

大江生醫股份有限公司
薪工作業內稽查核明細表
TCI Co., Ltd.

Payroll Internal Audit Breakdown Table

一、覆核、訪談及查核說明

Description of reviews, interviews and audits

1. 受查單位：人力資源單位
Audited unit: Human Resources Unit
2. 稽核區間：113/01/01~07/31
Audit period: 01/01/2024 – 07/31/2024
3. 覆核公司書面內部控制制度設計有效性及詢問、覆核相關負責人員內控實際執行情形與書面制度是否一致，請詳下列覆核表。
To review the effectiveness of the design of the Company's written internal control system and to inquire and review the consistency between the actual implementation of internal control and the written system by the relevant responsible personnel. Please refer to the following review form.

二、查核結論：未發現重大異常情形，覆核結果尚屬滿意。

Conclusion: No significant anomalies were found and the results of the review were satisfactory.

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<p>控制點 Control Point</p>	<p>查核方式 Audit Method</p>	<p>抽樣量/樣本/查核結論 Sample Size/Sample/Audit Conclusion</p>
<p>一、人力資源規劃作業 Human Resource Planning</p>		
<p>● 「年度部門別人力資源需求表」及「年度人力資源計劃表」應業經權責主管核准。 The “Annual Departmental Human Resource Requirements Form” and the “Annual Human Resource Plan Form” shall be approved by the authorized supervisor.</p>	<p>➢ 依實際做法評估風險程度並提供建議 Assess the level of risk and provide recommendations based on actual practice. 說明:目前以定期更新之集團組織圖,去詳細記載人員之部門歸屬,以及顯示人力調動過程。員工職能轉化,會依據所屬部門之工作而有所調整 Description: The Group's organizational chart, updated regularly, is currently used to detail the departmental attribution of personnel and illustrate the staffing adjustment process. The transfer of personnel functions will be adjusted according to the work of their departments.</p>	<p>母體:查核期間人力資源規劃作業 Population: Human resource planning during the audit period 附件:組織圖(戰略數據/磐石) Appendix: Organizational chart (strategic intelligence/Rock Factory) 結論:未發現重大異常情形,結果尚屬滿意。後續會修改內控制度以符合實際作業。 Conclusion: No major exceptions were found and the results were satisfactory. The internal control system will be revised to conform to the actual operation.</p>
<p>二、人力需求作業 Manpower Requirements</p>		
<p>● 各用人單位有因工作需要或遇有職務出缺須增補人員時,應將人員增補申請給權責主管核准後,交人事單位彙整辦理招募。 When each employing unit needs additional personnel due to work requirements or vacancies, the application for additional personnel shall be submitted to the authorized supervisor for approval, and then to the HR unit to organize and recruit.</p>	<p>➢ 依實際做法評估風險程度並提供建議。 Assess the level of risk and provide recommendations based on actual practice. 說明:員工補充主要在系統上作業,由各單位與人資單位進行定期會議並以組織圖為架構依據,以決定人力補充的緊急程度,需求單位透過系統提出申請。 Description: Employee replenishment is mainly conducted on the system. Regular meetings are</p>	<p>母體:查核期間人力需求作業 結論:同上 Population: Human resource planning during the audit period Conclusion: Same as above Appendix: Requirement 1 </p>

