



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

HYBN-T3-02-0004-2021-3

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**Regulations on Employee  
Leave and Attendance Management**  
**员工请假考勤管理规定**

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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

Version 2 was released on 1st January, 2020.

第二版发布时间为 2020 年 01 月 01 日。

### 3 Version 3 第三版

3.1 Version 3 was released on 23th April, 2021. Version 3 revised the following contents in Version 2 and updated the corresponding numbers.

第三版发布时间为 2021 年 04 月 23 日，第三版较第二版主要修改如下内容，并更新相应序号。

#### 3.1.1 Revise Contents 修订内容

3.1.1.1 Clause 5.1.9.1 revised to "Chinese employees shall be granted a home-return leave very 6 months. A single home-return leave shall not be longer than 20 days (calendar days, including leave in lieu, annual leave, statutory holidays and public holidays), and the total number of days for annual home-return leave shall not be longer than 40 days (calendar days, including leave in lieu, annual leave, statutory holidays and public holidays). If the number of days exceeds the above-mentioned number of days, it can be extended after approval by the company. Holidays are treated as personal leave or sick leave, and sick leave must be provided with a sick leave certificate or hospitalization/sick leave certificate issued by a public hospital (level 3)."

5.1.9.1 修订为“中国员工每半年可享受 1 次回国休假，单次回国休假不得超过 20 天（自然日历天数，含调休、年休假、法定节假日和公休日），休假年度内总回国休假不超过 40 天（自然日历天数，含调休、年休假、法定节假日和公休日）。超过上述天数的，需经公司批准后方可延期，假期按事假或者病假处理，其中病假需提供公立医院（三级）开具的病休诊断书或住院/病休证明。”

#### 3.1.2 Create New Contents 新增内容

3.1.2.1 Clause 5.1.4.3 added " The company has the right to terminate the labor contract: If the employee, after the first unpaid leave, within 12months, accumulated more than 1-month natural calendar days unpaid leave. If female employee needs to be extended due to special reasons such as pregnancy and childbirth, it shall not exceed three months with company's approval" content.

5.1.4.3 条款新增“员工自首次事假之后 12 个月内，累计事假自然日历天数超过 1 个月的，公司有权与其解除劳动合同，女员工因怀孕生产等特殊原因需要延长的，经公司批准后最长不得超过 3 个月”内容。

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## 1 Purpose

### 目的

The Regulations are hereby formulated to maintain good working order based on the Company's production and operation practices.

为维护公司正常的工作秩序，结合公司生产经营实际，特制定本规定。

## 2 Scope of Application

### 适用范围

The Regulations are applicable to all departments and employees of the Company.

本规定适用于公司各部门及全体员工。

## 3 Terms and Definitions

### 术语和定义

Overtime work: for business causes, in the workplace specified by the Company, working hours extended on prescribed working days after the arrangement and approval of the Company, is called overtime work by extending the working days; for cases other than working days prescribed by the Company, there are overtime work on weekend and overtime work on statutory holidays.

加班：因工作原因，在公司规定的工作场所，经公司安排并按规定审批，在规定的工作日延长工作时间的情况，称为延长工作日加班；在公司规定的工作日之外进行工作的情况，可分为休息日加班及法定节假日加班。

## 4 Management Responsibilities

### 管理职责

#### 4.1 Specified management department

##### 归口管理部门

The HR Dept. is the specified management department for employee leave and attendance, is responsible for the formulating and revising of the Regulations on Employee Leave and Attendance Management, managing leave and attendance and inspecting the execution of

leave and attendance system of each department, and incorporate the execution status into the Company's performance assessment.

人力资源部是请假考勤归口管理部门，负责《员工请假考勤管理规定》的制定和修订，负责公司请假考勤的管理工作，负责检查各部门请假考勤制度的执行情况，并将此纳入公司绩效考核。

#### 4.2 Collaborative management departments

##### 协同管理部门

Collaborative management departments shall be responsible for their own leave and attendance management. The CEO's Office shall be responsible for booking round trip tickets for employees between airports in Brunei and China and accommodation reservation for their family members.

