



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

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Electronic Product Management Regulations

电子产品管理规定

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	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
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1 Purpose 目的

This regulation file is formulated to standardize the management of electronic office equipment (hereinafter referred to as electronic products) of the Company, improve the use quality and work efficiency, and meet the requirements of electronic and mobile office of the Company.

为规范公司电子办公设备（以下简称电子产品）的管理，提高使用质量和工作效率，以适应公司办公电子化和移动性的要求，特制定本规定。

2 Scope of Application 适用范围

This regulation file is applicable to the Company and its subordinate departments and subsidiaries.

本规定适用于公司及所属各部门、子公司。

3 Terms and Definitions 术语和定义

Electronic products: the electronic products referred to in this regulation file refer to the electronic devices allocated for departments or employees for office needs, which are divided into four categories: (1) Computers and related products, including computers, iPad, printers, copiers, scanners, projectors, fax machines, mobile hard disks, USB flash drives, keyboards, mice, intelligent terminals, etc.; (2) interphone; (3) Inspection instruments; (4) Other electronic products.

电子产品：本规定所指电子产品指为办公需要为部门或员工配置的电子设备，分为四类：（一）电脑及相关产品，包括电脑、ipad、打印机、复印机、扫描仪、投影仪、传真机、移动硬盘、U盘、键盘、鼠标、智能终端等；（二）对讲机；（三）巡检仪；（四）其它电子产品。

4 Management Responsibilities 管理职责

4.1 Specified administrative authority 归口管理部门

The IT Dept. is the specified administrative authority of electronic products, and is responsible for (revising) the electronic product management regulations, reporting the procurement requirements, product selection, maintenance, recycling and comprehensive utilization, etc.

信息管理部是电子产品的归口管理部门，负责制（修）定电子产品管理规定、提报采购需求、产品选型、维修保养、回收及综合利用等。

4.2 Executive Departments 执行部门

Each department is the executive department of electronic product management, and is

responsible for implementing and executing these regulations, reporting requirements, daily use management and maintenance.

各部门是电子产品管理的执行部门，负责落实和执行本规定，及提报需求、日常使用管理和维护。

5 Management Content 管理内容

5.1 Requirements and applications 需求和申购

5.1.1 According to the work needs of each department, the comprehensive administrator of each department shall report the electronic product requirements to the information management department through the OA process, and register and collect electronic products from the IT Dept. after the process approval is completed.

各部门根据工作需要，由部门综合管理员通过 OA 流程向信息管理部提报电子产品需求，流程审批完成后到信息部登记、领取。

5.1.2 After registering and summarizing the requirements of each department, the IT Dept. will make overall plans to submit the purchase process according to the inventory situation and the system requirements of the Company such as communication and network.

信息管理部对各部门需求进行登记、汇总后，根据库存情况，及公司通讯、网络等系统需求，统筹提交申购流程。

5.1.3 The purchase of electronic products shall be uniformly submitted to the purchase process by the IT Dept. via OA system and purchased by the Materials Supplies Dept. according to the standard procedures.

电子产品的申购由信息管理部通过 OA 系统统一提报电子产品申购流程，由物资装备部按规范程序购置。

5.1.4 The IT Dept. is responsible for the selection of electronic products, and the factors such as brand, configuration, performance and price shall be considered comprehensively to select the best ones.

电子产品的选型由信息管理部负责，选型应综合考虑品牌、配置、性能、价格等因素，择优选型。

5.1.5 The IT Dept. shall, in line with the principle of economy, classify and control the inventory of electronic products, and reduce the inventory quantity while ensuring the necessary demand.

信息管理部应本着节约的原则，分类管控电子产品库存，在保证必要需求的情况降低库存数量。

5.2 Principle of allocation 配置原则

5.2.1 The allocation of electronic products shall meet the job requirements. All applications and configurations for electronic products shall be for work use and are indeed required.

