



**中美矽晶製品股份有限公司
供應商緊急情況通報與溝通
Sino-American Silicon products Inc.
Supplier emergency response & communication**

中美矽晶製品股份有限公司（下稱「買方」）向來對於企業持續供應計畫採取最高標準，且期許所有供應商遵從持續供應計畫並建立標準；包含如遇天然災害(如:地震、火災、颱風、洪水、罷工..); 供應商應於災害發生 6hr 內進行通報;24hr 內提供詳細產線受損狀況及災變復工計畫；以符合持續供應的基本原則及預防供應鏈中斷之風險；鑒此，買方謹以此文件向所有供應商宣達此等信念。

Sino-American Silicon products Inc. ("Buyer") is committed to comply with the highest level of Business Continuity Plan and expects all of its Suppliers to conduct Business Continuity Plan, including suppliers shall report the risk with initial damage situation to Sino-American Silicon products Inc. within 6hr and provide report disaster recovery plan to Sino-American Silicon products Inc. within 24hr (risks such as: earthquakes, fires, typhoons, floods, strikes), therefore to meet the Business Continuity policy and prevent the risk of interrupt from supplier chain.

**【供應商應主動通報客戶之緊急情況】
Emergency cases shall be notified by Supplier**

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| 地震 Earthquake (包括地震導致基礎設施毀損 Includes infrastructure disruptions caused by earthquake) | 廠商工廠所在地區最大震度 5 級(含)以上時，需通知或回覆買方有無災損。 Supplier shall notify/reply customers of the situation when an earthquake of Magnitude 5 or above occurs locally, whether damage is incurred or not. |
| 颱風 / 洪水(天災) Typhoon/Flood (Nature disaster) (包括颱風導致基礎設施毀損 Includes infrastructure disruptions caused by typhoon) | 廠商工廠所在地區強烈颱風/洪水(天災)，需通知或回覆買方有無災損。 Supplier shall notify/reply customers of the situation when a strong typhoon/ flood (nature disaster) makes landfall on the local area, whether damage is incurred or not. |
| 火災 Fire (包括火災導致基礎設施毀損 Includes infrastructure disruptions caused by fire) | 導致停工/停產影響產品交期時通知。 Supplier shall notify customers of the situation if it leads to production shutdown or suspension. |
| 停電 Power Outage | 導致停工/停產影響產品交期時通知。 Supplier shall notify customers of the situation if it leads to production shutdown or suspension. |
| 停水 Water Suspension | 導致停工/停產影響產品交期時通知。 Supplier shall notify customers of the situation if it leads to production shutdown or suspension. |
| 關鍵及主要設備故障 | 導致停工/停產影響產品交期時通知。 |



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| Critical equipment breakdown | Supplier shall notify customers of the situation if it leads to production shutdown or suspension. |
| 材料/備品零件短缺 Material/spare parts shortage | 導致停工/停產影響產品交期時通知。 Supplier shall notify customers of the situation if it leads to production shutdown or suspension. |
| 資訊技術失效/遭受網路攻擊 IT failure/ cyber attacks | 須立即停止所有與買方之網路訊息交換，包含但不限郵件、檔案傳輸等；導致出貨延遲/停工/停產影響產品交期時通知。 Supplier shall stop exchanging message via internet with customers, including w-mail, file transfer etc.: Notify customers of the situation if it leads to shipment delay, production shutdown or suspension. |
| 重大環保異常 Major Environmental Anomaly | 環保處理系統異常或重大違規，導致停工/停產影響產品交期時通知。 Supplier shall notify customers of the situation if an anomaly or major violation occurs in the environmental processing system and causes production shutdown or suspension. |
| 流行性疾病（例如嚴重急性呼吸系統症候群，SARS, H1N1, COVID-19） Contagious disease (Ex. Severe Acute Respiratory Syndrome, SARS, H1N1, COVID-19) | 發生流行性疾病（例如嚴重急性呼吸系統症候群，SARS, H1N1, COVID-19），導致產品交期受影響時通知。 Supplier shall notify customers of the situation if epidemic affects product delivery date. |
| 重大職災 Major Occupational Accident | 因以下情事導致停工調查影響產品交期時通知。 <ul style="list-style-type: none"> ➢ 發生死亡災害、 ➢ 發生災害之罹災人數在三人以上、 ➢ 氨、氯、氟化氫、光氣、硫化氫、二氧化硫等化學物質之洩漏，發生一人以上罹災勞工需住院治療者、 ➢ 其他經勞動部指定公告之災害者。 Supplier shall notify customers of any situation listed below if it affects product delivery date: <ul style="list-style-type: none"> ➢ when death occurs; ➢ when 3 or more persons are injured; ➢ when injuries requiring hospitalization to 1 person or above occurs as the result of chemical substance leakage of ammonia, chlorine, hydrogen fluoride, phosgene, hydrogen sulfide, sulfur dioxide; ➢ when any accident as specified and announced by Ministry of Labor occurs. |
| 其他 Others | 其他不可抗力之因素導致無法正常交貨。 When there is a situation that cannot be supplied normally |



【緊急情況通知流程與溝通】

Emergency Response Process & Communication

事件發生 Disaster Occurs

發生緊急情況
Emergency situations occurs



事件後，6 小時內 Within 6 hrs

供應商以簡訊或電話通知中美矽晶製品股份有限公司對應窗口
回報初步災損狀況
Supplier shall report initial damage situation to Sino-American Silicon products Inc.
by text message or telephone.



事件後 24 小時內 Within 24 hrs

災損會議確認詳細產線受損狀況/災變復工計畫
Hold disaster meeting to check detailed damage situation/ disaster recovery plan.



事件發生至完成復工 Before factory recovery

定期舉行災變復歸會議
Hold periodic recovery meetings.