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	<p>held between each unit and the HR unit. The organizational chart is used as the basis for the structure to determine the urgency of manpower replenishment. The requesting unit submits applications through the system.</p>	
<p>三、招募及甄選作業 Recruitment and Selection Operations</p>		
<p>● 人員招募職務甄選條件說明。 Description of the selection criteria for personnel recruitment and duties.</p> <p>● 未滿 16 歲之青少年應徵得父母同意打工，如經任用依法每日之工作時間不得超過 8 小時，也不得於午後 8 時至翌晨 6 時之時間內以及例假日工作。 Those under the age of 16 shall obtain parental consent to work, and if appointed, shall not work more than 8 hours per day, between 8:00 p.m. and 6:00 a.m., or on regular holidays, in accordance with the law.</p> <p>● 面試時應請應徵者攜帶人資單位提供之人事基本資料表，先由人資單位主管面試，若有必要得安排筆試，合於錄用條件者，再轉由用人單位主管進行面試。 During the interview, applicants shall be asked to bring the basic personnel information form provided by HR and will be interviewed by the HR supervisor first. If necessary, a written</p>	<p>➢ 自 104 人力銀行取得人員招募所刊登的職務說明。 Job descriptions published were obtained from the 104 Corporation.</p> <p>➢ 經查期間，未發現所招募對象(包含短期工讀與契約工)有未滿 16 歲之人員。 During the audit period, we did not find any candidates (including short-term and contractual workers) under the age of 16.</p> <p>➢ 面試時應請應徵者攜帶人資單位提供之人事基本資料表，先由人資單位主管面試，若有必要得安排筆試，合於錄用條件者，再轉由用人單位主管進行面試。 During the interview, applicants shall be asked to bring the basic personnel information form provided by HR and will be interviewed by the HR supervisor first. If necessary, a written examination may be arranged, and the unit supervisor will interview those who meet the requirements for employment.</p>	<p>母體：查核期間人員招募及甄選作業 Population: Personnel recruitment and selection process during the audit period</p> <p>樣本：人事資料表/任用評核表等資料詳任用作業 Sample: Personnel information form/appointment assessment form, etc., refer to appointment procedures.</p> <p>結論：未發現重大異常情形，結果尚屬滿意。 Conclusion: No major exceptions were found and the results were satisfactory.</p>

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<p>examination may be arranged, and the unit supervisor will interview those who meet the requirements for employment.</p>		
<p>四、任用作業 Appointment Operations</p>		
<p>● 人事單位於收到各權責主管決定錄取通知後，應發出「僱用確認函」通知該人員報到，並確定該人員是否會前來報到。 After receiving the acceptance notification from the respective authorized supervisor, the employer shall issue an " Employment Confirmation Letter" to notify the employee to report for duty and to confirm whether the employee will report for duty.</p> <p>● 用人單位於確定人員錄取後，應建立「人事資料表」呈權責主管核准新進人員之薪資，同時，請其簽認「勞動契約」與「員工保密合約書」為同一份，同時，將其建入員工基本資料當中。 The employer shall create a " Personnel Information Form" and submit it to the supervisor for approval of the new employee's salary. At the same time, the employer shall ask the new employee to sign the " Labor Contract" and the " Employee Confidentiality Agreement" as one document, and include them in the employee's basic information.</p>	<p>➢ 人事單位於收到各權責主管決定錄取通知後，會於確認新進人員薪資後發出「僱用確認函」通知該人員報到，並確定該人員是否會前來報到。(向人事單位取得查核期間部份「錄用通知書」-同僱傭確認函 After receiving the acceptance notification from the respective supervisor, the HR unit will confirm the salary with the new employee and issue an " Employment Confirmation Letter" to notify the employee to report for duty, as well as confirm whether the employee will report for duty. (Obtain the " Offer Letters" from the HR unit during the audit period – same as the Employment Confirmation Letter.)</p> <p>➢ 向人資招募單位取得查核期間新進人員的「員工基本資料簿」、「勞動契約」與「保密合約書」 Obtain " Employee Basic Information Books," " Labor Contracts," and " Confidentiality Agreements" from the HR Recruitment Unit for new employees during the audit period.</p>	<p>母體：查核期間人員招募及甄選作業 Population: Personnel recruitment and selection process during the audit period 說明：新人核心卡 (滿試用人員才有) Description: New Employee Task Card (Only applicable to employees who have completed their probationary period) 樣本：任 1~8 Sample: Any 1 to 8 of the following 結論：未發現重大異常情形，結果尚屬滿意。 Conclusion: No major exceptions were found and the results were satisfactory.</p>
<p>五、教育訓練作業</p>		

