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Human Resources Position Inspection Briefing

人力资源部岗检情况通报

On 30th June 2021, HR Dept conducted a special inspection of daytime labor discipline. The inspection focus on employee working attitude and phone discipline. The inspection findings are as follows:

2021年6月30日，人力资源部对各运行部进行了日间劳动纪律专项检查。检查内容主要为员工工作面貌和手机管理，及文莱本地员工的学习状态。现将检查结果通报如下：

The locations inspected are as follows: Central control room, Power Department control room, Quality analysis department and various field operation room in Hydrocracking Process unit, Chemical Water, Sulphur Recovery unit, Flexi Coking, No.1, No.2, No.3 Refinery Department and Eastern Tank Farm. The overall inspection of daytime labor discipline was good. It was however found that employees from Equipment Maintenance Department and Instrument Control Department have violated the labor discipline.

本次对以下地点进行了检查：中控室、动力中控楼、加氢裂化



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外操楼、化水外操间、硫磺回收外操楼、焦化外操楼、炼油一部、炼油二部、炼油三部联合外操楼和东罐区外操间。日间劳动纪律整体良好，但设备检修部和仪控部现场外操间仍存在违反劳动纪律情况：

In such that one employee from Equipment Maintenance Department was playing phone and watching video clip in Chemical Water field operating room, two employees from Instrument Control Department were playing phone in Sulphur Recovery Unit field operating room and four employees from Port and Storage Department were playing phones in the Eastern tank farm.

检查中发现设备检修部一名员工在化水外操间玩手机、看视频，仪控部两名员工在硫磺回收外操楼作业间玩手机以及四名罐区外操在外操间玩手机。

These respective departments and all department are required to improve their management on employee's phone discipline, actively supervising labor discipline and strictly request staff on shift to place their phone at designated area. HR also urge Brunei employees to closely follow their supervisors to learn and participate working in the field and to improve their skill learning.

请各部门加强员工在岗手机管理和劳动纪律督查，严格要求员工当班期间将手机摆放在指定位置；督促文莱员工紧密跟从师傅参



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与作业环节并加强技能学习。

In response to the above inspection outcome, HR Dept will make assessments in accordance with relevant regulations. All departments are required to continue strengthen regulating daytime labor discipline and conduct internal inspection from time to time. HR Dept will continue to inspect regularly.

针对以上检查结果，人力资源部将按相关规定做出考核。各部门应加强规范日间劳动纪律，做好部门内部自查工作，人力资源部将继续不定期检查。

Human Resources Department
人力资源部
9th July 2021
2021年7月9号