

Attendance and Disciplinary Inspection Report by Human Resources Department

人力资源部劳动纪律通报

From September 18 to September 20, 2019, Human Resources Department conducted labor discipline inspections on four shifts of No. 1, 2, 3, 4 Refineries Department , Power Department, Port and Storage Department, Utilities Department, and Quality Analysis Department. This time, the main inspections of night labor discipline and the management of mobile phones and employment certificates are reviewed, with details as follows:

2019年9月18日至9月20日，人力资源部对炼油一至四部、热电部、港务储运部、公用工程部、质量检验部4个轮班进行了劳动纪律检查。本次主要检查夜班劳动纪律和手机、上岗证管理情况，检查情况通报如下：

1. The night shift of No. 2 Refinery Department, No. 4 Refinery Department, and Power Department have disciplinary violations;

炼油二部、炼油四部、热电部夜班当班人员存在睡岗的违纪现象；

2. Day shift field operator of No. 4 Refinery Department are half naked in operator room;

炼油四部白班人员在外操室内赤裸上身；

3. Employees in No.1, 2, 3 and 4 Refinery Department did not place mobile phones in designated place according to the company's requirements, and are using their mobile phones during work;

炼油一部、二部、三部、四部未按公司要求放置手机，上班期间看手机现象比较突出；

4. No. 1 and 4 Refinery Department did not place their qualification certificate in designated place according to the company's regulations.

炼油一部、四部未按公司规定放置上岗资格证。

In response to the problems found during the inspection, the Human Resources Department will conduct an assessment based on the published "Human Resources Professional Assessment Rules".

针对检查中发现的问题，人力资源部将根据已发布的《人力资源专业考核细则》进行考核。

The company is about to enter full-scale commercial operation.

All departments are required to strengthen basic management work, develop good work habits, and strictly abide rules and regulations to ensure the safe and stable operation of the all units.

公司即将进入全面商业运营，请各部门强化基础管理工作，养成良好的工作习惯，严格遵守各项规章制度，确保装置的安全稳定运行。

Human Resources Department



