



Hengyi Industries Sdn Bhd  
恒逸实业（文莱）有限公司

HYBN-T3-01-0020-2019-1

## Team Building Management Regulations

## 团队建设管理规定

Issued Date: May. 2019

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	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
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## 1 Purpose 目的

This document is formulated to enhance the sense of identity, belonging and team cohesion of employees, create a united, harmonious and positive work atmosphere, and ensure the smooth development of team building activities.

为增强员工的认同感、归属感和团队凝聚力，营造团结和谐、积极向上的工作氛围，保障团队建设工作顺利开展，特制定本规定。

## 2 Application Scope 适用范围

This document applies to all departments of Hengyi Industries Sdn Bhd.  
本规定适用于公司各部门。

## 3 Terms and Definitions 术语和定义

N/A.

无。

## 4 Management Responsibilities 管理职责

### 4.1 Centralized management department 归口管理部门

The CEO's Office is the centralized management department for team building activities, responsible for the approval of the contents and expenses thereof.

总经理办公室是团队建设工作的归口管理部门，负责团队建设活动内容及费用的审批。

### 4.2 Collaborative management departments 协同管理部门

4.2.1 The HR Department is responsible for confirming the number of in-service employees in the departments and cooperating with the CEO's Office in supervising the development of team building activities.

人力资源部负责确认部门在职人数，配合总经理办公室监督团队建设活动开展情况。

4.2.2 The Finance Department is responsible for providing financial support for team building activities in accordance with relevant standards and reviewing and reimbursing the expenses

thereof.

财务管理部负责按照标准，为团队建设提供资金支持，负责团队建设费用的审核和报销。

#### 4.3 Execution departments 执行部门

4.3.1 Each department is responsible for carrying out team building activities according to the regulations, strengthening cost control, and performing pre-activity approval, organization during the activity, and post-activity summary.

各部门负责按规定开展团建工作，加强费用控制，做好事前审批、事中组织、事后总结。

4.3.2 Each department is responsible for the authenticity and reasonableness of the team building expenses incurred.

各部门对所发生的团队建设费用真实性、合理性负责。

### 5 Management Contents 管理内容

#### 5.1 Scope of team building activities 团队建设活动范围

5.1.1 Team building activities shall be organized by the company or by various departments themselves and shall be beneficial to improve employees' physical and mental health, enhance team cohesion and promote work exchanges. The scope of team building activities includes but is not limited to reading clubs, friendship associations, quality development activities, cultural activities, and sports competitions, which give full play to the enthusiasm and participation of all employees.

团队建设活动由公司统一组织或各部门自行组织，应当有益于员工身心健康，增强团队凝聚力，促进工作交流，团队建设活动的范围包括但不限于读书会、联谊会、素质拓展、文娱活动、体育竞赛等活动，充分发挥每位员工的积极性与参与性。

5.1.2 The content of team building activities shall comply with local laws and regulations and religious practices.

团队建设活动内容应遵守当地法律法规和宗教习俗。

5.1.3 It is forbidden to turn any departmental team building activity into a departmental meal party or an activity for a minority of the employees.

禁止将部门团队建设简单变成部门聚餐和少数人的团队建设活动。

#### 5.2 Implementation of team building activities 团队建设活动实施

5.2.1 Before implementing team building activities, the respective department shall make an activity plan, clarifying the topics, time, location, participants, emergency and safety measures, etc.

各部门在实施团队建设活动前应制定活动方案，明确主题、时间、地点、参与人员、应急安全措施等内容。

5.2.2 The leaders of each department are the first responsible persons for the team building activities, and shall fully evaluate the feasibility of the activities, identify possible safety risks, and develop targeted emergency measures.

各部门领导为团队建设活动的第一责任人，应对活动的可实施性进行充分评估，识别可能存在的安全风险，并有针对性的制定应急措施。

5.2.3 During team building activities, the safety measures shall be implemented in a timely manner, and the implementation department(s) shall be fully responsible for all incidents that may happen.

团队建设活动过程中，要及时落实安全措施，发生各类事件，由实施部门承担全部责任。

5.2.4 After the implementation of the activities, it is required to summarize the activities within one week, and publish the manuscripts on the activities on the company's internal website, WeChat platform and other media channels to promote the company's cultural construction.

活动实施后，要在一周内对活动开展情况进行总结，并将活动开展情况以宣传稿件的形式发布在公司内部网站、微信平台等媒介通道，共同推动公司文化建设。

### 5.3 Team building expenses 团队建设活动经费

#### 5.3.1 Expenses standard 费用标准

5.3.1.1 The company's team building expenses standard is BND 5.0 per person per month, and the excess shall be borne by the respective department itself.

公司团队建设费用为每人每月 5 文币，超出部分由部门自行承担。

5.3.1.2 The number of employees in each department shall be calculated based on the number of in-service employees in the department at the time of expenses application and changed in a timely manner when there are employees onboarding or leaving.

