



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

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HYBN No.2 Refinery Dept
恒逸实业（文莱）炼油二部

HYBN No.2 Refinery Dept
恒逸实业（文莱）炼油二部

No.2 Refinery Dept. Staff Management Rules

炼油二部职工网格化管理细则

HYBN No.2 Refinery Dept
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HYBN No.2 Refinery Dept
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Preface 前言

The management rule is drafted and formulated by No. 2 Refinery Department.

本管理细则由炼油二部起草和制定。

This rule is effective as of Mar 26, 2021.

本细则从 2021 年 3 月 26 起实施。

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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司			
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1 Purpose 目的

In order to promptly understand the thoughts and needs of employees as well as pay attention to employees' mental health, No.2 Refinery Department has established a staff grid management team and formulated the following plan in order to clearly define the range of responsibilities carried out by each individual staff position.

为及时掌握员工思想动态，关注员工心理健康，炼油二部建立员工网格化管理小组，并制定本细则，明确各岗位人员职责范围。

2 Scope of Application 适用范围

Applicable to all personnel of all positions within Refinery Department No. 2.
适用于炼油二部各岗位全体人员。

3 Management Responsibilities 管理职责

3.1 Head of Department 部长

3.1.1 Fully responsible for the grid management work of all department workers and is the primary person responsible for the management of all department workers. Also responsible for the supervision and inspection of the implementation of the staff grid management responsibilities by each individual staff position.

全面负责部门员工的网格化管理工作，是部门员工管理的第一责任人，监督检查负责员工网格化管理的各岗位人员责任的落实情况。

3.1.2 Responsible for taking the lead in organizing the preparation, revision, improvement and implementation of the department's staff grid management system and assessment regulations. 负责牵头组织本部门员工网格化管理制度、考核规定等的编制、修订完善和落实。

3.1.3 Establish and improve the grid management mechanism of the department, guide and support the staff grid management activities in the department, and fully utilize the role of grid management personnel at all levels

建立和完善本部门网格化管理机制，指导、支持本部门员工网格化管理工作并充分发挥各级网格化管理人员的作用。

3.1.4 Responsible for leading the organization to mobilize employees to actively participate in the grid management of the department, regularly understand the ideological trends of

department employees through grid management personnel at all levels, and take the lead in organizing department and shift development team building activities to enrich employees' spare time.

负责牵头组织发动员工积极参与本部门的网格化管理，定期通过各级网格化管理人员了解部门员工思想动态，并牵头组织部门和鼓励班组开展团队建设活动，丰富员工业余生活。

3.1.5 Fully utilize the leadership role, regularly understand the ideological trends of employees through the deputy heads, various professional and technical personnel, and shift supervisors, and carry out corresponding management work according to the information and actual needs.充分发挥领导角色，定期从副部长、各专业技术人员、班长处间接了解员工思想动态，并根据掌握的信息和实际需要开展相应的管理工作。

3.1.6 Communicate relevant company policies and information to employees in a timely manner, and actively coordinate and solve problems encountered by employees in work and life.

及时向员工传达公司相关政策及信息，积极协调解决职工在工作、生活中遇到的问题。

3.1.7 Encourage employees to face up to their mental health problems and work hard to provide psychological counseling for employees.

鼓励员工正视心理健康问题，努力做好职工的心理疏导。

3.2 Deputy Head of Process 工艺副部长

3.2.1 Responsible for the grid management activities of site employees, supervise and inspect the implementation of the responsibilities of site personnel in each position for the grid management of the employees, grasp the ideological status of the employees of the device in real time, and maintain good communication with the department head.

负责本装置员工的网格化管理工作，监督检查本装置负责员工网格化管理的各岗位人员责任的落实情况，实时掌握本装置员工思想状态，并与部长保持良好沟通。

3.2.2 Regularly understand the ideological trends of employees through the professional and technical personnel on site and carry out corresponding management work according to the information and actual needs.

定期从本装置专业技术人员、班长处了解员工思想动态，并根据掌握的信息和实际需要开展相应的管理工作。

3.2.3 Communicate relevant company policies and information to employees in a timely manner, and actively coordinate and solve problems encountered by employees in work and life.

