

# Notice on Reiteration of Logistics Work Requirements

## 关于重申几项后勤工作要求的通知

All departments /各部门:

To further improve logistics management, and to provide logistic supports in a timely fashion, you are hereby notified of relevant matters and requirements as follows:

为进一步提高后勤管理水平，及时做好各方面的后勤保障，现将有关事项和要求通知如下：

### I Contact Information of Logistic Staff /后勤人员联系方式

The logistic office is in Room 110 of the main office building, responsibilities are divided among staff members as follows:

后勤办公室在主办办公楼 110 房间，人员及职责分工如下：

Work Type 类别	Post 岗位	Name 姓名	Personal MP No. 私人电话	Hotline 服务热线
Vehicle Management 车辆管理	Supervisor 主管	Ben Siah	8830001	Vehicle Service 车辆热线 8331122 / 8331133
	Dispatch 调度	Malik	7106730	
Canteen Management 餐厅管理	Supervisor 主管	Joanne	8676726	Meal Delivery 送餐热线 Halal/清真： 8331188 Non-Halal/非清真： 8331199
	Assistant 助理	Boon Haw	8796807	
Apartment Management 公寓管理	Supervisor 主管	Eddie	8651212	
	Assistant 助理	Jimmy	8830207	

**Should employees have any questions or suggestions regarding logistic work, please contact relevant management personnel during office hours, and please try the helplines first. In times of a special situation or emergency, you can dial their personal contact numbers. It is not suggested to get in contact with Bruneian employees on their personal phone numbers during off hours or on public holidays.**

员工如对后勤工作有疑问或建议，请在工作时间联系相应管理人员，并优先拨打热线电话。特殊或紧急情况下，可拨打私人电话；休息时间或公共假日不建议拨打文莱员工私人电话。

## **II Vehicle Use Application / 用车申请**

**For any vehicle use demand due to work, please apply at least half a day in advance during work days via the HYBN-0118 work process in the OA system. Fill in in detail the necessary information of boarding location, destination, departure time, number of passengers etc., and please confirm via helpline or face to face with vehicle management.**

因工作需要临时用车的，在工作日应至少提前半天通过 OA 系统中的 HYBN-0118 流程进行申请，详细填写上车地点、到达地点、发车时间、乘车人数等必要信息，并主动通过热线、或当面与车辆管理人员对接确认。

**Vehicle use demands on weekends or public holidays shall be applied in advance during work days.**

周末或公共假日用车，应提前在工作日申请。

## **III Airport Coach Service / 机场接送服务**

**We provide airport coach services for personnel who is going to take the charter plane to go back to China every Tuesday morning. The buses depart from the PMB parking lot, the Aranta apartment, the Armada apartment, the Onecity apartment and the Riverplace apartment at a universal time of 6:00 am.**

每周二早晨为乘坐包机回国人员提供送机服务，发车时间为6:00am，分别从PMB岛营区停车场、Aranta公寓、Armada公寓、Onecity公寓、Riverplace公寓准时发车。

**We provide coach service for personnel arriving in Brunei by the charter plane every Tuesday evening, as well as meeting service with a sign at the airport by designated personnel according to the plane ticket booking information. Those who have finished going through all the arrival formalities please go to the meeting point to register and take designated buses. Those who decide to go back to their apartments by themselves shall actively notify the meeting service crew of their plans, the company do not provide any transfer services at any other undesignated stops.**

每周二晚上为乘坐包机抵达文莱的人员提供接机服务，并根据机票订票信息由专人在机场举牌接机，请到达人员先到接机点登记并根据安排乘坐指定巴士；自行返回人员需主动告知接机人员，公司不提供中途接送服务。

**For those who need airport transfer services out of the timeframe of the charter plane coach service schedule, please apply through the HYBN-0118 work process in the OA system, fill in in detail necessary information of boarding location, destination, departure time, number of passengers, and flight number etc., and actively**

**keep in contact with the vehicle management.**

乘坐包机以外时段航班并需要接送机的人员，请通过 OA 系统中 HYBN-0118 流程进行申请，详细填写上车地点、到达地点、发车时间、乘车人数、航班号等必要信息，并主动与车辆管理人员进行衔接。

**Those who come to the PMB for the first time shall have their work permits arranged beforehand; Contractors shall have their relevant documents arranged beforehand or have other personnel to conduct the access procedures to the island.**

