

Notice on Regulating the Duty Works of the Company

关于规范公司各类值班工作的通知

All Departments:

各部门：

Required by the company leadership, to realize the company's management system of duty work and regulate the management of duty work of all levels during operation period, now you are hereby formally informed the related matters as below:

根据公司领导要求，为落实公司值班管理制度，规范公司运行期的各级值班管理，现将有关事项通知如下：

1. *The Management System of Company's Duty Work* involves total four categories of duty works: Company's General duty work taken charge of by CEO Office; Technical duty work executed by each functional management department; The duty work of operation departments performed by each production executing department; managers duty work replacement shall be implemented by each department at the right time based on actual situation. All departments please start to arrange respective related works immediately.

《公司值班管理制度》共涉及四类值班：其中公司总值班由总经办负责，专业听班由各职能管理部门负责，运行部值班由各生产执行部门负责，领导干部带班由各部门根据实际情况择机

开展。请各部门立即着手安排本部门相关工作。

2. Each department shall establish and regulate the duty work management in accordance with the system requirements, relevant personnel shall comply with the regulation. The person or persons on duty should sign in on time, become aware of the production and work status timely, coordinate and resolve all related problems, and record the duty as it is.

各部门要按制度要求建立并规范各类值班管理,相关人员要符合规定。值班人员要按时到岗签到,及时掌握生产和工作动态,协调解决有关问题,如实记录当班情况。

3. Unified duty log shall be adopted for duty works of all categories of all levels. All departments are requested to the CEO Office for collection before April 26. The person in charge of duty work management in CEO Office: Ms. Zhang Chunli, Phone: 8197738.

公司各级各类值班使用统一的值班记录本,请各部门于 4 月 26 日前派人到总经办领取,总经办负责值班管理的人员:张春丽,电话:8197738。

4. In principle, duty rosters shall be issued on a monthly base. The responsible department shall release duty roster of the next month before Day 28 of each month; If issued on a weekly base, the duty roster of the next week shall be released before 12:00 noon on Friday by the responsible department. The duty roster shall contain duty date, duty personnel list and contact etc.

necessary information (Template please refer to the attachment), and shall be uploaded to the department page on company website. In the case of two persons on duty, one is principal on duty and another is deputy on duty; In the case of only one person on duty, please adjust and reduce the no. of columns in the template.

各类值班原则按月公布值班表，负责部门须在每月 28 日前公布下月值班表；按周公布值表的，负责部门须在周五中午 12:00 前公布下周值班表。值班表应包含值班日期、人员名单和联系方式等必备信息（模板详见附件），并上传至公司网站部门页面。有 2 人值班的，分为主值班人和副值班人；只有 1 人值班的，请调整减少模板中列数。

5. Currently, in consideration of some duty offices unavailable due to central air conditioning system and incomplete beddings, relevant personnel shall perform duty at the camp dormitory or department duty office temporally; Once the duty offices put into use, checking into new duty office shall start immediately.

鉴于目前部分值班室因中央空调系统未投用、床上用品不全，有关值班人员暂时在营区宿舍或部门值班室进行值班；待值班室投用后，立即进入新的值班室。

6. The CEO Office shall be responsible for the supervision, examination and evaluation of all the duty works.

总经办负责对公司各类值班进行监督、检查并考核。

7. The duty works of all categories of all levels shall be formally

executed from 26 April, 2019.

公司各类各级值班从 2019 年 4 月 26 日起正式执行。

8. Given the complexity of current work and incompleteness of some related work, all departments please contact company General-On-Duty or General Dispatcher at the time of coordination required by duty related work. The phone no. for General-On-Duty: 8388158, for General Dispatcher: 8170766.

鉴于当前工作庞杂，有关工作尚未健全，各部门在值班相关工作中如需工作协调，请联系公司总值班或总调。公司总值班电话为 8388158，总调电话为 8170766。

Please be kindly informed.

特此通知。

Attachment: Template for Duty Roster


附件：值班表模板

CEO's Office 总经理办公室

25 April, 2019

Attachment 附件:

Template for Duty Roster 值班表模板

 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
	*** (Dept.) Duty Schedule (May 2019)				
	** (部门) 值班表 (2019.05)				
Record No.	HYBN-T6-##-0011-00*-2019				
Hotline 值班电话	+673-#####		Issued Date 发布日期	2019.04.26	
Date / 时间	First Contact Person 主值班人	Mobile No. 电话	Second Contact Person 副值班人	Mobile No. 电话	
1 May	Wed.星期三				
2 May	Thu.星期四				
3 May	Fri.星期五				
4 May	Sat.星期六				
5 May	Sun.星期日				
6 May	Mon.星期一				
7 May	Tue.星期二				
8 May	Wed.星期三				
9 May	Thu.星期四				
10 May	Fri.星期五				
11 May	Sat.星期六				
12 May	Sun.星期日				
13 May	Mon.星期一				
14 May	Tue.星期二				
15 May	Wed.星期三				
16 May	Thu.星期四				
17 May	Fri.星期五				
18 May	Sat.星期六				
19 May	Sun.星期日				
20 May	Mon.星期一				
21 May	Tue.星期二				
22 May	Wed.星期三				
23 May	Thu.星期四				
24 May	Fri.星期五				
25 May	Sat.星期六				
26 May	Sun.星期日				
27 May	Mon.星期一				
28 May	Tue.星期二				
29 May	Wed.星期三				
30 May	Thu.星期四				
31 May	Fri.星期五				

Remarks: in case of annual leave or business trip, please arrange someone else to take over in advance. 备注：如因回国休假或出差等特殊原因不能值班，请提前协调人员替班。