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<p>Education and Training Operations</p>		
<p>● 人事單位應於每年底前詢問並彙總各單位所填寫的年度教育訓練需求,產生「年度教育訓練計畫表」 The HR unit shall inquire about and compile the annual education and training needs completed by each unit by the end of each year, resulting in the "Annual Education and Training Plan Form."</p> <p>● 人事單位每年所編定的「年度教育訓練計畫表」應經權責主管核准,以為次年度教育訓練實施之依據。 The "Annual Education and Training Plan" prepared by the HR department shall be approved by the authorized supervisor for the following year's education and training.</p> <p>● 用人單位依「教育訓練年度計畫表」,於報名課程前填寫「外訓申請單」,經權責主管核准後,由用人單位或人事單位向各訓練機關報名,並留至人事單位存查。 According to the "Annual Education and Training Plan," the employing unit shall fill out the "External Training Application Form" before applying for the courses. After the authorized supervisor approves, the employer or the HR unit shall apply for the courses at each training institution, and the HR unit shall retain the application form for</p>	<p>➢ 人事單位均於每年底前彙總各單位所需求的「年度教育訓練計畫表」。並依經權責主管核准的「年度教育訓練計畫表」為次年度教育訓練實施之依據。取據人事單位於每年底前彙總各單位所填寫的「年度教育訓練計畫表」進行查核。 The HR unit compiled the "Annual Education and Training Plan Form" completed by each unit by the end of each year. The "Annual Education and Training Plan" approved by the authorized supervisor will be used as the basis for the implementation of education and training in the following year. Obtain the "Annual Education and Training Plan" compiled by the HR unit before the end of each year for audit.</p> <p>➢ 用人單位依「年度教育訓練計畫表」,於報名課程前填寫「外訓申請單」,經權責主管核准後,由用人單位或人事單位向各訓練機關報名,並留至人事單位存查。 According to the "Annual Education and Training Plan," the employing unit shall fill out the "External Training Application Form" before applying for the courses. After the authorized supervisor approves, the employer or the HR unit shall apply for the courses at each training institution, and the HR unit shall retain the</p>	<p>母體:查核期間教育訓練作業 Population: Education and training operations during the audit period.</p> <p>說明: 詢問教育訓練單位得知,年度教育訓練計畫以磐石為主。 Description: Inquiries to the education and training unit revealed that the annual education and training program is centered on the Rock Factory.</p> <p>附件:年度教育訓練計畫表/外訓申請單/教育訓練簽到單/外訓心得報告 Appendix: Annual Education and Training Plan/External Training Application Form/ Education and Training Sign-in Sheet/Report on the External Training</p> <p>結論:未發現重大異常情形,結果尚屬滿意。 Conclusion: No major exceptions were found and the results were satisfactory.</p>

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<p>reference. ● 實施內部訓練時，人事單位應製作「教育訓練簽到單」請參與內訓課程之人員於報到時簽名，並於課程結束後歸檔。 When conducting internal training, the HR unit shall prepare an "Education and Training Sign-in Sheet" and ask the participants to sign it when they report to training. The sign-in sheet shall be filed after the course. ● 各單位人員參加外訓課程後，應提交「外訓心得報告」，經權責主管審核後交人事單位歸檔。 After attending external training courses, all personnel shall submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor has reviewed the report.</p>	<p>application form for reference. ➢ 實施內部訓練時，人事單位均有製作「教育訓練簽到單」請參與內訓課程之人員於報到時簽名，並於課程結束後歸檔。取據查核期間部份「教育訓練簽到單」進行查核。 When conducting internal training, the HR unit prepared an "Education and Training Sign-in Sheet" and asked the participants to sign it when they report to training. The sign-in sheet shall be filed after the course. Obtained a portion of the "Education and Training Sign-in Sheet" for the audit period for the audit. ➢ 各單位人員參加外訓課程後，均要求提交「外訓心得報告」，經權責主管審核後交人事單位歸檔。 After attending external training courses, all personnel are required to submit a "Report on the External Training" to the HR unit for filing after the authorized supervisor reviewed the report.</p>	
<p>六、考勤及差假作業 Attendance and Leave Operations</p>		
<p>● 員工上班忘記打卡者，應填寫「未打卡證明單」呈請權責主管簽核。 If an employee forgets to clock-in at work, he/she shall fill out a "Manual Attendance Record Entry" and submit it to the authorized supervisor for approval. ● 人事單位定期檢視「員工打卡記錄表」，檢視員工打卡及出缺勤狀</p>	<p>➢ 員工上班忘記打卡者，均要求於系統填寫「未打卡資料補登單」呈請權責主管簽核且每月以 4 次為限。(自系統取據部份「未打卡資料補登單」進行查核。) If an employee forgets to clock-in at work, he/she is required to fill out a "Manual Attendance Record Entry" in the system and submit it</p>	<p>母體：查核期間考勤及差假作業 Population: Attendance and leave operations during the audit period 說明：左列各項單據均已系統化並透過系統進行核決權限的管控。 Description: The documents</p>