及时向员工传达公司相关政策及信息，积极协调解决职工在工作、生活中遇到的问题。

3.2.4 Assist the department head in establishing and improving the grid management mechanism for employees of the department, and carry out the preparation, revision, improvement and implementation of the grid management system and assessment regulations for employees of the department.

协助部长建立和完善本部门员工网格化管理机制，进行本部门员工网格化管理制度、考核规定等的编制、修订完善和落实。

3.2.5 Assist the department head in organizing team building activities for departments and

teams, and put forward feasible suggestions that are beneficial to the physical and mental health of employees, and enrich their spare-time.

协助部长组织部门及班组的团队建设活动，提出有利于员工身心健康的可行性建议，丰富员工业余生活。

3.2.6 Regularly understand the staff's ideological dynamics from the staff grid management personnel on site, timely and appropriately intervene in staff with mental health problems, and promptly report to the department head if the problem is serious.

定期从本装置职工网格化管理人员处了解员工思想动态，对出现心理健康问题的员工及时以适当方式进行干预，对问题严重的要及时向部长汇报。

3.3 Deputy Head of Equipment 设备副部长

3.3.1 Responsible for the management of the equipment and technical personnel of the department and the employees of external contractors, strengthen the communication with the contractor team leaders, and ensure that the contractor's employees enter the installation operation with a normal and peaceful mind.

负责管理部门设备技术人员及外来承包商员工，加强与承包商团队负责人沟通，确保承包商员工以正常、平和的心态进入装置作业。

3.3.2 Regularly understand the ideological trends of employees from the professional equipment and technical personnel on site and carry out corresponding management work according to the information and actual needs.

定期从本装置设备专业技术人员、班长处了解员工思想动态，并根据掌握的信息和实际需要开展相应的管理工作。

3.3.3 Regularly understand the ideological trends of the construction personnel entering the department installation site from the leaders of the external contractor, and carry out corresponding management work according to the information and actual needs, and promptly remove the construction personnel who do not meet the requirements.

定期从外来承包商领导处了解进入部门装置现场施工人员的思想动态，并根据掌握的信息和实际需要开展相应的管理工作，对不符合要求的施工人员及时进行清退。

3.4 Engineer 工艺、设备、HSE 技术工程师

3.4.1 Assist the deputy head of department in the grid management of site employees under his jurisdiction, with one engineer being in charge of one team. The engineer in charge should maintain good communication with the shift supervisor, understand the ideological trends of the team members through the shift supervisor, and assist the shift supervisor in performing his duties.

协助运行部分管副部长对所辖装置员工进行网格化管理工作，一个工程师分管一个班组。分管工程师要与班长保持良好沟通，通过班长了解班组员工思想动态，并协助班长履职。

3.4.2 Assist the deputy head of department to carry out team building activities, put forward

constructive opinions, and actively encourage employees to participate in outdoor team building activities, broaden their horizons, exercise, and relax.

协助分管副部长开展团队建设活动，提出建设性意见，积极带动员工参与户外团队建设活动，开阔眼界，锻炼身体，放松心情。

3.4.3 After self-observation or receiving feedback from the team on the abnormal situation of employees, promptly adopt appropriate methods to guide employees' psychology, and actively guide employees to obtain professional psychological counseling through formal channels; if the situation is serious, report to department leaders in a timely manner

在自行观察或收到班组反馈员工情况异常后，及时采取适当的方法疏导员工心理，积极引导员工通过正式渠道获得专业的心理咨询；对于情况严重的要及时向部门领导汇报

3.5 Shift Monitor 班（组）长

3.5.1 The shift supervisor is the first person responsible for the management of the shift's employees, and is fully responsible for the management of the shift's employees.

班长是班组员工管理的第一责任人，全面负责本班组的员工管理。

3.5.2 Pay attention to the emotions and thoughts of shift members, and report to the supervisor or other leaders regularly. After self-observation or receiving feedback from other shift members on the abnormal situation of employees, promptly adopt appropriate methods to educate employees, and actively guide employees to obtain professional psychological consultation through formal channels; if the situation is serious, report to department leaders in a timely manner.

