



INTEL ANTI-HARASSMENT GUIDELINE 英特爾騷擾防治規範

Intel's Commitment to a Harassment-Free Workplace

英特爾對於確保無騷擾的工作場所的承諾

Intel is committed to providing a workplace free of harassment based on race, characteristics that are commonly or historically associated with race including hair, color, religion, religious creed, sex, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, military and veteran status, marital status, pregnancy, gender, gender expression, gender identity, sexual orientation, or any other characteristic protected by local law, regulation, or ordinance.

英特爾致力於提供一個沒有各種形式騷擾的工作場所，包括種族、通常或歷史上與種族有關的特徵，包括毛髮、膚色、宗教、宗教信仰、性、國籍、血統、年齡、身體或精神殘疾、疾病狀況、遺傳特徵、軍人和退伍軍人身份、婚姻狀況、懷孕狀況、性別、性別表達、性別認同、性取向或任何其他受當地法律、法規或條例保護的特徵。

Please see the Equal Employment Opportunity and Diversity guideline for matters related to recruitment, hiring, training, promotion, compensation, benefits, transfer, termination of employment, and social and recreational programs.

請參閱平等就業機會和多樣性準則，以瞭解與員工招聘、僱傭、培訓、晉陞、薪酬、福利、轉職、解雇相關，以及與社交和休閒娛樂計劃相關的事宜。

Under this guideline and subject to applicable local laws, Intel expects you to treat all employees, interns, students, contingent workers, customers, suppliers, and all others with whom you come into contact while performing your work duties with dignity and respect. Your behavior should be appropriate to the workplace at all times.

根據此準則或相關法律的規定，英特爾期許其員工在執行工作時，應尊敬、尊重與其接觸的所有員工、實習生、學生、臨時/派遣員工、客戶、供應商，以及所有其他人等。任何時候，在工作場所，員工都應具有良好的職業素養，行為舉止恰當得體。

This guideline applies to Intel employees when on Intel premises, at an Intel sponsored off site event, traveling on behalf of Intel, or conducting Intel business. It also covers activities during non-working hours to the extent that the conduct has a negative impact on the workplace. In addition, certain behaviors that have a negative impact on the workplace including calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours. Intel will endeavor to protect employees from harassment by non-employees in the workplace.

此規定適用於英特爾員工處於英特爾的工作場所中，參與英特爾於英特爾工作場所之外的主辦活動、代表英特爾的商務差旅，或英特爾的商務工作。此規定也適用於員工在非工作時間參加的活動中其行為對工作場所產生負面的不良影響。此外，某些會對工作場所產生負面影響的行為（包括員工的電話、簡訊、電子郵件和社交媒體使用）可能構成非法的工作場所騷擾，即使這些行為發生在工作場所建築物之外、在個人設備上或非工作時間。英特爾亦會竭力保護員工在工作場所不受非英特爾員工的騷擾。

Qualified Intel personnel will promptly investigate allegations raised under this guideline. Involved parties will be accorded a thorough and fair process and the investigation will reach a reasonable conclusion based on the information collected. The information you report will be treated as confidential and will be disclosed only to those who have a need to know. Once your concerns have been assessed, you will be contacted regarding next steps.

合格的英特爾人員會迅速調查員工依據本規定檢舉揭發的事件。將為相關方提供全面、公正的程序，調查將根據收集到的資訊得出合理的結論。您所報告的資訊將被視為機密資訊，只向需要知悉的人員披露。您的問題被評估後，我們將就後續步驟與您聯繫。

Intel has a strong [Non-Retaliation](#) policy. Intel will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this guideline. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including termination of employment.

英特爾有強而有力的[反報復政策](#)。英特爾不會容忍任何員工因提出誠信問題、提供與問題相關的資訊或以其他方式配合對通報違反本規定的行為的調查而受到報復。任何員工對參與調查的任何人進行報復都將受到紀律處分，最嚴重至解雇。

Recognizing Harassment 騷擾行為之認定

Harassment under this guideline includes disrespectful, unprofessional, or unwelcome conduct based on any of the above characteristics that creates an intimidating, abusive, offensive, or hostile working environment or that interferes with work performance. Such conduct violates this guideline, even if it is not unlawful. The fact that a behavior was previously welcome does not mean that such behavior will be welcome in the future. Because it is difficult to define unlawful harassment, employees are expected to behave in a professional and respectful manner at all times.