首次上岛员工应提前办好工作证；服务商人员应提前办理有关证件或安排人员处理上岛手续。

#### **IV Shopping Bus Service / 购物车服务**

**The company provides conditional shopping bus services to employees living in different neighborhoods. Those who wish to take a shopping bus shall sign up in advance inside the south entrance of the main office building, employee number shall be put down accurately.**

每周日，公司为各小区人员提供有限的购物车服务，坐车人员应提前在主办公楼南门进行登记，并如实填写工号。同一小区仅在人数多于 10 人时，才安排购物车。

#### **V Retrieval of lost items / 遗失物品领取**

**Employees shall check their seats before getting off the bus, and make sure they don't leave any personnel belongings like cellphone, glasses, umbrella and backpack in the bus. Should an**

**employee find any personal item lost by others, please inform and turn it in to the driver.**

员工下车前请仔细检查座位，确保手机、眼镜、雨伞、背包等个人物品不要遗落在车上。如发现他人遗失个人物品，请在第一时间告诉并交给司机。

**The bus drivers will actively check the buses each time they finish their job. Any lost items found by them will be collected and handed in to the vehicle management. Anything hasn't been claimed within two weeks will be disposed as ownerless items.**

司机每次完成任务后，主动检查车辆，如发现遗失物品，会及时收集并上交至车辆管理人员办公室。如 2 周内无人认领，将作为无主物品进行处理。

**Should an employee lose something during commuting, the employee shall refrain from calling the vehicle management during the night, and shall go to the Room 110 office to inquire and retrieve during normal working time.**

员工在乘车时如有物品丢失，尽量避免在夜间致电车辆管理人员，可在正常工作时间到 110 办公室进行查询、领取。

## **VI Vehicle Maintenance / 车辆维修**

**Please apply through OA procedure HYBN-0121 for all regular maintenance of the vehicles allocated by the company to departments or individuals. For any damage or collision of the vehicle incurred due to inappropriate usage, or any collision or scratch in the vehicle but unable to provide the information of the responsible person, the department or the user/ custodian which**

**the vehicle belongs to shall bear full responsibility and all repair costs; the department shall bear 50% of the losses caused by inappropriate maintenance.**

公司配置给各部门或个人的通用类汽车的正常维修和保养，请使用 HYBN-0121 进行申请。如非正常使用造成损坏、碰撞，或被碰撞、刮擦但无法提供责任人信息的，由车辆所在部门或使用/保管人承担责任和修理费用，因保养维护不及时造成的损失由部门承担 50% 损失。

## **VII Bicycle Requisition / 自行车申请**

**All bicycle requisition application shall be handled by the general administrator in the department with paper and electronic application materials signed and approved by the department leader provided.**

自行车申请应当通过部门综合管理员统一办理，需提供纸质和电子版申请材料，并经部门领导审批同意。

**Bicycle owners shall take full responsibility for their bicycles. The company will not provide repair services, but there is a small quantity of spare parts and components for which each department can apply according to their own conditions.**

自行车使用人对自行车承担完全保管责任，公司不提供修理服务。公司备有少量自行车零配件，应当按部门申报、领取。

## **VIII Canteen Mealtime and Opening Hour / 餐厅就餐时间和餐厅开关门时间**

**Please refer to *Notice on Standardizing Staff Mealtime*; and**

**mealtime on public holidays is the same as weekends.**

按《关于规范就餐时间的通知》执行，公共假日与周六、周日就餐时间相同。

**Note: Please ensure the door is closed after entering or exiting the canteen to keep flies out. Staff are allowed to enter the canteen in advance unless otherwise specified, and no one should stay inside during non-dining hours. It's strictly prohibited to damage public goods and take tableware out without permission.**

**特别提醒：**进出餐厅请随手关门，避免苍蝇进入。无特殊情况，不得提前进入餐厅，非就餐时间不得在餐厅逗留。严禁损坏公共物品，严禁将餐具私自带出餐厅。

## **IX Site Meal Delivery & Overtime Meal Requisition /现场送餐和加班餐申请**

**All departments shall take meals delivered to the plant site in time and place as specified. Please contact meal delivery hotline in time if the meal is delivered to the wrong place due to poor communication or if other department delayed in taking meal.**

各部门应在规定时间、地点接收现场送餐，如因申报地点不准、取餐不及时等原因造成延误的，请及时联系送餐热线。

**Please refer to *Notice on Launching the Meal Delivery Service to the Plant Site* for all requirements related to meals delivered to the plant site.**

现场送餐工作要求参照《关于正式启动现场送餐的通知》执行。

**Please refer to *Notice on the Adjustment of Delivery Time of***

***Midnight Snacks*** for details related to midnight snacks delivery time.

倒班送餐时间参照《关于调整夜宵送餐时间的通知》执行。

**Note:** Any opinions or suggestions related to midnight snacks delivery shall be collected by the general administrator in the department and submitted to the canteen manager or the staff can go to Room 110, Main Office Building directly for a face-to-face communication to ensure the reasonable opinions of the staff are heard and handled in time.