要关注班组员工情绪及思想动态，定期向上级主管或其他领导汇报。在自行观察或收到其他班员反馈员工情况异常后，及时采取适当的方法疏导员工心理，积极引导员工通过正式渠道获得专业的心理咨询；对于情况严重的要及时向部门领导汇报。

3.5.3 Organize team building activities at least once a month, actively organize various activities such as dinner parties, sports, outdoor travel, etc., while ensuring high participation of shift members.

每月至少组织一次班组团队建设活动，积极组织聚餐、体育运动、户外旅行等形式丰富的活动，同时要确保班组成员的高参与度。

3.5.4 During the normal work period, pay attention to the emotional state of the shift members to ensure that employees enter the working state with a peaceful and stable mood. If there are emotional problems, employees should be reminded to adjust in time. If employees cannot calm down in a short period of time, the on-site work arrangements should be temporarily suspended. If the team cannot solve it by themselves, the responsible engineer or department leader should be notified.

正常上班期间，关注班组员工情绪状态，保证员工以平和、稳定的情绪进入工作状态。若情绪有问题，应及时提醒员工调整，若员工情绪短时间无法平复，则先暂缓现场工作安排，班组无法自行解决的，则告知分管工程师或部门领导。

3.6 Deputy Monitor 副班长

3.6.1 Assist the shift supervisor to manage the shift members, pay attention to the emotions and thoughts of the employees, and maintain good communication with the shift supervisor.

协助班长管理班组员工，关注员工情绪及思想动态，和班长保持良好沟通。

3.6.2 Assist the shift supervisor to solve any abnormal psychology of shift employees, adopt appropriate methods to provide psychological counseling, and actively guide employees to obtain professional psychological consultation through formal channels.

协助班长解决班组员工异常心理，采取适当的方式提供心理疏导，积极引导员工通过正式渠道获得专业性的心理咨询。

3.6.3 Assist the shift supervisor to organize team building activities and strive to increase the participation of shift members.

协助班长组织开展班组团队建设活动，努力提高班组成员的参与度。

3.6.4 During the normal work period, pay attention to the emotional state of shift employees and ensure that the employees enter the working state in a peaceful and stable mood. If there are emotional problems, employees should be reminded to adjust in time. If employees cannot calm down in a short period of time, the on-site work arrangements should be temporarily suspended. If it cannot be resolved by themselves, the shift supervisor should be notified in time.

正常上班期间，关注班组员工情绪状态，保证员工以平和、稳定的情绪进入工作状态。若情绪有问题，应及时提醒员工调整，若员工情绪短时间无法平复，则先暂缓现场工作安排，若无法自行解决的，则及时告知班长。

3.7 Operator 操作工

3.7.1 Take care of yourself, maintain a good mental state, face up to mental health problems, and seek help from colleagues or professionals in a timely manner.

关爱自身，保持自身良好的精神状态，正视心理健康问题，及时寻求同事或专业人士的帮助。

3.7.2 Care for others, detect that colleagues' mental state is wrong, adopt appropriate and gentle methods to help colleagues to ease their psychology, encourage colleagues to overcome difficulties, encourage colleagues to seek professional psychological counseling if necessary, and inform the supervisor in time.

关爱他人，察觉同事心理状态不对，采取恰当温和的方法帮助同事疏导心理，鼓励同事战胜困难，有必要的鼓励同事寻求专业的心理咨询，并及时告知班长。

3.7.3 Actively participate in team building activities organized by departments and shifts to broaden your horizons, exercise, and relax.

积极参加部门、班组组织的团队建设活动，开阔眼界、锻炼身体、放松心情。

3.7.4 Actively put forward feasibility opinions and suggestions on team building activities that are beneficial to everyone's physical and mental health.

积极提出有益于大家身心健康的可行性的团队建设活动意见、建议。

4 Management Content 管理内容

4.1 Grid Management Requirements 网格化管理要求

4.1.1 The department sets up a psychological counseling team, with the department head as the team leader, process and equipment deputy heads as the deputy team leader. The members include professional engineers and shift supervisors(see Annex 1). The members of the psychological counseling team should pay attention to and receive feedback regarding the psychological state of the department employees and coordinate to solve existing problems in a timely manner.