本規定的騷擾行為包括基於任何無禮、不具專業性或令人反感的特徵、且會造成具有威脅性、污辱性、侵犯意圖或敵對情緒的工作環境以及影響工作執行狀態的行為。這些行為皆違反本規定，儘管其行為本身可能並不違法。事實上，這些行為，以往並沒有引起反感情緒，但並不意味著這些行為會被接受。由於違法騷擾行為比較難以界定，所以員工應在任何時候都要舉止專業且恭敬。

Some examples of conduct that violates this guideline include, but are not limited to:

以下為違反本規定行為的舉例，但不僅限於此：

- Derogatory slurs or gestures 誹謗性的語言和行為
- Making offensive jokes 冒犯性的、不恰當的玩笑
- Spreading harmful gossip 散播有害的流言蜚語
- Posting or distributing offensive jokes, language, graffiti, statements or images online at work, by email, instant message, voicemail, text, or on any Intel computer or network 在工作中，通過電子郵件、即時通訊 (IM)、語音信箱、簡訊或任何英特爾電腦或網路張貼、傳播冒犯性、不恰當的玩笑、塗鴉、言論或圖片
- Displaying racially insensitive objects 展示與種族有關之敏感的物品
- Subject to local law, online posts to external sites or channels containing offensive sexual or harassing references to Intel employees may also violate this guideline 依據當地法律，於公司外部網路或其它途徑發佈、傳送色情、騷擾性內容給英特爾員工也可能視為違反此規定

Sexual Harassment 性騷擾

While it is not possible to list all circumstances that may constitute sexual harassment or sexually abusive behavior under this guideline, subject to applicable local laws, some examples include:

由於無法列出所有可能構成本規定性騷擾或性侵犯行為的情形，根據本規定和當地的法律，舉例如下：

- Unwanted physical contact of a sexual nature directed at a person or forced upon a person through use of physical force, manipulation, threat, or intimidation 針對某人或通過使用外界受力、操縱、威脅或恐嚇來強迫某人進行不受歡迎且帶有性意味的身體接觸
- Inappropriate touching including pinching, patting, rubbing, blocking the movement of, or purposefully brushing up against another person 不恰當的觸碰，包括捏、拍打、揉搓他人，阻攔他人行動，或故意磨蹭到他人
- Making unwelcome direct or suggestive invitations for sexual relations or sexual favors including instances when submission to such conduct is made either explicitly or implicitly a term or condition of employment or an employment decision affecting that individual. 發出不受歡迎的直接或間接性邀請，提出發生性關係或性利益要求，包括明示或暗示屈服於此類行為是對相應個人有影響的僱傭狀態或僱傭決定的條件之一
- Sending suggestive sexual messages by letter, note, email, instant message, voicemail, text, or by any other medium 通過信函、便條、語音信箱、簡訊、或其他媒介發出暗示性的性訊息
- Sharing or displaying sexually inappropriate or suggestive objects, images, or videos, including pornography 分享或展示不恰當或暗示性的色情產品、色情圖片或色情影片，包括色情書刊
- Making disparaging or disrespectful comments of a sexual nature including slurs, innuendoes, teasing, lewd jokes, or sharing sexual anecdotes 發表具有性意味的貶低或不尊重的評論，包括誹謗、影射、調戲、戲弄、低級笑話或分享性方面的軼事

- Making inappropriate sexual gestures or indecent exposure
做出不恰當的、色情性的行為舉止或不雅的暴露
- Staring, leering, or whistling in a sexually suggestive or offensive manner
帶有性暗示或冒犯性的凝視、拋媚眼或吹口哨等舉止
- Making sexual comments about appearance, clothing, or body parts
就外表、衣著或身體部位做出帶有性色彩的評價
- Asking inappropriate sex-related questions
問出不恰當且與性有關的問題