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<p>況。</p> <p>The HR unit regularly reviews the “Employee Clock-in Record Sheet” to review employee clock-in and clock-out status.</p> <p>● 員工加班應填寫「加班申請單」，經權責主管核准後方得加班，並按規定打卡呈請權責主管簽核。</p> <p>Employees who work overtime shall fill out the “Overtime Application Form” and submit it to the authorized supervisor for approval after the supervisor approves the overtime work, and clock-in according to the regulations.</p> <p>● 員工公出或國內出差 1 天者，應填寫「公出單」呈請權責主管簽核。</p> <p>Employees on official business or one-day domestic business trips shall fill out the “Official Leave Application” and submit it to the authorized supervisor for approval.</p> <p>● 員工出差二天以上需事先填寫「出差暨旅費申請單」呈請權責主管簽核。</p> <p>Employees on business trips of more than two days shall fill out the “Business Travel Application” and submit it to the authorized supervisor in advance for approval.</p> <p>● 期間外派或留職停薪申請</p> <p>Application for expatriate or leave without pay during the period</p>	<p>to the authorized supervisor for approval. The limit for the Manual Attendance Record Entry is 4 per month (obtained a portion of the “Manual Attendance Record Entries” from the system for the audit).</p> <p>➢ 人事單位與資訊部配合，每天由系統定期檢視「員工考勤表」，員工可於 3 天內由系統查詢到自己打卡的歷史紀錄。</p> <p>The HR unit cooperated with the IT unit so that the system regularly inspects the “Employee Attendance Sheet.” Employees can check their clock-in and clock-out history within 3 days by reviewing the “Employee Attendance Sheet” regularly in the system.</p> <p>➢ 員工加班均須於系統填寫「加班申請單」，經權責主管核准後方得加班，並按規定打卡呈請權責主管簽核。</p> <p>Employees who worked overtime are required to fill out the “Overtime Application Form” and submit it to the authorized supervisor for approval after the supervisor approved the overtime work, and clock-in according to the regulations.</p> <p>➢ 員工公出或國內出差 1 天者，均需於系統填寫「公出申請單」呈請權責主管簽核。</p> <p>Employees on official business or one-day domestic business trips are</p>	<p>listed on the left are systematized and controlled by the system for access approvals.</p> <p>附件：未打卡資料補登單/員工考勤表/公出申請單/出差暨旅費申請單...等</p> <p>Appendix: Manual Attendance Record Entry/Employee Attendance Sheet/Official Leave Application/Business Travel Application, etc.</p> <p>結論：未發現重大異常情形，結果尚屬滿意。</p> <p>Conclusion: No major exceptions were found and the results were satisfactory.</p> <div data-bbox="1059 1227 1449 1536" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> 32. 工作移交清單 Job Handover Checklist 34. 請假單 Attendance Application 進行工作移交 35. 加班申請單 Overtime Application 36. 納假單 Leave & Vacation Cancellation 38. 廠務加班單 Interim S-Factory Overtime Application 39. 未打卡資料補登單 Manually Attendance Record Entry 40. 公出申請單 Official Leave Application 51. 職務薪資變動單 Duty Payroll Transaction 76. 新加班單申請單 New Interim Overtime Application 79. 大江幣發放申請單 TCI-Coin Request </div>