满足工作需求。所有电子产品的申请和配置应出于工作用途，且确实需要。

5.2.2 The function shall be basic and moderate. Following the principle of reasonable and

sufficient use, electronic products should ensure the basic functions required for production, operation and management, and not blindly pursue luxury, brand and additional functions to prevent functional redundancy.

功能基本适度。遵循合理够用的原则，电子产品应保证生产、经营、管理需要的基本功能，不盲目追求奢华、品牌和附加功能，防止功能冗余。

5.2.3 Eliminate duplication of allocation. On the premise of meeting the needs of work, every employee shall not be equipped with similar electronic products repeatedly. For example, those who are equipped with notebook computers are no longer equipped with desktop computers.

杜绝重复配置。电子产品配置在满足工作需要的前提下，每位员工原则不重复配置同类电子产品，如配备笔记本电脑的人员不再配备台式电脑。

5.3 Computer and related products management. 电脑及相关产品管理

5.3.1 Allocation standard 配置标准

5.3.1.1 Computers are mainly equipped to the following objects: personnel in business management and professional technical management positions who really need computers to work; In principle, technicians and operators are not equipped with computers. Under special circumstances, computers can only be equipped with the special approval of CEO because of work needs.

电脑整机主要配备对象为：确因工作需要的经营管理和专业技术管理岗位人员；技能操作人员原则上不配置电脑整机，特殊情况下，确因工作需要，经 CEO 特批方可配置。

5.3.1.2 With reference to the practice of the group company and taking into account the principle of cost saving, office employees are all equipped with notebook computers, and those in fixed places such as control room personnel and shift employees who work or use public computers are equipped with desktop computers in principle.

参照集团公司做法兼顾成本节约原则，员工个人使用的电脑均配备笔记本电脑，控制室人员、班组人员等固定地点办公或公用电脑的，原则上配备台式电脑。

5.3.1.3 Employees are equipped with notebook computers with different cost standards according to their ranks. The allocation standards are as follows.

员工按职级配备不同费用标准的笔记本电脑，配置标准如下：

Rank 级别	Standard 标准
Deputy General Manager 副总经理级	8000—10000(RMB) 8000-10000 元
Deputy Chief Engineer, HoD 副总师、部长级	7000—8000(RMB) 7000—8000 元
Manager (including module manager)	5000—6000(RMB)

主任（含模块经理）级	5000—6000 元
Supervisor and below 主管及以下职级	Less than 5000RMB 5000 元以下

5.3.1.3 Peripherals and electronic consumables other than the computer are applied through the OA process based on the principle of strict control and genuine need, and are allocated after approval.

除电脑整机以外的外设及电子消耗品，本着确有需要、从严控制的原则，通过 OA 流程申请，经审批后配置。

5.3.2 Daily management 日常管理

5.3.2.1 The property rights of computers and related products purchased by the Company are owned by the Company and included in the Company's fixed assets management.

公司购置的电脑及相关产品的产权属公司所有，统一列入公司固定资产管理。

5.3.2.2 The user shall keep the notebook computer properly to prevent loss and damage.

使用人对笔记本电脑应妥善保管，严防丢失，严防人为损坏。

5.3.2.3 During the working period, no department or employee is allowed to use the computers purchased by the Company for operations unrelated to their own work, and no games or entertainment activities are allowed during working hours.

在工作期间，禁止任何部门和员工利用公司购置的电脑进行与本职工作无关的操作，严禁上班期间进行游戏娱乐活动。

5.3.2.4 When a department employee transfers or leaves his/her post, the department leader or the employee in the general post shall notify the Information Management Dept. to check and register the computers of the departing employee, and the notebook computer shall be returned to the Information Management Dept., which shall process the relevant documents in the computer in a unified way and sign for confirmation by the information administrator. The Information Management Dept. has the right to reclaim idle computers and redistribute them to avoid duplicate purchases.

部门员工岗位调动或离职，部门领导或综合岗员工应通知信息部对离职人员的电脑进行检查登记，需将笔记本电脑交回信息部，由信息部统一处理电脑内相关文件，并经信息管理员签字确认。信息部有权收回闲置电脑并重新分配，避免重复购买。

5.3.2.5 In order to prevent leaks, users shall set the password for starting the computer, and protect and delete confidential documents in a timely manner.

