

Notice on Reinforce in Environmental Remediation of Office Area

关于加强办公区环境整治的通知

Departments 各部门:

In order to reinforce in environmental remediation office area, standardize work order, and create good working atmosphere, relevant requirements are hereby notified as follows. 为加强办公区环境管理，规范工作秩序，营造良好的办公氛围，现将有关要求通知如下：

一、Remediation range 整治范围

Office areas mentioned in this notice include: all departments centralized office area, sector independent office, old office areas, and public areas of various office places. 本通知所述办公区包括：各部门集中办公区、部门独立办公室、老办公区、各办公场所公共区域。

二、Remediation requirements 整治要求

1. Office area facilities and goods should be kept clean and tidy, free of dust and stains. 办公区设施及物品应保持干净整洁，无灰尘、无污迹。

2. Responsible departments shall strictly control outsiders and irrespective of who wander in and out or move around in office area. 各责任部门应当严格控制外来人员、无关人员在办公区随意进出或走动。

3. It is strictly prohibited any gathering and making loud noises in office area. 严禁在办公区任意聚集、大声喧哗。
4. Documents, materials and other items on the desk should be placed neatly. 办公桌上的文件、资料等物品应摆放整齐。
5. Cabinets, file cabinets items should be segregated, neat and orderly. 资料柜、文件柜内物品应分类摆放、整齐有序。
6. Wires and network cables laying should be neat, tidy and not messy. 电线、网线布放及走向应当整洁、美观、不凌乱。
7. Safety helmets, gloves, and flashlights in operating room and central control room should be placed in grid cabinet, and safety helmets in centralized office area should be placed in work station or grid cabinet. 外操室、中控室内的安全帽、手套、手电筒应放置在格子柜中，集中办公区安全帽应放置在工位格子或柜子中。
8. All departments should increase their awareness of safety and energy conservation, and turn off power and lights after get off work. Under clear weather and sufficient light, lighting in centralized office area should be turned off. 各部门应增强安全意识和节能意识，下班后随手关闭电源和照明灯。晴朗天气且光线充足的情况下，应主动关闭集中办公区照明。
9. It is forbidden to gather for meals, snacking, or make loud noises in office area during working hours. 工作时间禁止在办公区聚众用餐、吃零食、大声喧哗。
10. Trash cans are placed under workstations or desks, not in aisles. 垃圾桶放在工位或办公桌下，不得摆放在过道。

11. Centralized office area and independent offices must not have sundries stacking. 集中办公区及独立办公室不得有杂物堆积。

12. Potted plants should always carry out maintenance. No debris in the pot and surrounding area should be clean; dead green plants and flower pots should promptly clean up in time. 盆栽植物要时常进行养护，盆内无杂物，周边干净；枯死绿植及花盆要及时清理。

三、Inspection and assessment 检查和考核

1. Heads of departments are primarily responsible for workspace environment management and employee code of conduct, should consciously reinforce management and promptly correct improper behavior. 各部门负责人是办公区环境和员工行为规范管理的第一责任人，应自觉加强管理，及时纠正不当行为。

2. General Manager's Office comprehensive inspection team will conduct special inspection of office environment from August 1st - 10th. Inspection results will be reported on company's website and included in department's monthly assessment. 总经办综合检查组将于 8 月 1 日—10 日对办公区环境进行专项检查，检查结果将在公司网站上通报并列入部门月度考核。

CEO's Office 总经理办公室

2020 年 7 月 29 日