Reporting Potential Violations 報告潛在的騷擾行為

Intel cannot prevent or remedy harassment unless it knows about it. We are all responsible for keeping Intel a harassment-free workplace and Intel offers a number of ways to make a report including verbally, in writing or anonymously. If you believe you have witnessed or have been subjected to a potential violation of this guideline, you should immediately document this incident giving as detailed, specific information as possible or send a completed Open Door Intake Form to one of the following resources: 除非英特爾知悉騷擾，否則英特爾無法加以阻止或補救。我們都有責任讓英特爾保持一個零騷擾的工作場所，英特爾提供了多種報告方式，包括口頭、書面或匿名。如果您認為自己目睹了可能違反本規定的行為或者涉及此類潛在違規行為，您應立即將這一事件記錄下來，透過以下任何管道提供盡可能詳細而具體的資訊，或發送一份填寫完整的 Open Door Intake Form (開放申訴表格)：

- Your manager, any manager in your direct management chain, or any Intel manager
您的經理、您的主管單位中的任何經理或任何英特爾經理
- The confidential reporting e-mail account at harassment.concerns@intel.com
保密通報電子郵箱 harassment.concerns@intel.com
- AskHR who will then direct your concerns to an appropriate contact
[AskHR](#)，員工的問題會轉給相應的聯繫人
- Your Human Resources representative or Employment & Labor Legal
向您所在的人力資源部門代表提供相關訊息或[聘僱與勞動法務部](#)
- The Intel Ethics and Compliance Reporting Portal
[英特爾道德與法規申報平台](#)
- U.S. Employees: The Equal Employment Opportunity Commission (EEOC) or appropriate State agency including as examples:
美國員工：平等就業機會委員會 (EEOC) 或相應的州政府機構，例如：
 - California: The Department of Fair Employment and Housing – File a Complaint
加利福尼亞州：[公平僱傭和住房部 – 提交投訴](#)
 - New York: New York State Guide to Reporting
紐約州：[紐約州報告指南](#)
- Anonymous reports can be made through the Intel Ethics and Compliance Reporting Portal
匿名報告可通過[英特爾道德與法規申報平台](#)發送

If you report your concerns and you have not received a response within five (5) business days, please contact harassment.concerns@intel.com.

如果您申報了騷擾行為而沒有在五（5）個工作日內收到答覆，請聯繫 harassment.concerns@intel.com。

You are not required to confront the offending person first. However, telling the person to stop will quickly end the behavior in many cases.

您不需要當場與施行騷擾的人有直接衝突。不過，在許多情況下直接告知其停止該騷擾行為會快速終止其行為。

Any manager or supervisor who learns of or witnesses any potential violation of this policy must immediately report the matter to the group's Human Resources representative and is advised to document potential violations of this guideline. Managers or supervisors who fail to report potential violations may be subject to disciplinary action up to and including termination of employment.

任何經理或主管如果獲知或目睹任何可能違反本政策的行為，則必須立即將此事報告給所屬事業群的人力資源部門代表，並應將可能違反本規定的行為記錄下來。經理或主管如未報告潛在的違規行為，可能會受到紀律處分，直至並包括解聘。

Intel will investigate every reported violation of this policy thoroughly and promptly. Investigations will be conducted by qualified personnel in a fair, timely and thorough manner which provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The complaint process will be documented and tracked and provide for timely closure of investigations. To the extent possible, Intel will endeavor to keep the reporting employee's concerns confidential.

英特爾對任何關於騷擾的通報將立即開展徹底調查。調查將由專業人員秉承公平、及時和徹底的原則展開，通過對涉及的各方進行必要調查步驟，根據證據收集情況，得出合理的結論。申訴流程會以書面形式存檔、追蹤並提供以便及時結束調查。在可能的範圍內，英特爾會盡最大可能對員工報告的問題進行保密。

The following videos outline the Open Door process:

以下影片概述了開放申訴規範（Open Door）的流程：

- What is our Open Door philosophy? [什麼是我們的開放申訴規範？](#)
- How do I initiate an Open Door? [如何能啟動開放申訴申請？](#)
- What can I expect? [申訴啟動後，我該期待什麼會發生？](#)
- What happens if we proceed with an Open Door Investigation (ODI)? [如果我們展開一次開放申訴調查（ODI），會發生什麼？](#)
- Who receives information about an ODI? [誰會收到有關開放申訴調查（ODI）的資訊？](#)
- What can I expect at the end of an ODI? [開放申訴調查（ODI）結束時，我能期待什麼會發生？](#)