为防止泄密，使用者应设置电脑开机密码，并对保密文件及时设密保护、删除。

5.3.2.6 Users shall pay attention to prevent virus invasion and clean up the virus in time to ensure normal use.

注意防止病毒侵入和及时清理病毒，保证正常使用。

5.3.2.7 Users shall turn off the power supply in time after using it to prevent accidents.使用

完毕后要及时关断电源，防止发生意外事故。

5.3.2.8 Users shall regularly maintain and clean the laptops used. 使用人应定期对所用笔记本电脑进行保养、清洁工作。

5.3.2.9 Employees of each department are not allowed to disassemble and assemble computers and printers without authorization. If it is really necessary to open the case, Information Management Dept. personnel shall be notified for handling. 各部门员工均不得擅自拆装电脑、打印机，确实需要打开机箱的，应通知信息部人员进行处理。

5.3.2.10 Do not touch or press the notebook computer display screen with hands. Shut down the notebook computer and related peripherals before maintenance or cleaning.

切勿用手触摸或按压笔记本电脑显示屏，维护或清洁笔记本电脑及相关外设前须关机。

5.3.2.11 In order to prolong the service life of the battery, use the DC power as much as possible and pay attention to the charging time. Excessive charging and discharging will reduce the service life of the battery. 为延长电池使用寿命，尽量使用变压器，注意充电时间，过度充放电会减损电池寿命。

5.3.2.12 Be sure to turn off the power and unplug all cables before moving the notebook computer to avoid damage to the ports. When entering the sleep mode, please shut down the network application, so as not to cause the crash by network communication application. Do not forcibly close the LCD top cover to avoid damage to the LCD.

移动笔记本电脑之前请务必将电源关闭，并拔除所有的连接线，避免接口损坏。进入休眠模式时请将网络应用程序关闭，以免导致网络通讯应用程序可能会死机。请勿用力合上液晶显示屏上盖，避免液晶显示屏损坏。

5.3.2.13 Avoid the notebook computer and its accessories from being drenched in water or exposed to moisture. In case of such a situation, please immediately turn off the power supply and remove the battery, power off the notebook computer and dry it, and contact the Information Management Dept. in time. When using the notebook computer, it is necessary to keep the heat dissipation holes unblocked, and avoid using computers on soft objects (such as legs, bed, sofa, etc.) to prevent the heat dissipation holes from blocking which may even cause a computer crashing.

避免笔记本电脑及其配件淋到水或暴露在湿气当中，如遇此情况的，请立即关闭电源并取出电池，使笔记本电脑断电，并使其干燥，同时及时与信息部联系。使用笔记本电脑时，务必保持散热孔畅通，以利散热，并避免放在柔软的物品上使用（如双腿，床上，沙发上等），以防止散热孔堵塞，甚至死机。

5.3.2.14 Avoid placing notebook computers near magnetic substances (such as audio and television).

避免将笔记本电脑放置在磁性物质附近（比如音响及电视等）。

5.3.2.15 When not using the computer for the time being, please cover the top cover of the LCD screen to save power, prolong the service life of the LCD screen and avoid dust contamination.

暂时不用电脑时，请盖下液晶屏幕上盖，以节省电源，同时能延长液晶屏幕寿命，并可避免沾染

灰尘。

5.3.2.16 When using the notebook computer, avoid the damage of snack crumbs, liquid and cigarette ash to the notebook computer.

在使用笔记本电脑时，避免零食碎渣、液体、烟灰对笔记本电脑的损坏。

5.3.2.17 In the process of using, if there is any problem with the computer system, users shall immediately contact the Information Management Dept. to report the computer failure; Without approval, users are not allowed to disassemble the computer hardware or install/deinstall or modify the system procedures at will.

