

8.2.2 Employment practice unions

1. Convening a labor-management meeting every three months to coordinate labor-management relations and improve labor conditions and the working environment

每三個月召開勞資會議，協調勞資關係、勞動條件及工作環境改善等事項

明志科技大學 Ming Chi University of Technology 規章編號 Document No. A220510003 適用勞基法人員勞資會議設置要點 Guidelines for Labor-Management Meetings for Personnel Covered Under the Labor Standards Act 制定部門：人事室 Established by: Personnel Office 中華民國 107 年 10 月 16 日 制訂 Revised on October 16, 2018	by-election, reappointment, or reduction of representatives. 第四條 本會代表之任期為四年，勞方代表連選得連任，資方代表連派得連任。任期自上一屆代表任期屆滿之翌日起算。但遞補代表自遞補日起算至該屆任期屆滿日止。 Article 4 The term of office for representatives of this Meeting is 4 years. Labor side representatives are eligible for re-election, and management side representatives are eligible for reappointment. The term commences the day after the expiration of the previous representatives' term. However, the term for substitute representatives starts from the date of substitution and lasts until the end of that term. 第五條 本會之主席，由勞資雙方代表各推派一人輪流擔任之。但必要時，得共同擔任之。 Article 5 The Chair of this Meeting is to be alternately appointed by representatives from both the labor and management sides. If necessary, the position can be jointly held. 第六條 本會至少每三個月舉辦一次，必要時得召開臨時會議。 Article 6 The Meeting shall be held at least once every 3 months, with special meetings convened as necessary. 第七條 本會應有勞資雙方代表各過半數之出席，協商達成共識後做成決議；無法達成共識者，其決議應有出席代表四分之三以上之同意。本會代表因故無法出席時，得提出書面意見。前項未出席代表，不列入出席及決議代表人數之計算。 Article 7 The Meeting should have more than half of the representatives from both labor and management sides in attendance. Decisions are made by consensus after consultation; if a consensus cannot be reached, decisions require the agreement of at least three-quarters of the attending representatives. 3 約聘人員勞資會議設置要點 Guidelines for Labor-Management Meetings for Personnel Covered Under the Labor Standards Act
明志科技大學 Ming Chi University of Technology 規章編號 Document No. A220610002 適用勞動基準法人員工作規則 Work Rules for Personnel Subject to the Labor Standards Act 制定部門：人事室 Established by: Personnel Office 中華民國 108 年 5 月 14 日 制訂 Established on May 14, 2019	第八章 勞資會議與勞工安全衛生 Chapter 8 Labor-Management Meetings and Occupational Safety and Health 第四十一條 勞資會議 Article 41 Labor-Management Meetings 本校為協調勞資關係，增進彼此瞭解，促進勞資合作，提高工作效率，依「約聘人員勞資會議設置要點」舉辦勞資會議。定期間會並三個月至少召開一次為原則，相互溝通意見，勞雇雙方應本和諧誠信原則，協商解決問題。 To coordinate labor-management relations, enhance mutual understanding, promote cooperation, and improve work efficiency, the university conducts labor-management meetings in accordance with the "Guidelines for Labor-Management Meetings for Contract Personnel." Regular meetings should be held at least once every three months as a principle, facilitating mutual communication of opinions. Both parties should negotiate and resolve issues based on the principles of harmony and good faith. 第四十二條 勞工安全衛生 Article 42 Occupational Safety and Health 本校依勞工安全衛生相關法令辦理勞工安全衛生工作，保障及維護員工權益。 The university implements occupational safety and health work in accordance with relevant labor safety and health laws, ensuring and maintaining the rights and interests of employees.

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2. Forming a welfare committee responsible for planning policies and activities related to employee welfare and protecting the basic rights of all employees