部门成立心理辅导小组，由部长任组长，工艺和设备副部长为副组长，成员包括各专业工程师和各班班长（见附件 1）。心理辅导小组成员要及时关注、反馈部门员工心理状态，及时协调解决存在的问题。

4.1.3 The shift supervisor should be concerned about the physical and psychological state of the shift members, arrange the work reasonably, and provide psychological counseling to the shift members in a timely manner. At the end of each month, the emotional state of the shift members should be evaluated(see Annex 2), and the results should be fed back to the department general manager. If an abnormal situation is found, it should be reported to the department head in time.

班长要关心关注班员的身体及心理状态，合理安排工作，及时对班员进行心理疏导。每月底要对班组成员的情绪状态进行评估（见附件 2），并将结果反馈给部门综合管理员，如果发现异常情况要及时向部门主管领导反馈。

4.1.4 Each dormitory selects a dormitory leader who is responsible for enriching everyone's daily life. At the same time, he should observe the mental state of dormitory members, coordinate and solve existing problems in a timely manner. If abnormal situations are found, they should promptly report to the shift supervisor or leader.

每个宿舍推选一名宿舍长，宿舍长负责丰富大家的日常生活，同时要观察宿舍成员的心理状态，及时协调解决存在的问题，如果发现异常情况要及时向班长或主管领导反馈。

4.1.5 Normal information transmission and communication channels should be established. If there are opinions or suggestions on daily management, work, life and logistics of the company or department, the team leader can collect feedback for the department general manager. Organize unified replies or discussions, and try to avoid neglecting reports or direct feedback in the company's WeChat group.

要建立正常的信息传递及沟通渠道，如果对公司或部门在日常管理、工作、生活后勤等方面有意见、建议，各班可由班长统一收集反馈意见给部门综合管理员，并由部门组织统一答复或讨论，要尽量避免越级汇报或直接在公司微信群里反馈。

4.1.6 The head and deputy head of department shall visit the employees' dormitory at least once a month, care about and pay attention to the work and living conditions of the employees, and promptly discover and coordinate to solve the problems and difficulties encountered by the employees in work and life.

运行部部长及副部长每月至少要走访一次员工集体宿舍，关心、关注员工的工作及生活状态，及时发现并协调解决员工在工作和生活中遇到的问题和困难。

4.1.7 All professional engineers are required to go to the dormitory of employees in charge of shifts and groups at least once a month, pay attention to the living and working conditions of employees, and promptly discover and coordinate and solve problems existing in work or life of employees.

要求各专业工程师每月至少去一次分管班组的员工集体宿舍，关注员工生活、工作状态，及时发现并协调解决员工在工作上或生活中存在的问题。

4.1.8 Leaders at all levels and shift supervisors should pay attention to work methods, transmit more positive energy, adhere to the problem-oriented work, deal with the problem not the person, avoid personal attacks, and no retaliation.

各级领导及班长要注意工作方式方法，多传递正能量，在工作中要坚持问题导向，对事不对人，不可进行人身攻击，不能打击报复。

4.1.9 Colleagues should unite and love each other, care for each other, help each other, and not deceive others.

同事之间要团结友爱，相互关心、互帮互助，不可依势欺人。

4.1.10 Employees who live in dormitories must consciously abide by the company's dormitory management system, and must not engage in prohibited or illegal activities in the dormitory, and must not arrange for the opposite sex to stay in the dormitory; if the employee cannot return to the dormitory during the normal time for some reason, they should inform the roommate of whereabouts and time of return.

住集体宿舍的员工要自觉遵守公司集体宿舍管理制度，不得在宿舍内从事违法、违规活动，不得安排异性留宿；员工因故不能在正常时间返回宿舍的，应提前告知舍友去向和返回时间。

4.1.10 When an employee leaves Brunei, he should inform the department leader in advance and obtain consent.

员工外出离开文莱，应提前告知部门领导并取得同意。

4.1.11 The department or shift must organize team building activities at least once a month, and try to encourage participate in all members to achieve the purpose of enhancing team cohesion, relaxing the mood, and enriching leisure life.

