

Notice on Holding Regular HSE Safety Meetings

关于定期召开 HSE 安全例会的通知

All departments /各部门：

In the spirit of upholding safety production and safeguarding against safety hazards, and in accordance with the requirements of corporate management and company regulations, starting from April 2021, the company will convene monthly and quarterly HSE Safety meetings. Specific notice is hereby released for your information.

为贯彻公司安全生产精神，构筑安全生产坚实屏障，依据公司领导及相关制度要求，自 2021 年 4 月起，公司将定期召开月度及季度 HSE 安全例会。具体通知如下：

1. Meeting Time

会议时间

1) In principle, the Monthly HSE safety meeting is scheduled to be held on the third Thursday of each month. When there is a Quarterly HSE Safety meeting, it will be held in conjunction with the Quarterly HSE Safety meeting. Specific meeting time and locations are subject to further notices;

月度HSE安全例会原则上定于每月第3个周的周四召开，遇有季度HSE安全例会时，与季度HSE例会合并召开。具体会议时间及地点以实时通知为准；

2) In principle, the Quarterly HSE Safety meeting is scheduled to be held on the third Thursday of January, April, July, and October each year. Specific meeting time and locations are subject to further

notice changes. For the avoidance of doubt, the company's first Quarterly HSE Safety meeting has been held on April 13, hence no Quarterly HSE Safety meetings will be held again for this month;
季度HSE安全例会原则上定于每年1月、4月、7月、10月的第3个周的周四召开。具体会议时间及地点以实时通知为准。其中，公司首次季度HSE安全例会已于4月13日上午召开，本月不再另行召开季度HSE安全例会；

3) In case of other more important meetings, statutory holidays, etc., meeting organizers will give notice beforehand.

如有其他会议冲突、法定假日或其他安排，组织者将另行通知调整。

2. Meeting Organization

会议组织

1) HSE Management Department is responsible for organizing the company's Monthly HSE Safety meeting, and will issue the meeting notice one week in advance.

HSE管理部负责组织公司月度HSE安全例会，将提前一周发布会议通知。

2) CEO's Office is responsible for organizing the company's Quarterly HSE Safety meeting, and will issue the meeting notice one week in advance.

总经理办公室负责组织公司季度HSE安全例会，将提前一周发布会议通知。

3. Participants

参会人员

1) Monthly HSE Safety meeting will be chaired by Deputy GM in

charge of production, with the participation of the Deputy HoDs in charge of HSE and HSE managers of all departments. The meeting will comment on the HSE work of various departments, and instruct on key HSE related work for the next month.

月度HSE安全例会由公司分管副总主持召开，各部门HSE分管副部长及HSE管理人员参加。会议对各部门HSE工作进行总结及点评，落实下一月度的公司HSE主要工作。

2) Quarterly HSE Safety meeting will be chaired by CEO. Members of the company's *Safety Production Committee*, HoDs, Deputy HoDs in charge of HSE and HSE managers will participate. The meeting will instruct on the company's key HSE work, propose, discuss and decide on major HSE-related issues.

季度HSE安全例会由公司CEO主持召开，公司“安全委员会”成员、各部门部长、HSE分管副部长及HSE管理人员参加。会议对公司HSE重点工作进行部署，对重大决议进行提报、商议及决策。

4. Meeting requirements

会议要求

All departments are required to prepare for the meeting in advance and attend the meeting as noticed.

请各部门根据本通知要求，提前准备参会资料及议事内容，并按会议安排准时参会。

HSE Management Dept.

CEO's Office

April 20, 2021