

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