



Hengyi Industries Sdn Bhd
恒逸实业（文莱）有限公司

HYBN-T3-02-0001-2020-2



Regulations of Labor Organization Management

劳动组织管理规定



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Version Information 版本信息

1 Version 1 第一版

Version 1 was released on 31st December, 2018.

第一版发布时间为 2018 年 12 月 31 日。

2 Version 2 第二版

2.1 Version 2 was released on 1st January, 2020. Version 2 revised the following contents in Version 1 and updated the corresponding numbers.

第二版发布时间为 2020 年 1 月 1 日，第二版较第一版主要修改如下内容，并更新相应序号。

2.1.1 Create New Contents 新增内容

2.1.1.1 Clause 5.2.3.4, create new “The HSE management department shall make risk assessment in a timely manner after approval and increase of preparation”.

5.3 条款增加“经核定增加编制后，HSE 管理部要及时做好风险评估”内容。



 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
	Regulations of Labor Organization Management 劳动组织管理规定			
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1 Purpose

目的

Based on the laws and regulations of Brunei and the actual situation of the Company, the Regulations are hereby formulated in order to standardize the organization structure, post setting of the Company and clarification of job responsibility and working time.

为规范公司劳动组织架构及岗位设置，明晰岗位职责及工作时间，依据文莱相关法律法规，结合公司实际，特制定本规定。

2 Scope of Application

适用范围

The Regulations are applicable to the posts and employees of all departments of the Company. 本规定适用于公司各部门岗位及员工。

3 Terms and Definitions

术语和定义

N/A.

无。

4 Management Responsibilities

管理职责

4.1 Primary Management Department

归口管理部门

4.1.1 The HR Dept. is the primary management department of Regulations of Labor Organization Management, which shall be responsible for formulating (revising) the Regulations of Labor Organization Management;

人力资源部是劳动组织管理规定的归口管理部门，负责制（修）订劳动组织管理规定；

4.1.2 Be responsible for preparing and organizing to implement the Company's employment plan and demand schedule according to the development strategy and practical situation of the Company, carrying out the evaluation and optimization of employment conditions, and

organizing the post assessment;

负责根据公司发展战略和实际情况，编制公司用工规划和需求计划并组织实施，开展用工状况评估和优化，组织岗位测评；

4.1.3 Be responsible for organizational management including organization structuring, merger, revocation and renaming; and be responsible for determining the form of labor organization, mode of work in shifts, work standards and labor hour adjustment.

负责机构设置、合并、撤销、更名等机构管理工作；负责确定劳动组织形式、倒班模式、工作标准和工时调整。

4.1.4 Be responsible for the preparation and release of the job descriptions of chief leaders of each department; be responsible for post determination, personnel quota, personnel allocation and job category management; and be responsible for handling reports on the organizations, labor organizations and job adjustments of all departments.

负责各部门正职领导岗位说明书的编制和发布；负责定岗、定员、定编和岗位类别管理；负责处理各部门有关机构、劳动组织、岗位调整的报告。

4.2 Collaborative management departments

协同管理部门

Be responsible for implementing the labor organization setting scheme and the form of working system for labor approved by the Company and proposing the labor organization setting scheme and the form of working system for labor of the department; and be responsible for preparing the job descriptions of posts other than chief leaders of the department and submit them to the HR Dept. for review and release.

负责执行公司批准的劳动组织设置方案和劳动工作制形式，负责提出本部门劳动组织设置方案和劳动工作制形式；负责编制本部门除正职领导岗位的岗位说明书并报人力资源部审核、发布。

4.3 Executive departments

执行部门

Be responsible for implementing the labor organization setting scheme and the form of working system for labor approved by the Company and proposing the labor organization setting scheme and the form of working system for labor of the department; and be responsible for preparing the job descriptions of posts other than chief leaders of the department and submit them to the HR Dept. for review and release.

负责执行公司批准的劳动组织设置方案和劳动工作制形式，负责提出本部门劳动组织设置方案和劳动工作制形式；负责编制本部门除正职领导岗位的岗位说明书并报人力资源部审核、发布。

5 Management Content

管理内容

5.1 Manpower planning

人力资源规划

The HR Dept. shall conduct a systematic analysis of the Company's manpower conditions and formulate the Company's manpower planning on a regular basis according to factors like the Company's production and operation development strategy, regional environment, industry environment and policy environment.

