



P.E N A T I O N

REBECCA VALLANCE

## 浩史宾及品牌确认的流程要求

### APPROVED PROCEDURES FOR HOTSPRINGS & BRANDS

#### 1.0 目的 Purpose

为规范员工代表选举，保障员工依法行使民主权利，制定本办法。

These Measures are formulated to standardize the election of employee representatives and ensure that employees exercise their democratic rights according to law.

#### 2.0 范围 The Scope of Procedure

本程序适用于该厂所有员工。

This procedure applies to all employees.

#### 3.0 定义 Define

员工代表：由员工选举产生，代表员工利益，向管理人员表达他们对工厂行为的关心，检查工作条件，与工厂管理人员对话，以及举办其它不妨碍工厂生产的活动的人员。

Employee representative: elected by employees to represent their interests, express their concerns about factory conduct by management, and check work conditions, dialogue with plant management, and other activities that do not interfere with plant production.

#### 4.0 职责 Responsibilities

该厂厂务部负责员工代表的选举、宣传工作，行政部负责员工代表监督工作。

The factory affairs department shall be responsible for the election and publicity of employee representatives, and the administration department shall be responsible for the supervision of employee representatives.

## 5.0 工作程序 Working Procedure

5.1 员工代表的基本要求为遵守厂规厂纪、遵守国家法律法规、作风正派，热心为员工服务，身体健康，有一定文化水平和组织、管理能力的员工。

The basic requirements of the employee representative are the employees who abide by the factory rules and regulations, abide by the national laws and regulations, have a decent style of work, are enthusiastic about serving the employees, are in good health, and have a certain level of education and organizational and management ability.

5.2 由该厂各部门/车间接以上标准推选候选人，一名或多名不等。

Each department/workshop shall nominate one or more candidates according to the above criteria.

5.3 根据该厂各部门/车间选出的若干名员工代表，将其简介公布，再定某个时间及地点，公开地进行无记名式投票。

Brief introduction of several employee representatives selected by each department/workshop will be published, and then a certain time and place will be set for open secret ballot.

5.4 所有员工可自由参加的一人一票选举，任何多选或不选视为无效之投票，以威胁、贿赂、伪造选票等不正当手段当选的无效。得票数最多的选为员工代表。

All employees are free to participate in the election of one person, one vote. Any multiple election or non-election shall be deemed invalid, and the election by threat, bribery, ballot forging, and other improper means shall be invalid. The employee representative is elected with the most votes.

5.5 选举结果在全厂范围内公告，并由总经理签字任命。

The election results shall be announced throughout the plant and signed by the general manager.

5.6 员工代表应保证每三个月最少一次与工厂高层召开会议，就员工的生产、生活问题等进行讨论分析。

The employee representative shall hold a meeting with the senior management of the factory at least once every three months to discuss and analyse the production and living problems of the employees.

5.7 工厂应保存每次与员工代表召开的会议记录，针对员工代表提出的问题要及时作出分析和解答。

The Factory shall keep the minutes of each meeting held with the employee representative and analyse and answer the questions raised by the employee representative in a timely manner.

5.8 员工代表拥有与普通员工一样的义务与权利，不享有特权。

The employee representative shall have the same obligations and rights as ordinary employees and shall not enjoy privileges.

5.9 员工代表成员因严重违反厂规时撤换或离职时重施选举活动。

The employee representative shall be replaced or reselected due to serious violation of factory rules.

## 6.0 相关记录 **Related Records**

### 6.1 “选举记录”

Election Records

### 6.2 “员工代表与工厂高层会议记录”

Minutes of meeting between Employee Representative and Factory Senior Management

## 7.0 监督机制 **Monitoring Mechanism**

浩史宾上海代表处将定期检查员工代表与工厂高层会议记录，并审核改进措施方案及进度。

Hotsprings Shanghai Representative Office will regularly check the meeting record between employee representative and factory senior member and provide any needed actions or improvement plans and progress.