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	<p>required to fill out the "Official Leave Application" and submit it to the authorized supervisor for approval.</p> <p>➢ 取具查核期間外派或留職停薪申請單</p> <p>Obtain applications for expatriate or leave without pay during the audit period</p> <p>➢ 員工出差二天以上需事先於系統填寫「出差暨旅費申請單」呈請權責主管簽核。</p> <p>Employees on business trips of more than two days shall fill out the "Business Travel Application" in the system and submit it to the authorized supervisor in advance for approval.</p>	
<p>七、獎懲及考核績效評估作業 Rewards, Punishments, and Performance Evaluation Operations</p>		
<p>● 依『員工手冊』之相關規定辦理，對員工表現予以適當獎懲。 In accordance with the relevant provisions of the "Employee Handbook," the Company shall reward or punish employees for their performance.</p> <p>● 獎懲需由直屬主管填寫「簽呈」，述明具體事實與依據，會人事單位呈簽至董事長核准。 The immediate supervisor must fill out a "Signature Approval" stating the specific facts and rationale for rewards and punishments, and signed by the HR unit to the Chairman for approval.</p>	<p>➢ 依『員工手冊』之相關規定辦理，對員工表現予以適當獎懲。 In accordance with the relevant provisions of the "Employee Handbook," the Company shall reward or punish employees for their performance.</p> <p>➢ 獎懲需會直屬主管填寫「簽呈」，述明具體事實與依據，會人事單位呈簽至董事長核准。 The immediate supervisor are required to fill out a "Signature Approval" stating the specific facts and rationale for rewards and punishments, and signed by the HR unit to the Chairman for approval.</p>	<p>母體：查核期間獎懲及考核績效評估作業 Population: Rewards, punishments, and performance evaluation operations during the audit period</p> <p>樣本：無 Sample: None</p> <p>結論：未發現重大異常情形，結果尚屬滿意。 Conclusion: No major exceptions were found and the results were satisfactory.</p>

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<p>● 人事單位於考核期間，分寄「員工績效考核表」予各員工，於填寫必要資料後交給用人單位主管，並與用人單位主管進行面談並評核。 During the assessment period, the HR unit will send the "Employee Performance Assessment Form" to each employee, fill in the necessary information, and give it to the supervisor of the employing unit, who will conduct an interview and evaluation.</p> <p>● 用人單位主管於對員工進行考核結束後，將「員工績效考核表」寄予人事單位彙總考核結果。 At the end of the employee assessment, the supervisor of the employing unit will send the "Employee Performance Assessment Form" to the HR unit to summarize the results of the assessment.</p>	<p>➤ 用人單位主管於對員工進行考核結束後，將員工績效考核結果記錄於職務薪資異動單後進行相關異動。 Upon completion of an employee's assessment, the employing unit's supervisor will record the results of the employee's performance assessment on the Job Salary Adjustment Form and make relevant adjustments.</p>	
<p>八、晉升及調遷作業 Promotion and Transfer Operations</p>		
<p>● 由用人單位提出「簽呈」載明晉升原因及晉升職務，經權責主管核准後，交人事單位歸檔，並通知相關人員。必要時，辦理公告作業。 The employing unit shall submit a "Signature Approval" stating the reason for promotion and the duties of the promoted position. After approval by the authorized supervisor, the document shall be submitted to the HR unit for filing, and the relevant personnel shall be</p>	<p>➤ 由用人單位提出「職務薪資異動單」載明晉升原因及晉升職務以及調整薪資，經權責主管簽核後，交人事單位歸檔，並通知相關人員。主任級以上人員異動，辦理公告作業。 The employing unit shall submit a "Job Salary Adjustment Form" stating the reason for promotion, the duties of the promoted position, and salary</p>	<p>母體：查核期間晉升及調遷作業 Population: Promotion and transfer operations during the audit period 樣本：無 Sample: None 結論：未發現重大異常情形，結果尚屬滿意。 Conclusion: No major exceptions were found and the results were satisfactory.</p>

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薪工作業內稽查核明細表

TCI Co., Ltd.