人力资源部根据公司经营发展战略、地域环境、行业环境、政策环境等因素，定期对公司人力资源情况进行系统的分析，制订公司人力资源规划。

5.2 Organization structure which covers Position Management and Staff Allocation

劳动组织架构及定岗定编

The Company sets positions according to three sequences of operating and management, professional technology and skill operation, sets the labor organization structure and positions on the principle of simplification, high efficiency and clear hierarchy, and determines the personnel allocation on the basis of factors such as work content and workload.

公司按照经营管理、专业技术、技能操作三个序列设置岗位，按照精简高效、层级清晰的原则设置劳动组织架构及岗位，根据工作内容和工作量等因素确定定编。

5.2.1 Position Setting

岗位设置

5.2.1.1 Post of operating and management. The Company has posts including GM, Deputy General Manager and General Manager Assistant. And the departments are provided with operating and management posts including department leader, deputy department leader, director and deputy director.

经营管理岗位。公司设置总经理、副总经理、总经理助理等岗位。部门设置部长、副部长、主任、副主任等经营管理岗位。

5.2.1.2 Posts of professional technology. The Company has posts including chief engineer and deputy chief engineer. And the departments are provided with posts including module manager, chief technical director, deputy technical director, engineer, director and staff.

专业技术岗位。公司设置总工、副总工等岗位。部门设置模块经理、主任师、副主任师、工程师、主管、职员等岗位。

5.2.1.3 Posts of skill operation. In the basic framework of labor organization for skill operation post of the production unit, four basic positions, i.e. team leader, deputy team leader, control room operator and field operator are set, and a training position is set according to personnel

quality and holiday factor. In the basic framework of labor organization for Electrical Operation Dept., Instrument Control Dept. and Equipment Maintenance Dept., four basic positions, i.e. team leader, deputy team leader, chief shift supervisor/chief repairman and assistant shift supervisor/assistant repairman, and a training position is set according to personnel quality and holiday factor.

技能操作岗位。生产装置技能操作岗位劳动组织基本架构按班长、副班长、内操、外操设置四个基本岗位，并根据人员素质及假期因素设置培训岗。电气运行部、仪表控制部、设备检修部劳动组织基本架构按班长、副班长、主值/主修、副值/副修设置四个基本岗位，并根据人员素质及假期因素设置培训岗。

5.2.2 Staff's Position Allocation

定编设置

Referring to relevant personnel quota standards and advanced industry practice, the Company determines the post personnel allocation in combination with the reality and on the scientific and advanced principle.

公司参照相关定员标准及行业先进，结合实际，按照科学先进的原则确定岗位定编。

5.2.3 Work procedures

工作程序

5.2.3.1 The first approval. Each department puts forward a labor organization setting plan according to its responsibilities. And the HR Dept. adopts methods such as investigation for reality and analysis and assessment on the basis of relevant manpower quota standards and the actual situation of the department, and seeks for opinions from relevant functional departments and the head of each division of the Company after reviewing the plan and then submits it to the CEO for approval. The personnel allocation of the new unit shall be approved 6 months before the interim hand-over and take-over of the new unit. Where there is no similar unit in the Company, it shall be approved a year before the interim hand-over and take-over.

首次核定。各部门根据职责提出劳动组织设置方案，人力资源部依据相关劳动定员标准和部门实际情况，采用调查写实、分析测评等办法，对其方案审核后，征求相关职能部门、公司分管领导意见，报 CEO 批准。新装置定编应在新装置中交 6 个月前核定，其中公司内无同类装置的应在中交前 1 年核定。

5.2.3.2 Adjustment of approval. The Company shall check and ratify the labor organization setting of each department again in accordance with practical situation of production and operation, development, etc. and follow the procedures of 5.2.3.1.

调整核定。公司根据生产经营及发展等实际情况，对各部门劳动组织设置进行重新核定，并按 5.2.3.1 程序办理。

5.2.3.3 Daily adjustment. All departments may fill in and submit the *Application Form for Changes of Post Determination and Personnel Allocation* according to changes in function adjustment, labor organization and job responsibility. And the HR Dept. shall process it within

10 working days upon receipt and follow the procedures of 5.2.3.1.

日常调整。各部门可根据职能调整、劳动组织和岗位职责变化情况等，填报《定岗定编变更申请表》，人力资源部在收到后 10 个工作日之内受理，并按 5.2.3.1 程序办理。

5.2.4 Miscellaneous

其它

5.2.4.1 All departments shall determine the spectrum of duty before the organizations and the workload before the personnel, and shall not create a job in order to accommodate a person or set position by employee. They shall strictly implement the personnel quota of the post and keep it relatively stable, which shall not be changed randomly.

