



**Takeda Supplier  
Code of Conduct  
武田藥品供應商行為準則**

**Version 1.0**

**June 24, 2015**

## Table of Contents 目錄

1.0 Introduction & Applicability 前言與適用範圍 .....	1
2.0 Adherence to Applicable Laws, Regulations & Supplier Code 遵守適用法律、法規和供應商準則 .....	3
3.0 Business Practices 商業行為 .....	3
4.0 Animal Welfare 動物福祉.....	5
5.0 Data Privacy 資料隱私權 .....	5
6.0 Human Rights, Labor & Employment Practices, Health & Safety 人權、勞工與聘雇適用法律、衛生安全.....	5-8
7.0 Environment 環境 .....	8
8.0 Management System 管理系統 .....	9-10

## 1.0 Introduction & Applicability 前言與適用範圍

Based on the corporate philosophy of "Takeda-ism" (Integrity: Fairness, Honesty and Perseverance) developed over the company's long history of more than 230 years, Takeda conducts activities according to its corporate mission to "strive towards better health for people worldwide through leading innovation in medicine."

秉持著公司歷經 230 多年悠久歷史發展出的企業經營哲學「武田主義」（誠實廉正：公平、誠實和堅毅），武田藥品的一切活動均奉行公司使命「在醫藥上引領創新，竭力增進全球人類的健康」。

This Takeda Supplier Code of Conduct applies to the Takeda Pharmaceuticals Taiwan, Ltd. (hereafter called "Takeda Taiwan") all suppliers of Takeda Taiwan.

本「武田藥品供應商行為準則」適用於位於台灣武田藥品工業股份有限公司（以下簡稱「武田藥品」或「Takeda」）的所有相關供應商。

Our Suppliers – which provide us with quality products and services across the globe every day – play a critical role in helping us deliver this corporate mission. To this end, this Takeda Supplier Code of Conduct (Supplier Code) is intended to ensure our supplier relationships, essential to Takeda's success and sustainable growth, align with Takeda's commitment to:

每日在全球各地提供我們高品質產品和服務的供應商，在幫助我們達成這項公司使命的過程中，扮演著重要的角色。為此，本「武田藥品供應商行為準則」（簡稱「供應商準則」）旨在確保我們與供應商的關係（此為武田藥品成功和永續成長的要件）符合武田藥品的以下承諾：

1. Put the patient first, at the center of everything that we do 以患者為優先是我們一切所為的中心主旨
2. Build trust with society 建立社會對我們的信賴
3. Reinforce our reputation, and 強化我們的聲譽，以及
4. Develop the business. 發展業務。

Further, with Takeda's commitment to Corporate Social Responsibility and position as a signatory to the United Nations Global Compact ([www.unglobalcompact.org](http://www.unglobalcompact.org)), Takeda's Supplier Code supports our commitment to uphold the UN Global Compact's 10 universally accepted principles in the areas of human rights, labor, environment and anticorruption. Additionally, Takeda's membership in the Pharmaceutical Supply Chain Initiative (PSCI) provides alignment with societal and industry expectations for sustainability performance in the pharmaceutical industry and with its supplier base. Thus, the Takeda Supplier Code is aligned with the PSCI Principles.

此外，基於武田藥品對企業社會責任的承諾，以及身為「聯合國全球盟約」（United Nations Global Compact）([www.unglobalcompact.org](http://www.unglobalcompact.org)) 的簽署企業之一，武田藥品的「供應商準則」也支持我們對於「聯合國全球盟約」在人權、勞工、環境和反貪腐方面的 10 項公認原則奉行不悖的承諾。同時，武田藥品也是「藥品供應鏈計畫」（PSCI）會員之一，所以絕對符合社會和產業對製藥業及其供應商永續發展的期望。因此，武田藥品供應商準則也符合 PSCI 原則。

Given Takeda's global reach, ensuring the sustainable procurement of our goods and services is paramount. Takeda is committed to addressing supplier risks such as reputational, sustainability, business continuity, compliance and ethical that may exist before or that may arise during the course of performing services and/or supplying manufactured goods or other products to Takeda.