负责做好本部门请假考勤管理工作，总经理办公室负责员工往返文莱及国内机场的机票、家属探亲住宿的预定。

#### 4.3 Executive departments

##### 执行部门

The executive departments shall be responsible for employee leave and attendance management of their respective departments.

负责做好本部门请假考勤管理工作。

### 5 Management Content

#### 管理内容

#### 5.1 Days off and holidays

##### 休假与假期

##### 5.1.1 Days off

##### 休息日

The day-shift employees of the Company take days off on Saturday and Sunday; shift employees take rest as per their working schedules; employees leaving for other places for training and learning shall take days off as per the working system regulations of the organizations where they are trained.

公司常白班员工休息日为每周星期六、日；倒班员工按排班表安排休息；赴外培训学习人员按所培单位的劳动工作制规定执行。

##### 5.1.2 Statutory holidays

## 法定节假日

5.1.2.1 Arrange the rest of employees on statutory holidays of Brunei and the rest time shall be subject to notifications from the HR Dept. The shift employees shall work as per the original scheduled shifts on statutory holidays (see Table 1) and off-duty employees will be granted with the same amount of days off .

根据文莱规定安排员工法定节假日休息，休息时间以人力资源部通知为准，其中倒班员工在法定节假日（见表 1）期间按原班次上班，遇休班的，给予同等天数的换休。

Table 1 Statutory holidays in Brunei

表 1 文莱法定节假日

NO.序号	Festival 节日	Number of holidays 放假天数
1	New Year	1
2	Chinese New Year	1
3	Brunei Darussalam National Day	1
4	Isra, Mi,raj	1
5	1st Day of Ramadhan	1
6	Royal Brunei Armed Force Day	1
7	Nuzul Al-Quran	1
8	Hari Raya Aidil Fitri	3
9	His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam Birthday	1
10	Hari Raya Aidil Adha	1
11	1st Day of Muharam 1440	1
12	Prophet Muhammad(PBUH) Birthday Anniversary	1
13	Christmas Day	1

### 5.1.3 Paid annual leave

#### 带薪年休假

**5.1.3.1** After the probation period, employees shall be granted annual leave according to laws, and meanwhile, the corresponding number of days of annual leave for the probation period shall be calculated in the total number of days of annual leave after probation. Employees enjoy the same amount of salaries during annual leave as during the normal working period.

员工试用期结束后,可依法享受年休假,同时返还试用期可休年休假。员工在年休假期间享受与正常工作期间相同的薪酬待遇。

**5.1.3.2** The floor of annual leave is subject to the classification of post ranks. Two days are added to the annual leave every two years, only one day is added in the seventh year and the annual leave is capped. See Table 2.

员工起始年休假按职级分档执行,每2年增加2天,第7年增加1天后封顶,见表2

**Table 2 Post ranks vs. annual leave**

**表2 职级和年休假对照表**

Post rank 职级	Floor of annual leave 起始年休假	Ceiling of annual leave 封顶年休假
Rank 1-3 1-3 级	15	22
Rank 4-6 4-6 级	20	27
Rank 7-10 7-10 级	25	32

**5.1.3.3** An employee's annual leave days (Gregorian calendar, hereinafter inclusive) shall be determined by converting working calendar days attended by the employee in the Company in that year. For the conversion result, working hours less than half a day shall not be counted while working hours equal to or more than half a day shall be taken as one day.

员工当年度(指公历年度,下同)年休假天数,按照员工在公司当年度工作日历天数折算确定,折算后日期小于半天的分数应予忽略,而日期分数为半天或以上者,须视为一天。

#### 5.1.3.4

If an employee has taken sick leave for more than one month in a certain calendar year, the number of days of annual leave in the that year shall be prorated according to the number of annual working months attended by that employee.

员工当年累计请病假超过1个月及以上的,按年度出勤月数折算当年应休年休假天数。

**5.1.3.5** For the untaken annual leave in the current year, 5 days can be reserved till March, the next year.

当年度年休假未使用完的,可保留5天至次年3月。



## 5.1.3.6

Part of the annual leave must be used consecutively; Grade 1-3, Grade 4-6, and Grade 7-10 are to use their annual leave for a consecutive of 5 days, 10 days and 15 days respectively.