成立福利委員會，負責與籌劃所有員工的福利相關政策與活動，保障所有員工基本權益

明志科技大學 Ming Chi University of Technology 規章編號 Document No. A2Y1010002 教職員工福利委員會設置辦法 Regulations Governing the Establishment of the Faculty and Staff Welfare Committee 制定部門：福利委員會 Established by: Committee On Faculty Welfare 中華民國 111 年 10 月 26 日 修定 Revised on October 26, 2022	2. Contracted personnel, excluding student workers and part-time assistants. ※ Contracted personnel may choose to join as members within ten (10) days of reporting for duty (inclusive), or upon indication by the Human Resources Unit if no objection is raised. Once membership is selected, it may not be changed arbitrarily during the period of employment. 第三條 委員會任務 Article 3 Committee Responsibilities 一、福利基金之籌措、保管及運用。 1. The raising, safekeeping, and utilization of the welfare fund. 二、福利基金之帳務管理及預算編列與執行。 2. Accounting management of the welfare fund, including budget preparation and execution. 三、福利事業與社團之經營、策劃、推動、督導、考核及稽查。 3. Management, planning, promotion, supervision, evaluation, and audit of welfare programs and associations. 四、文康活動之策畫、推展及辦理。 4. Planning, promotion, and implementation of cultural and recreational activities. 五、其他有關本校福利事宜。 5. Other matters related to the University's welfare programs. 第四條 委員之產生 Article 4 Selection / Appointment of Committee Members 一、本會委員，依下列方式產生。 1. Committee members shall be selected according to the following methods. (一)本會設委員 15 人，與由會計（資產）及人事（人員、薪資）單位（外加）支援各 1 名幹事，按教學單位含研究中心 10 名（工程學院 3 名、環資學院 3 名、管設學院 3 名、通識教育中心 1 名，各學院 教職員工福利委員會設置辦法 2 Regulations Governing the Establishment of the Faculty and Staff Welfare Committee
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3. Setting up diverse grievance channels – for faculty, a written grievance is filed to the Office of the Secretariat/Secretary; for staff, a written grievance is filed to the Personnel Office; a meeting will be convened to review the grievances filed in accordance with the provisions formulated by the Review Committee for faculty and staff, respectively

多元申訴管道，教師申訴向秘書室提出書面申訴書，職員工則向人事室提出書面申訴書，本校分別依教師、職員工申訴評議委員會設置辦法之規定召開會議審理

明志科技大學 Ming Chi University of Technology 規章編號 Regulation No. A210030016 教師申訴評議委員會設置辦法 Regulations for the Establishment of the Teacher Grievance Review Committee 制定部門：明志科技大學秘書室 Established by: Office of the Secretariat 中華民國 110 年 5 月 19 日 修訂 Amended on May 19, 2021	第二條 教師對本校有關其個人之措施，認為違法或不當，致損害其權益者，得提請申訴、再申訴。 教師因本校對其依法申請之案件，於法定期間內應作為而不作為，認為損害其權益者，亦得提起申訴、再申訴；法令未規定應作為之期間者，其期間自本校受理申請之日起為二個月。 本校為辦理教師申訴案件之評議，設置教師申訴評議委員會（以下簡稱申評會）。 Article2 Teachers may file a grievance or re-grievance if they believe that the University's measures against them are unlawful or improper and that 教師申訴評議委員會設置辦法 1 they have damaged their rights and interests. If teachers believe that their rights and interests have been damaged by the University's failure to act within the legal period for handling their applications, they may file a grievance or re-grievance; if the law does not specify the period within which the University must act, the period shall be two months from the date the University receives the application. The University shall establish a Teacher Grievance Review Committee (below, the "Teacher Grievance Review Committee") to review teacher grievances.
明志科技大學 Ming Chi University of Technology 規章編號 Document No. A220460002 職員工申訴評議委員會設置暨 評議辦法 Guidelines for Establishment and Review of the Appeals Review Committee for Administrative Staff 制定部門：明志科技大學人事室 Established by: Personnel Office 中華民國 102 年 11 月 28 日 修訂 Revised on November 28, 2013	第二條 申訴時機 Article 2: Timing of Appeal Submission 本校職員工對其調職、解職、解雇及懲處等行政處分或措施，認為損害其個人權益，經正常行政程序協調處理仍不服者，得於知悉或收到通知後三十日內依本辦法以書面向人事室提起申訴，逾期不予受理，但因不可抗力致逾逾期限者不在此限。 人事室接獲申訴案件後，應即簽辦知會本會主席召開會議，並陳校長核定。 Administrative staff of the university who disagree with administrative decisions or measures such as transfer, dismissal, termination, or discipline that they believe infringe upon their personal rights, and who remain dissatisfied after normal administrative procedures have been attempted, may file a written appeal with the Personnel Office within thirty days of becoming aware of or receiving notification of such decisions or measures, according to these Guidelines. Appeals submitted after this period will not be accepted, except in cases of Guidelines for Establishment and Review of the Appeals Review Committee for Administrative Staff 1 force majeure that prevent timely submission. Upon receiving an appeal, the Personnel Office shall promptly handle the matter and notify the Chairman of the Committee to convene a meeting, which must then be approved by the President.