各部门坚持先定职责范围后定机构，先定工作量后定人员，不得因人设事、因人设岗，严格执行岗位定员，保持相对稳定，不得随意变动。

5.2.4.2 All departments shall strengthen the employee training, enhance the quality of employee, and continuously improve the personnel quota level.

各部门应加强员工培训，提高员工素质，不断提高定员水平。

5.2.4.3 The HSE management department shall make risk assessment in a timely manner after approval of increasing a post.

经核定增加编制后，HSE 管理部要及时做好风险评估。

5.3 Working hours and Shift Hours

劳动工作制管理

5.3.1 Type of working hours and shift hours

采用形式

The Company implements standard labor-hour working system and comprehensively calculated labor-hour working system.

公司实行标准工时工作制和综合计算工时工作制。

5.3.1.1 The regular working hour of the Company is subject to a standard labor-hour working system, i.e. working five days a week, from Monday to Friday, and resting on Saturday and Sunday. See Table 1 for the reference.

公司常白班岗位执行标准工时工作制，每周工作五天，周一至周五工作，周六周日休息，时间见表 1。

Table 1 Normal Working hours timetable

表 1 常白班岗位工作时间表

Working time 工作时间	Working hours 工作时间		Involved post 涉及岗位
	a.m. 上午	p.m. 下午	
From Monday to Thursday	8:00-12:00	13:30-17:30	Posts of regular day shift

周一至周四			常白班岗位
Friday 周五	8:00-12:00	14:00-17:30	

5.3.1.2 The skill operation post of the production unit (facility) of the Company is subject to a comprehensively calculated labor-hour working system, where the labor hour is calculated on an annual basis and four-team and two-shift and other modes for work in shifts are implemented. See Table 2 for details of modes for work in shifts. And for those posts for the productive and nonproductive purposes, where workers may rest on duty after completing the work tasks, and the rest time on duty shall not be included in the working hours.

公司生产装置（设施）技能操作岗位执行综合计算工时工作制，综合计算工时工作制以年为周期计算工时，实行四班三倒及其他倒班方式，具体倒班方式见表 2。其中：生产性和非生产性值班等睡班的，在完成工作任务后可在岗休息，在岗休息时间不计入工作时间。

Table 2 Type of Shift Hours

表 2 倒班方式表

Type of Shift Hours 倒班形式	Form of shifts 轮班形式	Rest time 作息时间	Involved department 涉及部门
Four-team and two-shift 四班二倒	Day shift, Night shift, Rest, and rest 白夜休休	Day shift: 8:30-20:30 白: 8:30-20:30 Night shift: 20:30-8:30 夜: 20:30-8:30 Each shift includes one hour of dining and resting on duty 每班包含 1 小时在岗吃饭休息时间	Planning & Dispatching Dept., Refining Dept. #1 to #4, Utilities Dept., Power Dept., Port and Storage Department, Electrical Dept. and Lab Dept. 计划调度部、炼油一部至四部、公用工程部、热电部、港务储运部、电气部、质量检验部
Three-team and two-shift on duty 三班二倒值班	On duty, On duty, rest 值值休	On duty: 8: 30 to 8:30 of the next day (rest on duty is allowed) 值 8: 30-次日 8:30 (可在岗休息) On duty:: 8: 30 to 8:30 of the next day (rest on duty is allowed) 值: 8: 30-次日 8:30 (可在岗休息)	HSE Dept. HSE 管理部

5.3.1.3 The comprehensively calculated labor-hour working system is adopted. And in the period of comprehensive calculation of working hours, the average daily effective working hours and the average weekly effective working hours are basically the same with the legal working hours.

采用综合计算工时工作制在综合计算工作时间周期内，平均日有效工作时间和平均周有效工作时

间与法定工作时间基本相同。

5.3.1.4 For work on a public holiday, the overtime shall be calculated as per the effective working hours.

法定休假日上班的，按有效工作时间计算加班时间。

5.3.2 Procedures:

审批程序

5.3.2.1 All departments shall strictly implement the working system for labor determined by the Company, and shall not change it without authorization; however, if it is required to change it due to the production and operation, they shall fill in the *Application Form for Change of Working System for Labor* and submit it to the HR Dept.