年休假中必须有部分连续使用，职级 1-3 级、4-6 级、7-10 级的员工，连续使用年休假天数依次为 5 天、10 天、15 天

## 5.1.3.7 A single leave shall not be less than one day.

单次休假天数应不少于 1 天。

## 5.1.4 Personal leave

## 事假

5.1.4.1 After probation period, employees can ask for personal leave for emergency cases , provided the leave will not affect production and their responsibilities. When asking for personal leave, the employee must go through the leave application formalities and can only leave his/her post after the application is approved.

员工试用期结束后，遇有紧急事情需要处理，在不影响生产和工作的情况下，可请事假。请事假应按规定事先办理请假手续，按规定程序经批准后方可离开岗位。

5.1.4.2 Salaries will be deducted on a daily basis during personal leave.

事假期间，薪酬按天计扣。

5.1.4.3 The company has the right to terminate the labor contract: If the employee, after the first unpaid leave, within 12months, accumulated more than 1-month natural calendar days unpaid leave. If female employee needs to be extended due to special reasons such as pregnancy and childbirth, it shall not exceed three months with company's approval.

员工自首次事假之后 12 个月内，累计事假自然日历天数超过 1 个月的，公司有权与其解除劳动合同，女员工因怀孕生产等特殊原因需要延长的，经公司批准后最长不得超过 3 个月。

## 5.1.5 Sick leave

## 病假

5.1.5.1 If an employee falls ill after probation period, he/she is granted 14 days of sick leave as an outpatient. (calendar days). Over 14 days will be counted as unpaid leave. 员工试用期结束后患病的，全年可享受 14 天带薪非住院病假（自然日历天数）。超出 14 天按事假算，薪酬按天计扣。

5.1.5.2 If an employee falls ill and is hospitalized, he/she is granted 3 months of hospitalization leave (calendar days, including the 14 days of sick leave as an outpatient).

员工生病需要住院的，享受 3 个月带薪住院假（自然日历天数，含 14 天非住院病假）。

5.1.5.3 Employees who ask for sick leave shall hold medical diagnosis or doctor's note for sick leave issued by public hospitals and/or Third level public hospital (China) ) and are entitled

to corresponding sick leave after going through prescribed procedures and being granted approval.

员工需请病假的，应持公立医院（三级）开具的病休诊断书或住院/病休证明，按规定程序经批准后方可享受对应病假。

5.1.5.4 If an employee is asking for sick leave while working at another place or on business trip arranged by the Company, he/she can have his/her rest after going through prescribed procedures and being granted approval with doctor's note for sick leave, case history and the receipt of medical expenses from the local hospital; if the employee is developing a chronic disease or is identified as developing a chronic disease, the doctor's note for sick leave shall be deemed invalid for a sick leave.

公司安排在外地工作、出差的员工，需要请病假的，应凭当地医院病休证明、病历卡、医疗费收据，按规定程序经批准后才能休息；如属慢性病或认定为慢性病的，病休证明无效。

5.1.5.5 During hospital stay, employees' salary standards are shown in Table 3. Employees shall be granted 6 months of sick leave for hospitalization at most and the Company can terminate the labor contract as appropriate if it is more than 6 months.

员工住院期间，薪酬标准见表 3，员工最多可休 6 个月住院病假，超过 6 个月的公司可视情况解除劳动合同。

**Table 3 Salary standards for hospitalized employees**

**表 3 员工住院薪酬标准**

Cumulative time for hospital stay 住院累计时间	Salary standard 薪酬标准
Less than 3 months (inclusive) 3 个月以内（含）	100%
4 <sup>th</sup> month 第 4 个月	50%
From 5 <sup>th</sup> month 第 5 个月起	0

5.1.6 During employee sick leave, overseas allowance or allowances will not be paid.

员工病假期间，海外津贴不予发放。

#### 5.1.7 Maternity Leave

生育假

5.1.7.1 The maternity leave mainly includes the maternity leave and the paternity leave. Maternity leave can be enjoyed after the employee's probation period.