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4. From 2021 to 2024, three complaint cases were filed; all were properly handled and closed
 2021~2024 年有 3 件申訴案件，皆已妥善處理並結案

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Stakeholder	Topics of concern	Significance for MCUT	Communication Channel	Communication Frequency	2024 Significant Results
Faculty and Staff	- Learning Environment & Effectiveness - Information Security & Privacy Protection - Campus Health & Safety - Academic Affairs and Administrative Quality - Human Rights & Labor Practices	The faculty and staff of MCUT shoulder the vital responsibility for campus administration and teaching knowledge to students. MCUT attaches importance to instant communication with faculty and staff, providing them with abundant research resources and institutional support, thereby becoming a powerful backup for its faculty and staff.	- President's mailbox - Email - Official website - Social website	- At any time - At any time - Irregularly - Irregularly	- The President's mailbox receives responses and replies from faculty and staff (mcut@mail.mcut.edu.tw). - Activities are promoted through email, the official website, and social media. In 2024, one letter of complaint from faculty and staff was received in the university mailbox.
Internship Organizations	- Industry-Academia Cooperation & Exchange - Learning Environment & Effectiveness - Information Security & Privacy Protection - R&D Achievements - Human Rights & Labor Practices	Industry-academia Cooperation is a crucial aspect of MCUT's operations, and maintaining clear communication with internship organizations is essential to sustaining MCUT's efforts.	- Division of Internship and Career Services - Internship instructors - Division of Internship and Career Services	- Once every three months - Irregularly every year	967 instances of contact between internship instructors and supervisors of internship organizations (tseng@mail.mcut.edu.tw). 200 sessions of internship matchmaking interviews.

39	ESG Edition	Sustainable MCUT	Institutional Governance	Education Performance	Low-carbon Campus	Happy Campus	Social Co-prosperity	Appendix	2024 Sustainability Report
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Complaint Mechanism

Complaint channel	Description	Complaints in the last 3 years (2021-2024)
Students' complaints	To ensure the well-being and rights of students and to foster a harmonious campus environment, we have established the Student Grievance Review Committee to address students' complaints and concerns. If students, student unions, or other relevant student organizations at MCUT believe that the university's imposed punishments, administrative penalties, or other measures are unjust or infringe upon their rights, they may file a complaint with the Student Counseling Division within the Office of Student Affairs. If the complainant is dissatisfied with the university's decision regarding an administrative penalty, they have the right to appeal to the Ministry of Education within 30 days of that decision. Additionally, if a complainant is unhappy with the university's decision on punishments or other measures not involving administrative penalties, they may pursue legal action and seek appropriate remedies as permitted by law.	Over the past 3 years, we have received a total of 2 student complaint cases, both of which have been concluded. The main issues raised in these complaints were related to accommodation rights and noncompliance with disciplinary actions. Following a review by the Student Grievance Review Committee, all decisions made by the committee have been accepted by the involved students. Additionally, in 2024, 2 complaint cases were raised by students.
Teachers' complaints	We have established the Teacher Grievance Review Committee to review cases in which teachers at MCUT believe that measures imposed by the Ministry of Education or MCUT are unlawful or inappropriate, thereby harming their rights and interests. If a teacher disagrees with the committee's decision, they may file a further complaint with the Teacher Complaint Review Committee of the Ministry of Education. Those who disagree with measures adopted by the Ministry of Education may also complain to the Teacher Complaint Review Committee of the Ministry of Education, which will be considered a re-complaint.	Over the past 3 years, 2 teachers have lodged complaints with MCUT's Teacher Grievance Review Committee.
Employees' complaints	To address concerns from faculty and staff, we have established the Employee Grievance Review Committee. If MCUT employees believe that disciplinary actions such as job reassignment, termination, dismissal, or fines violate their rights and interests, and they are dissatisfied with the results of standard administrative processes, they can lodge a complaint with the Employee Grievance Review Committee. If they disagree with the committee's decisions, they can file another complaint with the same committee.	Over the last 3 years, no employee has filed a complaint with MCUT's Employee Grievance Review Committee.
Community complaints	Residents from nearby communities can notify the relevant units of MCUT via telephone (02-2908-9899), email, and the President's mailbox (mcut@mail.mcut.edu.tw) if they believe that faculty, staff, or related incidents at the university affect their interests. In this case, each team member will address problem-solving matters reported by community residents to promote a harmonious living environment.	Over the last 3 years, no community residents or other personnel from outside the university have filed any complaints against MCUT.

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