

## 关于实行语言学习激励政策的通知

### Notice on the Implementation of Language Learning Monetization Incentive Policy

各部门 All Departments:

为了鼓励公司全体文莱籍员工加强学习中文、中国籍员工加强英文学习，经 CEO 批准，公司于 2024 年 4 月 1 日起实行语言学习货币化激励政策，具体内容如下：

To bolster the Chinese language proficiency of our Brunei employees and enhance the English skills of our Chinese staff, the company, under the CEO's authorization, will enact a language learning monetization incentive policy commencing on April 1st, 2024. The particulars of this policy are outlined below:

#### 一、 文莱籍员工学习中文 **Brunei employees learning Chinese**

##### 1. 奖励标准 Award Criteria:

文莱籍员工通过 HSK（四级）LEVEL 4 + HSKK 中级口试 ORAL INTERMEDIATE（及以上），奖励文币 1000 元。

Brunei employees that passed HSK Level 4 + HSKK Intermediate Oral Exam (and above), will be awarded BND 1000.

##### 2. 奖励要求 Award Requirement:

本奖励适用于满足以下条件的员工：

This award applies to employees that have fulfilled the conditions below:

1) 公司非中国籍员工；

Non-Chinese expatriate employees of the company;

2) 入职满 1 年的公司正式员工；

Direct employees of the company that have been employed for at least 1 year;

3) 第一语言为马来文或英文，进入公司后通过再学习而获得相应等级中文能力的员工；

Employees whose first language is Malay or English, that have acquired the relevant level of Chinese proficiency through relearning after joining the company;

4) 不适用于在入职时已具备良好中文沟通能力的文莱籍华裔员工或文莱籍员工；

Not applicable to Brunei Chinese employees or Brunei employees that already have good Chinese communication skills when joining the company;

5) 不适用于在校时已获得过相关奖励的公司奖学金项目毕业生。

Not applicable to the scholarship programme graduates of the company that have obtained relevant awards while in school.

## 二、 中国员工学习英文 **Chinese expatriate employees learning English**

### 1. 奖励标准 **Award Criteria**

中国员工参加雅思（IELTS）考试，总成绩达到 4.5 分（及以上），公司一次性奖励文币 1000 元。

Chinese employees who participate in IELTS exam and achieve a total score of 4.5 (and above), will receive a one-time award of BND 1000 from the company.

## 2. 奖励要求 Award Requirement

本奖励政策只适用于中国籍员工，且不适用于公司翻译岗位人员及参加公司送外英语培训课程的员工。

This award incentive only applies to Chinese expatriate employees, and does not apply to company translators and employees who participate in the company's external English training courses.

## 三、 申请办法 Application Method

员工自行学习并报考，考试结束后 3 个月内凭纸质成绩单前往人力资源部申请奖励金，财务部核发。

Employees study and apply for the exam on their own. Within 3 months after the exam, employees may bring the exam paper transcript to the Human Resources Department to apply for the award, which will be issued by the Finance Department.

每名员工只能申领 1 次奖励。

Each employee may only apply for the award once.

人力资源部

Human Resources Department

2024 年 3 月 27 日

March 27<sup>th</sup> 2024