各部门严格执行公司确定的劳动工作制，不得擅自变更；确因生产经营需要变更的，填写《劳动工作制变更申请表》报人力资源部。

5.3.2.2 After the initial review and approval of the HR Dept., it shall be submitted to the CEO for approval.

人力资源部初审同意后报 CEO 批准下达。

5.3.2.3 All departments shall organize specific implementation work according to the opinions approved by the Company.

各部门根据公司批复的意见组织具体实施工作。

5.4 Job Responsibilities Management

岗位职责管理

5.4.1 Work content

工作内容

The main contents of the job responsibility include but are not limited to post setting, qualifications (position requirements are minimum requirements for the position), job descriptions, work relationships, etc.

岗位职责主要内容包括但不限于岗位设置、任职资格（岗位任职要求为岗位最低要求）、职责描述、工作关系等。

5.4.2 Release form of job responsibility

岗位职责发布形式

The Company releases the job responsibilities in the text form of a *Job Description* (see Appendix 1).

公司以《岗位说明书》（见附件 1）文本形式发布岗位职责。

5.4.3 Procedures formulation

制订程序

5.4.3.1 Drafting. All departments shall break down and implement all the responsibilities to specific positions according to the Company's *Responsibilities Division Manual* and the actual situation of the department and draft the responsibilities of all positions below the chief leader of the department. And the job responsibilities of the chief leaders shall be drafted by the HR Dept.

起草。各部门根据公司《职责划分手册》和本部门实际，将全部职责分解和落实到具体岗位，起草本部门正职以下所有岗位的职责，其中正职领导岗位职责由人力资源部负责起草。

5.4.3.2 Review. The Deputy General Manager -in-charge of the Company shall review the job responsibilities of chief leaders of all departments which shall be responsible for reviewing the responsibilities of the deputy positions of their own departments. And the head of each division of each department shall be responsible for reviewing the responsibilities of other positions.

审核。公司分管副总经理审核各部门正职领导岗位职责，各部门正职审核本部门副职岗位的职责，各部门分管领导审核其他岗位的职责。

5.4.3.3 Approval. The CEO shall approve the job responsibilities of chief leaders of all departments, and the Deputy General Manager shall approve the responsibilities of the deputy positions of all departments according to the division of labor. And chief leaders of all departments shall approve the responsibilities of the rest of the positions of the department.

审批。CEO 批准各部门正职岗位职责，副总经理按分工批准各部门副职岗位职责，各部门正职批准本单位其它岗位职责。

5.4.3.4 Releasing for the record. The HR Dept. shall release the job responsibilities of chief leaders in all departments. Each department shall release the job responsibilities of deputy positions and below, and submit them to the HR Dept. for the record within 10 working days after the release.

发布备案。人力资源部发布各部门正职领导岗位职责。各部门发布副职及以下岗位的岗位职责，并在发布后的 10 个工作日内报人力资源部备案。

5.4.4 Management of Change

变更管理

5.4.4.1 Each department shall revise the relevant job responsibilities in a timely manner according to the changes in organization functions, labor organization, business responsibilities, work content, name of the post, etc. and the job responsibilities shall be revised and released within 15 working days upon confirmation of the changes.

各部门应根据机构职能、劳动组织、业务职责、工作内容、岗位名称等变化情况，及时修订相关岗位职责，岗位职责在确定变化后 15 个工作日内完成修订并发布。

5.4.4.2 For posts that are cancelled due to factors such as function cancellation (transfer), the job responsibility cancellation procedures shall be completed within 15 working days after the post cancellation.

因职能撤消（转移）等因素撤消的岗位，应在岗位撤消后的 15 个工作日内完成岗位职责作废手续。

5.4.5 Miscellaneous

其它

5.4.5.1 All departments shall complete the formulation of job responsibilities as per the working procedures and release them within 10 working days after the issuance of post determination and personnel allocation. For post determination and personnel allocation set due to new unit, etc., it is imperative to complete the release of job responsibilities before the staff takes the post. And the personnel shall receive the training tasks (responsibilities) formulated by the Company or the department where he/she is during the period from time when he/she is transferred to a post till he/she takes the post.