Payroll Internal Audit Breakdown Table

<p>控制點 Control Point</p>	<p>查核方式 Audit Method</p>	<p>抽樣量/樣本/查核結論 Sample Size/Sample/Audit Conclusion</p>
<p>notified. If necessary, an announcement will be made.</p> <p>● 用人單位主管得依考核結果提報調薪，填寫「調薪簽呈」經權責主管核准後，交人事單位依規定辦理。 The supervisor of the employing unit may report salary adjustment based on the assessment results. After filling out the "Salary Adjustment Signature Approval" and obtaining the approval of the authorized supervisor, it will be submitted to the HR unit for processing in accordance with the regulations.</p> <p>● 人員之調遷，由申請人提出『人事異動申請單』，經權責主管核准後，交人事單位歸檔，並通知相關人員。必要時，辦理公告作業。 The applicant shall submit the "Personnel Adjustment Application Form" for the personnel's transfer, which shall be approved by the authorized supervisor, and then submitted to the HR unit for filing and notify the relevant personnel. If necessary, an announcement will be made.</p>	<p>adjustment. After approval by the authorized supervisor, the document shall be submitted to the HR unit for filing, and the relevant personnel shall be notified. Announcements will be made for personnel adjustments above the chief level.</p> <p>➢ 人員之調遷，由申請人提出「職務薪資異動單」，經權責主管核准後，交人事單位歸檔，並通知相關人員。必要時，辦理公告作業。 The applicant shall submit the "Job Salary Adjustment Form" for the personnel's transfer, which shall be approved by the authorized supervisor, and then submitted to the HR unit for filing and notify the relevant personnel. If necessary, an announcement will be made.</p>	
<p>九、福利作業 Welfare Operations</p>		
<p>● 成立職工福利委員會，制定「職工福利委員會組織章程」以為執行員工福利措施之依據。 Establish the Employee Welfare Committee and formulate the "Articles of Association of the</p>	<p>➢ 成立職工福利委員會，制定「職工福利委員會組織章程」以為執行員工福利措施之依據。 Establish the Employee Welfare Committee and formulate the "Articles of Association of the</p>	<p>母體：查核期間福利作業 Population: Welfare operations during the audit period 結論：未發現重大異常情形，結果尚屬滿意。 Conclusion: No major</p>

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<p>Employee Welfare Committee" as the basis for implementing employee welfare measures. ● 依據「職工福利委員會組織章程」,職工福利委員應每三個月應召開一次會議,必要時得召開臨時會,並應製作會議紀錄歸檔保存。 Based on the "Articles of Organization of the Employee Welfare Committee," the Employee Welfare Committee shall hold a meeting every three months, or an interim meeting if necessary, and shall prepare meeting minutes for filing.</p>	<p>Employee Welfare Committee" as the basis for implementing employee welfare measures. ➢ 依據「職工福利委員會組織章程」,由職工福利委員召開會議,並應製作會議紀錄保存。 Based on the "Articles of Organization of the Employee Welfare Committee," the Employee Welfare Committee convened a meeting and prepared the meeting minutes for filing.</p>	<p>exceptions were found and the results were satisfactory. 附件:「職工福利委員會組織章程」 Appendix: "Articles of Association of the Employee Welfare Committee"</p>
<p>十、離職及退休作業 Separation and Retirement Operations</p>		
<p>● 員工因故無法繼續服務或退休時,需填具「離職申請單」,與「工作移交清單」。 Employees who are unable to continue their service or retire for any reason are required to fill out a "Separation Application" and a "Job Handover Checklist."</p>	<p>➢ 員工因故無法繼續服務或退休時,需填具「離職申請單」,與「工作移交清單」。 Employees who are unable to continue their service or retire for any reason are required to fill out a "Separation Application" and a "Job Handover Checklist."</p>	<p>母體:查核期間離職及退休作業 Population: Separation and retirement operations during the audit period 樣本:離職移交清單 Sample: Separation handover checklist 結論:未發現重大異常情形,結果尚屬滿意。 Conclusion: No major exceptions were found and the results were satisfactory.</p>
<p>十一、薪資作業 Salary Operations</p>		
<p>● 人事單位計薪人員依據資訊編製「薪資明細表」及「薪資總表」經權責單位簽核後,「薪資明細表」由人事單位留存,「薪資總表」交由會</p>	<p>➢ 人事單位計薪人員依據資訊編製「薪資明細表」-會計審核後交給財務及「薪資總表」-財務主管經權責單位簽核後</p>	<p>母體:查核期間薪資作業 Population: Salary operations during the audit period 說明:該作業因會涉及個人資</p>