各部门人数以费用申请时部门在职员工人数为计算标准，员工入职、离职需及时增减。

5.3.1.3 The team building expenses may be used cumulatively for months depending on the specific situation of each department. The team building expenses shall be only used in the current year, and the balance shall not be carried down to the next year.

团队建设费用可视各部门具体情况多月累计使用，仅限当年使用，余留部分跨年不累计。

5.3.1.4 The team building expenses are special funds, earmarked for special purposes, and may not be used for other bonuses, merit pay, etc.

费用为专项经费，专款专用，不得用于其他奖金、绩效等分配。

5.3.1.5 The team building expenses shall be effectively used in accordance with the principle of minimum expenditure and maximum achievement. In a single team building activity, the meal expenses shall not exceed 30% of the total expenses. It is strictly forbidden to use the team

building expenses to purchase physical goods and gifts only.

本着最小支出、最大成果的原则，有效使用经费开支。单次团队建设费用中，聚餐支出不得高于总费用的 30%，严禁仅购买实物、礼品发放。

### 5.3.2 Expenses application and approval 费用申请和审批

5.3.2.1 Each department shall submit a Team Building Activity Application Process through OA five working days before such activity, indicating a reasonable cost budget, and may not use the expenses until the approval is granted.

各部门应在团队建设活动实施 5 个工作日前通过 OA 提交《团队建设活动申请流程》申请，注明合理的费用预算，审批通过后方可使用。

5.3.2.2 The expenses applied for shall not exceed the department's balance for the current year as of the application date.

所申请的费用不得超过截至申请日部门当年节存费用。

5.3.2.3 Team building expenses approval process: department to submit an application - department head to review – HR Department to review the number of employees – CEO's Office to review the activity contents and expenses - CEO to approve.

团队建设费用审批流程：各部门提交申请—部门领导审核—人力资源审核部门人数—总经理办公室审核活动内容及费用—CEO 审批。

### 5.3.3 Use of expenses 费用使用

5.3.3.1 The expenses of departmental team building activities shall be advanced by the respective department and the vouchers that meet the financial reimbursement requirements shall be kept.

部门团队建设活动费用由各部门先行垫付，并留存符合财务报销要求的票据。

5.3.3.2 After the completion of the departmental team building activities, the expenses shall be reimbursed according to the requirements of the Finance Department and the prescribed procedures. The expenses shall be reimbursed on an actual basis and shall not exceed the expenses applied.

部门团队建设活动结束后，按照财务管理部要求和规定程序进行费用报销，费用实报实销，但不得超出所申请费用。

## 6 Inspection and Supervision 检查与监督

6.1 The departmental leaders shall supervise the whole process of team building activities in the respective department.

各部门领导对本部门团队建设活动进行全过程监督。

6.2 The CEO's Office shall randomly check whether the departments' activity plans are consistent with the actual implementation of the activities, and punish violations such as false reporting of activities and abuse of expenses.

总经理办公室抽查部门活动方案与实际开展情况是否一致，对虚报活动、滥用费用等违规行为进行考核。

6.3 The Finance Department shall supervise whether the vouchers reimbursed comply with the actual situation, and punish the acts in violation of the reimbursement regulations such as false vouchers.

财务管理部监督部门报销票据与实际情况是否一致，对虚开票据等违反报销规定的行为进行考核。

6.4 During the team building activities, in case of any personal injury or any incident that has a negative impact on the company's image due to not taking safety measures, the main person in charge of the department and the person directly responsible therefor shall be punished, and the bonus for the month shall be deducted and other treatment shall be carried out in accordance with relevant regulations.

各部门在活动开展过程中，出现因安全措施未落实发生的人身伤害事故或产生对公司形象造成负面影响的事件，将对部门主要负责人及直接责任人进行考核，扣罚当月奖金并按规定进行其他相应处理。

## 7 Associated Procedures and Records 关联程序和记录

### 7.1 Associated procedures 关联程序

Team Building Activity Application Process HYBN-T2-01-0062-001-2019

团队建设活动申请程序 HYBN-T2-01-0062-001-2019

### 7.2 Associated records 关联记录

N/A.

无。

## 8 Supplementary Provisions 附则

8.1 This document is under the jurisdiction of the CEO's Office.

本规定由总经理办公室归口管理。

8.2 This document is drafted by the CEO's Office.

本规定起草部门：总经理办公室。

8.3 This document shall be interpreted by the CEO's Office.

本规定解释权归总经理办公室拥有。

8.4 The details of version preparation and approval of this document are as shown in Table 1.

本规定版本编制和审批情况见表 1:

**Table 1 Details of Document Version Preparation and Approval**

**表 1 文件版本编制和审批情况**

1	2019-5-23	Wang Hai Qing 王海庆	Sun Jin 孙进	Chen Liancai 陈连财
Version 版本	Date Issued 颁布日期	Prepared By 编制人	Reviewed By 审核人	Approved By 批准人