

HYBN-2019-017

**Notice on Standardizing Mobile Phone Management
during Work Hours**
关于规范上班期间手机管理的通知

All departments,
各部门：

The company has completed the installation of administrative and dispatching telephones, and equipped walkie-talkies for each unit as needed. In order to further strengthen and manage the use of mobile phones, strengthen post responsibility and effectively protect the company's safe and stable production, this notice is hereby issued. The relevant requirements are stipulated as follows:

公司已完成行政及调度电话的安装，为各单位按需配置了对讲机。为进一步加强对手机的使用管理，强化岗位责任，有效保障公司安全稳定生产，特发此通知，相关要求如下：

1. It is forbidden to use mobile phones to play games, watch videos, listen to music, read e-books, browse unrelated web pages, etc. during working hours.

公司所有员工上班期间禁止用手机玩游戏、看视频、听音乐、看

电子书、浏览无关网页等从事与岗位工作无关的事项。

2. The on-duty skill operator is prohibited from using the mobile phone to make calls, send text messages and make voice and video calls. Upon implementing this policy, the mobile phone and the operation certificate must be placed at the designated location within the department for safe-keeping and shall only be collected after the work shift.

当班技能操作人员禁止在岗位上用手机接打电话、发送短信、语音及视频通话。接班后须将手机、上岗证统一放置在部门指定的位置保管，交班后统一取回。

This notice shall be implemented as of the date of issuance. All units are required to abide by the policy to implement the management of mobile phones. Human Resources Department will do a routine check to ensure this policy is fully enforced. Any violations will be punished according to the *Manual Rules for the Assessment of Human Resources* and the *Notice on the Setting up the Second Batch of No-Fire Zones and Conducting HSE Special Inspections*.

本通知自下发之日起执行，请各单位务必做好手机管控的宣贯落实工作。人力资源部将加大对劳动纪律的各项检查力度，一经查实，将根据《人力资源专业考核细则》及公司《禁火区域及禁火区域严管要求的通知》进行考核。


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