Content

Title：	Office Administration Convention for Contracted Personnel Stationed by Project Contractors at the Fiscal Information Agency, Ministry of Finance Ch
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Legislative：	1.Oct. 11, 2006 Promulgated as per Decree Collection-Tzong No. 0951200194, Financial Data Center, Ministry of Finance 2.Jan. 11, 2010 Revised as per Decree Collection-Tzong No. 09912000371, Financial Data Center, Ministry of Finance 3.Feb. 16, 2011 Revised as per Decree Collection-Tzong No. 1001200144, Financial Data Center, Ministry of Finance 4.Sep. 19, 2011 Revised as per Decree Collection-Tzong No. 1001200613, Financial Data Center, Ministry of Finance 5.Nov. 25, 2011 Revised as per Decree Collection-Tzong No. 1001200613, Financial Data Center, Ministry of Finance 6.Jun. 8, 2012 Revised as per Decree Collection-Tzong No. 1011200393, Financial Data Center, Ministry of Finance 7.Sep. 18, 2012 Revised as per Decree Collection-Tzong No. 1011200594, Financial Data Center, Ministry of Finance 8.Jan. 28, 2013 Revised as per Decree Collection-Tzong No. 1020000586, Fiscal Information Agency, Ministry of Finance 9.Mar. 16, 2016 Revised as per Decree Collection-Tzong No. 1050000737, Fiscal Information Agency, Ministry of Finance
Content：	1. Overview To maintain a productive and collaborative relationship between the project contractors (hereinafter referred to as 'Contractors') and the Fiscal Information Agency, Ministry of Finance (hereinafter referred to as 'the Agency'), and to ensure a high-quality office environment, this Office Administration Convention is established as an attachment to the project contract and becomes effective upon execution of the contract. Contractors shall ensure that their personnel stationed at the Agency (hereinafter referred to as 'Personnel') strictly comply with these provisions. All Contractor requests shall be submitted to the Agency's single point of contact—the project business unit (hereinafter referred to as the 'Primary Unit')—for processing. The Primary Unit shall guide and supervise Contractors to ensure effective compliance. If coordination with other relevant units of the Agency is required for execution, it shall be processed formally after obtaining necessary approvals. 2. Office Covenant (1) Access Control (i) Personnel entering or exiting the Agency's premises shall visibly wear the access badge issued by the Agency. Within the office building, access is granted via the badge, and Personnel shall fully cooperate with the Agency's access inquiries and security personnel's inspections.Personnel meetings with visitors shall take place in designated meeting rooms. Visitors conducting official business must undergo identity verification and notification by security personnel, and shall only be escorted into the office building by the host personnel after registration and exchanging identification. (ii) Personnel carrying information equipment in or out must first obtain prior consent from a supervisor at the section chief level or higher within the Primary Unit and strictly adhere to the Agency's 'Directions for the Management of Notebook Computers and Information Storage Equipment by the Information and Communications Operations Division'. (2) Office Order (i) Personnel shall confine their presence to their stationed office, the 11th-floor welfare center (for purchases), or the library (for reading

newspapers and magazines). Personnel shall not wander into or utilize other office areas.

(ii) Personnel shall maintain professional etiquette when entering, exiting, or moving within the building.

(iii) The stationed office shall be kept quiet, orderly, and tidy, and personnel shall maintain professional attire. Conversations shall be conducted in lowered tones to avoid disturbing others; shouting is strictly prohibited.

(iv) When using telephones, personnel shall speak softly and keep calls brief.

(v) Personnel are prohibited from lingering in the stationed office on holidays or at night unless for approved overtime. Overtime requires filling out and submitting the 'Fiscal Information Agency Outsourced Personnel Overtime Application Form' (Attachment 1) and vacating the premises before 10:00 PM; extended stays are strictly prohibited. When air conditioning is required during holiday or nighttime overtime, an application shall be submitted via the Primary Unit for approval by the Deputy Director General (or Chief Secretary) before the Secretariat instructs the technician to activate the equipment.

(vi) Personnel and Agency employees shall refrain from engaging in private monetary transactions or unauthorized hospitality and entertainment activities.

(3) Environmental Hygiene

(i) The stationed office must be kept neat and clean at all times to maintain a professional appearance. Trash and waste must be collected promptly for removal by cleaning personnel; leaving waste overnight is strictly prohibited to prevent pest infestations that may affect hygiene and computer server operations. Contractors shall designate a specific person responsible for inspecting office cleanliness.

(ii) Smoking is strictly prohibited within the office building to prevent smoke from entering the central air conditioning system and affecting the health of personnel.

(iii) Washroom sinks shall be kept clean and floors dry. Do not discard miscellaneous items in toilets or urinals to avoid blockages.

(4) Stationed Office Equipment Installation

(i) Computers, office machinery, and related equipment installed shall be energy-efficient models, and floor load capacity must be evaluated to ensure structural safety.

