

Attendance and Disciplinary Inspection Report by Human Resources Department

人力资源部劳动纪律通报

On the 4th, 5th, 8th, and 10th of July 2019, Human Resources Department together with CEO's Office Department conducted a 5 day attendance and disciplinary inspection at 8 entrances;the office building, the central control building, the overhaul building, the quality inspection center, the thermal power central control building and the canteen on the first floor. Mainly checking on punctuality of employees, recording and verification with respective departments on those who enter pass after 8:00am. At present, most employees arrive at the company by bus. Generally, there is no case of late arrival. However, during the inspections 10 employees in five departments was found to violated labor discipline rules.Majority of late comers are self-driving employees. Some employees were found still having their meals in the canteen during working hours and does not have a sense of self-reflection about it.

2019年7月4日至7月5日、7月8日至7月10日，人力资源部会同总经理办公室，对进入办公楼、中控楼、检修楼、质检中心、热电中控楼及一楼餐厅共8个门岗进行了为期5天的

劳动纪律检查，主要针对员工是否按时上班，通过记录超过规定上班时间 8:00 进入各门岗的员工信息并与部门核实确认。目前大部分员工乘坐班车到达公司，一般不存在迟到情况。但检查也发现 5 个部门 10 名员工违反劳动纪律，主要是自驾车辆上班员工存在迟到的现象，并且较为普遍，个别员工上班时间仍在食堂就餐并且理直气壮。

The inspection not only found that employees violated labor discipline, but also found that they did not realize their own mistakes. They think it's normal to be late for work and to eat in canteen during working hours. Companies should not take care of it. This kind of atmosphere is very severe. As employees in high-risk industries of petrochemical industry, they should strictly abide by various systems and prohibit orders, so as to ensure safe production.

本次检查不仅发现员工违反劳动纪律，更发现部分员工根本没有认识到自身错误，他们认为上班迟到、工作时间在餐厅就餐都是正常情况，公司不应该管。这种风气是非常严峻的，作为石油化工高危行业的从业员工，要求严格遵守各项制度，做到令行禁止，才能确保安全生产。

In view of the problems found in the inspection, Human Resources Department will carry out the assessment in

accordance with the professional assessment rules issued earlier. All Departments should pay attention to department management, strengthen staff execution, cultivate good professional habits, and lay a good foundation for smooth driving and safe operation of the project.

针对检查中发现的问题，人力资源部将根据前期已发布的专业考核细则进行考核，请各部门重视部门管理工作，强化员工执行力，培养良好的职业习惯，为项目顺利开车和安全运行打好基础。

Human Resources Department

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人力资源部

