

Notice of Dine-In Disciplinary Requirements (Reminder)

食堂用餐纪律提示通知

To All Department:

各部门：

Recently, it was found that employees violated the dining discipline in the canteen. In order to standardize the management system, we would like all departments to cooperate and remind staff including (new employees), about the dining discipline in the canteen. (Ref Regulation 5.1.1 Dining Discipline in Restaurants) . Disciplinary of Dining in strictly implemented one person, one card & one swipe system, swiping card before served, never been allowed from signing or on behalf of taking meals. In case of any emergency work or meeting matters, unable to process to canteen for dining in, inform your department to obtain a Temporary Meal Request Form and which shall be signed by department head, or in advance apply for overtime takeaway meal. One person one card and one swipe strictly economize, discouraged wastage, take according to needs, ensure you have enough food, avoided entrancing to the service area to take or eat meals. Strictly forbidden to consume drinks or soup in the canteen before the company stipulated dining time. If there is any violation, once found, it will be included in the personal and departmental assessment. All employees are required to

line up for dining, take the initiative to clean up the plates, and make room for the next person. Establish a good dining culture in Hengyi Industries, advocate the culture of saving and civilized dining.

近日发现员工违反食堂用餐纪律为了更好的规范管理请各部门配合提醒部门员工包括（新入职员工）有关食堂就餐纪律。（参考目录 5.1.1 《餐厅就餐纪律》）一律严格执行一人一卡一刷就餐制度，先刷卡后打餐，取消个人签字打餐，严禁一人多卡，如遇，岗位工作繁忙、工作会议等情形，无法亲临食堂就餐，需出具代领餐申请表，由部门领导签字，食堂工作人员方可给予打包，或提前申请加班餐。一人一卡一刷，厉行节约，严禁浪费，按需取食，严禁进入食堂操作间，打餐或拿取食物；严禁在公司规定就餐时间之外食饮料或汤食等等，如有违反，一经发现，将纳入个人和部门考核。员工排队就餐、餐后主动收拾餐盘，及时腾出位置方便下一位用餐者。在恒逸竖立良好的餐饮文化，倡导节约以及文明用餐文化。

Please be kindly informed the regulations.

特此通知。

总经理办公室

CEO's Office

2021 年 3 月 30 日

30th March 2021