(ii) Internal telecommunications utilize the Agency's exchange. However, if internal lines or extensions are insufficient, the Contractor shall bear the cost of procurement. Telephones, fax machines, and network lines for external communications shall be provided and maintained by the Contractor at their own expense.

(iii) The Contractor shall arrange office partitions as required. Any facilities exceeding the current condition of the space shall be installed, maintained, and managed at the Contractor's expense. All equipment installations require prior consent from the Agency, and power sources shall not be connected without authorization.

(iv) Upon project completion or when required by the Agency for official purposes, the stationed office shall be restored to its original condition and returned. The Agency shall notify the Contractor two months in advance if it needs to reclaim the office space for business needs.

(5) Resource Conservation

(i) Unnecessary lights in the stationed office shall be turned off when not in use. The last person to leave shall inspect and turn off all lights, water valves, power sources, doors, and windows. Recyclable items shall be placed in designated bins according to labels to minimize waste.

(ii) Personnel shall refrain from using elevators for passage of three floors or fewer, except for individuals with mobility impairments.

(iii) When using air conditioning, the temperature shall be maintained between 26 and 28 degrees Celsius. Personnel shall comply with the Agency's energy conservation measures and cooperate with inspections conducted by the Agency's energy conservation promotion team.

(6) Safety and Confidentiality

(i) A fire brigade team (principally consisting of six members) shall be established for the stationed office to handle initial fire prevention

and suppression. Other personnel shall evacuate according to designated routes (evacuation maps are posted at elevator exits on each floor).

(ii) A team leader shall be designated to command initial fire response operations and maintain close communication with the building's Joint Defense Organization Officer (Secretariat personnel) and adjacent offices.

(iii) Personnel shall strictly adhere to the confidentiality provisions of the project contract. Any non-public or confidential information concerning the Agency acquired during the course of work shall be kept strictly confidential.

(iv) Personnel shall comply with the following information security regulations and accept audits by the Comprehensive Planning Division:

(a) Comply with the Agency's information security policies and standards.

(b) Cooperate in providing necessary documentation for audits designated by the Agency, implement rectifications for deficiencies, and accept re-inspections.

(c) The use of unauthorized wireless networks or any violation of the Agency's internal/external network physical isolation policy is strictly prohibited.

(d) Strictly adhere to personal data protection regulations to prevent any leakage of sensitive personal data encountered during work.

(e) Outside normal working hours, personnel are not permitted to access the Agency's computer rooms or office premises unless accompanied by Agency personnel.

(7) Costs Incurred

(i) Shared expenses include water, electricity, cleaning, elevator usage, mechanical/electrical maintenance, and security fees for the stationed office.

(ii) Billing standards and calculation methods:

(a) Basic Fees: Monthly total utility fees × allocation base (allocation ratio × 4). (Any subsequent adjustments will be announced separately).

(b) Nighttime/holiday overtime air conditioning usage shall be billed based on the 'Fee Schedule for Stationed Personnel Office Convention for Project Contractors of the Fiscal Information Agency, Ministry of Finance': (Base Rate per m² (NT$303) × Total Floor Area (m²) ÷ 30 days × Total Usage Hours), billed separately.

(8) Other Matters

(i) Personnel shall properly maintain Agency property. Those who cause damage without justifiable cause shall compensate the Agency based on the replacement cost; the Contractor bears joint and several liability for such compensation.

(a) Personnel shall complete the 'Fiscal Information Agency Project Outsourced Personnel ID Badge Application/Replacement Form' (Attachment 2) and submit it via the Primary Unit to the Secretariat for issuance. In the event of personnel changes, an updated roster shall be submitted immediately through the same procedure for badge issuance or return. Upon contract completion, the Contractor shall collect and return all borrowed badges in a unified manner. A replacement application for a lost badge requires a certificate issued by the Contractor and a processing fee of NT$100. If a reissued badge is lost or damaged again, a subsequent replacement fee of NT$500 shall apply.

(b) In alignment with the Agency's access control system, 'Outsourced Contractor Personnel Access Badges' shall be issued to authorized contractor personnel for self-management after review by the Primary Unit. If lost or damaged, a certificate from the Contractor and a replacement fee of NT$200 are required. If a reissued badge is lost again, a replacement fee of NT$1,000 shall apply. Upon contract completion, all access badges shall be collected and returned in a unified manner.

(c) Any misuse of the access badge shall result in immediate confiscation. If the Agency suffers damages due to the loss or misuse of a badge, legal and financial liabilities of the user and the Contractor will be pursued.

(ii) The Contractor shall fully comply with any subsequent additions, amendments, or newly established management regulations of the Agency.

Attachments： Attachment.pdf

Data Source：Ministry of Finance, R.O.C. Laws and Regulations Retrieving System