在使用过程中，遇到电脑系统出现问题时，应立即与信息部取得联系，汇报电脑的故障情况；未经批准，不得自行随意拆卸电脑硬件及增减、修改系统程序等。

5.4 Management of walkie-talkies 对讲机管理

5.4.1 Walkie-talkies are mainly provided for middle and senior management and technical personnel and shift employees of the Company who need to be equipped with walkie-talkies due to work needs, and employees with special needs approved by the leaders, such as safety personnel, etc.

对讲机主要配备对象为因工作需要，需配置对讲机的公司中、高层管理和技术人员、班组人员，和经领导批准、有特殊需要的公司员工，如安全员等。

5.4.2 The property right of walkie-talkies belongs to the Company and is included in the Company's fixed asset management sequence.

公司配备的对讲机的产权属公司所有，统一列入公司固定资产管理序列。

5.4.3 The user shall keep the walkie-talkie properly to prevent loss and damage.

使用人对对讲机应妥善保管，严防丢失，严防人为损坏。

5.4.4 During the working period, it is forbidden to use the walkie-talkie purchased by the Company for operations unrelated to the work, and it is forbidden to use the walkie-talkie for chatting and other purposes unrelated to the work during working hours, so as to avoid the situation of occupying the channel without reason and affecting the normal work.

在工作期间，禁止利用公司购置的对讲机进行与本职工作无关的操作，严禁上班时间利用对讲机进行闲聊等与工作无关的用途，避免无故占用频道影响正常工作的情况发生。

5.4.5 Before the employee dimission, he/she shall return the walkie-talkie to the information department and confirm with the signature of the information administrator. The Information Management Dept. will allocate and deal with such walkie-talkie.

员工离职前，需将所配备的对讲机交回信息部并经信息管理员签字确认，由信息部统一调配、处理。

5.4.6 The user of walkie-talkie is responsible for the maintenance and safekeeping of interphone, battery and charger.

对讲机的使用人负责对讲机、电池、充电器的维护和保管。

5.4.7 Walkie-talkies users shall be familiar with their performance and operation methods to

ensure that they can use them skillfully.

对讲机使用人应熟悉其性能和操作方法，保证能够熟练使用。

5.4.8 Users shall follow the principle of reasonable allocation and one machine for one post, i.e., walkie-talkie shall only be used during working hours, for work needs and within the Company. 合理配置，一机一岗专用原则，即对讲机仅限上班时间、因工作需要、在公司内部使用。

5.4.9 Notes on the Use of Walkie-talkies

对讲机使用注意事项

5.4.9.1 After receiving the walkie-talkies, the employee must read the operating instructions carefully and use the walkie-talkies correctly in strict accordance with the contents of the instructions to avoid human damage.

员工在领取对讲机之后，必须熟读使用说明书，严格按照说明书的各项内容正确使用对讲机，避免人为损坏。

5.4.9.2 Employees shall cherish the walkie-talkies. As the walkie-talkies are of explosion-proof level, it is strictly prohibited to disassemble without permission, throw or knock the walkie-talkies. It is forbidden to place the walkie-talkies in dusty or humid environment. It is forbidden to place the walkie-talkies near the heating device or where it can be directly exposed to sunlight to ensure the performance, service life and use effect.

员工要爱惜对讲机，因对讲机有防爆级别，严禁私自拆卸、随意抛掷和敲打对讲机等不良行为，不可将对讲机放在多尘、潮湿环境，不可将对讲机放置在加热装置附近或阳光能直射到的地方，以保障对讲机的性能、寿命和使用效果。

5.4.9.3 When the walkie-talkie user is transferred to another post, leaves his post or is dismissed, he/she must return the fully equipped and functional walkie-talkie together with the original package to the department, and the relevant formalities can be handled only after the signature and confirmation of the department head.

对讲机使用责任人在调岗、离职或被辞退时，必须将配置齐全、功能完好的对讲机连同原包装一起交还部门，由部门负责人签字确认后方可办理相关手续。

5.4.9.4 Users must carry the walkie-talkie with them at work and keep the equipment switched on, with sufficient power and matching frequency bands. Loss or damage due to personal reasons must be reported in a timely manner and remedial measures taken.

