

## 員工入職須知

Employee Onboarding Instructions  
DOC NO.008

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公司提供制服、基礎防護和基礎工具，以確保員工健康與安全

The company provides uniforms, basic protective equipment, and basic tools to ensure the health and safety of employees.

分類 Category	項目 Item	描述 Description
制服 Uniform	工作滿一年後工褲 & 鐵頭鞋公司補助 50%，一年一換 After working for one year, the company subsidizes 50% of the cost for work pants and steel-toed shoes, which can be replaced annually.	
	冬季防水外套, 秋季背心 (Winter waterproof jacket, autumn vest)	公司配發二合一冬季防水外套, 秋季背心 The company provides a 2-in-1 winter waterproof jacket and an autumn vest.
	自備制式工作褲(強制) (Bring your own standardized work pants ) (mandatory).	基於衛生考量, 員工須自備制式工作褲(強制) For hygiene reasons, employees must bring their own standardized work pants (mandatory).
	鐵頭鞋 (Steel-toed shoes)	基於衛生考量, 員工須自備鐵頭鞋 For hygiene reasons, employees must bring their own steel-toed shoes.
基礎防護 Basic protection	公司將提供基礎防護工具, 列表如下 The company will provide basic protective equipment, as listed below	
	立體口罩 (拋棄式) (3D Mask - Disposable)	用完提交申請換發 Submit a request for replacement after use
	防毒面具 (Gas Mask)	主體自行清潔養護, 濾心髒汙提交申請換發 Clean and maintain the main body yourself. Submit a request for replacement when the filter is dirty
	工程用防割手套 (Cut-resistant gloves for engineering use)	破損提交申請換發 Submit a request for replacement if damaged
	全罩式防護面罩 Full-face protective mask	面罩刮花提交申請換發 Submit a request for replacement if scratched.
	護膝軟墊(Knee pads)	海綿疲乏提交申請換發 Submit a request for replacement if the sponge is worn out
基礎工具 Basic Tools	公司將提供基礎工具, 列表如下 The company will provide basic tools, as listed below	
	Milwaukee 電鑽組 (Milwaukee Drill Set)	公司補助 50%(須入職滿 3 個月或主管提前同意) The company subsidizes 50% (after 3 months of employment or with prior approval from supervisor)
	工程用 Utility Knife	刀片用完申請補充 Submit a request for replacement blades when used up
	Measuring tape	一次性提供, 損壞後自行添購 Provided once; purchase replacements if damaged.
	多功能剝線鉗 (Multifunctional Wire Stripper)	
	工具儲存箱 (Tool Storage Box)	
	物資儲存盒 (Material Storage Box)	
Lunch Bag		