就政策法規、標準等表達立場之行為，包括研商會、意見書、公開聲明等。

Policy Advocacy & Lobbying : Activities where a company expresses its stance on laws, regulations, or standards, including participation in consultation meetings, submitting opinions, or issuing public statements.

4. **氣候相關遊說**：企業與立法機構或主管機關進行直接溝通，或回應旨在影響立法之政策程序等互動，皆須納入治理管理。

Climate-related Lobbying: Defined by international standards as direct communication with legislative or regulatory bodies, or responses to consultation processes intended to influence legislation. All such interactions must be managed under this governance mechanism.

三、適用對象/ Scope

適用於仁寶全球據點所有單位涉及以下行為：

This SOP applies to all Compal units globally involved in the following activities:

- 向政府、公協會、倡議平台等提出氣候政策意見。
Providing climate-related policy opinions to governments, associations, or advocacy platforms.
- 以仁寶名義發表與氣候治理有關之公開聲明。
Issuing public statements related to climate governance on behalf of Compal.
- 參與可能影響公共政策的政策導向性互動。
Engaging in policy-oriented interactions that may influence public policy.

四、作業原則/ Principles

- 參與行為應與仁寶減碳承諾及氣候立場一致。
Engagements must align with Compal's decarbonization commitments and climate positions.
- 注重風險控管與內部一致性。
Risk control and internal consistency must be ensured.
- 所有互動應留有紀錄，可供查核與追溯。
All interactions must be documented for accountability and traceability.

五、作業流程/ Operational Procedure

為鼓勵單位探索永續議題，仁寶開放各單位可參與政策會議、公協會、倡議平台。若發現活動或組織立場與《巴黎協定》或仁寶氣候目標明顯違背，應主動與永續發展辦公室討論；經確認者，報請永續長審核，啟動退出或修正機制。

To encourage exploration of sustainability topics, all units are allowed to participate in policy meetings, industry associations, or climate initiatives. If any activity or organization is found to significantly conflict with the Paris Agreement or Compal's climate goals, the unit shall consult with the Sustainability Office and, upon confirmation, report to the Chief Sustainability Officer to initiate withdrawal or corrective action.

1. 事前了解與初步接觸/ Initial Exploration and Pre-Engagement

- 活動接觸後，若議題「可能涉及氣候政策」，應填寫紀錄表或備忘，簡述活動重點與初步觀察。

After participating in an external activity, if the topic may relate to climate policy, a record form or memo must be completed to summarize key points and preliminary observations.

- 表單完成後，發送至永續發展辦公室專責人員，統一歸檔於公用資料夾，資料保存三年。

The completed form shall be emailed to the Sustainability Office for centralized archiving in the shared folder and retained for three years.

- 若內容初判與仁寶立場不一致，應標註並與永續發展辦公室進一步討論。

If the content appears inconsistent with Compal's positions, it should be flagged and further discussed with the Sustainability Office.

2. 永續發展辦公室協助檢核/ Review by the Sustainability Office

- 如需參與成為會員、繳交會費，或單位對議題是否一致有疑義者，應交由永續發展辦公室協助評估。

If membership, fee payment, or topic alignment requires further evaluation, the unit shall consult the Sustainability Office.

- 辦公室將比對《巴黎協定》與仁寶永續目標，提出風險評估與審查建議。

The office will assess alignment with the Paris Agreement and Compal's climate commitments and provide risk and alignment recommendations.

3. 報請永續長核定/ Approval by the Chief Sustainability Officer

- 永續發展辦公室彙整審查結果，提報永續長核定。

The Sustainability Office shall consolidate the review results and submit them to the Chief Sustainability Officer (CSO) for approval.

- 若屬具重大公共影響或立場偏離情形，提報永續發展委員會審議。

Cases with significant public impact or material misalignment shall be escalated to the Sustainability Development Committee for deliberation.

4. 執行與紀錄/ Execution and Documentation

- 各單位應保存意見書、簡報、會議記錄等。

Units must retain relevant records such as opinion papers, presentations, and meeting minutes.

- 與外部互動之回覆文件，建議同步提供永續發展辦公室存檔。

Responses or interactions with external parties are recommended to be simultaneously archived by the Sustainability Office.

5. 事後揭露與年度檢討/**Disclosure and Annual Review**

- 永續發展辦公室每年彙整參與紀錄，納入永續報告與內部治理報告。
The Sustainability Office shall annually compile participation records and include them in the sustainability report and internal governance reviews.
- 如有需揭露之立場差異，可公開說明仁寶觀點與處理機制。
If discrepancies in public positions arise, Compal may disclose its stance and resolution approach accordingly.

六、附則/**Supplementary Provisions**

- 本管理作業流程應每年定期檢視，必要時依國際趨勢與問卷要求修正。
This SOP shall be reviewed annually and updated as needed based on international trends and assessment requirements.
- 發生重大政策議題變動，單位應即時通知永續發展辦公室，啟動快速審查程序。
In the event of major changes in policy direction, relevant units shall notify the Sustainability Office to initiate an expedited review process.