生育假主要包括产假、护理假等，员工试用期结束后可享受生育假。



5.1.7.2 When it's time for a female employee to give birth, the employee can be granted with 105 days of maternity leave testified by a hospital, confirmed by her department and approved the HR Dept.. Maternity leave can only be applied two weeks before the expected date of delivery. When the maternity leave expires, her promotion, salary adjustment and length of service will not be affected.

女员工生育的，经医院证明，由部门确认、人力资源部审批可以休产假 105 天，产假在预产期前两周方可申请，期满后不影响晋级、调整工资，并计算工龄。

5.1.7.3 A male employee will be granted with 2 consecutive working days of paternity leave with his marriage certificate and the birth certificate if his spouse gives a birth. The paternity leave shall be taken within one month after the delivery of the spouse. Special cases will be separately examined and approved.

男员工配偶生育的，可凭《结婚证》和孩子《出生证》享受连续 2 天的护理假。护理假在配偶分娩后 1 个月内用完，有特殊情况另行审批。

5.1.7.4 Salaries will be paid as usual during the maternity leave and paternity leave.

产假、护理假期间薪酬照发。

5.1.7.5 For a miscarriage of a less than 24 weeks pregnancy, a female employee's off days shall be treated as a sick leave; for a miscarriage of a more than 24 weeks pregnancy, a female employees will be entitled 8 weeks of maternity leave, and her salary will be paid as usual.

女员工小产的，不足 24 周的，按病假处理；超过 24 周的，享受 8 周的小产假，小产假期间薪酬照发。

#### 5.1.8 Matrimonial and bereavement leave

##### 婚丧假

5.1.8.1 After a employee has registered for marriage, he/she can take 3 days of matrimonial leave. The matrimonial leave shall be taken within 3 months of the registration. If in special circumstances the matrimonial leave need to be extended, it shall be approved separately. For any marriage before probation period is over or remarriage before entering the company, the application for matrimonial leave will not be approved.

员工结婚登记后，可休 3 天婚假。婚假应在登记 3 个月内使用，特殊情况需要延长的，另行审批。试用期未满、在入司前已办理登记手续或再婚的，不予批准其婚假申请。

5.1.8.2 After the probation period ends ,an employees shall be granted 3 days of bereavement leave in case their children (including stepchildren or legally adopted children), spouses or parents or Spouse's parents pass away;

试用期结束后，员工的子女（包括继子女或合法收养的子女）、配偶或父母、配偶父母死亡时，可休 3 天丧假；

Employees shall be granted 2 days of bereavement leave if their grandparents, grandchildren,

siblings related by blood pass away.

祖父母、孙子孙女、亲兄弟姐妹死亡时，可休 2 天丧假。

5.1.8.3 Salaries will be paid as usual during the marriage and the bereavement leave.

婚丧假期间，薪酬照发。

#### 5.1.9 Home-return leave

回国休假

5.1.9.1 Chinese employees shall be granted a home-return leave very 6 months. A single home-return leave shall not be longer than 20 days (calendar days, including leave in lieu, annual leave, statutory holidays and public holidays), and the total number of days for annual home-return leave shall not be longer than 40 days (calendar days, including leave in lieu, annual leave, statutory holidays and public holidays). If the number of days exceeds the above-mentioned number of days, it can be extended after approval by the company. Holidays are treated as personal leave or sick leave, and sick leave must be provided with a sick leave certificate or hospitalization/sick leave certificate issued by a public hospital (level 3)

中国员工每半年可享受 1 次回国休假，单次回国休假不得超过 20 天（自然日历天数，含调休、年假、法定节假日和公休日），休假年度内总回国休假不超过 40 天（自然日历天数，含调休、年假、法定节假日和公休日）。超过上述天数的，需经公司批准后方可延期，假期按事假或者病假处理，其中病假需提供公立医院（三级）开具的病休诊断书或住院/病休证明。

5.1.9.2 The home-return leave can be postponed to the next year for causes such as overhaul and startup of process units.

因大检修、装置开工等特殊原因，经批准后回国休假可顺延至下一年。

5.1.9.3 For special reasons such as major family events or the state of a particular illness, as well as other special causes needing to be handled or treated, the home-return leave can be applied and taken in advance. If an employee's attendance time is not as required and he/she resigns during a leave cycle, the additional days of leave will be deducted from the indicators of annual leave as per the regulations on personal leave.

