



HENGYI INDUSTRIES SDN BHD

*Excellence in developing Petrochemicals
through pursuing Innovation and Business sustainability*

Notice on The Year Excellence Award 2024

关于开展 2024 年度评优工作的通知

All Departments,

各部门：

In 2024, the company faced a huge challenge of production and 5.30 accident. In this year, all departments and all employees were united, worked really hard and made great efforts, and achieved good results in all work. In order to recognize excellence, motivate everyone and play an exemplary leading role, the company decided to carry out the annual evaluation of excellence and select the annual outstanding individuals and group. The relevant matters are notified as follows.

2024 年公司面临着生产和 5.30 事故的巨大挑战，在这一年里各部门及全体员工团结一致、真抓实干、齐心协力，各项工作取得了良好的成绩。为了表彰优秀、激励先进，发挥模范带头作用，公司决定开展年度评优工作，评选出年度优秀个人和集体。现将有关事项通知如下：

一 Establishment of An Evaluation Team

一、成立评优工作小组

In order to ensure the smooth implementation of this work, the company has set up an evaluation working team with the following specific personnel.

为保证此项工作的顺利开展，公司成立评优工作小组，具体人员如下：

Team Leader: Chen Lian Cai

组 长：陈连财

Assistant Team Leader: Xu Ye, Zou Hui, Zhang Ji Lei, Chin Wan Yuan

副组长：徐野、邹慧、张积磊、Chin Wan Yuan

Group Member: Wang Dong Sheng, Zhao Hai Feng, Li Peng, Alan Goh, Zhao Fu Zhen

组 员：王东生、赵海峰、李鹏、Alan Goh、赵辅珍

二 Selection Target

二、评选对象

The selection and evaluation target is Brunei field operation teams and individuals, as follows:

评比对象为文莱现场运行团队及个人，具体如下：

1、The Year Best Employee: Regular employees who joined the company before January 1, 2024.

1、优秀员工奖：2024 年 1 月 1 日前入职的正式员工。

2、The Year Best Group: Apply in the form of shift team, technical team and etc (not as one whole department) .

2、先进集体奖：以班组、技术组等团队形式申报（非整体部门）。

三 Selection principles

三、评选原则

1、Follow the principle of "objective and fair, seeking truth from facts and focusing on actual performance".

1、遵循“客观公正、实事求是、注重实绩”的原则。

2、Incline to the production line, production capable and management backbone; Incline to the process equipment safety technology backbone.

2、向生产一线、生产能手及管理骨干倾斜；向工艺设备安全技术骨干倾斜。

3, Incline to the management of difficult, high-risk management positions and group; incline to make outstanding contributions to the positions and group.

3、向管理难度大，风险高的管理岗位和集体倾斜；向作出突出贡献的岗位和集体倾斜。

四 Award settings and selection criteria

四、奖项设置及评选条件

A total of two categories of The Year Best Employee and The Year Best Group are set, as shown in the following table.

共设置优秀员工奖和先进集体奖两类，具体见下表：

Award Type 奖项类型	Selection criteria 评选条件	Number of awards 奖项个数
Best Employee Award 优秀员工奖	<p>1、The performance appraisal of this year is excellence and above.</p> <p>1、本年度绩效考核为优秀及以上。</p> <p>2、Personal professional ability is superb, for the work tasks assigned by the leadership can exceed the amount, high quality completion.</p> <p>2、个人专业能力精湛，对于领导布置的工作任务能超额、高质量完成。</p> <p>3、Proactive work, a strong sense of dedication, the courage to take on more work than others in their jobs.</p> <p>3、工作积极主动，有很强的敬业精神，在本职工作岗位上勇于承担较他人更多的工作。</p> <p>4、In the safety of production, technical improvement, management innovation and other aspects of significant work results, work progress, working capability have made significant improvements in the staff.</p> <p>4、在安全生产、技术改进、管理创新等方面取得重大工作成果、工作进展，本人业务能力取得了重大提升的员工。</p>	<p>Best Employee 1st prize:10 优秀员工一等奖：10 名</p> <p>Best Employee 2nd prize:10 优秀员工二等奖：10 名</p> <p>Best Employee 3rd prize: 10 优秀员工三等奖：10 名</p>