Intel expects all employees to make a good faith effort to provide honest, truthful, and complete information with company-initiated investigations to examine any alleged violation of this guideline. This cooperation includes, but is not limited to, disclosing any and all information that may be pertinent to the investigation. To maintain the integrity of

the process and make sure all participants give truthful statements, you cannot tell other potential witnesses to lie, tell anyone what they should or should not say if interviewed, discourage anyone from cooperating fully, in any way tamper with any evidence or information, or spread harmful gossip.

所有員工應在英特爾啟動據稱違反本規定行為而進行調查時秉持善意配合、並提供誠實、真實、及完整的資訊。該配合包括但不限於披露與調查有關的任何和所有資訊。為維護調查過程的完整且確保所有參與者給予誠實的陳述，您不得要求其他潛在的證人撒謊，不得告訴其他人在調查面談中應說什麼或不應說什麼，不得阻礙任何人配合調查，不得以任何方式篡改任何證據或資訊，不得散佈有害的謠言。

Timely Reporting is Helpful but Not Required

及時報告騷擾行為是有幫助性的，但並非必要之要求

You may report potential violations of this guideline at any time. However, we ask that you raise the issue as soon as you can so Intel is able to promptly and effectively address your concerns. A delay in raising your concerns may have an impact on Intel's ability to conduct a thorough and complete investigation as memories fade and relevant data can become unavailable.

您可隨時報告潛在違反本規定的行為。不過，為了使英特爾能夠立即和有效地解決您提出的疑慮，我們要求您儘快提出。由於記憶會隨著時間而消退和相關數據也可能無法取得，延遲報告可能會影響英特爾有效地展開全面的調查並完成調查。

Disciplining the Offender 對違反規定者的懲戒

Every Intel employee at every level is subject to disciplinary action if they are found to have violated this guideline. This includes managers, matrix managers, and supervisory employees who engage in harassment or who allow such behavior to continue. Subject to applicable local law and depending on the specific circumstances, disciplinary action may range from verbal or written warnings, up to and including immediate termination of employment. For inappropriate conduct by customers, vendors, or contractors, Intel will work with appropriate resources to address and resolve reported issues.

如果發現一名英特爾員工違反本規定，不論其級別，都將受到紀律處分。這包括實施騷擾或允許騷擾行為繼續的經理、部門經理和主管員工。根據當地的適用法律並視具體情況，紀律處分可以從口頭或書面警告，直至立即解聘。若客戶、供應商或臨時/派遣員工施行騷擾行為，英特爾將協調相關方面解決反應的問題。

Employees in Oregon 俄勒岡的員工

For more information on provisions applying to Oregon employees, view [Employees in Oregon](#).

有關適用於俄勒岡州員工的條款的更多資訊，請查看[俄勒岡州員工守則](#)。

Employees in Chicago, Illinois 伊利諾伊州芝加哥的員工

For more information on provisions applying to employees in Chicago, Illinois, view Employees in Chicago, Illinois.

有關適用於伊利諾伊州芝加哥員工的條款的更多資訊，請查看[伊利諾伊州芝加哥員工守則](#)。

Last Revised: October 2022 最後修訂：2022 年 10 月

Note: In case of any discrepancies between the content as stated in the English version and the content as stated in the non-English versions, the content stated in the English version shall prevail over the content as stated in the non-English versions.

注意：英文版內容與非英文版內容如有差異，以英文版內容為準。



TAIWAN ANNEX FOR ANTI-HARASSMENT GUIDELINE 英特爾騷擾防治規範台灣附則
APPLY TO INTEL EMPLOYEES, INTERNS, CONTINGENT WORKERS, AND JOB SEEKERS IN TAIWAN
適用於英特爾台灣員工、實習生、臨時/派遣員工及求職者

In compliance with Sexual Harassment Prevention Act and Gender Equality in Employment Act in Taiwan, and in addition to the information provided in Intel's Anti-Harassment Guideline, Intel provides the following additional information to supplement the guideline: 為遵循台灣性騷擾防治法及性別平等工作法規定，英特爾除於其騷擾防治規範所提供資訊以外，另提供相關附則以完善此規範：

- As stated in our Anti-Harassment Guideline, Intel is committed to providing a working environment free from harassment and ensuring all workers, and job seekers, are treated, and treat others, with dignity and respect.