有鑑於武田藥品行銷全球，確保我們的商品和服務能夠被持續購買至關重要。武田藥品致力化解供應商在為武田藥品進行服務及 / 或供應製品或其他商品的過程中，過去或未來可能發生的諸如聲譽、永續性、營運持續性、合規與道德等相關風險。

Takeda expects suppliers to adhere to applicable legal requirements and aspire to meet the expectations contained in Takeda's Supplier Code of Conduct.

武田藥品要求供應商遵守適用的法律規定，並符合「武田藥品供應商行為準則」中詳述的期望。

Takeda intends to evaluate suppliers' fulfillment of the principles contained in the Supplier Code of Conduct, and expects Suppliers to cooperate, including remediating identified issues. Takeda will collaborate with suppliers committed to improving conditions or issues identified with the goal of managing risks and creating long-term, sustainable value.

武田藥品將評估供應商是否奉行「供應商行為準則」中所述的原則，並期望供應商配合，包括改正指定問題。武田藥品將與供應商共同致力改善所指出的情況或問題，以期適切管理風險並創造長期永續價值。

**Applicability:** This Code applies to individuals, organizations and companies (Suppliers) that provide or are intending to provide, goods and services, including but not limited to: raw materials, contract manufacturing, excipients, traded goods, packaging, logistics (distribution and warehousing), equipment, machinery and supplies, marketing and creative agencies, print, market research, travel-related services, meeting and event services, IT hardware, software and related support services, professional services (consultancy and contingent labor), general and administrative service providers in fleet, facilities, financial and human resources, clinical research services, laboratory, outsourced development services and business partners acting as distributors, tender agents, sales agents to Takeda and any of its affiliates and subsidiaries.

**適用範圍：**本準則適用於提供或有意提供商品和服務的個人、組織及公司（統稱為「供應商」），而商品和服務包括但不限於：原物料、承包製造、賦形劑、貿易商品、包裝、物流（配送和倉儲）、設備、機器和用品、行銷和創意代理、印刷、市場調查、差旅相關服務、會議與活動相關服務、IT 硬體、軟體與相關支援服務、專業服務（顧問及人力派遣）、運輸工具、設施、財務及人力資源方面的一般與行政管理服務，與研發相關的供應商，包括但不限於臨床研究服務、實驗室服務、委外開發服務，以及擔任武田藥品及其任一關係企業與子公司的經銷商、投標代理人、銷售代理人等合作夥伴。

## 2.0 Adherence to Applicable Laws, Regulations & Supplier Code 遵守適用法律、法規和供應商行為準則

Suppliers must comply with the laws, rules, regulations, and industry and local ethical standards applicable to their operations, and this Takeda Supplier Code of Conduct.

供應商必須遵守其營運的適用法律、規則、法規、產業與當地道德標準，以及本「武田藥品供應商行為準則」。

## 3.0 Business Practices 商業行為

Suppliers shall conduct their business in an ethical manner and act with integrity. Specifically:

供應商的商業行為必須遵行道德標準和誠信原則。特別是下列幾項：

### 3.1 Anti-bribery, Kickbacks, Unlawful Payments and other Corrupt Practices 嚴格禁止賄賂、給予或收受回扣或非法款項，以及其他貪腐行為

Suppliers shall not pay bribes or provide anything of value, directly or indirectly through a third party, to a government or public official, political party, or private person for the purpose of gaining an improper advantage, to win or retain business, to improperly influence the act or decision of that person or organization, or to illegally influence the action of any individual,

customer, company, or company representative. Suppliers must keep accurate and transparent records that reflect actual transactions and payments. Suppliers shall not accept bribes or participate in other illegal inducements in business or government relationships.