配发对讲机的人员在上班期间必须随身携带对讲机并保持设备开启、电力充足、频段匹配的有效使用状态；因个人原因丢失或损害必须及时上报，并采取补救措施。

5.4.9.5 walkie-talkies are only used for daily work and contact when dealing with emergencies, and other communication methods shall be used for contact unrelated to work. It is strictly prohibited to chat, laugh, quarrel and scold through walkie-talkies.

对讲机只用于日常工作和处置突发事件时联系，与工作无关的联系应选用其他通讯方式，严禁通过对讲机聊天、说笑、吵架和对骂。

5.4.9.6 For the position where several people share the same walkie-talkies, the department must designate the specific responsible person to complete the handover, acceptance and confirmation of the walkie-talkies at shift-changing.

对于数人共用同一对讲机的岗位，必须由部门指定具体责任人，在交接班时做好对讲机的移交、验收和确认。

5.4.9.7 As the walkie-talkie is used on a single frequency, no one is allowed to interrupt the normal conversation of others unless in an emergency. When the superior call conflicts with the current call, the current call shall be voluntarily given up.

由于对讲机属单频使用，因此除非紧急情况，任何人员不得随意打断他人的正常通话。当遇到上级呼叫与本级呼叫相冲突时，应主动让出本级通话。

5.4.9.8 In the normal process of using the walkie-talkie, employees shall immediately turn off the power supply, remove the battery and send it to the information department for handling if they find abnormal phenomena such as damaged appearance, damaged accessories, malfunctioning functions, abnormal smell and fume. If a service failure is found but not reported for repair in time, the relevant responsible person shall bear the consequences.

员工在正常使用对讲机的过程中如果发现对讲机外观损毁、配件损坏、功能失灵、气味异常和机体冒烟等异常现象，应立即关闭电源，并取出电池，然后送信息部处理。已发现使用故障，但未及时报修的，由此引起的后果由相关责任人自行承担。

5.5 Management of patrol-inspection instrument 巡检仪管理

5.5.1 The patrol-inspection instrument is mainly equipped with on-site shift employees with relevant work needs.

巡检仪主要配备对象为有相关工作需要的现场各班组人员。

5.5.2 The property right of the patrol-inspection instrument belongs to the Company and is included in the fixed assets management sequence of the Company.

公司购置的巡检仪的产权属公司所有，统一列入公司固定资产管理序列。

5.5.3 The user shall properly keep the patrol-inspection instrument to prevent loss and damage caused by human activities.

使用人对巡检仪应妥善保管，严防丢失，严防人为损坏。

5.5.4 During the working period, it is forbidden to use the patrol-inspection instrument for operations unrelated to the work. The patrol-inspection instrument shall only be used for daily patrol-inspection work. It is strictly prohibited to install other software without permission.

在工作期间，禁止利用公司购置的巡检仪进行与本职工作无关的操作，巡检仪只用于日常巡检工作，严禁私自安装其他软件。

5.5.5 The user of the patrol-inspection instrument is responsible for the maintenance and safekeeping of the patrol-inspection instrument, battery and charger.

巡检仪的使用人负责巡检仪、电池、充电器的维护和保管。

5.5.6 After receiving the patrol-inspection instrument, the user must read the instruction manual carefully and use the patrol-inspection instrument correctly in strict accordance with the contents of the instruction manual to avoid manual damage.

员工在领取巡检仪之后，必须熟读使用说明书，严格按照说明书的各项内容正确使用巡检仪，避

免人为损坏。

5.5.7 Users shall follow the principle of reasonable allocation and one machine for one post, i.e., the patrol-inspection instrument shall only be used during working hours, due to work needs and within the company.

合理配置，一机一岗专用原则，即巡检仪仅限上班时间、因工作需要、在公司内部使用。

5.5.8 For posts where several people share the same patrol-inspection instrument, the department must designate a specific responsible person who shall hand over, accept and confirm the inspection instrument during the shift change. 对于数人共用同一巡检仪的岗位，必须由部门指定具体责任人，在交接班时做好巡检仪的移交、验收和确认。

5.6 Maintenance and repair 保养与修理

5.6.1 In case of electronic product failure, contact the IT Dept. in time and submit an application through the computer maintenance process via OA system.

