



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

HYBN-T9-11-0002-2025

**No.2 Refinery Dept. Leave and
Attendance Management Rules**
炼油二部请假考勤管理细则

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Issued by: Luo Xin

编 制：罗 欣

Reviewer by: Yangfan、A DiLiBuliBuli、Sun Weifeng

审 核：杨帆 阿地里·布力布力 孙伟锋

Approved by: Yang Shihai

批 准：杨仕海

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1 Purpose 目的

These management rules are formulated to standardize the leave and attendance management of the department's employees based on the actual production

规范部门员工的请假考勤管理，结合生产实际，特制订本细则。

2 Scope of application 适用范围

These management rules are applicable to all the employees and intern of No.2 Refinery Dept.

本细则适用于炼油二部全体员工及实习生。

3 Terms and Definitions 术语和定义

Overtime work: When employees are required to work in company-designated workplaces as arranged and approved by the company, and extend their working hours on regular working days, this is referred to as Extended Overtime; For cases other than working on the company's designated working days, it is classified as overtime on rest days or statutory holidays.

加班：因工作原因，在公司规定的工作场所，经公司安排并按规定审批，在规定的工作日延长工作时间的情况，称为长工作日加班；在公司规定的工作日之外进行工作的情况，可分为休息日加班及法定节假日加班。

4 Management Responsibilities 管理职责

4.1 Shift Leader 班长

According to the requirements of these regulations, shift leader is responsible for the daily leave management of shift workers in the team. If team members want to take leave, they must first obtain the approval from the shift leader, and the shift leader shall seek approval from the Deputy Head of Department in charge. Only after this approval can the individual formally submit a leave application. They must submit the 'HYBN-0205-Leave Application Process' at least 12 hours in advance before the scheduled shift. Once the process is approved and archived, the individual may take leave for the approved duration.

根据本细则要求，负责班组轮班作业人员的日常请假管理。班组人员若要请假，需首先经班长同意，然后再由班长请示分管副部长同意后，当事人才能正式提交请假申请，且需在上班前至少 12 小时提交《HYBN-0205-Leave Application Process 请/假申请流程》，流程审批完成归档后，当事人可按请假天数休假。

4.2 Deputy Head of Department 副部长

According to the requirements of these regulations, Deputy Head of Department is responsible for approving leave for shift workers and professional technical personnel. For office-hour personnel in process, safety, and training fields, leave requests must first be approved by the Deputy Head of Process. For office-hour personnel in equipment field, leave requests must first be approved by the Deputy Head of Equipment. For office-hour personnel in integrative statistics field, leave requests must first be approved by the Head of Department. Upon receiving leave approval, personnel must submit the 'HYBN-0205-Leave Application Process' at least 12 hours in advance. Once the process is approved and archived, the personnel may take leave for the approved duration. If an office-hour employee's leave exceeds 3 days, approval must first be obtained from the Deputy Head of Department, then report to the Head of Department, before submitting the OA application.

根据本细则要求，负责审批轮班作业人员及专业技术人员的请假管理。工艺、安全、培训专业的长白班员工，请假需首先获得分管工艺副部长同意，设备专业的长白班员工，请假需首先获得设备副部长同意，综合统计专业的长白班员工，请假需首先获得部长同意后，当事人需提前 12 小时提交《HYBN-0205-Leave Application Process 请/假申请流程》，流程完成审批归档后，当事人按请假天数休假。长白班员工请假超过 3 天的，需由分管副部长报告部长同意后才能提交 OA 申请。

For office-hour employees who are on duty (including duty until after 4:00 AM and duty on rest days or holidays), if they choose to take the following day off as rest from duty, they may explain the situation to their supervisor in advance and use Rest from Duty leave (using the leave gained from previous on-duty) without the need to apply for OA process.

If the Rest from Duty leave is taken on the day after the next day or within one month, approval from the supervisor is required, and the leave application must be submitted at least 12 hours in advance through 'HYBN-0205-Leave Application Process,' selecting the type of leave as 'Rest from Duty.' Once the process is approved and archived, the individual may take leave for the approved duration.

各专业长白班员工值班（包含值班至凌晨 4:00 后和休息日及节假日值班）并选择在第二天值休的，可提前与分管领导说明情况，选择值休（使用当前值班所得调休），无需申请 OA 流程；若需在第二天（不包含第二天）之后一月内值休的，获得分管领导同意后，需提前 12 小时提交《HYBN-0205-Leave Application Process 请/假申请流程》，并选择请假类型为“值休”，流程归档后，当事人按请假天数休假。

4.3 Integrative Statistician 综合统计员

Integrative statistician is responsible for the monthly statistics of leave and attendance, supervising and inspecting the implementation of these rules, and reporting any abnormal attendance to the department leader in time.

负责部门请假考勤的月度统计工作，并监督检查本细则的执行情况，并要求及时向领导汇报异常出勤情况。

4.4 Department Leader 部长

According to the company's system requirements, department leader is fully responsible for managing the department's leave and attendance.

根据公司制度要求，全面负责部门的请假考勤管理工作。

5 Management Content 管理内容

5.1 Days off and Holidays 休假与假期

5.1.1 Days off 休息日

The office-hour employees of the company have days off on Saturdays and Sundays each week; shift employees' rest days are arranged according to the shift schedule; employees attending external training and learning shall take days off as per the working system regulations of the organizations providing the training.

公司常白班员工休息日为每周星期六、日；倒班员工按排班表安排休息；赴外培训学习人员按所培训单位的劳动工作制规定执行。

5.1.2 Statutory Holiday 法定节假日

According to Brunei Laws and Regulations, employees' statutory holiday rest days are arranged according to the notice from Human Resources Department. Shift employees shall work as per the original scheduled shift during statutory holidays (see Table 1), and if any shift employee's rest day coincides with the holiday, an equivalent number of in-lieu will be given.

根据文莱规定安排员工法定节假日休息，休息时间以人力资源部通知为准，其中倒班员工在法定节假日（见表 1）期间按原班次上班，遇休班的，给予同等天数的换休。

Table 1 Statutory Holiday in Brunei

表 1 文莱法定节假日

No. 序号	Festival 节日	Number of holidays 放假天数
1	New Year 元旦	1
2	Chinese New Year 农历新年	1
3	Brunei Darussalam National Day 文莱国庆	1
4	Isra, Mi,raj 穆斯林宗教节日夜行登霄	1
5	1st Day of Ramadhan 斋月	1
6	Nuzul Al-Quran 可兰经降世日	1
7	Hari Raya Aidil Fitri 开斋节	3
8	Royal Brunei Armed Force Day 文莱皇家建军节	1
9	His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam Birthday 文莱苏丹华诞	1
10	Hari Raya Aidil Adha 文莱宰牲节	1
11	1st Day of Muharam 伊斯兰历新年	1
12	Prophet Muhammad(PBUH) Birthday Anniversary 圣人穆罕 默德诞辰日	1
13	Christmas Day 圣诞节	1

5.1.3 Annual Leave 带薪年休假

5.1.3.1 Upon the completion of the probationary period, employees are entitled to annual leave in accordance with the law, and any unused annual leave from the probationary period will be reinstated.

员工试用期结束后，可依法享受年休假，同时返还试用期可休年休假。

An employee’s initial annual leave is determined based on the job rank, with an additional 2 days granted for every 2 years of service. Upon reaching the 7th year of service, an additional 1 day shall be granted, after which the annual leave entitlement will be capped, as shown in Table2. For illustrative purposes:

Year(s) of Service	0	1	2	3	4	5	6	7
Rank 1 - 3	15	15	17	17	19	19	21	22
Rank 4 - 6	20	20	22	22	24	24	26	27
Rank 7 - 10	25	25	27	27	29	29	31	32
	Min	Annual Leave Entitlement						Max

员工起始年休假按职级分档执行，每 2 年增加 2 天，第 7 年增加 1 天后封顶，见表 2。

Table 2 Job Ranks vs. Annual Leave

表 2 职级和年休假对照表

Job Rank 职级	Initial Annual Leave 起始年休假	Capped Annual Leave 封顶年休假
Rank 1-3 1-3	15	22
Rank 4-6 4-6	20	27
Rank 7-10 7-10	25	32

5.1.3.2 The number of annual leave days for an employee in a given year shall be calculated based on the actual working days within the company’s annual calendar. Any working hour less than half a day shall be disregarded, while any working hours equal to or greater than half a day shall be considered as a full day.

员工当年度年休假天数，按照员工在公司当年度工作日历天数折算确定，折算后日期小于半天的分数应予忽略，而日期分数为半天或以上者，须视为一天。

5.1.3.3 If an employee takes sick leave for more than 2 months in a given year, the annual leave days for that year shall be adjusted based on the number of months the employee attended

work.

员工当年累计请病假超过 2 个月及以上的，累计事假超过 1 个月及以上的，按年度出勤月数折算当年应休年休假天数。

5.1.3.4 If local employees are unable to fully utilize their annual leave for the current year due to work arrangements, they may submit an application to the department and the company by December 15 every year, specifying the reason for retaining up to 5 days of annual leave and the estimated time of use. Upon approval by the department and the company, up to 5 days of annual leave may be carried forward to March of the following year. This policy may vary annually based on HR guidance. Any unused leave not taken within the stipulated period will be automatically reset to zero.

当年度年休假因工作安排原因未使用完的，文方员工需在每年 12 月 15 日前向部门及公司提出申请，并写明至多保留 5 天年休假的原因和预估使用时间，经部门及公司批准后方可保留至多 5 天至次年 3 月，每年情况可能会有变化，具体以人资意见为准，未在公司要求期限前休完的假期将自动清零。

For Chinese employees applying to return to their home country for annual leave between January and June, leave days must be utilized in the following order:

First, use 50% of the current year's annual leave entitlement, along with accumulated compensatory leave days and travel days from the current year.

If the above days are insufficient, employees may apply to their department and the company before December 15 of the previous year to utilize unused annual leave days from the previous year to meet the required leave duration for returning home.

If all available leave days still cannot fulfill the leave requirement, any excess days will be treated as unpaid leave in accordance with company policies.

中方员工在每年 1 月至 6 月期间申请回国休假时，须按以下顺序使用休假天数：首先使用当年度应休年假天数的 50%及本年度累计调休天数及路程假天数；如上述天数仍不足，可在上一年 12 月 15 日前向部门及公司提出申请，使用上一年度未使用的年休假天数以达到满足回国休假所需天数；若所有可用休假天数仍不能满足休假需求的，超出部分按事假规定处理。

Except for the above scenario, all unused annual leave and compensatory leave days from the previous year will be reset at the end of the calendar year.

除该类情况外，上一年度年休假、调休天数一律年底清零。

5.1.3.5 A portion of annual leave must be used consecutively. Employees at job rank 1-3, 4-6, and 7-10 are required to take consecutive annual leave of 5 days, 10 days, and 15 days, respectively.

Grade / Rank	Consecutive Number of Annual Leave Days to be Taken Each Year (Core Leave)		
1 - 3	Five	(5)	Working Days
4 - 6	Ten	(10)	Working Days
7 - 10	Fifteen	(15)	Working Days

年休假中必须有部分连续使用，职级 1-3 级、4-6 级、7-10 级的员工，连续使用年休假天数依次

为 5 天、10 天、15 天。

5.1.3.6 The minimum duration of a single leave period shall be no less than 1 day.

单次休假天数应不少于 1 天。

5.1.4 Unpaid Leave 事假

5.1.4.1 After completing the probation period, if an employee has used up their annual leave and in-lieu and encounters an emergency matter requiring attention, they may apply for unpaid leave. Such applications must be submitted in advance, in accordance with the relevant regulations, and approved through the prescribed procedures before the employee is permitted to leave their post. However, if the employee still has remaining annual leave or in-lieu, unpaid leave shall not be permitted.

员工试用期结束后,若员工将可使用的年休假及调休用完后,遇有紧急事情需要处理,可请事假,请事假应按规定事先办理请假手续,按规定程序经批准后方能离开岗位;若还有可支配的年休假及调休,则不得请事假。

5.1.4.2 Salaries will be deducted on a daily basis during unpaid leave, with the statutory salary calculation based on 21.75 days per month.

事假期间,薪酬按天计扣,法定计薪天数为 21.75 天。

5.1.4.3 If an employee's cumulative unpaid leave exceeds 1 month within 12 months after their first instance of unpaid leave, the company reserves the right to terminate employment contract. In the case of female employees requiring an extension due to special circumstances such as pregnancy and childbirth, the extension may be granted with company approval, but shall not exceed a maximum of 3 months.

员工自首次事假之后 12 个月内,累计事假自然日历天数超过 1 个月的,公司有权与其解除劳动合同,女员工因怀孕生产等特殊原因需要延长的,经公司排批准后最长不得超过 3 个月。

5.1.5 Sick Leave 病假

5.1.5.1 If an employee falls ill after probation period, he/she is granted 14 days of paid sick leave (non-hospitalized) per calendar year. Any sick leave more than 14 days will be counted as unpaid leave, and the salary will be deducted on a daily basis.

员工试用期满后患病的,全年可享受 14 天带薪非住院病假(自然日历天数),超出 14 天按事假算,薪酬按天计扣。

5.1.5.2 If an employee falls ill and is hospitalized, he/she is granted 3 months of paid hospitalized leave (calculated in calendar days, including the 14 days of non-hospitalized sick leave).

员工生病需要住院的,享受 3 个月带薪住院假(自然日历天数,含 14 天非住院病假)。

5.1.5.3 Employees who need to take sick leave must provide a sick leave diagnosis or hospitalization certificate issued by a company-designated medical institution or a public hospital (Level 3). Sick leave can only be granted after the application is processed and approved according to the prescribed procedures.

员工需请病假的，应出具公司指定医疗机构或公立医院（三级）开具的病休诊断书或住院证明，按规定程序经批准 后方可享受对应病假。

5.1.5.4 Employees who are assigned to work in other locations, on business trips, or return back to China vacation, and need to take sick leave, must provide a sick leave certificate, medical records, and receipts for medical expenses issued by a public hospital (Level 3). Sick leave can only be granted after the application is processed and approved according to the prescribed procedures. For conditions such as high blood pressure, lumbar/cervical spine issue, gastrointestinal/digestive diseases, vision correction, joint and bone pain, soft tissue/muscle sprain or contusion, inflammation, skin disease or other chronic conditions, non-hospitalized sick leave is not allowed. Hospitalized sick leave is generally not allowed to exceed 14 days (natural calendar days), unless there are special circumstances, in which case relevant proof must be provided and approved through the prescribed procedures before the leave can be granted.

公司安排在外地工作、出差、回国休假的员工，需要请病假的，应凭公立医院（三级）开具的病休证明、病历卡、医疗费收据，按规定程序经批准后才能休息；如属高血压、腰/颈椎、胃肠/消化疾病、视力矫正、关节骨痛、软组织/肌肉扭伤或挫伤、炎症、皮肤病或其他慢性病的，不允许请非住院病假，住院病假一般不允许超过 14 天（自然日历天数），有特殊情况的提供相关证明后，按规定程序经批准后才能休息。

5.1.5.5 During an employee's hospitalization, the salary standard is outlined in Table 3. Employees are entitled to a maximum of 6 months of paid hospitalized sick leave. If the leave exceeds 6 months, the company may consider terminating the employment contract based on the circumstances.

员工住院期间，薪酬标准见表 3，员工最多可休 6 个月住院病假，超过 6 个月的公司可视情况解除劳动合同。

Table 3 Salary Standards for Hospitalized Employees

表 3 员工住院薪酬标准

Cumulative hospitalization period 住院累计时间	Salary standards 薪酬标准
Within 3 months (inclusive) 3 个月以内（含）	100%
4th month 第 4 个月	50%
From 5th month 第 5 个月起	0%

During an employee's sick leave, overseas allowances will not be provided, and deductions will be based on the natural calendar days.

员工病假期间，海外津贴不予发放，按自然日历天数折算扣款。

5.1.6 Maternity Leave 生育假

5.1.6.1 Maternity leave primarily includes maternity leave and paternity leave. After completing probation period, employees are entitled to maternity leave. For employees who have been employed for more than 180 days, full salary will be paid during maternity leave. For employees

who have been employed between 90 and 180 days, 50% of their salary will only be paid during maternity leave. Employees employed less than 90 days will not receive salary during maternity leave.

生育假主要包括产假、护理假等，员工试用期结束后可享受生育假。入职 180 天以上的员工产假期间，薪酬全额发放；入职 90-180 天的员工产假期间，薪酬按 50%发放；入职 90 天以内的员工，产期期间不发放薪酬。

5.1.6.2 Female employees are entitled to 105 days of maternity leave (natural calendar days) upon providing hospital certification, with departmental confirmation and approval from HR Department. Maternity leave can only be applied two weeks before the expected date of delivery. Upon completion of maternity leave, it will not affect her promotion or salary adjustments, and her service tenure will continue to be counted.

女员工生育的经医院证明，由部门确认、人力资源部审批可休产假 105 天（自然日历天数），产假在预产期前两周方可申请，期满后不影响晋级、调整工资，并计算工龄。

5.1.6.3 Male employees are entitled to 2 consecutive working days of paternity leave upon providing a marriage certificate and the child's birth certificate. The paternity leave must be taken within one month after the delivery of the spouse. Any exceptions due to special circumstances must be approved separately.

男员工配偶生育的，凭《结婚证》和子女《出生证》享受连续 2 天的护理假。护理假在配偶分娩后 1 个月内用完，有特殊情况另行审批。

5.1.6.4 Salaries will be paid as usual during the maternity leave and paternity leave.

产假、护理假期间薪酬照发。

5.1.6.5 Female employees who experience a miscarriage before 24 weeks will be treated as sick leave. If the miscarriage occurs after 24 weeks, they are entitled to 8 weeks of maternity leave (natural calendar days), during which their salary will be fully paid.

女员工小产的，不足 24 周的，按病假处理；超过 24 周的，享受 8 周的小产假（自然日历天数），小产假期间薪酬照发。

5.1.7 Marriage and Compassionate Leave 婚丧假

5.1.7.1 After the completion of probation period, he/she who get married is entitled to 3 days of marriage leave. Marriage leave must be taken within 3 months of the marriage registration. In case of special circumstances requiring an extension, prior approval is required. For employees who have not completed probation period and have already registered his/her marriage before joining the company, or re-marriage, are not eligible for marriage leave.

员工试用期满后结婚的，可休 3 天婚假。婚假应在结婚登记后 3 个月内使用，特殊情况需要延长的，另行审批。试用期未满、在入司前已办理登记手续或再婚的，不予批准其婚假申请。

5.1.7.2 After the completion of probation period, employees are entitled to 3 days of compassionate leave in the event of the death of their children (including stepchildren or legally adopted children), spouse, parents, or parents-in-law.

试用期结束后，员工的子女（包括继子女或合法收养的子女）、配偶或父母、配偶父母死亡时，可休 3 天丧假。

In the event of the death of an employee's grandparents, grandchildren, or biological siblings, the employee is entitled to 2 days of compassionate leave.

祖父母、孙子孙女、亲兄弟姐妹死亡时，可休 2 天丧假。

5.1.7.3 Salaries will be paid as usual during the marriage and the compassionate leave.

婚丧假期间，薪酬照发。

5.1.8 Return-to-Home Leave 回国休假

5.1.8.1 is revised to: Mainland employees are entitled to 1 time return-to-home leave every six months. The duration of single return-to-home leave should not exceed 20 days (natural calendar days, including in-lieu, annual leave, statutory holidays, and public holidays). The total return-to-home leave within a calendar year should not exceed 40 days (natural calendar days, including in-lieu, annual leave, statutory holidays, and public holidays). Any days exceeding the aforementioned limits must be approved by the company before an extension is granted. The additional leave will be treated as unpaid leave or sick leave. For sick leave, a medical certificate or hospitalization/sick leave certificate issued by a public hospital (Level 3) is required.

中国员工每半年可享受 1 次回国休假，单次回国休假不得超过 20 天（自然日历天数，含调休、年休假、法定节假日和公休日），休假年度内总回国休假不超过 40 天（自然日历天数，含调休、年休假、法定节假日和公休日）。超过上述天数的，需经公司批准后方可延期，假期按事假或者病假处理，其中病假需提供公立医院（三级）开具的病休诊断书或住院/病休证明。

5.1.8.2 is revised to: Due to special reasons such as major maintenance or unit startup, return-to-home leave may be extended to the following year with the approval of the department. The department shall review the employee's vacation quota based on the first half of the year (January June) and the second half of the year (July December). The vacation time shall correspond to the corresponding vacation quota month. In principle, a single vacation shall not be earlier than 1.5 months before the quota, and a combined vacation shall not be earlier than 2 months before the quota; If the employee's return to Brunei is delayed beyond 1 month due to postponed return from the return-to-home leave (including domestic work, self-fund leave, unpaid leave, sick leave, or maternity leave), the extended leave period will also be carried forward and deducted from the employee's subsequent return-to-home leave quota for the relevant month.

因大检修、装置开工等特殊原因，经部门批准，回国休假可顺延至下一年；部门按上半年（1 月-6 月）、下半年（7 月-12 月）审核员工休假额度，休假时间对应应休假额度月份，原则上单次休假最多不得早于额度前 1.5 个月，合并休假最多不得早于额度前 2 个月；因回国休假延期返回文莱（包含国内上班、自费休假、事假、病假、产假）超过 1 个月的，延期部分时间在后续回国休假的额度月份也需同步顺延。

5.1.8.3 In the case of special circumstances, such as significant family events, personal health issues, or other exceptional reasons requiring the employee to return to China for treatment, he/she may apply to use return-to-home leave quota in advance. If, within a given leave cycle, the employee's attendance does not meet the required standards and he/she resigns, any excess return-to-home leave and annual leave will be deducted in accordance with unpaid leave

policy. If there is any concealment or failure to report, those who privately buy tickets to exchange for vacation and return back to China will be assessed according to the situation, and the number of vacation days will be included in the annual total vacation quota.

因特殊原因，如家庭重大事件或个人特殊病情以及其他特殊原因需要回国处理或治疗的，可申请提前使用回国休假指标，若一个休假周期内出勤时间不达标且离职的，参照事假规定补扣多休回国休假指标及年休假指标；如有隐瞒不报，私自买票换休回国休假的，将视情况进行考核，并将休假天数计入年度总休假指标。

5.1.8.4 is revised to: The company provides each employee with a round-trip airfare and transportation subsidy for one return trip to China once every six months. The round-trip airfare refers to flights between Brunei Airport and domestic airports, with bookings made by the General Manager's Office. The standard route is Brunei - Xiaoshan. Any additional costs arising from personal reasons, such as delays in ticket booking or changes to the route, shall be borne by the employee. In the case of any changes to the standard route, the company will notify employees separately. Employees are allowed to take multiple trips back to China within the same calendar year, provided the total return-to-home leave does not exceed 40 days (natural calendar days, including in-lieu, annual leave, statutory holidays, and public holidays). The company provides two round-trip flight entitlements per year, and any additional flights beyond the two entitlements must be paid by the employee himself/herself.

公司为每位员工提供每半年一次的回国休假所需往返机票及回家交通补贴。往返机票指文莱机场至国内机场间的往返，由总经理办公室代为预定，标准线路为文莱-萧山，因个人原因不能及时订票或更改路线产生的差额部分，由员工自理。后续标准线路变化的，公司另行通知。自然日历年内总回国休假不超过 40 天（自然日历天数，含调休、年休假、法定节假日和公休日）的情况下可以分多次回国，公司为员工一年内提供两次往返机票指标，超过两次指标后机票部分需要自费。

5.1.8.5 The home transportation subsidy refers to the round-trip transportation between Xiaoshan Airport and the employee's hometown. The subsidy is provided according to the following tiered limits: Level 1: RMB 300, Level 2: RMB800, Level 3: RMB 1200 (see Table 4 for details). The company will issue the subsidy in the form of an additional payment through the employee's salary, which will be disbursed twice a year in July and January, to employees who meet the vacation criteria. The subsidy will not be granted to employees who resign at the time of disbursement. The specified hometown is as follows:

- For married employees, refers to hometown of spouse;
- For unmarried employees or dual-career employees, refers to hometown of parents.

If an employee needs to change the registered hometown, relevant documentary evidence must be provided. After departmental verification and approval, it shall be submitted to Human Resources Department for record and registration.

回家交通补贴指萧山机场到家庭所在地的往返交通，具体按三级上限标准进行补贴：一级：300 元，二级：800 元；三级：1200 元（具体见表 4）。公司根据上述标准以补贴的形式在工资中进行发放，每年 7 月、1 月分两次发放满足休假条件人员补贴，发放时已离职人员不予发放。家庭所在地的确定原则为已婚员工探配偶，未婚员工及双职工探父母。如需更改家庭所在地的，需持相关证明，经部门签字审核后，交由人力资源部备案登记。

Table 4 Standards for Transportation Allowance of Going Home

表 4 回家交通补贴标准

Classification 分级	Allowance	Specific provinces 具体省份
Level 1 一级	RMB 300	Zhejiang, Shanghai, Jiangsu, Anhui, Fujian, Jiangxi 浙江、上海、江苏、安徽、福建、江西
Level 2 二级	RMB 800	Beijing, Tianjin, Hebei, Shandong, Shanxi, Henan, Hubei, Hunan, Guangdong, Guangxi, Guizhou, Chongqing, Shaanxi, Liaoning 北京、天津、河北、山东、山西、河南、湖北、湖南、广东、广西、贵州、重庆、陕西、辽宁
Level 3 三级	RMB 1200	Jilin, Heilongjiang, Inner Mongolia, Ningxia, Xinjiang, Tibet, Gansu, Sichuan, Yunnan, Hainan, Qinghai 吉林、黑龙江、内蒙古、宁夏、新疆、西藏、甘肃、四川、云南、海南、青海

5.1.8.6 If an employee applies for a route change, the Company will reimburse his/her round-trip plane tickets and travel expenses upon approval. The reimbursement will be capped according to the standards specified above. If the actual cost is lower than the specified standards, reimbursement will be based on the actual ticket price.

员工申请变更线路的，经公司批准，可报销往返机票及交通费，标准按上述规定封顶，低于规定的按实际票价报销。

5.1.8.7 If an employee has not utilized the return-to-home indicators for work reasons within the current year, the employee may apply to arrange a visit by a family member (limited to spouses, parents, or children only), with one indicator allocated per person. During the visit, if additional accommodations are required, the company may assist with reservation, but the related expenses shall be borne by the employee. If the family member's visit is not covered by the return-to-home leave indicators, all expenses incurred shall be borne by the employee. Should the employee and their family members opt to travel on the Hengyi charter flight (Hangzhou route) at their own expense, the employee must submit the 'HYBN-0143-Charter Flight Ticket Booking Process' for approval.

如因工作原因，当年内回国休假指标尚未使用完的，可由员工本人提出申请，安排家属（仅限配偶或父母、子女）前往探望（一人占一次指标）。探望期间，如需额外提供住宿的，公司可协助预定，费用员工自理；如不属于员工回国休假指标的家属探亲，费用由员工自理；如有员工和员工家属需一同自费乘坐恒逸包机(杭州线)，员工必须提交《HYBN-0143-包机航班机票预定流程》。

5.1.8.8 is revised to: Employees, without affecting their work, upon approval by the department and the company, may utilize their annual paid leave to appropriately increase the number of vacations in addition to the company-arranged return-to-home leave. The increase is limited to a maximum of 2 additional vacations per year, with all related expenses borne by the employee. The total number of vacation days in a year must not exceed 40 days.

员工在不影响工作前提下，经部门、公司批准后，除公司安排的回国休假外，可利用自己当年所

具有的带薪假适当增加休假次数，最多可增加 2 次，所有费用自理（保持年度总休假天数不超过 40 天）。

5.1.9 Journey/Travel Leave 路程假

5.1.9.1 For Chinese expatriate employees, journey leave is categorized and granted based on the distance between the domestic airport and their registered household (family) residence, as evidenced by relevant documentation, for the following types of leave: marriage and compassionate leave, maternity leave (requiring a return to China), and return-to-home leave (twice a year). The travel leave is allocated as follows: - Level 1: One (1) day for round-trip travel; Level 2: Two (2) days for round-trip travel; Level 3: Three (3) days for round-trip travel. Employees returning to China for leave and subsequently resigning are entitled to only half of the aforementioned journey leave.

中国籍员工婚丧假/生育假（需回国的）、回国休假（一年两次），按国内机场到户籍（家庭）所在地距离出具相关证明，分级给予路程假：一级：往返 1 天，2 级：往返 2 天，3 级：往返 3 天，有休假额度回国并离职的员工，只可使用一半路程假。

5.1.10 Special Leave 特殊休假

5.1.10.1 Sponsored Leave – An employee shall be entitled to up to two (2) working days of paid leave under the following circumstance:

赞助假——在以下情况下，员工有权享受最多两（2）个工作日的带薪假：

Civic Duty: To fulfill his/her responsibilities within the Brunei community, such as participation in national events (e.g. National Day).

公民义务：履行他/她在文莱社区的责任，例如参加国家活动（如国庆节）

5.1.10.2 Sports Leave: Employees representing Brunei in sports events/competitions, supported by a letter from Brunei Ministry of Sports or any registered sports organization/institution, are entitled to two (2) working days of fully paid sports leave.

体育休假。员工代表文莱参加体育赛事/比赛，出具文莱体育部/或任何注册的体育团体/机构的支持函。员工有权享受两个工作日的全薪体育休假。

5.1.10.3 Haj Pilgrimage Leave – Employees who have completed 10 years of service with Hengyi Industries are entitled to 30 calendar days of fully paid leave for the Haj Pilgrimage.

麦加朝圣休假。在公司服务满 10 年的，享受 30 个日历日的全薪休假。

Note – Official letters from the relevant government authorities must be submitted to support the above leave requests.

注意-必须提交相关政府部门的正式信函以支持上述休假请求。

5.2 Leave Approval Principle 请假审批原则

5.2.1 Leave Application Requirement 请假要求

5.2.1.1 Before taking leave and leaving the post, employees should follow the 'Leave Application Process' as outlined in the 'HYBN-0205-Leave Application Process'. Leave should only be taken after obtaining approval from the relevant supervisor and submitting the leave application at least 12 hours in advance. Once the process is archived, the leave can be taken. For annual leave, the department will prepare a consecutive leave plan in December, prior to the start of new year.

请假离开岗位前应事先按《请/休假申请流程》办理，需首先征得相关上级领导同意后，提前 12 小时提交《HYBN-0205-Leave Application Process 请/休假申请流程》，流程归档后方可休假，其中年假部门在前一年 12 月制定连休休假计划。

5.2.1.2 is revised to: For Mainland employees taking return-to-home leave, if they have used their leave quota in advance or are taking self-fund leave, they must complete the 'Advance Leave Application Form' or 'Self-fund Leave Application Form' accordingly. After obtaining approval from Head of Department, the Integrative Statistician will issue 'No.2 Refinery Department Return-to-Home Leave Approval Form' (to be archived by the department). The leave can only be taken after approval from the shift leader (or deputy shift leader), the responsible Deputy Head of Department, and the Head of Department. Leave requests must be submitted at least 15 days in advance, following these procedures: -

1. Upload the 'Advance Leave Application Form' or 'Self-fund Leave Application Form' as an attachment to the 'HYBN-0205-Leave Application Process'
2. Upload the 'Self-fund Leave Application Form' as an attachment to the 'HYBN-0117-Application For Purchase/Reschedule Flight Ticket Process'

The leave request will only be granted after approval from the relevant leadership.

(Note: Currently, employees at the Deputy Head of Department level and below must first submit a leave application to their department, specifying the dates and types of leave. Leave can only be taken after approval, but the return-to-home leave does not need to go through OA process.)

中国籍员工回国休假，若有提前使用额度回国休假的或自费休假的需分别填写《提前休假申请表》或《自费休假申请表》，经部门领导签字同意后，由综合统计员下发《炼油二部回国休假审批表》（部门存档），经班长（副班长）、分管副部长、部长审批后，提前 15 天按：

1. 《HYBN-0205-Leave Application Process 请/休假申请流程》上传附件《提前休假申请表》或《自费休假申请表》；
2. 《HYBN-0117-Application for Purchase/Reschedule Flight Ticket-机票订购/改签申请流程》上传附件《自费休假申请表》，

向公司提出申请，并经相关领导批准后方可休假。

（注：现阶段副部长级以下员工需先向部门提出休假申请，明确休假时间及休假方式，经线下批准后方可休假，但无需申请回国休假 OA 流程）。

5.2.1.3 During employment (including vacation), if an employee intends to travel to regions or countries outside of Brunei and requires a company-issued letter/certificate, they must report to their Head of Department in advance and HR Department. Employees are required to comply with the local laws and regulations of the destination, and all financial, legal, and related responsibilities during the trip shall be borne by the employee. Shift leaders and management personnel must also report their travel plans to the Head of Department in advance.

在职期间（含休假），如因私前往文莱以外的地区或国家，需公司出具证明的，必须提前向部门领导汇报，并在人力资源部报备。员工须遵守当地法律法规，所有出境期间的经济、法律等相关

责任由员工自行承担，班长及管理人员外出必须提前向部门领导报备。员工出境文莱前需填写《炼油二部员工出境文莱审批表》，经部门领导批准后，方可出境；如果未经审批许可私自出境，按《炼油二部绩效考核细则》对当事人进行考核。

5.2.1.4 Employees who leave their posts without following the proper leave procedures as outlined in this regulation, or fail to return to work after their leave has expired, will be treated as absenteeism. Additionally, employees who engage in illegal activities during the leave will also be considered as absenteeism.

无正当理由，不按本规定办理请假手续擅自离开岗位的，或假期满后不按时上班的，按旷工处理。员工请假期间参与非法活动的，按旷工处理。

5.2.1.5 In case of a sudden illness and the employee cannot apply the OA in advance, the employee must first inform their superior leaders. Afterward, the employee should complete the necessary leave formalities and provide a medical certificate. If the medical certificate cannot be provided, other types of leave will be deducted according to the following order: annual leave, in-lieu, unpaid leave.

如因急病，不能事先办理请假手续的，应先告知上级领导，事后办理补假手续，并附上病假证明，如无法提交病假证明，则均依次按年休假、调休、事假处理。

5.2.1.6 If leave procedures cannot be applied in advance due to an emergency, the employee shall first request leave verbally or entrust others to apply verbally. Afterwards, he/she must follow the proper procedures to complete the leave application. Emergency leave is limited to no more than 5 times a year (except sick leave). Those who are unable to return to work on time must apply for an extension of leave in advance.

如因急事，不能事先办理请假手续的，应先口头请假或委托他人请假，事后办理补假手续，紧急假 1 年不允许超过 5 次（病假除外）。预计不能按时回单位上班的，应提前办理续假手续。

5.2.1.7 The number of on-duty personnel in the shift should not be less than 80% to ensure the safe production of the unit.

班组在岗出勤人数不能低于 80%，保障装置安全生产。

5.2.1.8 Personnel in key positions, including those in the same job position, shift leader, deputy shift leader, and main panel operator, are not allowed to take leave at the same time. During the leave period, personnel with the same qualifications must replace them. The minimum number of Mainland employees on duty per shift must be as follows: 7 personnel for Hydrocracking Unit; and 6 personnel for Hydrotreating Unit.

关键岗位的同岗位人员以及班长、副班长、内主操不可同时请假，请假期间必须有同岗位资质的人员代替；每班在岗中方员工总人数加裂气分装置最低设限 7 人，煤柴油加氢装置最低设限 6 人。

5.2.1.9 All employees shall submit OA application for all types of leave (excluding return-to-home leave) in a timely manner. If they fail to submit OA more than 3 times within a year (excluding late submission), a warning letter will be issued; If unpaid leave exceeds 5 shifts within a year, a warning letter will be issued; If emergency leave exceeds 5 times within a year, a warning letter will be issued.

所有员工请假（不含回国休假）均需及时提交 OA 申请，一年内请假未提交 OA（不含补交）超

过 3 次，将下发一次警告信；事假一年内超过 5 个班次，将下发一次警告信；紧急请假一年超过 5 次，将下发一次警告信。

5.2.1.10 The leave and attendance management regulations for interns during the internship period shall be subject to the notices issued by the HR department. Before interns take leave, they must obtain the consent of the team leader in advance. After approval by the team leader, they must indicate their name, school (batch), team, and reason for leave by email 12 hours in advance, and attach any relevant supporting documents (such as sick leave certificates) before sending them to the department's general manager and training engineer, and copy or screenshot the email to the team leader. For those who fail to comply with the requirements for the first time, the corresponding team leader will be assessed according to the "Performance Assessment Rules for Refinery Department II". If there is still no improvement after the first assessment and reminder, a warning letter will be issued, which will serve as the basis for the intern's internship evaluation.

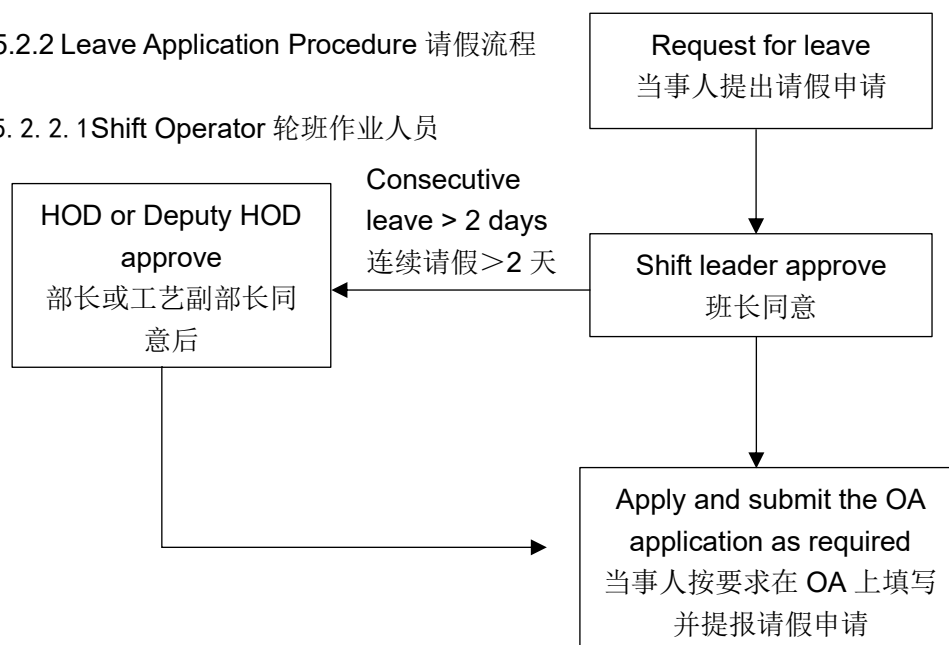
实习生在实习期间的请假考勤管理规定以人资发布的通知为准。实习生请假之前必须事先征得班组长的同意，经班组长批准后，提前 12 小时以邮件形式注明姓名、学校（批次）、班组及请假原因并附上任何相关证明文件（如病假证明）后发送至部门综管员及培训工程师并将邮件抄送或截图给班组长。初次未按要求执行的将按照《炼油二部绩效考核细则》考核相应班组长，首次考核并提醒后仍未改善的，将对其发出警告信，此警告信将作为实习生本人实习评估的依据。

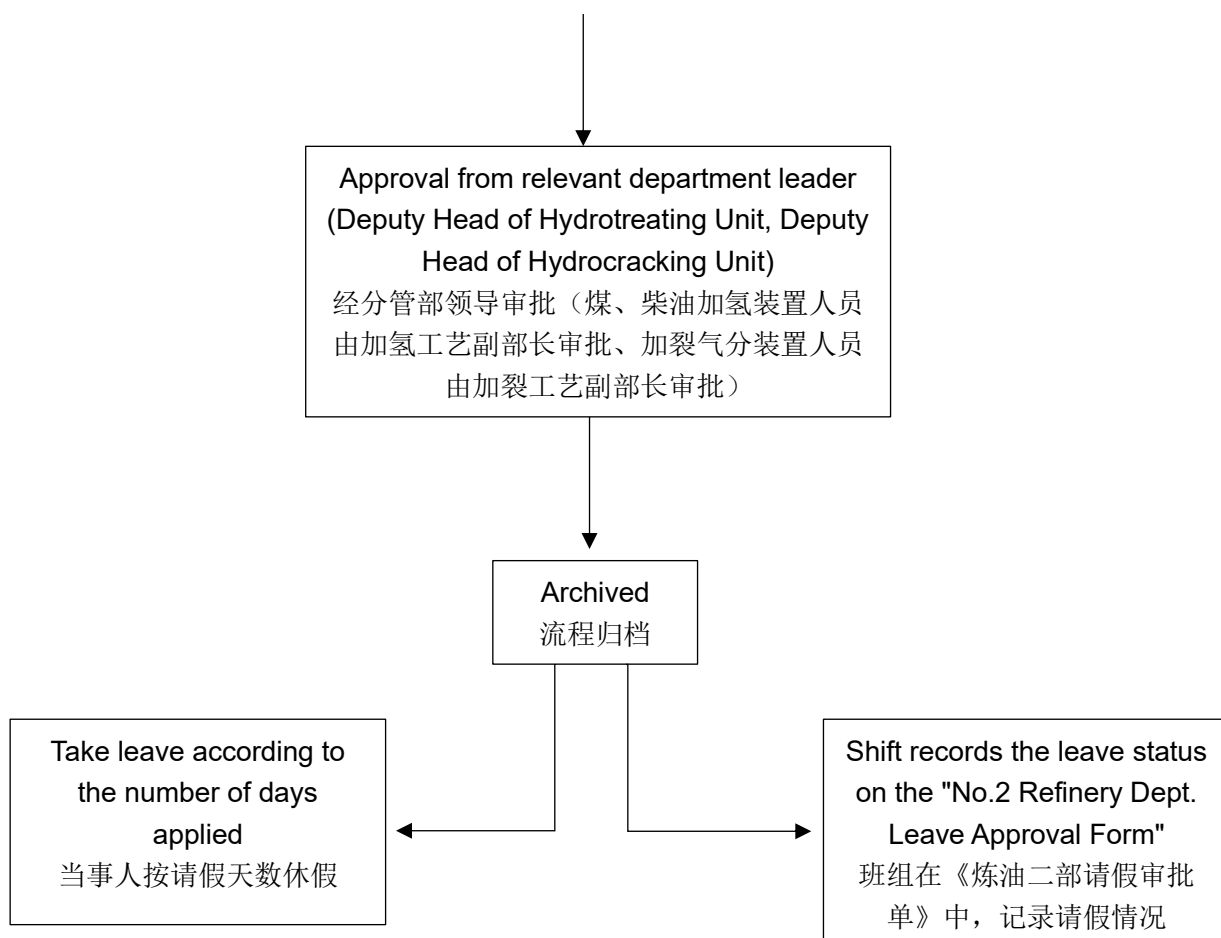
5.2.1.11 If an employee needs to leave their post during working hours due to an emergency or sudden illness and cannot complete the leave procedures in advance, he/she must first inform their supervisor. Afterward, he/she should complete the leave procedures and provide relevant documentation. For shift workers, if the on-duty time is less than 4 hours, the leave shall be counted as 1.5 days; if it exceeds 4 hours, it shall be counted as 1 day. For office-hour employees, any leave taken during working hours shall be counted as 1 day.

如在上班期间因急事、急病离岗，不能事先办理请假手续的，应先告知上级领导，事后办理补假手续，并附上相关证明；倒班员工，在岗时间少于 4 小时的，请假按 1.5 天计，大于 4 小时的，按 1.0 天计，长白班员工，在岗期间请假均按 1 天计。

5.2.2 Leave Application Procedure 请假流程

5. 2. 2. 1 Shift Operator 轮班作业人员

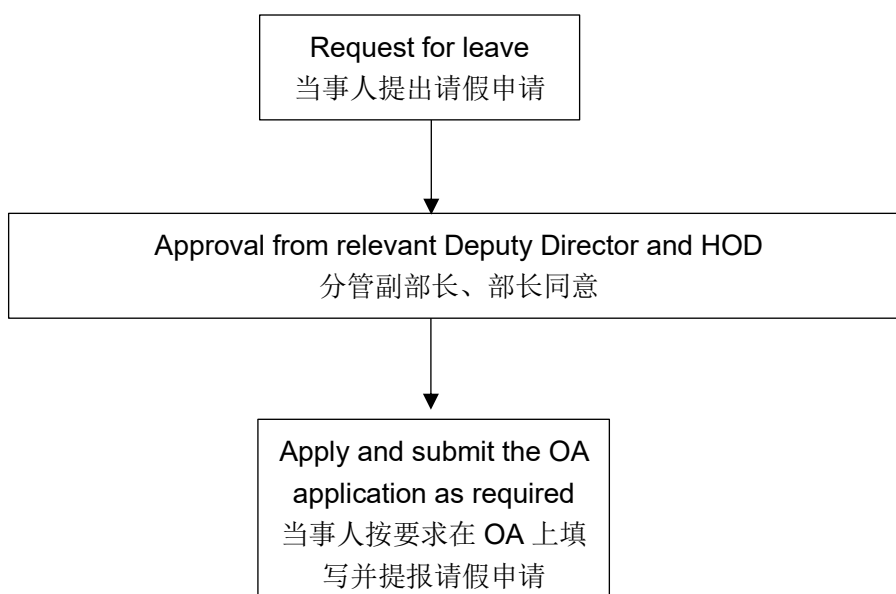


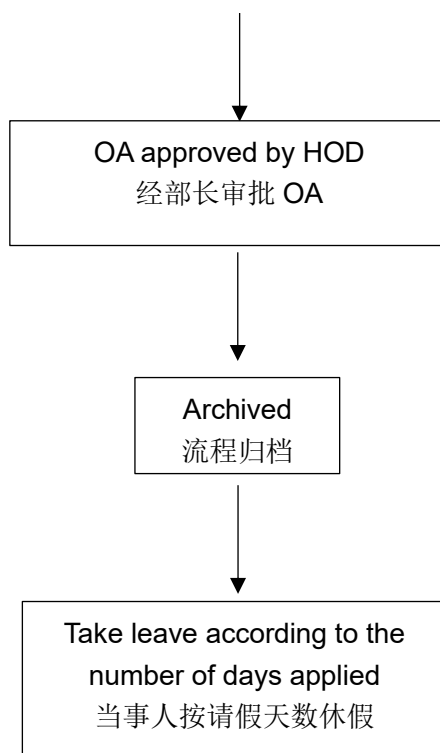


Note: The number of days of leave is calculated based on the actual required working hours.

注：请假天数，按实际应出勤工作时长计。

5.2.2.2 Office Hours Staff 常白班员工





5.3 Overtime Work 加班

5.3.1 Approval and management of overtime work 加班的审批及管理

5.3.1.1 In general, the Company does not encourage employees to work overtime. Each department shall focus on improving employee work efficiency, reducing unnecessary overtime, controlling overtime hours, and ensuring adequate rest for employees. If an employee is required to work overtime due to work demands, he/she shall perform duties diligently and shall not refuse overtime work without justified reasons.

通常情况下，公司不鼓励员工超时工作。部门应提高员工工作效率，减少不必要的加班，控制员工加班时间并保证员工休息。确因工作需要加班时，员工也应切实履行，如无正当理由不得推诿。

5.3.1.2 There shall be specific work contents for overtime work. Except for shifts workers on rest days according to the schedule, all other overtime must be processed in accordance with "HYBN-0204-Overtime Application Process". Employees who work overtime shall follow the overtime application procedure in advance and send a copy to the department statistician. If an employee is unable to submit the application in advance, he/she shall complete the application process on the next working day. If the application is not submitted within the same month, it will be assessed according to the 'Performance Appraisal Management Rules of No.2 Refinery Department'. Employees must confirm the overtime worked, and there must be specific work products or progress associated with it. Overtime without a clear task or without prior approval will not be considered.

员工加班应有明确内容，除轮班作业人员按排班表在休息日上的副班外，其余加班均需按《HYBN-0204-Overtime Application Process-加班申请流程》预先办理申请，并抄送综合统计员。确实无

法及时申请的，应当在次日工作日补办，若未在当月内申请的，将根据《炼油二部绩效考核细则》相应考核，加班后应对实际加班时间进行确认，并应有明确的工作成果或进展。无明确工作内容或申请未获得批准的加班不作计算。

5.3.1.3 Employees' overtime shall not exceed 72 hours per month. In the case of emergency shutdowns, major maintenance, or similar situations, additional approval is required.

员工加班每月最多不得超过 72 小时，遇装置紧急停工、大检修等情况的，另行审批。

5.3.1.4 is revised to: Shift workers are assigned to attend Professional Development Class on their rest day (specific date shall be notified by department), and must sign personally on the "Professional Development Class Attendance Sheet" in exchange for in-lieu. Those who are unable to attend the class (excluding those who are on return-to-home leave) must apply the leave via the 'HYBN-0205-Leave Application Process' at least 12 hours in advance, selecting "In-lieu" as the leave type, but no deduction of leave will be made from their actual in-lieu balance. If an employee is required to work overtime, he/she may gain an in-lieu leave for overtime work after obtaining approval from department leader (overtime worked on public holidays for shift workers will be compensated with overtime pay).

轮班作业人员按排班表在休息日上的副班（具体副班时间以部门通知为准），需在每月副班当天在《副班学习签字表》上本人签字后方可计入换休，无法参加副班的员工（回国休假人员除外）需按提前 12 小时申请《HYBN-0205-Leave Application Process 请/假申请流程》，请假类型选“调休”，实际不扣除调休；员工因工作需要经部门领导审批后加班，可以享受因加班而产生的调休（倒班人员法定假上班发放加班工资除外）。

5.3.2 Overtime Work and In Lieu 加班加点换休

5.3.2.1 Overtime work can be accumulated. The overtime is not counted if

it is less than 1 hour; the overtime is considered half a day if it is up to 4 hours; the overtime is considered a full day if it is up to 8 hours.

加班加点可累计计算，不满 1 小时的不计加班，满 4 小时按半天计算，满 8 小时按 1 天计算。

5.3.2.2 The company has considered the necessary overtime factors in the remuneration.

Except for positions explicitly specified by the company (such as shift workers, etc.), employees working during statutory holidays may receive overtime pay. For other employees who work overtime, as well as shift workers who work during their rest days, in-lieu of equivalent duration shall be provided in exchange.

公司在薪酬中已考虑了必要的加班因素，除公司明确规定的岗位人员（如轮班作业人员等）在法定节假日当班期间可发放加班工资外，其余人员的加班加点，及轮班作业人员的休息日加班，可安排同等时间的换休。

5.3.2.3 Each department should establish an internal record of overtime and additional hours worked, and summarize the overtime situation at the end of each month. After approval from department leaders, the records shall be submitted to Human Resources Department.

部门要建立内部加班加点台帐，并在月底汇总加班加点情况，经部门领导审批后上交人力资源部。

5.3.2.4 According to the company's human resources requirements, on-duty personnel must

use their rest-from-duty leave within one month; any unused rest-from-duty leave will be cleared at the end of the month. For those who are on-duty as First Contact Person on weekends, they are entitled to 2 days of Rest-from-Duty leave, whereas those who are on-duty as Second Contact Person on weekends are granted the Rest-from-Duty leave based on the actual hours worked. For those who are on-duty as First Contact Person on weekdays, they are granted 1 day of the Rest-from-Duty leave. The department shall reasonably arrange rest days for on-duty personnel based on actual work conditions, and the accumulation of excessive Rest-from-Duty leave days is prohibited.

根据公司人资要求，值班员工的值班休息应在一月内安排使用，未使用完的当月全部清零。值班人员周末主值可给予 2 天换休，周末副值按实际工作时长给予同等天数的换休，工作日主值给予 1 天换休，部门根据实际工作情况合理安排值班人员休息，禁止堆积大量值休。

5.3.2.5 is revised to: All employees are entitled to have in-lieu for overtime, Professional Development Class, and on-duty each year. The specifics may vary annually, subject to HR Department's guidance. Any leave not used within the company's required time frame will be automatically cleared. In-lieu can be used for return-to-home leave. For employees with available leave quota, in-lieu can be arranged within 40 natural calendar days of the return-to-home leave. If there is no available leave quota or exceeds 40 days, in-lieu shall be arranged to be used in Brunei depending on the situation. Any unused in-lieu will be cleared in the month of Chinese New Year of the following year (subject to change based on the decision by HR Department).

全体员工每年因加班、副班、值班所获的调休，(每年情况可能会有变化，具体以人资意见为准，未在公司要求期限前休完的假期将自动清零)。调休可用作回国休假使用，有休假额度的，在年度总回国休假天数 40 个自然日历年数内可安排调休；超出 40 天或无休假额度的，调休视情况在文莱安排休息，次年春节当月清零(具体以人资意见为准)。

5.4 Miscellaneous 其他

5.4.1 is revised to: Those who participate in company public welfare activities or training during statutory holidays, rest days, or other non-working hours can be compensated with appropriate rest on the next day or after the completion of the work. However, participating on post-qualification examination on rest days will not be compensated with in-lieu. Training and learning do not count as overtime (except for Professional Development Class arranged by the company), such as DCS simulation training and etc., the department may arrange rest as needed.

法定节假日、休息日或其他休息时间参加公司公益性活动、培训的，可在次日或该项工作结束后适当安排休息，休息日参加上岗类考试则不计入换休。培训学习不计入加班（公司安排的副班除外），例如 DCS 仿真培训等，部门内部可自行安排休息。

5.4.2 Employees on business trips during statutory holidays and rest days may arrange rest at their discretion.

员工因公出差期间，遇到法定节假日和休息日，可自行安排休息。

5.4.3 Employees sent to outside of company for training or learning are not eligible for overtime compensation. Upon returning to the company, no compensatory leave (in-lieu) and no overtime pay will be provided.

员工在派往外单位培训学习期间不计加班加点，返回公司后不予换休，也不支付加班工资。

5.4.4 Employees going out to do business for official reasons, please apply in advance for “HYBN-0212-Application for work outside the office-Field application process”, the process is filed before going out.

员工因公外出办事的，请提前申请《HYBN-0212-Application for work outside the office-外勤申请流程》，流程归档后方可外出。

5.5 Attendance Management 考勤管理

5.5.1 is revised to: Employees shall clock-in at the C8 gate on time, with the clock-in time subject to the official time recorded by the C8 gate attendance system. Early departures or tardiness are strictly prohibited. The shift attendance shall be responsible by the shift leader or deputy shift leader and shall not be delegated to others. Attendance records must be completed within a single shift cycle. Any fraudulent practices or significant errors in leave or attendance records will result in assessments of the shift and the person-in-charge of attendance in accordance with the ‘Performance Appraisal Management Rules of No.2 Refinery Department’. Those who are in-charge of attendance of others should complete attendance form promptly and accurately, according to the company’s standardized attendance regulations. The forms should be neatly written, without alterations, and the type of leave must strictly comply with the leave application process submitted by the employee. At the end of the month, the forms must be signed by the person-in-charge of attendance and the shift leader for confirmation. Leave record forms, medical leave certificates, and attendance sheets must be properly maintained and submitted to the integrative statistician at the end of each month. Attendance records will be subject to random checks, and assessments will be issued based on the quality and accuracy of the records.

员工应按时在 C8 大门打卡考勤，打卡时间以 C8 大门打卡机时间为准，不得早退、迟到；班组考勤由班长或副班长负责，不得由其他人员代做，班组考勤记录需在一个轮班内完成登记，对请假考勤弄虚作假或错误较多的将按照《炼油二部绩效考核细则》考核班组及考勤负责人；各级考勤员应按照公司统一规定的考勤符号，及时、准确填写考勤表，注意书写工整，不可有涂改，请假类型严格按照员工提交的请假申请流程填写，月底由填表人和班长签字确认。保管好请假记录表、病休诊断书（证明）和考勤表，并在月底交给综合统计员。考勤表将采取不定期抽查的形式，根据考勤表填写质量出具相应的考核。

5.5.2 If an employee fails to arrive on his/her post within the designated working hours or leave his/her post early without authorization, he/she will be considered late for work or leaving early; if an employee is late for work or leave his/her post earlier for more than one hour without notifying and obtaining approval from their superior, he/she will be considered as 1 day of absenteeism.

员工未按规定工作时间到达岗位或提前离开岗位的，视为迟到早退；迟到、早退超过一小时，且未告知上级并获得批准的，视为旷工一天。

5.5.3 Employees are required to clock in and out punctually. Department attendance clerk shall use the standardized attendance regulations provided by the company to accurately and promptly complete the attendance each day. They must also ensure the proper management of

various types of leave requests, medical certificates, and attendance records. In the event of an employee's unauthorized absence, the HR department should be notified within 1 day. For employees taking extended sick leave or unpaid leave exceeding 7 days, the HR department must be informed before the payroll processing date.

员工应按时打卡考勤, 部门考勤员应按照公司统一规定的考勤符号, 每天及时、准确填写考勤表, 保管好各种假条、病休诊断书(证明)和考勤表。如有员工旷工的, 应在 1 天内告知人力资源部; 如有员工请长病假、事假超过 7 天的, 应在薪酬发放日前告知人力资源部。

5.5.4 The attendance sheet must not be modified without proper justification. In the case of any errors, the attendance clerk must promptly rectify them and provide their signature for confirmation. The department must submit the attendance sheet by the 5th of the following month.

考勤表不得随意涂改, 如有差错, 由考勤员及时更正, 并签字确认。部门在次月 5 日前上报考勤表。

5.5.5 The attendance-related records and documents of the department should be retained for 3 years for future reference.

部门考勤相关的记录及文件应保存 3 年备查。

5.5.5 The person-in-charge of attendance for each shift should monitor the attendance status of the employees, understand the employees' leave situations, track any abnormal attendance. If the number of abnormal attendance reaches the upper limit specified in the rules, they should promptly report the situation to the higher-level supervisors and take appropriate actions in accordance with company policies and these rules.

各级考勤负责人应掌握所负责员工的出勤动态, 了解员工的请假情况, 统计员工的异常出勤情况, 异常出勤次数达到细则规定上限, 则应及时向更高一级主管领导汇报情况, 根据公司制度及本细则做出相应处置。

5.6 Resignation Management 离职管理

5.6.1 Employee resignation order Management 离职程序管理

5.6.1.1 Employees with the intention to resign must submit their resignation application at least 30 days before leaving their position, while those on probation must submit theirs at least 1 week in advance. The resignation letter must be signed by the employee and clearly state the resignation date. The resignation handover procedures must be completed within two weeks before the final resignation date and submitted to Human Resources..

有离职意向的正式员工需在离开岗位前至少提前 30 天提交离职申请, 试用期员工需在离开岗位前至少提前 1 周提交离职申请, 离职报告必须要由员工本人签字并明确离职日期, 离职交接手续需在离职截止日期两周内办理完成并提交至人资。

5.6.2 Management of resignation employee attendance 离职人员考勤管理

5.6.2.1 Based on the number of days worked in the year, departing employees shall have their unused annual leave days calculated on a prorated basis. At the time of resignation, Chinese

employees who have accrued one leave quota of paid leave may take a maximum of 3 weeks of leave (applicable whether the leave is taken in Brunei or China).

离职人员根据当年已工作天数折算应休未休年休假天数，在离职时已产生 1 个额度的中国籍员工使用带薪假最多休假 3 周（休假地在文莱或中国都适用）。

5.6.2.2 Chinese employees without leave quota must take their paid leave in Brunei, up to a maximum of 3 weeks. If they return to China before the resignation date, the remaining days will be treated as unpaid leave.

无额度的中国籍员工需要在文莱休带薪年假，最多休 3 周，如果在离职日期前返回中国，则剩余天数按事假处理。

5.6.2.3 For Chinese employees with more than one leave quota, the number of leave days shall be calculated based on the number of leave quota, with each leave quota equivalent to 3 weeks of leave.

多于一个额度的中国籍员工按额度数量计算休假天数，1 个额度 3 周。

6 Inspection and Supervision 监督与考核

Each shift person-in-charge of attendance is responsible for supervising and inspecting the implementation of the management rules at all levels within the department. For those who fail to comply with the requirements, the relevant personnel shall be held accountable in accordance with leave and attendance management rules of the department.

各级考勤管理人员负责监督检查部门各级人员对此管理细则执行情况，对未按要求执行的人员，按照部门请假考勤管理细则考核规定追究有关人员责任。

The department leader has the final right to interpret these rules.

部门领导班子对本细则具有最终解释权。

7 Supplementary Rules 附则

7.1 These regulations are managed by the No.2 Refinery Dept. For any unfinished matters not covered, please refer to the company's specialized management systems and other relevant policies.

本细则由炼油二部归口管理，未尽事宜参照公司各专业管理制度等执行。

7.2 The preparation and approval of the version of these rules are shown in Table 1. 本细则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

10	2025/10/1	LuoXin 罗欣	Yang Fan、 A Dili BuliBuli、 Sun Weifeng 杨帆、阿地里·布 力布力、孙伟锋	Yang Shihai 杨仕海
Version 版本	Issued Date 颁布日期	Compiler 编制人	Reviewer 审核人	Approval 批准人