供應商絕不得直接或間接透過第三方向政府或公務員、政黨或私人進行賄賂或提供任何有價物，以期獲取不當利益、贏得或保住業務、不當影響收受方個人或組織的決策，或非法影響任何個人、客戶、公司或公司代表的行動。供應商必須維持準確透明的記錄，誠實反映實際的交易和付款。供應商絕不得接受賄賂或涉入其他關於業務或政府關係的非法疏通行為。

### 3.2 Fair Competition and Antitrust 公平競爭與反壟斷

Suppliers shall conduct their business consistent with fair and vigorous competition and in compliance with all applicable anti-trust laws. Suppliers shall employ fair business practices including accurate and truthful advertising.

供應商的商業行為必須符合公平積極競爭原則，並遵守所有適用的反壟斷法律。供應商必須秉持公平的商業行為，包括正確屬實的廣告宣傳。

### 3.3 Conflicts of Interest 利益衝突

Suppliers must disclose to Takeda management any perceived or actual conflicts of interest. Takeda management must review any apparent or actual conflicts, and if a conflict of interest is permitted, this decision must be documented. A conflict of interest arises when personal interests or activities influence, or appear to influence, the ability to act in the best, objective interests of Takeda. Suppliers should disclose to Takeda if a Takeda employee or professional contracted by Takeda may have an interest of any kind in the supplier's business or any current economic ties with the supplier.

供應商必須向武田藥品管理階層呈報任何疑似或實際的利益衝突。武田藥品管理階層必須審查任何明顯或實際的利益衝突，若允許任一利益衝突，必須詳實記錄該決定。當個人利益或活動會影響或可能會影響武田藥品獲取最大客觀利益的能力時，利益衝突隨即產生。若武田藥品的員工或與武田藥品簽約的專業人士，在供應商公司可能有任何類型的利益，或與供應商有任何現行的財務連結，供應商均有通報武田藥品的責任。

### 3.4 Gifts & Entertainment 送禮與招待

Gifts and entertainment are not needed in order to conduct business with Takeda. We will select suppliers based on fair and objective standards and without favor or preference based on any personal relationship. We will not accept or solicit any illegal or inappropriate benefits (including money, goods, hospitality, gifts or any other item of value) from suppliers or others with whom we do business.

與武田藥品的業務往來不需送禮與招待。供應商的選擇將完全依據公平客觀的標準，絕不因任何私人關係而給予特別待遇或優先錄取。我們絕不接受或要求供應商或業務往來對象給予任何非法或不當好處（包括金錢、商品、招待、禮品或任何其他有價物）。

### 3.5 Identification of Concerns 指出疑慮

All workers should be encouraged to report concerns or illegal activities in the workplace without threat of reprisal, intimidation or harassment. Suppliers shall investigate and take corrective action if needed. Suppliers and their employees may report concerns to Takeda confidentially and anonymously at [www.Takeda.EthicsPoint.com](http://www.Takeda.EthicsPoint.com) on matters related to Takeda's business relationship with that supplier.

應鼓勵所有工作人員在免於報復威脅、恫嚇或騷擾的情況下，勇於通報職場中的任何疑慮或非法活動。供應商必須進行調查並採取必要的改正措施。供應商及其員工可在 [www.Takeda.EthicsPoint.com](http://www.Takeda.EthicsPoint.com) 網站上，以保密和匿名的方式向武田藥品通報關於武田藥品與其供應商業務關係的相關疑慮。

## 4.0 Animal Welfare 動物福祉

Animals shall be treated humanely, with pain and stress minimized. Suppliers should seek opportunities to reduce the need for animal testing by use of innovative analytical methods, reduce the number of animals used, or to refine procedures to minimize distress. Alternatives should be used wherever these are scientifically valid and acceptable to regulators.

必須以人道方式對待動物，並將可能造成的痛苦和壓力減至最小程度。供應商應盡可能使用創新的分析方法，減少動物實驗、減少實驗動物數量，或改進程序，以減少動物的痛苦。應採用具科學效度且獲主管機關認可的替代方法。

## 5.0 Data Privacy 資料隱私權

Suppliers shall operate in a manner that is consistent with applicable data protection laws, including privacy and security protections that are appropriate to the sensitivity of the personal information collected or otherwise processed by the Supplier on behalf of Takeda. Suppliers shall have appropriate organizational structures and procedures to ensure the protection of personal information against accidental, unauthorized or unlawful loss, destruction, alteration, disclosure, use or access. This includes policies and procedures to address technical and organizational security as well as confirmation of compliance with these requirements. Suppliers must comply with laws that govern cross-border data transmissions.