部门或班组每月至少要组织一次团建活动，尽量全员参与，达到增强团队凝聚力、放松心情、丰富业余生活的目的。

4.1.12 In order to enrich everyone's spare time, the department has organized a number of interest groups and designated supervisors for these groups. Each group supervisor is responsible for convening members and forming the group. Each interest group should formulate the group's annual and monthly activity plans, and organize group members to carry out activities on a regular basis, and strive to increase their participation in the activities. The department will reward the groups that have performed well in the activities, and will also promptly adjust the candidates of the interest group supervisors according to actual needs (see Annex 3).

为丰富大家的业余生活，部门统一组建一些兴趣小组并指定小组长，各小组长负责召集成员并组

建本小组。各兴趣小组要制定本小组的年度、月度活动计划，并组织小组成员定期开展活动，努力提高活动的参与度。部门将对活动开展较好的小组进行奖励，同时也将根据实际需要及时调整各兴趣小组组长人选（见附件3）。

4.2 Team Building Activity Requirements 团队建设活动要求

4.2.1 The team is required to organize team building activities at least once a month, and the number of participants should be at least 80% of the number of staff.

要求班组每月至少组织一次团建活动，参与人员不得少于参与人数的80%。

4.2.2 The department or shift that organizes the team building activity must pay attention to the situation and attempt to achieve full staff participation as much as possible.

部门或班组组织团建活动时，要注意形式，要求尽量做到全员参与。

4.2.3 Every quarter, the department must organize at least one team building activity for the whole department. The organizers are required to issue a proposal for an activity, for which the department will then provide a certain amount of subsidy in order to fund. The amount of funding is based on the scope as well as the situation of the activity. 部门每个季度至少组织一个面向全部门的兴趣小组活动，要求兴趣小组出具活动方案，部门根据活动规模及活动形式给予一定数额的活动经费补贴。

4.2.4 The organizers of the team building activity are the primary people responsible for safety. The organizers must ensure that the contents of the team building activity are healthy, comply with local laws and regulations as well as safe, with safety measures in place. 团队建设活动组织人是活动的第一安全责任人，要确保团建活动内容健康向上，符合本地法律、法规，并有充分的安全、卫生保障措施。

5 Supervision and assessment 监督与考核

5.1 The statistics specialty is responsible for supervising and inspecting the implementation of the Responsibility Description of Each Staff Management Member of Refinery Department 2, and reflecting the inspection results in the performance appraisal.

综合统计专业负责对《炼油二部职工网格化管理职责说明》执行情况进行监督检查，并将检查结果在绩效考核中体现。

5.2 考核条款

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.5.4.1	The head and deputy head of department should visit the employees' dormitory at least once a month, care about and pay attention to the work and living conditions of the employees, and promptly discover and coordinate to solve the problems and difficulties encountered by the employees in work and life.	Fail to carry out as required, assess 5 points/time 未按要求执行，考核5分/次

