

Notice on Printing and Distributing the "Human resources Professional Assessment Rules (trial revised edition) "

关于印发《人力资源专业考核细则（试行修订版）》的通知

All departments,

各部门：

The Human Resources Department has supplemented and improved the "Human Resources Professional Assessment Rules (trial revised )" in light of the company's current work priorities. It is now distributed to all departments, and all departments are required to implement them carefully.

人力资源部结合公司目前工作重点，对《人力资源专业考核细则（试行）》进行了补充完善，现下发给各部门，请各部门认真贯彻执行。

Human Resources Department



September 9, 2019

2019年9月9日

## HR Dept. Detailed Assessment Rules & Regulations(Trial Revised Edition)

### 人力资源专业考核细则（试行修订版）

Item No. 序号	Item 项目	Description 检查内容	Assessment Criteria(BND) 考核 标准（文）	Remarks 备注
1		Be late for work < 30 minutes behind schedule, or get off work < 30 minutes ahead of schedule 上班迟到或早退30分钟以内	-20\$	
		Be late for work 30-60 minutes behind schedule, or get off work 30-60 minutes ahead of schedule 上班迟到或早退30-60分	-40\$	
		Be late for work >60 minutes behind schedule, or get off work >60 minutes ahead of schedule 迟到或早退60分钟以上	Considered to be absent from work that day. 1day's salary to be deducted, and another 60\$ to be fined 视旷工一天，扣除当日工资，考核60\$	
2		Be absent from work for one entire day without any proper reason 员工无故旷工一天	1day's salary to be deducted, and another 100\$ to be fined 扣除当日工资，考核100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
3		Leave office for business without informing the director or other colleagues 外出工作未向领导或同事知会，出入无法追踪	-20\$	
4		Punch-in on behalf of others, or cheat in terms of punch-in/sign-in 代人签到或打卡/签到虚假提前	-20\$	

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5	Discipline 劳动纪律	Do something irrelevant to work during work, like browsing external websites which has nothing to do with work 员工上班期间浏览与工作无关的外部网站等与工作无关的事情	-20\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
6		During the shift, the mobile phone is not stored in the designated location according to the company's fixed placement requirements. 当班期间手机未按公司定置化摆放要求存放在指定位置	-10\$/人	
7		Violate <i>Employee Attendance Management Regulation</i> . Be on holiday without going through procedures for approval 员工未遵守《员工请假考勤管理规定》，休假未按要求走审批手续	-40\$	
8		Leave their own workplace, or go to other's workplace without any proper reason during work 员工上班期间不坚守岗位，脱岗、串岗	-40\$/-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
9		Sleep during work, or be not in a good mental condition during work 班期间精神状态不佳、睡岗	-40\$/-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规

## HR Dept. Detailed Assessment Rules & Regualtions(Trial Evised Edition)

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10		Conduct some other profitable activities during work or in the name of sick leave, personal leave, etc. 员工上班时间从事第二职业，以请事假、病假等假期的名义去从事其他有收益经济活动的	-60\$/-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
11		Participate in fighting, brawling, mobbing, or other misbehaviors which would disturb the production, damage the company image, or bring forth adverve effects to work. 员工发生聚众闹事、打架斗殴等影响工作、生产秩序和公司形象行为的	-100\$/-200\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
12		Don't follow the shift schedule. Change the shift without permission 员工未遵守排班制度，未经批准擅自换班	-60\$/-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
13		Spread discontents in public. Instigate others to mob, violate rules, etc. Disturbe others' normal work 员工在公共场合散布不满情绪，煽动指使他人闹事、违纪等，影响他人工作	-60\$/-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
14		Be late,or absent for training without any proper reason. Get off training earlier than schedule without any proper reason 参加公司培训迟到、早退或无故缺席的	-20\$	

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15	Training 培训工作	Master-apprentice agreement is absent, or it is not prepared properly(considered to be invalid if training target is missing in the agreement) 导师带徒协议缺失或填写不规范（无培养目标计划视同无效）	-10\$/Copy -10\$/份	
16		Master-apprentice system is not organized or supervised properly 导师带徒工作组织或督导不力	-100\$	
17		The annual traning plan which has been submitted for approval is not implemented on schedule or not implemented at all. Training plans which are added at latter stage are not submitted to HR Dept. 对提报的年度培训计划无合理理由未按时实施或没有实施，对追加的培训计划没有向人力资源部报备	-60\$/-100\$	
18		Trainings which take place outside the company are not organized according to rules & regualtions. Training summary and investigation report are not prepared according to rules & regualtions, or they are not submitted. 送外培训流程不符合要求，未提交培训总结和调研报告或培训总结和调研报告不达标	-60\$/-100\$	
19		the Post Certificate is lost because it is unproperly kept 上岗资格证因未妥善保管造成丢失	-10\$/本	
20		During the shift, the operation permit was not stored in the designated position according to the company's fixed placement requirements 当班期间上岗操作证未按公司定置化摆放要求存放在指定位置	-5\$/本	

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21		Personnel who are found cheating in the examnation for getting the Post Certificate 人员上岗取证考试被当场发现存在作弊行为	It will be considered as failing the exam. The examnation result will be cancelled. To be demoted or temporarily laid off. 取消上岗考试成绩，视为上岗考试不合格，作降级或待岗处理	
22		Departments who are found cheating in the company-level training or exam 部门在公司级培训或考试存在徇私舞弊，弄虚作假行为的	-200\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
23		Dept. Annual Training Summary and Training Plan for the next year are not submitted at the end of each year. 每年年底提交本部门培训工作总结与下年度培训工作计划，未提交或无故拖延提交	-60\$/-100\$	
24		Damaging the equipment, littering or not keeping the classroom clean during simmulation training 参加仿真培训时，损坏操作设备，乱扔垃圾纸屑，不维护仿真教室的环境卫生	-20\$/-100\$	
25		Fail the company-level technical or safety training exam. Fail again in the supplementary examination 公司级技术或安全培训考核不合格，经补考仍不合格	-50\$/-100\$	

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26	The construction of talent force 人才梯队建设 工作	Don't cooperate with HR Dept. for the preliminary selection of talents and the implementation of talent training plan. 未配合人力资源部做好人才培养对象的初步甄选和人才培养计划的具体实施。	-50\$/-100\$	
27		Don't cooperate with HR Dept. for the recruiting, reserving, selecting, training, recommending and receiving of talents 未配合人力资源部做好各类人才竞聘上岗、关键岗位储备人选名单、申报选拔培养、推荐推举、招	-50\$/-100\$	
28		Don't cooperate with HR Dept. for submitting Candidate List of Position Adjustment. Don't cooperate with HR Dept. for position adjustment recommendations. 未配合人力资源部提出职级调整申报人选名单和职级调整建议	-50\$/-100\$	
29	Attitude toward work	Be slack at work, and work activities are delayed subjectively 消极怠工，因主观原因导致工作滞后	-20\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规定》处理
30		Disobey orders given by the superior in terms of work assignment 找借口不服从或违抗上级的工作安排和调度	-60\$-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规定》处理

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31	工作态度	Offend the superior publicly. Delay the work activities assigned by the superior on purpose 公开顶撞领导，对领导交办的工作故意拖延	-60\$-100\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
32		Don't cooperate with other departments to work or be late for team-work when it is required.对公司其他部门的工作不予以配合或未按时完成	-50\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规
33		Disclosure confidential company information. Enquire, or discuss others' salary or spread rumors which would damage company image 泄漏公司机密，打听、谈论他人待遇或散布小道消息使公司形象受损	-50\$	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违
34		Don't propagandize, study or implement HR laws, rules & regulations issued by company 对公司下发人力资源法律法规、制度等，未及时按要求进行宣贯、培训	-50\$	
35		Time sheet is not submitted at the end of each month. Time sheet is not filled in or submitted properly 每月未按时提报考勤表，考勤表填报不规范或填报错误	-10\$ for each mistake -10\$/处	



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36	Miscellaneous 其它	Employees' resigning or absence from work are not submitted for approval or dealt with in time 员工离职或旷工未及时提报或不及时办理的	-50\$	
37		Salary is not calculated correctly in the payroll or the payroll is not submitted for approval in time 薪酬计算出错或提报不及时的	-20\$ for each mistake -20\$/处	
38		Test is not organized properly for employees who are under probation period. The test is not filled out properly 未按时做好员工试用期满转正考核，考核表填报不规范	-10\$ /Man-time -10\$/人次	
39		Dept.annual performance assessment results or other relevant documents are not submitted in time 未按要求及时提交本部门年度绩效考核结果及相关资料	-50\$	
40		Dept. internal routine appraisal management system is not prepared or implemented. Dept. internal personnel management is disordered 部门未制定落实内部日常考核管理制度，内部人员管理混乱	-50\$/-100\$	
41		Disobey the company's visa application plan without any proper reason or cheat company on visa application deliberately 无特殊原因，不服从公司签证工作安排或故意欺骗导致签证无法办理	-50\$/Man-time -50\$/人次	To be punished according to <i>Disciplinary Management Regulations</i> in severe cases. 情况严重按照《违纪惩处管理规定》处理