如我們的騷擾防治規範所述，英特爾承諾提供免於騷擾之工作環境，並確保所有員工及求職者均受到尊嚴及尊重對待，並以尊嚴及尊重彼此對待。

- Intel executes this commitment through its workplace education programs (in particular, its Ethics & Legal Compliance Training), which trains managers and employees on what is harassment, how to prevent it and how to report it. If any of the personnel works at a workplace that is not under Intel's control or management, Intel shall identify the risks of sexual harassment of the work environment, provide necessary prevention measures, and thoroughly inform the personnel of such information beforehand.

英特爾透過其職場教育訓練方案（特別是其道德及法遵培訓課程）落實此項承諾，此等方案為管理人員及員工提供騷擾行為之定義與態樣、防治方法及通報方式等主題之訓練。針對人員於非英特爾所能支配、管理之工作場所工作者，英特爾應為工作環境性騷擾風險類型辨識、提供必要防護措施，並於事前詳為告知。

- Complaints related to any form of harassment prohibited under our Anti-Harassment Guideline are handled by Intel's Employee & Labor Relations Team in GAR, supported by Intel's Employment & Labor Legal team in GAR. Upon receiving a complaint of harassment, the members in Employee & Labor Relations Team and/or Labor Legal team in GAR will consist of an investigation unit/committee tasked with the investigation of complaint. The number of female members in the investigation unit/committee shall be no less than one-half of all members therein.

我們的騷擾防治規範對於騷擾行為態樣有明文禁止規定。若您就其中任何禁止之騷擾行為提出申訴，會由英特爾亞洲區「員工及勞動關係部」處理、主持調查，並由英特爾亞洲區「聘僱及勞動法務部」提供支援。收到申訴後，英特爾亞洲區「員工及勞動關係部」與/或「聘僱及勞動法務部」之成員將組成調查單位/委員會，調查單位/委員會之女性代表不得

低於全體代表的二分之一。

- In addition to the forms of harassment under the Anti-Harassment Guideline, the following forms of conduct are likely to constitute sexual harassment:

除了騷擾防治規範所述騷擾行為形式，下列行為形式亦可能構成性騷擾：

- Creating a hostile, threatening, or offensive work environment, or creating a situation that may intimidate, offend, or unduly interfere with the victim's education, training, services, plans, or activities through making sexual requests, or through language/conduct that carries sexual connotation or discriminates on the basis of sex.

以性要求、具有性意味或性別歧視之言詞或行為，對其造成敵意性、脅迫性或冒犯性之工作環境，或造成使人心生畏怖、感受敵意或冒犯之情境，或不當影響其教育、訓練、服務、計劃、活動或正常生活之進行

- Making an explicit or implied sexual request or engaging in any language or conduct that carries sexual connotation or sexually discriminates against any of the personnel, by insinuating that the fulfilment of the intended request is a condition necessary for the establishment, continuation, or modification of a labor contract, or with respect to assignment, allocation, remuneration, performance review, promotion, demotion, reward, disciplinary action, or as a condition of such person's obtaining, losing or reducing their rights and interests in education, training, services, plans or activities.

提出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，作為勞務契約成立、存續、變更或分發、配置、報酬、考績、陞遷、降調、獎懲之交換條件，或作為其獲得、喪失或減損與教育、訓練、服務、計畫、活動有關權益之條件。

- Staring, touching, embracing, kissing, or smelling any part of the victim's body and forcing the victim to do the same to the aggressor's own body parts.

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。

- Sending, keeping, displaying, or broadcasting texts, images, sounds, or other items that contain sexual requests, sexual innuendos, or gender discrimination.

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

- Repeated or continuous pursuit and stalking of the victim against their consent or wishes.