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	运行部领导每月至少要走访一次员工集体宿舍，关心、关注员工的工作及生活状态，及时发现并协调解决员工在工作和生活中遇到的问题和困难。	
5.5.4.2	<p>All professional engineers go to the dormitory of the staff in charge of the shift at least once a month, pay attention to the life and working status of the staff, and promptly find and coordinate to solve the problems existing in the work or life of the staff.</p> <p>各专业工程师每月至少去一次分管班组的员工集体宿舍，关注员工生活、工作状态，及时发现并协调解决员工在工作上或生活中存在的问题。</p>	<p>Fail to carry out as required, assess 2 points/time</p> <p>未按要求执行，考核 2 分/次</p>
5.5.4.3	<p>The shift supervisor should be concerned about the physical and psychological state of shift members, arrange the work reasonably, and provide psychological counseling to the shift members in a timely manner. At the end of each month, the emotional state of the shift members should be evaluated, and the results should be fed back to the department general manager. If abnormal situations are found, they should be reported to the department head in a timely manner.</p> <p>班长要关心关注班员的身体及心理状态，合理安排工作，及时对班员进行心理疏导。每月底要对班组成员的情绪状态进行评估，并将结果反馈给部门综合管理员，如果发现异常情况要及时向部门主管领导反馈。</p>	<p>Fail to carry out as required, assess 2 points/time</p> <p>未按要求执行，考核 2 分/次</p>
5.5.4.4	<p>Each dormitory selects a dormitory head, who is responsible for enriching everyone's daily life. At the same time, he should observe the mental state of the dormitory members, coordinate and solve existing problems in a timely manner. If abnormal situations are found, they should promptly give feedback to the supervisor or leader.</p> <p>每个宿舍推选一名宿舍长，宿舍长负责丰富大家的日常生活，同时要观察宿舍成员的心理状态，及时协调解决存在的问题，如果发现异常情况要及时向班长或主管领导反馈。</p>	<p>Fail to carry out as required, assess 2 points/time</p> <p>未按要求执行，考核 2 分/次</p>
5.5.4.5	<p>It is necessary to establish normal information transmission and communication channels. If there are opinions and suggestions on the company or department in daily management, work, life and logistics, the shift supervisor can collect feedback to the department general manager, and the department will organize a unified reply. Or discuss, try to avoid neglecting reports or direct</p>	<p>Fail to carry out as required, assess 2~5 points/time</p> <p>未按要求执行，考核 2~5 分/次</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
	<p>feedback in the company's WeChat group.</p> <p>要建立正常的信息传递及沟通渠道，如果对公司或部门在日常管理、工作、生活后勤等方面有意见、建议，各班可由班长统一收集反馈意见给部综合管理员，并由部门组织统一答复或讨论，要尽量避免越级汇报或直接在公司微信群里反馈。</p>	
5.5.4.6	<p>Leaders at all levels and shift supervisors should pay attention to work methods, transmit more positive energy, adhere to the problem-oriented work, deal with the problem not the person, avoid personal attacks, and no retaliation.</p> <p>各级领导及班长要注意工作方式方法，多传递正能量，在工作中要坚持问题导向，对事不对人，不可进行人身攻击，不能打击报复。</p>	<p>Fail to carry out as required, assess 2~5 points/time</p> <p>未按要求执行，考核 2~5 分/次</p>
5.5.4.7	<p>Employees who live in dormitories must consciously abide by the company's dormitory management system, and must not engage in prohibited or illegal activities in the dormitory, and must not arrange for the opposite sex to stay in the dormitory; if the employee cannot return to the dormitory during the normal time for some reason, they should inform the roommate of whereabouts and time of return.</p> <p>住集体宿舍的员工要自觉遵守公司集体宿舍管理制度，不得在宿舍内从事违法、违规活动，不得安排异性留宿；员工因故不能在正常时间返回宿舍的，应提前告知舍友去向和返回时间。</p>	<p>Fail to carry out as required, assess 2~5 points/time</p> <p>未按要求执行，考核 2~5 分/次</p>
5.5.4.8	<p>Each interest group should formulate the group's annual and quarterly activity plans, and organize group members to carry out activities on a regular basis, and strive to increase their participation in the activities.各兴趣小组要制定本小组的年度、季度活动计划，并组织小组成员定期开展活动，努力提高活动的参与度。</p>	<p>Fail to carry out as required, assess 2~5 points/time</p> <p>未按要求执行，考核 2~5 分/次</p>
5.5.4.9	<p>The team is required to organize team building activities at least once a month, and the number of participants should be at least 80% of the number of staff.</p> <p>要求班组每月至少组织一次团建活动，参与人员不得少于应参与人数的 80%。</p>	<p>Fail to carry out as required, assess 5 points/time</p> <p>未按要求执行，考核班长 2 分/次，考核班组 5 分/次。</p>

No. 考核条款	Assessment content description 考核内容描述	Assessment standard 考核标准
5.5.4.10	Led by the HSE major and the comprehensive management major, at least one interest group will be arranged every quarter to organize a department-wide activity. 由 HSE 专业和综合管理专业牵头, 每个季度至少安排一个兴趣小组组织一个面向全部门的活动。	Fail to carry out as required, assess 5 points/time 未按要求执行, 考核 5 分/次
5.5.4.11	The organizers of the team building activity are the primary people responsible for safety. The organizers must ensure that the contents of the team building activity are healthy, comply with local laws and regulations as well as safe, with safety measures in place. 团队建设活动组织人是活动的第一安全责任人, 要确保团建活动内容健康向上, 符合本地法律、法规, 并有充分的安全、卫生保障措施。	Fail to carry out as required, assess 5 points/time 未按要求执行, 考核 5 分/次