当电子产品出现故障时，应及时与信息部联系，并通过 OA 系统电脑维修流程提报申请。

5.6.2 The IT Dept. shall coordinate and implement the maintenance or maintenance plan of various electronic products according to the characteristics and operation manuals of different electronic products.

信息管理部应根据不同电子产品特性和使用手册，统筹落实各类电子产品的保养或维护计划。

5.6.3 For the electronic product maintenance application declared by each department, the IT Dept. shall first conduct technical appraisal, define the damage reason and corresponding responsibilities, and arrange the repair uniformly. 对各部门申报的电子产品维修申请，信息管理部应首先进行技术鉴定，界定损坏原因及相应责任，并统一安排修理。

5.6.4 The repair cost of electronic products is included in the cost of corresponding departments. 电子产品修理费用计入相应部门费用。

5.7 Renewal and replacement 更新及换机

5.7.1 The service life of computers (including notebook computers and desktop computers) and walkie-talkies is tentatively set at 8 years, and that of patrol-inspection instruments is tentatively set at 5 years.

电脑整机（含笔记本电脑和台式机）、对讲机使用年限暂定为 8 年，巡检仪使用年限暂定为 5 年。

5.7.2 If an electronic product reaches its service life, or cannot be used due to performance degradation under normal use and maintenance, it can apply for renewal or replacement through the OA system and be approved by the CEO.

到达使用年限，或在正常使用、维护情况下性能下降导致无法使用的，可通过 OA 系统申请更新或换机，经 CEO 审批。

5.7.3 The IT Dept. shall analyze the reasons why employees (departments) apply for renewal or replacement, and issue a written appraisal report as the basis for department approval. 信息管理部要对员工（部门）申请更新或换机的原因进行分析，并出具书面鉴定报告，作为部门批准的依据。

5.7.4 If an electronic product has not reached the service life, or is identified by the IT Dept. as being damaged or unable to be used due to improper use by individuals or departments, it will not be renewed and such individuals or departments shall be liable for compensation.

未达到使用年限，或经信息管理部鉴定为个人或部门使用不当造成损坏或无法使用的，不予更新且需承担赔偿责任。

5.8 Compensation and recovery 赔偿、回收

5.8.1 The principle of “who uses and keeps, and who damages and is responsible” shall apply, that is, if electronic products are damaged or lost due to improper use or storage, compensation must be made at the price.

“谁使用，谁保管，谁损坏，谁负责”的原则，即因使用或保管不当造成电子产品损坏或丢失的，必须照价赔偿。

5.8.2 The IT Dept. shall conduct a professional appraisal on the electronic products that are applied for repair or renewal, make clear whether the damage is caused by normal use or improper use, issue an appraisal report, and inform the applicant of the appraisal report.

信息管理部对申请报修、更新的电子产品均应进行专业鉴定，明确是正常损坏还是使用不当造成损坏，并出具鉴定报告，并将鉴定报告告知申请人。

5.8.3 If the applicant is dissatisfied with the appraisal result of the IT Dept., he/she may apply to entrust an external professional company for re-appraisal. If the external appraisal result is the same as the appraisal result of the IT Dept., the relevant expenses shall be borne by the applicant. If the external appraisal result is different from that of the IT Dept., the IT Dept. shall bear the corresponding expenses.

申请人对信息管理部鉴定结果不服的，可申请委托外部专业公司再次鉴定，如外鉴定结果与信息管理部鉴定结果相同，则相关费用由申请人承担；如外部鉴定结果与信息管理部鉴定结果不同，则由信息管理部承担相应费用。

5.8.4 If electronic products such as computers, walkie-talkies, patrol-inspection instruments and mobile hard disks are lost due to improper storage, users (departments) shall compensate according to the original price of the products.