因特殊原因，如家庭重大事件或个人特殊病情以及其他特殊原因需要回国处理或治疗的，可申请提前使用回国休假指标，若一个休假周期内出勤时间不达标且离职的，参照事假规定补扣多休年假指标。

5.1.9.4 The Company will provide round-trip airline tickets for each employee's home-return leave every six months as well as the transportation allowance for going home. The round-trip airline tickets refer to the tickets between the airports in Brunei and China, which are booked by the CEO's Office, and the standard flight is from the Brunei to Xiaoshan. Employees shall bear the price difference caused by the delay in booking tickets or changing routes for personal reasons. The Company will notify if there is any change to the standard

flight.

公司为每位员工提供每半年一次的回国休假所需往返机票及回家交通补贴。往返机票指文莱机场至国内机场间的往返，由总经理办公室代为预定，标准线路为文莱-萧山，因个人原因不能及时订票或更改路线产生的差额部分，由员工自理。后续标准线路变化的，公司另行通知。

**5.1.9.5 Transportation allowance for going home refers to the allowance for the round-trip transportation between the Hangzhou Xiaoshan International airport and home. The allowance is made as per the ceiling of three levels of allowance standards: level 1: RMB 300; level 2: RMB 800; level 3: RMB 1200 (see Table 4 for specifics). The company pays in the form of subsidies according to the above standards, and grants subsidies to those who meet the leave conditions twice a year in June and December. The principle of determining the location of the family is for married employees to find spouses, unmarried employees and double-employed parents. To apply to change home-return leave location, a employee needs to present the documentary evidence related to the application. After the department has signed the review, it will be submitted to the Human Resources Department for registration.**

回家交通补贴指萧山机场到家庭所在地的往返交通，具体按三级上限标准进行补贴：一级：300元，二级：800元；三级：1200元（具体见表4）。公司根据上述标准以补贴的形式在工资中进行发放，每年6月、12月分两次发放满足休假条件人员补贴。家庭所在地的确定原则为已婚员工探配偶，未婚员工及双职工探父母。如需更改家庭所在地的，需持相关证明，经部门签字审核后，交由人力资源部备案登记。

**Table 4 Standards for transportation allowance of going home**

**表4 回家交通补贴标准**

Classification 分级	Specific provinces 具体省份
Level 1 一级	Zhejiang, Shanghai, Jiangsu, Anhui, Fujian, Jiangxi 浙江、上海、江苏、安徽、福建、江西
Level 2 二级	Beijing, Tianjin, Hebei, Shandong, Shanxi, Henan, Hubei, Hunan, Guangdong, Guangxi, Guizhou, Chongqing, Shaanxi, Liaoning 北京、天津、河北、山东、山西、河南、湖北、湖南、广东、广西、贵州、重庆、陕西、辽宁
Level 3 三级	Jilin, Heilongjiang, Inner Mongolia, Ningxia, Xinjiang, Tibet, Gansu, Sichuan, Yunnan, Hainan, Qinghai 吉林、黑龙江、内蒙古、宁夏、新疆、西藏、甘肃、四川、云南、海南、青海

**5.1.9.6 If an employee applies for changing his/her routes, the Company will reimburse his/her round-trip plane tickets and travelling expenses after approval. The reimbursement will be capped as per the above regulations and the reimbursement will be made according to the actual ticket price if it is below the allowance standards.**

员工申请变更线路的，经公司批准，可报销往返机票及交通费，标准按上述规定封顶，低于规定的按实际票价报销。

5.1.9.7 If an employee has not used up the indicators for home-return leave for business cause in the current year, the employee himself/herself can file an application for a family member (spouses, parents, or children only) visit (one indicator for one person). During the visit, if accommodations are required additionally, the CEO's Office shall assist in reservation and relevant expenses caused shall be borne by the employee. If the visit by a family member isn't made on an indicator of home-return leave, the employee can file an application and the cost caused shall be borne by the employee himself/herself.