6 Supplementary Rules 附则

6.1 This Rules is under the jurisdiction of No.2 Refinery Dept.

本细则由炼油二部归口管理。

6.2 This Rules is drafted by No.2 Refinery Dept.

本细则起草部门: 炼油二部。

6.3 No.2 Refinery Dept. is responsible for the interpretation of this Rules.

本细则解释权归炼油二部拥有。

6.4 Preparation and approval of this Rules are shown in Table 1:

本制度编制和审批情况见表 1:

Table 1 Document revision number and approval status

表 1 文件版本编制和审批情况

1	26/3/2021	Zheng Yue Ling 郑跃玲	Zhao Ting Yun、Yang Fan、Yang Shi Hai 赵挺云、杨帆、杨仕海	Sun Jian Huai 孙建怀
Version 版本	Issue Date 颁布日期	Editor 编制人	Reviewer 审核人	Approver 批准人

7 Appendices 附件

Appendix 1: Scope of responsibility of staff management team members

附件 1 职工网格化管理小组成员负责范围

Table 2 Scope of responsibility of staff management team members

表 2 职工网格化管理小组成员负责范围

Chief 总负责人	Sun Jian Huai 孙建怀							
Deputy Chief 分管领导	Yang Shi Hai 杨仕海				Yang Fan 杨帆			
Engineer 分管工程师	Mao Yi Qing 毛奕清	Li Wen Tao 李文涛	Miao Jian 苗健	Gao Jun Jie 高俊杰	Sun Wei Feng 孙伟锋	Adili Bulibuli 阿地里	Lu Xin Bao 陆新宝	Liu Shi Xu 柳世旭
Shift 班组	HT-1 精制一班	HT-2 精制二班	HT-3 精制三班	HT-4 精制四班	HC-1 加裂一班	HC-2 加裂二班	HC-3 加裂三班	HC-4 加裂四班
Primary Person in Charge 班组主要负责人	Zhang Xin 张鑫	Hu Jiang Hai 胡江海	Tong Jin Hui 童金辉	Mi Jiang Hua 米江华	Che Xiang Dong 车向东	Yu Chun Lin 余春林	Jiao Lei Fu 焦雷甫	Xu Bo 徐波
Secondary Person in Charge 班组辅助负责人	Liu Xiao Kang 刘晓康	Zhang Ning 张宁	Zhao Wu Lei 赵武磊	Yue Rui Dong 岳瑞东	Sun Bao Liang 孙宝良	Wang Bing Qiang 汪兵强	Feng Wei 冯威	Li Gui Neng 李桂能

Appendix 2: Types and leaders of special interest groups

附件 2 兴趣小组类型及其组长

Table 3 Record of No.2 refinery Department staffs' emotional state

表 3 炼油二部职工情绪状态记录表

Item 序号	Name 姓名	Shift 班组	Dorm 宿舍	Emotional State 情绪状态		Mutual Person 互评人	Remark 备注
				self-assessment 自评	Peer Review 互评		

Emotional state is divided into two states: "normal" and "abnormal". If the emotional state is "abnormal", please note the specific abnormal performance
情绪状态分为：“平常”和“异常”两种状态，若情绪状态“异常”，则在备注中注明异常表现

Appendix 3: Types and leaders of special interest groups

附件 3 兴趣小组类型及其组长

Table 4 Types and leaders of special interest groups

表 4 兴趣小组类型及其组长

Special Interest Groups 兴趣小组	Leaders 组长	Special Interest Groups 兴趣小组	Leaders 组长
Basketball 篮球	Li Dong Bo 李东博	Frisbee 飞盘	Lu Xin Bao 陆新宝
Football 足球	Adili Bulibuli 阿地里		
Badminton 羽毛球	Wang Zheng Feng 汪郑峰		
Bodybuilding 健身	Jiao Lei Fu 焦雷甫		
Mountain Climbing 爬山	Gao Jun Jie 高俊杰		
Cycling 骑行	Zhu Han Sheng 朱汉生		
Go Fishing 垂钓	Hu Jiang Hai 胡江海		