反覆或持續違反意願之跟蹤或追求行為。

- Intel's Open-Door Philosophy encourages all workers and job seekers to raise work-related issues or concerns, including concerns about sexual harassment or other forms of harassment, with management as soon as the issue arises. Such concerns can be raised orally or in writing. Whilst most concerns can be resolved quickly and informally through discussion with your manager or second level manager, if you have a concern raising your matter this way you can raise it in the following other ways –

英特爾開放申訴規範(Open-Door Philosophy)，鼓勵所有員工及求職者遇到任何工作相

關問題、疑慮時 (包括性騷擾或任何形式的騷擾)，應立即以口頭或書面方式向管理階層提出。

雖然大部分問題、疑慮可透過與您的直屬主管或第二級主管討論，循非正式管道迅速獲得解決，但若您對此方式有所顧慮，可透過下列其他方式提出：

- [AskHR](#) can answer many questions about HR practices and Intel's guidelines. They can also direct your concerns to an appropriate contact if they can't respond to your concerns.

[AskHR](#) 能夠回答許多人力資源實務及英特爾規範方面的問題。他們若無法回應您所提出的問題、疑慮時，也能將其轉至適當聯絡窗口。

- Your Business HR Partner can advise you about conflicts with co-workers or managers, potential guideline, or policy violations, and conflicts of interest. They can also guide you to additional resources that may be available to you.

您的事業群人資專員能夠就您與同事或主管有爭議時，或可能違反規範及利益衝突時，向您提供諮詢意見及相關資源。

- To the Employee and Labor Relations team via the [Online Open Door Intake Form](#)

透過開放申訴表格(Open Door Intake Form)向員工及勞動關係部提出。

- To [Employment & Labor Legal](#) directly or via the email harassment.concerns@intel.com

直接或透過電子郵件信箱 harassment.concerns@intel.com 向聘僱及勞動法務部提出。

- The [Intel Ethics and Compliance Reporting Portal](#) (which includes online reporting or telephone reporting via the following local number – 00801-49-1643) is available for you to raise concerns about conduct in the workplace that you feel is inappropriate, unethical or violates Intel's Code of Conduct. You can choose to raise concerns anonymously through the Ethics and Compliance Reporting Portal.

若您在工作場所對任何行為覺得不適當、不合倫理或違反英特爾員工行為規範，您可透過英特爾道德與法規申報平台匿名或署名通報。

For the avoidance of doubt, any harassment complaint can be submitted to any of the following channels directly:

為免疑義，任何騷擾之申訴得直接以下方式提出：

- Fill out Online Open Door Intake Form to the Employee and Labor Relations team.

填寫線上之開放申訴表格(Open Door Intake Form)向員工及勞動關係部提出。

- Send email to harassment.concerns@intel.com to Employment & Labor Legal.

將電子郵件寄至 harassment.concerns@intel.com 向聘僱及勞動法務部提出

- Report to Intel Ethics and Compliance Reporting Portal online or via the phone number at 0080-149-1643.

以線上方式或藉由號碼 0080-149-1643 向英特爾道德與法規申報平台通報。

- If any contingent worker is subject to any sexual harassment in the course of performing job duties and if the incident falls under the Gender Equality in Employment Act, Intel will process the complaint and conduct an investigation either along or together with the business entity that dispatched the contingent worker. The results of the investigation shall be provided to the dispatching entity and the parties.

針對適用性別平等工作法之臨時/派遣員工如於執行勤務時遭受性騷擾事件，英特爾將受理申訴，並自行調查或與派遣事業單位共同調查，且將調查結果通知派遣事業單位及當事人。

- If the concern or complaint is filed orally, the person with whom the complaint is reported to shall make a record and share the same back to the complainant for their confirmation. The written complaint or the record of the oral complaint shall specify the following:

若是以口頭提出申訴，接獲申訴之人員應作成紀錄，經申訴人閱覽，確認其內容無誤後，由其簽名或蓋章。申訴書或言詞作成之紀錄，應載明下列事項：

- The complainant's name, WWID, department, job title, and grade.
申訴人之姓名、全球員工編號 (WWID)、所屬部門、職務名稱及職等。
- The subject of the complaint's name, WWID, department, job title, and grade.
被申訴人之姓名、全球員工編號 (WWID)、所屬部門、職務名稱及職等。
- The facts and content of the complaint and the relevant evidence that is accessible.
申訴之事實及內容，以及可得之相關證據。
- The names of any witnesses to the issue complained.
申訴事項相關證人之姓名。
- The date of the complaint.
申訴日期。