如因工作原因，当年内回国休假指标尚未使用完的，可由员工本人提出申请，安排家属（仅限配偶或父母、子女）前往探望（一人占一次指标）。探望期间，如需额外提供住宿的，可由总经理办公室协助预定，相关费用由员工自理。如不属于使用员工回国休假指标的家属探亲，经员工申请，费用由员工自理。

5.1.9.8 Under the premise of not affecting the work, employees can increase the times of home-return leave provided that the days for annual home-return leave does not exceed 40 days. Two times can be added at most and the travelling expenses shall be borne by himself/herself.

员工在不影响工作前提下，经部门同意，可增加回国休假次数，在保持休假年度内总回国休假不超过 40 天情况下，最多可增加 2 次，交通费用自理。

#### 5.1.10 Journey leave

##### 路程假

Employees with Chinese nationalities are granted with journey leave as per classifications when having marriage or bereavement leave/ birth leave (for those who need to return to China) or home-return leave (twice a year) according to documentary materials evidencing distance from the domestic airport in China to the place of household registration (family): level 1: one day; level 2: 2 days for a round trip; level 3: 3 days for a round trip.

中国籍员工婚丧假/生育假（需回国的）、回国休假（一年两次），按国内机场到户籍（家庭）所在地距离出具相关证明，分级给予路程假：一级：往返 1 天，2 级：往返 2 天，3 级：往返 3 天。

#### 5.2 Approval principles

##### 审批原则

5.2.1 Before leaving the post, an employee should apply in advance according to the "Leave Application Process". In each year, each department will make a plan for the rest of the vacation in December of the previous year. The rest of the holidays must be processed one week in advance. If you are unable to apply for leave in advance due to an emergency, you should first verbally ask for leave or entrust another person to take time off, and then apply for a



leave of absence after the event. The emergency leave is not allowed more than 5 times a year. If it is not expected to return to work on time, the formalities for renewal shall be gone through in advance.

请假离开岗位前应事先按《请/休假申请流程》办理，其中年休假各部门在前一年 12 月制定连休休假计划，其余假期需提前 1 周办理。如因急病急事，不能事先办理请假手续的，应先口头请假或委托他人请假，事后办理补假手续，紧急假 1 年不允许超过 5 次。预计不能按时回单位上班的，应提前办理续假手续。

5.2.2 If an employee with Chinese nationality is about to take a home-return leave, he/she shall file an application to the Company 15 days in advance as per the *Leave Application Procedures*, and the leave is granted only after the approval of relevant leaders.

中国籍员工回国休假需提前 15 天按《请/休假申请流程》向公司提出申请，并经相关领导批准后方可休假。

5.2.3 For Matrimonial and bereavement leave, annual leave: applications of employees rank deputy manager and below are to be approved by their respective departments; applications of employees rank deputy manager and above are to be reviewed by their respective departments, human resources department, then approved by CEO. Sick leave, maternity leave: Applications of deputy manager and below are to be reviewed by the department and approved by the human resources department; Applications of deputy manager and above shall be reviewed by their respective departments, human resources department, then approved by CEO. Those who are on vacation back to China: personnel of the ranks below the deputy manager are reviewed by the department, and approved by the human resources department and the deputy leaders; deputy managers and above are reviewed by the department, the human resources department, and the deputy leaders; the CEO is approved.

属婚丧假、年休假的：副经理以下职级人员由部门审批；副经理及以上职级人员由所在部门、人力资源部、分管领导审核，CEO 审批。属病事假、生育假：副经理以下职级人员由所在部门审核，人力资源部审批；副经理及以上职级人员由部门、人力资源部、分管领导审核，CEO 审批。属回国休假的：副经理以下职级人员由部门审核，人力资源部、分管领导审批，副经理及以上职级人员由部门、人力资源部、分管领导审核，CEO 审批。

5.2.4 With no justified reasons, employees leave their positions without going through the leave formalities as per the Regulations or do not come back to work on time after the leave expires shall be taken as being absent from work without leave. Employees participating in illegal activities during leave shall be considered as being absent from work without leave.