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<p>計單位切立傳票入帳。 After the salary personnel of the HR unit prepares the "Salary Statement" and "Salary Summary" based on the information and the authorizing unit signs and approves them, the "Salary Statement" is retained by the HR unit and the "Salary Summary" is handed over to the accounting unit to create a voucher to be recorded in the accounts.</p> <p>● 會計單位切立薪資傳票後，交由財務單位出納人員製作「銀行取款條」，並依『印鑑使用管理辦法』申請用印後，交予人事單位至銀行辦理薪資匯款事宜。</p> <p>After the accounting unit creates a salary voucher, the cashier in the finance unit creates a "Bank Withdrawal Slip" and applies for the use of a seal in accordance with the "Regulations for the Use of the Seal," and then hands it over to the HR unit to handle salary remittances at the bank.</p> <p>● 人事單位應製作清冊，依『印鑑使用管理辦法』申請用印後，連同「銀行取款條」至銀行辦理轉帳事宜，並留存轉帳證明。</p> <p>The HR unit shall formulate a register, apply for the use of seal according to the "Regulations on the Use of Seal," and then go to the bank with the "Bank Withdrawal Slip" to handle the transfer of funds and keep the proof of the transfer of funds.</p>	<p>進行放款，「薪資明細表」由人事單位留存，並由會計單位切立傳票入帳。</p> <p>➢ 會計單位切立薪資傳票後，交由財務單位出納人員製作「銀行取款條」，並依『印鑑使用管理辦法』申請用印後，交予人事單位至銀行辦理薪資匯款事宜。</p> <p>After the accounting unit creates a salary voucher, the cashier in the finance unit creates a "Bank Withdrawal Slip" and applies for the use of a seal in accordance with the "Regulations for the Use of the Seal," and then hands it over to the HR unit to handle salary remittances at the bank.</p> <p>➢ 人事單位均會製作清冊，依『印鑑使用管理辦法』申請用印後，連同「銀行取款條」至銀行辦理轉帳事宜，並留存轉帳證明。</p> <p>The HR unit formulates a register, applies for the use of seal according to the "Regulations on the Use of Seal," and then go to the bank with the "Bank Withdrawal Slip" to handle the transfer of funds and kept the proof of the transfer of funds.</p> <p>➢ 人事單位於薪資轉帳後，會製作「薪資條」並由系統以 email 的方試分發給薪資受領人。</p>	<p>料保密的問題,故改以檢查表的方式詢問人資單位確認。</p> <p>Description: Since this operation involves personal information, a confirmation list is used to have the HR unit confirm.</p> <p>附件:薪資清冊 1~2 Appendix: Payroll Register 1-2</p> <p>結論:未發現重大異常情形,結果尚屬滿意。</p> <p>Conclusion: No major exceptions were found and the results were satisfactory.</p>

