

小额奖励流程

Alternative Rewards Procedure

RCCAC-HRS-P-005

REV: -1.0

审签页 Signature Page

	姓名/职务 Print Name / Role	签字 Signature	日期 Date
起草 Prepared by	魏小芸/人事行政经理 Karen Wei/HRA Mgr		2015.06.01
审核 Reviewed by	张晶/质量经理 James Zhang/Quality Mgr		2015.11.19
审核 Reviewed by	王运盛/产品线经理 Johnson Wang/Product Line Mgr		2015.11.19
审核 Reviewed by	陈世浩/系统经理 Kevin Chen/System Mgr		2015.11.19
审核 Reviewed by	张莹/财务总监 Ying Zhang/CFO		2015.11.19
审核 Reviewed by	Steven Savage/技术总监 Steven Savage/CTO		2015.11.19
批准 Approved by	任劲松/副总经理 Ren Jinsong/DGM		2015.11.19
批准 Approved by	吕冰/总经理 Martin Lv/GM		2015.11.19

修订历史 Revision History

版本号 Revision Letter	起草人 Originator	日期 Date	更改描述 Change Description
V1.0	Karen Wei	2015.11.23	New Release 新文件发布

1. 奖励标准 Award Standards

- * 展示与公司价值一致的部门内部或跨部门协作行为；

Showing department internal / cross-function collaboration behavior in accordance with the company value;

- * 受到客户认可/表扬；

Being recognized or praised by customers;

- * 展示与公司价值一致的领导力行为；

Showing leadership behavior in accordance with the company value ;

- * 认真细致的工作表现，实现显著的个人或团队业绩。

Realizing remarkable individual or team achievements through diligent work.

2. 范围 Scope

适用于中电科柯林斯航空电子有限公司全体员工。

It is applied to all the employees of Rockwell Collins CETC Avionics Co., Ltd.

3. 奖励选项 Award Options

礼品卡、礼券或其他等额 100 元，300 元，500 元的表彰形式。

Gift cards, gift certificates and other recognition of a value of RMB 100/300/500.

4. 申请流程 Application

提名前申请人应获得被提名人部门经理的同意—提名人提出申请—人事行政部审核—副总经理批准—总经理批准。

Nominate with the agreement of nominee's department manager—Apply by the nominator—Review by HRA department—Approval by Deputy General Manager —

Approval by General Manager.

5. 本规定自 2015 年 11 月 23 日起生效，由人事行政部负责解释。公司有权在认为适当时不时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致，以中文为准。

This regulation shall take effect from Nov 23rd, 2015 and be explained by HRA department. Company reserves the right to revise, supplement or rescind the policy from time to time as it deems appropriate in accordance with law. Employees will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.

6. 附件 Annex

A. 《小额奖励申请表》 Alternative Rewards Application Form