

# **Notice on Standardizing Staff Mealtime**

## **关于规范就餐时间的通知**

**All departments,**  
各部门：

**According to the requirements of Human Resources Department and considering the company normal working schedule, the notice regarding the staff mealtime as well as the opening and closing time of the canteens is hereby given below. This will be effective from 1 August 2019.**

根据人力资源部要求，结合公司正常作息時間，从8月1日起，对就餐时间、餐厅开门和关门时间通知如下：

### **1. Staff Mealtime**

#### **就餐时间**

**From Monday to Friday:**

周一至周五就餐时间：

**Breakfast: 7:00am--8:00am (shift workers: 8:30am--9:30am)**

早餐：7:00am—8:00am，倒班人员早餐：8:30am—9:30am

**Lunch: 11:30am--12:40pm**

中餐：11:30am—12:40pm

**Dinner: 5:30pm--6:30pm**

晚餐：5:30pm—6:30pm

**For Saturday and Sunday:**

周六、周日就餐时间：

**Breakfast: 7:00am--8:30am (shift workers: 8:30am--9:30am)**

**早餐： 7:00am—8:30am， 倒班人员早餐： 8:30am—9:30am**

**Lunch: 11:00am--12:20pm**

**中餐： 11:00am—12:20pm**

**Dinner: 5:00pm--6:00pm**

**晚餐： 5:00pm—6:00pm**

## **2. Opening Time and Closing Time of Canteens**

### **餐厅开门和关门时间**

**Opening Time: The canteens will open 5 minutes before the above stipulated time. However, no staff members shall enter the canteens earlier than the stipulated time.**

开门时间：根据就餐时间，餐厅将提前 5 分钟开门，所有人员不得提前进入餐厅。

**Closing Time: The canteens will close 5 minutes after the above stipulated time. Unless under special circumstances or otherwise arranged, no staff members shall stay in the canteens after the stipulated time.**

关门时间：餐厅于就餐时间结束 5 分钟后关门。除特殊情况留餐或另行安排的工作餐，所有人员不得在餐厅滞留。

**Please be notified and abide by the above regulations.**

请相互转告并遵照执行。

**CEO's Office**

**30 July 2019**