供應商的營運方式必須符合適用的資料保護法律，包括適用於代表武田藥品的供應商所收集或處理的個人資料相關隱私及安全保護。供應商必須有適切的組織架構和程序，以確保個人資訊獲得適切保護，不會發生意外、未獲授權或非法遺失、破壞、變造、洩漏、使用或存取的狀況。其中還包括確保技術和組織的安全性，以及符合上述要求的必要政策和程序。供應商必須遵守跨國資料傳輸管轄法律。

## 6.0 Human Rights, Labor & Employment Practices, Health & Safety 人權、勞工與聘雇適用法律、衛生安全

Suppliers shall be committed to uphold the human rights of workers and Takeda stakeholders, including its patients, and to treat them with dignity and respect. Suppliers must comply with laws governing human rights matters, including human trafficking and slavery laws and regulations in the course of providing services or manufactured goods or other products to Takeda.

供應商應承諾維護員工與武田藥品利害關係人（包括患者）的人權，維護其尊嚴並表達尊重。供應商在提供服務、製品或其他產品給武田藥品的過程中，必須遵守人權相關法律，包括人口販賣和奴役相關法律和法規。

### 6.1 Freely Chosen Employment 自由選擇受雇

Suppliers shall not use forced, bonded or indentured labor or involuntary prison labor. 供應商絕不得雇用受迫、抵債或賣身勞工，或非自願服刑勞工。

### 6.2 Child Labor and Young Workers 童工與青少年勞工

Suppliers shall not use child labor. The employment of young workers below the age of 18 shall not occur in hazardous work or night shift work, and shall only be allowed when young workers are above a country's legal age for employment or the age established for completing compulsory education.

供應商絕不得雇用童工。不得雇用未滿 18 歲的青少年勞工從事危險工作或夜班工作，而且只允許雇用達到所在國家法定受雇年齡或完成義務教育規定年齡的青少年勞工。

### 6.3 Non-Discrimination 禁止歧視

Suppliers must comply with all applicable employment laws and regulations and shall provide a workplace free of harassment and discrimination. Suppliers shall not discriminate against individuals on the basis of race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, marital status or other reasons prohibited by law. 供應商必須遵守所有適用的雇用法律和法規，而且必須提供無騷擾和無歧視的職場環境。供應商絕不得因種族、膚色、年齡、性別、性取向、族裔、失能、宗教、政治傾向、工會會員身分、婚姻狀況或其他法律禁止的原因而歧視個人。

### 6.4 Fair Treatment 公平待遇

Suppliers shall provide a workplace free of harsh and inhumane treatment (including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers) and free of threats of any such treatment.

供應商必須提供一個免於嚴苛及不人道對待的職場環境（包括任何性騷擾、性虐待、體罰、精神或肉體脅迫，或言語辱罵工作人員）。

### 6.5 Wages, Benefits and Working Hours 工資、福利與工時

Suppliers shall pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits including Social Security.

供應商必須依據適用的工資相關法律，包括最低工資、加班時數，以及含社會保險在內的法定福利，支付員工工資。

Suppliers shall communicate to the worker the basis on which they are being compensated in a timely manner, including times and rates for overtime, as dictated by local law and Supplier policy. Any wage deductions should be reasonable, clearly understood by the workers, and allowed by applicable law.

供應商必須依據當地法律的規定和供應商政策，適時告知員工其報酬的計算依據，包括加班時數及加班費的計算。任何工資的扣除都應合理且為員工所清楚理解，並符合相關法律規定。

Suppliers should provide appropriate rest periods, adequate days or time off from work and honor applicable laws and agreements regarding maximum working hours.

