

# **Notice on Working from Home Employees in Applying to Work On PMB**

## **关于居家办公人员申请上岛工作的通知**

### **All Departments:**

**公司各部门、各单位：**

According to company's requirements on epidemic prevention and control along with Brunei's current epidemic situation, in order to ensure the epidemic risk is within the controlled level and normal operation within the company during this second wave, the company has made the following arrangements for Working from Home (WFH) employees who decide to work on PMB:

根据公司疫情防控工作的要求，结合文莱当前疫情发展情况，为确保疫情风险可控，疫情期间公司生产能够可持续正常运行，公司对部分居家办公人员上岛工作做出如下安排：

1. All departments are able to arrange volunteered WFH employees to work on PMB in a planned and orderly manner as per actual production and human resources situation. This is to ensure the current essential employees who are accommodated in assigned dormitories are able to change shift and take leave. In addition, to fulfill company COVID-19 Management System and current essential employee's need.

一、各部门、各单位可根据生产实际和人力资源状况，有序、有计划的安排部分居家办公的员工自愿上岛工作，与当前实行封闭管理、网格化管理的员工进行适当调换，即可满足公司当前防疫安全的需求，也可以满足员工的个人需求；

2. The above-mentioned application shall take effective from 8 September 2021. All departments are able to apply for their respective volunteered WFH employees to work on PMB. Once the application approval has been granted from relevant departments and the health status of the WFH employee has been ensured and approved, this employee is to be accommodated in the company assigned dormitories. Kindly refer to the Appendix 1 for the Application Form.

二、各单位自 9 月 8 日开始，可向公司提出员工上岛工作申请，经相关部门批准后进入健康确认流程，确认无异常后可入住公司指定的宿舍；申请表见附件 1。

3. Once the application for WFH employee has been approved by company relevant departments, the company will notify the relevant department and arrange these volunteered WFH employees to stay in company arranged Isolation Dormitory. Before they move into the dormitory, they are to be coded green in Bruhealth Application, provide a recognized negative swab test report within 3 days and sign off the Commitment Letter as shown

in Appendix 2.

三、各单位员工上岛工作申请经公司相关部门审批后，公司会通知部门，安排员工入住公司提供的预防隔离宿舍。入住公司预防隔离宿舍前，员工需持有效绿码及三天内的核酸检测阴性报告并签署附件 2 承诺书。

4. Once the volunteered employees have been accommodated into company arranged Isolation Dormitory, they are to follow the company Enclosed Accommodation Management System. After they have been isolated for 14 days in the Isolation Dormitory, acquired negative swab test result and has normal health status they are entitled to work on PMB.

四、员工入住公司预防隔离宿舍后，须遵守公司制定的封闭化宿舍管理制度。员工在预防隔离宿舍住满 14 天后，经公司组织核酸检测取得阴性结果，身体状况健康无异常后方可正式上岛工作。

5. For reference purposes, these volunteered workers can refer to the Business Continuity Plan released on 9 August 2021 and other relevant requirements released by Human Resources on 2 September 2021 on essential employees' accommodation requirements and allowance allocation.

五、上岛工作后，员工住宿和补偿的相关要求参见公司 8 月 9 日发布的业务连续性计划和人力资源部 9 月 2 日发布的相关解释。

All departments are advised to communicate and provide clear explanations on the above to current WFH employees in order to ensure smooth coordination and support from them.

请各部门做好员工的思想工作，切实做好宣传和解释工作，取得员工的理解与支持。

Hope this notice finds everyone well!

特此通知！

Appendix 1: WFH Employee Application to work on PMB

附件 1：居家办公员工上岛工作申请表

Appendix 2: Commitment Letter

附件 2：承诺函

Hengyi Industries SDN BHD

HSE Department

恒逸（实业）文莱有限公司

HSE 管理部

7 September 2021

2021 年 9 月 7 日

Appendix 1:

附件 1:

**Working from Home Employee Application to Work on PMB**

**居家办公员工上岛工作申请表**

Department 申请单位		HOD 负责人	
Application Date 申请日期			
Applicant Name 员工姓名		Work ID 工作卡号	
Application Reason 申请事由			
Department HOD signature 申请部门负责人签名			
Human Resource signature 人力资源部			
CEO's office signature 总经理办公室			
HSE Department signature HSE 管理部			
CEO signature			

公司 CEO	
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## Appendix 2:

### 附件 2:

## Commitment Letter

### 承诺书

In order to fully support the prevention and control of the new coronavirus infection pneumonia 2019-ncov (COVID-19), and to effectively protect the health and safety of others and myself, as a member of the company, I \_\_\_\_\_ (IC: \_\_\_\_\_), position as \_\_\_\_\_ (Staff no: \_\_\_\_\_) solemnly assure:

为全力支持配合新型冠状病毒感染的肺炎 2019-ncov 疫情防控工作，切实保障本人及他人身体健康和生命安全，作为公司一员在此郑重承诺：

1. I sign this commitment letter voluntarily and willingly to accept the work arranged by the company as well as the prevention quarantine procedure required by the company;

本人为自愿签订此承诺书，自愿返岗接受公司工作安排，并接受公司安排的预防隔离措施；

2. I agree to follow the requirements of the Enclosed Accommodation Management.

本人承诺遵守封闭化小区的管理要求；

3. After the isolation period, I agree to resume duty at work for not less than 30 days of total stay while accepting the work arranged by the company and the labor remuneration during this period.

本人同意隔离 14 天后继续开展相应工作，在岗时间不少于 30 天，接受公司工作安排和劳动报酬；

4. Within two weeks before the date of signing the commitment letter, my family members and I have had no close contact with any confirmed COVID-19 patients (the nationally announced list on the day of signing);

自承诺书签订之日起前两周内，本人及家属未有与新型冠状病毒感染的患者（以签订之日国家公布名单为准）有亲密接触

5. During the epidemic prevention and control period, I will follow the personal and public health protection requirements, follow the arrangements from company Management Personnel, and fully cooperate with the epidemic prevention and control procedures within the company;

疫情防控期间，做好个人和公共卫生防护，服从管理人员安排，全面配合疫情防控工作；

I hereby declared that I fully understand the aforementioned requirements and will adhere to the rules and regulations of the company.

我在此声明，我完全理解上述要求，并将遵守公司的规则 and 规定。

日期:

Date:

签名:

Signature: