

关于斋月工作时间实施的通知

Notice on the Implementation of Ramadhan Work Schedule

To all staff,

全体员工，

As part of Hengyi Industries Sdn Bhd's (HYBN) commitment to meeting annual localization targets, we must align our workforce dynamics with operational needs. With the steady increase in local and fasting personnel, ensuring sufficient manpower during reduced working hours has become increasingly challenging.

作为恒逸实业（文莱）有限公司（HYBN）实现年度本地化目标的重要举措，我们需根据运营需求调整人力资源配置。随着本地员工和斋戒员工数量的稳步增长，在缩短工作时间的情况下确保充足人力配置已成为挑战。

To address this, the Ramadhan schedule outlined in Table B has been designed to optimize productivity, balance workloads, and enhance employee well-being. This adjustment is essential, and we appreciate your support in its implementation.

为此，表 B 中列出的斋月工作安排旨在优化生产效率、平衡工作量并提升员工的福祉。此次调整至关重要，感谢各位在实施过程中的支持与配合。

Key Benefits:

主要好处:

- Optimizes productivity and ensures a balanced workload.
优化生产效率并确保工作量均衡。
- Reduces fatigue and overtime, particularly for non-fasting personnel.
减少疲劳和加班，尤其针对非斋戒员工。
- Provides fasting employees with an additional reduction of four working hours per week.
为斋戒员工每周额外减少四小时工作时间。
- Aligns work schedules with peak alertness periods, improving safety and efficiency.
将工作时间与高效警觉期对齐，提高安全性和工作效率。

To maintain operational safety and efficiency, four working hours per week will be reallocated to alternate weekends, providing affected personnel with an additional four-hour reduction each week. As our local workforce continues to grow, this adjustment and any future changes are necessary for managing workloads effectively both now and in the future.

为保持运营安全和效率，每周的四小时工作时间将调整至交替的周末，使受影响的员工每周额外减少四小时工作时间。随着我们本地员工的持续增长，此次调整及未来可能的变动均为有效管理工作负荷的必要举措。

Please note that HYBN has also submitted this matter to the relevant government authorities, who have expressed their support for the proposal. Furthermore, as stipulated in the Employment Order 2009, employees may be required to work up to 44 hours per week. As such, HYBN's proposal remains fully compliant with Brunei's employment regulations.

请注意，HYBN 已将此事项提交给相关政府部门，并已获得其支持。此外，根据 2009 年《就业令》，员工每周时长不得超过 44 小时。因此，HYBN 的提案完全符合文莱的就业法规。

We acknowledge that these changes may present challenges, particularly regarding alternate weekend shifts. However, we are committed to addressing any concerns and ensuring a smooth transition.

我们理解此次调整可能带来一定挑战，尤其是在交替周末轮班方面。我们将积极应对相关问题，确保过渡顺利。

Thank you for your cooperation and support.

感谢各位的合作与支持。

Attachment: Ramadhan Working Hours

附表：斋月工作时间

Human Resources Department

人力资源部

27th February 2025

2025 年 2 月 27 日

Table A: Ramadhan Working Hours**表 A: 斋月工作时间**

Hours 小时	Mon 周一	Tue 周二	Wed 周三	Thur 周四	Fri 周五	Sat 周六	Sun 周日
0800 – 1400	6	6	6	6	---	OFF 休息	OFF 休息
0800 – 1200	---	---	---	---	4		
Total Working Hours: 总工作:		28.0 per week 28.0 每周					
Note: 备注:		<p>The Ramadhan Working Hours are not applicable to: 工作时间不适用于:</p> <p>1) Personnel working “On Shift” or “On Duty” 轮班或值班人员</p> <p>2) Non-Muslim personnel 非穆斯林员工</p> <p>The 90-minute break from 1200 – 1330 hours every Monday to Thursday, and the 2-hour break from 1200 – 1400 on Fridays, will not apply to Muslim personnel. 每周一至周四 1200 – 1330 的 90 分钟休息以及周五 1200 – 1400 的 2 小时休息不适用于穆斯林员工。</p> <p>Please refer to Table B, which will be determined by the respective Department Heads and implemented as they deem appropriate. 请参阅表 B，具体安排将由各部门负责人决定并根据情况实施。</p>					

Table B: Ramadhan Working Hours**表 B：斋月工作时间**

Hour 小时 0800 – 1200	Mon 周一	Tue 周二	Wed 周三	Thur 周四	Fri 周五	Sat 周六	Sun 周日
Week 1 第 1 周	4	4	4	4	4	4	OFF 休息
Week 2 第 2 周	4	4	4	4	4	OFF 休息	4
Week 3 第 3 周	4	4	4	4	4	4	OFF 休息
Week 4 第 4 周	4	4	4	4	4	OFF 休息	4
Total Working Hours: 总工作小时：	24.0 per week 24.0 每周						
Note: 备注：	<p>The Ramadhan Working Hours are not applicable to: 工作时间不适用于：</p> <p>1) Personnel working “On Shift” or “On Duty” 轮班或值班人员</p> <p>2) Non-Muslim Personnel 非穆斯林员工</p> <p>The 90-minute break from 1200 – 1330 hours every Monday to Thursday, and the 2-hour break from 1200 – 1400 on Fridays, will not apply to Muslim personnel. 每周一至周四 1200 – 1330 的 90 分钟休息以及周五 1200 – 1400 的 2 小时休息不适用于穆斯林员工。</p>						