The above details of the complaint are important to enabling Intel to properly investigate such concerns and ensure Intel's commitment to a harassment free workplace is met. As such, Intel's investigator may request more information from a complainant to assist in the investigation. If insufficient information is provided it may mean a complaint cannot be investigated. In compliance with the law, if the Intel investigator determines a complaint of sexual harassment cannot be investigated, the Intel investigator shall inform the complainant in writing within 20 days upon receipt of the complaint or receipt of the transfer of a complaint and send a copy of the notice to the local competent authority (when Sexual Harassment Prevention Act is applicable).

請您務必於申訴時提供上述詳細資料，使英特爾得以對您提出的通報事件進行適當調查，並確保英特爾對零騷擾工作環境之承諾。為達前述目的，英特爾調查人員得請求申訴人提供更多資訊，以利調查進行。若資訊提供不充分，英特爾可能無法對申訴案進行調查。依據法律規定，英特爾調查人員若認定無法對性騷擾申訴案進行調查時，應於申訴或移送到達之日起二十日內，以書面通知申訴人，並副知地方主管機關(於適用性騷擾防治法時)。

- If the subject of sexual harassment complaint is the employer (e.g. the registered representative or GM of Intel in Taiwan or a member of HR) , then the employee or job

seeker, in addition to filing a complaint through Intel's internal channels, may also file a complaint with the local competent authority.

如性騷擾行為人為雇主(例如為登記代表人或總經理或人力資源部門成員)，員工或求職者除依英特爾內部管道申訴外，亦得向地方主管機關提出申訴。

- Whenever a complaint is raised, we will consider what action may be appropriate to protect a complainant or anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. We will also seriously consider any request from a complainant for changes to their own working arrangements during the investigation. For example, changes to work location, duties, working hours, etc. to avoid or minimize contact with any subject of the investigation.

一旦接獲申訴，我們會於調查結果前，基於作業合理需要及當事人權利，考慮可能須採取何種適當措施，以保護申訴人或任何關係人。若申訴人申請於調查期間變更其工作安排，我們也會慎重予以考慮，例如，變更工作地點、職務、工作時間等，以避免或儘可能減少申訴人與受調查對象之接觸。

- In line with Intel's Open Door Investigation Guideline, investigations into violations of our Anti-Harassment Guideline, including complaints of sexual harassment, will be conducted in accordance with Intel's policy on investigations, as well as local laws and process. The scope of any required investigation will vary from case to case but the following investigation principles will be adopted:

根據英特爾之開放申訴規範，我們對於任何違反我們騷擾防治規範之事件，包括對於性騷擾申訴案，會依我們的調查政策以及當地法令與程序進行調查。必要之調查範圍，視個案而有不同，但會採循下列調查原則：

- A qualified investigator from either the Employee & Labor Relations team or the Employment Legal team will conduct the investigation in an objective, fair, and professional manner, providing those involved with the full opportunity to share their perspectives and position.

由來自員工及勞動關係部或聘僱及勞動法務部之適格調查人員，秉持客觀、公正、專業原則進行調查，並給予當事人充分陳述意見及立場機會。

- Investigations will be held in a confidential, non-public, manner and the parties' privacy shall be protected as much as possible. However, it is recognized that in certain circumstances it is necessary to share information with subjects to an investigation to give them the full opportunity to respond.

調查之進行，會以保密、不公開方式為之，並儘可能保護當事人隱私。然而須瞭解，於特定情形下有必要向受調查對象提供特定資訊，以給予其充分答辯機會。

- Investigators will conduct such inquiries into the complaint as is reasonable in all the circumstances to gain a sufficient understanding of the evidence relating to the allegations. If the information / evidence is clear and there is no need to make further inquiries, redundant inquiries shall be avoided.

調查人員會考量所有情形，對申訴案進行合理詢問，以充分瞭解申訴事項之相關證據。如資訊 / 證據清楚明確，已無進一步詢問之必要者，應避免重複詢問。

- Participants in investigations are expected to make a good faith effort to cooperate with and provide honest, truthful, and complete information. This cooperation may include, but is not limited to, disclosing information that may be pertinent to the investigation.