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<p>● 人事單位於薪資轉帳後，應製作「薪資條」分發給薪資受領人。 After salary transfers are made, the HR unit shall create "paystubs" for distribution to salary recipients.</p> <p>● 人事單位應於每月十日前，將上一個月之薪資扣繳稅款向國庫繳清，並於次年一月底前將上一年度薪資扣繳稅款數額，開具扣繳憑單，向所屬稽徵機關申報，並將「扣繳憑單」發放予薪資受領人。 The HR unit shall pay the salary withholding tax of the previous month to the National Treasury before the 10th day of each month, issue a withholding tax statement for the amount of tax withheld from the previous year's salary before the end of January of the following year to report to respective tax authorities, and issue the "withholding tax statement" to the salary recipients.</p> <p>● 人事單位於接獲勞保費及健保費帳單時，應填具「一般請款單」經權責主管簽核後，交由會計單位切立傳票入帳，並於繳款期限內，由財務單位進行付款作業。 When the HR unit receives the bill for labor and health insurance, the HR unit shall fill out an "Expense Reimbursement" and have it signed by the authorized and responsible supervisor. Then, submit it to the accounting unit for creating a voucher to be recorded in the account, and the financial unit shall</p>	<p>After salary transfers were made, the HR unit creates "paystubs" and the system emails the paystubs to salary recipients.</p> <p>➤ 人事單位會於每月十日前，將上一個月之薪資扣繳稅款向國庫繳清，並於次年一月底前將上一年度薪資扣繳稅款數額，開具扣繳憑單，向所屬稽徵機關申報，並將「扣繳憑單」發放予薪資受領人。 The HR unit pays the salary withholding tax of the previous month to the National Treasury before the 10th day of each month, issues a withholding tax statement for the amount of tax withheld from the previous year's salary before the end of January of the following year to report to respective tax authorities, and issues the "withholding tax statement" to the salary recipients.</p> <p>➤ 人事單位於接獲勞保費及健保費帳單時，會填具「一般請款單」經權責主管簽核後，交由會計單位切立傳票入帳，並於繳款期限內，由財務單位進行付款作業 When the HR unit receives the bill for labor and health insurance, the HR unit will fill out an "Expense Reimbursement" and have it signed by the authorized and</p>	

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<p>make the payment within the payment period.</p> <p>● 個人薪資狀況嚴禁與其他人員討論，若有散布、偷竊、談論或影印他人薪資、年終獎金等內容之事實，請通知直屬主管與人事單位，經調查確實違反上述規定者，將予以解職。</p> <p>It is strictly prohibited to discuss one's salary status with other employees. If any person spreads, steals, discusses, or photocopies another person's salary, year-end bonuses, etc., please notify the immediate supervisor and the HR unit. If the investigation confirms that the person has violated the above regulations, he/she will be dismissed.</p>	<p>responsible supervisor. Then, submit it to the accounting unit for creating a voucher to be recorded in the account, and the financial unit shall make the payment within the payment period.</p> <p>➤ 個人薪資狀況嚴禁與其他人員討論，若有散布、偷竊、談論或影印他人薪資、年終獎金等內容之事實，請通知直屬主管與人事單位，經調查確實違反上述規定者，將予以解職。</p> <p>It is strictly prohibited to discuss one's salary status with other employees. If any person spreads, steals, discusses, or photocopies other people's salaries, year-end bonuses, etc., please notify the immediate supervisor and the HR unit. If the investigation confirms that the person has violated the above regulations, he/she will be dismissed.</p>	
<p>十二、人權項目 Human Rights</p>		
<p>● 企業體內是否有強迫勞工、人口販賣、童工、歧視等情形,稽核的對象包含女性、孩童以及外籍工作者等。</p> <p>Whether there are cases of forced labor, human trafficking, child labor, discrimination, etc., in the enterprise, the audited targets include women, children, and foreign workers.</p>	<p>➤ 向人資/公司治理以及社會責任負責單位取得查核期間申訴案件的處理明細。</p> <p>Obtain details of the handling of complaints during the audit period from the human resources/corporate governance and social responsibility units.</p> <p>➤ 取得相關的管理辦法</p>	<p>母體: 查核期間人權項目 Population: Human rights during the audit period</p> <p>說明: 查核期間無發生相關申訴案件 Description: There were no relevant complaint cases during the audit period.</p> <p>附件: 性騷擾防治措施、申訴及</p>

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	Obtain the relevant management measures.	懲戒辦法 Appendix: Sexual harassment prevention measures, complaint, and punishment measures