**特别提醒：**为保证员工合理意见得到确认并及时处理，与倒班送餐相关的意见或建议应通过部门综合管理员，统一反馈至餐厅管理人员，或直接到 110 办公室进行当面沟通。

#### **X Overtime Meal Reservation/ Take-out / 加班餐预留或打包**

Staff working overtime or delayed mealtime due to work shall inform the canteen supervisor to arrange meal reservation before 11:00 am or 4:30 pm on the day. Generally, meal reservation service shall be no later than 1:20 pm or 7:00 pm.

各部门加班人员或因工作原因延误需在餐厅就餐，请于当日 11:00am 或 4:30pm 之前通知餐厅主管安排留餐，留餐时间原则上不超过 1:20pm 或 7:00pm。

Please fill in the *Overtime Meal Application Form* for any meal take-out service. In case of emergency, staff can also call the canteen supervisor in advance to arrange for food take-out, or designated staff can register in the canteen with their work ID and fill in the form afterwards. Canteen will not provide take-out



**service to the staff who has not informed the canteen supervisor in advance.**

如需带餐，请填写《加班餐申请单》，紧急情况下可提前电话联系餐厅主管安排打包，或指定人员凭工作证在餐厅登记并事后补单。如未通知餐厅主管，自行去餐厅打包一概不受理。

## **XI Application and reapplication of multi-purpose cards/一卡通办理或补办**

**Please refer to *Notice on the Application and Reapplication of Multi-purpose Cards*.**

参照《关于一卡通办理和补办的通知》执行。

## **XII Maintenance of apartment facilities / 公寓物品维修**

**Hengyi only provides the following free items once, such as kitchenware, toiletries, trash disposal facilities and kettles, all staff shall keep and cherish them properly, and there will be no more repair service provided in case of their any damage.**

公司免费提供的物品，如厨具、个人洗漱物品、垃圾处理工具、开水壶等，为一次性提供，员工应妥善保管并自觉爱惜，任何损坏均不再提供维修服务。

**In case that the immovable furniture or household appliances etc. provided by the owner are damaged due to the occupants' reason, the occupants shall compensate for it according to the actual cost. In case of the damage of lights, door locks or faucets, or drain blocking, the occupants shall bear part or all of costs based on the owner's requirements. If requiring door unlocking service during non-working hours, the occupant shall pay relevant service fee**

**according to the owner's service standard.**

公寓内由业主提供的不可移动家具、家用电器等，因人为破坏，由入住人员照价赔偿。灯泡、门锁和水龙头损坏、下水道堵塞将根据业主要求，由入住人员自行承担部分或全部费用。非工作时间需提供开门服务的，按业主服务标准收费。

**For normal repairs, please contact directly the maintenance staff through the WeChat group of the respective apartment.**

正常报修请通过各小区微信群，直接@维修人员。

### **XIII Network service / 网络服务**

**Free internet service provided by Hengyi for its staff is only based on the current standard. In case of insufficient network flow, the occupants have to purchase by themselves.**

公司对员工提供的免费网络服务只限于现有标准，如流量不够由入住人员自行购买。

**In case of network connection failure, please consult your department or colleagues first to check that it is beyond normal fluctuations or improper operation before requesting the maintenance personnel for repair.**

如网络连接发生故障，请先咨询本部门或周围同事，在排除正常波动或操作不当的情况下，再向维修人员报修。

**Kind reminder: don't change the router username or password at will.**

**特别提醒：**不得随意更改路由器用户名和密码。

### **XIV Special tips for apartment maintenance /公寓维修特别说明**

**The appliances or network maintenance service requested in the evening or on weekends may be delayed because of the local working habits in Brunei.**

考虑文莱本地工作习惯，在晚间或周末提报的公寓电器报修、网络维修，可能会有所延迟。

**We hereby notify the above information.**

特此通知。

**CEO's Office / 总经理办公室**

**November 16, 2019**