供應商應給予員工適當的休息時間、足夠的休假天數或時數，並遵守工時上限的相關法律和協定。

### 6.6 Freedom of Association 結社自由

Suppliers should encourage open communication and engagement with workers and/or their representatives to resolve workplace and compensation issues.

供應商應與員工及 / 或其代表開誠布公地溝通，並與之共同解決職場上和報酬方面的問題。

Suppliers shall respect the rights of workers, as set forth in local laws, to associate freely, join or not join labor unions, seek representation and join workers' councils. Workers shall be able to

communicate openly with management regarding working conditions without threat of reprisal, intimidation or harassment.

供應商必須尊重當地法定的勞工權利，員工得自由結社、加入或不加入工會、委託代表，以及加入勞工理事會。員工應能與管理階層開誠布公地溝通工作條件，並免於遭受報復威脅、恫嚇或騷擾。

### 6.7 Health and Safety 衛生安全

Suppliers shall provide a safe and healthy working environment, including any Supplier-provided living quarters. Suppliers must comply with all applicable health and safety laws and regulations.

供應商必須提供安全衛生的工作環境，包括任何供應商提供的宿舍。供應商必須遵守所有適用的衛生安全法律和法規。

### 6.8 Worker Protection 勞工保護

Suppliers shall protect workers from overexposure to chemical, biological, physical hazards and physically demanding tasks and conditions (such as extreme heat or cold) in the work place and in any company-provided living quarters.

供應商必須保護員工，在職場和任何公司提供的宿舍裡，免於遭受化學、生物、有形危險及體力負荷過重的工作與狀況（例如高溫或酷寒的環境）。

### 6.9 Process Safety 流程安全

Suppliers shall have programs in place to prevent or mitigate catastrophic releases of chemicals or other materials, including specific programs to prevent fires and explosions.

供應商必須已有預防或減少災害導致化學或其他物質外洩的計畫，包括火災和爆炸的預防計畫。

### 6.10 Emergency Preparedness and Response 應急準備與緊急應變

Suppliers shall identify and assess emergency situations in the workplace and any company-provided living quarters, and shall work to minimize their potential impact by implementing emergency plans and response procedures.

供應商應能辨識並評估職場及任何公司宿舍的緊急情況，並透過緊急計畫及通報程序的執行，致力將可能造成的衝擊減至最小。

### 6.11 Hazard Information 危險資訊

Safety information relating to hazardous materials - including pharmaceutical compounds and pharmaceutical intermediate materials - shall be available to educate, train, and protect workers from potential hazards. Such safety information shall be available in written documents, such as Safety Data Sheets (SDS) in languages commonly used by the Supplier's workforce.

提供危險物質的相關安全資訊（包括製藥用化合物與製藥用中間材料），以教育、訓練並保護員工免受潛在危險的威脅。這類安全資訊必須以書面文件提供，例如以供應商員工通用的語言所書寫的安全資料表 (Safety Data Sheets, SDS)。

Suppliers shall ensure appropriate communication to other business partners in the value chain, as appropriate, including Takeda and its logistic and distributor partners, to ensure hazards are appropriately disclosed and managed.

供應商應確保在必要的情況下，適當告知包括武田藥品及其物流與經銷商合作夥伴在內的其他價值鏈中的業務夥伴，以確保危險獲得適切地公開及管理。

### 6.12 Workplace Facilities are Safe, Hygienic 確保職場設施皆安全衛生



Supplier workplace facilities, including restrooms, canteens, and any worker accommodation provided, shall be safe, clean and hygienic, and meet the basic needs of workers. Workers should also be provided with and have access to potable water.

供應商職場設施，包括盥洗室、員工餐廳及任何員工宿舍，都必須是安全、乾淨且衛生，並滿足員工的基本需求。也應提供員工乾淨的飲用水。

## 7.0 Environment 環境

Suppliers shall operate in an environmentally responsible and efficient manner to minimize adverse impacts on the environment. Suppliers are encouraged to conserve natural resources, to avoid the use of hazardous materials where possible and to engage in activities and with stakeholders (such as its workforce and communities) to promote reuse and recycle programs.

