

**HYBN-2023-004**

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## **Notice on the Resumption of Attendance System**

### **关于恢复考勤打卡系统的通知**

**To strengthen the management of labor discipline and attendance statistics, based on the layout of office locations and access control attendance systems of various departments, the company will resume the operation of the attendance system starting on April 25, 2023. The relevant requirements are as follows.**

为加强劳动纪律和考勤统计管理，根据各部门办公地点及门禁考勤系统布局情况，公司将自 2023 年 4 月 25 日起恢复考勤打卡系统运行，相关要求如下：

#### **一、Centralized Clock-in 集中打卡**

**All formal employees of the company (including PMC personnel) are required to clock in and sign in at the designated area on time.**

公司所有正式员工（含 PMC 人员）须在指定区域按时打卡签到。

- （一）Access control and attendance punching location 门禁及考勤打卡地点**

<b>Available Locations</b> 系统布置地点	<b>Personnel Category</b> 人员范围
<b>Gate C8/C8 大门所有通道</b>	<b>All Employees/C8 大门内办公人员</b>
<b>North Entrance/Exit (Office Building)</b> 办公楼北侧门	<b>Office Personnel(Office Building)</b> 办公楼办公人员（含 PMC）
<b>West Entrance/Exit (Office Building)</b> 办公楼西大门	<b>Office Personnel(Office Building)</b> 办公楼办公人员（含 PMC）
<b>South Entrance/Exit (Office Building)</b> 办公楼南大门	<b>Office Personnel(Office Building)</b> 办公楼办公人员（含 PMC）
<b>South Entrance/Exit (Canteen)</b> 办公楼南餐厅大门	<b>Office Personnel(Office Building)</b> 办公楼办公人员（含 PMC）
<b>No.2 East Entrance/Exit (Canteen)</b> 办公楼（餐厅）东侧门 2	<b>Office Personnel(Office Building)</b> 办公楼办公人员（含 PMC）
<b>No.3 East Entrance/Exit (Canteen)</b> 办公楼（餐厅）东侧门 3	<b>Office Personnel(Office Building)</b> 办公楼办公人员（含 PMC）
<b>Maintenance Building No.110</b> 检维修楼 110 分析化验间	<b>Office Personnel(Maintenance Building)</b> 检修楼办公人员
<b>Maintenance Building No.112</b> 检维修楼 112 电信间	<b>Office Personnel(Maintenance Building)</b> 检修楼办公人员
<b>Maintenance Building No.208</b> 检维修楼 208	<b>Office Personnel(Maintenance Building)</b> 检修楼办公人员
<b>Maintenance Building No.215</b> 检维修楼 215 检修一班更衣室	<b>Office Personnel(Maintenance Building)</b> 检修楼办公人员
<b>Maintenance Building No.313</b> 检维修楼 313 仪控部办公室	<b>Office Personnel(Maintenance Building)</b> 检修楼办公人员
<b>Maintenance Building No.318</b> 检维修楼 318	<b>Office Personnel(Maintenance Building)</b> 检修楼办公人员

(二) Attendance Clock-in/Out Time 考勤打卡时间

考勤打卡时间为公司所规定的工作时间，即：

**Regular Daytime Attendance Clock-in/Out Time**

常白班员工考勤打卡时间

<b>Working Hours</b> 工作时间	<b>Attendance Clock-in/Out Time</b> 考勤打卡时间	
	<b>Morning 上午</b>	<b>Afternoon 下午</b>
<b>Monday-Friday</b> 周一至周五	<b>Before 8:00 AM</b> 8 点之前	<b>After 17:30 PM</b> 17:30 以后

**Shift Attendance Clock-in/Out Time**

倒班人员考勤打卡时间：（运行期）

<b>Working Hours</b> 工作时间	<b>Attendance Clock-in/Out Time</b> 考勤打卡时间	
	<b>Morning 上午</b>	<b>Afternoon 下午</b>
<b>Day Shift 白 班</b>	<b>Before 8:00 AM</b> 上午 8 点之前	<b>After 20:00 PM 晚</b> 20:00 以后
<b>Night Shift 夜 班</b>	<b>Before 20:00 PM</b> 晚 20:00 之前	<b>After 8:00 AM</b> (Next Day) 次日上午 8:00 之后

**二、Actual Arrival time of each department 各部门实际到岗时间**  
**According to the work business and production operation characteristics of the department, and considering the commute distance and related requirements of pre-inspection for shift handover, each department shall formulate the specific time of actual arrival of employee and carry out internal supervision and implementation.**

各部门根据本部门工作业务及生产运行特点,综合考虑上下班路程远近及交接班预巡检的相关要求,制定各员工实际到岗的具体时间,各部门做好内部监督执行。

### **三、Attendance Data Statistics 打卡数据统计**

#### **(一) Adjustment of Teams and Personnel 人员班组调整**

**If any team needs to make personnel adjustments, each department shall submit a monthly adjustment report to the Human Resources department.**

人员需调整班组的, 由各部门每月汇总报人力资源部批量修改。

#### **(二) Attendance Clock-in/Out 考勤打卡**

**1.Each department is required to verify the daily attendance records. If there is any abnormal attendance, a written report must be submitted to the Human Resources Department. If an employee is unable to clock in or sign in on time due to system failure, the employee should promptly report to the department administrator, and the**

**department administrator will provide feedback to the Human Resources Department.**

1、各部门须对每日考勤记录进行核对，如有考勤异常的，各部门须提交书面报告说明。因系统故障导致员工无法按时打卡签到，员工应及时向部门考勤员报备，由部门考勤员反馈至人力资源部。

**2. Employees must personally attend the attendance check-in. It is strictly prohibited to clock in or sign in on behalf of others, engage in attendance fraud, or deliberately damage their employee badge.**

2、员工出勤必须本人到场打卡签到，严禁代人打卡、打卡造假或故意毁损工牌等行为。

**3. If an employee forgets to clock in or sign in, they should report to the department administrator on the same day and fill out the "Abnormal Clock In Registration Form" indicating the reason. After the department leader signs and confirms it, it should be reported to the Human Resources Department for the current month.**

3、员工打卡遗漏的，应在当日报告部门考勤员，并填写《异常打卡登记表》，注明原由，经所属部门领导签字确认后于当月汇总报至人力资源部备案。

### **(三) Data Statistics 数据统计**

**The human resources department will collect and review attendance reports submitted by various departments as the main basis for monthly salary payment.**

人力资源部负责收集、审核各部门所提报考勤表，并作为每月薪酬发放的主要依据。

**If the above regulations are violated, relevant measures will be taken according to the regulations. If employees encounter any problems when using the attendance system, please promptly provide feedback to the Human Resources Department.**

如有违反上述规定的，将依据人力资源部相关规定进行考核，考勤打卡系统使用中如有任何问题的，请各部门及时反馈至人力资源部。

**Notice is hereby given.**

特此通知。

**Hengyi Industries Sdn Bhd**  
**April 21<sup>st</sup>, 2023**