各部门要按工作程序做好岗位职责的制订工作，并在定岗定编下达后 10 个工作日内发布。其中因新建装置等设置的定岗定编，须在人员上岗前完成岗位职责发布工作，人员抽调到位至上岗期间，接受公司或所在部门制订的培训任务（职责）。

5.4.5.2 When drafting the job responsibilities, all departments should ensure that the responsibilities of each department are not omitted or repeated, and they shall organize the employees to study their job responsibilities so that all employees are familiar with the job responsibilities of their own positions.

各部门起草岗位职责时应做到单位职责不遗漏、不重复，并要组织员工学习岗位职责，使所有员工都熟知所在岗位的岗位职责。

6 Inspection and Supervision

检查与监督

6.1 The HR Dept. relies on the information system to conduct inspection, supervision and assessment on the implementation of systems in all departments.

人力资源部依托信息系统对各部门制度执行情况进行检查、监督和考核。

6.2 The CEO Office shall incorporate the system construction and implementation of all departments into the performance management for regular inspection and assessment.

总经理办公室将各部门制度建设和执行情况纳入绩效管理，定期进行检查和考核。

7 Associated Procedures and Records

关联程序和记录

7.1 Associated procedures

关联程序

7.1.1 Procedures for Setting/Change of Post Determination and Personnel Allocation
HYBN-T2-02-0001-2018-1

定岗定编设置/变更程序 HYBN-T2-02-0001-2018-1

7.1.2 Procedures for Change of Working System for Labor HYBN-T2-02-0002-2018-1

劳动工作制变更程序 HYBN-T2-02-0002-2018-1

7.1.3 Procedures for Formulation (Revision) of Job Responsibilities
HYBN-T2-02-0003-2018-1

岗位职责制（修）订程序 HYBN-T2-02-0003-2018-1

7.2 Associated records

关联记录

7.2.1 Application Form for Changes of Post Determination and Personnel Allocation
HYBN-T6-02-0001-001-2018

定岗定编变更申请表 HYBN-T6-02-0001-001-2018

7.2.2 Application Form for Change of Working System for Labor
HYBN-T6-02-0002-001-2018

劳动工作制变更申请表 HYBN-T6-02-0002-001-2018

8 Supplementary Rules

附则

8.1 The Regulations are under the jurisdiction of HR Dept.

本规定由人力资源部归口管理。

8.2 The Regulations are drafted by HR Dept.

本规定起草部门：人力资源部。

8.3 HR Dept. is responsible for the interpretation of the Regulations.

本规定解释权归人力资源部拥有。

8.4 Revision, preparation and approval of the Regulations are shown in table 3:

本规定版本编制和审批情况见表 3:

Table 3 Revision, preparation and approval of document

表 3 文件版本编制和审批情况

2	2020-01-01	Xiang XueMei 向雪梅	Zhao Fuzhen 赵辅珍	Chen Liancai 陈连财
Revision	Issued date	Prepared by	Reviewed by	Approved by

版本	颁布日期	编制人	审核人	批准人
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9 Appendices

附件

Appendix 1: Sample of Job Description

附件 1 岗位说明书模板




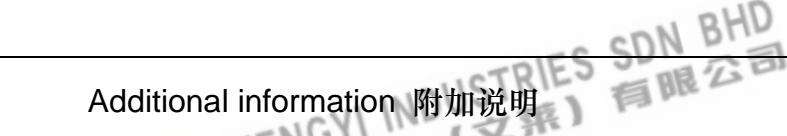


Appendix 1

附件 1

Job Description Template 岗位说明书模板

 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司		
	Template of Job description 岗位说明书模板		
	Template No.	HYBN-T5-02-0001-2018-1	
Position 岗位名称	Department 部门		
Supervisor's Position 直接上级	Subordinate Position 直接下级		
Work Schedules 工时制度	Position No. 岗位编号		
Issue Time 发布时间	Page	Page 12 of 2	
Position Purpose 工作概述			
Minimum Requirements 任职资格			
<u>Education/Experience 教育/经验:</u>			
<u>Specific Knowledge & Skills & Competencies 专业知识和技能:</u>			
<u>Other Requirements 其它要求:</u>			

 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司	
	Template of Job description 岗位说明书模板	
	Template No.	HYBN-T5-02-0001-2018-1
Job Responsibility 岗位职责 (6-8 items)		
Basic Responsibility 基本职责		
Quality Responsibility 质量职责		
HSE Responsibility HSE 职责		
Additional information 附加说明		
Responsible Department 提出、起草、归口和解释部门		
Drafter 起草人	Reviewer 审核人	Approver 批准人