供應商的營運方式必須善盡環保責任，並有效降低對環境的負面影響。鼓勵供應商保護天然資源、盡可能避免使用危險物質，並參與相關活動，與公司利害關係人（例如其員工及所在社區）共同推動再利用和回收計畫。

### 7.1 Environmental Authorizations 環境許可

Suppliers shall comply with all applicable environmental regulations. All required environmental permits, licenses, information registrations and restrictions shall be obtained and their operational and reporting requirements followed.

供應商必須遵守所有適用的環境法規。必須取得並瞭解所有法定的環境許可、執照、資訊登記證和限制規定，並遵照其中的作業和報告規定。

### 7.2 Waste and Emissions 廢棄物與排放

Suppliers shall have systems in place to ensure the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions and wastewater discharges. Any waste, wastewater or emissions with the potential to adversely impact human or environmental health shall be appropriately managed, controlled and treated prior to release into the environment.

供應商必須有系統地確保廢棄物、空氣排放和廢水排放的安全處理、移動、儲存、回收、再利用或管理。任何有可能對人類健康或環境造成負面影響的廢棄物、廢水或排放都必須在釋放到環境之前經過適切管理、控制和處理。

### 7.3 Spills and Releases 溢出與外洩

Suppliers shall have systems in place to prevent and mitigate accidental spills and releases to the environment.

供應商必須有系統地防止並減少意外溢出和外洩到環境的情況發生。

### 7.4 Environmental Efficiency 環境效率

Suppliers shall take measure to conserve energy, reduce water consumption in areas of water stress or scarcity and strive to measure and report its operational greenhouse gas emissions on a periodic basis.

供應商必須採取措施節約能源，在用水吃緊或短缺的地區減少用水量，並致力定期測量和報告其營運的溫室氣體排放量。

## 8.0 Management System 管理系統

Suppliers shall use management systems to facilitate continual improvement and compliance with the expectations of this Supplier Code. The management system elements include:

供應商必須使用管理系統，以幫助持續改善，並符合本「供應商準則」的期望。管理系統的要項包括：

### 8.1 Commitment and Accountability 承諾與盡責

Suppliers shall demonstrate commitment to the concepts described in this document by allocating appropriate resources.

供應商必須配置適切資源，以證明遵守本準則所述理念的承諾。

### 8.2 Risk Management 風險管理

Suppliers shall have mechanisms to determine and manage risks in areas addressed by this Supplier Code.

供應商必須設有機制，以判定和管理在本「供應商準則」所規定區域的風險。

### 8.3 Accurate Records and Documentation 正確的記錄與文件

Suppliers shall maintain accurate records and documentation necessary to demonstrate conformance with these expectations and compliance with applicable regulations. Records must be made available to Takeda or its designated auditor to inspect upon request to confirm compliance to these standards. Records must be legible, transparent and reflect actual transactions and payments. Suppliers shall not hide, fail to record or make false entries.

供應商必須維持正確的記錄和文件，以為證明符合本準則所述期望及遵守適用法規之所需。記錄必須應要求提交給武田藥品或其指定稽核人員檢查，以確認符合上述標準。記錄必須清楚、透明並誠實反映實際的交易和付款。供應商絕不可隱瞞、不記錄或記錄不實。

### 8.4 Training and Competency 訓練與勝任力

Suppliers shall have a training program that achieves an appropriate level of knowledge, skills and abilities in management and workers to address these expectations.

供應商必須設立訓練計畫，以確定管理階層及員工具備達到符合本準則期望所需的適切知識、技能與能力。

### 8.5 Continual Improvement 持續改善

Suppliers are expected to continually improve on the elements of this Code by setting performance objectives, executing implementation plans and taking necessary corrective actions for deficiencies identified by internal or external assessments, inspections and management reviews.

供應商應設定績效目標、執行實施計畫，以及針對內部或外部評估、檢查和管理審查指出的不足之處，採取必要的改正措施，藉此針對本準則所規定的要項持續改善。