因保管不当造成电脑整机、对讲机、巡检仪、移动硬盘等电子产品丢失的，使用人（部门）须按产品原价照价赔偿。

5.8.5 If the electronic products such as the whole computer and important peripherals (the original value is more than 300B\$), walkie-talkies and patrol-inspection instruments are seriously damaged and scrapped due to improper use, the user (department) shall be liable for compensation, and the compensation amount is: original price * (service life-used life)/service life-residual value.

因使用不当造成的电脑整机及重要外设（原值大于 300 文币）、对讲机、巡检仪等电子产品损坏严重导致报废的，使用人（部门）须承担赔偿责任，赔偿金额为：原价*（使用年限—已用年限）/ 使用年限—残值。

5.8.6 The responsible person fails to compensate the lost or damaged electronic products as required, renewal or replacement shall not be approved; If the electronic products cannot be handed over completely due to job transfer, the IT Dept. shall promptly notify the HR Dept. to deduct the compensation from his/her the unpaid salary according to the compensation standard.

5.8.6 责任人未按规定赔偿丢失或损坏的电子产品，不予更新或调换；因工作调动不能完整交接电子产品的人员或离职人员，信息管理部应及时通知人力资源部从未发薪酬中按赔偿标准扣回。

5.9 Recover, reuse and scrapping 回收、再利用、报废

5.9.1 When an employee resigns, he/she shall return the computer and important electronic products equipped by the Company (the original value is more than 300B\$). If the computer and important electronic products cannot be returned in time or are damaged when returned, it shall be compensated with reference to clause 5.8.

员工离职的，应交还公司配置的电脑整机及重要电子产品（原值大于 300 文币），如不能及时交还或交还时已损坏，应当参照 5.8 条款进行赔偿。

5.9.2 The IT Dept. shall identify the performance of electronic products that have been recycled or have reached the service life to determine whether they can be used continuously, and make full use of those that have good performance or can be reused after simple maintenance.

信息管理部对回收或已达到使用年限的电子产品，应鉴定其性能确定是否可继续使用，对性能完好或经简单维修能再利用的，应充分利用。

5.9.3 As for new recruits, priority shall be given to the electronic products that can still be used after recycling.

新员工入职时，应优先配置回收后仍可利用的电子产品。

5.9.4 Electronic products that have been reported for repair, recovered from resigned employees or have reached the service life, which have been identified by the IT Dept. as truly unusable, shall be scrapped, and the scrapping formalities shall be handled in accordance with the regulations.

对员工报修、离职回收、达到使用年限的电子产品，经信息管理部鉴定确实无法再利用的，应予以报废，并按规定办理报废手续。

6 Inspection and Supervision 监督检查

In case of equipment failure caused by man-made, the responsible person shall be indicated, and this matter may be included in the performance assessment if necessary.

因人为原因造成设备故障，需指明责任人，必要时可纳入考核。

7 Associated Procedures and Records 关联程序和记录

7.1 Associated procedures 关联程序

7.1.1 Application for Computer Related Items (Include Maintenance) 电脑相关物品申请（含维护）流程 HYBN-T2-09-0001-2018-1

7.1.2 Hardware Equipment Maintenance 硬件设备维修流程 HYBN-T2-09-0002-2018-1

7.1.3 Electronic product reporting process 电子产品申购流程 HYBN-T2-05-0005-2019-1

7.2 Associated records 联记录

N/A.

无。

8 Supplementary Rules 附则

8.1 This System is under the jurisdiction of IT Dept.

本制度由信息管理部归口管理。

8.2 This System is drafted by IT Dept.

本制度起草部门：信息管理部。

8.3 IT Dept. is responsible for the interpretation of this System.

本制度解释权归信息管理部拥有。

8.4 Revision, preparation and approval of this System are shown in Table 1.

本制度版本编制和审批情况见表 1。

Table 1 Revision, preparation and approval of document

表 1 文件版本编制和审批情况

1	2021-10	Xiao Xinhua 肖新华	Zhu Zhejun 朱浙军	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