无正当理由，不按本规定办理请假手续擅自离开岗位的，或假期满后不按时上班的，按旷工处理。员工请假期间参与非法活动的，按旷工处理。



5.2.5 During the work (including vacation), if an employee needs documentary evidence issued by the Company when leaving for places or countries other than Brunei for personal matters, he or she must report to the department leaders and the HR Dept. in advance.

工作期间（含休假），如因私前往文莱以外的地区或国家，需公司出具证明的，必须提前向部门领导汇报，并在人力资源部报备。

### 5.3 Overtime work

#### 加班

#### 5.3.1 Approval and management of overtime work

##### 加班的审批及管理

5.3.1.1 In general, the Company does not encourage employees to work overtime. Each department shall put efforts in improving the work efficiency of employees and reducing unnecessary overtime, control the overtime of employees and guarantee their rest. If an employee is required to work overtime, he/she shall work earnestly and shall not reject the request of overtime work without justified reasons.

通常情况下，公司不鼓励员工超时工作。各部门应提高员工工作效率，减少不必要的加班，控制员工加班时间并保证员工休息。确因工作需要加班时，员工也应切实履行，如无正当理由不得推诿。

5.3.1.2 There shall be specific work contents during overtime and employees who work overtime shall follow the application procedures for overtime work in advance. If an employee can not file an application in advance, he/she shall complete the application procedures on the next working day. The employee shall also confirm the overtime after working and there shall be specific work products or progress. The overtime shall not be counted if there is no specific work content or the application is not approved.

员工加班应有明确内容，并按《加班申请流程》预先办理申请，确实无法及时申请的，应当在次日工作日补办，加班后应对实际加班时间进行确认，并应有明确的工作成果或进展。无明确工作内容或申请未获得批准的加班不作计算。

5.3.1.3 The maximum overtime for an employee per month shall not exceed 72 hours. In cases such as emergency shutdown and overhaul of process units, the overtime work shall be separately considered and approved.

员工加班每月最多不得超过 72 小时，遇装置紧急停工、大检修等情况的，另行审批。

5.3.1.4 Overtime work of personnel below the rank of deputy manager shall be examined and approved by his/her department; the overtime work of personnel titled as deputy manager or above shall be reviewed by his/her department and the HR Dept. and the leaders of each division, and be approved by CEO. Shift employees who work on statutory holidays as per the working schedule do not need approval.

副经理以下职级人员加班由部门审核，人力资源部审批；副经理及以上职级人员加班由部门、人

力资源部、分管领导审核，CEO 审批。其中倒班人员按排班在法定节假日上班的，无需办理审批。

### 5.3.2 Overtime work and leave in lieu

#### 加班加点换休

5.3.2.1 The overtime work can be calculated accumulatively. The overtime is not counted if it is less than 1 hour; the overtime is taken as half a day if it is up to 4 hours; the overtime is taken as a day if it is up to 8 hours.

加班加点可累计计算，不满 1 小时的不计加班，满 4 小时按半天计算，满 8 小时按 1 天计算。

5.3.2.2 The company has considered the necessary overtime factors in the remuneration. Except for the post personnel clearly specified by the company (such as shift workers, etc.), they can issue overtime pay during the official holidays. The rest of the staff can work overtime and can arrange for the same time to change

公司在薪酬中已考虑了必要的加班因素，除公司明确规定的岗位人员（如轮班作业人员等）在法定节假日当班期间可发放加班工资外，其余人员的加班加点，可安排同等时间的换休。

5.3.2.3 Each department shall keep accounts for the overtime work within the department, summarize the status of overtime work at the end of each month and submit to the HR Dept. after the review and approval of department leaders.

各部门要建立内部加班加点台帐，并在月底汇总加班加点情况，经部门领导审批后上交人力资源部。

### 5.4 Miscellaneous

#### 其他

5.4.1 Employees can be arranged for proper rest the next day or after the work if they take part in the activities or training for public good during statutory holidays, days off or other breaks.

法定节假日、休息日或其他休息时间参加公司公益性活动、培训的，可在次日或该项工作结束后适当安排休息。

5.4.2 Employees can have their rest during business trip in case of statutory holidays and days off.

员工因公出差期间，遇到法定节假日和休息日，可自行安排休息。

5.4.3 If an employee is sent to another company for training and learning, the overtime during the period is not counted, he/she will not be granted with leave in lieu and no overtime wages will be paid.

