

Leadtek Research Inc.
Environment Management Organization Structure

- 1 Purpose:
To establish cross-unit environment management organization, to protect environment by gathering group ideas and effort, and to improve environment management quality.
- 2 Scope:
Apply to all organizations related to environment management functions within the company.
- 3 Definition: not applicable.
- 4 Reference:
4.1 ISO14001.
- 5 Duties:
 - 5.1 Management representatives:
 - 5.1.1 Recognizing sources required for environment management system and supervising planning.
 - 5.1.1.1 Task force team and its human resources.
 - 5.1.1.2 Machinery, hardware, techniques, work methods and monitor control point.
 - 5.1.1.3 Needs and conformity of environment management specialties (air, water, waste, poison, noises etc.)
 - 5.1.1.4 Accounting, finance, cost analysis and control.
 - 5.1.1.5 Others.
 - 5.1.2 Enforcing, maintaining and overall responsible for environment management system.
 - 5.1.3 Drafting and submitting company environment policy for approval.
 - 5.1.4 Inspecting each environment management system function and if shortcomings are corrected.
 - 5.1.5 Supervising, verifying internal audit being carried out and if shortcomings are corrected.
 - 5.1.6 Holding environment management review meetings.
 - 5.1.7 Continuous improving on environment management system.
 - 5.1.8 Recognizing and directing stakeholders' expectations.
 - 5.2 Executive Secretary:
 - 5.2.1 Assisting management representatives in enforcing, maintaining environment management system.

- 5.2.2 Combining major Environment concerns.
- 5.2.3 Gathering, putting down and submitting goals, targets, and management representatives for approval.
- 5.2.4 Arranging yearly internal audit plan.
- 5.2.5 Assisting in holding environment management review meetings.

5.3 Task force Team:

- 5.3.1 Training and importing environment management system.
- 5.3.2 Enforcing each unit's environment management system.
- 5.3.3 Drafting and editing each environment management system documents.

5.4 Law Compliance:

- 5.4.1 Checking company related environmental regulations and record relevant regulation clauses.
- 5.4.2 Tracking amendments of abovementioned environmental regulations, and ensuring environment management system conform to the latest regulation requirements.

5.5 Internal Audit team:

- 5.5.1 Performing internal audit at each unit according to arranged time schedule.
- 5.5.2 For shortcomings discovered during the audit, perform track audit.

5.6 Environment Management Committee:

- 5.6.1 Recognizing and reviewing sources required for executing environment management system.
- 5.6.2 Verifying environmental policy.
- 5.6.3 Inspecting environment goals, targets and management representatives.
- 5.6.4 Assessing environment management system validity.
- 5.6.5 Reflecting and evaluating major environment concerns.
- 5.6.6 Deliberating other environment management matters.

5.7 Employees:

- 5.7.1 Actively participate environment management activities.
- 5.7.2 Comply with existing procedures on duty.
- 5.7.3 Handle and reflect environmental problematic situations.

6 Flow chart: not applicable.

7 Procedure/Method:

7.1 Founding of environment management organization:

- 7.1.1 Chief committer: served by the general manager, in which management representative is his proxy.
- 7.1.2 Management representative: appointed by the general manager, served by company first degree supervisor, and directly report to the general manager regarding system function status.
- 7.1.3 Executive secretary: appointed by the management representative, served by quality control supervisor.
- 7.1.4 Task force team: personnel appointed by each unit supervisor.
- 7.1.5 Compliance check: served by General affairs unit.
- 7.1.6 Audit team: each unit appoints at least one person to participate in internal audit training. Served by qualified personnel and formed temporarily before audit.

7.2 Timing of the environment management review meeting:

- 7.2.1 Once or twice per year (may combine with ISO9001 management review meetings).
- 7.2.2 When a major environment accident takes place or impacts, or when chief committer/management representative believes necessary.

7.3 When an environment management committee meeting is held, chief committer or management representative and appointed personnel shall participate.

7.4 Environment management committee meeting shall be on record, please proceed as 'environment record management procedure.'

8 Relevant Document:

8.1 Document –

- 8.1.1 Environment recording management procedure.

8.2 Form – not applicable

8.3 Record – not applicable