	<p>5、Have made outstanding contributions in saving production costs and making rationalization suggestions.</p> <p>5、在节约生产成本和提合理化建议方面有突出贡献的人员。</p> <p>6、Putting great effort in the introduction of talents, especially for key positions, and at the same time effectively strengthen the training of talents through various ways, with good results。6、为人才尤其关键岗位人才引进不遗余力，同时通过多种方式切实强化人才培养力度，效果良好。</p>	
<p>Best Group Award</p> <p>先进集体奖</p>	<p>1、 In order to achieve the team goals, can play the overall team strengths, actively coordinate the resources of all parties, work plan comprehensive, follow up in place, timely feedback, effective implementation.</p> <p>1、为实现团队目标，能够发挥团队整体优势，积极协调各方资源，工作计划全面、跟进到位、反馈及时、落地有效。</p> <p>2、 In the year 2024 to the company's production process overachieve completing the annual target tasks, the achievement is very significant and outstanding.</p> <p>2、在 2024 年度对公司生产过程中超额/超水平完成年度目标任务，成绩十分显著和突出。</p> <p>3、 Team members highly identify with the company culture, positive spirit, high morale, full of energy.</p> <p>3、团队成员高度认同公司文化，精神面貌积极向上，士气高，干劲足。</p> <p>4、 The team has strong execution and cohesion, and is a team that can overcome difficulties.</p> <p>4、团队执行力强，凝聚力强，是一支能攻坚克难的团队。</p>	<p>Best Group 1st prize:5 先进集体一等奖 5 个</p> <p>Best Group 2nd prize:5 先进集体二等奖 5 个</p> <p>Best Group 3rd prize:5 先进集体三等奖 5 个</p>

	<p>5、No safety and quality accidents have occurred.</p> <p>5、未出现安全质量事故。</p>	
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V. Selection Process

五、评选流程

1、Reporting. Recommended by each department according to the requirements of the selection conditions and submitted to the Human Resource Department, the application of The Year Best Employee for not more than TWO and Best Group for not more than ONE, such that the applied group or individual does not meet the selection requirements, the relevant awards can be vacant.

1、提报。由各部门按评选条件要求推荐上报人力资源部，申报优秀员工奖原则上不超过 2 个、先进集体奖不超过 1 个，如无符合评选要求的集体或个人，相关奖项可空缺不报。

2. Determine the Annual Excellence Award list. The Human Resources Department will organize evaluation team to focus on the discussion and determine the preliminary list and submit it to the Company for approval.

2、确定获优名单。由人力资源部组织评优工作小组开会集中讨论，初步确定名额，报公司审批。

3、Held an award ceremony to award prizes for The Year Best Employee and Best Group.

3、开办表彰大会，为获奖集体和个人颁奖。

六 Time schedule

六、时间安排

1、 Before November 30, 2024, each department should actively organize according to the actual situation of the department, recommend 2024 Best Employee and Best Group, and submit the application form of each award to Low Siaw Huei of Human Resources Department.

1、 2024 年 11 月 30 日前，各部门按照部门实际情况积极组织，择优推荐，将各奖项申报表报送至人力资源部罗晓慧处。

2、 Before December 4, 2024, the Human Resources Department will organize the evaluation team to focus on the discussion and determine the preliminary list of winners and submit it to the company for approval.

2、 2024 年 12 月 4 日前，人力资源部组织评优工作小组集中讨论，确定初步获奖名单，报公司审批。

3、 Hold an award ceremony to present awards to the winning groups and individuals, time to be announced.

3、 召开表彰大会，为获奖集体和个人颁奖，时间另行通知。

Please be informed of the above matters.

特此通知。

Annexes 附件：

1、 The Year Best Employee 2024 Application Form 年度优秀员工奖申报表

2、 The Year Best Group 2024 Application Form 年度先进集体奖申报表



Hengyi Industries Sdn Bhd

26 November 2024