员工在派往外单位培训学习期间不计加班加点，返回公司后不予换休，也不支付加班工资。

### 5.5 Attendance management

## 考勤管理

5.5.1 If an employee fails to be on his/her post on the prescribed working time or leave his/her post in advance, he/she will be deemed as being late for work or leaving earlier; if an employee is late for work or leave his/her post earlier for more than one hour without the permission from the superior, he/she will be deemed as being absent from work without leave for one day.

员工未按规定工作时间到达岗位或提前离开岗位的，视为迟到早退；迟到或早退超过一小时，未经上级批准，视为旷工一天。

5.5.2 Each department shall attach great importance to the attendance management and set a part-time post for checking attendance. The attendance officer shall be highly responsible, stick to the principles and strictly follow the regulations on the Company's attendance management. The leaders of each department shall reinforce the attendance management. They shall frequently supervise and check the execution of attendance system and follow the attendance system as models. The handling personnel and department leaders will be held accountable if there is any breach to the attendance system.

各部门要高度重视考勤管理工作，并设兼职考勤员，考勤员应有较强的责任心，坚持原则，严格执行公司的考勤管理规定。各部门领导要加强考勤管理，经常监督检查考勤制度执行情况，同时也应模范地遵守考勤制度，如有违反，要追究经办人员和部门领导责任。

5.5.3 Employees shall "punch in" on time. Attendance officers of each department shall timely and accurately fill in the attendance sheet every day as per the attendance symbols specified by the Company, keep all kinds of requests for leave, medical certificates (documentary evidences) for sick leave and the attendance sheets. If employees are absent from work without leave, they should inform the Human Resources Department within 1 day; if employees have long sick leave and leave for more than 7 days, they should inform the Human Resources Department before the pay day; if employees resigns,

员工应按时打卡考勤，各部门考勤员应按照公司统一规定的考勤符号，每天及时、准确填写考勤表，保管好各种假条、病休诊断书（证明）和考勤表。如有员工旷工的，应在 1 天内告知人力资源部；如有员工请长病假、事假超过 7 天的，应在薪酬发放日前告知人力资源部。

5.5.4 The attendance sheets shall not be altered at will. The attendance officer shall timely correct it if there is any mistake and sign on it for confirmation. Each department shall submit the attendance sheets before 5<sup>th</sup> of the next month.

考勤表不得随意涂改，如有差错，由考勤员及时更正，并签字确认。各部门在次月 5 日前上报考勤表。

## 6 Inspection and Supervision

### 检查与监督

6.1 Each department shall summarize the attendance status of the department as per the Regulations and the HR Dept. shall carry out spot check on each department' execution of the attendance management system.

各部门按照本规定每月对本部门的考勤管理进行汇总，人力资源部对各部门请假考勤管理制度执行情况进行不定时抽查。

6.2 The inspection results shall be assessed as per relevant regulations of the Company. 检查结果按照公司相关规定进行考核。

## 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 Employees to Ask for Leave* (HYBN-T2-02-0012-2018-1)

员工请假程序 HYBN-T2-02-0012-2018-1

7.1.2 *Procedures for Overtime Work of Employees* (HYBN-T2-02-0013-2018-1)

员工加班审批程序 HYBN-T2-02-0013-2018-1

7.2 Associated records

关联记录

7.2.1 *Summary of Attendance* (HYBN-T6-02-0013-001-2018)

考勤汇总表 HYBN-T6-02-0013-001-2018

7.2.2 *Statistics of Attendance* (HYBN-T6-02-0014-001-2018)

考勤统计表 HYBN-T6-02-0014-001-2018

7.2.3 *Record of overtime work* (HYBN-T6-02-0015-001-2018)

加班加点记录表 HYBN-T6-02-0015-001-2018

## 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 5:

本规定版本编制和审批情况见表 5:

**Table 5 Revision, preparation and approval of document**

**表 5 文件版本编制和审批情况**

3	2021-04-23	Yuan Jundi 袁均娣	Zhao Fuzhen 赵辅珍	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Approved by 批准人