參與調查之人，應當秉持誠信，盡力配合並誠實提供詳實資訊，包括但不限於揭露任何可能與調查有關之資訊。

- Confrontation between the parties or witnesses in a sexual harassment case shall be avoided.

應避免性騷擾事件之當事人或證人進行對質。

- All persons handling a sexual harassment case shall keep confidential the parties' names and other personally identifiable data, except as required for the investigation or out of considerations of public safety.

處理性騷擾事件之所有人員，對於當事人之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者外，應予保密。

- Investigations of sexual harassment will be commenced within 7 days upon receipt by the investigation team and will be conducted in a timely manner and where possible will be closed within 2 months from the filing of the complaint. If required, the period may be extended for 1 month and the involved parties shall be notified of the extension.

性騷擾事件之調查，調查小組應於受理申訴之日起七日內開始進行，且應盡可能於申訴提出起二個月內結案；必要時，得延長一個月，並通知當事人。

- Intel cannot guarantee you will be satisfied with the result of an investigation. However, if you are the complainant or the subject of the investigation, the investigator, your manager, or HR will meet with you to explain the findings and conclusion. This may include any disciplinary sanctions or provide other recommendations. For a complaint of sexual harassment, written notice of the result of the investigation shall be given to the complainant, the counterparty, and the management team, specifying that if there is any objection to the resolution, recourse can be taken in accordance with the laws, as follows:

英特爾無法保證您會滿意調查結果。然而，若您是申訴人或受調查對象，調查人員、您的主管或人力資源部門會與您會談，向您說明調查發現及結論，其中可能包括相關之懲處或其他處理之建議。若為性騷擾申訴案，調查結果應以書面通知申訴人、申訴之相關人士及管理團隊，並註明如對申訴案之決議有異議者，得依法循下列救濟途徑辦理：

- Appeal under the Gender Equality in Employment Act:

性別平等工作法之申復：

- An appeal shall be filed with the ELR and ELL teams within 20 days from the next day after the complaint resolution is served on the parties.

於申訴案決議送達當事人之次日起二十日內向員工及勞動關係部及聘僱及勞動法務部提出申復。

- An appeal shall be accompanied with written reasons and handled by the ELR

and ELL teams through another meeting and resolution. After the case is closed in this process, no complaint may be filed again for the same matter.

提出申復應附具書面理由，由員工及勞動關係部及聘僱及勞動法務部另召開會議決議處理之。經結案後，不得就同一事由，再提出申訴。

○ Appeal under the Sexual Harassment Prevention Act:

性騷擾防治法之再申訴

- An appeal may be filed with the Taipei City Government, Department of Social Welfare within 30 days from the next day after the complainant's receipt of the investigation resolution.

申訴人得於收到調查決議之次日起三十日內，向臺北市政府社會局提出再申訴。

- If an employee is found to have violated our Intel Anti-Harassment Guideline, they will be subject to disciplinary action. Subject to the law and the specific circumstances of the incident, disciplinary action may range from documented counselling to immediate termination of employment.

員工違反英特爾騷擾防治規範之行為經調查屬實者，會受到懲處。依法令規定，且視情節輕重，懲處程度自申誠至立即解僱不等。

- If you have been impacted by a sexual harassment incident, Intel encourages use of its Employee Assistance Program to help. This program offers continuous support to employees, including confidential coaching by professional counselors, at any point during an individual's employment.

若您曾遭受性騷擾事件之影響，英特爾鼓勵您利用其員工協助方案(Employee Assistance Program)尋求協助。此方案於員工受僱期間向員工提供持續支援，包括隨時由專業諮商人員以保密方式向員工提供相關專業諮商。

- Intel does not tolerate retaliation against anyone who, in good faith, raises possible violations of its rules, raises concern over the conduct of others, or participants in an internal investigation. As such, all participants to an investigation can expect no differential treatment.

任何人基於誠信而提出可能違規事件，就他人行為提出通報，或參與內部調查者，英特爾絕不容許對其進行任何報復行為。因此，所有參與調查的人可預期不會因而受到差別對待。